

Semester at CSUN (SAC) Program

Instructions for Submitting Your Course Requests

Submit a “Course Requests” document by uploading it to the online application or by sending it via email to SAC-academics@csun.edu. The “Course Requests” document should include your full name and the following information:

1. INTRODUCTION

- **Explain any academic requirements that your university has set for the semester abroad. Please also explain anything else that is important for us to know about your degree program at home or your expectations for the semester abroad.**
- Suggested questions to answer: Does your university expect you to complete specific courses that fit your program curriculum or module? Do you have the flexibility to take any course you want? Do you have a specialization or specific area of interest within your field? Do you have any preferences for the days or times of your class schedule?

2. PREFERRED COURSES LIST

- **Make a list or a chart that explains the courses you need or want. Please indicate the priority level so we know which courses are the most important or are required by your home university. You must submit enough courses to reach the minimum number of units required for full-time status (Undergraduate students: 12 units; Graduate students: 9 units), plus some alternates.**
- Use the Class Search website, not the University Catalog, to ensure that your preferred courses are actually offered in the semester you will be attending.
- You may add comments, group courses together that share the same priority level, or provide alternate courses.
- We strongly recommend that you choose courses from at least two departments or subjects. At CSUN, a typical class schedule includes more than one subject.
- If you would like suggestions for courses that are hard to find, special topics, or something fun, please email us at SAC-academics@csun.edu.

3. COMPLETED COURSES LIST

- **List the courses that you are currently taking or expect to complete before you begin classes at CSUN if they don't appear on the transcript that you submitted.**
- It is important that we know all of your previous course work so that we can accurately assess your eligibility for courses. In place of a list, you may submit an attachment like an updated transcript or a screenshot of your current enrollment at your home university.

Next steps: The SAC Program Manager will review your eligibility for each class and contact the appropriate department chairs or instructors for approval. Class approval and placement is dependent upon eligibility and available space in the class.

Semester at CSUN (SAC) Program

Class Search Guide

Using the Class Search website

The CSUN Class Search website shows the classes that are available in a specific semester.

1. Go to <http://www.csun.edu/class-search>.
2. Select:
 - Term: Choose the appropriate term: "2207 – Fall Semester 2020"
 - Session: "Regular" or "Regular-Tentative"
 - Subject/Department: Choose a subject/department from the drop-down menu.
 - Additional Category: Leave this blank.
3. Click the "Quick Search" button. A list of available classes will display! See example below:

California State University, Northridge

Class Search

* [Open New Window](#)

*Term:

*Session:

Subject/Department:

Additional Category:



Show Open Classes Only:

Quick Search

Reset

Legend:


Expand
 Close
 Enroll
 Details
 Textbooks
 Dept/Library Website
 Mult Mtg Patterns
 Mult Instructors
 Zero Cost Course Materials

Course List

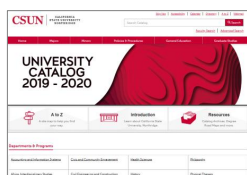
First 1-42 of 42

SOC 150 - INTRO SOCIOLOGY (LEC 3 Units) (4 Sections) Sociology Library Resources												
Class Section List												
Detail	Sesn	Sect	Class#	Online Type	Regular Seats Available	Enrl Stat	Comp	Loc. (Map)	Days	Time	Instructor	Consent
	1	02	12100		233	Open	LEC	LA181	MoWe	12:30pm-01:45pm	Carter, Michael J	
	1	04	12343		138	Open	LEC	OV025	TuTh	08:00am-09:15am	Staff	
	1	05	12686		84	Open	LEC	SH280	Th	07:00pm-09:45pm	Lopez, David A	
	1	06	13007	OF	150	Open	LEC	ONLINE		TBA	Lopez, David A	

4. Click the green arrow () to expand the Course entry. This will show the Class Sections and the 5-digit Class Number. You can also see the "Online Type" column, which indicates if the class is offered in an online format. Hover over the "Online Type" code to see a description.
 - **NOT AVAILABLE: Fully-online classes ("OF")** are not usually allowed for SAC students due to visa requirements. However, we offer hybrid courses ("OH"), which have some class meetings and some class work online. This type of class is allowed and encouraged!
 - **NOT AVAILABLE: Internship, Independent Study, and Research courses** are not usually open to visiting students, except with special permission from the department chair.

5. Click the “Detail” icon () to view more information, such as: course description (the same description you can find in the University Catalog), class size, meeting details, special notes about the class, and the course prerequisites.
6. **Look at the “Days” and “Time” for each class.** When creating your class schedule, don’t choose classes that conflict or overlap in meeting times!
 - The “Days” column shows you which day the class meets. Each day of the week is represented by the first two letters: “Mo” = Monday. Example: “FrSa” = This class meets on both Friday and Saturday every week. Please remember that Saturday is a regular class day at CSUN; you may be placed in a Saturday class when a weekday time is not available.
 - If your classes end and start within 15 minutes of each other, it is ok! You will be able to walk from one building to another building in 15 minutes.

Other CSUN resources



The **University Catalog** (<http://www.csun.edu/catalog>) is a helpful resource because it contains a complete listing of every department, degree program, and course offered at CSUN. There is a short course description for each course. However, not every course is offered every semester. The University Catalog shows all **existing** courses, but the Class Search website shows the actual, **available** courses for a specific semester. For this reason, you must use the Class Search website to plan your class schedule.



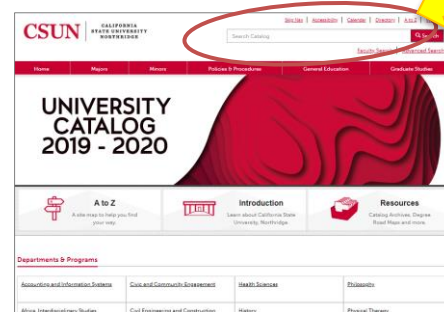
Department websites can also be a helpful resource. Each department maintains a website with specific information about its courses, special areas of study, instructors, and department policies. Some department websites have faculty bios (to learn about the instructor’s background) and course syllabi. A quick way to find each department website is through the A-Z directory: <http://www.csun.edu/atoz/>.

Helpful tips!

- ✓ **Course numbers** indicate the academic level of the course. They range from 100 – 799:

100’s	Fundamental/introduction: No prerequisites!
200’s	Intermediate: Check for prerequisites.
300’s	Intermediate/advanced: Check for prerequisites.
400’s	Advanced: Students should be in the final year of a bachelor’s program and must meet the prerequisites.
500’s	Graduate-level (Master’s): Some courses may be open to undergraduate students in the final year of a bachelor’s program, if all prerequisites are met.
600-700’s	Graduate-level (Master’s or Doctorate): Not open to undergraduate students.

- ✓ **Keywords** can help you find a course that includes a topic you want to study. Try a keyword search, using the Search box on the University Catalog website (<http://www.csun.edu/catalog>).



- ✓ **The David Nazarian College of Business and Economics (DNCBE)** has different enrollment procedures than the other colleges. If you want a business class, please read this!
 - DNCBE has strict eligibility rules. In order to qualify for advanced courses, students must meet the course prerequisites... no exceptions!
 - DNCBE has strict deadlines. Once we confirm your class requests for business classes, you will not be able to change them. Also, DNCBE does not allow visiting students to “crash” classes, which means there is no possibility of adding classes after the semester begins.

- ✓ **Related subjects:** CSUN is a large university with over 100 degree programs! You might find a topic you want to study under an unexpected subject/department. For example, students are often surprised to find a business entrepreneurial course under Recreation and Tourism Management (RTM). We invite you to email us for help at SAC-academics@csun.edu: we know the courses at CSUN very well and we may be able to give you suggestions, like these:

<i>If your major is...</i>	<i>Try looking at these subjects/departments:</i>
Biotechnology	BIOL, CHEM (Biochemistry is combined with CHEM), ECE, EOH, HSCI, ME, MSE
Business	ACCT, BLAW, BUS, COMP/CIT, COMS, ECON, ENGL, IS, FIN, MGT, MKT, MSE, PHIL, PSY, RTM, SCM, SOM
Civil Engineering	A M, CE, CM, GEOL, MSE, PHYS, SUST, URBS
Elec. Eng., Control, Automation	COMP/CIT, ECE, MATH, MSE, PHIL, PHYS
Education	CADV, COMS, EED, ELPS, EPC, PSY, SED, SOC, SPED
Engineering Management	COMP/CIT, ECON, FIN, IS, MGT, MKT, MSE, RTM, SOM
Environmental Studies	BIOL, CE, CM, EOH, GEOG, GEOL, MSE, POLS, RTM, SUST, URBS
Film/Cinema	ART, COMS, CTVA, ENGL, JOUR, TH, and the cultural studies depts have film/media courses: AAS, AFRS, CAS, CHS
Health/Medical Sciences	BIOL, CADV, EOH, FCS, HSCI, KIN, PSY
Manufacturing & Production Eng.	AM, MATH, MKT/SCM (Supply Chain is combined with MKT), MSE, SOM
Marketing	ART, COMS, ECON, JOUR, MGT, MKT, SOC
Mechanical Engineering	AE, ASTR, MATH, ME, MSE, PHYS
Media & Communication	ART, COMS, CTVA, ENGL, GWS, JOUR, SOC, RTM
Nutrition/Food Science	CHEM, EOH, FCS, HSCI, RTM
Psychology	CADV, CJS, EPC, FCS, PSY, SOC, SPED
Social Sciences	ANTH, CJS, COMS, GEOG, GWS, HIST, JOUR, POLS, PSY, RS, SOC, URBS
Sports Studies/Exercise Science	BIOL, FCS, KIN, HSCI, PSY, RTM
Urban Planning	CE, CM, EOH, GEOG, POLS, RTM, SUST, URBS
Women's/Gender Studies	ANTH, BLAW, COMS, CTVA, ENGL, GWS, HSCI, JOUR, LING, POLS, RS, SOC

Required minimum units (full-time enrollment):

- **Undergraduate students: 12 units**
- **Graduate students: 9 units**

Need a course syllabus? If your university needs to read a syllabus or detailed description in order to approve a course, send us a request at SAC-academics@csun.edu. We have some samples available.