WELCOME TO CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS (CI). We are very pleased to have you as a student. This guide intends to answer frequently asked questions regarding services available to CI students enrolled through Extended University.

TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>MISSION STATEMENTS</td>
<td>2</td>
</tr>
<tr>
<td>FREQUENT CONTACTS &amp; EMERGENCY TELEPHONE NUMBERS</td>
<td>3-4</td>
</tr>
<tr>
<td>TEXTBOOKS</td>
<td>4</td>
</tr>
<tr>
<td>INFORMATION TECHNOLOGY RESOURCES</td>
<td>4</td>
</tr>
<tr>
<td>CI LEARN/BLACKBOARD SERVICES</td>
<td></td>
</tr>
<tr>
<td>EMAIL</td>
<td></td>
</tr>
<tr>
<td>ID CARDS</td>
<td>4</td>
</tr>
<tr>
<td>LIBRARY SERVICES</td>
<td>4</td>
</tr>
<tr>
<td>PARKING/TRANSPORTATION</td>
<td>5</td>
</tr>
<tr>
<td>SNACK SERVICES</td>
<td>5</td>
</tr>
<tr>
<td>DISABLED STUDENT RESOURCES PROGRAM SERVICES</td>
<td>5</td>
</tr>
<tr>
<td>ENROLLING IN CLASSES</td>
<td>5</td>
</tr>
<tr>
<td>FINANCIAL AID</td>
<td>5</td>
</tr>
<tr>
<td>GRADES</td>
<td>5</td>
</tr>
<tr>
<td>CI APPAREL/ACCESSORIES</td>
<td>5</td>
</tr>
<tr>
<td>TUITION RECEIPTS</td>
<td>5</td>
</tr>
<tr>
<td>INTERNATIONAL SHORT-TERM STUDY ABROAD</td>
<td>5</td>
</tr>
<tr>
<td>GRADUATE STUDIES CENTER</td>
<td></td>
</tr>
<tr>
<td>UNIVERSITY HOLIDAY SCHEDULE</td>
<td>6</td>
</tr>
<tr>
<td>RECORDS GUIDE</td>
<td>7</td>
</tr>
<tr>
<td>Request a leave; change your program; apply for graduation; request transcripts; change your name; verify enrollment; deadlines</td>
<td></td>
</tr>
<tr>
<td>CI CAMPUS MAP</td>
<td>8</td>
</tr>
</tbody>
</table>

CI 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)

MBA PROGRAM DIRECTORS

*Thousand Oaks and Goleta Campuses*

Dr. William Cordeiro, Director .............................. 437-8860

william.cordeiro@csuci.edu

Dr. Janet Egiziano, Associate Director ......................... 497-3791

janet.egiziano@csuci.edu

THOUSAND OAKS CAMPUS CONTACTS

Director, Dr. Janet Egiziano, Thousand Oaks Campus .................. 497-3791

janet.egiziano@csuci.edu

Administrative Office Coordinator .................................. 777-1615

Edward Padilla – edward.padilla@csuci.edu

Evening & Weekend Coordinator

Andrew Conley – andrew.conley391@csuci.edu ......................... 777-1615

Nick Fuentes, Operations Director .................................... 437-3269

nicholas.fuentes@csuci.edu

Advising and Records, Brianne Keighley ............................... 437-3201

brianne.keighley@csuci.edu

IT Assistance:

Bill Ochs – william.ochs@csuci.edu ............................. 377-6346

Registration Assistance, Donna Inglis ............................. 437-3269

donna.inglis@csuci.edu

Financial Aid:

Kristin Carpenter – kristin.carpenter@csuci.edu ................. 437-2089

Payments & Financial information:

Michele Morris – michele.morris461@csuci.edu ................. 437-2736

GOLETA CAMPUS CONTACTS

Melissa Whitacre, Goleta Campus Programs Coordinator ........... 312-6367

melissa.whitacre@csuci.edu

Front Desk ........................................................................ 696-7965

Brian Uhl – brian.uhl183@csuci.edu

Nick Fuentes, Operations Director ..................................... 437-2698

nicholas.fuentes@csuci.edu

Advising and Records, Brianne Keighley .............................. 437-3201

brianne.keighley@csuci.edu

IT Assistance:

Bill Ochs – william.ochs@csuci.edu ............................. 377-6346

Registration Assistance, Donna Inglis ............................. 437-3269

donna.inglis@csuci.edu

Financial Aid:

Kristin Carpenter – kristin.carpenter@csuci.edu ................. 437-2089

Payments & Financial information:

Michele Morris – michele.morris461@csuci.edu ................. 437-2736

OTHER IMPORTANT NUMBERS

Main Office – Extended University Camarillo Campus .............. 437-2748

Payment Information ................................................... 437-2736
Registration Assistance .......................................................... 437-3269
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

Emergencies from Thousand Oaks and Goleta Campuses - dial 911

TEXTBOOKS
Before purchasing, please confirm the correct textbooks for your classes, including ISBN numbers, at:

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, 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 each 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. Cell 805-377-6346

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. Cell 805-377-6346

UNIVERSITY ID CARDS
A student 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 retail discounts). Extended University is able to provide off-campus students with a limited benefits card for a one-time fee of $15 that is billed to the student’s account. Students may obtain their ID at orientation; other designated times will be arranged. Please note that all CSU students are required to pay additional fees for full student services (health center, athletics, etc.) signified by a campus-based student ID. Students enrolled in the campus-based State-supported degree programs pay up to $358 per semester.

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
Parking is free and permits are not required at the Thousand Oaks and Goleta campuses. For those wishing to use alternate transportation to reach our campuses, please check the local bus schedules:
Santa Barbara: http://www.sbmtd.gov/

FOOD/SNACK SERVICES
At both the Thousand Oaks and Goleta campuses, students are provided with free coffee, tea, and packaged snacks such as cookies, pretzels, and trail mix. Microwave oven and refrigerator is also available.

DISABLED STUDENT RESOURCE PROGRAM
DSRP are dedicated to providing a broad range of quality support services to meet the needs of students with 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 information and to request services, please call (805) 437-3331 or visit the DSRP 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. While you should always follow your program roadmap, Brianne Keighley, advisor, is available to answer your questions about the sequence of courses or to help you make changes, if needed. Contact her at 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 Kristin Carpenter at kristin.carpenter@csuci.edu or by phone at 805/437-2089 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.

CI “SPIRIT” APPAREL/ACCESSORIES
Purchase online at http://www.csuci.bkstr.com

TUITION RECEIPTS
If you need a copy of your tuition payment receipt for verification or employer reimbursement, contact Michele Morris at 805-437-2736.

GRADUATE STUDIES CENTER
The Graduate Studies Center, located in El Dorado Hall, serves graduate and post-baccalaureate students who attend classes during non-traditional hours. 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. Call 805/437-3579.
UNIVERSITY HOLIDAY SCHEDULE
Classes will NOT meet on the following dates:
Labor Day Observed - September 1-3, 2012
Veteran’s Day Observed – November 12, 2012
Thanksgiving Observed - November 21-24, 2012
Winter Campus Closure – December 24 – January 1, 2013
Martin Luther King, Jr. Day Observed – January 21, 2013
    Session Break – No class the last week of March
Cesar Chavez Day – April 1, 2013
Memorial Day Observed May - 27, 2013
    Session Break – No class the last week of June

CLASS SCHEDULE
Please visit the Extended University website for official class schedules:
http://ext.csuci.edu/spotlight/class-schedules.htm
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

CSU Channel Islands Campus Map