

Extended University BS Nursing A DN/RN New Student Orientation

Welcome Cohort Summer 2021!



**EXTENDED
UNIVERSITY**

C H A N N E L
I S L A N D S

Agenda

1. Welcome!
2. Nuts & Bolts reminder
3. Financial Aid
4. Payments
5. Information Technology (IT)
6. Q&A



1

Welcome!

Welcome



Dr. Jill Leafstedt

Dean of Extended University and AVP for Digital Learning



CSUCI MISSION

Placing students at the center of the educational experience, 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.

About CSUCI

CSUCI, located in **Camarillo** , California, is a student-centered, comprehensive public university known for its outstanding degree programs that bring interdisciplinary, multiculturalism and international perspectives to all fields of study.

CSUCI offers **undergraduate and graduate** degrees as well as teaching credentials that span a broad range of fields including fine arts, humanities, social sciences, sciences and business.

The University promotes **partnerships** with the **community** and works to build pathways to college for residents of the region. CSUCI is a responsible citizen of the region and actively pursues sustainable and energy efficient practices.

CSUCI is **accredited** by Western Association of Schools and Colleges Senior College and University Commission.



By the Numbers

78
Clubs and Organizations

22:1
Student to Faculty Ratio

19
Countries to Study Abroad
www.csuci.edu/cia

3.27
Average Freshman GPA

81%
Receive Financial Aid

85%
Admission Rate

300+
Campus Events

59%
First-Generation College Students
Neither parent have attended college or received a Bachelor's Degree.

75°
Average Temp.

60
Miles North of L.A.

10
Min. to the Beach



7,000+ Students

51.6% Latino
27.7% White
5.6% Unknown
5.9% Asian
4.1% Two or more

2.2% Black or African American
2.4% International Students

0.1% Native Hawaiian/Pacific Islander

An aerial photograph of a university campus, likely the University of California, San Diego, featuring a prominent mountain in the background. The image is dimmed and serves as a background for the title. A red rounded rectangle is positioned on the left side of the slide.

2

Nuts & Bolts Reminder

Student Guide

Please visit our “Nuts & Bolts” Section for helpful videos on Extended University services.

[Student Guide to Extended University](#)

EXTENDED UNIVERSITY

[Programs](#)

[Admissions](#)

[Campuses](#)

[Contact](#)

[Current Students](#)



How to Register



How to Enroll in Classes

CI Records includes access to enroll in classes, view your class schedule, view your registration appointment times, view your CARR (formerly DPR), grades, and personal contact information on file with the university.

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:
 - a. Enter your Dolphin Name* (ex. first.last####)
 - b. Enter your Dolphin Password*
 - c. Click on "Sign in" to log in.

*Both are case sensitive.

Note: New students must click on the "Activate Your Account" link and follow the instructions from there.

3. Once you are logged into myCI, click on **CI Records** in the *My Account* section.

4. Once you are in the Student Center, in the Academics section, click on the "Enroll" link or use the drop down and select "Enrollment: Add" and click on the go icon next to it.

5. Select a term if you are given a choice and click on Continue.

When enrolling in courses please, make sure the course is listed as an EU course in a purple circle.

Section	Class #	Type	Days	Time	Location	Instructor	Course Details [Key]
1	2989	LEC	ARR		Online	Sheryl Leonard	

Class # is also key to be sure you don't try to enrol in a regular 16 week campus course since they are ALL online this semester due to COVID

How to Register

6. Options for Selecting a Class to add:

1. Type in the four digit Class Number associated to your course and click Enter
2. Click on Search to find a course based on Course Subject and Number (ex. MATH 150)

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Click to continue with registration. | Change Term

Fall 2014 | Undergraduate | Channel Islands

ADD TO CART

Enter Class No. Enter

Class Search My Requirements My Planner search schedule (classes)

My Fall 2014 Class Schedule

You are not registered for classes in this term.

7. Once you select the class, you will be taken to the Enrollment Preferences page, where you will need to make choices prior to moving forward:

1. If the Class is Open and does not need a permission number*, you can click on Next.
2. If the Class is Full (Waitlisted) and you are interested in getting added to the Waitlist, click on the Checkbox "Wait list if class is full". Note: If the Class is Closed, no further enrollment in the class or on the Waitlist is being permitted.
3. *Permissions Numbers are used:
 - i. Prior to the semester starting- to Enroll in a class where the pre-requisite is "Permission from Instructor to Add this class is required". These are typically senior level courses.
 - ii. Weeks 1-3 of the semester- to Enroll in a class. If you are granted permission to add, the instructor will give you a number.

1. Select classes to add - Enrollment Preferences

Fall 2014 | Undergraduate | Channel Islands

MATH 150 - CALCULUS I

Class Preferences

MATH 150-02 Lectures Open Wait List Wait list if class is full

Session Regular Academic Session Permission Num

Career Undergraduate Grading Letter Grade

Prerequisite Information

- Pre-requisite: A score 80 or above on the Open Level Mathematics exam or MATH 110
- Mathematics - Mathematics and Applications

CANCEL Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
02	Lecture	WTh 10:00AM - 11:00AM	Hall Tower 1424	Staff	08/23/2014 - 12/15/2014

8. To add another class into your Shopping Cart, go back to Step 6. If you are ready to Add the Class, click on proceed to Step 2 of 3.

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Click to continue with registration. | Change Term

Fall 2014 | Undergraduate | Channel Islands

ADD TO CART

Enter Class No. Enter

Class Search My Requirements My Planner search schedule (classes)

My Fall 2014 Class Schedule

You are not registered for classes in this term.

Proceed to Step 2 of 3

9. To finish adding a class, click on Finish Enrolling.

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. Do not exit without adding these classes, click Cancel.

Fall 2014 | Undergraduate | Channel Islands

Class	Description	Days/Time	Room	Instructor	Units/Status
MATH 150-02 (2025)	CALCULUS I (Lecture)	WTh 10:00AM - 11:00AM	Hall Tower 1424	Staff	4.00

CANCEL Previous Finish Enrolling

10. If your Status gives a Success message, you are now enrolled in the class. If your Status gives an Error, you are not enrolled in the class.

Fall 2014 | Undergraduate | Channel Islands

Success enrolled Not visible to add class

Class	Description	Status
MATH 150	Enrolled	Success This class has been added to your schedule.

MY CLASS SCHEDULE ADD ANOTHER CLASS



4

Financial Aid

How to Apply

- Student must complete either a FAFSA or Dream Act
- This application must be renewed every year starting on October 1
- For Summer 2021 – the 2020 -2021 FAFSA must be completed by **June 30, 2021**

Where to Apply?

Complete the Free Application for Federal Student Aid (FAFSA) Application
www.studentaid.gov

Complete the California Dream Act Application (CADAA)
<https://dream.csac.ca.gov/>

CSUCI School Code: 039803

Verification & Additional Documentation

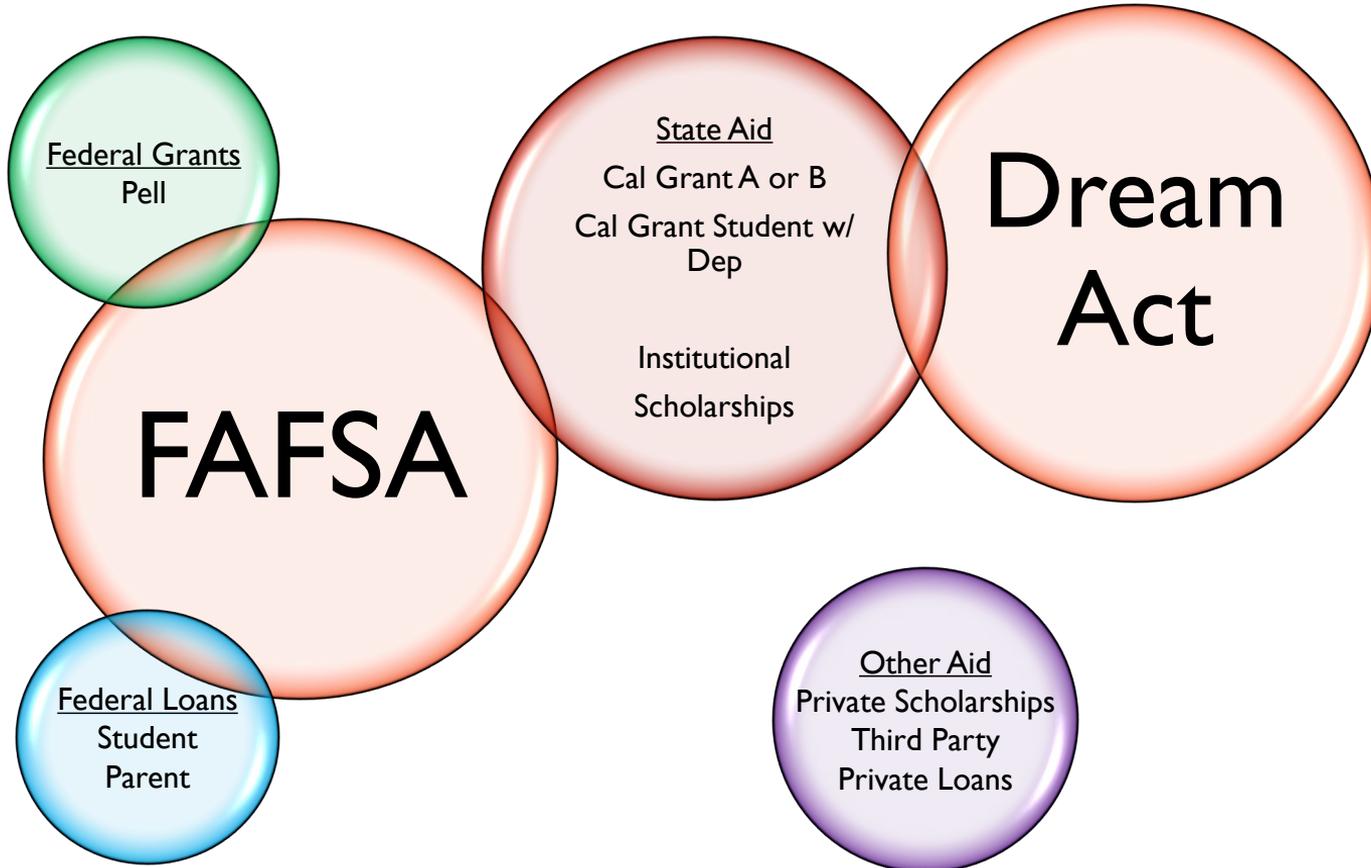
- Both student and parent can E -sign documents
- Both student and parent must use same format to sign, (No Exceptions): E-signature or Wet signature
- For FAFSA filers, parent(s) without SSN, forms must be downloaded signed and uploaded to Student Forms account
- For CADAA filers, parent(s) without SSN may create an account as long as all required information matches CADAA

Student Forms Online Verification System

Financial Aid tasks will be completed securely online and may be uploaded from any device

Access from your myCIportal

Types of Aid Available



Pell Grant & Cal Grants

Enrollment Requirements and Financial Aid

- Grants are based on full -time enrollment (12+ units)
- If not full -time, grants will be prorated and/or reduced
- Must be enrolled at least half -time (6+ units) to borrow any federal loans

Semester Charges vs. Annual Aid

- You will be charged tuition & fees and room & board per semester (if living on campus)
- Your financial aid is offered for the entire award year (includes fall and spring semesters)
- Be sure to plan accordingly

- ❖ To graduate in 4 years, you must take a minimum of 15 units per semester (or 30 units per academic year)

Direct Loans

Direct Subsidized Loans

- Awarded based on need
- Government pays interest while in school

Direct Unsubsidized Loans

- Not based on financial need
- Accumulate interest the moment funds disburse

*If you accept your Direct Subsidized or Unsubsidized Loan, you will be required to complete **Loan Entrance Counseling (LEC)** and a **Master Promissory Note (MPN)**

www.studentaid.gov

Must be enrolled in 6 units

Origination Fee*: **1.057%**
deducted prior to disbursement
to University

Interest rate: **2.75%**

** Changes annually*

Direct Parent PLUS Loans

- Dependent students only
- Parent PLUS Loans require a separate application/credit approval and MPN
- Interest is charged from the date of the first disbursement until the loan is paid in full

More information available at:

www.studentaid.gov

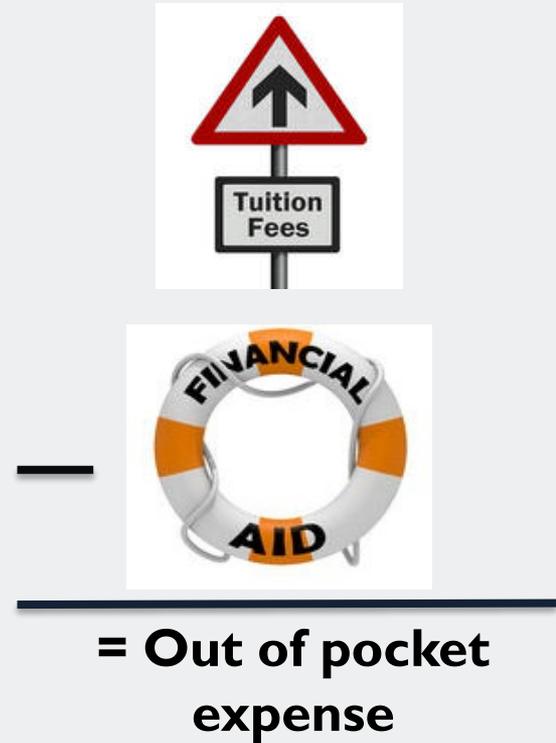
Current interest rate: **Fixed at 5.30%**

Origination Fee: **4.228%** deducted prior to disbursement to University

** Changes annually*

How Much Should I Borrow?

- Step 1: Review your Account Summary for total charges or review website for current tuition fee charges
- Step 2: Review your Financial Aid Offer (Award Summary) in your myCI student center
- Step 3: Calculate your out -of-pocket expenses



Accept, Reduce, Decline Loan Offer

Financial Aid

Award Package

Federal Aid Year 2020-2021

You are eligible to receive the awards listed below. Please review each award and corresponding message. You may Accept and/or Decline any or all of the awards that are currently available.

Last Updated 10/28/2020 9:08:36AM

Status New Package

Award	Category	Career	Offered	Accepted	Accept	Decline
DL - Sub Loan 3	Loan	Undergraduate	5,500.00	2,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DL - Unsub Loan 3	Loan	Undergraduate	5,698.00	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Federal Pell Grant	Grant	Undergraduate	3,172.00	3,172.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total			14,370.00	5,172.00		

Accept All

Decline All

Clear All

Update Totals

Currency used is US Dollar.

Submit

Financial Aid Disbursements

- Federal and State Grants are prorated (increased/decreased) through drop/add period
- Loans will disburse full amount with 6 units
- If there is a credit after all financial aid is applied to tuition fee charges, SBS will issue a financial aid refund check ~ be sure to sign up for Direct Deposit

Satisfactory Academic Progress (SAP)

Reviewed at the end of each semester
(fall/spring/summer)

Four components are measured:

1. Cumulative Grade Point Average
2. Acceptable Passing Rate (APR) – is the percentage of units taken that must be passed
3. Maximum timeframe (units)
4. Maximum time limit (semesters)

Undergraduate Student Requirements:

1. Cum GPA 2.0
2. APR 67%
3. 180 units*
4. 7.5 years*

** May vary by program requirements*

Summer Financial Aid

- Summer 2021 semester is the trailing term of the 2020-2021 aid year. Eligibility is limited to remaining eligibility from the 2020-2021 aid year
- Financial aid may not be available at the time you enroll and you will be responsible for paying your tuition and fees by the payment due date
- SAP will also be evaluated at the conclusion of Summer 2021 to determine eligibility for Fall 2021 aid disbursement. *Please note that Fall 2021 aid disbursements may be delayed due to Summer 2021 enrollment and SAP determinations. Students should be prepared to enter a payment plan for Fall 2021 pending the Summer SAP determination*

Contact Us

Primary form of communication

- myCI email

Contact us

- Email: sebastian.lopez@csuci.edu or teresa.potts@csuci.edu
- Phone: 805-437-8530

Resources

- Website: www.csuci.edu/financialaid
- Financial Aid TV (Instructional videos)

An aerial photograph of a university campus, likely the University of California, San Diego, featuring a prominent mountain in the background. The campus includes several large, light-colored buildings with red-tiled roofs, surrounded by green lawns and trees. The image is dimly lit, with a dark blue sky.

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Payments

Student Finance: Fees and Making Payments

- Program Cost is per unit
- One Due Date Per Session
- Payment Plan Available
- Payment Options:
 - In-person (cash, check, money order)
 - Online (E-Check, Credit/ Debit)
 - Mail (check, money order)
- Tutorials can be found csuci.edu/sbs/

Academics Admissions & Costs Visit Campus Student Life About Give

Student Business Services (SBS)

📄 PAGE OPTIONS

Student Business Services provides a range of services to the campus community. These include receipt of all student and departmental payments, ID card services; Financial Aid & payroll checks, collections, third party billing, fee waivers, housing and tuition installment payment plans and student account analysis and fee verifications.



[Welcome to Student Business Services](#)

IN THIS SECTION...

- Forms & Tutorials
- Students
- Parents
- Payments & Refunds
- Current Fee Schedule
- Fee Deadlines

Student Finance:

Refunds

- Overpayment, Financial Aid, Dropped Courses
- Refunds back to pay source
- Direct Deposit Available
- Default is Check to Mailing Address
- Refunds for Dropped courses

Student Finance: CIRecords

Academics

- Search
- Plan
- Enroll
- My Academics
- Enroll in CSU Fully Online
- Schedule Planner

You are not enrolled in classes.

[Enrollment Shopping Cart ▶](#)

other academic...

[Search for Classes](#)

Holds
No Holds.

To Do List
No To Do's.

Finances

- My Account
- Account Inquiry
- Enroll In Direct Deposit

You have no outstanding charges at this time.

- Financial Aid
- View Financial Aid
- Accept/Decline Awards

[*Important Student Fee Information](#)
[Make a Payment](#)

other financial...

Milestones
Math/Quant. Reasoning Status
Math/Quant. Reasoning Status
Written Communication Status
Written Communication Status
[Details ▶](#)

Enrollment Dates
[Open Enrollment Dates](#)

Personal Information

- Demographic Data
- Emergency Contact Names
- User Preferences
- Privacy Settings

Contact Information

[Permanent Address](#)
[REDACTED]
[Main Phone Number](#)
None

[Mailing Address](#)
[REDACTED]
[Dolphin Email Address](#)
neomi.basquez771@csuci.edu

other personal...

Enrollment Services
[Registrar's Office](#)
[Financial Aid](#)
[Student Business Services](#)

Academic Information
[Academic Calendar](#)
[Schedule of Classes](#)

Admissions

[Apply for Admission](#)

You do not have any pending applications at this time.

Civic Engagement
[Voter Registration](#)

CSU Initiatives
[CalFresh](#)

Student Finance

Additional Information

- Third Party Recipients
 - DOR, Veterans, Employer, etc.
- Payment Reminders
 - Disenrollment
- Tuition Verifications by Request

Contact Information:

Neomi Basquez

Student Finance Specialist

neomibasquez771@csuci.edu



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Information Technology



Information Technology Services (ITS)

The mission of the Division of Information Technology Services (ITS) is: to provide and support technology and communication that enhances the educational experience and University operations. We have extensive documentation on the various services ITS provides and support on our website at <http://www.csuci.edu/its/>

Program-Related Technology

		
IT Solution Center portal <i>(Help for Students & Employees)</i>	Help for Guests, Affiliates & External Partners	Other ways to get help

If you require assistance with your user account or accessing various campus resources, please reach out to Bill Ochs or the ITS Shared Solution Center.

 California State University CHANNEL ISLANDS	BILL OCHS Division of Information Technology Services (ITS) T 805-377-6346 william.ochs@csuci.edu
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WE'RE HERE TO HELP

Phone: [805-437-8552](tel:805-437-8552) (x: 8552)
Web: [IT Solution Center portal](#)

[More help information »](#)

ITS Website

The screenshot shows the Channel Islands ITS website. At the top left is the Channel Islands logo (a red circle with 'SI' inside) and the text 'Channel Islands'. To the right is a hamburger menu icon. Below this is a yellow banner with the text 'Information Technology Services (ITS)'. Underneath the banner is a search bar with the placeholder text 'Search Information Technology Services' and a blue 'Search' button. Below the search bar is a carousel of three items. The first item is a banner with the text 'KEEP TEACHING LEARNING WORKING (REMOTELTY)' and an image of hands on a laptop. Below this banner is the text 'Keep Teaching, Learning & Working (Remotely)'. The second item is a circular graphic with the text 'New to CI?' and 'get started' with a right-pointing arrow. The third item is partially visible on the right.

Popular Services | All Services

myCI		CI Learn	
Accounts & Passwords		Email	
Wireless		Printing	
VPN Access		Web Sites	
Quotes		Phones	
Posters		Training	
Computer Labs		Instructional Support	

ITS NEWS

[SUBSCRIBE TO NEWS »](#)

Jul 25, 2020 / Students can purchase Dell computers from www.dell.com/csuci. Students wishing to purchase their own Dell laptops that are comparable to those that the school provides in classrooms have the option to do so from [...]

[laptop computers](#) [students](#)

Jul 24, 2020 / HyFlex-Capable Classrooms Coming Soon
Dear Colleagues, In an effort to provide creative ways to allow for remote instruction, ITS is exploring options where a hybrid flexible or HyFlex c [...]

[AV](#) [classrooms](#) [remote](#) [teaching and learning with technology](#)

Account & Password FAQ

All students will acquire a user login account called a dolphin name, which will need to be activated by the user. The account will permit access to all the campus technology services.

What is my Dolphin Name?

Your Dolphin Name is in the format: **firstname.lastnameXXX**, where XXX is a 3-digit number. For example, a student named Pat Richards might have the Dolphin Name **pat.richards123**.

How do I get my Dolphin Name?

To receive a Dolphin Name, a student must:

Be admitted to CSU Channel Islands as a student and Have filed an "Intent to Enroll" form with Admissions.

Once you have completed these two steps, you will be mailed a letter containing your Dolphin Name and Dolphin ID number.

Once you receive your Dolphin Name and Dolphin ID number, **you must activate your Dolphin Account** before you can use it to access myCI and other IT systems at the University.

If you forgot your Dolphin Name, see the "I forgot my Dolphin Name or my Dolphin ID Number" section on this page for information on how to retrieve this information.

What is my Dolphin Password?

If you have never used your Dolphin Password before: you must activate your Dolphin Account before you can use myCI and other IT systems at the University.

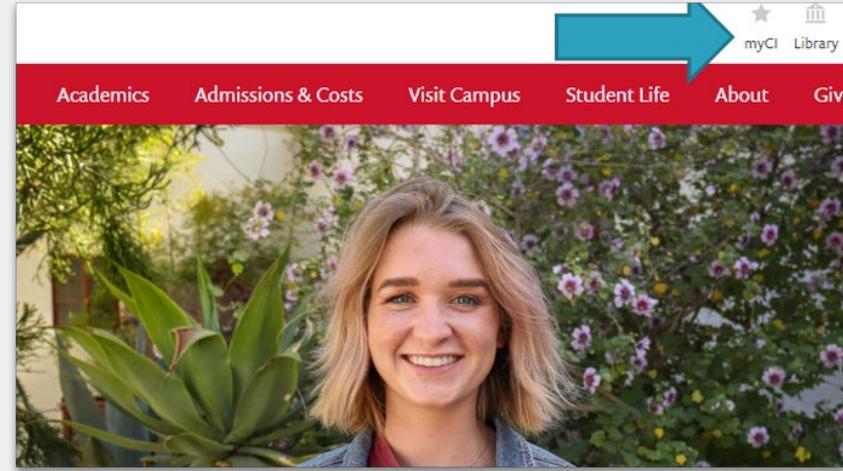
What is my email address?

Your email address is your Dolphin Name + "@myci.csuci.edu". For example, a student named Pat Richards with the Dolphin Name **pat.richards123** would have the Dolphin Email address **pat.richards123@myci.csuci.edu**. Please visit the Email Help page for more assistance. 34

Accessing CI services using your myCI account

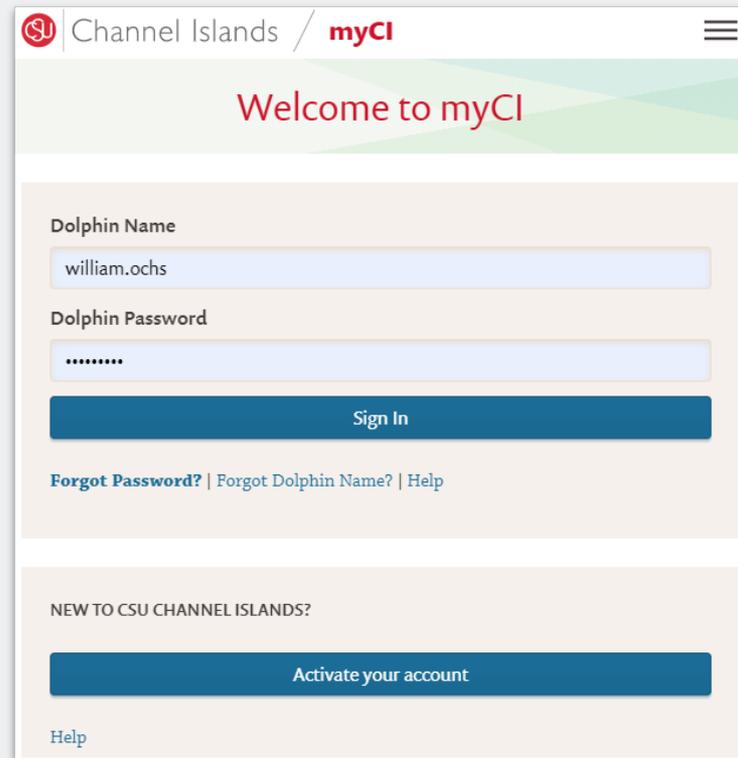
Accessing CI services using your myCI account.

myCI is the single point-of-access for major campus applications, including CI Learn, CI Records, campus email and Dolphin Files. Navigate to <http://www.csuci.edu> then, select the myCI button to login.



Accessing CI services using your myCI account

myCI is the single point -of-access for major campus applications, including CILearn, CIRecords, campus email and Dolphin Files. Navigate to <http://www.csuci.edu> then, select the myCI button to Sign In.

A screenshot of the myCI login page. The page has a white header with the Channel Islands logo and 'myCI' text. Below the header is a green banner with 'Welcome to myCI'. The main content area is light beige and contains two input fields: 'Dolphin Name' with the text 'william.ochs' and 'Dolphin Password' with masked characters. Below these fields is a dark blue 'Sign In' button. Underneath the button are links for 'Forgot Password?', 'Forgot Dolphin Name?', and 'Help'. A second section, 'NEW TO CSU CHANNEL ISLANDS?', features a dark blue 'Activate your account' button and a 'Help' link at the bottom.

myCI- Services

What does this myCI module do?

The My Links module provides a list of links to key T&C tools and services that are used frequently.

What is Dolphin Email?

Dolphin Email is the student email system at CI.

What is CI Records?

CI Records is the Student Information System (SIS) and Administrative Information System (AIS) for CI. Students can use CI Records to register for classes, pay their tuition, as well as change their personal information (such as mailing address, electronic address, and phone number). Certified web browsers for CI Records may be found here.

What is CI Learn?

CI Learn is the new name for CI's online learning management system. Instructors can use CI Learn to post electronic course materials for students in their courses. Please visit the ATS Instructional Services page for more about CI Learn.

The screenshot displays the myCI Services dashboard. At the top right, there are links for "Edit Pinned" and "Display Options". The dashboard is divided into two main sections: "Pinned Services" and "Services".

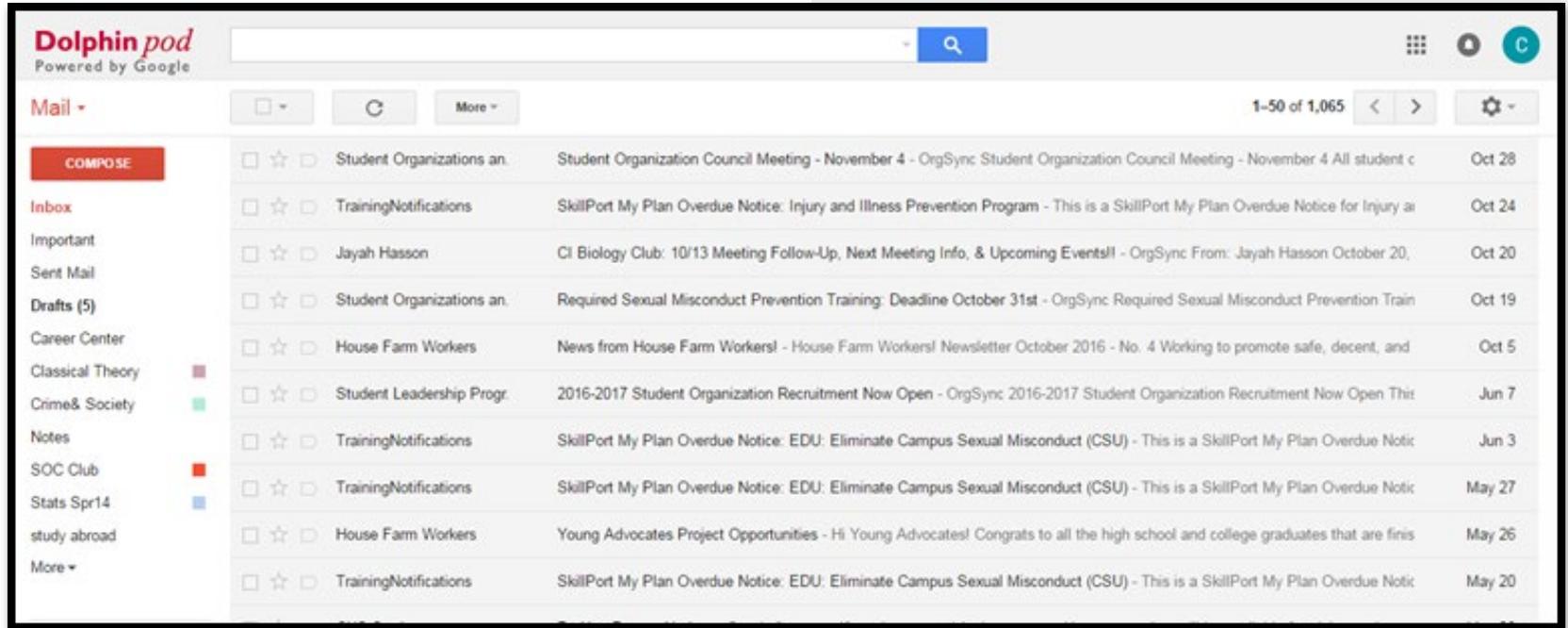
Pinned Services (What's this?)

- Webmail**: Employee email system, powered by Microsoft Outlook.
- CI Learn**: View course information and materials using Canvas.
- ITS Solution Center**: Request IT Services. Previously known as Help Desk.
- CI Records**: Student registration and records system.

Services

- CI Personnel**: Employee and departmental records and data management.
- CI Docs**: Google Drive @ CSUCI: create and share documents.
- Dolphin Connect**: Search and connect with mentors for professional development.
- Library Resources & Services**: Access Library databases and your Library account.
- Directory**: Search student, faculty, staff, and department information.
- Calendars**: Academic calendar, registration/fee deadlines, holidays & more.
- University Catalog**: Course descriptions, pre-requisites, areas of study and more.
- Schedule of Classes**: Term schedules, fees, changes, cancellations & more.
- Events at CSUCI**: View/schedule university events and available venues.
- Academic Advising**: Meet an advisor to plan academic and career goals.
- Qualtrics**: Create and manage web-based surveys and forms.
- Adobe Sign**: Electronic signature tool for signing documents and forms.

myCI – Dolphin Email



Google Gmail View

myCI- CILearn

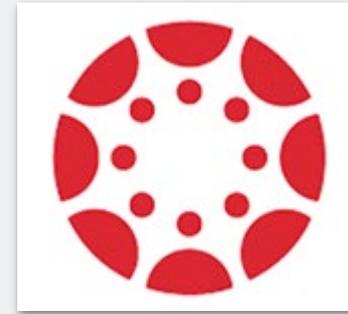
CI Learn is an online learning environment for accessing and managing course materials and course-related communication. The CSU Online courses will be listed under the My Courses Area.

Key Features:

Faculty can post announcements, assignments and reading material.

Students are automatically enrolled in CILearn courses
Create quizzes and tests for students to take online, with automatic grading.

Update students' grades 24/ 7.



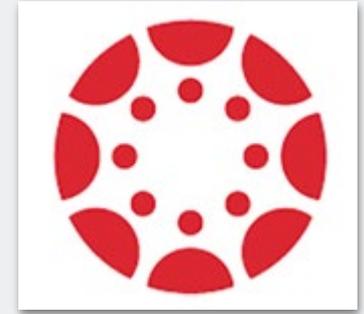
Canvas

CI learn Dashboard

Account
Admin
Dashboard
Courses
Calendar
Inbox
Commons
Help

Published Courses (7)

- NUTS & BOLTS**
"Nuts & Bolts" Student Guide to E...
org-ExtEd_Orientation
- Canvas 101 Sandbox Course**
2168_CANV_101
- UNIV-1001 Sec 001 - UNIVERSITY...**
UNIV-1001 Sec 001 - UNIVER...
Fall 2019
- 101**
Canvas Self-Paced for Instructors
instructor_guide
- OTPP Showcase**
Online Learning Showcase
otpp-online_learning_showcase



Canvas

CI Learn Course Home Page

CI Learn is a management system in which instructors can deliver course content, communicate with students and enhance student engagement with course materials.

CI Learn can be accessed with any web browser, enabling students to access their online course sites anytime, from anywhere. No knowledge of HTML is necessary to create content in CI Learn. The CI Learn interface makes it easy for students to upload course materials and to view or print anytime during the semester

The screenshot shows the CI Learn interface for a course titled "org-ExtEd_Orientation". On the left is a red sidebar with navigation icons for Account, Admin, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The main content area has a blue "Home" button and a title "Nuts & Bolts" Student Guide to Extended University" with an "Edit" button. Below the title is a graphic featuring the California State University logo, "EXTENDED UNIVERSITY CHANNEL ISLANDS", and the stylized text "NUTS & BOLTS". The text "Student Guide to Extended University" is also present. Below the graphic, there is a welcome message: "Welcome! This guide is for students enrolled in graduate and undergraduate degree programs at the Thousand Oaks, Goleta, and Camarillo campuses." followed by a paragraph: "This series of 'nuts & bolts' videos are your guide to Extended University services and resources. New students are also required to attend their degree program orientation at the start of the term, where they will meet their faculty and fellow classmates. Orientations are held at the start of the fall and spring terms." and a final instruction: "Please view each of the videos and then download and save your [STUDENT HANDBOOK](#)".

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Time for questions!



Thanks!

Good luck!

