

# CSUF | DIVISION OF Student Affairs

## Staff Onboarding Information



THE CALIFORNIA STATE UNIVERSITY

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Dear Colleague,

A very warm welcome to you! We are thrilled to have you as the newest addition to the Division of Student Affairs at California State University, Fullerton.

As members of a diverse campus community with more than 40,000 students, we have numerous opportunities to connect with and work alongside so many incredible individuals. The purpose of this document is to help you better understand our work, the campus structure, and other key elements that may make your transition into the Titan Family that much easier.

By the end of this packet, we hope that you come to a greater understand for the significance of our work and how you can be a valuable contributor to our mission of transforming the lives of our students.

Be well, be joyous!

Tonantzin Oseguera, Ed.D.  
Vice President  
Division of Student Affairs

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# Overview | University Leadership

## University President's Cabinet

The President's Cabinet leads and supports all aspects of administration, governance, development, planning, budgeting, legal matters, human resources, and strategic initiatives for the university. Below is a list of Cabinet members:

- » President
- » Chief of Staff
- » University Counsel
- » Vice President for Administration and Finance/CFO
- » Vice President for Information Technology and Chief Information Officer
- » Vice President for Human Resources, Diversity and Inclusion
- » Vice President for Student Affairs
- » Vice President for University Advancement
- » Provost and Vice President for Academic Affairs

## Vice President for Student Affairs' Cabinet

The Vice President for Student Affairs' Cabinet leads and supports aspects of admission, financial aid, community engagement, outreach and orientation, career development, diversity, equity and inclusion (DEI) initiatives, identity development, transfer and adult re-entry support, scholars programs, student government, student clubs and organizations, operations, planning, budgeting, and more. Below is a list of Cabinet members:

- » Vice President for Student Affairs
- » Chief of Operations
- » Associate Vice President for Engagement and Well-Being
- » Associate Vice President for College Access and Career Pathways
- » Associate Vice President for Identity and Belonging
- » Assistant Vice President of Resource, Budget, and Planning
- » Director of Titan Athletics
- » Executive Director of Associated Students, Inc.
- » Executive Assistant to the Vice President for Student Affairs

Visit [president.fullerton.edu](https://president.fullerton.edu) and [fullerton.edu/students](https://fullerton.edu/students) for current leadership bios



# About | Division of Student Affairs

## Our Purpose

The purpose of the Division of Student Affairs is to transform the lives of our students academically, personally and professionally, equipping all with the knowledge and skills required for success at Cal State Fullerton and beyond degree completion.

## Our Values

All that we do and the decisions we make are rooted in the following values:

- » Student-Centered
- » Integrity
- » Diversity
- » Collaboration
- » Excellence

## Overview

The Division of Student Affairs is made up of more than 450+ employees across 50+ departments. These departments comprise the following service areas:

- » Engagement and Well-Being
- » College Access and Career Pathways
- » Identity and Belonging
- » Associated Students, Inc.
- » Titan Athletics
- » Title IX





## About Engagement and Well-Being

The area of Engagement and Well-Being consists of departments dedicated to helping students navigate through their own challenges to be successful in their curricular and co-curricular activities. The area provides a personalized approach to supportive services to make certain students are able to enhance their personal and academic experiences. Each department strives to make a significant difference in a student's life and help them reach their potential at Cal State Fullerton and beyond.

## About College Access and Career Pathways

The area of College Access and Career Pathways consists of departments dedicated to building a pipeline of college success from outreach, admission, funding their education, community engagement, and career development.

## About Identity and Belonging

The area of Identity and Belonging consists of departments dedicated to the priorities of diversity, inclusion, supporting students in a meaningful way to give a sense of belonging and connectedness, which are essential for the persistence and graduation rates of students, aiming to empower Titans in the process of matriculation.

For more information on each area, please visit: [www.fullerton.edu/sa/students](http://www.fullerton.edu/sa/students)





## About Associated Students, Inc.

Associated Students, Inc. (ASI) provides for student governance, shared governance of the university, programming of student activities, funding of campus organizations and athletics, and the operation of a nationally accredited child development center.

ASI provides student development opportunities through leadership, volunteer, and employment experiences. In addition, ASI provides campus community members with important social, cultural, and recreational opportunities. As an auxiliary organization, ASI does not receive any funding from state sources.

For more information, please visit:  
[asi.fullerton.edu](http://asi.fullerton.edu)

## About Titan Athletics

From humble beginnings and with modest resources, the Titans have achieved successes that are the envy of many older and larger universities across the country. The Titans have won 12 national team championships in seven sports and have produced hundreds of individual All-Americans, dozens of professional athletes, several Olympians and numerous national coach of the year award winners.

A National Collegiate Athletic Association Division I institution, Cal State Fullerton competes in the Big West Conference, sponsoring seven men's and 10 women's sports.

For more information, please visit:  
[www.fullertontitans.com](http://www.fullertontitans.com)

## About Title IX and Gender Equity

In order to make sure Cal State Fullerton is in compliance with Title IX, the Title IX and Gender Equity Office is responsible for ensuring that all programs and activities at Cal State Fullerton are free from sex and gender-based discrimination. This applies to all academic, educational, extracurricular, and athletic activities (both on and off campus).

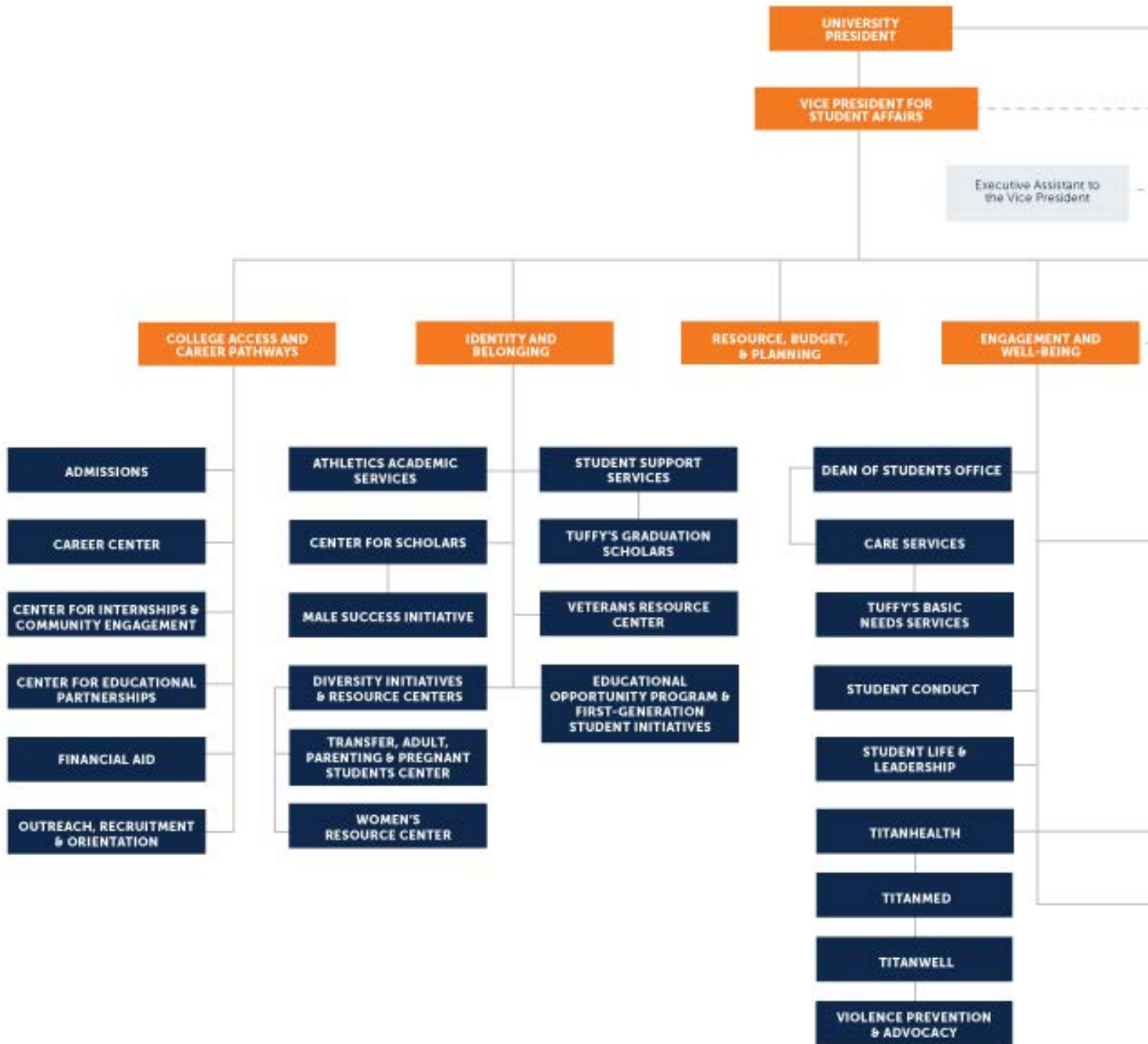
For more information, please visit:  
[www.fullerton.edu/titleix](http://www.fullerton.edu/titleix)







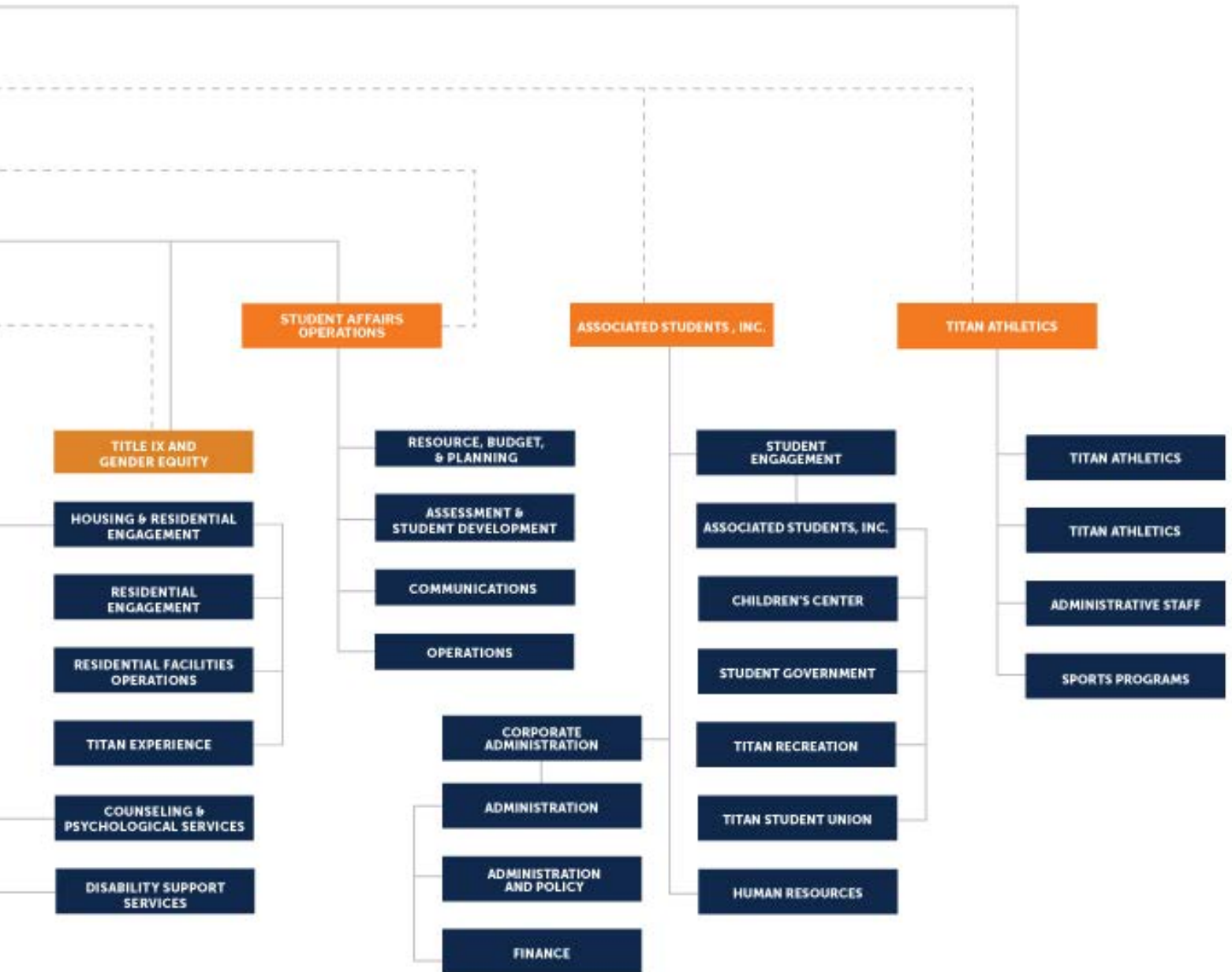
# Organizational Chart | SA



\*We recommend that you view both pages simultaneously to obtain a better perspective of the organizational chart. In the Adobe Acrobat file menu, select "View" -> "Page Display" -> "Two Page View".

\*\*Visit [fullerton.edu/students](http://fullerton.edu/students) for an [organizational chart](#) complete with staff names.





# Contact List | Student Affairs

Department	Ext.	Website	Location
Office of the Vice President for Student Affairs	x3221	fullerton.edu/sa	LH 805
Academic Appeals	x3221	fullerton.edu/academicappeals	LH 805
Athletics Academic Services	x3057	fullertontitans.com/athletics/academics	LH 209
Career Center	x3121	fullerton.edu/career	LH 208
Center for Internships and Community Engagement (CICE)	x3746	fullerton.edu/cice	LH 206
Center for Scholars	x3458	fullerton.edu/scholars	PLS 170
<ul style="list-style-type: none"> <li>• Abrego Future Scholars</li> <li>• Foster Youth Student Support</li> <li>• Guardian Scholars</li> <li>• Male Success Initiative – Fullerton</li> <li>• My Future Pathways Scholars</li> <li>• Nicholas Academic Scholars</li> <li>• President’s Scholars</li> </ul>	x4870	fullerton.edu/msi	
Counseling and Psychological Services	x3040	fullerton.edu/caps	SHCC E 116
Dean of Students	x3211	fullerton.edu/deanofstudents	TSU 243
Disability Support Services	x3112	fullerton.edu/dss	GH 101
Diversity Initiatives and Resource Centers	x4391	fullerton.edu/dirc	PLS 180
<ul style="list-style-type: none"> <li>• African American Resource Center</li> <li>• Asian Pacific American Resource Center</li> <li>• Latinx Resource Center</li> <li>• LGBTQ Resource Center</li> <li>• Native American and Indigenous Student Services</li> <li>• Southwest Asian and North African Center</li> <li>• Titan Dreamers Resource Center</li> <li>• Women’s Resource Center</li> </ul>	x3230 x3742 x2537 x4218  x3234	fullerton.edu/aarc fullerton.edu/aparc fullerton.edu/lcrc fullerton.edu/lgbtq  fullerton.edu/tdrc	
Educational Opportunity Program	x2288	fullerton.edu/eop	GH 231



Department	Ext.	Website	Location
Educational Partnerships • GEAR UP • Educational Talent Search • Upward Bound	x3943 x7783 x8545 x3254	fullerton.edu/partnerships	TH 1220
Housing and Residential Engagement	x2168	fullerton.edu/housing	HA
Office of Financial Aid	x3125	fullerton.edu/financialaid	GH 146
Outreach, Recruitment and Orientation	x2086	fullerton.edu/oro	THALL 1203
TitanHEALTH • TitanMED • TitanWELL • Sexual Violence Prevention & Advocacy Services	x2800 x2800 x4370 x3220	fullerton.edu/studentwellness	SHCC West
Student Life & Leadership	x7622	fullerton.edu/sll	TSU 234
Transfer, Adult Re-entry, Parenting & Pregnant Student Center	x3928	fullerton.edu/tapp	GH 205
Veterans Resource Center	x8660	fullerton.edu/veterans	GH 230
<b>Auxiliary Services</b>			
Associated Students, Inc.	x2468	asi.fullerton.edu	TSU 2017
Intercollegiate Athletics	x2777	fullertontitans.com	Titan House

HA Housing Administration  
 LH Langsdorf Hall  
 PLN Pollack Library North  
 PLS Pollack Library South  
 SHCC Student Health and Counseling Center  
 TSU Titan Student Union  
 GH Gordon Hall

# Acronyms | Student Affairs

Acronym	Meaning	*Notes
ASI	Associated Students, Inc.	
ASI L&PD	ASI Leadership & Program Development	*ASI office overseeing ICC programs and funding
ASIP	ASI Productions	
AICA	Association of Intercultural Awareness	*ASI cultural programming/funding board
CAPS	Counseling & Psychological Services	
DOS	Dean of Students Office	
BIT	Behavioral Intervention Team	
DIRC	Diversity Initiatives & Resource Centers	
AARC	African American Resource Center	
APARC	Asian Pacific American Resource Center	
LCRC	Latinx Resource Center	
LGBTQRC	Lesbian, Gay, Bisexual, Transgender, Queer Resource Center	
NAISS	Native American and Indigenous Student Services	
TDRC	Titan Dreamers Resource Center	
SWANA	Southwest Asian and North African	
WRC	Women's Resource Center	
DITC	Department IT Coordinator	
DSS	Disability Support Services	
HRE	Housing & Residential Engagement	
HRDI	Division of Human Resources, Diversity and Inclusion	
MSHE	Master of Science in Higher Education	
MSI	Male Success Initiative-Fullerton	
ORO	Outreach, Recruitment & Orientation	
SLL	Student Life & Leadership	
CSICC	Community Service InterClub Council	*Advised by CSLP Coordinator
CSLP	Community Service & Leadership Programs	



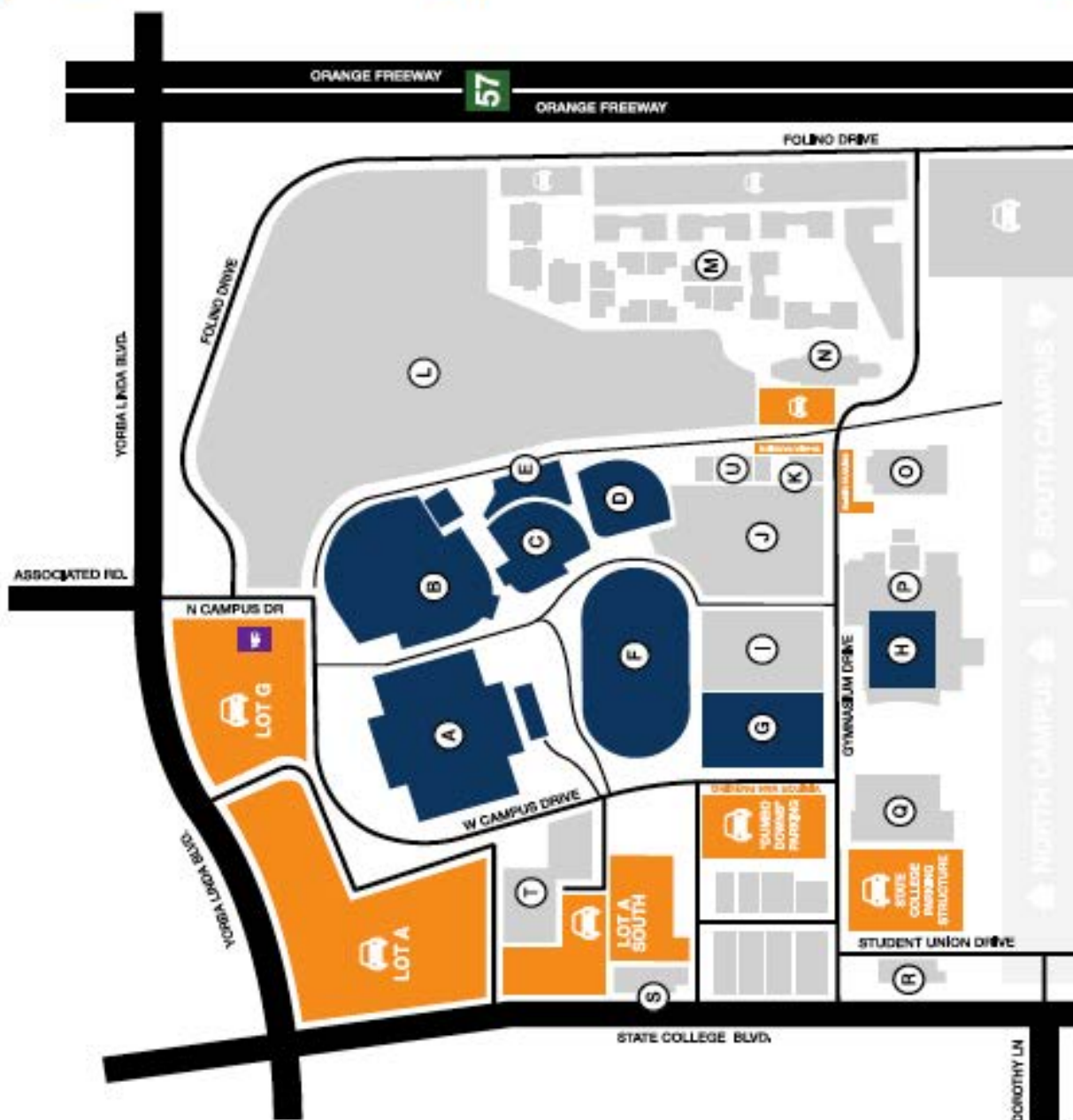
Acronym	Meaning	*Notes
ELR	Emerging Leaders Retreat	
EMS	Event Management System	*System hosted by ASI that SLL utilizes to reserve and manage outdoor spaces
ICC	InterClub Councils	
AICC	Arts InterClub Council	
BICC	Business InterClub Council	
CICC	Communications InterClub Council	
EICC	Education InterClub Council	
HSSICC	Humanities & Social Sciences ICC	
HHDICC	Health & Human Development ICC	
NSMICC	Natural Sciences & Mathematics ICC	
FSL	Fraternity & Sorority Life	
IFC	Interfraternity Council	*National and international fraternities
MGC	Multicultural Greek Council	*National, regional, and local fraternities and sororities
NPHC	National Pan-Hellenic Council	*Historically Black/African-American fraternities and sororities also known as the Divine 9
PHC	Panhellenic Council	*National and international sororities
SC	Sports Clubs	
SCICC	Sports Clubs InterClub Council	
SLI	Student Leadership Institute	
TAPP	Transfer, Adult Re-entry, Parenting & Pregnant	
TSU	Titan Student Union	
UA	Division of University Advancement	
UCC	University Conference Center	
VPSA	Office of the Vice President for Student Affairs	
VRC	Veterans Resource Center	



- AD** Admissions Office
- AF** Anderson Field
- ASC** Auxiliary Services Center
- B** Bookstore/ Titan Shop
- CC** Children's Center
- CJ** Carl's Jr.
- CP** College Park
- CPAC** Clayes Performing Arts Center
- CS** Computer Science
- CY** Corporation Yard
- DBH** Dan Black Hall
- E** Engineering
- EC** Education-Classroom
- ENPS** Eastside North Parking Structure
- ESPS** Eastside South Parking Structure
- GAH** Golleher Alumni House
- GAS** Gastronome
- GC** Greenhouse Complex
- GF** Goodwin Field
- GH** Gordon Hall
- H** Humanities/ Social Sciences
- HRE** Housing & Residential Engagement
- KHS** Kinesiology & Health Sciences
- LH** Langsdorf Hall
- MC** Modular Complex
- MH** McCarthy Hall
- MS** Military Science
- NPS** Nutwood Parking Structure
- P** Parking & Transportation Office
- PL** Pollak Library
- RG** Ruby Gerontology Center
- RH** Residence Halls
- SCPS** State College Parking Structure
- SGMH** Steven G. Mihaylo Hall
- SHCC** Student Health & Counseling Center
- SRC** Student Recreation Center
- T** Titan House
- TG** Titan Gymnasium
- TH** Titan Hall
- TS** Titan Stadium
- TSC** Titan Sports Complex
- TSF** Titan Softball Field
- TSU** Titan Student Union
- TTC** Titan Tennis Courts
- TTF** Titan Track & Field
- UP** University Police
- VA** Visual Arts Center



# CAL STATE FULLERTON ATHLETICS MAP



## ATHLETIC FACILITIES

- A Titan Stadium (Soccer)
- B Goodwin Field (Baseball)
- C Anderson Family Field (Softball)
- D Softball Complex Field 2
- E Golf Practice Facility
- F Titan Track Complex
- G Titan Courts (Tennis)
- H Titan Gym (Basketball/Volleyball)

## PARKING

## CAMPUS LOCATIONS

- I Intermental Field West
- J Intermental Field East
- K Titan House (Athletic Ticket Office)
- L Fullerton Arboretum
- M Student Housing
- N Ruby Gerontology Center
- O Student Health Center
- P Kinesiology & Health Science Bldg.
- Q Student Recreation Center
- R CSF Police Department
- S Parking and Transportation
- T Children's Center
- U ROTC Buildings

## VISITOR INFORMATION



# Resources | Jobs & Communications

## Where can I learn more about employment opportunities for students, staff and faculty?

- » Human Resources, Diversity and Inclusion  
[hr.fullerton.edu/jobs](http://hr.fullerton.edu/jobs)
- » Career Center  
[www.fullerton.edu/career/students/jobs-internships/](http://www.fullerton.edu/career/students/jobs-internships/)  
The Career Center is committed to engage, educate, and empower students by providing high-quality services in career development, planning and preparation, experiential learning, job and graduate or professional school attainment.
- » The Center for Internships & Community Engagement  
[www.fullerton.edu/cice](http://www.fullerton.edu/cice)  
CICE creates cooperative linkages between higher education, community organizations and professional offices and strives to create high quality, community-based experiences that benefit students, partner sites, and communities.
- » Associated Students, Inc.  
[asi.fullerton.edu/about#Employment](http://asi.fullerton.edu/about#Employment)
- » Titan Athletics  
[www.fullertontitans.com/athletics/employment](http://www.fullertontitans.com/athletics/employment)

## What resources are available to communicate across our campus community?

Our campus has numerous communications channels to connect with various target audiences. To follow are a few well-known communication channels and departments:

- » Flyers, Posters & Banners  
Registered campus departments may post flyers, posters, and banners at approved campus locations. However, they must first be preapproved by Student Life & Leadership. For more information, please visit TitanLink or [www.fullerton.edu/sll](http://www.fullerton.edu/sll).
- » Email Communication  
VP@fullerton.edu is an email account reserved for Division of Student Affairs email announcements and campus-wide email announcements. If you would like to distribute information related to your department, please submit a formatted email announcement to your supervisor to be reviewed and approved. The email will then be reviewed by the Chief of Operations for final approval. Once all parties have reviewed, the message will be disseminated to the appropriate distribution list.

Please note: Only one memo will typically be sent per day via [vp@fullerton.edu](mailto:vp@fullerton.edu).

- » University Branding/ Communication  
[brand.fullerton.edu](http://brand.fullerton.edu)  
Strategic Communications, a department within the Division of University Advancement, is responsible for oversight of communications practices at CSUF.
- » Associated Students, Inc.  
[asi.fullerton.edu/services](http://asi.fullerton.edu/services)  
For digital banner requests on digital boards within the Titan Student Union and/or the Student Recreation Center.
- » Titan Athletics  
For marketing and promotional inquiries with Titan Athletics, please email [athleticsmktg@fullerton.edu](mailto:athleticsmktg@fullerton.edu).

# Resources | Technology

## IT Service Requests

[www.fullerton.edu/it](http://www.fullerton.edu/it)

Below is a quick roundup of potential questions you may have as it pertains to technology at Cal State Fullerton. Additionally, there is a link to a comprehensive guide produced by the Division of Information Technology that you can review.

## Faculty & Staff Software

The Division of Information Technology offers a variety of free software for active faculty and staff. The software titles are available for employees to download for campus, home, or cloud use. Learn more at [fullerton.edu/it/services/software](http://fullerton.edu/it/services/software).

## Frequently Asked Questions

**What technological equipment do I qualify for?**

Full-time Staff are qualified for a Desktop

Full-time MPPs are qualified for 2 packages: Desktop, a Laptop and an iPad (4G/LTE model) or 27" Monitor, a Laptop and an iPad (4G/LTE model)

Part-time Staff are qualified for a Desktop only

Temporary hires, consultants, and retired annuitants only qualify under special circumstances.

**Who has the ability to request technological equipment?**

Department IT Coordinators (DITCs) can request technology equipment for you.

**How do I get access to the IT Service Catalog Request Forms?**

All authorized DITCs have access to the IT Service Catalog Request Forms upon completion of the IT Service Catalog Request Form training. Please contact your supervisor for more information.

**What's the difference between a campus email account and a login account?**

Login account = Can log on to campus computers and the campus portal using a faculty/staff username (i.e. larthur, zzjpendray, ittraining). There is no associated email address.

Email account = Can log on to campus computers and the campus portal using a faculty/staff username (i.e. larthur, zzjpendray, ittraining). Can send/receive emails from a campus faculty/staff email address (i.e. larthur@fullerton.edu, zzjpendray@fullerton.edu, ittraining@fullerton.edu).

**What are ZZ Accounts?**

ZZ accounts are accounts that are created for student assistants and graduate assistants in order to provide them access to services on the faculty/staff portal. The zz account can be used to login account (i.e. zz-tuffy) or an email account (i.e. zz-tuffy@fullerton.edu). DITCs need to request zz accounts for student assistants using the Account Management forms.

**Do we have an IT network that is specific to the Division of Student Affairs to archive documents/information?**

While we do not have a centralized network, common practice across the University is to use an "@fullerton.edu" email account to create a Dropbox account. Check with your supervisor or with IT to learn more.

**How do I get in touch with the IT Help Desk?**

Phone: (657) 278-7777

Email: [ITHelpdesk@fullerton.edu](mailto:ITHelpdesk@fullerton.edu)

**How can I create a campus website for my department?**

Any division, college, department, and even faculty/staff can have a website hosted by the Campus. Depending on how your area runs that may mean faculty/staff pages are maintained in the main department office by support staff. CSUF IT works with everyone to find the best solution for their needs.

For more information, please visit [www.fullerton.edu/webservices](http://www.fullerton.edu/webservices).

**What is the Accessible Technology Initiative (ATI)?**

The CSU Accessible Technology Initiative (ATI) is the effort by the California State University (CSU) system to ensure that information and communication technology (ICT) is accessible to all students, faculty, staff, and the wider community. ICT includes websites, computer software and hardware, and multimedia such as video. For more information, visit [www.fullerton.edu/ati](http://www.fullerton.edu/ati).

# Resources | Campus

## CSUF Procurement Card Program

The Cal State Fullerton Procurement Card Program has been successfully operating for over 10 years. The cards currently in use provide a great convenience to faculty, staff and administrators in obtaining office supplies to support department operations as well as in facilitating business travel.

The Procurement Card Program represents an official delegation of purchasing authority. It is the responsibility of the Cardholder and Approving Official to ensure that all University policies and procedures have been followed for all expenditures charged to the Procurement Card.

For more information on if you may need to obtain a Procurement Card, please contact your supervisor or visit [adminfin.fullerton.edu/cp/services/ebusiness](http://adminfin.fullerton.edu/cp/services/ebusiness).

## Travel Operations

The mission of Travel Operations is to serve as a support function to meet the University's goals and objectives. The primary goal of Travel Operations is to provide for timely and accurate recording of University travel-related expenditures and to ensure that CSUF employees, vendors, and on-campus candidates are paid in a timely, accurate and efficient

manner consistent with the overall guidelines and regulations. For more information on travel, please contact your supervisor or visit [adminfin.fullerton.edu/finance/ap\\_travel](http://adminfin.fullerton.edu/finance/ap_travel).

## Approved Vendors

In order to use your Procurement Card with external vendors or companies, the entity must be approved by Cal State Fullerton. For more information, please contact your supervisor or visit [adminfin.fullerton.edu/cp/services/suppliers](http://adminfin.fullerton.edu/cp/services/suppliers).

## Additional Resources

### Annual Reports & Archives

Learn more about the Division of Student Affairs history: [fullerton.edu/sa/assessment/publications](http://fullerton.edu/sa/assessment/publications).

### Assessment

The Division of Student Affairs systematically collects data pertaining to student experiences in the co-curriculum. Student Affairs at CSUF is focused on the improvement of programs and services through student centered, intentional, and ongoing assessment. With student success as the guiding principle, Student Affairs advances holistic student learning and development by creating meaningful connections through educationally purposeful activities. More information can be found at [fullerton.edu/sa/assessment](http://fullerton.edu/sa/assessment).

## CSUF Campus Directory

Search the CSUF campus database to find contact information of colleagues: [apps.fullerton.edu/directory](http://apps.fullerton.edu/directory)

## CSUF Brand and Downloads

Learn more about the CSUF brand and services, and download templates and logos: [brand.fullerton.edu](http://brand.fullerton.edu)

## Social Media Directory

Engage with the CSUF community through social media platforms: [social.fullerton.edu/directory](http://social.fullerton.edu/directory)

## University Catalog

CSUF's interactive, fully online catalog contains a number of features to assist, including advanced search options, user-friendly navigation and a personal portfolio to store favorite programs and courses: [catalog.fullerton.edu](http://catalog.fullerton.edu)