



# TRANSFER TO SUCCESS

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*2023 Resource Guide*

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Dear TTS Scholar,

On behalf of the Center for Innovation in STEM Education at California State University, Dominguez Hills (CSUDH) and the Transfer To Success (TTS) program, we are thrilled that you chose to be part of our Toro Nation. This Resource Guide has been prepared to provide you with resources that the TTS program and CSUDH offers, to ensure your success.

## **ABOUT TTS**

CSUDH transfer students from El Camino College, LA Harbor College, and West LA College are automatically enrolled in the TTS program and are known as TTS Scholars. You are a part of a unique program, which is dedicated to providing you with tailored support services and resources that will help foster your academic and personal development and will enable you to achieve your educational and career goals.

This Resource Guide is to assist you in the process of being a successful TTS scholar at CSUDH. As a student, you are responsible for your interactions with the TTS team and this Resource Guide serves as an instrument to these interactions. We encourage you to familiarize yourself with the information contained within this Resource Guide. At any point when you need further information, a person to talk with, or caring advice to help you on your journey, TTS is here for you. You may contact us at any time by email at [ttsprogram@csudh.edu](mailto:ttsprogram@csudh.edu) or by stopping by our office at North Library, Fourth Floor, Suite 4000.

We are excited to see you continue your educational journey in our distinguished institution. With the support of the TTS Team, you will continue your adventure in a community equipped with everything that you need, to make your goals a reality. We look forward to working with you!

## **Go Toros!**

The TTS Team

# ABOUT US

The CSUDH Transfer to Success (TTS) program provides transfer students with support services that assist them in earning a degree quickly and equipping them with the tools necessary to advance into graduate school, a teaching credential program, or a career in their field of study. This program is exclusively for transfer students from West Los Angeles College, LA Harbor College and El Camino College.

**Duration:** 5-Year grant (2019-2024)

**Funding Source:** US Department of Education, Title V, DHSI

## Program Benefits:

Assigned TTS Advisor

Part-time Employment Opportunities

IT Support

Research and Internship Opportunities

Access to personalized Pre-Semester Bridge

Exclusive Student Support Groups

Monthly Seminars

Launch Pad Study and Lounge Space (on-campus)

Access to conferences and subject-specific job fairs

And much more

LEARN MORE  
ON OUR WEBSITE





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CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS  
**CONSENT TO PARTICIPATE**  
EVALUATION OF THE TRANSFER TO SUCCESS (TTS) PROGRAM

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In October 2019, California State University, Dominguez Hills (CSUDH) was awarded a five-year Title V grant from the US Department of Education to develop a program that supports the academic success of Hispanic transfer students at CSUDH. You are asked to participate in this study conducted by the Center for Innovation in STEM Education (CISE) at CSUDH in conjunction with Vital Research, an independent research and evaluation consulting company ([www.vitalresearch.com](http://www.vitalresearch.com)). You were selected as a possible participant in this study because you are enrolled as a junior transfer student at CSUDH from one of three partner community colleges for this program (El Camino College, Los Angeles Harbor College, West Los Angeles College).

#### PURPOSE OF THE STUDY

This study seeks to investigate how to best support students who are transferring from a two-year community college to a four-year institution. In particular, we are looking for ways to improve student services and academic support for Hispanic transfer students at CSUDH. The program's goals are to 1) increase the number of students attaining bachelor's degrees, 2) increase the percentage of students receiving master's degrees and postbaccalaureate certificates, and 3) increase the collaboration with community colleges to facilitate transfers and prepare students to successfully complete their degree.

#### WHAT DOES PARTICIPATION INVOLVE?

TTS students will complete one to three surveys each year administered by Vital Research asking you about your perceptions with various program components, coursework experience, and future expectations. Each survey will take approximately 15 minutes. TTS Staff will also be conducting exit slips after some events and may also ask you to complete interest surveys throughout the year. Your responses are confidential and will only be reported together with all other responses. Your individual responses will never be identified as yours.

You may be asked to participate in a focus group that will take place with TTS students about once a year, conducted by Vital Research. These focus groups, which will ask about your ideas and experiences with the TTS program, will take approximately 45-60 minutes. These focus groups might be audio recorded and transcribed for the evaluation. But, again, as with the survey data, no individual responses will be identified.

Data from the surveys will be linked to demographic, course enrollment, and graduation data collected by CSUDH Institutional Research (IR) as well as program participation data collected by the TTS staff. This data will be compiled and managed by Vital Research, the external consulting company, and this information will also only be reported in aggregate or summary form. Individuals will never be identified.

#### WHO CAN PARTICIPATE?

All junior transfers from the three partner community colleges (El Camino College, Los Angeles Harbor College, West Los Angeles College) are eligible to participate in the TTS program and therefore the evaluation study.

## POTENTIAL RISKS AND DISCOMFORTS

There are no anticipated risks or discomforts associated with your participation in this study.

## POTENTIAL BENEFITS TO SUBJECTS OR SOCIETY

While you may or may not directly benefit from your participation in this study, it is expected that the results of this evaluation will contribute to improving the undergraduate transfer experience and success at CSUDH in the future.

## WILL I RECEIVE ANY PAYMENT IF I PARTICIPATE IN THIS STUDY?

No, you will not receive any payment for participation.

## WILL INFORMATION ABOUT ME AND MY PARTICIPATION BE KEPT CONFIDENTIAL?

Your participation in this study is completely confidential. All information will be linked through an identification (ID) number, and your name, if used in any way to link various files, will be removed from all files before any data is analyzed. Files with personal identifiable information will be stored on a secure server and will be destroyed at the end of this study.

## WHAT ARE MY RIGHTS IF I TAKE PART IN THIS STUDY?

Participation in this study is completely voluntary. If you choose to participate, you may leave the study at any time without penalty or loss of benefits to which you were otherwise entitled. Your participation in this study will have no bearing on all other aspects of your CSUDH experience, including your ability to participate in TTS activities. You are not waiving any of your legal rights if you choose to be in this evaluation study. You may refuse to answer any questions that you do not want to answer and still remain in the study.

## WHO CAN ANSWER QUESTIONS I MIGHT HAVE ABOUT THIS STUDY?

If you have any questions, comments, or concerns about this study, please contact Janet Lee from Vital Research at [jlee@vitalresearch.com](mailto:jlee@vitalresearch.com).

## TRANSFER TO SUCCESS PROGRAM EXPECTATIONS

*"Pursue excellence and success will follow."*

The TTS program holds TTS scholars to the highest level of academic and professional excellence. TTS scholars are a representation of the TTS program, not only in their classes, but in the university and the community. For these reasons, they are always expected to perform to their highest potential. Achieving excellence will always be the goal of the TTS program. TTS program participants are expected to reach this level of excellence and comply with the following expectations in order to ensure a quality educational experience.

### I. Academic Expectations

- a. Possess a positive attitude towards learning.
- b. Be prepared for and actively participate in each class session.
- c. Attend every class session. In case of emergency, students must notify the instructor.
- d. Be respectful to their fellow students and to course instructors.
- e. Attend major and GE advising at least once a semester.

### II. Professional Expectations (for tutoring, employment, internship, and research opportunities)

- a. Possess a positive attitude.
- b. Appreciate diversity within a community and understand how differences in background and interest contribute to a positive multicultural environment.
- c. Be on time and be prepared to contribute.
- d. Accept constructive feedback and consider new ideas.
- e. Schedule an appointment to meet with a career advisor.

### III. Program Expectations

- a. The TTS Scholars Program will be evaluated throughout the year, and participants will be asked to complete questionnaires. Your opinion counts, so be sure to honestly evaluate your experience. We need your constructive feedback.
- b. TTS Scholars should provide a current e-mail address and check e-mail frequently as this is the program's main form of communication. If a student is unavailable to check e-mail, they should call the program office to check for announcements.
- c. TTS Scholars must attend all TTS-related activities.
  - 1) Attend all academic advising appointments coordinated by the TTS Program.
  - 2) Attend monthly TTS seminars.
  - 3) Attend tutoring, if support is needed.
  - 4) Attend and participate in all pre-semester bridges.

Remember, your success is important to us. Our mission is to support our TTS scholars. We take serving our TTS scholars very seriously. Help us serve you best by adhering to these expectations. If you have any questions, comments, or concerns, please do not hesitate to contact the TTS Team.

# TTS TEAM



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# TTS ADVISORS

## Advising Services Provided:

Planning your path to graduation

Completing the petitions and form submissions

e.g., Late add/drop petitions

e.g., Change of program forms

Life after graduation

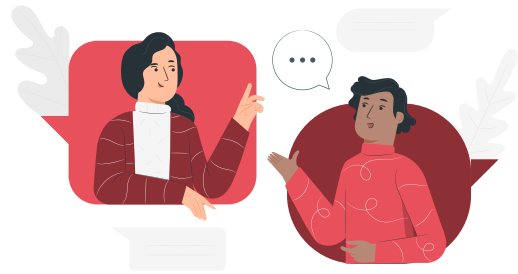
Obtaining employment, internship, or a research opportunity

Writing recommendation letters

Researching graduate school

Filing for graduation

And much more!



Students may schedule an appointment with a TTS Advisor through Toro Success Collaborative (TSC) via [my.csudh.edu](http://my.csudh.edu) . Please review the attached Step-by-Step guide. It is super easy and convenient!



**SANDRA RAMOS**

College of Health, Human Services & Nursing  
College of Arts & Humanities  
Extended Education



**BEATRIZ PEREZ**

College of Natural & Behavioral Science



**MARISOL DURAN**

College of Business Administration & Public Policy | College of Education



# CSUDH MAJOR ADVISORS

## Advising Services Provided:

Planning your path to graduation

Community College articulation for your major courses

Degree progress, petitions and forms submissions

e.g., Late add/drop petitions

e.g., Change of program forms

Probation and disqualification advising

Electives and concentration advisement

Filing for graduation

Click here to access your major advisor contact information



# CSUDH FINANCIAL AID CONTACT INFORMATION

For general questions, please email [finaid@csudh.edu](mailto:finaid@csudh.edu) . If you have specific questions about your financial aid offer, please email or call the financial aid specialist that is assigned to you. Be sure to include your name, student ID number and the reason for contacting us.

| Your Last Name | FA Specialist     | Phone        | Email  |
|----------------|-------------------|--------------|--|
| A-Corn         | Michelle Matthews | 310.243.3618 | <a href="mailto:mmatthews@csudh.edu">mmatthews@csudh.edu</a>   |
| Corona-Haz     | Brian Cruz        | 310.243.3142 | <a href="mailto:bcruz@csudh.edu">bcruz@csudh.edu</a>           |
| He-Miz         | Rhoda Posey       | 310.243.3020 | <a href="mailto:rposey@csudh.edu">rposey@csudh.edu</a>         |
| Mo-Rol         | Marcela Vega      | 310.243.2015 | <a href="mailto:mvega@csudh.edu">mvega@csudh.edu</a>           |
| Rom-Z          | Rosa Ornelas      | 310.243.2006 | <a href="mailto:rfernandez@csudh.edu">rfernandez@csudh.edu</a> |

# CISE UNDERGRADUATE 2023-2024 ACTIVITIES & EVENTS

*Fall 2023*

CLICK HERE  
TO RSVP TO ALL CISE  
UNDERGRADUATE EVENTS 

|   |  |   |  |
|---|--|---|--|
| <b>WELCOME WEEK</b><br>AUGUST-SEPTEMBER<br><b>28-01</b><br>MONDAY-FRIDAY  | <b>UG SOCIAL EVENT<br/>SOCIAL MIXER</b><br>SEPTEMBER<br><b>06</b><br>WEDNESDAY<br>1 P.M. - 3:30 P.M. | <b>SEMINAR #1</b><br>SEPTEMBER<br><b>27</b><br>WEDNESDAY<br>10 A.M. - 11:30 A.M.                                  | <b>SEMINAR #2</b><br>OCTOBER<br><b>19</b><br>THURSDAY<br>2:30 P.M. - 4 P.M.  |
| <b>UG SOCIAL EVENT<br/>SPOOKY FUN</b><br>OCTOBER<br><b>31</b><br>TUESDAY<br>10 A.M. - 12 P.M.   1 P.M. - 4 P.M. | <b>SEMINAR #3</b><br>NOVEMBER<br><b>15</b><br>TUESDAY<br>5 P.M. - 6:30 P.M.                          | <b>UG SOCIAL EVENT<br/>FOOD FOR THOUGHT...<br/>GIVE A CAN TODAY!</b><br>NOVEMBER<br><b>01-17</b><br>MONDAY-FRIDAY | <b>UG SOCIAL EVENT<br/>DECORATE WITH US</b><br>DECEMBER<br><b>05</b><br>TUESDAY<br>10 A.M. - 12 P.M.   1 P.M. - 4 P.M. |

*Winter 2024*

|  |   |
|--|---|
| <b>WINTER BRIDGE</b><br>JANUARY<br><b>17-18</b><br>WEDNESDAY-THURSDAY<br>9 A.M. - 4 P.M. | <b>WELCOME WEEK</b><br>JANUARY<br><b>22-26</b><br>MONDAY-FRIDAY |
|--|---|



*Spring 2024*

|  |  |  |  |
|--|--|--|--|
| <b>UG SOCIAL EVENT<br/>SPARKS OF LOVE</b><br>FEBRUARY<br><b>14</b><br>WEDNESDAY<br>10 A.M. - 12 P.M.   1 P.M. - 4 P.M. | <b>SEMINAR #4</b><br>FEBRUARY<br><b>23</b><br>FRIDAY<br>10 A.M. - 11:30 A.M. | <b>UG SOCIAL EVENT<br/>PI DAY</b><br>MARCH<br><b>14</b><br>THURSDAY<br>12 P.M. - 4 P.M.                          | <b>SEMINAR #5</b><br>MARCH<br><b>19</b><br>TUESDAY<br>1 P.M. - 2:30 P.M.             |
| <b>UG SOCIAL EVENT<br/>SENIOR PORTRAITS</b><br>APRIL<br><b>01-12</b><br>MONDAY-FRIDAY                                  | <b>SEMINAR #6</b><br>APRIL<br><b>15</b><br>MONDAY<br>5 P.M. - 6:30 P.M.      | <b>UG SOCIAL EVENT<br/>CROWN YOUR CAP</b><br>MAY<br><b>02</b><br>THURSDAY<br>10 A.M. - 12 P.M.   1 P.M. - 4 P.M. | <b>END OF YEAR<br/>CELEBRATION</b><br>MAY<br><b>07</b><br>TUESDAY<br>4 P.M. - 6 P.M. |

# ACADEMIC SERVICES

## **Toro Learning and Testing Center**

The Toro Learning and Testing Center offers a variety of academic support services including tutoring for a variety of different subjects while also creating a comfortable atmosphere for testing.

[CLICK HERE >](#)

## **Student Disability Resource Center**

The SdRC provides services for students with disabilities through customized services including a network of private vendors and providers.

[CLICK HERE >](#)

## **Writing Center**

The Writing Center supports students at all levels as they prepare, draft, and revise their writing for various courses, departments, and programs.

[CLICK HERE >](#)

## **Financial Aid**

The Financial Aid provides guidance, and resources to students in the pursuit of their educational goals and supports the campus mission for educational access.

[CLICK HERE >](#)

## **Admissions & Records**

The Registrar's Office provides efficient services to support the academic needs of students, alumni, faculty and staff. The office assists in the registration of classes, processing transfer credit, processing transcript requests and graduation petitions.

[CLICK HERE >](#)

## **Career Center**

The Career Center provides early career development, support with developing a resume, access to internships and employment. These opportunities are for students and alumni.

[CLICK HERE >](#)

## **Student Financial Services**

The Student Financial Services supports payment plans for student fees at the start of each term, including the generation of reminder notices in advance of upcoming installments.

[CLICK HERE >](#)

# STUDENT SERVICES CENTER

## **Black Resource Center**

The Black Resource Center (BRC) promotes collegiate success, Black culture, community, and civic engagement by providing a network of academic, personal, and professional support services and culturally-relevant programming.

[CLICK HERE](#) >

## **Asian Pacific Islander Resource Center**

The APCC serves as a cultural home away from home for Asian & Pacific Islander Toros, while empowering them through community building, identity development, and activism.

[CLICK HERE](#) >

## **Latinx Cultural Resource Center**

The Latinx Cultural Resource Center serves as the cultural home or “La Casita” to support the personal, academic, and professional success of Latinx Students at CSUDH. Resources include a focus on academic and career readiness, social justice, community building, and embracing our identidad, arte, & cultura.

[CLICK HERE](#) >

## **Queer Culture and Resource Center**

The Queer Culture & Resource Center aims to create a positive environment for LGBTQIA2S+ individuals of all gender, romantic, and sexual identities. The QCRC provides a space for support, connection, and engagement with queer culture, people, and programs.

[CLICK HERE](#) >

## **Toro Dreamers Success Center**

The Toro Dreamers Success Center advocates for equity and creates accessible services, programs and opportunities to support the holistic development of students regardless of immigration status.

[CLICK HERE](#) >

## **Women's Resource Center**

The Women's Resource Center provides a dedicated, safe, and welcoming space where women and students have access to a wide range of programs and services focused on their academic, personal, and professional success.

[CLICK HERE](#) >

## **Veterans Resource Center**

The Veterans Resource Center assists military veterans, service members, and their dependents in successfully navigating their college experience. Providing personal and academic advice, workshops, and holistic personal and professional development opportunities to help students' transition to CSUDH.

[CLICK HERE](#) >

# STUDENT SERVICES CENTER

## **America Indian Institute**

The American Indian Center provides support and builds a college culture among Native American families. AIC also presents a series of experiential educational initiatives throughout the year to promote better understanding of indigenous cultures across the campus and in our communities, as well as providing experiential learning opportunities for our students.

[CLICK HERE >](#)

## **International Student Services**

The International Students Services office provides both immigration and academic services to our international students here at CSUDH on F-1 visas.

[CLICK HERE >](#)

## **Older Adult Center**

The Older Adult Center supports older students and provides a welcoming atmosphere for all ages. Services include a fee waiver program for students over 60, academic and social opportunities, internships, and informal discussion groups.

[CLICK HERE >](#)

## **Male Success Alliance**

The Male Success Alliance is an academic-focused support program and campus resource established to improve access, retention, and graduation for undergraduate men of color at CSUDH.

[CLICK HERE >](#)

## **Associated Students, Inc.**

The Associated Students, Inc. (ASI) is the official student voice of CSUDH. ASI believes in the core values of student growth, advocacy, leadership and guidance.

[CLICK HERE >](#)

## **Center for Service Learning, Internships & Civic Engagement (SLICE)**

The CSUDH Center for Service Learning, Internships & Civic Engagement (SLICE) is committed to facilitating and fostering quality experiential learning opportunities for students.

[CLICK HERE >](#)

## **Office of Student Life**

The Office of Leadership, Engagement & Development enhances student academic achievement, career competencies, and sense of belonging through programs, resources, student organizations, leadership programs, and annual events.

[CLICK HERE >](#)

# WELLNESS SERVICES

## **Student Health Services**

Student Health Services provides treatment and preventive care for a variety of students' needs. Offering "routine" physical exams, immunizations, medical consultations, and various screening tests to identify preventable diseases.

[CLICK HERE >](#)

## **Student Psychological Services**

Student Psychological Services provide a variety of quality mental health services intended to assist in developing your full potential as a student and emotionally healthy individual.

[CLICK HERE >](#)

## **Food & Shelter**

The Basic Needs Program offers a multitude of resources on and off campus that will alleviate basic need challenges such as food, housing, transportation, or mental and health challenges.

[CLICK HERE >](#)

## **ASI - Child Development Center**

The Child Development Center provides affordable, dependable and convenient childcare for CSUDH students, faculty and staff.

[CLICK HERE >](#)

## **Center for Advocacy, Prevention, and Empowerment**

The Center for Advocacy, Prevention & Empowerment provides confidential assistance, support, and education for those affected by sexual abuse/assault, intimate relationship abuse, and/or stalking.

[CLICK HERE >](#)

# SPECIALIZED PROGRAMS (REQUIRE AN APPLICATION)

## **Thru in 2**

CSUDH California Promise Thru in Two Scholars Program fully supports transfer students who have earned an Associate's Degree for transfer from a California Community College and have a minimum transfer GPA of a 2.3. Students who choose the California Promise Thru in Two Scholars Program will be offered the courses they need to complete their bachelor's degrees in two academic years.

[CLICK HERE](#) >

## **Trio SSS**

Student Support Services Program is a federal funded program designed to provide academic assistance and enhance educational opportunities for SSS Participants.

[CLICK HERE](#) >

## **RISE**

The RISE student research program at California State University, Dominguez Hills, is to increase the number of underrepresented students who enter into and complete the Ph.D. in biomedical or behavioral science and pursue research careers.

[CLICK HERE](#) >

## **McNair**

The McNair Scholars Program is a 2 year, research-based, support program designed to prepare First Generation College Students for Graduate School.

[CLICK HERE](#) >

## **DHFYE**

DHFYE is a collaborative effort across campus to meet the needs of all first-time, first-year students! The DHFYE program will set the foundation for a collegiate experience full of academic opportunity and personal growth.

[CLICK HERE](#) >

## **Toro Guardian Scholars**

Toro Guardian Scholars, also known as TGS, at California State University, Dominguez Hills is dedicated to supporting college students that have transitioned from the foster care system. A unique program that connects students to a wide range of services and resources that will guide them throughout their educational journey.

[CLICK HERE](#) >



# FALL 2023 CHECKLIST

- To obtain a **student ID card**, visit the Toro Welcome and Information Center and bring a government issued ID and your ID number. **Location:** James L. Welch Hall (WH) 245. View the interactive map.

[INTERACTIVE MAP](#)

## Get your Textbooks

- Find what textbooks you need for your Fall 2023 classes by **clicking here**.
- Buy or rent your textbooks from any of the following websites:

[CSUDH BOOKSTORE](#)

[CHEGG](#)

[AMAZON](#)

[CAMPUS BOOK RENTAL](#)

[BARNES & NOBLE](#)

- Purchase your parking permit online on your [my.csudh.edu](http://my.csudh.edu) portal. A user guide is also available.

[PARKING PERMIT](#)

[MY.CSUDH.EDU](http://MY.CSUDH.EDU)

[USER GUIDE](#)

## QUICK LINKS



[CALENDAR OF EVENTS & IMPORTANT DATES](#)

[UNDERGRADUATE RESOURCES](#)

[UNDERGRADUATE NEWSLETTER](#)

[TORO SUCCESS COLLABORATIVE \(TSC\)](#)

[CLEARING HOUSE \(coming soon\)](#)

# FREQUENTLY ASKED QUESTIONS

- GRADUATION
- CURRENT STUDENTS
- STUDENT FINANCIAL SERVICES
- STUDENT LIFE
- ALUMNI
- TOROS TOGETHER
- THE REGISTRAR'S OFFICE
- UNIVERSITY HOUSING
- FINANCIAL AID
- WRITING CENTER

# FREQUENTLY USED FORMS

- CHANGE OF PROGRAM ADD/DROP FORM
- CHANGE OF UNDERGRADUATE MAJOR/MINOR
- PLANNED EDUCATION LEAVE REQUEST UNDERGRADUATE
- 2023-2024 INCOME ADJUSTMENT APPEAL FORM (COMING SOON)
- 2023-2024 DEPENDENT VERIFICATION FORM
- 2023-2024 INDEPENDENT VERIFICATION FORM
- EXCEPTION TO ACADEMIC POLICY FORM FOR REPETITION OF COURSES
- SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM

# HOW TO PREPARE FOR GRADUATE SCHOOL

## Look at what is right for you

Making the decision to attend graduate school involves numerous considerations. Below are just a few things to consider when deciding which program is right for you:

- Size and location of the campus
  - Values, mission, goals of the campus, departments, and programs
- Nature of the program
- Cost of attendance
- Program resources and facilities
- Faculty
- Available internships, graduate, assistantship, fellowships, ect.

## Applying/Admissions Requirements

The most common requirements for graduate programs generally include the following:

- Bachelor's Degree
- Personal Statement
- Resume / Cover Letter
- Minimum GPA
- Official Transcripts
- Program and/or University Application
- Letters of Recommendation
- GRE Test Scores (depending on program)

## Personal Statement

Graduate programs will ask that you submit an essay called either Personal Statement, Statement of Purpose, and/or Diversity Statement.

Your essay should show the admissions committee that you've seriously considered their graduate program. Summarize your academic and research experiences, their relevance to your degree, and why the program is right for you. Highlight strengths, address weaknesses, and focus on competence and commitment.

- The CSUDH Career Center offers a critiquing service for Personal Statements. Make an appointment with a career coach and select "Personal Statement Critique".

Please note: Personal Statements must be in the final form prior to submission and only two reviews are allowed per statement.

# HOW TO PREPARE FOR GRADUATE SCHOOL

## Letter of Recommendation

Letters of recommendation should come from professors or professionals who know your work well and can speak positively about your academic capabilities.

Follow the graduate program's instructions and give recommenders at least 6 weeks to complete the task.

## Test Scores

Check the 'requirements' page of the graduate programs you're interested in to see if they require entrance exams before or upon application submission.

The following are the websites for some of the most common exams:

GRADUATE RECORDS EXAM (GRE) >

DENTAL APTITUDE TEST (VAT) >

MILLER ANALOGIES TEST (MAT) >

OPTOMETRY ADMISSIONS TEST (OAT) >

LAW SCHOOL ADMISSIONS TEST (LSAT) >

PHARMACY COLLEGE ADMISSIONS TEST (PCAT) >

GRADUATE MANAGEMENT ADMISSIONS TEST (GMAT) >

TEACHER TESTING CBEST >

MEDICAL COLLEGE ADMISSIONS TEST (MCAT) >

TEACHER TESTING CSET >

# RESUME BUILDING

|                                    |  |
|------------------------------------|--|
| <b>Personal Information</b>        | <ul style="list-style-type: none"><li>• Name</li><li>• City, Zip Code</li><li>• Telephone Number</li><li>• Email (personal not school, social media, ect.)</li><li>• LinkedIn URL (optional)</li></ul>   |
| <b>Objective</b>                   | Your goal statement should be specific to the position and highlight your skills.  |
| <b>Education</b>                   | <ul style="list-style-type: none"><li>• High School Name (Not needed if you have a Bachelor's or higher degree)</li><li>• College / University</li><li>• City and State</li><li>• Date of Graduation</li><li>• Course Highlights (courses directly related to the job or your career field and special abilities)</li><li>• Certificates</li></ul> |
| <b>Work and Related Experience</b> | <ul style="list-style-type: none"><li>• Employment</li><li>• Summer Jobs</li><li>• Internships</li></ul> <p>*Include position title, company/organization, city/state, dates and a brief list of the job duties.</p>   |
| <b>Volunteering</b>                | Volunteer work<br><br>*Include position title, company/organization, city/state, dates and a brief list of the job duties.   |
| <b>Skills</b>                      | Soft skills: (being responsible, loyal, hardworking, energetic, outgoing.)<br><br>Hard skills: (research and writing, Microsoft word 98, Microsoft Publisher 2000, Public speaking)  |
| <b>Awards and Certifications</b>   | Academic, musical, athletic and/or other recognition.<br><br>*Include the name of the award/honor, who awarded it, and when it was awarded.  |

# RESUME BUILDING

## Need Help?

**Click Here** to view the CSUDH Career Center Career Manual Tool for resources such as a guide and templates to support you in putting your resume together.

You may also schedule an appointment with your assigned TTS Advisor to get started.

**\*Click Here for Step-By-Step Guide** to schedule your appointment.

## Resume Tips

### Resume Language Should Be:

- Specific rather than general
- Active rather than passive
- Written to express not impress
- Fact-based
- Written for people who scan quickly

### Don't:

- Use personal pronouns
- Abbreviate
- Use narrative style
- Use slang
- Include age or sex
- List reference

### Do:

- Be consistent in format and content
- Make it easy to read and follow
- Use consistent spacing, bold, and capitalization for emphasis
- List headings (ex: Experience) in order of importance
- Within headings, list information in reverse chronological order (most recent first)
- Avoid information gaps
- Be sure that your formatting is translated properly if converted to a pdf.

### Top Resume Mistakes:

- Spelling and grammar errors
- Missing email and phone information
- Using passive language instead of action words
- Not well organized, concise, or easy to skim
- Not tailored to the position or industry

# 2023-2024 Academic Calendar

FALL SEMESTER 2023

Updated: 6/21/2023

| Date                         | Day                | Description   |
|------------------------------|--------------------|---|
| April 17                     | Monday             | Fall 2023 Registration begins via <a href="#">MyCSUDH</a>   |
| April 17-June 4              | Monday-Sunday      | Registration via MyCSUDH – fees due Monday, June 5, 2023  |
| June 5-September 5           | Monday-Tuesday     | Registration via MyCSUDH – fees due 48 hours after registration                                     |
| September 6-21               | Wednesday-Thursday | Registration via MyCSUDH – fees due at time of registration   |
| May-August                   | Various Days       | New Student Orientation   |
| May 29                       | Monday             | Memorial Day Holiday – <b>NO CLASSES, CAMPUS CLOSED</b>   |
| June 1                       | Thursday           | <a href="#">First Day to file for Spring 2024 Graduation</a>  |
| June 19                      | Monday             | Juneteenth Holiday – <b>NO CLASSES, CAMPUS CLOSED</b>   |
| July 1                       | Saturday           | Fall 2023 Graduation Application Deadline – <a href="#">without late fee</a>                        |
| July 4                       | Tuesday            | Independence Day Holiday – <b>NO CLASSES, CAMPUS CLOSED</b>   |
| <b>AUGUST</b>                |                    |   |
| <b>August 21</b>             | <b>Monday</b>      | <b>Academic Year Fall Semester Begins</b>   |
| August 23                    | Wednesday          | General Faculty Meeting and Provost Fall Meeting  |
| August 25                    | Friday             | Instructional Preparation Day   |
| August 27                    | Sunday             | Last Day for students Waitlist to be added to classes; all waitlists will be cancelled at midnight. |
| <b>August 28</b>             | <b>Monday</b>      | <b>Classes Begin</b>  |
| August 28-September 15       | Monday-Friday      | Late Registration and Add/Drop via MyCSUDH – fees due 48 hours after registration                   |
| <b>SEPTEMBER</b>             |                    |   |
| September 4                  | Monday             | Labor Day Holiday – <b>NO CLASSES, CAMPUS CLOSED</b>  |
| September 8                  | Friday             | Instructor Drop Deadline  |
| September 15                 | Friday             | Fall 2023 Graduation Application Deadline – <a href="#">with late fee</a>                           |
| September 16-21              | Saturday-Thursday  | Late Registration and Add/Drop via MyCSUDH – fees due at time of registration                       |
| September 21                 | Thursday           | Credit/No Credit and Audit Grading Deadline   |
| September 21                 | Thursday           | Fall Convocation  |
| September 22                 | Friday             | Last Day to Drop from FT to PT Status with Refund   |
| September 22                 | Friday             | Drop Without Record of Enrollment Deadline via Change of Program Form                               |
| September 22                 | Friday             | Student Census  |
| September 23-<br>November 17 | Saturday-Friday    | Serious and Compelling Reason Required to Withdraw  |

| Date                          | Day                      | Description  |
|-------------------------------|--------------------------|--|
| <b>OCTOBER</b>                |                          |  |
| October 1                     | Sunday                   | Spring 2024 Graduation Application Deadline – <a href="#">without late fee</a>                                       |
| October 16-February 21        | Monday-Sunday            | Spring 2024 Registration via <a href="#">MyCSUDH</a>   |
| October 20                    | Friday                   | The Great California ShakeOut at 10:20 a.m.  |
| October 24-December 19        | Tuesday-Tuesday          | Winter 2024 Registration – fees due at time of registration  |
| October 26                    | Thursday                 | Last Day for Pro-rata Refund of Non-Resident Tuition and Tuition fees  |
| <b>NOVEMBER</b>               |                          |  |
| November 1                    | Wednesday                | <a href="#">First day to file for Summer 2024 Graduation</a>   |
| November 10                   | Friday                   | Veterans Day – Observed – <b>NO CLASSES, CAMPUS CLOSED</b>   |
| November 11                   | Saturday                 | Veterans Day Holiday – <b>NO CLASSES, CAMPUS CLOSED</b>  |
| November 20-December 8        | Monday-Friday            | Serious Accident/Illness Required to Withdraw  |
| November 23                   | Thursday                 | Thanksgiving Day Holiday – <b>NO CLASSES, CAMPUS CLOSED</b>  |
| November 24-26                | Friday-Sunday            | Thanksgiving Break, not a Holiday – <b>NO CLASSES, CAMPUS CLOSED</b>   |
| November 27-February 15       | Monday-Thursday          | Spring Intersession 2024 Registration – Pell Grant eligible students   |
| November 27-May 21            | Monday-Tuesday           | Spring Intersession 2024 Registration – Students Not Using Pell Grant  |
| <b>DECEMBER</b>               |                          |  |
| December 8                    | Friday                   | Last Day of Scheduled Classes  |
| December 9-15                 | Saturday-Friday          | <a href="#">Final Examinations</a>   |
| December 9                    | Saturday                 | Grade Submission Begins  |
| December 18                   | Monday                   | Evaluation   |
| December 19, 3 p.m.           | Tuesday                  | Final Grades Due (College of Continuing and Professional Education grades always due 72 hours after course end date) |
| December 19                   | Tuesday                  | Spring 2024 Graduation Application Deadline – <a href="#">with late fee</a>  |
| December 19                   | Tuesday                  | Semester Ends  |
| December 25-January 1         | Monday-Monday            | Winter Break and New Year's Day Holiday – <b>NO CLASSES, CAMPUS CLOSED</b>   |
| <b>WINTER SESSION 2024</b>    |                          |  |
| October 24-December 19        | Tuesday-Tuesday          | Winter 2024 Registration – fees due at time of registration  |
| <b>December 20-January 16</b> | <b>Wednesday-Tuesday</b> | <b>Winter Session 2024</b>   |
| January 1                     | Monday                   | New Year's Day Holiday – <b>NO CLASSES, CAMPUS CLOSED</b>  |
| <b>SPRING SEMESTER 2024</b>   |                          |  |
| October 16                    | Monday                   | Spring 2024 Registration begins via MyCSUDH  |



| Date                  | Day               | Description  |
|-----------------------|-------------------|--|
| October 16-November 2 | Monday-Thursday   | Registration via MyCSUDH – fees due Friday, November 3, 2023   |
| November 3-February 9 | Friday-Friday     | Registration via MyCSUDH – fees due 48 hours after registration  |
| November 3-February 9 | Friday-Friday     | Registration via MyCSUDH – fees due 48 hours after registration  |
| February 12-16        | Monday-Friday     | Registration via MyCSUDH – fees due at time of registration  |
| December 19           | Tuesday           | Spring 2024 Graduation Application Deadline – <a href="#">with late fee</a>                            |
| To Be Announced       | To Be Announced   | New Student Orientation  |
| <b>JANUARY</b>        |                   |  |
| January 1             | Monday            | <a href="#">First Day to file for Fall 2024 Graduation</a>   |
| January 15            | Monday            | Martin Luther King Jr. Holiday – <b>NO CLASSES, CAMPUS CLOSED</b>                                      |
| <b>January 17</b>     | <b>Wednesday</b>  | <b>Spring Semester Begins</b>  |
| January 19            | Friday            | Instructional Preparation Day  |
| January 21            | Sunday            | Last day for students on Waitlist to be added to classes; all waitlists will be cancelled at midnight. |
| January 22-February 9 | Monday-Friday     | Late Registration and Add/Drop via MyCSUDH – fees due 48 hours after registration                      |
| <b>January 22</b>     | <b>Monday</b>     | <b>Classes Begin</b>   |
| <b>FEBRUARY</b>       |                   |  |
| February 1            | Thursday          | Summer 2024 Graduation Application Deadline – <a href="#">without late fee</a>                         |
| February 8            | Thursday          | Instructor Drop Deadline   |
| February 8            | Thursday          | Credit/No Credit and Audit Grading Deadline  |
| February 10-15        | Saturday-Thursday | Late Registration and Add/Drop via MyCSUDH – fees due at time of registration                          |
| February 16           | Friday            | Last Day to Drop from FT to PT Status with Refund  |
| February 16           | Friday            | Drop without Record of Enrollment Deadline via Change of Program Form                                  |
| February 16           | Friday            | Student Census   |
| February 19           | Monday            | President's Day Holiday – <b>NO CLASSES, CAMPUS OPEN</b>   |
| February 19-April 19  | Monday-Friday     | Serious and Compelling Reason Required to Withdraw   |
| <b>MARCH</b>          |                   |  |
| March 18-July 5       | Monday-Friday     | Summer 2024 Registration – fees due at time of registration  |
| March 23              | Saturday          | Last Day for Pro-rata Refund of Non-Resident Tuition and Tuition Fees                                  |
| March 31-April 6      | Sunday-Saturday   | Spring Recess  |
| <b>Date</b>           | <b>Day</b>        | <b>Description</b>   |
| March 31              | Sunday            | Cesar Chavez Day Holiday – <b>NO CLASSES, CAMPUS CLOSED</b>  |
| <b>APRIL</b>          |                   |  |
| April 1               | Monday            | Cesar Chavez Day – Observed – <b>NO CLASSES, CAMPUS CLOSED</b>   |

| Date                            | Day                       | Description  |
|---------------------------------|---------------------------|--|
| April 15                        | Monday                    | <a href="#">First Day to file for Spring 2025 Graduation</a>   |
| April 15                        | Monday                    | Summer 2024 Graduation Application – Late Deadline – <a href="#">with late fee</a>                                   |
| April 15-August 18              | Monday-Sunday             | Fall 2024 Registration begins via MyCSUDH  |
| April 22-May 10                 | Monday-Friday             | Serious Accident/Illness Required to Withdraw  |
| <b>MAY</b>                      |                           |  |
| May 10                          | Friday                    | Last Day of Scheduled Classes  |
| May 11-17                       | Saturday-Friday           | Final Examinations   |
| May 11                          | Saturday                  | Grade Submission Begins  |
| May 17-18                       | Friday-Saturday           | Commencement (for more information see ceremony schedule)  |
| May 20                          | Monday                    | Evaluation Day   |
| May 21, 3 p.m.                  | Tuesday                   | Final Grades Due – College of Continuing and Professional Education grades always due 72 hours after course end date |
| May 21                          | Tuesday                   | Semester/Academic Year Ends  |
| <b>SPRING INTERSESSION 2024</b> |                           |  |
| November 27-February 15         | Monday-Thursday           | Spring Intersession 2024 Registration – Pell Grant eligible students   |
| November 27-May 21              | Monday-Tuesday            | Spring Intersession 2024 Registration – Students Not Using Pell Grant  |
| <b>May 22-June 29</b>           | <b>Wednesday-Saturday</b> | <b>Spring 2024 Intersession</b>  |
| May 27                          | Monday                    | Memorial Day Holiday – <b>NO CLASSES, CAMPUS CLOSED</b>  |
| <b>SUMMER SESSION 2024</b>      |                           |  |
| March 18-July 5                 | Monday-Friday             | Summer 2024 Registration, Session I and II – fees due at time of registration  |
| <b>May 28-July 5</b>            | <b>Tuesday-Friday</b>     | <b>Summer Session I</b>  |
| <b>JUNE</b>                     |                           |  |
| June 3-9                        | Monday-Sunday             | Late Registration and Add/Drop, Session I – fees due at time of registration   |
| June 19                         | Monday                    | Juneteenth Holiday – <b>NO CLASSES, CAMPUS CLOSED</b>  |
| <b>JULY</b>                     |                           |  |
| July 1                          | Monday                    | Fall 2024 Graduation Application Deadline – <a href="#">without late fee</a>   |
| July 4                          | Thursday                  | Independence Day Holiday – <b>NO CLASSES, CAMPUS CLOSED</b>  |
| July 6-12                       | Saturday-Friday           | Late Registration and Add/Drop, Session II – fees due at time of registration  |
| <b>July 6-August 16</b>         | <b>Saturday-Friday</b>    | <b>Summer Session II</b>   |

