

-Campus Systems Users Group (CSUG) Notes – January 18, 2013 Meeting Notes

Members Present: Lui Amador, Christina Baltazar, Yuki DeSoto, Adria Edwards, Loren Edwards, Kathy Elkins, Michael Galant, Kerry Gonzales, Toni Haley, Tracey Haney, Katrina Hermoso, Gilbert Hernandez, Ed Liao, Robert Masuda, Mark McKellip, Timothy Mozia, Yvette Nava, Cecilia Patz, Helen Remigio, Ormond Rucker, Martin Simpson, Lisa Stallworth, Shelby Stueve, Michelle Taylor, Rakesha Thomas and George Toy

The meeting was chaired by Brandy McLelland, Director of Student Information Services and Registrar

System Updates

Admissions – Michelle Taylor

- Still accepting applications from our partnership schools for the Spring 2013 semester; the deadline is January 16th
- Still accepting applications from FTF and graduate students for the Fall 2013 semester

Advising – Loren Edwards

- 880 students on academic probation
- STEPS probation workshops will begin on January 14th; 2 a day and 1 on Friday
- Students can now register to attend

Early Start Program – Brandy McLelland

- Information will be coming out soon

EOP – Katrina Hermosa

- Eligible students are to submit all supporting documentation by January 31st

Human Resources – Adria Edwards

- Testing Maintenance Pack 7

NSO – Brandy McLelland

- Friday, January 11th with approximately 15 students
- Now being conducted through University Outreach with Samuel Kim

Student Financials – Cecilia Patz

- Drops will take place on January 10th to disenroll students
- Scheduled again after school starts

Student Records – Mark McKellip

- Grades were in before the Christmas break
- In the process of posting degrees
- Preparing for Spring 2013 late registration

Transfer Credit/Advising – Brandy McLelland

- In the process of filling this position

Technical – Yuki DeSoto

- Maintenance Pack 7.0.1 and 7.0.2 will take 7 hours to upload
- Scheduled to take place on January 15th at 5pm (PS unavailable)
- Database will be updated with the newest version of Oracle; will be unable to do migration during update
- 3 possible dates: February 26th, March 26th or April 2nd

Presentation: International Admissions Overview by Michelle Taylor

- **Utilizes the same admissions process as the regular domestic process:**
 - Complete the application for admission on CSUMentor.edu and pay the application fee
 - Send affidavit of financial support, official test scores, and official transcripts (with international transcript evaluation, if applicable), to the Office of Admissions
 - Set up MyCSUDH.edu account
 - Confirm Intent to Enroll by May 1st (Fall Undergraduate Applicants Only)
 - Purchase Health Insurance (Executive Order 622) – CSUHealthlink.com
 - Apply for University Housing, if desired
- **Affidavit of Financial Support.** In order to study in the United States as an international student, The U.S. Citizenship & Immigration Services (USCIS) requires students to provide documentation showing they have sufficient financial resources to complete the course of study.
- **English Proficiency.** If English is not their native language, or they have not had three years (full-time) of their secondary education (or higher) taught in English, they will need to provide proof of their English proficiency. Since most classes are taught in English, they will need to demonstrate their ability to read, write, and speak English.
- **Transcripts.** Transcripts issued outside the United States of America require an official course-by-course analysis with an equivalency statement from a NACES certified transcript evaluation verifying the academic level of coursework and/or the degree equivalency to that of a regionally accredited institution within the USA. The course-by-course evaluation report or the detail report and the transcripts must be sent by the evaluation service directly to the Office of Admissions.
- **Student & Exchange Visitor Information System (SEVIS).** For admitted International (F1 Visa) Students:
 - Create initial or transform form I-20
 - Arrival is reported at port of entry
 - Maintain personal information
 - Maintain academic status information
- The Office of Admissions works closely with the Office of International Student Services.
- **For detailed information, please visit the following website:**

- <http://www3.csudh.edu/student-affairs/ois/international-students/admissions-requirements/default.html>

Presentation: International Student Services Kerry Gonzales

- **F-I International Students:**
 - New international students must apply for a visa at a US Embassy (transferring students do not need a new visa)
 - First semester students must “register” with the DSO (and get a new I-20)
 - Students must be full-time each semester (there are a few exceptions)
 - Students must have health insurance
 - Must apply to work off-campus; they are not eligible for work study
 - Must notify USCIS within 10 days of a change of address
 - Need a signature on their I-20 every year if they are traveling out of the country
 - Must take at least 2/3 of classes on campus (as opposed to online)
 - Must maintain full-time student status with 8-12 units
 - If student withdrawals from a class, they are considered below full-time status
 - Can take classes at another school but 1 school must be their “home” school
- **Student & Exchange Visitor Information System (SEVIS).** Their international address must be listed.
- **For detailed information, please visit the following website:**
 - <http://www3.csudh.edu/student-affairs/ois/international-students/default.html>

Presentation: Veteran Student Programs (VSP) by Lui Amador

- The goal is to make the process of becoming a CSUDH student and getting their benefits as smooth as possible
- Veterans and active duty service members may be eligible for a wide range of educational benefits to help finance their university education. VSP will work one-on-one to help to:
 - Apply to CSUDH
 - Determined their educational benefits
 - Apply for educational benefits
 - Complete the CSUDH admissions process
 - Once admitted, enroll in CSUDH classes
 - Complete their veterans certification
- The Montgomery G.I. Bill (Chapter 30): veterans have up to 10 years after their military departure to use
- The Yellow Ribbon program is to used offset the higher tuition schools
- The Veterans’ Action Request form is completed and submitted online every term
- **For detailed information, please visit the following website:**
 - <http://www3.csudh.edu/student-affairs/veterans-affairs>

Next meeting: Tuesday, February 12, 2013 at 10:30am in the LSU