WELCOME TO CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS. We are very pleased that you have joined us this session. This guide intends to answer many of your frequently asked questions regarding services available on and off campus for Extended University students.

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CSUCI Mission Statement

Placing students at the center of the educational experiences, California State University Channel Islands provides undergraduate and graduate education that facilitates learning within and across disciplines through integrative approaches, emphasizes experiential and service learning, and graduates students with multicultural and international perspectives.

Extended University Mission Statement

Extended University at CSU Channel Islands extends the mission of the University throughout the community by providing access to quality education for traditional and non-traditional students and local organizations.
FREQUENT CONTACTS (805 Area Code)

BSN PROGRAM DIRECTOR
Dr. Karen Jensen, Director ............................................. 437-3150
karen.jensen@csuci.edu

CAMPUS CONTACTS
Registration Assistance, Donna Inglis ............................... 437-3269
Donna.inglis@csuci.edu
Advising, Brianne Keighley .............................................. 437-3201
brianne.keighley@csuci.edu
BSN Admin Support Asst, Cheryl Sund ............................... 437-2691
Cheryl.sund@csuci.edu
Student Finance, Michele Morris ...................................... 437-2736
Michele.ramirez461@csuci.edu
Financial Aid, Kristin Carpenter ................................. 437-2089
kristin.carpenter@csuci.edu
Nick Fuentes, Operations Director .................................. 437-2698
nicholas.fuentes@csuci.edu
IT Assistance:
Bill Ochs – william.ochs@csuci.edu. Phone 805-777-1615; Cell 805-377-6346

OTHER IMPORTANT NUMBERS
Main Office – Extended University Camarillo Campus ............ 437-2748
Payment Information ..................................................... 437-2736
Financial Aid ................................................................. 437-8527
CI Cove Bookstore ......................................................... 482-5456
Graduate Study Center .................................................. 437-8553
Academic Affairs
- Provost & Vice President’s Office ................................ 437-8441
- Dr. Gary Berg, Associate Vice President Extended University .... 437-8580

Non-emergency police: 437-8444
Emergencies from CI or Thousand Oaks campus phones - dial 911
TEXTBOOKS
To confirm the correct textbooks for your classes, including ISBN numbers, go to http://ext.csuci.edu/degree-programs/textbooks-extended-university.htm.
Textbooks may be purchased through Amazon.com or other online suppliers. They are also available at the Cove Bookstore on the CI Campus. Check their website at http://www.csuci.bksfr.com for the most up to date hours of operation.

INFORMATION TECHNOLOGY RESOURCES
Contact Bill Ochs: william.ochs@csuci.edu, Phone 805-777-1615, Cell 805-377-6346.
You may also visit the Campus Services link http://www.csuci.edu/campserv.htm to obtain information regarding information technology resources.

BLACKBOARD/CI LEARN SERVICES:
Blackboard/CI LEARN is a course management tool that allows students to access and share class information, announcements, and resources online. Your instructor will inform you if you will be using this tool for the course. New students will receive a New User ID/Password letter via email from CI that provides a temporary password and unique 9-digit user ID. For assistance with BlackBoard/CI Learn, please contact: Bill Ochs, william.ochs@csuci.edu

E-MAIL: All students will receive a “CI Dolphin” email account. So that you don’t miss any important messages, we strongly recommend that you forward your Dolphin email to an account that you check frequently. To activate your account, please visit the IT email support website: http://www.csuci.edu/it/email/student_email_guide_complete_html_print.htm. For help with email, please contact: Bill Ochs – william.ochs@csuci.edu

UNIVERSITY ID CARDS
An ID card is not required, but has certain benefits on campus (e.g., in-person library check out privileges) and in the community (e.g., certain retailer discounts). CI is in the process of making photo IDs available and easily accessible to students enrolled in off-campus degree programs. Until photo IDs are available, you may choose to purchase a CI Extended University ID for $15 (one time fee) at the Enrollment Center cashier’s office (CI campus, Sage Hall, first floor).

LIBRARY SERVICES
Search the library catalog, download journal and newspaper articles, ask a librarian, and more -- all through CI Library online services at http://library.csuci.edu/research/. For complete information about services available through our library and to set up a library account, go to http://www.sbcc.edu/library/.
Students are also welcome to use the CI main campus library in person. Please check the library website for the most current hours of operation and online services: http://www.library.csuci.edu/ or call (805) 437-8561. Currently enrolled Extended University students with a CI ID have in-person borrowing privileges. Please check with the CI circulation desk for a barcode sticker.

PARKING/TRANSPORTATION
See the parking website for the latest information on parking permit pricing, campus road closures and other parking information: http://www.csuci.edu/parking. Parking is free and permits are not required at the Thousand Oaks campus.

ALTERNATE TRANSPORTATION TO CAMPUS
The Camarillo Vista Bus runs to the campus every day Monday through Friday from 7am to 10:20pm. On Saturdays, service runs to the campus from 7:30am to 5:20pm. Cost is $1 one way or $2 round trip, but if
you plan to use the bus regularly you can purchase a bus pass for $25 a semester from CSUCI Parking Services on the main campus.

**DINING SERVICES**

Islands Café, the campus dining commons, is located near the South Quad off University Drive. Presented by University Glen, the café offers a variety of contemporary menu formats for students, faculty, and staff to choose from throughout the day. For more details, visit [http://www.csuci.edu/students/enrolled/dining/index.htm](http://www.csuci.edu/students/enrolled/dining/index.htm).

*Islands Café semester hours*

- Monday - Friday.............7:30am - 7:00pm
- Saturday..................10:00am - 6:00pm

**FREUDIAN SIP**

Freudian Sip is located in Broome Plaza at the library and in the Student Union. They serve gourmet coffee, coffee drinks, tea and other beverages. They also have breakfast and lunch items like bagels and sandwiches to go. Please stop by the Sip to see the latest hours of operation.

**STUDENT UNION**

The Student Union is now open. There are quiet places to study, pool tables, computer stations, TVs, a convenience store, coffee and restaurants. Student clubs and organizations are located on the second floor of the union.

**UNIVERSITY TOWN CENTER**

The Town Center located off Rincon Drive and houses The Cove Bookstore, and several food options. You can also access The Town Center by using the walkway from the second floor of the Broome Library. The Town Center houses the following restaurants:

- **Sammy’s Market/Subway/Juice it Up**
  - Open Monday – Friday 9am – 9pm
  - Open Saturdays & Sundays 10am – 8pm

- **Tortilla’s Grill**
  - Open Monday – Saturday 8am – 9pm
  - Closed Sundays and holidays
  - [www.tortillasgrill.com](http://www.tortillasgrill.com)
  - 445-9696

**DISABLED STUDENT RESOURCE PROGRAM**

DSRP are dedicated to providing a broad range of quality support services to meet the needs of students with all types of physical, psychological, and learning disabilities. Services are available to any student who finds his/her disability to be a barrier to achieving educational goals. For additional information including available services, please call (805) 437-3331 or check out the website [http://www.csuci.edu/drp](http://www.csuci.edu/drp). It is the responsibility of students with disabilities to contact the DSRP office each semester that services are needed.

**ENROLLING IN CLASSES**

Please see “How to Enroll in Classes” guide on page 8 of this handbook. While you should always follow your program roadmap, Brianne Keighley, advisor, is available to answer your questions about the sequence of courses. Contact her at [brianne.keighley@csuci.edu](mailto:brianne.keighley@csuci.edu) or (805) 437-3201.
FINANCIAL AID

Financial Aid is available to Extended University students enrolled in off-campus degree programs. Please contact the CI Financial Aid office at www.csuci.edu/financialaid or (805) 437-8530 for information or assistance.

GRADES

Grades are due from instructors the Friday after the final day of classes. Grades are posted on MyCI soon after they are received. Transcripts must be requested through the CI Records office. Extended University cannot provide you with transcripts.

TUITION RECEIPTS

If you need a copy of your tuition payment receipt for verification or employer reimbursement, contact Extended University at 805-437-2736.

GRADUATE STUDIES CENTER

Funded by the Project Vista Grant, the Graduate Studies Center opened on the CI main campus in February 2012. Located in El Dorado Hall, the Center serves graduate students who attend classes during non-traditional hours. Academic advisors and financial aid counselors hold later hours at the Center and go off site to assist graduate students enrolled in off-campus programs. The Center also provides writing support and serves as a clearinghouse for internships, mentorships, and academic workshops. It offers a student lounge, study space, snacks, and coffee. Currently open until 7 pm Monday-Thursday. Contact Wendy Olson, wendy.olson@csuci.edu, p. 805-437-3579, f. 805-437-3302.

UNIVERSITY HOLIDAY SCHEDULE

Memorial Day – May 28, 2012
Labor Day - Monday, September 3, 2012
Veteran’s Day – Monday, November 12, 2012
Thanksgiving – Thursday- Saturday, November 22-24, 2012
MLK Day – January 21, 2013
Cesar Chavez Day – April 1, 2013
Memorial Day – May 27, 2013
Extended University Records Guide

The following should be completed and returned to Extended University:

I’d like to:                                                                 I will need:
❖ Take term(s) off from taking classes   “Request for Academic Leave” form
   (maximum 4 consecutive terms, and 6 total)
❖ Change my program (i.e. add emphasis, drop dual)  “Change of Objective” form
❖ Apply for Graduation  “Application for Degree & Diploma” form + $45.00
❖ Change my graduation term  “Change of Graduation Term Request” form + $15.00
   (once applied for graduation)

The following should be completed and returned directly to Records & Registration:

I’d like to:                                                                 I will need:
❖ Request Official Transcripts   “Transcript Request” form
❖ Change my name  “Name change” form
❖ Send Verification of my Enrollment (insurance/employer)  “Enrollment Verification” form

All important forms may be found online at:
http://www.csuci.edu/records-registration/rec_reg_library.htm

Applying for Graduation Deadlines:
Spring (Completing in March or May) – October 15th
Summer (Completing in June or August) – December 15th
Fall (Completing in September or December) – March 15th
How to Register for Classes

1. Open your browser and go to https://myci.csuci.edu or connect through www.csuci.edu and click on the myCI icon:

2. On the sign-in page, enter your User ID and password to log in. Both are case sensitive. (*See the bottom of page if you forgot your password.)

3. Once you are logged in to myCI, click on CI Records in the My Account section.

4. To Enroll in a Class, click on the “Add a Class” link.

5. You can add a class in one of two ways:
   i. Search for a Class (see step 6)
   ii. Enter a Class Number (see step 7)

6. To Enroll in a Class by Searching for a Class, click Search button.
   i. Use the drop down to select the Subject (ex. ART)
   ii. In the Course Number field, type in the course number (ex. 100)
   iii. Click on Search, this will produce results
   iv. If you find a course that meets your needs, click on Select Class.
   v. Click on Next to go to Class Preferences
      a) If the Class is full and has a Waitlist Option, please select the Waitlist if class is full button.
      b) If the course requires a permission number, enter it in the Permission Number field.
   vi. Go to Step 8.

7. To Enroll in a Class by Class number, enter the Class Number and click on Enter.
   i. Click on Next to go to Class Preferences
      a) If the Class is full and has a Waitlist Option, please select the Waitlist if class is full button.
      b) If the course requires a permission number, enter it in the Permission Number field.

8. Click on Next to add another class to your shopping cart or to move to the next step.

9. Click on Proceed to Step 2 of 3 to Review your Schedule.

10. Click on Finish Enrolling to Confirm your Schedule.

11. If you encounter errors, click on the Fix Errors button to go back to fix the errors. Usually, the class is full or you do not meet the pre-requisites.

If you have forgotten your password, contact the IT Helpdesk at (805) 437-8552.
If you need registration assistance, visit the Extended University office at 2109 Sage Hall call us at (805) 437-2748