California State University Northridge

College of Engineering and Computer Science
Department of Computer Science

April 2008

Dear Continuing Computer Science Student,

As the Spring 2008 semester comes to a close, it is time to see your advisor to discuss your plans for the Fall 2008 semester. This letter contains information about advisement and other items that are important to all Computer Science majors. Please take the time to read this letter carefully.

Please note: **mandatory advisement holds** have been set on all students in the **Pre-Computer Science Major** (Pre-Major) and all students enrolled in the **2nd bachelors** program. Students in these two programs must see an appropriate academic advisor prior to registering for classes.

Advisement and Registration Information
In the next few weeks you should receive your registration mailer from the University. This mailer will contain your priority registration date and information about using the Web-based registration system interfaces. The Fall 2008 Schedule of Classes is published online ONLY at http://www.csun.edu/a&r/soc .

Advisement Category	Required or Optional Advisement	Advisor	Appointment Method	Advisement Location
ALL Pre-Majors (not on probation and without pending transfer credit questions)	Required	Student Services Center	818-677-2191 or visit JD 1501 for Student Services Center appts	JD 1501 for Student Services Center
All students with outstanding transfer questions	Required	Department Transfer Advisor	818-677-3398 or visit JD 4503	JD 4503
ALL 2nd bachelors	Required	Prof. Stepanek, Chair of Computer Science	818-677-3398 or visit JD 4503	JD 4503
ALL Probationary Students	Required	Student Services Center	818-677-2191 or visit JD 1501	JD 1501
MEP/EOP Students	Required	Student Services Center	818-677-2191 or visit JD 1501	JD 1501
All Other Continuing Students (not on probation)	Optional	Student Services Center or your faculty advisor	818-677-2191 or visit JD 1501 for Student Services Center appts	JD 1501

You are welcome to visit with your regular faculty advisor any time during the semester but please keep in mind that faculty are usually unavailable for advisement once finals start and during the summer months.

MEP/EOP Students
All MEP/EOP students have mandatory advisement holds placed on their registration. If you are taking lower division courses (100 and 200 level), you must receive advisement from the MEP/EOP office located within the College Student Services Center. If you are taking upper division courses (300 level and above) in the major and you have questions regarding your Concentrated Studies Package choices, you are encouraged to visit with a computer science faculty advisor prior to going to the MEP/EOP office.

Financial Aid Advisement
If the University Financial Aid Office requires that you have an advisor complete a Financial Aid Advisement form, please take that form to the College Student Services Center in JD 1501. You do not need to make an appointment to see the department chair for this purpose. Failure to have your financial aid forms completed in a timely fashion can delay your ability to register for courses.

Changing Major from Pre-Computer Science to Computer Science
The computer science pre-major consists of seven courses: G.E. Basic Skills Analytical Reading and Expository Writing, G.E. Basic Skills Oral Communication, COMP 110/L, 182/L & 122, MATH 150A and PHIL 230. If you are currently in the computer science pre-major (designated as "pre-comp sci" on various University documents), you

must have completed all eight of these pre-major courses before you can apply at EA 2403 (Computer Science Dept Office) to transfer to the computer science major. During the semester that you are applying to transfer to the full major you will be allowed to enroll in the following courses from the major: COMP 222, 232 & 282, MATH 150B. You will not be allowed to take any 300 or 400 level COMP courses until you are formally admitted into the full major.

Changes to the Computer Science Major
Course prerequisites are always subject to change and you are required to follow the current catalog requirements when it comes to prerequisites for the remaining courses you need to complete within the major. Please check the current University Catalog and the Department's Web site at: http://www.csun.edu/compsci/ for the latest information regarding computer science course prerequisites.

Selection of a Senior Electives Package and Graduation Evaluation
If you have completed COMP 322/L and 380/L, you should be deciding on a sequence of courses for your 15-unit Senior Electives Package. Your faculty advisor can answer any career path questions you may have and assist you in the selection of Senior Electives. The Computer Science Department has prepared two information handouts regarding Senior Elective courses, available at: http://www.csun.edu/compsci/ under "Undergraduate Programs".

You are required to file for a graduation evaluation (grad check) <u>approximately one year prior</u> to your anticipated graduation date. Students who plan to graduate at the end of a fall semester should file their grad check by March 1st of the preceding year. Students who plan to graduate at the end of a spring or summer semester should file their grad check by July 1st of the preceding year. If you need to initiate your graduation check, please make an appointment to visit your computer science faculty advisor.

Transfer Courses
If you have taken any courses at another college or university that you believe count towards the requirements of the computer science major, schedule an advisement appointment with the Department Transfer Advisor to request a transfer evaluation. This should be taken care of as soon as the courses are completed and transcripts showing the final course grade have been received by the University Admissions and Records Office. It is critically important that math courses be transferred in a timely fashion because the registration system may prohibit you from enrolling in subsequent courses until the registration flags that check for math prerequisites have been updated.

Best wishes for a successful semester.

Sincerely,

Professor Steven Stepanek, Chair
Department of Computer Science