

Department of Nursing

New Student Information Guide

University Application Information

Obtain an application by downloading a copy through www.csu.edu and locating the A-Z underneath the picture at the top of the university's homepage and clicking on the lettering. An alphabetical listing will open up. You will then be able to locate offices, departments, and majors by scrolling down to the first letter of the area you are trying to locate. i.e.: scroll down to "A", find Admissions and click on it. You may also choose to contact the Department of Admissions at 773/995-2513 and requesting an application be sent to you. Please remember to ask about deadline dates for admissions for the semester you are planning to attend. There is an application fee for processing your request. Please make sure you include this fee.

Freshmen Student Advisement Center Douglas Hall - 2nd fl suite "A"

When you have been officially accepted as a new student, contact Ms. Pamela Melendez directly at 773/821-2175 or phone the main number 773/821-2170. Ms. Melendez will assist you by assigning you a PIN # (Personal Identification Number) and going over the classes you should be registering for the current semester. Using your pin number, register your classes online. (IMPORTANT SEE VALIDATION BELOW).

Validation

To complete the success registration of your classes, please print a copy of the classes you just registered for and take the copy to the Financial Aid Office, Cook Administration – Room 207. You will receive a waiver from them, which you will then take to the Cashiers Office – ADM 211. The cashier will then give you a receipt. Please store your receipt in a safe place. Your classes will be dropped for non-payment if you do not get a receipt.

Student Identification Card

Please contact the Cougar 1 I.D. at 773/821-2447 to inquire about obtaining you (UID) university identification card. They are located in the (NAL) New Academic Library 1st floor rear in Room 143.

Student University E-mail Address

When you have received your letter of acceptance from the Department of Admissions, you should receive your CSU e-mail information in the mail in approximately 1 week. If you have not received your e-mail address by mail go to DH 122 (Help Desk) and ask for your student e-mail address or call 773/995-3963 for information about obtaining your e-mail. The University does not recognize private e-mail addresses.

University Placement/Entrance Exams

All incoming freshmen are required by the university to take a placement/entrance examination. If you have not been instructed to take the placement exam before you see your advisor, please inquire whether you need to take it.

You will need to obtain an examination schedule to check for day, dates and times the exam will be held during the semester you are to begin your courses. The Office of Examinations can be reached at 773/995-2481 to ask about the exam schedule for the current semester. Thank you for choosing Chicago State University and the Department of Nursing for your source of higher education.