



# **A** Guide for New Graduate Students California State University, Chico

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Dear Graduate Students,

Welcome to California State University, Chico! On behalf of the graduate community, my staff and I want to thank you for choosing Chico State's graduate studies programs. The Office of Graduate Studies (OGS) is here to help you have a quick and smooth transition into our campus community and to offer continuing assistance as you work toward your degree. We have prepared this short guide to direct you toward the various campus resources available to graduate students. You will find brief descriptions of these services, as well as links to specific offices, programs, people, and more extensive guides. In fact, our office services and staff contact information are on pages 12-13.

Chico State is an excellent choice for graduate students who desire a quality educational experience. It offers world-class faculty, sophisticated facilities, cutting edge technology and curriculum, extensive discovery and research opportunities, and personalized attention. Explore and see for yourself the world of opportunities that awaits you, including opportunities to work closely with our outstanding faculty and staff at Chico State.

I wish you a successful and enjoyable chapter of your life as you begin your graduate studies.

*Sharon A. Barrios*

Sharon A. Barrios, PhD  
Dean of Graduate Studies

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## WHERE TO BEGIN

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Congratulations on your admission to Chico State! This guide is designed to help you get off to a good start.

We encourage you to attend the live Zoom orientation meeting scheduled the Friday before the start of the fall semester. Email invitations will be sent in advance with specific schedule and event details. You may also check our [website](#) under “Current Students” for the latest details for incoming students.

When the campus opens up again, you are invited to visit us at the Office of Graduate Studies. We are located in the Student Services Center, room 460. [Campus Map](#)



The following checklist and information may be of assistance as you transition to graduate school, Chico State and our exceptional community:

- ✓ Finalize any outstanding admission issues – page 4
- ✓ Understanding your admission status and degree progression – page 5
- ✓ Finalize your academic funding/apply for financial aid – page 7
- ✓ Get a Chico State “Wildcat ID” card – page 9
- ✓ Activate your Portal account – page 9
- ✓ Access your WildCat email account – page 10
- ✓ Seek academic advising – page 11
- ✓ Register for classes – page 11
- ✓ Visit the Office of Graduate Studies – your resource for everything related to graduate school – pages 12-13
- ✓ Familiarize yourself with University policies and procedures – pages 14-15
- ✓ Acquaint yourself with the campus, our culture and the many activities available to you – pages 16-19
- ✓ Access the resources you may need while at Chico State – pages 20-23

## FINALIZING YOUR ADMISSION

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All admitted students must provide one official transcript from all accredited postsecondary institutions attended to the Office of Graduate Studies to complete admission to the University. Transcripts are considered official if received directly from the school issuing the documents, or from the student in the original sealed envelope, within two years of the date issued.

If you are presently an undergraduate student who expects to complete a baccalaureate degree at an institution other than Chico State, our office must receive an official transcript confirming degree conferral.

In the event that the baccalaureate is not received, your admission to post-baccalaureate studies will be revoked. It should be noted that any coursework completed prior to degree conferral is part of your undergraduate academic record and may not be applicable to a postbaccalaureate program.

If your graduation date changes, or if you have problems concerning the award of your undergraduate degree, it is imperative you contact the Office of Graduate Studies at 530-898-6880 or by email to [graduatestudies@csuchico.edu](mailto:graduatestudies@csuchico.edu).

Evidence of immunization against measles (rubeola) and German measles (rubella) is required prior to registration for anyone born after January 1, 1957. For further information, please contact Records and Registration (530-898-5142) or visit their website at: <http://www.csuchico.edu/sro/forms/immunization.shtml>.



## **G**RADUATE PROGRAM PROGRESSION

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You may be admitted to a program in one of the following categories:

### **Conditionally Classified:**

You may be admitted to a graduate degree program in conditionally classified status if your graduate department determines that you should remedy deficiencies by additional preparation. For example, you may be required to take specified undergraduate level courses, and earn a specified GPA in those courses, prior to becoming a classified student.



### **Classified Graduate Student:**

You are a classified master's degree student if you have been formally accepted to pursue master's degree study by the department and the Office of Graduate Studies.

After demonstrating ability and aptitude for the discipline as a classified master's degree student and meeting specific departmental requirements, the department will recommend that you be Advanced to Candidacy:

### **Candidate:**

All students must be "Advanced to Candidacy," in addition to completing all other degree requirements, prior to a degree being conferred.

For more information on specific admission categories, consult the "Admission to Master's Degree Programs" section of the University Catalog, available at:

<https://catalog.csuchico.edu/>.

## RESIDENCY AND UNIVERSITY FEES

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All California State Universities are required to establish student residency to determine whether a student should pay University fees on an in-state or out-of-state basis. This is independent from other types of residency, such as for tax purposes or other state or institutional residency. The laws governing residency for tuition purposes are California Education Code sections 68000-68090, 68120-68134, and 89705-89707.5, and California Code of Regulations, Title 5, Subchapter 5, Article 4, sections 41900-41916. This information may be viewed online by accessing the California State University's website at: <https://www.calstate.edu/Pages/Resource-Center.aspx>.

Admissions coordinators are responsible for determining residency status based on the Application for Admission, Residency Questionnaire, Reclassification Request Form, and, as necessary, other evidence furnished by you. Failure to submit adequate information to establish eligibility for resident classification will result in classification as a non-resident.

Generally, establishing California residency for tuition purposes requires a combination of physical presence and the intent to remain indefinitely. Evidence demonstrating intent may vary from case to case, but will include the absence of residential ties to any other state, California voter registration and voting in California elections, maintaining California vehicle registration and driver's license, etc. View [Determination of Residency for Tuition Purposes](#) in the University Catalog for more details.

If it is your intention to establish California residency, you should schedule an appointment immediately upon your arrival with Nancy Parsons in the Office of Undergraduate Admissions (530-898-6321) to discuss the California residence requirements. You must apply for a residence reclassification when you have satisfied the necessary criteria to become a resident. Residence Reclassification forms and information are available at the Office of Undergraduate Admissions located on the first floor of the Student Services Center. Upon qualifying your status will be changed to Resident.



### University Fees

The CSU makes every effort to keep student costs at a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU reserves the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates subject to change upon approval by the Board of Trustees.

Fee information is available online through the Student Financial Services website at: <http://www.csuchico.edu/sfin/fees-tuition/index.shtml>. Fee payment deadlines are also online at: <https://www.csuchico.edu/sfin/student-accounts/deadlines.shtml>. Questions regarding fees may be directed to Student Financial Services at 530-898-5936 or by email at: [cash@csuchico.edu](mailto:cash@csuchico.edu).

## **F**INANCIAL ASSISTANCE

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Many factors determine eligibility for federal and state student aid programs. Basic eligibility is determined by the information provided on the Free Application for Federal Student Aid (FAFSA) which is available on line at <https://studentaid.gov/h/apply-for-aid/fafsa>. All eligible students, regardless of income, are encouraged to submit a FAFSA. For more information contact our [Financial Aid & Scholarship Office](#) at 530-898-6451.

The following information may be helpful to you in funding your graduate education and research:

### **Graduate Equity Fellowships and Programs**

GEFP provides a \$1050 stipend and a \$2,720 research assistantship per semester for 10 Fellows. [Underrepresented graduate students](#), as defined in the application, are eligible to apply. The selected Fellows are carefully paired with faculty mentors to participate in a research project designed to prepare the Fellows for doctoral study. Application deadline information is available online. For additional information, contact Dr. Matthew Thomas, Coordinator of Graduate Equity Programs, at: [mothomas@csuchico.edu](mailto:mothomas@csuchico.edu), or 530-898-5738.

### **Graduate Research and Conference Presentation Funding**

The Office of Graduate Studies offers small grants to current graduate students for conference presentation or travel for research within the United States. For more information, see our website or contact Rosemary White, at: [rwhite@csuchico.edu](mailto:rwhite@csuchico.edu) or 530-898-5413.

### **California Pre-Doctoral Scholars Program**

CPSP is designed to support the doctoral aspirations of CSU students who have experienced economic and educational disadvantages. Upper division undergraduate and graduate students who apply for this program are sponsored by a faculty member within their academic discipline. Selected Pre-Doctoral Scholars receive \$3,000 for one academic year to visit PhD programs at universities throughout the United States and to attend a professional meeting or conference in their academic discipline. In addition, scholars may participate in a summer research program, with funding up to \$7,000, at a University of California campus or other top research universities. Application deadline information is available online. For information, contact Dr. Matthew Thomas, Coordinator of Graduate Equity Programs, at [mothomas@csuchico.edu](mailto:mothomas@csuchico.edu), or 530-898-5738.

### **Chancellor's Doctoral Incentive Program**

CDIP is the largest program in the nation designed to provide financial assistance to doctoral students who have strong promise of becoming candidates for CSU faculty positions. Participants may borrow \$30,000 during a 3 to 5 year period while enrolled in a PhD program. If participants accept a faculty position at any California State University after graduation, one-fifth of their loan is forgiven for each year of service in the CSU. Application deadline information is available online. For additional information about any of these programs, contact Dr. Matthew Thomas, Coordinator of Graduate Equity Programs, at: [mothomas@csuchico.edu](mailto:mothomas@csuchico.edu), or 530-898-5738.

## **G**RADUATE ASSISTANTS, TEACHING ASSOCIATES, AND INTERNSHIPS

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Many master's degree programs have Graduate Assistant (GA) and/or Teaching Associate (TA) positions open to qualified graduate students. Check with your [graduate coordinator](#) to learn more about these options and their availability.

Both GA and TA employment policies are governed by the negotiated Collective Bargaining Agreement (CBA) between California State University and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW), AFL-CIO and its Local Union 4123.

These positions are both part of Bargaining Unit 11.

To qualify for participation in either a GA or TA position, a student must meet the following qualifications:

1. Student must be admitted to a master's degree program. Credential students do not qualify.
2. Student must be enrolled in a minimum of one unit toward the completion of a graduate degree during the appointment period. Enrollment under adjunct status does not qualify.
3. Student's registration fees must be paid, or the student must have enough anticipated financial aid to pay these fees.



GA's may not work more than 20 hours per week in these positions or in combination of employment as a "student" worker while also appointed to a Unit 11 position. Otherwise, the student may risk losing their GA position. TA's are now salaried non-exempt employees who may be appointed up to the equivalent of full-time (40 hours per week) over the period of the appointment if they are only TA's. If they are also working as a GA or ISA or regular student employee, the 20 hours rule still applies, across all student positions. This is in accordance with the Unit 11 CBA. (Note: Instructional Student Assistants (ISAs) are student employees also represented in Unit 11.)

Students in many departments are encouraged (and in some cases required) to complete an internship during their academic career. An internship will generally help students not only have greater levels of experiences and thus be more marketable, but will also provide a better understanding of future career paths. Employers look for graduates who "stand-out." Intern experience may be exactly what you need to improve your marketability to future employers.

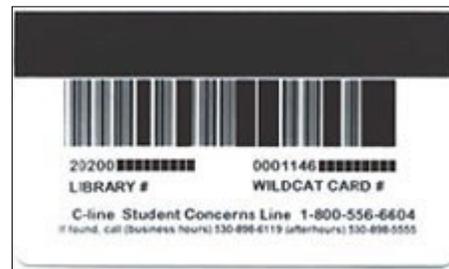
## WILDCAT ID

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The Wildcat ID Card is the official identification card for students, faculty and staff at Chico State. Why do you need a Wildcat Card?

- To check out books at Meriam library
- To ride for free on the Butte Regional Transit (B-Line)
- Purchase software or hardware at the Chico State Wildcat Store
- For food service if you live in a residence hall or have a meal plan
- Use campus computer labs
- Access to the Wildcat Recreation Center (WREC)
- WellCat Health Center
- Buy discount tickets at the University Box Office

The Wildcat Card office is located in the Meriam Library (MLIB), room 142. When campus is open again, normal business hours are Monday through Friday, 8:00 AM to 5:00 PM. Summer hours are Monday through Thursday, 7:00 AM to 5:30 PM. [Campus Map](#)



## PORTAL ACTIVATION

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The Chico State [Portal](#) allows you to view your academic record, class schedule, register for classes, access campus announcements, etc. To activate your Portal account log onto <http://www.csuchico.edu/itss/portal/index.shtml> and follow the instructions provided. Your Chico State ID number and birthdate are required to complete the activation process. Your Chico State ID number was sent in your admit letter via email. Once your Portal is activated you will automatically receive a WildcatMail account.

## **W**ILDCAT MAIL AND CAMPUS EMAIL POLICY

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Chico State considers e-mail an official method of communication with students. This method ensures that students have access to official communications through a standardized channel.

Official information sent to student Wildcat e-mail addresses may include the following: university, college, or department academic information, emergency announcements, security information, billing information, confirmation of major changes, deadlines, commencement, etc.

Your CSU, Chico Wildcat email (username@csuchico.edu) is powered by Google. You may elect to redirect (auto forward) messages sent to your official Wildcat email address. But you do so at your own risk. Having email lost as a result of redirection is ultimately your responsibility. The entire student email policy may be viewed online: <http://www.csuchico.edu/prs/EMs/2005/05-005.shtml>.



## **I**T SUPPORT SERVICES (ITSS)

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Need help setting up your Portal account? Having internet access issues on campus? Need hardware, software, and phone or network assistance?

IT Support Services provides technical support to Chico State students, faculty and staff using campus systems. Open workshops are offered throughout the academic semester. Topics covered include Word, Excel, PowerPoint, Introduction to HTML, Photoshop, Dreamweaver, and others.

As part of the University's Information Resources, ITSS operates three open access labs on campus equipped with Windows PCs, Macintosh computers, laser printers, scanners, and numerous software applications. Click here for [computer lab information and locations](#).

You may find more information online by visiting them at <http://www.csuchico.edu/itss/index.shtml>. Or when campus is open again, stop by their offices in Meriam Library, room 142, right across from the main entrance to the library.

## ACADEMIC ADVISING AND THE ROLE OF THE DEPARTMENT



As a graduate student, you will work closely with your academic department. Each department has a graduate coordinator who advises graduate students throughout their program. A list of graduate coordinators and their contact information may be found at

<https://www.csuchico.edu/graduatestudies/programs/index.shtml>.

Please be sure to check with your graduate coordinator about any questions you may have about program requirements. Additionally, graduate coordinators can be of assistance in the following areas:

- Helping you choose courses
- Assist with developing a Graduate Advisory Committee
- Assist students develop and carry out a culminating activity such as a master's thesis or project (if applicable to the program)
- Advise students on graduation requirements
- Provide career advising

Remember, all graduate students are required to maintain a minimum grade-point average of 3.0 (B) in all coursework taken at any accredited institution subsequent to admission to the master's program; all coursework taken at CSU, Chico following admission to the program; and all courses taken in fulfillment of your approved program.

## REGISTRATION

All students will be able to register for classes using real-time registration through the Student Center in their Portal account. Priority registration is by appointment only. The Registrar will send you registration information with your specific appointment via your Wildcat email.

Registration help and step-by-step instructions are available online

<http://www.csuchico.edu/sro/registration/index.shtml>. You must be officially admitted to the University before you are allowed to register.

- First activate your Chico State Portal account prior to registration
- An Enrollment Confirmation Deposit is NOT required
- Assignment of a University email address will automatically occur upon activation of your Portal and will be used for all official communication with the University
- Registration and tuition fees are due after priority registration. Fee payment deadlines are online at: <http://www.csuchico.edu/sfin/index.shtml>.



## OFFICE OF GRADUATE STUDIES

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The Office of Graduate Studies is your one-stop shop for everything graduate school related. We are here to provide the assistance needed to achieve your academic goals while enhancing your educational experience. We work in close collaboration with departments and the graduate coordinator who oversees your program. Feel free to call us when you have questions or concerns at 530-898-6880 or by email to [graduatestudies@csuchico.edu](mailto:graduatestudies@csuchico.edu).

Our [website](#) is updated with current announcements and provides access to all the forms, processes, and procedures needed to help you progress in your program.

Among the services and assistance our staff provides are:

- Emailing Graduate Student Announcements at the beginning of each month. In addition to reminders about campus events and deadlines, these announcements include information about grants, scholarships, and other financial opportunities.
- Providing information on the processing of graduate application, transcripts and finalizing the admission process
- Advising students on residency requirements
- Evaluating transcripts for appropriately transferring units from other accredited institutions into a master's program at CSU, Chico
- Advising students on graduate procedural requirements and the completion of relevant paperwork
- Advising students on graduation requirements
- Advising students on their master's thesis/project requirements and formatting
- Confirming that students meet all graduation requirements prior to the issuance of the degree
- Processing applications for the Graduate Equity Programs
- Organizing the annual Student Research Competition
- Conducting outstanding Thesis/Project Award
- Organizing the annual master's commencement ceremony



## **O**FFICE OF GRADUATE STUDIES STAFF CONTACT LIST

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Location: [Student Services Center, Room 460](#)  
Mailing Address: 400 West First Street  
Chico, CA 95929-0875  
Phone: (530) 898-6880  
Fax: (530) 898-3342  
Website: <http://www.csuchico.edu/graduatestudies/>

### **Administration:**

[Dr. Sharon A. Barrios](#), Dean  
[Susan Roll](#), Associate Dean  
[Jeanette Trombley](#), Administrative Analyst/Specialist  
[Rosemary White](#), Student Success Coordinator  
[Adrienne Glatz](#), Administrative Support Coordinator

### **Admissions:**

[Micah Lehner](#), Admissions Coordinator for students with last names beginning with A-H  
[Carrie Adsit](#), Admissions Coordinator for students with last names beginning with I-L  
[Michael Pratt](#), Admissions Coordinator for students with last names beginning with L-Z  
[Snow Sun](#), International Student Admissions Coordinator and Evaluator

### **Academic Evaluators:**

[Sarah Lehner](#), Graduate Evaluator for students with last names beginning with A-H  
[Meredith Huddleson](#), Graduate Evaluator for students with last names beginning with I-Z

### **Thesis/Project Advising and Editing:**

[New Staff Coming Soon](#), Thesis Advisor/Editor

### **Fellowships/Grants/Loans**

[Dr. Matthew Thomas](#), Coordinator for Graduate Equity, Pre-Doctoral and Doctoral Incentive programs  
[Rosemary White](#), Student Research and Conference Grants and Travel Claims



## **K**EY POLICIES AND GUIDES

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Three valuable resources all graduate students must know:

1. The University Catalog available online at: <https://catalog.csuchico.edu>. You must become familiar with the Graduate Education section of the University Catalog available at: <https://catalog.csuchico.edu/colleges-departments/graduate-studies/>.
2. The *Guide to Graduate Studies*: <https://www.csuchico.edu/graduatestudies/assets/documents/current-newstudents-guide.pdf>; and
3. The Office of Graduate Studies website: <http://www.csuchico.edu/graduatestudies/>

The above listed resources provide important information on policies and procedures that apply to all graduate students. Pay close attention to the following policies:

### **Degree Completion Requirements:**

In addition to completing the requirements specific to each discipline, as described in the University Catalog, all students must also meet University-wide requirements. For example, there are minimum GPA requirements, course level requirements, requirements regarding the number of classes taken from CSU, Chico (versus credits transferred in from elsewhere), etc. These University requirements are described in detail in the University Catalog.

### **Program Time Limits:**

Master's students must complete all requirements for a master's degree no later than five or seven years from the end of the semester of enrollment in the oldest course of your approved program. Consult the academic program chapter of the University Catalog for your discipline to determine the time limit applicable to your program. In special circumstances, an extension of the program time limit may be granted. See the University catalog for more information.

### **Continuous Enrollment Policy:**

Students pursuing a master's degree must enroll each spring and fall semester until the degree is awarded. Both enrollment in courses as a regular student and adjunct enrollment satisfy this continuous enrollment requirement. Adjunct enrollment consists of registration in GRST 899 through the Center for Professional and Continuing Education, for which an administrative fee is charged. Registration in GRST 899 must be completed by the end of the fourth week of classes each semester.

### **Catalog Rights:**

As a master's degree student, you are governed by the requirements that are in effect at the time of your admission to conditionally classified status for that degree. If you are making normal progress towards the degree and do not interrupt your program, you may elect to meet the degree requirements in effect *either* at the time of your admission to conditionally classified status *or* in the term that you complete all requirements for the degree. Note: substitutions for discontinued courses may be authorized or required by the academic department offering the degree. If you interrupt a program, you may be subject to the requirements in effect at the time of readmission.

## **F**REQUENTLY USED FORMS AND DOCUMENTS

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Please review the following documents and policies. Questions may be addressed either to your graduate coordinator or at the Office of Graduate Studies.

- University Catalog: <https://catalog.csuchico.edu>
- University Class Schedule: <http://www.csuchico.edu/schedule/>
  - A Guide to Graduate Studies: Policies, Procedures, and Format: <https://www.csuchico.edu/graduatestudies/assets/documents/a-guide-to-graduate-studies-policies-procedures-and-format.pdf>
- Graduate School Deadlines: <https://www.csuchico.edu/graduatestudies/deadlines.shtml>
- Master's Degree Program Plan Instructions: [http://www.csuchico.edu/graduatestudies/assets/documents/forms-instructions\\_program\\_plan.pdf](http://www.csuchico.edu/graduatestudies/assets/documents/forms-instructions_program_plan.pdf)
- Master's Degree Program Plan Form: [http://www.csuchico.edu/graduatestudies/assets/documents/masters-degree-program-plan\\_11-2011.pdf](http://www.csuchico.edu/graduatestudies/assets/documents/masters-degree-program-plan_11-2011.pdf)
- Steps towards Earning the Master's Degree: <http://www.csuchico.edu/graduatestudies/current-students/incoming-guides/steps.shtml>
- Checklist of Degree Requirements for Graduation Clearance: <http://www.csuchico.edu/graduatestudies/assets/documents/filing-graduation-clearance.pdf>
- Office of Graduate Studies Forms and Policies: <http://www.csuchico.edu/graduatestudies/forms-policies/index.shtml>
- Human Subjects: <https://www.csuchico.edu/cse/propdev/integrity/irb.shtml>

## COUNCIL OF GRADUATE STUDENTS

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The Council of Graduate Students (COGS) is your council – all current post-baccalaureate students are automatically members. Each semester, COGS arranges events of interest for graduate students on a wide variety of topics such as thesis writing, applying for PhD programs, grant writing, and more. Each semester, two COGS executive board members represent graduate students by attending monthly Graduate Council meetings.

Executive Board members are nominated and selected every academic year. All graduate students are eligible to serve on the Board, so please contact Dr. Sharon Barrios, COGS faculty advisor, if you are interested in being a Board member.



Sharon Barrios, PhD, Dean  
Office of Graduate Studies  
Student Services Center, Room 460  
Phone: 530-898-6880  
[sbarrios@csuchico.edu](mailto:sbarrios@csuchico.edu)

For additional information on the calendar of COGS events, be sure to check the COGS website at <http://www.csuchico.edu/graduatestudies/council/index.shtml>. Also COGS updates will be sent in the monthly graduate student announcements that are sent to your campus e-mail address from the Office of Graduate Studies.

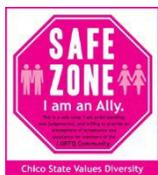
## DIVERSITY AND INCLUSION

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Chico State values diversity. We are committed to providing an inclusive and welcoming environment where students, faculty, and staff can succeed and thrive. Together we can foster a climate that acknowledges and celebrates the differences that define who we are.

*Conversations on Diversity (COP)* are a series of sessions on diversity topics for the campus community. These gatherings provide a safe environment for members of the campus community to discuss often sensitive issues surrounding identity. COP is one of our ways to expose and treat the various ills we see reflected on campus and in our communities – xenophobia, homophobia, racism, sexism, classism, ignorance, apathy, etc., as well as celebrating our differences. By providing this forum for the many voices on our campus to be heard, we hope that through education and conversation we will bring about enlightenment, understanding and acceptance.

[Building Bridges](#) is a biannual newsletter that celebrates diversity at Chico State and the surrounding community by combining stories, photography and video.



The [Safe Zone](#) project is designed to reduce homophobia and heterosexism on our campus, and make our campus a safer and freer environment for all members of our community. This voluntary project identifies individuals from faculty, staff and the student body who can become safe zone allies. These individuals are committed to provide a safe haven, and lend a listening ear for gay, lesbian, bisexual and transgender (LGBT) in need of advice or services. All campus Allies have participated in training and can provide information and resources to those who need them.

The [Diversity Resource Guide](#) is a directory designed to introduce you to the many resources available within the Chico State campus and community.

The [Accessibility Resource Center](#) provides a wide-range of services for students, faculty, staff and the entire Chico community to ensure that everyone has access to all aspects of campus life.

[Safe Place](#) is committed to offering a visible support system to victims of sexual assault, domestic violence, stalking and harassment through crisis intervention, resources and referrals. All services provided by Safe Place are confidential. To contact Safe Place, call 530-898-3030 or email at [safeplace@csuchico.edu](mailto:safeplace@csuchico.edu).

## **R**ECREATIONAL SPORTS AND ACTIVITIES

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The [Wildcat Recreation Center \(WREC\)](#) is here to meet your indoor fitness and recreational goals. The WREC is free for students and has convenient hours and a great location. Come cool off at the pool or join an intramural team – all full-time students at any fitness level are encouraged to join the fun! The WREC features:

- Dedicated weight and cardio areas with top-of-the-line equipment
- Cardio machines outfitted with video screens and MP3 docking stations
- Three basketball courts and one multi-purpose court means there's always a spot for a quick pick-up game
- 1/8 mile indoor running track on 2nd floor with views of entire WREC
- Four group exercise rooms for fitness and wellness classes
- Enormous pool and hot tub - fully accessible for all swimmers
- 3-story climbing wall and bouldering area for beginners to experts
- WREC is fully wireless accessible with many seating areas throughout
- Adventure Outings equipment rental is located in WREC
- Chico State Rec Sports is housed in WREC for easy access

### [WREC Hours](#)



## **UNIVERSITY BOX OFFICE, SCHOOL OF THE ARTS AND SPECIAL EVENTS**

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The [University Box Office](#) offers up-to-date information on all scheduled events and tickets to events on campus. This includes music, theater, dance, athletics and special events. The University Box Office is located in Sierra Hall at the corner of 3<sup>rd</sup> and Chestnut Streets.

The [Arts + Ideas](#) is your source for information on ALL arts events performed on campus. In each edition of Arts + Ideas you will find photos and short informational “blurbs” on events presented by Chico Performances and the School of the Arts.

The School of the Arts is made up of the College of Humanities and Fine Arts – [Music](#) & [Theatre](#) and [Art](#). Musical ensembles include The North State Symphony, Jazz X-Press, Chico State Bands, Opera Workshop and the CSU, Chico Choir. The School of the Arts presents six or more theatre productions annually. The School of Arts’ galleries include [The Turner](#) and [University Art Gallery](#).

[3rd Floor Art Gallery](#) is the only Chico State art gallery design to exclusively show student work. Sponsored by the Associated Students, the 3rd Floor Gallery has four shows each semester. All types of art are welcome and you don’t have to be an art major to participate.

## **CHICO STATE ATHLETICS**

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[Chico State Athletics](#) is a member of the California Collegiate Athletic Association (CCAA) and NCAA Division II Conference. Consistently our Wildcats achieve excellence within their divisions. Take a look at some of their recent [achievements](#). Keep on top of the action by visiting their [website](#). Tickets to games may be purchased through the [University Box Office](#).

## **GATEWAY SCIENCE MUSEUM**

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Join a passionate community of scientists and educators in exploring the wonders of northern California at the [Gateway Science Museum](#). The museum is designed to inspire the exploration of science and natural history in our region and beyond.

To connect with Gateway Science Museum visit them on Facebook at <https://www.facebook.com/GatewayScienceMuseum> to receive updates on new exhibits, upcoming events, science facts, cool stories and great photos.

[Hours and Admission](#)

[Directions and Map](#)



## LIBRARY INFORMATION

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Meriam Library Staff and Librarians are available to assist you in your studies. For assistance with library research, please consult with the librarian on call at the second floor reference desk, or contact the [subject librarian](#) who specializes in your discipline.

**NOTE:** Graduate students can check out books for five weeks. Most journals are online and can be accessed 24/7.

### [Self-Guided Library Tour](#)

Would you like a tour of the library? The link above will provide you access to a road-map so you may take a walking tour of the library. This tour will introduce you to the library's collections and services. The entire tour takes about 20 minutes. You'll be glad you did.



### [OneSearch](#)

Visit Meriam Library's new all-in-one, CSU-wide search interface.

### [Research Help](#)

Drop by the 2nd Floor of the Library during Reference Desk hours, contact your subject librarian for an appointment, email your question, or use the 24/7 chat reference service.

### [Interlibrary Loan](#)

Meriam Library doesn't have what you want? Create an Interlibrary Loan account to borrow books from other libraries or have articles digitally uploaded to your account.

### [Meriam Library News](#)

Get up-to-date information and news for all library users on the Library News page.

### **Table of Contents and Article Alerts**

Want to stay informed on what is being published in journals in your field or on a particular topic? Set up e-mail table of contents alerts and article notification services in databases of interest. For more information view the database help screens or contact your subject librarian.

## HOUSING SOURCES

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California State University, Chico is a residential campus. We offer university-owned housing on and off campus. We house a variety of students in our community; predominantly this includes first-time freshmen, some new transfer students and returning residents. Most post-baccalaureate students prefer arranging their own housing. Some new students do take advantage of the off-campus housing at University Village.

[University Village](#) is apartment-style with all the advantages and benefits of a residence hall combined with a more independent living arrangement, including a shared kitchen and dining room. Like the residence halls, University Village has a full-time professional residence community coordinator, an assistant residence community coordinator and 15 student Resident Advisors. University Village is a short one mile away from the main campus classroom buildings.

University Housing and Food Service has created an [Off-Campus Rental Housing Tools](#) web page to assist new students. We do not inspect, recommend, or guarantee any off-campus housing. This information is simply provided as a courtesy to new students unfamiliar with the Chico community.



## CHILD CARE

The Associated Students Child Development Lab (CDL) is the teaching/learning laboratory for CSU, Chico. CDL operates an early education and care program for student-parents, staff, faculty and the community.

For more information, visit their website at:

<https://as.csuchico.edu/index.php/child-development-lab-cdl/>.



Additional child care information may be found online via [First 5 California](#). You may also contact the Child Care Referral Network at 1-800-KIDS-793. The Network has agencies in every county in California. They provide free information on choosing child care, referrals to child care centers, and information on how to pay for child care.

## HEALTH SERVICES

The [WellCat Health Center](#) is an out-patient acute-care clinic staffed by physicians, nurse practitioners and physician assistants. They offer free non-emergency medical services to students including preventative care and immunizations. Medicine and medical supplies are available for purchase at reduced costs.



## **C**AMPUS RESOURCES

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### **[Academic Calendar](#)**

The Academic Calendar is a list of important dates and deadlines throughout the entire academic year.

### **[Financial Aid and Scholarship Office](#)**

**Student Services Center, Room 250**  
**(530) 898-6451**

The Financial Aid and Scholarship Office support students applying for state and federal financial aid. In addition, they administer the applications for University scholarships.

### **[Student Financial Services](#)**

**Student Services Center, Room 230**  
**(530) 898-5936**

Student Financial Services posts and collects student fee payments and disburses financial aid.

### **[Student Records and Registration](#)**

**Student Services Center, Room 110**  
**(530) 898-5142**

The Student Records & Registration Office maintains the accuracy of students' academic records. The office supports class registration for current and prior terms, processing of transcript requests, grade changes, and verifications of enrollment among many other things.

### **[Office of International Education](#)**

**Student Services Center, Room 440**

CSU, Chico is home to more than 550 international students representing more than 40 countries.

### **[Diversity Resource Guide](#)**

**Office of Diversity and Inclusion**  
**Kendall Hall 110**  
**(530) 898-4764**

Chico State, the Office of Diversity and Inclusion, Faculty and Staff are committed to fostering a climate that acknowledges and celebrates the differences that define us. The [Diversity Resource Guide](#) has a sample of the many campus and community resources available to all.

### **[Accessibility Resource Center](#)**

**Student Services Center 170**  
**(530) 898-5959**

The Accessibility Resource Center works with students, faculty, staff and the entire Chico community to ensure that everyone has access to all aspects of campus life.



### [Wildcat ID Cards](#)

**Meriam Library, Room 142**

**(530) 898-6119**

Use your ID card to check out library books, ride local buses for free, etc.

### [Parking Services](#)

**(530) 898-5555**

#### [Campus parking Maps](#)

These sites contain information on transportation, alternative transportation programs, parking permits and campus parking options.

### [Professional and Continuing Education](#)

**Center for Continuing Education**

**(530) 898-6105**

The Center for Regional and Continuing Education integrates distance and continuing education programs, accelerated academic sessions during the winter and summer, and coordinates adjunct enrollment for master's degree students.

### [University Police](#)

**Corner of W. 2<sup>nd</sup> and Chestnut Streets**

**(530) 898-5555**

The University Police provide some of the following services: emergency response, campus safety, bicycle licensing, lost and found property, parking enforcement, etc. Campus crime and security policies -- [Annual Security Report \(Clery\)](#)

### [WellCat Health Center](#)

**Warner Street**

**(530) 898-5241**

The WellCat Health Center is an out-patient acute-care clinic staffed by physicians, nurse practitioners and physician assistants. They offer free non-emergency medical services to students, including preventative care and immunizations.

### [Counseling Center](#)

**Student Services Center, Room 430**

**(530) 898-6345**

The Chico State Counseling Center offers free counseling service to all regularly enrolled students. If you need assistance with a personal problem that might be interfering with your academic progress and success, they are there to help YOU. The counseling staff is professionally trained with the experience needed to address your concerns, questions and feelings in a safe comfortable and supportive atmosphere.

### [Student Employment Office](#)

**Student Services Center, Room 270**

**(530) 898-5256**

The Student Employment Office assists students in finding on-campus jobs.

### [Career Center](#)

**Student Services Center, Room 270**

**(530) 898-5253**

The Career Center can help you search for internships, create a resume, search job announcements, or meet with a counselor to find the right career for you. The Career Center can assist you through all phases of career development to bridge the transition between the academic environment and the work world.

### [Chico State Wildcat Store](#)

**Bell Memorial Union (BMU)**

**(530) 898-5222**

The AS Bookstore offers textbooks, office supplies, computers and gifts. Link to store hours near the bottom of the page.

### [Student Conduct, Rights and Responsibilities](#)

**Kendall Hall 118**

**(530) 898-6897**

Mediates student complaints against faculty or other University representatives and investigates students' disciplinary violations in alignment with the campus Student Rights and Responsibilities policy.

### [Wildcat Recreation Center \(WREC\)](#)

**Cherry and 1<sup>st</sup> Street**

**(530) 898-4444**

[WREC Hours \(scroll to middle of page\)](#)

Opened in fall 2009, this new facility offers opportunities for fitness and recreation, including intramural sports.

### [Adventure Outings](#)

**Bell Memorial Union, Room 102**

**(530) 898-4011**

This office offers affordable recreation outings such as hiking, surfing, rafting, camping, and more with experienced guides.

### [Community Action Volunteers In Education \(CAVE\)](#)

**Bell Memorial Union, Room 309**

**(530) 898-5817**

Community Action Volunteers in Education -- CAVE is a student-led, non-profit volunteer organization offering more than 15 diverse volunteer programs throughout the greater Chico area.





### [Cross Cultural Leadership Center](#)

**Meriam Library, Room 172**

**(530) 898-4101**

The CCLC organizes events and programs on leadership development, cultural awareness, community education and constructive social change.

### [Student Life and Leadership](#)

**Student Services Center, Room 190**

**(530) 898-5396**

The Student Life and Leadership Office provide learning experiences for students outside the

classroom – getting involved with clubs and organizations – or start your own.

### [Student Learning Center \(SLC\)](#)

**Student Services Center, Room 340**

**(530) 898-6839**

Tutoring is available in many subjects. SLC also conducts workshops on time management, study skills, test taking, etc. The [Writing Center](#) can aid in understanding and meeting writing assignments. You may make an appointment with a Writing Assistant who can help you in the process of writing – getting ideas, starting to write and revisions. Drop-in tutoring is available on a limited basis.

### [English as a Second Language Resource Center](#)

**Arts and Humanities 206A**

**(530) 898-6744**

The ESL Resource Center provides tutoring services to non-native English speakers who seek to improve their spoken and written English proficiency. Tutors can help with writing, grammar, pronunciation, oral presentations and reading.

### [IT Support Services](#)

**Meriam Library Room 142**

**(530) 898-4357 (HELP)**

IT Support Services assists students with Portal accounts, campus email, online course registration, basic computer applications, wireless set up, etc.

### **Chico State Information Center**

**2<sup>nd</sup> Street at Normal Avenue**

**(530) 898-4636 (INFO)**

Located at the corner of 2<sup>nd</sup> and Normal Street, the Chico State Information Center can provide general campus information such as directions, maps, local Chico Community brochures and information, etc.

### [Campus Directory](#)

You may locate Faculty, Staff, Department and Student contact information here.

### [Campus Map](#)

### [Parking Map](#)

## **D**ISCLAIMER

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This booklet is intended to provide useful information that will be helpful to newly admitted graduate students. Information in this booklet should not be considered a substitute for reading the referenced University documents, which offer full and complete details on University policies.

## **C**ONTACT US

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Office of Graduate Studies  
Student Services Center, Room 460  
Phone (530) 898-6880  
Fax (530) 898-3342  
Website: <http://www.csuchico.edu/graduatestudies/>  
Email: [graduatestudies@csuchico.edu](mailto:graduatestudies@csuchico.edu)