
KEEPING RECORDS

In order to fulfill your responsibility for planning your education, you should assemble and keep up-to-date an academic portfolio containing the following:

- A list of courses you have taken so you can follow your progress toward your objectives.
- Transcripts from all schools you have attended and all letters and forms you have received from the Cal State L.A. Admissions Office.
- All Cal State L.A. grade reports.
- Test results from entrance exams, language exams, English and math proficiency and placement exams, and advanced placement exams.
- Copies of important communications to and from the University such as *change of major* and *academic petition* forms, your *graduation check*, and *receipts for all financial transactions*.
- Names and addresses of advisers, faculty references, and other people on campus with whom you have frequent contact.

QUARTERLY GRADE REPORTS

Students may view quarterly grade results approximately 5 working days after the last final examination is given for the term. Visit GET often (<https://get.calstatela.edu>) as this website will provide you with current academic information and will be the primary vehicle used by the University to communicate important information to assist you in reaching your academic goals. Grades may also be accessed by calling STAR, at (323) 223-2570.

The ONE CARD

Your Cal State L.A. student I.D.

Get it today and gain access to:

- | | |
|-------------------------------------|----------------------------------|
| *Debit feature for copying/printing | *The Workout Center |
| *Discounted movie/venue tickets | *ASI - student government voting |
| *Financial aid | *NIS account |
| *Career Center | *Discounts at the Luckman |

How do I get my One Card?

Pay the \$5.00 fee at the Cashier's Office, Administration 128. Visit the Golden Eagle Service Center to have your picture taken and card issued.

Lost/stolen card?

Notify the Golden Eagle Service Center and the Library so that your code that identifies you as the responsible individual for any library charges, can be cancelled. There is a \$5.00 replacement fee payable at the Cashier's Office.

Note: Your photo must be taken during the quarter for which you paid. The \$5.00 One Card fee is not transferable or refundable. For identification purposes, you must present an acceptable picture ID such as a valid CA driver's license, CA ID card, or passport. All Cal State L.A. students, faculty and staff must have a valid One Card and must carry their card at all times while on campus. The One Card is the property of Cal State L.A. and must be surrendered upon request by University authorities.

Golden Eagle Service Center

VISIT US !

2nd floor of the Golden Eagle, Room 220.1

Hours: Monday - Thursday: 8 am – 6 pm, Friday: 8 am – 5 pm

Phone: (323) 343-6800