

# ACADEMIC CHECKLIST

## REACH OUT TO CLE'S ACADEMIC COORDINATOR

As you move through your list of academic to-dos, please never hesitate to reach out with any questions or concerns. You can reach your CLE Academic Coordinator by phone at 831.601.1351 or via email at [mulrich@experiencecle.com](mailto:mulrich@experiencecle.com).

## APPLY FOR ADMISSION TO CSUMB!

- Your first step towards academic success will be filling out and then submitting your application to California State University, Monterey Bay. This can be done at: <https://csumb.edu/admissions/apply-now>

## SEND CLE YOUR CSUMB STUDENT ID NUMBER AND EMAIL INFO

- As you follow along with the various application deadlines shown online, you will see that students receive their admission information via an email notification. So, once you have obtained all of your acceptance information, please send an email with **your Student ID Number, your school email address, and any important login information** to our CLE Academic Coordinator at: [mulrich@experiencecle.com](mailto:mulrich@experiencecle.com). We will help you to stay organized by keeping track of all CSUMB Student Profile Information and sharing it with your eventual tutors!

## SEND HS GRADES, OTHER COLLEGE TRANSCRIPTS, AND VACCINATION RECORDS

- All first-time students at both MPC are required to **submit a copy of their High School Transcript, a copy of any other College/University Transcript, and also their MMR + COVID-19 vaccination records**. These steps should be taken care of & solidified by a student/their family before registering for classes. If these items are not sent in & submitted before a student begins registering for their classes, there is a chance that a "Hold" could be placed onto a student's account.
- If you would like to **transfer college credit** from other colleges or universities, please arrange for an official transcript to be sent to CSUMB (digital copies are fine!) as soon as possible. You can order official transcripts from most colleges online and this will be an important step for any student hoping to get an accurate picture of their progress towards graduation.

## CONTACT THE STUDENT DISABILITY RESOURCE SERVICE CENTER/OFFICE

- CLE works in tandem with an office at CSUMB known as the Office of Student Disability Resources (i.e. SDR)**. SDR is comprised of a group of counselors and support staff directly at California State University, Monterey Bay who help to provide academic support & direct accommodations through collaboration with the faculty and administrators all throughout the university: <https://csumb.edu/sdr/getting-started>.
- SDR offers academic counseling, specialized instructional support, and even classroom accommodations to students with a verified disability**. An intake meeting with the student is scheduled after the student & their family submits all Disability Verification Forms. **This intake meeting can only be established AFTER a student has been admitted and after classes have been selected/decided upon**. The reason for this is so that the counselor can directly discuss which accommodations a student may need for their courses.
- Please Note: It can take up to two weeks for a student's SDR intake appointment to be scheduled. So, the sooner you can submit all of your verification information, the better!

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## SCHEDULE PROGRAM OF STUDIES SESSION, REGISTER FOR CLASSES, & PAY SCHOOL FEES

- Before you can register for classes, you must sign up for, and attend, an CSUMB Advising session.** This meeting typically takes place during a student's given Orientation Period (for the university). During this meeting, a counselor at CSUMB will assist students with discussing and registering for classes that align with their chosen degree pathway.
- Our CLE Academic Coordinator can be available to support any incoming student with setting up and preparing for this meeting.** If this is preferred, please schedule an Educational Meeting in tandem with the CLE Academic Coordinator's help.
- After course registration, **students can pay for classes through the CSUMB OASIS online service.** This payment can be made at any time leading up to the first day of class. Failure to pay for any student and/or tuition fees by this date may result in you being unable to add any future courses. To pay for your Summer, Fall, and/or Spring courses, please log-in to your individual CSUMB OASIS Account and select 'Pay Fees'.
- If a student and/or their family has any questions about accessing additional funds through scholarships, grants, California DOR, etc..., please reach out directly to the CLE Academic Coordinator for additional tips and suggestions!**

## Questions/Next Steps To Consider Leading Up To CLE Orientation

1. Have you already purchased your textbooks?  
<https://www.bkstr.com/csumontereybaystore>
2. Have you already Ordered/Requested a Student ID?  
Students typically receive their Student ID during the Univ. Orientation Period!
3. Apply for Financial Aid and/or Scholarships!  
<https://studentaid.gov/h/apply-for-aid/fafsa>
4. Send Preliminary Questions/Concerns to SDR at CSUMB à Learn Your Resources  
<https://csumb.edu/sdr/tips-and-tools-online-learning>

SDR Main Phone Number: (831)582-3672

SDR Email: [student\\_disability\\_resources@csumb.edu](mailto:student_disability_resources@csumb.edu)

Student Disability Resources promotes empowerment, wellness and full integration of students with disabilities into campus life and the campus community. It seeks to provide academic and personal support services to students with disabilities to help them attain success at CSU, Monterey Bay.