

**Guide to
Student Affairs
For
New and Continuing
Faculty

2012-2013**

A message from the Vice President for Student Affairs

Dear Faculty Colleagues:

WELCOME to California State University, Northridge, You are joining a dynamic university that cares deeply about the success of our students. You are at the very core of student success. Students are likely to spend more time with faculty than with any other university personnel. This puts you in a position of great influence and great responsibility.

The Division of Student Affairs is here to help you help our students reach their educational goals, participate in enriching activities, and cope with the personal changes and life challenges that they will face along the way. The purpose of this guide is to serve as an orientation and reference to resources available to you as you teach, advise, and support our students. Additionally, the guide provides information on resources that you can access for your own benefit.

I hope you will call upon the Student Affairs departments and offices without hesitation.

Best Wishes,

William Watkins
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and Dean of Students
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Part I: Faculty Services to Enhance Student Success

This section is an orientation to services provided by student affairs services professionals you may need as you work directly with students.

1. Advice on Student Adjustment Issues

- a. Mental health issues
Contact: University Counseling Services
(818) 677-2366
- b. Career development related issues
<http://www.csun.edu/career/>
Contact: Career Center
(818) 677-2878

2. Advice on Student Living in Campus Residence Halls

Contact: Student Housing and Conference Services
Melissa Giles
(818) 677-2160

3. Working with Students who are Disabled

- a. Faculty Guide to Accommodating Students with Disabilities.
Publication available at:
<http://www.csun.edu/dres/facultyandstaff/index.php>
- b. Call for consultation on providing reasonable accommodations.
Contact: Disabilities Resources and Educational Services
<http://www.csun.edu/cod>
(818) 677-2684

4. Working with Students who are Deaf or Hard of Hearing

- a. General consultation
Contact: National Center on Deafness
<http://ncod.csun.edu/>
(818) 677-2611
- b. Tips on teaching a student who is deaf or hard of hearing
PepNet website:
<http://www.pepnet.org/pdc/>
- c. Tips on teaching a student who is deaf and hard of hearing:
<http://prc.csun.edu>
- d. Closed captioning of videos used in class
Contact: scott.selna@csun.edu

5. Guest Lectures

- a. Financial aid, budgeting, and managing debt, credit cards, and student loans
Contact: Financial Aid
For students: (818) 677-4085
Administrative line for faculty use only (818) 677-2085 (Ask for Armenka)
- b. Study abroad opportunities and/or International Students discussing their country and experiences

Contact: International Programs
<http://www.csun.edu/international/>
(818) 677-3053

- c. Health education presentations
Contact: Klotz Student Health Center
<http://www.csun.edu/studenthealthcenter/education/presentations.htm>
(818) 677-6328
- d. Perceptions of students with disabilities and related topics
Contact: Disability Resources and Educational Services
(818) 677-2684
- e. Ethics and academic integrity
Contact: Office of the Vice President for Student Affairs
Vice President and Dean of Students
(818) 677-2391
- f. Mental health subjects such as: depression, suicide, date rape and sexual assault, eating disorders, gender differences, stress management, academic self esteem, etc.
<http://www.csun.edu/counseling/presentation/education.htm>
Contact: University Counseling Services
(818) 677-2366
- g. Career development and employment
Contact: Career Center
<http://www.csun.edu/career/>
(818) 677-2878

6. Curricular Activity

- a. Accessing volunteer project opportunities
Contact: Matador Involvement Center
<http://www.csun.edu/getinvolved>
(818) 677-5111
- b. Planning and coordinating Dig L.A. class field trips and activities
Contact: Student Development and Int'l Programs
<http://www.csun.edu/~sdip/digla/>
(818) 677-2393
- c. Funding for instructionally related activities
Contact: Associated Students
(818) 677-2477
- d. Computer Training Lab with 20 computers
Contact: University Student Union
Meeting Services
(818) 677-3644
- e. Health Center Tour
Contact: Klotz Student Health Center
(818) 677-6328
- f. Internships
Contact: Career Center, Janice Potzmann

<http://www.csun.edu/career/>
(818) 677-2320

- g. Career Library and Resources
Contact: Career Center
(818) 677-2878
University Hall, 105

Part II: Referring Students for Assistance

Students may approach you with concerns. This section provides suggestions on how to refer and services to refer to.

Tips on providing referrals:

- Listen to the student's concerns
- Come from the point of view that you are concerned
- Ask if they have sought assistance
- If they have not sought assistance, suggest that they consider seeking assistance from the locations that you recommend
- If they have sought assistance, the student might be able to use referrals to another office
- Avoid blaming

For students who need help with...

1. Health

Primary Care Clinicians and Specialists, including:

- Chiropractor
- Dental Clinic
- Dermatologist
- Ear, Nose & Throat Specialist
- Massage Therapy
- Immunization and Travel Services
- Men's Health Clinic
- Optometry Clinic
- Orthopedist
- Physical Therapist
- Podiatrist
- Sports Medicine Specialist
- Urologist
- Women's Health/Gynecologist

General Services:

- Birth control counseling
- HIV testing
- Laboratory and X-ray
- Nutrition counseling
- Pharmacy
- Smoking cessation
- Substance abuse counseling

Contact: Klotz Student Health Center
<http://www.csun.edu/studenthealthcenter/appointments/>
For medical appointments: (818) 677-3666
For counseling appointments: (818) 677-3685

2. Drug Free Campus Information:
http://www.csun.edu/studentaffairs/pdfs/drugfree_campus_brochure.pdf

2. Coping

- a. Coping, personal decision making, and crisis management
Contact: University Counseling Services
<http://www.csun.edu/counseling/services/>
(818) 677-2366
- b. Transition issues, homesickness, roommate issues
Contact: Student Housing and Conference Services
(818) 677-6116

3. Finances

- a. Loans, scholarships, grants, employment, debt management, and credit card problems
Contact: Financial Aid
(818) 677-2085
<http://www.csun.edu/financialaid>
Managing My Finances: expenses, debt management, credit card problems, etc.
<http://www.csun.edu/financialaid/resources/moneymanagement.php>
<https://www.csun.edu/counseling/services/>
- b. Funding for student research, scholarly projects, and conference attendance (ARRA and IRA)
Contact: Associated Students
(818) 677-2477

4. Choosing a Major / Career Development

- Direction and decision making
 - Clarifying life and career goals
 - Connecting life and career plans
 - Acquiring employability skills
 - Career inventories and assessments
 - Options and decisions about graduate school
- Contact: Career Center
(818) 677-2878

5. Employment

- a. Job/internship listings, job fairs, recruiting events
Contact: Career Center
(818) 677-2878
- b. University Student Union Employment Opportunities. Various part-time opportunities available.
Contact: University Student Union
<http://usu.csun.edu/jobs/index.php>
(818) 677-6027

Part III: Services for You

The services listed in this section might be beneficial to you personally. (note: Some may be fee based)

1. Health

- a. Free weights, machines, boxing, classes, and pool

Contact: Fitness Center

<http://www.csunas.org/asrec/tfc/index.php>

(818) 677-3604

- b. Medical Services

- Urgent Care first aid services
- Personal services requiring an appointment:
 - Chiropractic Services
 - Dental Services
 - Immunizations
 - Massage Therapy
 - Nutrition Counseling
 - Optometry Services

Contact: Klotz Student Health Center

<http://www.csun.edu/studenthealthcenter/services/>

(818) 677-3666

2. Family

- a. Children's summer camp grade K-7 with pool, indoor/outdoor play, food service, and field trips

Contact: University Student Union Sunny Days Camp

(818) 677-2194

- b. Career services for you and your family

Contact: Career Center

<http://www.csun.edu/career/>

(818) 677-2878

- c. Live theatrical entertainment

Plaza del Sol Performance Hall

<http://www.valleyperformingartscenter.org/>

(818) 677-5768

- d. Discounted tickets available for both on and off campus events, attractions, and transportation

Contact: A.S. Ticket Office

<http://usu.csun.edu/services/meetingservices/index.php?url=http://usu.csun.edu/olea/>

(818) 677-2488

3. Hosting / Attending Conferences and Meetings

- a. Two facilities can accommodate meetings and large conferences

Contact: University Student Union Meeting Services

<http://usu.csun.edu/services/meetingservices/index.php>

(818) 677-3644

- b. Summer conference spaces and housing

Contact: Student Housing

Conference and Hospitality Services

<http://housing.csun.edu/guests.php>

(818) 677-6106

- c. Attend the *Technology and Persons with Disabilities Conference* for free
Contact: Center on Disabilities
<http://www.csun.edu/cod/conference/index.php>
(818) 677-2684

4. University Student Union Vendors

- a. Cellular Flux
(818) 755-0226
<http://usu.csun.edu/retail/cellular/index.php>
- b. Digital + 1 Graduation Portraits
(818) 772-0580
<http://usu.csun.edu/retail/digital/index.php>
- c. Freudian Sip Coffee Shop
http://usu.csun.edu/food/freudian_sip/index.php
- d. Pub Sports Grill: Burritos, pizza, burgers, and salads
University Student Union (818) 677-3616
<http://usu.csun.edu/food/pub/index.php>
- e. Sam's Clothing and Accessories
<http://usu.csun.edu/retail/sams/index.php>
(818) 576-0903
- f. Subway
<http://usu.csun.edu/food/subway/index.php>
(818) 677-4584
- g. Associated Students Ticket Office
<http://usu.csun.edu/retail/ticket/index.php>
(818) 677-2488
- h. Mercantile Exchange
<http://usu.csun.edu/food/mercantile/index.php>
(818) 677-3612
- i. ATMs
<http://usu.csun.edu/retail/banking/index.php>
- j. Wells Fargo Bank
<http://usu.csun.edu/retail/banking/index.php>
(818) 407-3850

In the Satellite Student Union:

- a. Geronimo's
<http://usu.csun.edu/food/geronimos/index.php>
(818) 677-2902
- b. La Tienda Convenience Store
http://usu.csun.edu/food/la_tienda/index.php
(818) 677-5620

Part IV: Student Conduct and Records

1. Guidelines for Dealing with Disruptive Students

Contact: Office of the Vice President for Student Affairs
(818) 677-2391

http://www.csun.edu/studentaffairs/pdfs/responding_to_disruptive_students_jan2007.pdf

2. Student Disciplinary Procedures

Published in the Schedule of Classes

Available on the CSUN website at:

http://www.csun.edu/studentaffairs/pdfs/discipline_procedure_flowchart.pdf

3. Reporting Academic Dishonesty

Faculty Policy on Academic Dishonesty:

http://www.csun.edu/studentaffairs/studentconduct/update_on_faculty_policy_on_academic_dishonesty.pdf

Standards for Student Conduct:

http://www.csun.edu/studentaffairs/pdfs/standards_student_conduct.pdf

Student Misconduct Complaint Form:

http://www.csun.edu/studentaffairs/studentconduct/Student_Misconduct.pdf

To access **Turnitin.com**, a plagiarism detection service, contact Randall Cummings, Coordinator of On-line Instruction, at (818) 677-6558

4. Academic Grievance and Grade Appeals

Forms and Procedures are available on the Student Affairs Website at:

<http://www.csun.edu/studentaffairs/forms/appeals.htm>

5. Privacy of Student Records (FERPA)

Access and privacy regulations can be found on the Student Affairs website at:

http://www-admn.csun.edu/vp/policies/750_stu_affairs/650_30.htm

Part V: Value Added Opportunities for Students

The research shows that students who are involved in educationally purposeful, out-of-class activities are more likely to persist and be successful. If possible, encourage your students to engage in some of the listed opportunities.

1. Study Abroad

Contact: International & Exchange Student Center

<http://www.csun.edu/international/abroad/>

(818) 677-3053

2. Leadership Opportunities

a. Peer educators

Contact: University Counseling Services

<http://www.csun.edu/counseling/peer/>

(818) 677-2366

b. Peer educators

Contact: Klotz Student Health Center

<http://www.csun.edu/studenthealthcenter/involved/peer.htm>

(818) 677-3685

- c. Leadership Institute
Contact: Matador Involvement Center
<http://www.csun.edu/getinvolved/leadership/>
(818) 677-5111
- d. Residence Hall student government and paraprofessional staff
Contact: Student Housing
(818) 677-2160
- e. USU governing board and services
Contact: University Student Union
<http://usu.csun.edu/boardofdirectors/index.php>
(818) 677-2491
- f. University student government and services
Contact: Associated Students
<http://www.csunas.org/government/join.php>
(818) 677-2477
- g. Orientation Leaders
Contact: Student Development and International Programs
<http://www.csun.edu/nso/leaders/>
(818) 677-2393

3. Service Learning/Volunteerism

- a. Research opportunities
Contact: Career Center
<http://www.csun.edu/career/students/research.htm>
(818) 677-2878
- b. University Ambassadors
Contact: Student Outreach and Recruitment
(818) 677-2967
- c. Health profession internships
Contact: Klotz Student Health Center
(818) 677-3685
- d. Community oriented volunteer opportunities
Contact: Matador Involvement Center (MIC)
<http://www.csun.edu/getinvolved/community/>
(818) 677-5111

4. Student Community

Student clubs, organizations, & fraternity/sorority life
Contact: Matador Involvement Center (MIC)
<http://www.csun.edu/getinvolved/clubs/>
(818) 677-5111