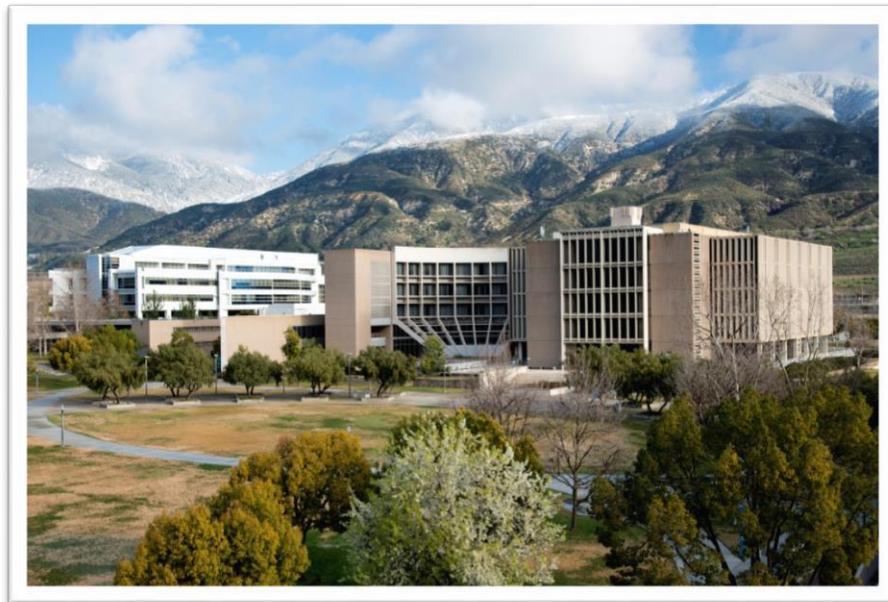


# **Student Academic Resources Guide**



Published by:

## **Advising and Academic Services**

Undergraduate Studies

UH- 380

(909) 537-5034

(909) 537-5035

Updated 10/13/15

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## CHECK LIST OF WHAT YOU NEED TO HAVE AN EXCELLENT START AT CSUSB

Starting at **California State University, San Bernardino (CSUSB)** represents a new endeavor. Below is a checklist to assist you on your road to success. After you have completed each item, place a check mark next to it. When the entire list is checked off, you are ready for the best start at CSUSB!

1. \_\_\_\_ I took the necessary **EPT and/or ELM** Placement tests or was exempt from taking them. If you have any questions contact the Testing Office at 909-537-5045 or emailing [testing@csusb.edu](mailto:testing@csusb.edu).
2. \_\_\_\_ I accepted CSUSB's offer of admission and paid my \$100 confirmation deposit. I also confirmed the Student Intent to Register through my MyCoyote (<https://mycoyote.cms.csusb.edu/mycoyote.html>)
3. \_\_\_\_ I signed up for the CSU Early Start program or I was exempt from participating.
4. \_\_\_\_ I registered for my Early Start class(es). **Website:** <http://earlystart.csusb.edu>
5. \_\_\_\_ I registered for SOAR.
6. \_\_\_\_ I completed the Direct Self Placement to help me determine which English course I will register for. **Link:** <http://www.surveygizmo.com/s3/927099/Directed-Self-Placement>
7. \_\_\_\_ I have accepted/declined my Financial Aid award (if I submitted my FAFSA application).
8. \_\_\_\_ I have attended SOAR and registered for classes.
9. \_\_\_\_ I have submitted my final transcripts and other documents and/or fees to the Admissions office.
10. \_\_\_\_ I understand that my Program Advising Worksheet for Students (PAWS) is where I can go to keep track of my academic course requirements and to see what I need to get my degree. I can access it through MyCoyote:  
  
<https://mycoyote.cms.csusb.edu/mycoyote.html>
11. \_\_\_\_ I have confirmed and have access to my CSUSB campus Email address and am aware that all official university communications will be sent there. If I had problems with activating my campus Email, I contacted the Office of the Registrar in UH-171.
12. \_\_\_\_ I have paid my tuition.
13. \_\_\_\_ I have taken time to familiarize myself with the campus by locating the buildings where my classes will be held and locating my advisor.  
**Campus Map:** <http://www.csusb.edu/documents/CSUSBcampusmap-color.pdf>  
**Who is my Advisor:** <http://advising.csusb.edu/myadvisor.html>
14. \_\_\_\_ I have my CoyoteOne card. (Pfau Library (Pfau Library Addition, first floor) PL-1108; located inside the Technology Support Center) CoyoteOne card at the *Palm Desert Campus* – Indian Wells Building, room 102. For more information please visit: <http://acm.csusb.edu/services/onecard/>

<http://undergradstudies.csusb.edu/advising/checklist2.html>

**I have checked every item above. I am off to an excellent start!**

## ACADEMIC ADVISING and STUDENT RESPONSIBILITY

The ultimate responsibility for making decisions about educational plans and life goals rests with the individual student. It is highly recommended that each student meet with a faculty and/or staff advisor at least one time during the quarter. In order to facilitate an effective advising meeting with a faculty or staff member, the student must:

- 1) Become knowledgeable about university policies, procedures, critical deadline dates, and academic requirements.
- 2) Bring a printed paper copy of the Program Advising Work Sheet (PAWS) to every advising appointment with a faculty or staff member.
- 3) Gather all relevant decision-making information such as work schedules, personal responsibilities or other time commitments and write them out so it can help you select classes.
- 4) **BEFORE** meeting with your advisor, create a tentative course schedule using the Class Schedule, University Bulletin of Courses, and your PAWS. Follow the academic plan developed with the advisor.
- 5) Prepare a list of questions or topics to discuss with the advisor. This is an excellent opportunity to discuss educational and career goals, scholarships, and special departmental programs.
- 6) Review the MyCoyote enrollment each quarter in order to verify added and dropped courses. Students are responsible for all classes enrolled.

Seek advice from a professor in your major. By doing so, you will alleviate any frustrations or confusions about courses or your degree.

It will also do the following:

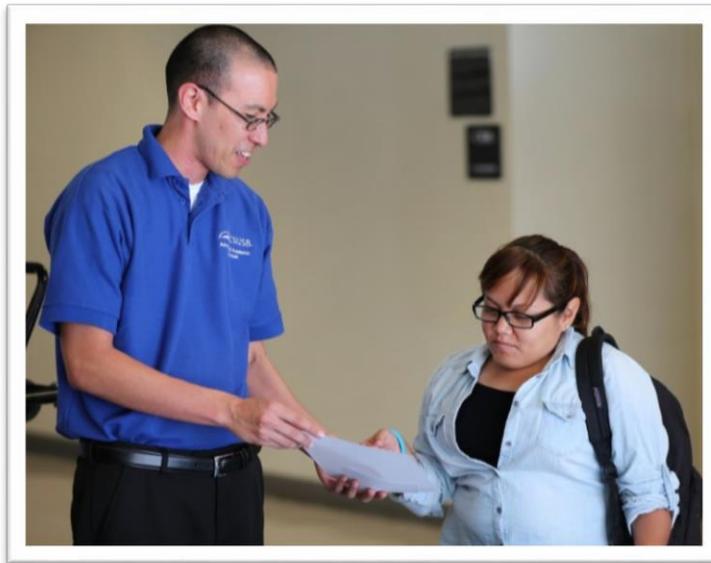
- A. Help you avoid taking two different courses that fulfill the same requirement.
- B. Help you make sure that you have met the prerequisites needed for certain courses. Some courses follow a sequence.
- C. Help you will find out if certain courses are only offered during specific quarters.
- D. Help you develop a rapport with the professors and department, for future references and internship opportunities.



## - ADDITIONAL ADVISING TIPS -

### **DO NOT.....**

- take advice from just anyone (ie. Your friends, roommate, etc.);
- wait until official registration time to see your advisor;
- **assume** your advisor has access to all your records;
- **assume** your advisor (or anyone) will tell you everything you need or want to know;
- **assume** that it is only your advisor (and not you) who should be familiar with the University's rules and regulations



## Advising

Where a student goes for advising is based on their declared major. Undeclared students will speak with an advisor in the office of Advising and Academic Services, whereas all other students will see an advisor in the major.

Some majors have Peer Advisors. Peer advisors are students who are usually upper classmen who have already mastered the art of navigating college life. These advisors can be quite useful when making your course selections.

Other departments choose to have their faculty advise their students. This is a benefit to our students as well because it provides the opportunity to build a relationship with someone who can later write a Letter or Recommendation.

Full time Professional Advisors are available for those students who have declared majors under the College of Arts and Letters, Business and Public Administration, Natural Sciences, and Social and Behavioral Sciences.

If you need to find out how your department handles advising please call the department of your major for information.

*Please do not forget to bring your most recent copy of your PAWS report with you to all advising sessions.*

# Who is My Advisor?



(Click on the PAW print to go to the Who's My Advisor List)

You can also visit: [advising.csusb.edu](http://advising.csusb.edu)

## College Professional Advisors

<u>College</u>	<u>Advisor</u>	<u>Location</u>	<u>Phone</u>
Arts and Letters	TBA	TBA	TBA
Business and Public Administration	Ellie Gault	JB 134	(909) 537-3358
	Maria Domingo	JB 134	(909) 537-3358
Natural Sciences	Amanda Salazar	TO 31	(909) 537-5494
Social and Behavioral Sciences	Jessica Baker	FO 107	(909) 537-7190

## Special Programs

<u>Program</u>	<u>Advisor</u>	<u>Location</u>	<u>Phone</u>
Athletics	Morgan Walker	HP 112	(909) 537-5020
EOP	EOP Advisors	JB 134	(909) 537-5042
SAIL Program	SAIL Advisors	UH 386	(909) 537-5921

## Peer Advising Information

**English Peer Information Center (EPIC)** (909) 537-7627 **location:** UH 301.49  
**EPIC contact:** Andrew T. Castillo **email:** [andrew@csusb.edu](mailto:andrew@csusb.edu)  
<http://english.csusb.edu/advising.html>

**Health Professions Advising Center** (909) 537-5824 **location:** TO-030  
**Director:** Lesley Davidson-Boyd **email:** [lboyd@csusb.edu](mailto:lboyd@csusb.edu)  
<http://nsci.csusb.edu/hpac/>

**Natural Sciences Peer Advising Center** (909) 537-5824 **location:** HP 235  
**Peer Advising Coordinator:** Erika Hernandez **email:** [ehernand@csusb.edu](mailto:ehernand@csusb.edu)  
<http://nsci.csusb.edu/students/PeerAdvisingCenter.html>

**Mentor Advising Center (MAC)** (909) 537-5518 **location:** FO-146  
**MAC Supervisor:** Jessica Baker **email:** [themac@csusb.edu](mailto:themac@csusb.edu)  
<http://sbsadvising.csusb.edu/advising/advisinghours.htm>

**Peer Advising Center (PAC)** (909) 537-5824 **location:** SB 426  
**Psychology and Human Development Undergraduate Advising**  
**Dr. Janelle Gilbert** **email:** [janelle@csusb.edu](mailto:janelle@csusb.edu) (909) 537-5587 **location:** SB 539  
**Dr. Rico** **email:** [rricco@csusb.edu](mailto:rricco@csusb.edu) (909) 537-5570 **location:** SB 425 (to sign up for advising)  
[http://psychology.csusb.edu/undergraduatePrograms/student\\_advising.htm](http://psychology.csusb.edu/undergraduatePrograms/student_advising.htm)

## Program Advising Worksheet (PAWS)

Once admitted to the University all undergraduate students are provided with a PAWS report. This is meant to be used to keep our students informed at all times regarding where you stand with respect to your degree pursuit.

The PAWS will show you what requirements have already been satisfied as well as those that still need to be completed. This should be used when students are choosing their courses each term. It can also be used to determine your current GPAs and courses that have been transferred in from another institution.

Please take time to familiarize yourself with your PAWS; it will be a helpful tool while you are here. In order to access your PAWS, log into your MyCoyote and just below the Student Self Service link is the PAWS link.

If you have questions regarding your PAWS there are several offices that can assist you, this includes: Advising and Academic Services, Office of the Registrar, your Peer Advisor, Faculty Advisor, SAIL or EOP counselors.

## CSUSB'S FIVE ACADEMIC COLLEGES

There are five academic colleges within CSUSB. Each college is responsible for its own majors. To contact a department within a college for a faculty advisor, please refer to the following list.



### ARTS AND LETTERS (909) 537-5800      UH- 237

**Website:** <http://artsletters.csusb.edu/>

ART	(909) 537-5802	VA-105
COMMUNICATION STUDIES	(909) 537-5815	UH-018
ENGLISH	(909) 537-5824	UH-334
<i>LIBERALS STUDIES</i>	(909) 537-5857	CE-114
MUSIC	(909) 537-5859	PA-111
PHILOSOPHY	(909) 537-5869	UH-339
THEATRE ARTS	(909) 537-5876	CA-111
WORLD LANGUAGES AND LITERATURE	(909) 537-5847	UH-314

**Website:** <http://cbpa.csusb.edu/>

ACCOUNTING AND FINANCE	(909) 537-5704	JB-459
INFORMATION AND DECISION SCIENCES	(909) 537-5723	JB-460
MANAGEMENT	(909) 537-5731	JB-461

MARKETING	(909) 537-5749	JB-458
PUBLIC ADMINISTRATION	(909) 537-5758	JB-456
UNDECLARED CONCENTRATION	(909) 537-3386	JB-228
		JB-458

**BUSINESS AND PUBLIC ADMINISTRATION (909) 537-5700 JB- 278**

Website: <http://cbpa.csusb.edu/>

ACCOUNTING AND FINANCE	(909) 537-5704	JB-459
INFORMATION AND DECISION SCIENCES	(909) 537-5723	JB-460
MANAGEMENT	(909) 537-5731	JB-461
MARKETING	(909) 537-5749	JB-458
PUBLIC ADMINISTRATION	(909) 537-5758	JB-456
UNDECLARED CONCENTRATION	(909) 537-3386	JB-228

**EDUCATION (909) 537-5600 FO-182**

Website: <http://coe.csusb.edu/>

Please visit:

<http://coe.csusb.edu/whatWeOffer/undergraduatePrograms.html>

UNDERGRADUATE PROGRAMS:		
<ul style="list-style-type: none"> <li>• Minor Program in Education</li> <li>• Gender and Sexuality Studies</li> <li>• Liberal Studies Integrated Track</li> <li>• Career and Technical Studies</li> </ul>	(909) 537-5609	CE-102
TEACHING CREDENTIALS	(909) 537-5637	CE-319

**NATURAL SCIENCES (909) 537-5300 BI - 132**

Website: <http://nsci.csusb.edu/>

BIOLOGY	(909) 537-5305	BI-302
CHEMISTRY AND BIOCHEMISTRY	(909) 537-5318	CS-204
COMPUTER SCIENCE AND ENGINEERING	(909) 537-5326	JB-307C
GEOLOGICAL SCIENCES	(909) 537-5336	BI 113A
HEALTH SCIENCE AND HUMAN ECOLOGY	(909) 537-5339	PS-226
KINESIOLOGY	(909) 537-5349	HPE 120
MATHEMATICS	(909) 537-5361	JB-370
NURSING	(909) 537-5380	HPE-215
NUTRITION AND FOOD SCIENCES	(909) 537-5340	PS-315
PHYSICS	(909) 537-5397	PS-119

**SOCIAL AND BEHAVIORAL SCIENCES (909) 537-7500 SB – 207**

Website: <http://csbs.csusb.edu/>

AIR FORCE ROTC/Aerospace Studies	(909) 537-5440	FO-144
ARMY ROTC/Military Science	(909) 537-5533	FO-125
ANTHROPOLOGY	(909) 537-5502	SB-327
CRIMINAL JUSTICE	(909) 537-5506	SB-209
ECONOMICS	(909) 537-5511	SB-451
ETHNIC STUDIES PROGRAM	(909) 537-5512	SB-445
GEOGRAPHY AND ENVIRONMENTAL	(909) 537-5519	SB-327
STUDIES HISTORY	(909) 537-5524	SB-327
POLITICAL SCIENCE	(909) 537-5535	SB-122
PSYCHOLOGY AND HUMAN DEVELOPMENT	(909) 537-5570	SB-425
SOCIAL SCIENCES	(909) 537-7500	SB-207
SOCIAL WORK	(909) 537-5501	SB-423
SOCIOLOGY	(909) 537-5541	SB-327

**INTERDISCIPLINARY PROGRAMS (909) 537-5300 UH-237**

SPECIAL MAJOR – Undergraduate Studies	(909) 537-5032	UH-352
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# FOUR -YEAR GRADUATION PLEDGE PROGRAM

California State University, San Bernardino is committed to assisting students in earning a baccalaureate degree in the shortest time possible. With careful planning a student can graduate in four years. The university has consistently worked to provide an academic schedule and degree requirements which can be completed in four years by students willing to devote their time and energy to full time enrollment and study. We believe well-qualified, hard working students who have met all entrance requirements upon graduation from high school should set as their goal the completion of an undergraduate program without loss of time. The university is prepared to help students reach this goal.

## Why Sign Up?

- First Priority Registration
- Special advisement from department
- Guaranteed course offerings from department

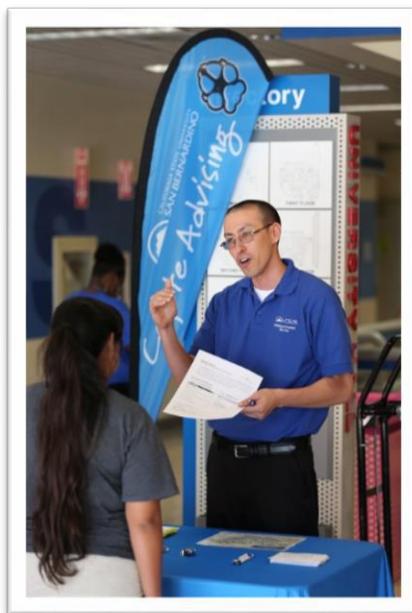
## Student Obligation

- Sign 4-year pledge contract
- Register for at least 15 units/quarter
- See pledge for more details

## Who is eligible?

All entering freshmen with a declared major, and concentration if applicable, who are willing to enroll in at least 45-47 units a year, who enter **without basic skills deficiencies** and meet all entrance requirements for the major.

To find out more about CSUSB's four-year graduation pledge program please contact Advising and Academic Services at (909) 537-5034 or (909)537-5035.



# UNDERGRADUATE STUDIES

## Promoting Academic Success and Excellence

The Office of Undergraduate Studies is devoted to helping all undergraduate students succeed at CSUSB. We provide a wide range of academic services for students.

In addition to academic support programs, Undergraduate Studies also assists with outreach to schools in our service area, oversees Special Majors, coordinates the General Education curriculum in conjunction with the Faculty Senate General Education Committee, and collaborates across colleges and divisions on projects to promote student success.

<http://www-ugs.csusb.edu/>

### UNDERGRADUATE STUDIES DEPARTMENTS

UNDERGRADUATE STUDIES

UH – 352

(909) 537-5032

The Office of Undergraduate Studies is responsible for the overall development and management of the undergraduate equity programs of the university.

*Early Start Program* requires incoming students who do not demonstrate readiness for college-level math and/or English to begin all necessary developmental work during the summer before attending any California State University. <http://www.ugs.csusb.edu/earlystart/>

*Student Mentoring Program (SMP)* is part of a statewide effort to improve the access, enrollment, and retention of underrepresented students. New students are provided with a one-on-one relationship with an experienced CSUSB upper-class student to guide them through their first year of college. Follow the link if you would like to request a mentor. <http://www.ugs.csusb.edu/mentor/mentorreq/>

*Special Major* allows a student to design his or her own program of study created from two or more departments because existing degree programs offered at the university do not satisfy personal needs or career plans.

*Supplemental Instruction* is a research-based, locally proven method for helping students **succeed in challenging courses** by providing subject-matter instruction, support, and guidance to strengthen critical college skills. All SI courses are 2 units and meet twice a week for 50 minutes each. Supplemental Instruction courses are identified as USTD 77: Adjunct for Specific Subjects. They are taught as a support to specifically designated general education courses in mathematics, social and behavioral sciences and history. The courses emphasize mastery of lecture and textbook content, study skills, and test preparation. For more information about supplemental instruction please visit: <http://www.ugs.csusb.edu/si.html>

*Honors Program* is designed to meet the needs of highly motivated students who seek an exceptionally challenging intellectual experience. It provides opportunities including priority registration, special academic advising, integrated honors courses, participation in lectures, concerts and art exhibits, honors colloquia, and seminars.

[advising.csusb.edu](http://advising.csusb.edu)

Advising and Academic Services advises and counsels undergraduate students who are on academic probation or subject to dismissal and assists students with university regulations and procedures such as GE Course Substitutions, Leave of Absences, Retroactive Withdrawals, simultaneous enrollment, etc.

*The office provides specialized advising services for:*

- **Academic Probation and Disqualification Counseling**
- **Undeclared Advising EPT/ELM, Basic Skills and Remediation**
- **4-Year Graduation Pledge, Student Success Peer Advising, SOAR Advising and Registration**
- **Dianna J. Pelletier Resiliency Scholarship Fund, University Academic Grade Grievance, University Waivers and Petitions**
- **General Education/PAWS Questions, Excessive Unit (Senior) Advising, USTD 27B, 37 and 200**

<http://www.ugs.csusb.edu/eop/english/>

EOP is an admissions and support services program designed to provide support to students from historically low-income, first-generation disadvantaged students that meet specific income guidelines and demonstrate the potential to succeed at the university level.

The program provides comprehensive support services including but not limited to: Admission, Academic Advising, Career and Personal Counseling, Tutoring, and Financial Assistance. The program also offers the Summer Bridge Program, a program designed to assist students with their transition and acclimation to the university environment. For more than 30 years, the Summer Bridge Program has provided an opportunity for incoming CSUSB freshman to live on-campus, attend classes, and participate in workshops and special events designed to successfully prepare them for the university experience. The program also offers the EOP Renaissance Scholars Program, a support program for EOP-eligible, current and former foster youth. In addition to the traditional EOP services, the EOP Renaissance Scholars Program provides critical resources to foster youth in the form of safe year-round housing, as well as assistance with meals, tuition and fees, and other academic-related expenses.

To be considered for EOP, students must apply for admission to California State University, San Bernardino on CSU Mentor; complete an EOP Application on CSU Mentor; and apply for financial aid by completing the FASFA. For students who qualify for an AB 540 nonresident tuition exemption, they may file for state- and institutional-funded financial aid by filing a California Dream Act Application at [California Dream Act](#).

<http://www.ugs.csusb.edu/honors>

The mission of the CSUSB University Honors Program is to encourage and support honors students' intellectual and personal growth throughout their undergraduate education. The University Honors Program works to achieve this mission by providing challenging coursework, enriching colloquium and seminars, a diverse range of cultural events, and rigorous senior research and scholarship experiences. The program is designed for self-motivated, academically prepared students seeking a university educational experience that is especially challenging and enriching. The honors curriculum is built around the three guiding principles of the program: *Academic Excellence*, *Community Engagement in a Diverse Society*, and *Personal Growth*.

These principles are reinforced across the academic and co-curricular experiences throughout students' undergraduate education. Students learn from some of the most talented professors at CSUSB in several courses devoted entirely to the Honors Program, in addition to completing courses in their major and in the General Education Program along with their fellow students outside of the Honors Program. Supported by the honors faculty, honors students develop a strong commitment to community engagement at the local, regional, and global levels. Honors students also strive to demonstrate tolerance and respect for all people, and they take an active role in learning to better understand differences among people. Through a combination of academic, cultural, and interpersonal exploration, honors students seek out and take advantage of opportunities for their own personal growth throughout their studies at CSUSB and beyond. The University Honors Program is a center of excellence on our campus, and is an ideal place within the supportive university environment for students to learn and grow.

**STUDENT ASSISTANCE IN LEARNING (SAIL) UH-386 (909) 537-5921**

<http://www.ugs.csusb.edu/sail/>

SAIL, the University's federally funded Student Support Services project, serves 325 students each year. Eligible participants are students from low-income families, students whose parents have not earned a bachelor's degree, and/or students with a learning or physical disability.

The project's goal is to provide a variety of supportive services to ensure students' academic and personal success at CSUSB and their persistence towards graduation. SAIL offers:

- Academic advising
- Financial aid counseling and personal financial planning
- Career and personal counseling
- Supplemental instruction courses to promote success in general education classes.
- Courses in college reading, writing improvement and general study skills
- Quarterly and focus workshops addressing study skills, student resources and personal growth
- Computer/Study Resource Center
- Study marathons to help prepare for final exams
- Assistance with graduate school planning and applications
- Cultural, community service and leadership development opportunities

**TESTING OFFICE UH-387 (909) 537-5045**

<http://undergradstudies.csusb.edu/testing/>

The Testing Office administers tests applicable to admission, academic placement, and academic achievement. Information regarding the following tests can be obtained by contacting the Testing Office:

ACT (Institutional)

Entry Level Mathematics (ELM) English Placement Test (EPT) LSAT (Law School Admission Test)

TEAS (Test of Essential Academic Skills) Writing Requirement Exemption Exam (WREE)

\*U.S. Constitution, U.S. History and California State and Local Government Exams

(\*For CSUSB students pursuing a bachelor's degree)

**TUTORING CENTER UH - 351 (909) 537-5038**

<http://undergradstudies.csusb.edu/lc/>

Tutoring offers many services for students and faculty. The three main services are tutoring for undergraduate courses, make-up testing, and open computer labs. Tutoring is available in person, online and by Skype. Also on hand, the Learning Center carries a variety of educational material on DVD, CD, cassettes, and resource books. Check the center's website for more information and hours of availability.

<http://undergradstudies.csusb.edu/wc/>

The Writing Center offers tutoring/conferencing for students from all disciplines and at all stages of their composing processes. Tutors also conduct conversation groups and conferencing specifically designed for ESL students. As part of the university's writing-across-the curriculum program, Writing Center faculty and tutors consult with cross-disciplinary faculty members who are designing writing assignments for their courses. They also conduct in-class writing workshops and discuss manuscripts for publication.



# **Palm Desert Campus**

37500 Cook Street Palm Desert, CA 92211

(760) 341-2883 or (909) 537-8100

<http://pdc.csusb.edu/>



The Palm Desert Campus offers the supportive environment of a small campus with small classes and more opportunities for contact with instructional faculty. The faculty and staff of the Palm Desert Campus are committed to your success, committed to serving the Coachella Valley, and committed to maintaining an environment on campus that honors diversity and provides all students the opportunities to fulfill their dreams of a higher education. Some of the classes are delivered via compressed video and microwave. Both systems are modern and interactive allowing the students to take courses which were previously unavailable. Increasing numbers of classes are being offered over the Internet.

## **ADMISSIONS**

Freshmen and Transfer Students may apply for admission at The Palm Desert Campus. The Palm Desert Campus has the same entrance requirements to be admitted as the San Bernardino campus, however, the Palm Desert Campus may at times have different admission dates and procedures. Beginning fall 2013, CSUSB Palm Desert Campus welcomed its first freshmen class.

## **ACADEMIC AND STUDENT SERVICES**

The Palm Desert Campus offers academic advising for undergraduate, graduate and credential programs. We also provide financial aid counseling and services for students with disabilities. In addition, our campus provides Academic Information Sessions, which are required for newly admitted students prior to registration. Students may apply for the Rogers Scholarship, the McNair Scholars Program and internships. In addition, currently enrolled students can take advantage of the Helene A. Hixon Information Resource Center Library, our state-of-the-art electronic library.

## **STUDENT LIFE**

Clubs and organizations are an integral part of a student's well-rounded experience. Our students have the option of participating here in Palm Desert or at the main campus in San Bernardino. Activities at the Palm Desert Campus include, but are not limited to, Associated Student Council, English Club, Psychology Club, MEChA, AAUW, PALS and Accounting Association. For those interested in helping youth, GEAR UP provides tutoring opportunities at the local school districts.

## ***WHY THE PALM DESERT CAMPUS?***

### **GREAT FACULTY AND PERSONALIZED ATTENTION**

Students at the campus experience an intimate atmosphere which lends itself to more faculty/student interaction.

### **CAMPUS BEAUTY**

The calming atmosphere of the campus allows students to take advantage of all the desert has to offer. The campus is also centrally located with easy access to many area attractions.

### **STUDENT SUPPORT SERVICES**

There are many services available to students such as clubs, the Health Center, the Information Resource Center, and the recently expanded Rancho Mirage Student Center.

## **STATE-OF-THE-ART TECHNOLOGY**

As a student, you are given immediate online access to full-text databases composed of 40,000 different scholarly, professional, and popular publications, on every topic, and most dating from 1980 to the present. You have instant access to the text of millions of articles and newspapers, reference resources, and a digital book collection provides you with thousands of full-text books, all with online, off-campus access.

## **PROFESSIONS WITH A FUTURE**

The Coachella Valley is growing, which means there will be more jobs available in the near future. The CSUSB Palm Desert Campus, with its many programs and majors, will provide you with the necessary skills and education to prepare you for your future career.

### **PDC Undergraduate Degrees**

#### **Freshman**

- Business Administration
- Communication
- Criminal Justice
- English
- History
- Liberal Studies
- Management
- Nutrition and Food Sciences
- Psychology
- Undeclared

#### **Transfer**

- Art: Graphic Design and Marketing
- Business Administration
- Career and Technical Education
- Communication
- Criminal Justice
- English
- History
- Liberal Studies
- Nursing (BSN, RN to BSN)
- Nutrition and Food Sciences
- Psychology

#### **PDC Master's Degree Programs:**

Please see the department office of the program you are interested in applying to for information.

## **Advising Information at the Palm Desert Campus**

<http://pdc.csusb.edu/advising.html>

## Basic Skills: Mathematics and English Requirements

All students entering CSUSB who have not completed GE mathematics are held to the basic skills requirement which states "By no later than the beginning of their second term, students not having satisfied the current general education basic skills mathematics and English requirements must register for a math and/or English course that will demonstrate the progress is being made toward meeting that requirement."

To register for basic skills mathematics, you must first complete the Entry Level Mathematics (ELM) unless your scores on the SAT and ACT were high enough to exempt you. You can preview this important test by reviewing Focus on Mathematics, this will give you sample questions for each section of the test. Clicking on the title, it take you to a PDF version of the document.

Additionally, the CSUSB bookstore sells an ELM prep book called "ELM: The Best Test Prep for Entry Level Math" for about \$20. Please call the bookstore at (909) 537-5966 to get the current price and to check on availability.

REMEMBER, until you have completed General Education mathematics, you must register each quarter for courses in one or both areas leading to the fulfillment of this requirement.

You test scores will determine which mathematics course you must take in order to fulfill the Basic Skills requirement. Do not get discouraged if you score at a developmental level.

### Basic Skills: Mathematics Requirements Entry Level Mathematics (ELM)

50 or greater:

Math 110, 115, 120, 192, 211 meets GE Math  
41 to 49:

Math 090 --- GE Math  
30 to 40:

Math 080 --- Math 90 --- GE Math  
19 to 29:

Math 75B --- Math 75C --- Math 90 --- GE Math  
18 or below:

Math 75A --- Math 75B --- Math 75C --- Math 90 --- GE Math

### ELM Test Exemptions:

CST/CSU Early Assessment Program (EAP) – "Exempt" or "Ready for college-level mathematics courses"

ACT – 23 or above in the math section

SAT – 550 or above in the math section of SAT Reasoning Test

SAT – 550 or Above on SAT Subject Test in Mathematics

AP - 3 or above on Calculus AB or Calculus BC exam

AP - 3 or above on Statistics exam

Completion and transfer to CSU of a college course with grade of "C" or better that satisfies the requirement in  
GE area B1

## **Basic Skills: English Requirements**

Students are also required to complete the English department's Directed Self-Placement (DSP) self-assessment in order to select the appropriate English composition course. Students may choose to enroll in any of the four first-year composition options:

ENG 102A--- 103A--- 104A

ENG 102B--- 103B--- 104B

ENG 105--- 106

ENG 107

Students must remain enrolled in their chosen option until their General Education requirement has been completed (ENG 104, 106, or 107).

EPT Test Exemptions:

CST/CSU Early Assessment Program (EAP) – “Exempt”

ACT – 22 or above on enhanced English ACT

SAT I – 500 or above in reasoning section S

AT II – 680 or above on Writing Test

AP – 3 or above on English Language and Composition or Composition and Literature exams  
Completion and transfer to CSU of a college course with grade of “C” or better that satisfies the requirement in GE area A1

Review the Bulletin of Courses (Catalog) for more information.

<http://bulletin.csusb.edu/>

## GENERAL CURRICULUM INFORMATION

The baccalaureate degree at CSUSB, requires a minimum of 180-quarter units for a Bachelor of Arts degree and 186–198 units for a Bachelor of Science degree.

**GENERAL EDUCATION:** courses designed to assist students in acquiring a broad understanding of human affairs, which is one mark of an educated person. These courses also give you tools to approach issues from a variety of discipline-specific perspectives;

**MAJOR:** courses in the student's chosen area of academic specialty;

**DECLARED MAJORS:** Each department faculty advisor should communicate to students the general education, university and departmental requirements for graduation. This should be done in a concise and understandable manner and in a way that is likely to ensure the student's accomplishment of those requirements in appropriate sequential fashion.

Advisors should review the PAWS document with the student and make certain the student is progressing positively toward his/her degree.

Your department may have supplementary advising handouts or other major checklists to assist with your advising meeting. In addition, the *Bulletin of Courses* is always a great tool to have handy next to you to gather specific major (or minor) requirements, course descriptions, and specific concentrations, tracks, fields, or plans.

**MINORS:** Students are advised to inform their advisor regarding a minor as early as possible so that the student may obtain appropriate advising. Students may not minor in a discipline that is within the same department as their major, unless the minor is designated in a distinct field from the major.

**DOUBLE MAJORS:** Students who want a double major must complete all requirements for both majors and file their graduation check listing both majors.

**SECOND BACHELOR'S DEGREE:** A student who holds a bachelor's degree from California State University, San Bernardino or another accredited institution and who applies for a second degree must have satisfactorily completed each of the following in order to receive a second bachelor's degree in a different major.

1. General Education requirements as stated in the appropriate *Bulletin of Courses*;
2. Upper-division writing requirement;
3. Requirements of the major involved;
4. In addition to whatever work was presented for the first bachelor's degree, a minimum of 45 quarter units of residence work of which;
  - a) 18 units must be in a second major;
  - b) 12 units must be in general education;
  - c) 36 units must be at the upper-division level.
5. Maintain a 2.5 grade point average in all work attempted; and
6. Approval of the faculty of the university.

It is not necessary to complete a second bachelor's degree in order to graduate with a dual major. Second BA students will NOT have a PAWS report. Instead a hand done Credit Summary is completed to assist with course selection. Contact the Office of the Registrar office for additional information. Students seeking a second bachelor's degree will be subject to the registration policies in effect for unclassified post-baccalaureates.

Refer to the *Bulletin of Courses* for further information about Second Bachelor's fees.

**FREE ELECTIVES** – courses through which students can develop a minor, complete a certificate program, or explore new subject areas.

### **COURSE NUMBERING SYSTEM**

**UNDER 100:** Non-degree applicable courses for students needing to strengthen basic skills;

**100 – 299:** Lower division courses designed primarily for freshmen and sophomores;

**300 – 599:** Junior and senior level upper-division courses. Before enrolling in any upper-division courses, be sure that you are prepared for advanced level coursework. Freshmen SHOULD NOT enroll in these courses.

**600 and above:** Graduate level courses.

### **CLASS STANDINGS**

<b>Lower-division</b>	<b>Freshman</b>	<b>0 – 44.9 quarter units</b>
	<b>Sophomore</b>	<b>45 – 89.9 quarter units</b>
<b>Upper-division</b>	<b>Junior</b>	<b>90 – 134.9 quarter units</b>
	<b>Senior</b>	<b>135 quarter units or more</b>

### **DROPPING AND ADDING CLASSES**

It is the **STUDENT’S RESPONSIBILITY** to ensure that courses are dropped and/or added. Verify course enrollment prior the census date. (Check current schedule book for dates.) Courses not dropped prior to census date may result an “F” or “WU” grade on their transcript.

Students who need to add or drop courses after the census date must pick up the forms from the college of their major. Undeclared students will go to Advising and Academic Services for the forms.

Students must complete a form at the Office of the Registrar (UH-171) in order to drop a class **BEFORE** Census Date. The class **cannot** be dropped through MyCoyote.

Click [Course Withdrawals Policy](#) for more information.

### **UNIT LOAD**

Freshman, Sophomores, Juniors and Seniors without a Graduation Requirement Check on file with the Office of the Registrar are permitted to register for 17 units per term.

Graduating Seniors (have a Grad Check on file) may register for 19.5 units without approval. In order to register for more a Course Overload must be signed by the Dean of the College of your major. If you are Undeclared you will request a signature from the Director of Advising and Academic Services.

The Course Overload Permit can be retrieved from your major's department office, Advising and Academic Services or the Office of the Registrar.

(Seniors without a Grad Check on file will only be able to register for additional units past the 17 unit allotment during the Open Enrollment period of registration. This will allow for a max of 19.5)

### **CONCURRENT ENROLLMENT**

This is verification for equivalent transfer courses. If students plan to enroll in courses at another college while attending CSUSB, make certain that a concurrent enrollment petition is filed and approved by an evaluator in the Office of the Registrar prior to enrolling in the course. Approval will ensure course transferability. **STUDENTS MUST** submit the form to receive credit for the course and fulfill the requirement. Students may access the form on-line by clicking on:

<http://rre.csusb.edu/csuintrasystemconc.html>

To help you identify transferable courses, log on to [www.assist.org](http://www.assist.org)

### **GRADE FORGIVENESS (DISCOUNT OF REPEATED GRADES)**

Students may repeat a course at CSUSB that they have received a **"C" or below** and discount the first grade by submitting a discount petition (which eliminates units attempted) **AFTER** retaking the course. Students may only discount up to **24 Units** of courses. If a student has received a "NC" for a course and retakes the course, they do not need to submit a discount form. Petitions are available in the Office of the Registrar, UH 171.

Students may access the form on-line: [Grade Forgiveness Form](#)

For policy information, click [Grade Forgiveness Policy](#)

### **INCOMPLETES**

The instructor only gives incomplete grades after consulting with student and an agreement has been reached as to when the course requirements will be completed. Make sure the course is completed by the deadline given by the instructor. Courses **NOT** completed within one year will automatically change to an "F" grade. A petition for time extension **BEYOND** the one-year limit may be filed with the instructor's approval. This petition is available in Advising and Academic Services.

### **LEAVE OF ABSENCE**

You are permitted to miss two consecutive quarters without filing a petition in order to maintain active status. However, if you plan to attend another college during this absence, you must file a concurrent enrollment form. If you plan to be absent from CSUSB three (3) or more quarters (limit is six (6) quarters), you must file a Leave of Absence petition in Advising and Academic Services UH 380. This must be completed **BEFORE** your planned absence. For on-line form access, click [Leave of Absence Petition](#)

**Advising and Academic Services**  
*University Hall Room 380*  
**(909) 537-5034**

## ADMINISTRATIVE-ACADEMIC PROBATION

An undergraduate or graduate student may be placed on administrative-academic probation by action of appropriate campus officials (as authorized by Section 41300.1 of Title 5) for any of the following reasons:

- Withdrawal from all or a substantial portion of a program of studies in two successive terms or in any three terms. (Note: A student whose withdrawal is directly associated with a chronic or recurring medical condition or its treatment is not to be subject to Administrative-Academic probation for such withdrawal).
- Repeated failure to progress toward the stated degree objective or other program objective, including that resulting from assignment of 15 units with grades of NC, when such failure appears to be due to circumstances within the control of the student.
- **Failure to comply, after due notice, with an academic requirement or regulation as defined by campus policy, which is routine for all students or a defined group of students** (examples: failure to complete a required CSU or campus examinations, failure to complete a required practicum, failure to comply with professional standards appropriate to the field of study, failure to complete a specified number of units as a condition for receiving student financial aid or making satisfactory progress in the academic program).

When such action is taken, the student shall be notified in writing and shall be provided with the conditions for removal from probation and the circumstances that would lead to disqualification, should probation not be removed.



# GENERAL EDUCATION REQUIREMENTS

Students must complete **78-82 units** of **General Education requirements**. **PLEASE NOTE:** Liberal Studies majors follow a different curriculum. Please consult with the Liberal Studies Department.

**General Education –view online:** <http://bulletin.csusb.edu/undergraduate-degree-programs/general-education-program/#requirementsforgeneraleducationprogram>

## A. BASIC SKILLS CATEGORY (12 UNITS)

- 1. WRITTEN COMMUNICATION– 4 UNITS** See <http://english.csusb.edu/>  
ENGLISH 104A – Stretch Composition III  
ENGLISH 104B – Stretch Composition for Multilingual Students  
ENGLISH 106A – Accelerated Stretch Composition II  
ENGLISH 106B – Accelerated Stretch Composition II for Multilingual Students  
ENGLISH 107 – Advanced First-Year Composition
- 2. ORAL COMMUNICATION– 4 UNITS**  
COMMUNICATION 120 –Oral Communication  
HONORS 104C – Language and Meaning Oral Communication\*
- 3. MATHEMATICS** - Choose a course from Category B1
- 4. CRITICAL THINKING– 4 UNITS–Choose one course** COMMUNICATION  
180 – Critical Thinking through Argumentation HONORS 104A – Language and Meaning Critical Thinking\*  
MATH 180 – Critical Thinking through Applications of Mathematical Logic  
PHILOSOPHY 105 – Critical Thinking through Argument Analysis  
PHILOSOPHY 200 – Critical Thinking through Symbolic Logic  
PSYCHOLOGY 105 – Critical Thinking through Problems Analysis  
SOCIOLOGY 180 – Critical Thinking about Social Problems

**\*Only open to students who have been admitted into the Honors program\***

## B. NATURAL SCIENCES BREADTH AREA (20 UNITS)

- 1. MATHEMATICS– 4 UNITS–Choose one course**  
MATH 110 – College Algebra  
MATH 115 – Ideas of Mathematics  
MATH 120 – Pre-Calculus Mathematics  
MATH 165- Introductory Statistics and Hypothesis Testing (GE credit for Nursing majors only)  
MATH 192 – Methods of Calculus  
MATH 211 – Basic Concepts of Calculus
- 2. LIFE SCIENCES WITH LAB– 5 UNITS–Choose one course**  
BIOLOGY 100 – Topics in Biology  
BIOLOGY 202 – Biology of Populations (*has a prerequisite of Biology 201*)  
HEALTH SCIENCE 120 – Health and Society: An Ecological Approach
- 3. PHYSICAL SCIENCES WITH LAB– 5 UNITS–Choose one course**  
ASTRONOMY 103 – Descriptive Astronomy  
CHEMISTRY 100 – Chemistry in the Modern World  
CHEMISTRY 205 – Fundamentals of Chemistry 1: General Chemistry  
CHEMISTRY 215 – General Chemistry 1: Atomic Structure and Chemical Bonding  
GEOGRAPHY 103 – Physical Geography  
GEOLOGY 101 –Introductory Geology  
PHYSICS 100 – Physics in the Modern World  
PHYSICS 121 – Basic Concepts of Physics 1  
PHYSICS 221 – General Physics I
- 4. SPECIAL TOPICS IN SCIENCE and TECHNOLOGY– 2 UNITS– Choose one course**  
BIOLOGY 216 – Genetics and Society  
BIOLOGY 217 - Biology of Sexually Transmitted Diseases  
CHEMISTRY 105 – Chemicals in the Environment COMPUTER  
SCIENCE 122 – Bioinformatics  
COMPUTER SCIENCE 129 – Science, Computing and Society

COMPUTER SCIENCE 208- Introduction to Computer Engineering Design  
GEOLOGY 205 – Volcanic Hazards, Surveillance and Prediction  
GEOLOGY 210 – Earthquakes: Science and Public Policy

**5. INTEGRATIVE CAPSTONE NATURAL SCIENCE– 4 UNITS– Choose one course (must have completed 90 quarter units)**

COMPUTER SCIENCE 408 – Sustainable Engineering Design  
NATURAL SCIENCE 300 – Science and Technology  
NATURAL SCIENCE 310 – The Environment and Human Survival  
NATURAL SCIENCE 314 – Life in the Cosmos  
NATURAL SCIENCE 315 – Natural Disasters  
NATURAL SCIENCE 320 - Energy  
NATURAL SCIENCE 325 – Perspectives on Gender\*\*  
NATURAL SCIENCE 351 – Health and Human Ecology  
NATURAL SCIENCE 360 – Legacy of Life

*\*\* Also counts in Category G*

[MATH 110](#), [MATH 115](#), and [MATH 120](#) must be completed with a grade of "C" (2.0) or better

Note: Students may receive credit for only one of the following courses: [HUM 325](#), [NSCI 325](#), [SSCI 325](#)

**C. HUMANITIES BREADTH AREA–(20 UNITS)**

**1. ARTS– 4 UNITS–Choose one course**

ART 200 – Studies in Art  
HUMANITIES 180 – The Art of Film  
MUSIC 180 – Studies in Music  
TA 260 – Introduction to Theatre

**2. LITERATURE– 4 UNITS–Choose one course**

ENGLISH 110 – World Literature I  
ENGLISH 111 – World Literature II  
ENGLISH 160 – World Drama ENGLISH  
170 – Studies in Literature TA  
160 – World Drama  
TA 212 – Oral Interpretation of Literature

**3. FOREIGN LANGUAGE/LITERATURE IN TRANSLATION– 4 UNITS Choose one course**

ARAB 103 – College Arabic III  
ARAB 201 – Intermediate Arabic I  
ARAB 202 – Intermediate Arabic II  
ARAB 203 – Intermediate Arabic III  
ARAB 214 – Conversation in Arabic  
ARAB 290 – Arabic Literature in Translation  
ASL 103 – American Sign Language III  
ASL 201 – American Sign Language IV  
ASL 202 – American Sign Language V  
ASL 203 – American Sign Language VI  
CHIN 103 - College Mandarin III  
CHIN 201 - Intermediate Mandarin  
CHIN 202 - Intermediate Mandarin II  
CHIN 203 - Intermediate Mandarin III  
CHIN 290 - Mandarin Literature in Translation  
FLAN 103 - Language Study III  
FRENCH 102 – College French II  
FRENCH 103 – College French III  
FRENCH 200 – Culture and Communication  
FRENCH 201 – Conversation and Composition I  
FRENCH 202 – Conversation and Composition II  
FRENCH 290 – French Literature in English  
GER 103 – College German III  
GER 212 – Composition  
GER 290 - German Literature in English

JAPN 103 – College Japanese III  
 GER 214 – Conversation  
 GER 216 – Introduction to Literary Texts  
 JAPN 201 - Intermediate Japanese I  
 JAPN 202 - Intermediate Japanese II  
 JAPN 203 - Intermediate Japanese III  
 JAPN 290 – Japanese Literature in English  
 KOR 103 - College Korean  
 KOR 201 - 2<sup>nd</sup> Year College Korean I  
 KOR 202 - 2<sup>nd</sup> Year College Korean II  
 KOR 203 - 2<sup>nd</sup> Year College Korean III  
 SPAN 103 - College Spanish III  
 SPAN 155 – Intermediate Spanish for Heritage/Native Speakers  
 SPAN 212 – Composition  
 SPAN 213 – Composition for Spanish Speakers  
 SPAN 214 – Conversation  
 SPAN 290 – Spanish and Latin American Literature in English

**4. PHILOSOPHY – 4 UNITS–Choose one course**

HON 104B - Language and Meaning: Intro to Philosophy\*  
 PHILOSOPHY 190 – Introduction to Philosophical Issues  
 PHILOSOPHY 191 – Introduction to Values, Technology and Society  
 PHILOSOPHY 192 – Introduction to Philosophy of Religion  
 PHILOSOPHY 193 – Introduction to Eastern Philosophy  
 PHILOSOPHY 194 – Introduction to Knowledge and Reality

**\*Only open to students who have been admitted into the Honors program\***

**5. INTEGRATIVE CAPSTONE HUMANITIES– 4 UNITS- Choose one course  
 (must have completed 90 quarter units)**

HUMANITIES 319 – Myth, Metaphor and Symbol  
 HUMANITIES 325 – Perspectives on Gender \*\*  
 HUMANITIES 328 – Asian Cultural Traditions \*\*  
 HUMANITIES 330 – Arts and Ideas  
 HUMANITIES 335 – The Origin and Contemporary Role of Latino Culture\*  
 HUMANITIES 340 – Interpretation and Values  
 HUMANITIES 344 – Ideas in American Culture  
 HUMANITIES 350 – The Cultures of American Childhood\*\*  
 HUMANITIES 370 – African Heritage in the Arts\*\*  
 HUMANITIES 375 – The World of Islam\*\*  
 HUMANITIES 380 – Comparative Studies in the Arts: East and West\*\*  
 HUMANITIES 385 – A Cultural History of Fashion

**\*\*Also counts in Category G**

**D. SOCIAL AND BEHAVIORAL SCIENCES BREADTH AREA– 20 UNITS**

**1. American History and Civilization – 4 UNITS– Choose one course**

HISTORY 146 – American Civilization  
 HISTORY 200 – United States History to 1877  
 HISTORY 201 – United States History, 1877 to the Present

**2. American Institutions– 4 UNITS**

POLITICAL SCIENCE 203 – American Government

**NOTE: The American History, constitution, state and local government requirement may be met by taking: Political Science 203 and History 146, 200 or 201**

**3. WORLD CULTURES– 4 UNITS–Choose one course**

ANTHROPOLOGY 140 – World Civilizations I, the Rise of Civilization  
 HISTORY 140 – World Civilizations I, the Rise of Civilization

HISTORY 142 – World Civilizations II, the Civilizations of the East and West  
HISTORY 144 – World Civilizations III, the Expansion of Europe  
SOCIAL SCIENCE 165 – Regions and Peoples of the World

4. **DISCIPLINE PERSPECTIVES– 4 UNITS– Choose one course**  
ANTHROPOLOGY 100 – Introduction to Anthropology: Human Evolution  
ANTHROPOLOGY 102 – Introduction to Anthropology: Culture and Society  
ECONOMICS 104 – Economics of Social Issues  
ETHNIC STUDIES 100 – Ethnicity and Race in America  
GEOGRAPHY 100 – Introduction to Human Geography  
GSS100 –Introduction to Women’s Studies  
GSS101- Introduction to Masculinity Studies  
GSS103- Introduction to Lesbian, Gay, Bisexual, and Transgender Studies  
PSYCHOLOGY 100 – Introduction to Psychology  
SOCIOLOGY 100 – The Study of Society
5. **INTEGRATIVE SOCIAL SCIENCE CAPSTONE– 4 UNITS – Choose one course (must have completed 90 quarter units)**  
SOCIAL SCIENCE 300 – Nonwestern World  
SOCIAL SCIENCE 304 – Contemporary Latin America  
SOCIAL SCIENCE 315 – Cultural Adaptation: The Quest for Survival  
SOCIAL SCIENCE 316 – Race and Racism\*\*  
SOCIAL SCIENCE 320 – Understanding Capitalism  
SOCIAL SCIENCE 321 – Urbanization and the Urban Environment  
SOCIAL SCIENCE 325 – Perspectives in Gender\*\*  
SOCIAL SCIENCE 345 – Religious Expression in America  
SOCIAL SCIENCE 350 – Roots of Modern Racism in America\*\*

*\*\*Also counts in Category G*

**E. LIFELONG UNDERSTANDING CATEGORY–6 UNITS–Choose one course from each area:**

1. **PHYSICAL and PHYSIOLOGICAL ISSUES– 2 UNITS–Choose one course:**  
KINE 205 – Foundations for Lifetime Fitness and Wellness
2. **SOCIAL and PSYCHOLOGICAL ISSUES – 2 UNITS–Choose one course:**  
FINANCE 101 – Financial Choices of Life PHILOSOPHY 101  
– Moral Choices in Life PSYCHOLOGY 115 – Personal  
and Social Adjustment SOCIOLOGY 110 – Choices in the Life  
Course
3. **PHYSICAL EDUCATION – 2 UNITS – Choose one course:**  
KINE 101 – Individual and Dual Activities  
KINE 114 – Physical Fitness and Conditioning Activities  
KINE 120 – Combative and Martial Arts Activities  
KINE 121 – Team Activities  
KINE 137 – Aquatic Activities  
KINE 147 – A Fitness Odyssey  
KINE 149 – Independent Activity Project  
KINE 150 – Dance Activities

(A maximum of 12 units in Kinesiology may be applied toward graduation.)

**E. UPPER-DIVISION WRITING REQUIREMENT (0–4 UNITS)**

This requirement may be completed through one of the following two options:

1. **EXPOSITORY WRITING COURSE– 4 UNITS–Choose one course:**  
EDUCATION 306 – Expository Writing for Education  
ENGLISH 306 – Expository Writing  
HUMANITIES 306 – Expository Writing for the Humanities  
HONORS 306 – Expository Writing for Honor Students\*  
MANAGEMENT 306 – Expository Writing for Administration  
NATURAL SCIENCE 306 – Expository Writing for the Natural Sciences  
SOCIAL SCIENCE 306 – Expository Writing for the Social Sciences

**\*Only open to students who have been admitted into the Honors Program\***

**2. PASSING A PROFICIENCY EXAMINATION – 0 UNITS**

You may contact the Testing Office at (909) 537-5045 for more details regarding the examination.

**G. MULTICULTURAL/GENDER REQUIREMENT–4 UNITS– Two Options:**

Category G is a special category, which can be met by a course in another category, which is then also counted in Category G. These double-counted courses are listed under option one:

**OPTION ONE: Select a course from capstone area followed by an asterisk**

HUMANITIES 325 – Perspectives on Gender  
HUMANITIES 328 – Asian Cultural Traditions  
HUMANITIES 335 – The Origin and Contemporary Role of Latino Culture  
HUMANITIES 350 – The Cultures of American Childhood  
HUMANITIES 370 – African Heritage in the Arts  
HUMANITIES 375 – World of Islam  
HUMANITIES 380 – Comparative Studies in the Art: East and West (fall 2001)  
NATURAL SCIENCE 325 – Perspectives on Gender  
SOCIAL SCIENCE 316 – Race and Racism  
SOCIAL SCIENCE 325 – Perspectives on Gender  
SOCIAL SCIENCE 350 – Roots of Modern Racism in America

**OPTION TWO: Select a course from the following:**

ANTHROPOLOGY 325 – Human Variation and the Concept of Race  
ANTHROPOLOGY 333 – Sex and Gender in Cross-Cultural Perspective  
COMMUNICATION 304 – Intercultural Communication  
COMMUNICATION 401 – Gender, Race and Media  
CRIMINAL JUSTICE 451 – Women and Crime  
ECONOMICS 352 – Political Economy of Poverty and Discrimination  
ENGLISH 314 – American Indian Literature  
HUMANITIES 460 – Cultural Studies  
MUSIC 308 – Women in Music  
MUSIC 309 – Jazz History in America and Africa American Culture  
MUSIC 350 – Music of World Cultures  
PA 305 – Organization in Multicultural and Diverse Societies  
PHILOSOPHY 364 – Philosophy of Race and Ethnicity  
PHILOSOPHY 367 – Philosophy and Sexual Politics  
THEATRE ARTS 462 – African-American Theatre and Drama  
THEATRE ARTS 463 – Asian Theatre

[Click here to view General Education Program online](#)

## GENERAL EDUCATION WORKSHEET

**Please note: Liberal Studies majors – contact department for G.E. curriculum**

Course and Category	Course Taken	Quarter	Grade
<b>A. Basic Skills Category (12 units)</b>			
1) English – 4 units			
2) Oral Communication – 4 units	COMM 120		
3) Critical Thinking – 4 units			
<b>B. Natural Sciences Breadth – (20 units)</b>			
1) Mathematics – 4 units	MATH		
2) Life Science w/Lab - 5 units			
3) Physical Science w/Lab – 5 units			
4) Special Topics in Science and Tech. (2)			
5) NSCI Capstone – 4 units	NSCI		
<b>C. HUMANITIES BREADTH - (20 units)</b>			
1) Arts – 4 units			
2) Literature – 4 units			
3) Foreign Language – 4 units			
4) Philosophy – 4 units	PHIL		
5) HUMANITIES Capstone – 4 units	HUM		
<b>D. SOCIAL and BEHAVIORAL SCIENCES – (20 units)</b>			
1) History 146, 200 or 201 – 4 units	HIST		
2) Political Science 203 – 4 units	PSCI 203		
3) World Cultures – 4 units			
4) Discipline Perspectives – 4 units			
5) SSCI Capstone – 4 units	SSCI		
<b>E. LIFELONG UNDERSTANDING – 6 units</b>			
1) Whole Person: Physical - 2 units	KINE 205		
2) Whole Person – Social – 2 units PSYC 115; PHIL 101 OR SOC			
3) Physical Education – 2 units			
<b>F. UPPER DIVISION WRITING – 0-4 UNITS (WREE EXAM OPTION = 0 UNITS)</b>			
<b>G. MULTICULTURAL/GENDER REQUIREMENT – 4 UNITS</b>			

## Student Affairs and Other Support Services

<http://www.csusb.edu/students.html>

**ASSOCIATED STUDENTS INC. (ASI)** SMSU-108 (909) 537-5932  
<http://asi.csusb.edu/>

College Legal Clinic (909) 537-5936  
Box Office SMSU-108B (909) 537-5933

**CAREER CENTER** UH – 329 (909) 537-5250  
<http://career.csusb.edu/>

Career Center staff are available by appointments or a walk-in basis to assist you with choosing or changing your major, assessing abilities, interests and values, clarifying career goals, finding an internship, writing a résumé or cover letter, preparing for interviews, conducting a job search, or preparing to attend graduate school. Log on to CareerLaunch to schedule an appointment or visit us during our walk-in hours.

**CHILDREN'S CENTER** CC – 101 (909) 537-5928  
<http://studentaffairs.csusb.edu/childrenCenter.html>

The Children's Center is a child development program that accommodates children of university students, as well as faculty and staff and people from the community when space is available. The center is open during the academic year for children 3 years (toilet trained) to 10 years. For more information regarding fees and space availability you may call the Children's Center.

**CREATIVE MEDIA SERVICES** PL – 002 (909) 537-5619  
<http://acm.csusb.edu/index.html>

Creative Media Services (CMS) is to offer instructional support to the campus and community by providing services that facilitate learning through technology.

In addition to these services, Creative Media Services manages computer access and professional development labs for use by students, faculty and staff. By providing these services and facilities to the CSUSB community, CMS plays an integral role in assuring the campus' position at the forefront of learning technology. In the library, a computer is available for students to access the Internet and email accounts. Every student can activate an email account. Your email account on campus is provided free of charge. There are many services provided on the Web. From home or using a computer lab on campus you can register, check on open and closed classes; access information about your financial aid – from important dates to personal financial aid status information, view your schedule, your grades, and obtain online reference.

**COLLEGE OF EXTENDED LEARNING** SH-134 (909) 537-5975  
<http://cel.csusb.edu/>

The College of Extended Learning provides lifelong learning opportunities for different stages in your life ranging from high school, college, career through retirement. Any non-registered student can attend via Open University.

<http://finaid.csusb.edu/>

Provides services for Financial Aid, CSUSB Scholarships and Work Study recipients.

Most often, financial aid will come to students in the form of a package consisting of a combination of the different types of aid available. The combination of aid offered depends on the availability of funds, eligibility, the timeliness with which the application process is completed, and year in school.

Types of Aid <http://finaid.csusb.edu/typesAid/index.html>

Federal Work-Study <http://finaid.csusb.edu/federalWorkStudy/index.html>

California Dream Act <http://finaid.csusb.edu/DreamAct/index.html>

College Guide for Undocumented Students <http://www.bestcolleges.com/resources/undocumented-students-guide/>

Satisfactory Academic Progress (SAP)

To comply with federal and state requirements, California State University, San Bernardino established an Annual Satisfactory Academic Progress (SAP) Policy. This policy applies reasonable standards for measuring whether a student, who is otherwise eligible for financial aid, is maintaining SAP toward the completion of his/her educational objective.

[http://finaid.csusb.edu/applyAid/satisfactoryAcademicProgres\\_under.html](http://finaid.csusb.edu/applyAid/satisfactoryAcademicProgres_under.html)

<http://healthcenter.csusb.edu/default.htm>

The Health Center provides on an outpatient basis medical care usually provided by a primary physician. Other services available include treatment of illnesses, injuries, family planning, and immunization programs. A pharmacy is available where students may receive and buy prescriptions filled at a nominal cost. A registration hold will be placed on every new student for the following quarter. Students must show proof of vaccination records to lift registration hold.

<http://housing.csusb.edu/>

The Villages at CSUSB provide the CSUSB student with more than just housing. A residential life experience can prove to be an invaluable part of your educational experience. Contact the housing office for information related to living on campus.

<http://rre.csusb.edu/allforms.html>

The Office of the Registrar is committed to helping our students meet their degree objectives. By building positive working relationships with our students and providing quality services, we lead them through their academic careers today for successful professions tomorrow.

#### **Records**

The function of the records unit consists of many different processes that affect a student's university record. These processes include, name changes, grade discounts for repeated courses, end of term grade postings, readmission from a leave of absence, management of the National Student Exchange program, CSU IntraSystem Visitor/Concurrent Enrollments and CSUSB transcript requests.

#### **Registration**

The function of the registration unit consists of promoting quarterly registration periods, assisting in the registration process, MyCoyote navigation, withdrawal from the university, petitions to add and/or drop, course overload permissions, simultaneous enrollments, and enrollment verifications.

## Evaluations

The function of the evaluations unit consists of evaluating graduation requirements, credits from other transfer institutions, concurrent enrollments, change of majors, adding minors, processing certificate program requests and ordering of diplomas. The Transfer and Graduation Counselors (TGCs) of the evaluations unit are available to CSUSB students in a one-on-one setting to answer questions regarding their PAWS reports, graduation checks, concurrent enrollments and other various academic matters.

**INTERNATIONAL CENTER** UH-235 (909) 537-5193  
<http://ic.csusb.edu/>

Contact this office for student support services for international students

**TECHNOLOGY SUPPORT CENTER** PL-1108 (Pfaun Library Addition) (909) 537-7677  
<http://helpweb.csusb.edu/>

The center is a central resource for help, information and support. It provides the university with an effective, primary point of contact for timely and consistent response to computing and information technology and its related inquiries and problems.

The Technology Support Center provides 24/7 assistance to the campus community. You can request help by calling us, emailing us, or dropping by in person.

**MYCOYOTE SELF-SERVICE eHELP CENTER** On-Line Assistance  
<http://cms.csusb.edu/cms/ehelp/sa/contactlist.jsp>

Additionally, there are computers located in UH-171 with direct access to many of the services on the Web. Staff from the Financial Aid Office, Office of the Registrar, and Evaluations, and Bursars are there to answer questions. By the way, Bursar is another word for “cashier.”

**OMBUDS SERVICES AND GENDER EQUITY** PL 268 (909) 537-5635  
<http://ombuds.csusb.edu/>

The University Ombuds Officer is an informal, independent, impartial and confidential resource for students, faculty, staff or others seeking to address university-related problems, complaints or concerns.

The primary goals of the Ombuds Office are to help identify underlying causes of problems, facilitate fair and respectful interactions, establish problem-solving options and foster informal resolutions.

**PARKING SERVICES** TO-209 (909) 537-5912  
<http://adminfin.csusb.edu/parking/index.asp>

Parking Services' vision is to provide effective and efficient parking and transportation services that maximize value, meet our customer's expectations, and maintain sustainability. offers a variety of services including battery jumps, vehicle unlocks, and defensive driving testing.

**Email:** [parking@csusb.edu](mailto:parking@csusb.edu)

<http://psychcounseling.csusb.edu/>

The Psychological Counseling Center is available to assist students resolve concerns about relationships, lifestyles, anxiety or depression in order to complete their academic goals. Any student who is currently enrolled at CSUSB is eligible for up to six sessions of counseling per academic year.

<http://studentunion.csusb.edu/>

Santos Manuel Student Union		909-537-5940
• Cross Cultural Center	SU-102	909-537-7204
• Osher Adult Re-Entry Center	SU-113	909-537-5253
• Pride Center	SU-112	909-537-5963
• Women’s Resource Center	SU-220	909-537-7203
• SMSU Graphics	SU-204A	909-537-3942
• SMSU Marketing	SU-204A	909-537-3935
• Student Union Information Desk	SU-115	909-537-5940
• Student Union Program Board	SU-206	909-537-5943 or 909-537-3522
• Student Union Scheduling	SU-202	909-537-5962

**SERVICES TO STUDENTS WITH DISABILITIES UH-183 (909) 537-5238**

<http://ssd.csusb.edu/>

SSD office provides support services which assist students with disabilities in the attainment of their academic and personal potential. The SSD office fulfills its mission by providing the necessary academic support services instrumental for the achievement of chosen academic goals.

**STUDENT LEADERSHIP AND DEVELOPMENT SMSU-203 (909) 537-5234**

<http://studentleadership.csusb.edu/>

Student Leadership and Development provides an inclusive, intellectual, and social environment by offering co-curricular opportunities that foster student success. We engage students in the development of leadership skills, personal growth, and citizenship to encourage affinity to the university and future success.

SOAR, clubs and organizations, student leadership activities, Greek Life – Fraternities and Sororities.

**LEADERSHIP ACADEMY**

Leadership Academy is a specialized leadership program that will help you gain a competitive edge in the job market as well as equip you with excellent student leadership skills for daily life at CSUSB. This is a great opportunity for you to be a better leader, build your resume and help your community. All workshops are FREE to students; however, registration is required for attendance.

**SOAR**

SOAR, stands for Student Orientation, Advising and Registration, and is required for all new undergraduate students. It's an opportunity to meet other new students, discuss academic choices with advisors, explore majors, discover career options, experience life in the residence halls, and learn what it means to be a Coyote.

**Greek Life**

Greek life at CSUSB provides an excellent venue to gain knowledge and experience about leadership. Fraternities and sororities believe that every one of their members has the potential and ability to lead. Their role within the organization is to help develop that potential.

**Clubs and Organizations**

There are more than 100 unique clubs and organizations on campus to suit your interest. The university registers clubs and organizations through the Office of Student Leadership and Development.

**Clubs and Organizations \* SOAR \* Leadership Academy \* Greek Life**

CSUSB has an on-campus police department. Police officers are available 7 days a week, 24 hours a day. The department provides a full range of services including crime reporting, investigation, crime prevention, motor assistance, medical and fire emergencies.

*There are many other valuable university services available to assist students. The above is only a short list of some of the support areas. Please consult the University Bulletin for a more thorough list of campus programs.*



## Ten Strategic Study Success Steps

From Keys to Success 2005 by Dr. Will Keim

- 1) Sit in the front row or up close
- 2) Take notes in EVERY Class
- 3) After class, recopy your notes in outline form
- 4) Get a syllabus from every instructor
- 5) Make a master syllabus of ALL assignments
- 6) Read ALL assignments
- 7) Study on road trips
- 8) Pick a study partner
- 9) Study between classes
- 10) Meet your professors and get to know them and utilize their office hours.

Students who managed to do very well through high school with ease are sometimes surprised to find that they never really learned how to study. It is important to develop good study habits and skills early in your college career so that you can get maximum results from your study time.

There are no quick short cuts or magic formulas to help you get all A's. Learning complex information and demonstrating that knowledge on a test will require time and effort. But there are good ways to reduce the time and ease the effort of studying and test taking.



## STRATEGIES FOR STUDYING

**1) LEARNING CENTER:** Sometimes, even the best students realize that they need assistance. If you have difficulties in any class, be sure to see the professor during her or his office hours or arrange for an appointment at another time. There are also several services that are available to Cal State San Bernardino students to help them succeed in college. Stop in at the Learning Center in University Hall Room 360. <http://www-ugs.csusb.edu/lc/>

**2) WRITING CENTER:** Just behind the Learning Center is the Writing Center to assist you with your writing assignments. The receptionists can arrange for special tutoring or refer you to another program, depending on the type of course you are taking and the severity of your problem. Do not wait until the week before finals to seek assistance. The earlier you get the help you need, the better off you will be. <http://www-ugs.csusb.edu/wc/>

**3) ASSESS YOUR STRENGTHS AND WEAKNESSES:** It is important to know your own strengths and weaknesses. You know if you need special help with reading or mathematical concepts. A wise student will remediate and strengthen weak areas as soon as possible. If you need special help in reading or mathematics do not put off getting it. Problem areas will not go away unless you act on them.

**4) ENJOY COLLEGE:** Not surprisingly, students who do well in their classes enjoy their college years much more than students who are always behind in their work, cramming under pressure, and getting poor grades. With some effort you can learn your course material in an efficient way, get and keep good grades, and really enjoy your college years. The good work habits you acquire in the process will serve you well after college too.

**5) USE The SQ3R STUDY METHOD:**

The SQ3R is a method of study-reading your homework assignments. It is more efficient than simply reading and marking the chapter, because you will understand and remember more information. You can combine this technique with the outlining method. This method will help you focus on key points. Follow these steps when reading your assignments.

**SURVEY:** Look through the assigned reading material. Mentally note headings, subheadings, pictures, charts and graphs, and how many pages you must read. Try to get an idea of the general content of the material by reading introductory and summary paragraphs.

**QUESTION:** After your initial survey, start at the beginning of the material; when you read each heading or title, make it into a question. This will give your reading a purpose. When making questions, use question words such as *WHAT, WHO, WHEN, WHERE, WHY, and HOW.*

**READ:** Read the material under each heading to find the answer to your question. If you find that the material is not what you expected, feel free to change to a more appropriate question.

**RECITE:** Summarize the material in a meaningful way. If you cannot define what the section is about immediately after reading it, you will not be able to answer test questions about it later. Make sure you have a piece of paper alongside of your reading material. You will need to title the paper with the class chapter you are reading, and date. Follow the same format as for lecture notes. Include any details that you feel are especially important. Also include any italicized or boldface words and their definitions. The questions and answers are your notes on this reading assignment. They should contain the most important information from the text.

**REVIEW:** You are not finished just because you have read all of the assigned material. You still have to review. This is an important part of the process because it helps to prevent forgetting. Be sure to review your class notes, too. Remember that lecture material is an important part of the information you are expected to learn.

Robertson, Heather, *Bridge to College Success*

**6) TIME AND EFFORT MANAGEMENT:** Plan your time wisely. There is no way that you can learn three chapters of organic chemistry or the allegorical significance of a great piece of literature the night before the exam. Keep up with your assignments in every class. If your instructor does not give weekly assignments, divide your texts into approximately equal sections that should be read each week. **MAKE THE EFFORT.**

When planning your study time, allow two or three hours of study time outside of class for every hour in class. Thus, you can expect to spend eight to twelve hours on homework each week for a class that meets four hours a week. Make a realistic schedule that includes study time and stick to it. Good students make studying a priority in their life. **THEY MAKE THE EFFORT.**

## **SCHEDULING: MANAGING YOUR TIME**

### **BENEFITS OF SCHEDULING**

1. Helps you get started.
2. Prevents avoidance of disliked subjects.
3. Helps you monitor the slackening-off period.
4. Helps eliminate the wrong type of cramming.
5. Makes studying more enjoyable.
6. Enhances cumulative review.
7. Frees the mind.
8. Controls the study break.
9. Promotes scheduled recreation.
10. Helps raise your recreational efficiency.
11. Regulates daily living.

### **PRINCIPLES OF SCHEDULING**

1. Make a plan for living, not just for studying.
2. Eliminate dead hours.
3. Use daylight hours.
4. Study before discussion-type classes.
5. Study after lecture-type classes.
6. Prioritize assignments and activities.
7. Avoid unnecessary detail.
8. Know your sleep patterns.
9. Plan blocks of time.
10. Discover how long to study.
11. Allow time for sleep.
12. Eat well-balanced, healthy meals.
13. Double your times estimates and start long jobs ahead of time.
14. Avoid tight schedules.

### **THE SUCCESSFUL STUDENT**

1. Follows a regular study schedule.
2. Usually works at the same time each day.
3. Works mostly in a regular study place.
4. Works for short periods with frequent rest breaks.
5. Reviews notes immediately after a lecture.
6. Avoids procrastination and last minute cramming.
7. Does not get easily distracted.
8. Does not need exams for motivation.

(Ford, *Welcome Days 1994*, M-5)



**UNDERGRADUATE STUDIES**  
**ADVISING AND ACADEMIC SERVICES**  
**PERSONNEL**

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