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)

MS MATHEMATICS DIRECTOR
Dr. Jesse Elliott, Director ................................................. 437-2768
jesse.elliott@csuci.edu

CAMPUS CONTACTS
Registration Assistance, Donna Inglis .................................. 437-3269
Donna.inglis@csuci.edu
Advising, Brianne Keighley .............................................. 437-3201
brianne.keighley@csuci.edu
Student Finance, Michele Morris ......................................... 437-2736
Michele.ramirez461@csuci.edu
Nick Fuentes, Operations Director ...................................... 437-2698
nicholas.fuentes@csuci.edu
Dr. Janet Egiziano, Director, Thousand Oaks Campus ............ 497-3791
janet.egiziano@csuci.edu
Financial Aid, Kristin Carpenter ........................................ 437-2089
kristin.carpenter@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 Studies Center ................................................... 437-3579
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 bkstr.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 CAMPUSS

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 CI 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.

Islands Café semester hours
- Monday - Friday: 7:00am - 8:00pm
- Weekends: 10:00am - 8:00pm

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
  - 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. 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. If you encounter any errors while trying to enroll in classes, please contact Donna Inglis at 805-437-3269.

FINANCIAL AID
Financial Aid is available to Extended University students enrolled in off-campus degree programs. Please contact the Extended University Financial Aid Counselor, Kristin Carpenter at 805-437-2089 or Kristin.carpenter@csuci.edu 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 9 pm Monday-Thursday. Contact Wendy Olson, wendy.olson@csuci.edu, p. 805-437-8553, f. 805-437-3302.

UNIVERSITY HOLIDAY SCHEDULE
Labor Day Monday, September 3, 2012
Veteran's Day Observed Monday, November 12, 2012
Thanksgiving Thursday-Saturday, November 22-24, 2012
Winter Holiday December 24, 2012 to January 1, 2013
Martin Luther King, Jr. Day Monday, January 21, 2013
César Chávez Day Observed Monday, April 1, 2013
Memorial Day Observed Monday, May 27, 2013
Independence Day Thursday, July 4, 2013
Extended University Records Guide

The following should be completed and returned to Extended University:

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

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

<table>
<thead>
<tr>
<th>I’d like to:</th>
<th>I will need:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Official Transcripts</td>
<td>“Transcript Request” form</td>
</tr>
<tr>
<td>Change my name</td>
<td>“Name change” form</td>
</tr>
<tr>
<td>Send Verification of my Enrollment (insurance/employer)</td>
<td>“Enrollment Verification” form</td>
</tr>
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All important forms may be found online at: [http://www.csuci.edu/records-registration/rec_reg_library.htm](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