

**CHICAGO STATE UNIVERSITY
ENROLLMENT SERVICES**

✓ Check List ✓

Now that you have been accepted to Chicago State University:

- If you have a disability please contact the **Abilities Office**, Cordell Reed Student Union Building, room 190.
- You must submit **immunization records** to the Wellness Center, Cook Administration Building, room 131. (Applicable if born after January 1, 1957) **Immunization form enclosed.**
- Please take your **assessment (placement) exam(s)** as soon as possible. Please read carefully the (**enclosed**) information from the Office of Examinations, Cook Administration Building, room 126.
- Have you applied for **financial aid**? If no, apply on-line at www.FAFSA.ed.gov or contact Office of Student Financial Aid, Cook Administration Building, room 207 or see your school counselor. If yes, go to the Office of Student Financial Aid and submit required documentation, i.e. Student Aid Report (SAR). **Check the e-mail address you used on the FAFSA application for financial aid updates and log on to www.csu.edu and click on CSU X-PRESS.**
- You will receive a transfer equivalency sheet upon receipt of all official transcripts. If you have questions please contact **Office of Evaluations**, Cook Administration Building, room 128.
- Have you seen your **academic advisor** * in your major department? If no, see reverse side of this page and contact your advisor.
- Do you have questions about your **mandatory health insurance**? If so, contact the Office of Student Health Insurance, Cordell Reed Student Union Building, room 247.
- If you are a **University College** student, please contact Ms. Candy Bennett in the Office of Academic Support, Cordell Reed Student Union Building, room 158.
- If you are interested in on-campus housing, contact the Residence Hall management at 773-995-4543.
- If you would like to view the **Class Schedule Bulletin**, log on to www.csu.edu, and click on class schedule for the term you are entering. (**Fall** available after **April 15th**; **Spring** available after **November 15th**)
- Do you have **additional questions or concerns**? Please contact Ms. Romi Lowe, Executive Director, Enrollment Services at 773-995-4445 or e-mail (r-low@csu.edu).

AFTER YOU ENROLL FOR CLASSES:

- Obtain a business receipt from the cashier (ADM-211) to validate your classes. If you need to make tuition payment arrangements, see the Bursar (ADM-213).
- Obtain your ID card in New Academic Library (NAL), room 428
- You will receive your e-mail address in the mail. For more information go to Douglas Hall, room 122.

<u>Offices</u>	<u>Cook Administration</u>	<u>Phone No.</u>	<u>E-Mail</u>
Enrollment Services	Room 210	773-995-4445	r-low@csu.edu
Admissions	Room 200	773-995-2513	ug-admissions@csu.edu
Wellness Center	Room 131	773-995-2010	csu-wellness@csu.edu
Examinations	Room 126	773-995-2481	examinations@csu.edu
Financial Aid	Room 207	773-995-2304	csu.finaid@csu.edu
Veterans Affairs	Room 207	773-995-3549	csu-veterans@csu.edu
Evaluations	Room 128	773-995-2520	m-butler@csu.edu
Cashiers	Room 211	773-995-2029	b-stewart@csu.edu
Registrar	Room 128	773-995-2517	csu-Registrar@csu.edu
	<u>Cordell Reed Student Union Building</u>		
Health Insurance	Room 247	773-995-4533	R-Giles@csu.edu
Abilities Office	Room 190	773-995-4401	thall26@csu.edu
University College	Room 158	773-995-4510	cv-bennett@csu.edu
	<u>New Academic Library</u>		
ID Card	Room 428	773-821-2447	tissanymarve@gmail.com
	<u>Residence Hall</u>		
Housing	Room 105	773-995-4543	dlaster@csu.edu
Front Desk (24 Hrs.)		773-821-2411	
	<u>Douglas Hall (Library)</u>		
E-mail address	Room 122	773-995-3963	helpdesk@csu.edu
International Program	Room 203	773-995-2582	oi@csu.edu

*See reverse side for Major Department Directory.