

**California State University, Monterey Bay**  
**Educational Opportunity Program**



**FALL 2021 Transfer Bridge**  
**Student Handbook**

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## *Differences between Community College and CSUMB*

	<i>Community College</i>	<i>CSUMB</i>	<i>Recommendations for Success</i>
<b>Academic Workload</b>	Less work per unit required. Takes less study time outside of class.	More work per unit is required	Budget more study time per unit outside of class.
<b>Academic Teaching Styles/Virtual Learning</b>	Varies by Community College	Mix of in person and online courses. More group work, more reading, more writing.	Communicate with the professor for questions & assistance. Be proactive in communication with the group. See the resources in the virtual packet Get technology set up early
<b>Academic Standards</b>	Academic probation and disqualification	Good academic standing, Dean's list, academic probation, academic disqualification	Be aware of differences See resource in virtual packet
<b>Advising/Degree Requirements</b>	General education requirements. Advising done by EOPS advisors.	Upper-division degree requirements are specific to majors. Major Academic Advisor does academic course advising.	Develop relationships & check-in each semester with your major advisor.
<b>Campus Resources</b>	Different resources, requirements unique to each school, often accessed through one office	Many resources available, sometimes different requirements. Located in different offices and departments across campus	Proactively seek resources out, communicate needs with EOP for referrals and assistance See resources in virtual packet
<b>EOP</b>	EOPS – join throughout time at C.C., different program services & requirements.	EOP point of entry admissions only. Different services & resources offered, and different participation requirements.	Communicate & meet with EOP Advisor frequently. Track your EOP contract, ask questions.

# *CSUMB Academic Standards*

## *Dean's list:*

Each semester the college deans recognize those students who earn a 3.5 GPA or better in the preceding semester. To be eligible, undergraduate students must complete a minimum of 12 letter graded units with no incompletes; no grades lower than a "C", and be in good standing.

## *Academic Probation:*

An undergraduate student is placed on Academic Probation if at any time the cumulative grade point average in all college work **or** a cumulative grade point average at CSUMB falls below a 'C' (2.0) average.

## *Academic Disqualification:*

Academic Disqualification means that the student has not maintained satisfactory academic standards and is involuntarily separated from the university.

Undergraduates on academic probation are subjected to Academic Disqualification when:

- As a Freshman the student falls below a cumulative grade point average of 1.50 in all units attempted or in all units attempted at the campus where enrolled.
- As a Sophomore the student falls below a cumulative grade point average of 1.70 in all units attempted or in all units attempted at the campus where enrolled.
- As a Junior the student falls below a cumulative grade point average of 1.85 in all units attempted or in all units attempted at the campus where enrolled.
- As a Senior the student falls below a cumulative grade point average of 1.95 in all units attempted or in all units attempted at the campus where enrolled.

## *Withdrawal Information:*

Students can only withdraw from 18 units during the course of their studies at Cal State Monterey Bay. For most students, that means that they can only withdraw from four to six classes in their undergraduate career. Students taking high-unit courses will have even fewer opportunities to withdraw.

Schedule Adjustments made during the Add/Drop Period do not count toward the limit, but changes made after the Add/Drop Period will count toward the limit. Approved course withdrawal for medical or military reasons will not count towards the 18 unit limit.

## *Course Repeat Information:*

Undergraduate students are limited to repeating 28 semester units during their career at Cal State Monterey Bay. Students wishing to repeat a course more than once must submit a [Course Repeat Petition](#).

Undergraduate students may attempt to improve their GPA by repeating a course which they have earned a grade of C-, D+, D, D-, F, WU or IC, however students will be prevented from

registering for a course in which a grade of "C" or higher has been assigned. Only 16 units may be assigned grade forgiveness.

***Incomplete Grade Information:***

Students may not re-enroll in a class in which a grade of "I" (Incomplete) is currently assigned.

The grade "I" will automatically be converted to "IC" when a grade is not specified on the Contract for Incomplete Grade; the instructor does not submit a Change of Grade for the class in question before the 1-year time limit is reached; and there is no approved extension of the time frame for the Incomplete grade.

Click [Here](#) for More Academic Policy Information

# *Otter Success Tips*

## *Tips to Help You Become a Successful CSUMB Student*

### *Save Everything Even Vaguely Official*

Save academic plans, GE checklist, petition copies, appeal letters, handwritten notes from advisors, etc. Get a file or a folder of reasonable size, and just file everything in it. Store important information in a safe place, so if you ever need to reference it the information will be available and easy to find.

### *Understand What Is Expected Of You*

Read each course syllabus and pay attention to dates for exams, assignments and projects. Review the grading policy, point value system and attendance requirements. Many instructors deduct points for absences and tardiness, and often have specific requirements for assignments and papers.

### *Read*

Read everything instructors hand out, especially what they have written themselves. Read policies and procedures in the schedule of classes and the bulletin/catalog. Don't depend on word-of-mouth. Familiarize yourself with university policies.

### *Ask Questions*

Successful students ask questions. You should meet with your academic advisor and/or EOP Retention Advisor. They can assist you with selection of classes and direct you to any needed resources on campus. Remember that staff and faculty are here to help you succeed.

### *Get Organized*

Being organized is one of the most important skills you can possess. Find a way to stay on top of your assignment and project due dates. Good organization will allow you to get your work done and on time, as well as provide less stress when completing assigned tasks. Proper organization of your time will also allow you to enjoy activities and events that are of interest to you. College should not only be about studying, but about managing your time wisely, so you can accomplish more.

### *You Must Take The Proper Steps To Drop Classes*

At some schools you are dropped automatically if you don't show up. Not at CSUMB. YOU must drop YOURSELF by a required deadline. The penalty is a "WU" (unauthorized withdrawal, equivalent to an "F"). An unauthorized withdrawal is one of the most common ways students get themselves on academic probation. Often, students do not take their academic probation status seriously. It is important to follow through on your academic probation contract terms. Failure to fulfill these terms may result in dismissal from the university and may affect your eligibility for financial aid and EOP.

### ***Connect With Faculty***

Professors want exactly what you want; they would like for you to learn the material in their respective classes and earn a good grade. Make a point to build a positive relationship with your professor and visit with them during their office hours.

### ***Get Involved***

Education does not only occur in the classroom. Make a point to seek out campus organizations that interest you and join them. You will get the opportunity to develop leadership, communication and interpersonal skills.

### ***Take Advantage Of The Resources Available To You Before Choosing Classes***

Talk with your EOP Retention Advisor and meet with your major advisor. Check the schedule of classes for days, times, and prerequisites for courses in which you are interested. Read the university catalog for information regarding course descriptions and course sequence in your desired program.

## ***Seven Tips For Effectively Managing Your Time***

### ***1. Be Organized***

It is important to record all time commitments. Review your course syllabus, and note all assignments, this includes class time, work obligations and study time. You may want to use an appointment calendar, post-its, "to-do" lists or an online tracking system.

### ***2. Plan Ahead***

Before taking on a task, determine how long your tasks will take and consider whether any activities can be combined. Take a few minutes every day to examine your calendar, note your upcoming assignments and update your lists.

### ***3. Prioritize Your Tasks***

Use an A-B-C rating system for items on your "to do" lists with A items being the highest priority. Do the most important task first to avoid procrastinating. Don't forget to periodically review your list to make sure you're on track.

### ***4. Avoid Overload***

Include time for rest, relaxation, sleep, eating, exercise, and socializing in your schedule. Take short breaks during study and work periods. Learn to say "no" when appropriate. Whether it's extra courses, job responsibilities, or extracurricular activities, consider how important each is before agreeing to participate or commit.

### ***5. Practice Effective Study Techniques***

Don't wait until the last minute to complete projects. Read the syllabus as soon as you get it and note all due dates on your calendar. Be a model student (be attentive, punctual, prepared, eager to learn and participative in class)!

## ***6. Be Flexible***

Know how to rearrange your schedule when necessary (so it doesn't manage you - you manage it). Know who to ask for help when needed.

## ***7. Make Use Of Wasted Time***

Have you ever noticed how much time you spend waiting (for doctors, friends, advisors, etc.)? Carry work to make use of that time that would otherwise be wasted. Carry a short reading assignment or flashcards for studying. Or use the time to write in your planner and organize yourself. Ten minutes here, fifteen minutes there, it all adds up and you'll find that you can get more done.

## ***How To Get The Most Out Of Your Class Time***

### ***Be On Time***

Tardies add up. If you are 10 minutes late five days in a row, you've missed the equivalent of one whole class session. Further, the beginning of the class is the time that the instructor goes over assignments or discusses upcoming exams.

### ***Always Attend***

Attending your classes is important for your success. It doesn't pay to cut classes to study for others because you will only be putting yourself behind in both classes. If you do have to miss a class for a good reason, make sure that you let your professor know, and get notes and assignments from someone who was there, takes good notes and always follow-up with your professor.

### ***Do The Reading Before Class***

Many instructors do not teach the main portion of the course through class sessions; they are relying on you to do the reading. Their lectures supplement the reading. So, if you haven't done the reading, you won't understand what the instructor is talking about in class, and you won't know what to take notes on.

### ***Be Prepared***

Go to class with the correct notebook, plenty of paper, a pen or pencil, and any books, materials, or assignments that the instructor expects you to bring.

### ***Pay Attention***

Don't let minor distractions or irritations make you miss a major point that the instructor is trying to get across. Also, don't read, talk, text or do homework in class.

### ***Take Good Notes***

If you don't take good notes, you will be spending twice as much time doing something you could have done in class. Take notes on the readings or films shown in class. Concentrate on the main points of the lecture, not just the explanations. Number points



whenever possible. Review notes after class and think of which things might be asked on a test, or what topics discussed might lead to essay questions.

### *Ask Questions*

Don't be shy. If you have a question, ask it. There are very few "dumb" questions. Chances are, if you have thought of it, other people have the same question. Many instructors grade on participation, so your grade could be affected if you don't ask questions.

# *CSUMB Academic Calendar 2021-2022*

## *FALL 2021*

**August 23:** First day of instruction

**September 6:** Labor Day ~ Campus closed

**September 7:** Last day to add/drop classes

**September 20:** Enrollment census date

**October 4:** Winter 2022 class schedule published

**October 4:** Spring 2022 class schedule published

**October 18:** Winter 2022 registration begins

**October 25:** Spring 2022 registration begins for continuing students

**November 11:** Veteran's Day ~ Campus closed

**November 22-24:** Fall break ~ Faculty planning days ~ No classes

**November 25:** Thanksgiving Day ~ Campus closed

**November 26:** Academic Holiday for faculty and students ~ No classes

**December 10:** Last day of instruction

**December 13-17:** Assessment / final exam period

**TBD:** Capstone Festival

**December 24-31:** Holidays observed ~ Campus closed

**January 1:** New Year's Day ~ Campus closed

**January 3:** Grades due ~ Last day of fall semester

## *WINTER 2022*

**January 3:** First day of instruction

**January 21:** Last day of instruction

**January 28:** Grades due ~ Last day of winter term

## *SPRING 2022*

**January 17:** Martin Luther King Day ~ Campus closed

**January 24:** First day of instruction

**February 7:** Last day to add/drop classes

**February 18:** Enrollment census date

**March 14:** Summer 2022 class schedule published

**March 21:** Fall 2022 class schedule published

**March 28 - April 1:** Spring break

**March 31:** Cesar Chavez Day ~ Campus closed

**April 4:** Summer 2022 registration begins for continuing students

**April 11:** Fall 2022 registration begins for continuing students

**May 13:** Last day of instruction

**May 16-19:** Assessment / final exam period

**May 23-27:** Faculty planning days

**May 30:** Memorial Day ~ Campus closed

**May 31:** Grades due ~ Last day of spring semester ~ 2021-22 Academic Year Ends

# *Important Campus Resources*

<i>Office</i>	<i>Phone Number</i>	<i>Email</i>
<a href="#"><u>EOP Office</u></a>	831-582-4456	eop@csumb.edu
<a href="#"><u>Basic Needs</u></a>	831-582-3511	basicneeds@csumb.edu
<a href="#"><u>Campus Health Center</u></a>	831-582-3965	
<a href="#"><u>Campus Service Center</u></a>	831-582-5100	onestop@csumb.edu
<a href="#"><u>Career Development</u></a>	831-582-3937	<a href="#"><u>Schedule an Appointment</u></a>
<a href="#"><u>Center for Advising, Career &amp; Student Success</u></a>	831-582-3937	Academic_advisor@csumb.edu
<a href="#"><u>Cooperative Learning Center</u></a>	831-582-4104	clc@csumb.edu
<a href="#"><u>Financial Aid Office</u></a>	831-582-5100	financial_aid@csumb.edu
<a href="#"><u>Health &amp; Wellness Services</u></a>	Campus Advocate: 831-402-9477 Campus Advocate 24/7 Support: 831-375-4357 Chaplaincy: 831-578-2545	
<a href="#"><u>IT HELP Desk</u></a>	831-582-4357(HELP)	Monday-Friday 8:00 am - 5:00 pm
<a href="#"><u>Library</u></a>	831-582-3733	library_reference@csumb.edu
<a href="#"><u>Online Learning Support</u></a>	-----	
<a href="#"><u>Personal Growth &amp; Counseling Center</u></a>	831-582-3969	counseling_center@csumb.edu
<a href="#"><u>Student Disability Resources</u></a>	831-582-3762	student_disability_resources@csumb.edu
<a href="#"><u>Student Housing &amp; Residential Life</u></a>	831-582-3378	studenthousing@csumb.edu
<a href="#"><u>Student Technology</u></a>	831-582-4357	
<a href="#"><u>Student Veteran Services</u></a>	831-582-5720	veteran_services@csumb.edu
<a href="#"><u>Transfer Student Success Center</u></a>	831-582-3648	transfercenter@csumb.edu
<a href="#"><u>Undergraduate Research Opportunities Center (UROC)</u></a>	831-582-4241	uroc@csumb.edu

## ***YOU@CSUMB - Just Turn to You!***

Well-being starts by exploring your needs and seeking support. You@CSUMB is an anonymous, online well-being platform personalized just for you. Explore your mental and physical health, learn how to foster relationships, find balance, and thrive academically. [Take a tour of You@CSUMB](#) & [Sign up](#) today! (Use your Otter ID & password)

Here are just a few of the things YOU@CSUMB can help you with:

- ❖ Tips to adjust to online learning
- ❖ Coping with stress and anxiety in a changing world
- ❖ Maintaining and growing social connections even while practicing physical distancing

Remember that change is hard! Check in with yourself on YOU@CSUMB and find resources to continue making the most of your time at CSUMB.