



CHICAGO STATE UNIVERSITY



Spring 2018 GENERAL INFORMATION

Classes begin January 8, 2018

Registration begins November 13, 2017



Spring 2018 CALENDAR • January 8 - May 11 REGULAR AND *SPECIAL SESSION

www.csu.edu REVISED 3/1/18

November 2017

November 13-30.....Advance online registration for Regular Session (16-Week), Intercession, and Special Session courses.
November 28.....**Cougar Start U** - Mandatory New Student Orientation.

December 2017

December 1 - January 5.....Regular online registration for Regular Session (16-Week), Intercession, and Special Session courses continue. Students may add/drop courses during this period. Payment must be received by **December 8, 2017**.
December 1.....First E-Bill posted for Spring 2018. **Subsequent E-Bills will be sent monthly**. For more information refer to the Spring 2018 General Information (published online).
December 1-13.....Spring 2018 Intercession course online registration period continues.
December 8.....Initial payment due for all Spring 2018 Sessions. Students must be validated (make a payment) by this date.
December 13.....Spring 2018 Intercession classes begin.
December 13.....Last day to register for Spring 2018 Intercession courses.
December 13 - January 6.....Spring 2018 Intercession course period begins (**Note**: In order to drop from an Intercession course, a drop form must be submitted within **two (2)** days from the start of the Intercession course to receive **100%** reversal charges.)
December 25-26.....**HOLIDAY: Christmas Holiday Observance- No Intercession classes; Campus closed.**
December 27.....Spring 2018 Intercession classes continue.

January 2018

January 1-2.....**HOLIDAY: New Year's Day Observance- No Intercession classes; Campus closed.**
January 2-5.....Online registration for Regular Session (16-Week) and Special Session courses continue.
January 2-9.....Late Registration/Change of Schedule period for the Regular Session (16-Week) courses. (**All first-time registrations processed on and after January 8 will incur a one-time \$100 late registration fee.** Payment due at the time of registration.)
January 3.....Final payment due date for Spring 2018 Intercession courses.
January 3-4.....Ventra CTA card distribution period (10am - 6pm).
January 3-6.....Spring 2018 Intercession classes continue.
January 3-6.....Enrollment Related Services: Wednesday–Thursday, January 3-4, 9am–7pm; Friday, January 5, 9am - 5pm and Saturday, January 6, 10am–2pm.
January 3-12.....Spring 2018 Book Voucher distribution period (*please view Bursar's website*).
January 6.....Last day for Spring 2018 Intercession classes.
January 8.....Regular Session (16-Week) Day and Evening Spring 2018 classes begin.
January 8-9.....Ventra CTA card distribution period (10am - 6pm).
January 8-13.....Spring 2018 1st drop for non-payment (all sessions). During the first week of classes, students enrolled in regular session without a payment posted to their student account may be dropped from all classes.
January 8-14.....Regular Session (16-Week) **Add/Drop** Period for **registered students only**. (**Note**: Students may **add** a class through Friday, January 12 until 5 p.m. in the Office of the Registrar. Students may **drop a class online** through January 14, 2018.)
January 10.....Final grades due for Spring 2018 Intercession courses. Faculty submits final grades for Spring 2018 Intercession courses via CSU X-Press.
January 15.....**HOLIDAY: Martin L. King – No classes; Campus closed.**
January 17.....Deadline for enrollment in, or waiving out of the mandatory student health insurance program for the Regular Session (16-Week) Spring 2018 term.
January 17.....Last day to submit non-attendance "WD" withdrawals to the Office of the Registrar for Regular Session (16-week) courses.
January 17.....Last day to drop a Regular Session (16-Week) courses online for **100%** reversal of tuition and refundable fees when registered for 15 hours or less or upon **complete withdrawal** from all courses. (**Note**: Students may not drop his/her last class online after **December 29, 2017**, refer to page 14 in Spring 2018 General Information for complete withdrawal.)
January 17-31.....Special Session online registration for (12-Week) courses continue. Students may **add/drop** courses online during this period. **Payment is due at time of registration.**
January 19.....Deadline to submit proof of required immunizations to Wellness/Health Center to avoid a \$25 non-compliance fee.
January 29 - February 3.....First academic warning submission period.
January 30.....Last day to **completely withdraw** from the **Regular Session** (16-week) and receive a 50% reversal of tuition and fees. **Note**: A 50% reversal of charges only applies to complete withdrawals.

***NOTE:** Students will not be able to drop the last class online resulting in a full withdrawal with zero (0) credit hours of enrollment after **December 29, 2017**. Students must request and complete the online "Complete Withdrawal Form" and submit via the Web to the Office of the Registrar (ADM 128) by the deadline. He/she must also participate in a short exit interview with Financial Aid prior to the processing of the complete withdrawal by the Registrar's Office. See page 14 of the Spring 2018 General Information (published online) for more information.

Failure to read information listed in Term (Semester) Information, catalogs and/or on the website does not negate adherence to required academic regulations.

Information related to tuition, fees, dates and course information is subject to change.

The most current version of the Spring 2018 Academic Calendar will be posted online at csu.edu/coursebulletin/acadcalendar.htm.

February 2018

- February 5-10.....**Spring 2018 2nd drop for non-payment (**all sessions**). During the first week of classes, students enrolled in regular session without a payment posted to their student account may be dropped from all classes.
- February 4-5.....**Special Session Online Registration / Change of Program Period continues. Student may **add/drop** courses online during this period. Payment is due at the time of registration.
- February 5.....****Special Session Day and Evening classes begin.**
- February 9.....**Deadline for enrollment in, or waiving out, of mandatory student health insurance program for the Special Session classes. **Note:** Students whose enrollment into Special Session courses brings them into full-time status (12 hours for undergraduates/9 hours for graduates/6 hours for doctoral) will be charged the mandatory health insurance fee. (*See page 18 in the Spring 2018 General Information.*)
- February 9.....**Deadline to submit approved graduate graduation applications and gapp forms to Graduate and Professional Studies Office (ADM 308) for May 2018 degree conferment. (*Students submitting applications after the February 9 deadline will not be eligible for participation in the Spring 2018 Commencement Ceremony and/or degree conferral. Check for special commencement announcements.*)
- February 10.....**Final payment due for Spring 2018 registration (*Regular and Special Session*).
- February 12.....**Last day to withdraw or completely withdraw from a Regular Session (16-Week) courses and receive a "W" on the transcript. For a complete withdrawal, please see instructions below*.
- February 12.....**Last day to drop a Special Session class online for **100%** reversal of tuition and refundable fees when registered for 15 hours or less or upon complete withdrawal from all courses. (**Note:** Students may not drop his/her last class online after **December 29, 2017**.) Please refer to page 14 for a complete withdrawal.
- February 12.....**Last day to submit a non-attendance "WD" withdrawal to the Office of the Registrar for Special Session 12-week courses.
- February 19.....****HOLIDAY: President's Day- No Classes; Campus closed.**
- February 20.....**Last day to completely withdraw from the Special Session (12-Week) and receive a **50%** reversal of tuition and fees. **Note:** 50% reversal of charges only apply to complete withdrawals.
- February 23.....**Deadline to schedule a meeting with your academic advisor to complete your degree audit for your Spring 2018 undergraduate graduation application.
- February 26.....**Last day to withdraw or completely withdraw from a 12-Week (Special Session) class and receive a "W" on the transcript. For a complete Withdrawal, please refer to page 14.
- February 26 - March 3.....**Second academic warning submission period.

March 2018

- March 1.....**Graduates – Deadline to submit approved dissertation to ProQuest (email Graduate and Professional Studies at graduateprograms@csu.edu for more information).
- March 19-24.....****Spring Recess - No classes.**
- March 23.....**Deadline to submit approved undergraduate graduation applications to Evaluation's Office (ADM 128) for May 2018 degree conferment. (*Students submitting applications after the March 23 deadline will not be eligible for participation in the Spring 2018 Commencement Ceremony and/or degree conferral. Check for special commencement announcements.*)
- March 26-31.....**Third academic warning submission period.

April 2018

- April 7.....**Graduates – Deadline to submit approved thesis to ProQuest (email Graduate and Professional Studies at graduateprograms@csu.edu for more information).
- April 13.....**Undergraduates – Deadline to submit an academic petition for extension of an existing Incomplete Grade Contracts for "I" grades received for Summer or Fall 2017 terms.
- April 13.....**Graduates – Deadline to submit an academic petition for extension of an existing Incomplete Grade Contracts for "I" grades received for the Spring 2017 term.
- April 16.....****Advance Registration for Summer and Fall 2018 begin.**
- April 28.....**Last day of class before final examination period.
- April 30 - May 5.....**Final examination period (see timetable in Spring 2018 General Information (*published online*) for more information).

May 2018

- May 8.....**Faculty deadline to submit final grades for Spring 2018 via CSU Express.
- May 8.....**Faculty deadline to submit an Incomplete Contract for an "I" grade for Spring 2018. (The contract form must be signed by the student, faculty and chairperson and submitted to the Office of the Registrar.)
- May 8.....**Faculty deadline to submit a change of grade form to the Office of the Registrar for removal of an Incomplete "I" grade issued in Summer and Fall 2017 for undergraduate and Spring 2017 for graduate students.
- May 10.....**Spring 2018 Commencement Ceremony.
- May 11.....**Spring 2018 term ends.
- After May 14.....**Spring 2018 grades are available on CSU X-Press.
- After May 14.....**Spring 2018 degree postings are available on CSU X-Press.

***NOTE:** Students will not be able to drop the last class online resulting in a full withdrawal with zero (0) credit hours of enrollment after **December 29, 2017**. Students must request and complete the online "Complete Withdrawal Form" and submit via the Web to the Office of the Registrar (ADM 128) by the deadline. He/she must also participate in a short exit interview with Financial Aid prior to the processing of the complete withdrawal by the Registrar's Office. See page 14 of the Spring 2018 General Information (*published online*) for more information.

Spring 2018 QUICK VIEW: Registration/Payment/Drop Dates

INTERSESSION COURSES			DECEMBER 13 – JANUARY 6	
Web Registration Dates	Initial Payment Due Date <i>See Note Below*</i>	100% Reversal of Charges Drop Date <i>See Note Below*</i>	Final Payment Due Date <i>See Note Below*</i>	Final Withdrawal Date (W on Transcript) <i>See Note Below*</i>
November 13–30	December 8, 2017	By 5pm on the 2nd day of the Intercession Course.	January 3	By 5pm on the 3rd day of the Intercession Course.
December 1-13* (Late Registration)	Upon Registration			
REGULAR SESSION (16-WEEK) COURSES			JANUARY 8 – MAY 11	
Web Registration Dates	Initial Payment Due Date <i>See Note Below*</i>	100% Reversal of Charges Drop Date <i>See Note Below*</i>	Final Payment Due Date <i>See Note Below*</i>	Final Withdrawal Date (W on Transcript) <i>See Note Below*</i>
November 13–January 1	December 8, 2017	January 17	February 10	February 12
January 2-9* (Late Registration)	Upon Registration			
*SPECIAL SESSION (12-WEEK) COURSES			FEBRUARY 5 – MAY 11	
Web Registration Dates	Initial Payment Due Date <i>See Note Below*</i>	100% Reversal of Charges Drop Date <i>See Note Below*</i>	Final Payment Due Date <i>See Note Below*</i>	Final Withdrawal Date (W on Transcript) <i>See Note Below*</i>
November 13–February 5	December 8, 2017	February 12	February 10	February 26
February 5* (Late Registration)	Upon Registration			

*NOTES:

- Failure to make payment arrangements by the Initial Payment Due dates above may result in being dropped from classes. Students must make a payment by this date or provide civil service waivers, third party vouchers, etc by this date.
- A final payment must be made by **February 10, 2018** to avoid a business hold, which prevents future registrations and late charge.
- **January 17, 2018** is the deadline to drop **ALL Regular Session courses** or reduce credit hour load with eligibility for **100%** reversal of charges.
- **January 30, 2018** is the deadline to **completely withdraw ALL** Regular Session courses with a grade of **W** on the transcript with eligibility for **50%** reversal of charges (if registered for Regular Session courses only).
- **February 12, 2018** is the deadline to withdraw from one or more Regular Session courses with a grade of **W** on transcript with eligibility for 0% reversal of charges.
- **February 12, 2018** is the deadline to drop **ALL Special Session courses** or reduce credit hour load with eligibility for **100%** reversal of charges (if registered for Special Session courses only).
- **February 20, 2018** is the deadline to **completely withdraw ALL** Special Session courses with a grade of **W** on the transcript with eligibility for **50%** reversal of charges (if registered for Regular Session courses only).
- **February 26, 2018** is the deadline to withdraw from one or more Special Session courses with a grade of **W** on transcript with eligibility for 0% reversal of charges.
- **Late registration period: \$100 Late Registration Fee** will be charged for any initial registrations made on or after **January 8, 2018** for the Regular Session.
- The University may limit the offering of Special Session course for Spring 2018 based on programs.

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QUICK REFERENCE GUIDE

DEPARTMENT BLDG/RMPH (773)

A

Academic AffairsADM 306..... 995-2410
Academic Support ServicesCRSU 158..... 995-4510
Accounting.....BHS 435 995-3979
Admissions.....ADM 208..... 995-2513
African-American Male Resource Center ..CRSU 150...821-2161
African-American Studies.....SCI 321 995-2186
Anthropology.....SCI 321 995-2186
Art & Design.....BHS 600 995-3984

B

Bilingual EducationED 321995-3932
Biology.....SCI 310995-2183
Board of Governors.....JDC 201.....995-2457
BookstoreBHS 102995-2323
BotanySCI 310995-2183
Bursar.....ADM 213 995-2470
Business Education.....ED 200B995-3807
Business Lab ProgramBHS 435995-3979

C

Cashier.....ADM 211 995-2029
Center for Teaching and
Research Excellence (CTRE).....LIB 318 995-2960
Chemistry.....SCI 309 995-2180
ChineseHWH 301 A. 995-2350
Communications Media (LIMS)ED 208..... 995-2598
Communications, Media Arts
& Theatre (CMAT)DH 116A 995-2280
Computer LabLIB first floor
Computer ScienceHWH 332..... 995-2104
Cougar Cash Card.....ADM 213..... 995-2470
Counseling CenterCRSU 190..... 995-2383
Counseling (COUN)/PsychologyHWH 328..... 995-2394
Criminal Justice.....HWH 329..... 995-2108
CSU Freshman ExperienceCRSU 158..... 995-4510

D

Disabled Student Services.....CRSU 190 ...995-2380

E

Early Childhood Education.....ED 321995-2391
Early Childhood Special Education..ED 321995-2391
EconomicsHWH 332995-2102
EducationED 309995-2215
Educational Leadership, Curriculum
& Foundation.....ED 319995-2086
Elementary EducationED 318995-2089
Emergencies.....O&M 210 995-2111
Engineering StudiesSCI 309 995-2180
EnglishSCI 320 995-2189
Enrollment ManagementADM 129..... 821-2158
Equal Employment Opportunity.....ADM 318..... 995-2462
Evaluations.....ADM 128 995-2520
Extension Courses/ServicesJDC 201 995-2571

DEPARTMENT BLDG/RMPH (773)

ExaminationsADM 126..... 995-2481

F

Family & Consumer SciencesED 200B..... 995-3807
Field PlacementED 322..... 995-2392
FinanceBHS 435 995-3978
Financial Aid.....ADM 207 ... 995-2304
Foreign Languages & LiteratureHWH 301A 995-2350
French.....HWH 301A 995-2350

G

GeographySCI 321995-2186
Global Engagement Office.....CRSU 268-A.995-2582
Graphic CommunicationsADM 130.....995-2013

H

Health InsuranceCRSU 268-0995-4533
Health & SafetyJDC 216.....995-2290
Health Information AdminBHS 610995-2552
Health, PE & RecreationJDC 216.....995-2290
Health SciencesDH 126995-2512
HistorySCI 321995-2186
Honors CollegeLIB 428995-4446
Housing & Residence LifeRH 105995-3676

I

Identification Card.....ADM 130 995-2013
Industrial TechnologyED 200B995-3807
Information Systems.....BHS 435995-3978
ItalianHWH 301 A.995-2350

L

Latino Resource Center.....CRSU 230A.995-2526
Library HoursLIB995-2341
Library, Information & Media StudiesED 208.....995-2598
Liberal StudiesSCI 321995-2484
Lost & FoundO&M 210995-2111

M

Marketing & Communications.....ADM 129.....821-4976
ManagementBHS 435995-3978
MarketingBHS 435995-3978
MathematicsHWH 332995-2104
Middle School Education.....ED 318995-2089
Military ScienceJDC 103.....995-2242
MusicHWH 331995-2155

N

NursingBHS 200A995-3992

O

Occupational TherapyDH 132995-2366
Options ProgramJDC 201.....995-4466

DEPARTMENT BLDG/RMPH (773)

P

Pharmacy.....DH 206821-2500
PhilosophySCI 315995-2192
Physical EducationJDC 216.....995-2290
Physical ScienceSCI 309995-2180
PhysicsSCI 309995-2180
PhysiologySCI 310995-2183
Political ScienceSCI 315995-2192
Pre-Engineering.....HWH 129995-2357
Pre-Med.....SCI 221995-3981
President's Office.....ADM 313.....995-2400
Provost's OfficeADM 306.....995-2410
PsychologyHWH 328995-2394
Public Health.....DH 126995-2512

R

Reading 1500 (Developmental)ED 309995-2215
ReadingED 319995-2086
Records & Registration.....ADM 128 995-2517
RecreationJDC 216.....995-2290
RegistrarADM 128.....995-2522

S

Social WorkSCI 116A.....995-2207
SociologySCI 321995-2186
SpanishHWH 301 A.995-2350
Special EducationED 319995-2086
Student AccountsADM 213.....995-2470
Student Activities.....CRSU 260995-2300
Student AffairsCRSU 268A995-2448
Student RecordsADM 128.....995-2517

T

Teacher CertificationED 203995-2519
Technology & EducationED 200B995-3807
Technology & Performance
Improvement StudiesED 200B995-3807
Transcripts.....ADM 128.....995-2461

U

University Without WallsJDC 201.....995-2455
University CollegeCRSU 158995-4510

V

Veterans AffairsADM 207995-3549

W

Wellness/Health Center.....ADM 131... 995-2010
Women's Resource CenterCRSU 203995-3666
Women's StudiesSCI 321995-2186

Z

ZoologySCI 310995-2183

4 *easy* STEPS TO REGISTER

You must be admitted to the University before you can register for classes.
Go to the Office of Admissions (ADM 208)

1 Select your classes with your academic advisor.

Degree-seeking students will receive a Registration Advising PIN to register on the Web during advisement. At-large students do not need a PIN to register.

2 Register for classes.

Log in to Cougar Connect to access CSU X-Press for Web registration at cougarconnect.csu.edu. See pages 8–9. View term balance online by visiting Cougar Connect and make payment to Cashier (ADM 211). See pages 18–19.

3 View account balance and make payment to secure classes.

IMPORTANT: *Classes may be dropped for non-payment. Securing (validating) your classes requires that you make a payment per the University guidelines.*

Students can make a payment online via a credit card by visiting afford.com and selecting "Make a Payment." Students with financial aid, tuition waivers or scholarships must make sure that all documentations are completed and submitted to the appropriate departments prior to July 23, 2018. Also you may make your initial down payment of \$644 if full-time or \$423 if part-time, to the Cashier (ADM 211) in person or by phone 773-995-2029.

4

Obtain or update
your ID card in
ADM 130.

Call 773-995-2013.

For more information refer to
page 17.

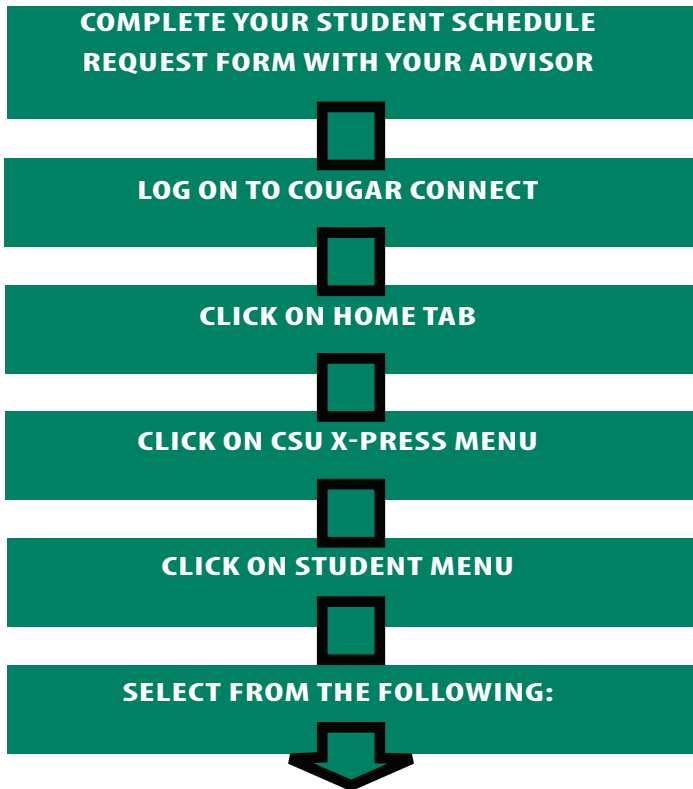
Instructions for CSU X-Press

WEB REGISTRATION

(csu.edu)

Tips for a Successful Web Registration

- Verify your eligibility to register (confirm admission, check for holds, etc.)
- If you have all the course reference numbers (CRN) for your courses, click on "Add/Drop Classes" even if this is the first time you are registering for the selected term. The system considers each class an "add," even if it is the first class registered for the term.
- You must click on **"submit classes"** to secure your selections.
- Scroll down to the bottom of the screen to check for registration errors. Your schedule is not final until you have corrected all registration errors.
- You are advised to print your final schedule and confirm your registration with your instructor at first class session.
- You must be officially registered to attend or participate in a CSU class. **For registration information contact the Registrar's Office.**
- Changes to course information may be made after the Schedule of Classes is published. Check CSU X-Press for the most up-to-date course information.



STUDENT SERVICES & FINANCIAL AID

REGISTRATION (RAP)

- Select term
- Read and agree to Registration Agreement terms
- Add/drop classes
- Look-up classes to add
- Change class option
- Student schedule by day and time
- Student detail schedule
- Complete your registration
- Check your registration status

STUDENT RECORDS

- View holds
- Final grades
- Grade detail
- Academic transcript
- Account summary by term
- Account summary

FINANCIAL AID

- Eligibility
- Overall status
- Award information
- Account summary by term
- Award by year
- Award payment schedule
- Award history
- Loan application history

PERSONAL INFORMATION

- Change your PIN
- Change your security question
- View/change address and phone numbers
- View emergency contact information

Personal Access Code

Your first access to the secure area login requires your User ID (your University Identification Number, UID) and your Personal Access Code, (PAC/PIN), which is your birth date in the format of MMDDYY. Example: May 7, 1950 will be 050750.

The system is programmed to request that you immediately change your PAC on your first entry. Your new PAC must be six (6) characters and can be letters, numerals or a combination. Examples: AZ1234 or 135790 or KLMNOP.

You will be prompted to create a security question and an answer upon your first entry. If you forget your PAC, click the "Forgot PAC" button. Keep your PAC confidential and change it if you believe it has been compromised.

Registration Advising Personal Identification Number (PIN)

To register online, you must have a current registration advising PIN. Degree-seeking students (undergraduate and graduate) will receive a PIN from their academic advisors during the advisement session. New PINs are assigned each term and expire at the end of the regular registration period. At-large students may not need a PIN to register online.

Computer Locations & Help

You can use your own computer, a local library computer or a computer in the University Library. Technical support for CSU X-Press registration is available from 9am–5pm, Monday through Friday at 773-995-3963 (IT Help Desk) or 773-995-2517 (Office of Records and Registration).

Fee Payment

Your fees must be received by the published deadline dates. If you are paying by check or credit card, please contact the Office of the Cashier at 773-995-2029 in ADM 211. Online credit card payments can be made by visiting afford.com and selecting "Make a Payment." Students should validate their registration by making a payment per University guidelines. Students should always request and obtain a receipt as proof of payment. Classes may be dropped for non-payment. **It is the student's responsibility to drop or withdraw from classes.**

Holds

You will not be able to register if there is a hold (academic or financial) placed on your record. Contact the appropriate office prior to your registration to clear your hold. Most offices are open Monday through Wednesday and Friday 8:30am to 5pm, and Thursday 8:30am to 7pm.

Holds can be placed by:

Bursar for balance due
Examinations exam(s) or courses required
Registrar dropped for poor scholarship
Wellness Center for lack of immunization/records

(Refer to page 17 for additional information on holds.)

Course Information

Changes to course information may be made after the Schedule of Classes is published. CSU X-Press has the most up-to-date course information. Review your schedule of registered courses on CSU X-Press for any changes before attending class.

Registration Information

PRIORITY REGISTRATION DAYS ARE DETERMINED BY YOUR CLASSIFICATION CODE

CLASSIFICATION.....	CODES	HOURS EARNED
First-term freshman.....	(1)	0–14
Second-term freshman	(2)	15–29
First-term sophomore.....	(3)	30–44
Second-term sophomore.....	(4)	45–59
First-term junior.....	(5)	60–74
Second-term junior	(6)	75–89
First-term senior.....	(7)	90–104
Second-term senior	(8)	105–119
Senior 120+ hours	(9)	120+
Second bachelor's degree	(J)	120+
Student-at-large	(S)	
Graduate	(GR)	
Doctoral	(DR)	
Professional	(PR)	

Web Registration

Web online registration will be available beginning November 13 for all Spring Sessions. Web registration will end on **January 9, 2018 for the Regular Session and **February 5, 2018** for Special Session*.**

You must be advised and use your **Spring 2018** PIN to register. *Students are strongly advised to make an appointment with their advisors.*

All students who register between November 13 through December 8, 2017 must validate their classes by **December 8, 2017** with one of the following payment options:

- Financial Aid Memo
- TMS installment plan for remaining account balance
- Bursar Office Third-Party Authorization Memo
- Initial monetary down payment
- Quick Pay payment receipt

* The University may limit the offering of Special Session course for Spring 2018 based on programs.

Students registering after December 8, 2017 must validate their classes upon registration using one of the payment options named above.

The Spring 2018 Web registration schedule is as follows:

Advance/Priority Registration/Change of Schedule

Beginning November 13, 2017 (online)

PRIORITY REGISTRATION DATES CLASSIFICATION

November 13 Doctoral, Professional, Graduate,
 Certification, Seniors, Athletes, Honors
 College, Veterans & Second Bachelor's
 November 16 Juniors
 November 18 Sophomores
 November 21 Freshmen & Students-at-Large

Spring 2018 REGISTRATION (Regular Session) csu.edu

Hours for Registration: 8:30am – 10pm

November 13–January 9 (*Regular Session*)

November 13–February 5 (*Special Session*)

January 8–9 (*Late Registration for Regular Session*)

PRIORITY WEB

REGISTRATION SCHEDULE BEGINS:

Professional (PR)	November 13
Doctoral (DR)	November 13
Graduate (GR)	November 13
Second Bachelors & Certification	November 13
Honors College (HR)	November 13
Veterans	November 13

Seniors (7, 8, 9)	November 13
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Juniors (5, 6)	November 16
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Sophomores (3, 4)	November 18
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Freshmen (1, 2) & Student-At-Large	November 21
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**Don't forget
 to see your
 advisor early!**

Regular Web Registration/Change of Schedule Period

November 13 - January 2 (online): Regular Session

November 13 - February 1 (online): Special Session

Late Registration/Change of Schedule Period

January 3-9 (online): Regular Session

February 1 (online): Special Session

ADD/DROP Period

January 11–18: Regular Session

(Exclusive to students who register by **January 9, 2018**)

1. A registered student will be permitted to add a class(es) via a change of schedule form in the Office of the Registrar through January 12, 2018 until 5:00pm.

2. All registered students will be permitted to drop a regular session course online through January 17, 2018 for a 100% reversal of charges.

NOTE: You will not be allowed to drop your last class online, resulting in zero hours of enrollment after **December 29, 2017**. For more information please refer to "Complete Withdrawals" on page 14.

How to Register

Spring 2018 registration will be done via CSU X-Press only.

STEPS 1–10: Instructions for Online Registration

- 1.** Contact your academic advisor for advisement on course registration and to obtain your current registration advising PIN.
- 2.** On the Chicago State University home page, csu.edu, click "Cougar Connect."
- 3.** Log in using your CSU email username and password. Then click the "Home" tab.
- 4.** Click "CSU X-Press Menu," "Student Menu," and then "Registration Agreement". **It is the student's responsibility to review the Terms of Agreement prior to accepting.**
- 5.** Click "Term Selection" and select correct term i.e., Spring 2018. Click "Submit."
- 6.** Click "Add/Drop Classes." You will be prompted to enter an Alternate PIN. Type in the six-digit registration advising PIN number that was given by your advisor.
- 7.** Scroll down. Type in one five-digit course reference number (CRN) in each box for each course in which you wish to enroll. After you have typed a CRN for each course, click "Submit Changes."
- 8.** Your courses will appear.
 - Check to see if the subjects, course numbers and sections are correct. If all of the classes for which you submitted CRNs do not appear, scroll down for error messages. (*Correct course time conflicts or closed class issues by typing in another section of the course.*)
 - Depending upon the error message, you may have to go back to your advisor.
 - Click "Submit Changes" again.
 - Check to make sure all information is correct and there are no error messages.
 - If there are no errors, scroll down to the bottom of the page and click "Complete Your Registration."
 - Scroll down to view your charges. Print this page for your records.
 - If there are no charges on the page, you did not register successfully.
 - Go back to "Add/Drop Classes" and try again.

Scroll down to the bottom of the page and click "Detail Schedule" and print this page for your records.
- 9.** If you are paying by MasterCard®, VISA®, Discover® Card or check, you can call the Cashier's Office at 773-995-2029 to pay by phone. Or pay online by visiting afford.com
- 10.** If you plan to pay with cash, your payment must be received in the Cashier's Office before the deadline date noted on the Web or published in the General Information document.

NOTE: Errors in registration transactions made using CSU X-Press are the student's responsibility. Do not give anyone your CSU email password.

Instructions for Dropping Classes on the Web

- Follow instructions 1–5 for online registration.
- On the "Add/Drop Classes" page, click on the arrow under "Action" next to the course you wish to drop. The word NONE will be next to the arrow.
- Click "Drop Web."
- Do this for each course you wish to drop.
- If you wish to add a class to replace the class you are dropping, type in the five-digit Course Reference Number (CRN) of the course you wish to add in one of the boxes at the bottom of the screen and click "Submit Changes."
- Check for error messages.
- If you have errors, click "Submit Changes" again and then type in another CRN.
- After you have selected your courses with no error messages, click "Complete Your Registration" at the bottom of the page.

NOTES:

(1) **You will not be allowed to drop your last class online (resulting in zero hours of enrollment after December 29, 2017.)** For more information, about "Complete Withdrawals" see page 14.

(2) **F-1 international students are REQUIRED to receive authorization from the Global Engagement Office's designated school official BEFORE dropping a course that will reduce the F-1 student's credit hour load below 12 semester hours.**

(3) **Student athletes are REQUIRED to receive authorization from the Director of Athletics or designee and the Eligibility Coordinator BEFORE dropping a course that will reduce the student's credit hour load below 12 semester hours.**

Please see the Spring 2018 calendar for the last day to add/drop a class (page 2).

Undergraduate and Graduate Students

Continuing Students

(Those who have attended at least one term since Spring 2016)

Currently enrolled students who have been accepted as candidates for the bachelor's/graduate degree will receive a Spring 2018 RAP (registration advising PIN) during their advisement session.

New Students

If you have never attended Chicago State University and you are seeking a degree, you must be admitted into a degree program. To apply, contact the Undergraduate Admissions Office located in ADM 208 or Graduate Admissions Office located in ADM 200. After admission to CSU, the student should contact their academic advisor. The advisor will provide the Spring 2018 RAP (registration advising PIN) to access the CSU X-Press registration system.

Returning Students

Undergraduate students who have not attended since the Spring 2016, and who were in good standing their last term must file an application for readmission in the Office of the Registrar, ADM 128. Students must

submit transcripts covering all college courses completed since withdrawal from Chicago State University.

Undergraduate students who were dismissed from the University, or who were not in good academic standing at the time of withdrawal should submit an academic petition form for reinstatement to the Office of the Registrar. Students seeking reinstatement must submit transcripts covering all college course work completed since withdrawal. The petition for reinstatement must be approved and processed prior to registration. **Spring 2018 deadline for submission is November 15, 2018.**

Master's degree candidates in good academic standing, who have not exceeded the time limit to complete the degree and who have not registered since the Spring 2016, must file an application for readmission with the Office of Admissions (ADM 200), and obtain re-entry approval from the academic department supervising the degree program. Graduate students who have exceeded the time limit for completing the degree must petition the Council of Graduate and Professional Studies at CSU for re-entry into their program. The Council of Graduate and Professional Studies normally meets the second Tuesday of each month.

You must be advised before you register. Your advisor will give you a Spring RAP (registration advising PIN) for use with the CSU X-Press Web registration. See the Quick Reference Guide for a list of departments on page 6.

Undergraduate Students-at-Large (USAL/USUM)

A student who has not been admitted to degree status at CSU may enroll for Spring session courses on a non-degree basis as an at-large student. To apply as an at-large-student the undergraduate must complete a one-page application form available online at <http://www.csu.edu/admissions/documents/UndergradAtLargeApplication.pdf> and submit to the Office of Admissions located in ADM 208. The student must submit official transcripts to show evidence of good academic standing at the current or last attended college or university. At-large students are eligible to register online through the CSU X-Press Web registration system without a registration advising PIN (RAP). However, written permission is required for at-large students to enroll in undergraduate courses that have a prerequisite requirement.

Graduate Students-at-Large (GSAL/GSUM)

Graduate students-at-large must complete the one-page application form available online at csu.edu/graduateschool/gradadmissions/graduateforms.htm and submit the application with proof of a Bachelor's degree to the Office of Admissions, ADM 200, 773-995-2404. The Office of Admissions will provide registration information. Graduate students-at-large are eligible to register online through the CSU X-Press Web registration system without a registration advising PIN (RAP) in most cases. However, special permission is required for at-large students to enroll in any 5000-level or higher graduate course. Students registering online must obtain academic departmental approval prior to attempting to register for these or any other restricted course.

Students should not attempt to register for two different sessions of the same course. If additional work is desired in a variable credit course, students should talk with the department chairperson.

TEACHER CERTIFICATION

If you plan to enroll for courses to achieve initial teacher certification and you have been evaluated by the Chicago Board of Education or the State of Illinois, present your deficiency statement at the College of Education Office of Teacher Certification. For more information, call 773-995-2519. All College of Education requirements for entry to teacher certification sequences must be met and appropriate departmental signatures obtained prior to enrolling in certification courses.

NOTE: Cooperating teachers eligible for tuition waivers may contact the Office of Field Placement, ED 322, 773-995-2392. The proper parties must sign the waiver form before a waiver is issued. Forms must also be submitted to, and signed by the provost (ADM 306) and financial aid (ADM 207) offices by July 15, for the Spring term, December 15 for the Spring term and by the first day of classes for any Intersession or Summer Sessions in which the waiver is presented and the individual enrolls.

University Employees

Civil Service Staff

A civil service employee enrolled in an undergraduate program, and intend to pay tuition with a Civil Service Waiver, may be eligible for financial aid. Please complete and submit a Free Application for Federal Student Aid, (FAFSA), to the U.S. Department of Education and complete the financial aid application process. To take tuition-free courses, the application for civil service employee education benefits must be completed, approved by your supervisor, and sent to the Office of Human Resources, ADM 203, prior to the start of the term. Applications are available in ADM 203. All forms must be in Financial Aid prior to the month before classes.

Faculty and Administrators

To take tuition-free courses, faculty and administrators must receive written approval from their chairperson or supervisor and college dean, where appropriate and indicate the course(s) for enrollment. The written approval then must be submitted to the Office of the Provost, ADM 306, prior to the start of the term. See page 19 for information on the tuition waiver application process.

All University employees are subject to the rules and regulations set forth by Chicago State University regarding education benefits for employees.

University employees must adhere to the same academic regulations as other students at the University.

If a tuition waiver is the sole source of payment for tuition and fees for the term, the waiver should be submitted at the time of registration to avoid being dropped for non-payment.

Advisement

All degree-seeking students are REQUIRED to be advised prior to registration. Advisors will give a PIN to a student during the advisement session to use with the CSU X-Press Web registration system.

Master's degree candidates and graduate certificate students must be advised by the department supervising the program to which they have been admitted.

PIN numbers are distributed by graduate advisors. *Students should note that the time for advisement is not during registration. To speed up your registration, have your schedule prepared with alternative courses to take if courses are closed.*

Student Registration Responsibility

It is the responsibility of each student to provide the proper course reference number on all registration transactions. A student should only register for advised courses. Abuse of the Web registration system may result in your courses being dropped by request of the department chairperson or the instructor of the course.

You are responsible for making a payment and obtaining a receipt for payment on your account by the published date, and at the time of registration and before payment due dates, even if your account is being paid through a grant, scholarship, loan or another party.

If an admitted student is advised on the basis of his or her unofficial transcript, the student is responsible for any consequences related to course selection, registration and academic progress. Students must provide official transcripts by the required due date.

University Holds

Students with financial or certain academic holds may not register until a release is processed by the department that initiated the hold. Clear your hold(s) before your scheduled registration date.

Academic Regulations

Academic Progression Policy

A student who has not successfully completed the academic skills requirements will have hold(s) placed on his/her record that will remain until the specified requirements have been met.

Academic Skills Courses & Placement Assessment

Freshmen: Once accepted for admission to Chicago State University, all freshmen must take the University diagnostic examinations in English, mathematics, and reading by the end of the first term in residence. All freshmen must either meet the minimal requirements of the University diagnostic examinations or pass the appropriate academic skills course, namely English 1230, Reading 1500, or Math 0990. To exit from these courses, students must pass the appropriate examination.

Transfer Students: Transfer students who have not completed an associate's degree (A.A. degree or A.S. degree) must take proficiency examinations in English and reading. Transfer students who transfer eligible general education math courses with a C or better and whose majors do not require additional mathematics courses are not required to take the proficiency examination in mathematics. Transfer students who do not transfer eligible general education math or who are required by their majors to take more math must take the proficiency examinations in mathematics.

Transfer students who have earned an associate's degree (A.A. degree or A.S. degree) or who have completed sixty (60) hours or more from a combination of two-year and four-year institutions, and who have completed the Illinois General Education Core, are not required to take the proficiency examinations in English, reading or math unless they are required as prerequisites for other courses.

Questions about the courses, the examinations, or preparation materials should be addressed to the appropriate department chairperson:

Mathematics.....Dr. K. Attele..... HWH 332..... 773-995-2104
English.....Dr. K. Ellis SCI 320.....773-995-2189
Reading.....Dr. M. Kelly..... ED 318..... 773-995-2315

Cancelled Classes

The University reserves the right to limit the size of classes and to cancel classes for which there is insufficient enrollment. Class cancellations are usually made before the first day of class for the term. If the class for which you are registered is officially cancelled for the term, you will automatically be dropped from the class. If you do not register for an alternative class, a tuition refund will be processed to your account according to the refund policy. Students receiving financial aid benefits may wish to consult with their financial aid counselor concerning any award implications. Notification of cancellation are communicated to students via CSU email.

Class Enrollment/Participation

Students cannot attend classes for which they are not officially registered. Students attending classes in which they are not officially enrolled will not be permitted to register for the course after the last day to register/add classes.

Students are expected to make their own arrangements with faculty members about making up class work and all assignments when classes are missed.

Instructors may initiate a student's unofficial withdrawal from a class for which a student either has never attended or stopped attending. A **WD** withdrawal is for non-attendance. A **WA** withdrawal is for lack of attendance; if a student has attended at least once. Only the grade code of **WA** is counted in the student's attempted hours. For additional information, refer to the University catalog. Although the University has adopted an administrative process to identify unofficial withdrawals, **it is the students responsibility to drop or withdraw from enrolled classes.**

Students are expected to attend all class sessions in the course sections for which they are registered. It is the student's responsibility to drop/withdraw the class if she/he is not attending. Failure to officially drop/withdraw from class(es) prior to the published deadline date may result in a failing grade (F) and financial obligation for class(es). Note: A student may drop all but his/her last class. For a complete withdrawal see page 14.

Students can request to withdraw from a course with a grade of W on their transcripts January 18, through February 12, 2018 for the Regular Session, and February 13 - 26, 2018 for the Special Session.

See "Complete Withdrawal" listed below for more information to drop/withdraw your last class.

Credit Hour Load

Undergraduate Students

The maximum credit hour load for the Spring and Spring semesters is 16 credit hours. Students whose CSU cumulative grade point average is 3.0 or better may register for a program of 18 semester hours. Additional hours beyond 16 must be approved in writing by the academic department. The Office of the Registrar must record that approval in the system.

Although generally there is no minimum credit-hour load for some students, the following minimum credit-hour loads are recommended: Veterans receiving benefits under Public Law 89-358 (Veterans Re-adjustments Benefits Act of 1966) must carry 12 credit hours to be eligible for full subsistence allowances during the semester.

For the following students a minimum credit hour load is required:

(1) **Student athletes must carry a minimum of 12 hours during the Spring and spring terms to maintain eligibility status.**

(2) **F-1 international students must carry a minimum of 12 credit hours during Spring and Spring terms to maintain lawful F-1 student status in the United States.**

Students may not be registered at other colleges without written permission from the program's department chair. This permission MUST be obtained prior to registration at either college.

Graduate Students

The maximum credit-hour load for a graduate student is 12 hours in the Spring and Spring semesters. Exceptions to the graduate course credit-hour load may be made with the approval of the graduate faculty advisors and/or the department chairperson and the graduate dean. Students may not be registered at other colleges and universities without approval of their advisors and the graduate dean. Permission must be obtained prior to registration at either college.

Incomplete Grade Policy

A student may request a grade of Incomplete (I) if extraordinary and unavoidable circumstances have prevented completion of the required course work for certain courses. The student must have completed at least 50% of the graded work with a passing grade (D or better) and must have attended classes within three weeks of the last day of scheduled classes. If a student does not complete the course work by the specified date, the grade of "I" will be replaced by the default grade as stated in the incomplete contract. If there is no default grade the student will be assigned an F grade.

A request for a grade of Incomplete must be initiated by the student and submitted in writing using the Incomplete (I) Contract form.

The contract approved by the faculty and chairperson must be submitted to the Office of the Registrar by **May 8, 2018**. Contracts submitted after this deadline may not be processed and result in the default grade of I/F. The Incomplete (I) Contract form can be obtained in the Office of the Registrar, ADM 128.

Students should not re-register for a course for which they have a grade of incomplete (I). If, after the incomplete contract has expired and/or a change of grade has been issued to replace the "I", a student may then register for the course again. See the Repeat Policy below.

Placement Assessment • ADM 208

Students must have a picture ID to take the placement assessment. The assessment placement schedule is posted in the office, as well as on the examination office web site at csu.edu/examinations/.

Prerequisites

Prerequisites are listed in the University catalog at csu.edu/catalogs. A student should not attempt to register for a course unless she/he meets the prerequisites, for the course. If a student does not meet the prerequisite for a course, the student may be dropped from the course. Please consult your academic advisor about prerequisites for your courses.

Undergraduate Repeat Policy

Students are allowed to repeat a course and have the highest grade earned count toward their cumulative grade point average. Please note that certain financial aid programs may not cover tuition for repeated courses. Students should contact a financial aid advisor when attempting to repeat a course, to determine eligibility.

Complete Withdrawals

(Drop/withdraw from all courses resulting in zero hours of enrollment)

Prior to requesting to formally withdraw from all classes, students are strongly encouraged to seek guidance from an academic advisor, major department chairperson, college dean, or from the Office of the Registrar (ADM 128)/Enrollment Management (ADM 207) for a more suitable resolution to concerns affecting enrollment.

Students who completely withdraw *by January 17, 2018 for the Spring Regular (16-week) Session, or by February 12, 2018 for Special (16-week) Session are eligible for a total reversal of tuition and applicable fees.*

Students who completely withdraw with a grade of W on their transcripts from **January 18 - 30, 2018** for the regular (16-week) session, or **February 13 -21, 2018** for special (12-week) session are eligible for a 50% reversal of the refundable tuition and fees. No refunds will be issued for withdrawals made after the dates noted in this paragraph.

The last day to withdraw with a W grade for a Spring 2018 class(es) is February 12, 2018 for Regular (16-week) Session and February 26, 2018 for Special (12-week) Session.

A complete withdrawal is not finalized until the appropriate form is submitted, approved and processed by the Office of the Registrar.

Follow the steps below to request to drop/withdraw the last class:

1. Go to csu.edu> Click on COUGAR CONNECT> Type in your email username and password> Click on the Student Resources Tab.
2. Access and fill out the entire Web-based Complete Withdrawal.
3. Complete the form, including all currently enrolled classes.
4. Click on submit to forward the request to the Registrar's Office.
5. An automatic notification will be provided to you and the applicable administrative offices.
6. Contact the Financial Aid Office to complete exit counseling (mandatory).
7. The Registrar's Office will process the withdrawal request and provide notification of withdrawal to you, via CSU email.

Any errors in the information provided on registration/withdrawal forms are the student's responsibility.

Additional Information

Americans with Disabilities Act

Chicago State University is strongly committed to complying with **Sections 503 and 504 of the Rehabilitation Act of 1973, as amended**, and the Americans with Disabilities Act (ADA) of 1990. It is also committed to assuring that no qualified individual is, by reason of a disability, excluded from participation in or denied the benefits of any services, programs, or activities provided by the University.

Abilities Office of Disabled Student Services • CRSU 198

Services are provided for all students who are in need of accommodations, due to a disability, defined in the Americans with Disabilities Act and Section 504 of the Rehabilitation Act as "a physical or mental impairment that limits a person in the performance of one or more major life functions." Accommodations are provided to allow students equal access to their educational pursuits and are based on the functional limitations caused by the disability.

For information regarding services and registration to receive services, contact the ADA Coordinator of Disabled Student Services at 773-995-2380 or 773-995-3777 (for TTY users).

Address/Telephone Change

Students are required to change their address or telephone numbers using the CSU X-Press Web system or to submit a Change of Address/Telephone form in the Office of the Registrar, ADM 128, to ensure receipt of billing statements and other important communications from the University. The University will not accept responsibility for misdirected mail.

(FERPA) Policy on Family Educational Rights and Privacy Act (Notification to Students)

Chicago State University, in full compliance with the Family Educational Rights and Privacy Act of 1974, shall make educational records available to students upon request. Likewise, in accordance with the law, individually identifiable educational records will not be released to other than authorized individuals without written consent of the student. Students can obtain a consent form from the Office of the Registrar (ADM 128). Students have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review their education records within 45 days of the day the University receives a request for access. Students should submit to the Registrar, dean, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, collection agent or other service provider, such as the National Student Clearinghouse; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University

may disclose education records without consent to another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Chicago State University to comply with the requirements by FERPA.

Directory Information

Chicago State University considers the following categories to be directory information, and, as such, may release it to any or all inquirers in such forms as directories or computer address lists:

1. The student's name,
2. Dates of attendance,
3. Full- or part-time status,
4. Degrees and awards received,
5. Honors received (including Dean's List),
6. For members of athletic teams, weight and height.

Students who do not wish this information to be released may prevent such release by submitting a written request to the Registrar (ADM 128).

Email Accounts • LIB 143

An email account is provided to each student who is admitted to the University. Most departments communicate with students through their CSU email accounts. You should check your email often. If you have any questions regarding your email account information, please contact the Information Technology Help Desk, LIB first floor. For security purposes, account information will not be provided by telephone. For further information, contact the ITD Help Desk at 773-995-3963.

Office of Equal Opportunity • ADM 318

Chicago State University supports the principles of equal opportunity in employment and education. The University seeks to insure that no person will encounter discrimination in employment or education on the basis of age, color, disability, sex, national origin, race, religion, sexual orientation, or veteran's status. This policy is applicable to both the employment practices and administration of programs and activities within the University. It is the policy of the University that no person shall be excluded from participation, be denied the benefits of, or in any way be subject to discrimination in any program or activity at the University.

The Equal Employment Opportunity (EEO) office, within the Department of Labor and Legal Affairs, handles complaints of discrimination. Any employee or student may at any time contact the EEO office for purposes of advice, discussion of an alleged discrimination complaint and/or assistance in undertaking a formal or informal resolution of a complaint. The EEO Office is located in Cook Administration, ADM 318, 773-995-2462.

Online Access to Grades and Student Records

Through Cougar Connect with your CSU email and password the student may access CSU X-Press for student information, including early academic alerts (midterm) and final grades. You can also access CSU X-Press to obtain and print a copy of your class schedule. No copies will be printed in the Office of the Registrar. If you need official verification of your attendance or academic record, you may submit an enrollment

verification request or transcript request to the Office of the Registrar, ADM 128. Remember, you will not receive a copy of your grades by mail. If you need assistance using CSU X-Press, stop by the Office of the Registrar, or call 773-995-2522.

NOTE: Students should not share their CSU email password with anyone, including faculty and staff. Students should reset their passwords if they feel their password has been compromised.

Graduation Applications

Bachelor's degree candidates may submit graduation applications to the academic advisor at any time. The deadline for filing your advisor-signed undergraduate graduation application for Spring 2018 commencement participation and graduation in Evaluation's Office, ADM 128 is **March 23, 2018**. The graduation application is available online at: csu.edu/academicvaluation/documents/GraduationApplication.htm.

Master's degree candidates may obtain a graduation application from Graduate Office (ADM 200). Signatures are required for all students. Students obtaining certification with their program must obtain the departmental stamp from the Office of Teacher Certification, ED 208 as well. The deadline for filing your Spring 2018 graduation application to participate in the graduation commencement is **February 9, 2018**. The graduation application is available online at: csu.edu/.

*Please note that the graduation application fee is \$50. This fee is separate from the cap and gown fee or any other costs for the commencement ceremony. The commencement date for Spring 2018 is **May 10 2018**.*

Immunization Requirement

Illinois Public Health Act Administrative Code Part 694 specifies that any enrolled student born on or after January 1, 1957, who is a first time freshman, a transfer student, or re-entering a university after an absence of more than one semester, will be required to show proof of immunity to measles, mumps, rubella, diphtheria and tetanus prior to registration. Any student who has not yet complied must comply with this mandate. Evidence of immunity from these diseases is required for students. A professional health care provider must verify documentation of immunization and testing. A high school health record with proof of immunization, if properly noted and certified, is acceptable documentation for residents of Illinois. Individuals who are not properly immunized will not be allowed to register. Proof of proper immunization must be on file prior to registration. Students who fail to comply with the immunization requirements will be assessed a \$25 non-compliance fee.

Evidence of tuberculin testing is recommended and may be required for students registered for courses in certain academic programs, as well as students occupying the residence hall.

Students who need to obtain immunizations or information regarding immunizations may contact their primary care providers, their local public health clinic, or federally qualified health center. Students who reside outside of Chicago should contact the public health clinic of their townships or counties.

Students who wish to prove immunization compliance must submit the student immunization form signed by their provider. To the Wellness/

Health Center, Chicago State University, 9501 S. King Drive, ADM 131, Chicago, Illinois 60628. Students can call the Wellness Center at 773-995-2010.

Web/Online and Hybrid Courses

Hardware and software requirements: For online courses, you will need access to a personal computer with Windows (2000, ME, XP); Microsoft Office 2003 (Word, Excel and Power Point); Pentium 4 or faster processor; at least 512 megabytes of memory (RAM) and Internet access. Broadband is preferable.

A **Web or online course** is led by an instructor using a Web browser to access a course management system for synchronous and asynchronous instruction and assessment. Some examinations may be proctored and must be taken on campus or at another mutually agreed location.

A **hybrid course** is led by an instructor using a Web browser to access a course management system for asynchronous instruction where some course sessions are scheduled on campus or at other designated locations, as listed in the comments section below the course listing.

Registration Requirements: During or before registration students MUST consult with an advisor regarding admittance to Web and hybrid courses. You MUST also have some experience with navigating the Internet and using it as research tool and communication resource.

To take an online course, students must have an active CSU email account from the Information Technology Division.

A distance learning fee of \$50 per course will be assessed to a student's account upon registration in any hybrid or online/Web course, including contract and extension courses.

Parking

Individuals using the University parking facilities must display a valid CSU parking sticker for entry/exit or pay \$5 per entry at the parking lot entrance. For questions related to parking, please call the Parking Department at 773-995-2141. Please note the current parking rates are as follows:

Daily.....	\$5
Summer.....	\$50
Semester.....	\$100
Resident	\$150
Annual	\$200
Reserved	\$310

Student Identification Card Policy

All full-time and part-time students enrolled at Chicago State University are required to obtain an official CSU photo identification card. The card should be kept in their possession while on campus or attending functions and classes at CSU. A valid CSU ID card is required to use all university facilities, including the library and the computer center. In addition, it is required to obtain free or reduced admission to University events. This card must be presented on demand for official University identification. There is a \$20 ID replacement fee. CougarOne Card can be obtained from Office of Creative and Print Services, ADM 130. For more information, contact the Office of Creative and Print Services at 773-995-2013.

Student University Identification Number (UID)

To comply with the Family Education Rights and Privacy Act of 1974 (FERPA), a University Identification Number (UID) is issued to each student and employee of the University. Students are issued a UID approximately 24 hours after their initial admission to the University. The UID is found on the University identification card. The unique UID may be used through the lifetime of an individual's relationship with CSU.

Transcripts/Enrollment Verifications

Transcripts can only be requested online, *regardless of how the transcript is being sent*, they are \$10 per copy. Transcripts requested online for immediate receipt are \$15 per copy.

Enrollment verifications are \$4 per copy. The fee is waived for verifications issued to the following: the Department of Human Services, federal government agencies, banks, child care and subsidized housing services.

University Holds

Students with financial or academic holds may not register until the department that initiated the hold processes a release.

Common Registration Holds

Hold Type	Contact	773+	Bldg/Rm
(A1) Athletic	Athletics	995-2295	JDC 205
(B3) Collections	Bursar	995-2159	ADM 211
(BU) Business	Bursar	995-2470	ADM 211
(CE) College of Education	Dean, College of Education	995-3988	ED 320
(COE) College of Education	Dean, College of Education		
Background Check	Education	995-3988	ED 320
(D1) Dropped for Poor Scholarship	Registrar	995-2517	ADM 128
(E holds) Exams	Examinations	995-2481	ADM 213
(HO) Housing	Residence Hall	995-3676	RH 105
(I2) Immunization	Wellness/Hlth Ctr	995-2010	ADM 131
(U4) Admissions	Admissions	995-2513	ADM 208

Contact the department that has placed a hold on your record prior to your scheduled registration date. You cannot register if you have a hold. Your academic advisor can let you know if you have any holds on your record during your registration advisement session.

University Housing & Residence Life • (RH 105)

Students living in the Residence Hall are required to be enrolled as a Chicago State University student either part-time or full-time (at least 9 credit hours). Priority goes to full-time students (a minimum of 12 credit hours for undergraduates and nine credits for graduate students). Students must also be in full medical compliance with the Wellness Center and have medical insurance. The Department of Housing and Residence Life reserves the right to deny housing for students who don't maintain a cumulative grade point average of 2.0. For more information, call 773-995-4543.

Student Health Insurance (SHI) CRSU 268-O • 773-995-4533

Chicago State University provides a mandatory Injury and Sickness Insurance Plan. **ALL FULL-TIME STUDENTS** are charged a Student Health Insurance Premium (SHI) fee; (1) Undergraduate students enrolled in 12 credit hours or more; (2) Graduate students enrolled in 9 credit hours or more; (3) Pharmacy students enrolled in 12 credit hours or more; (4) Doctoral students enrolled in 6 credit hours or more. The SHI premium fee is automatically applied to the accounts of full-time students enrolled in all on-campus courses or a combination of off-campus extension and on-campus courses. All international students are required to purchase the SHI plan. Full-time students who are enrolled in all Web courses are NOT charged.

Waiver/Enrollment Process

Each Spring and/or Spring semesters students are required to complete an online waiver form to opt out or complete an online enrollment form to enroll into the mandatory SHI plan. Students may complete the online enrollment form before the online waiver/enrollment deadline. Failure to submit an online waiver form by the deadline will obligate students to pay the SHI premium fee itemized on the tuition bill. A confirmation email is sent after the waiver is submitted. The confirmation email will be required for any waiver disputes.

Enrollment Process: Full-time students who wish to enroll in the SHI plan should complete an online form before the waiver/enrollment deadline. Part-time students, who wish to enroll, read the information below for "Part-Time Student, Spouses and Dependents Eligible for Coverage."

Students Who Take No Action: Emails are sent to every student who is charged for the university's mandatory SHI plan. Students are required to submit an online waiver or enrollment form. Students who do not submit an online waiver/enrollment form by the specified waiver/enrollment deadline, will be required to purchase the university's mandatory SHI plan. After the waiver/enrollment period has expired, the SHI premium fee cannot be refunded.

Regular Session (16-Week) Waiver/Enrollment Period

The waiver/enrollment periods for the Spring 2018 Regular Session (16-week) begins **December 8, 2017** through **January 17, 2018**. The waiver/enrollment deadline is midnight on **January 17, 2018**.

Part-Time Students, Spouses and Dependents Eligible for Coverage

Part-time students enrolled in 6 to 11 credit hours may participate in the university plan on a voluntary basis. Part-time and full-time students insured in the plan may insure their eligible dependents, spouses and domestic partners on a voluntary basis. The enrollment period, deadline, and period of coverage are the same as those for CSU students.

IMPORTANT NOTE: *As a result of the Patient Protection and Affordable Care Act, part-time students who do not have health care insurance are encouraged to visit the Health Insurance Marketplace at healthcare.gov to find an affordable health care package or visit the Office of Student Health Insurance to enroll into the plan provided through the University.*

Additional information is available on the Student Health Insurance web page at csu.edu then look for "Student Health Insurance" under the A to Z listings. You may also call the Office of Student Health Insurance at 773-995-4533 or visit us in the Cordell Reed Student Union, Room 268-O.

Information related to tuition, fees, dates and course information is subject to change.

Fee & Payment Information

ADM 211 • 773-995-2470

Tuition and mandatory fees are subject to change. Course fees and payment policies are administered by the Office of Administration & Finance. To make payments, please contact the Office of the Cashier at 773-995-2029. To setup payment arrangements or for questions concerning your account, please contact the Office of the Bursar, ADM 213 at 773-995-2470.

Calculate Your Tuition

This formula shows how to tabulate your tuition charges:

- **On Campus:** Total number of credit hours selected x tuition per credit hour + fees applicable to your total credit hours = your tuition.
- **Off Campus:** Total number of credit hours selected x tuition per credit hour + fees applicable to your total credit hours = your tuition.
- **Distance Learning:** Total number of credit hours selected x tuition per credit hour + \$50 distance learning fee = your tuition.

NOTE: *Some courses carry additional fees. These fees are not included in the tuition and mandatory fee information. The list of courses with additional fees is in the back of this document.*

Office of the Bursar

ADM 211 • 773-995-2470

Payment

By registering for classes at Chicago State University (CSU), you acknowledge financial responsibility for the confirmed courses resulting from this registration, and all fees assessed to your student account (including the student health insurance fee). You also accept responsibility for any additional costs related to your enrollment at CSU including, but not limited to, room, board, parking, library fines, books and other class materials and any other departmental or college charges. By enrolling, you acknowledge that you are receiving an educational benefit from CSU, and that the costs associated with that benefit are an extension of credit from the University which is due by the established due dates or upon registration.

Spring 2018 Payment Deadlines

All students must validate their registration by making the initial down payment to secure their courses or provide proof of payment on or before the initial payment due date.

Initial Down Payment Due Date: **December 8, 2018 or upon registration**

Final Payment Due Date: **February 10, 2018**

Forms of Payment to Validate Registration:

- Initial monetary down payment \$423 for a part-time student and \$644 for a full-time student. After initial down payment is made, installment payment options for remaining amount due are available through the Tuition Management System at afford.com.
- Financial Aid
- Tuition Waivers
- Third-Party Vouchers or Letters of Credit (must be provided to Bursar Office)

IMPORTANT: You must make the initial down payment to validate (secure) your registration or your classes may be dropped due to non-payment. Students who are eligible to be reinstated during the reinstatement period, after being dropped for nonpayment, will only be reinstated into course sections for which they were previously registered and are available for enrollment. Also students will be subject to a \$100 reinstatement fee.

Accounts not paid in full by the start of the term are subject to a deferred/late fee of \$50.

MAKING A PAYMENT

All payments can be made to the Cashier's Office located in the Cook Administration Building, Room 211 or online by visiting afford.com and selecting "Make a One Time Payment".

To pay your bill at the Cashier's Office, the university accepts cash, checks and credit card payments.

- **Cash payments:** In person only
- **Credit Card payments:** (American Express, MasterCard, Visa and Discover Card - Telephone at 773-995-2029 or pay online by visiting afford.com and selecting "Make a One-Time Payment".
- **Check payments:** We accept money orders, cashier's checks, certified checks, personal checks and traveler's checks. ECAP also provides electronic check approval that takes funds from your checking account within 48 hours of the time the check is written to CSU.
Students who have presented two NSF (non sufficient funds) checks to the University, even though restitution has been made, will be required to pay for their registration with cash, money order, certified check, traveler's check, American Express, MasterCard Visa or Discover Card. Business checks will not be accepted.
Policy on Returned Checks: All checks are processed through Telecheck. Returned check will incur a \$50 CSU return check fee and a \$35 fee payable to Telecheck, for a **total of \$85**. If you reimburse Chicago State University directly for any check, you are still responsible for the \$25 fee assessed by Telecheck. You may be charged an additional \$25 delinquent payment fee by CSU.

Notice of NSF will be mailed to the student. **It is the responsibility of the student to maintain a current address on file with the University.** Address updates can be made through Cougar Connect.

For more information regarding your balance or making a payment, please contact the Bursar's Office at bursar@csu.edu or 773-995-2470.

Payment Plan

Chicago State University offers a monthly payment plan to distribute your education expenses over time instead of one large payment through Tuition Management Services (TMS).

Please visit csu.edu/financialaffairs/bursar/ for information regarding student eligibility for payment plan and enrollment information.

NOTE: Students using the installment payment option are required to make an initial payment at the time of registration. Your initial deposit must be paid directly to Chicago State University or your registration may be cancelled.

Tuition Management Service (TMS)

Spring 2018 Monthly Payment Planner

Monthly payment plan Enrollment Fee

Five (5) paymentsDecember 1– April 1.....\$40

Four (4) payments.....January 1– April 1.....\$45

Three (3) payments.....February 1– April 1.....\$50

E-Bills

What is an E-Bill? An E-Bill is the electronic version of your monthly student bill. Chicago State University does not issue paper statements/bills. E-Bills are snapshots of charges and payments on your student financial account. All charges and payments are subject to change as you make changes to your registration and living arrangements.

All past due balances are subject to additional late and collection fees if unpaid.

Online Account Access

You can access/view your financial account information online through CSU X-Press via Cougar Connect. E-Bills are posted in CSU X-Press monthly. An official notification of the availability of your E-Bill will be sent to your CSU email address monthly. To view your E-Bill and account summary online, follow the steps below:

- Log in to Cougar Connect
- Click Student Resource tab
- Click View My Bill
- Click View Statement

Refund Distribution

If the posting of your student aid or loan results in a credit balance, a refund will be generated to you. Refunds are distributed weekly based upon the established refund schedule each term. **Please refer to csu.edu/financialaffairs/bursar/ for refund options and refund schedule.**

Six-Year Guaranteed Tuition Plan

The “Truth in Tuition” bill mandates that Illinois public universities provide four years of level tuition for new students enrolling for the first time beginning with the 2004–2005 academic year. Beginning with the Spring 2004 semester, each new undergraduate class of students (first-time freshmen and transfer students) will have the tuition rate held constant for four consecutive years. In 2010 the bill was amended to include an additional two years of guaranteed tuition rates for the amount the University charged students who first enrolled in the University for the academic year following the academic year the student first enrolled in the University.

The guaranteed rates will remain in effect for six years or until the student reaches 120 credit hours, whichever comes first. The hours will be extended to accommodate any majors or programs that exceed the 120 hours or six years. The guaranteed rate will remain in affect except in the event of a break in enrollment of no more than one year (two semesters, excluding summer school). In no case will the initial guarantee rate be valid beyond six years of total enrollment.

The undergraduate (returning, non-guaranteed rate) will be assessed for students that extend beyond the six-year guarantee period (120 credit hours) or six years of total enrollment. For all other students, Chicago State University’s current tuition program remains in affect. The Schedule of classes published each term should be referenced for current information.

IMPORTANT NOTES:

A change in major will not affect the guaranteed rate. The guaranteed rate will continue for the number of credit hours necessary to complete the new major, not to exceed six years of total enrollment. Beyond six years of total enrollment, the undergraduate (returning, non-guaranteed rate) will be assessed.

Extended illness and military service will be given special consideration. The rate guarantee will be extended on a case-by-case basis through the student appeal process.

Transfer student rates will be guaranteed based upon 120 credit hours less the number of credits transferred at the time of first enrollment. All extensions and exceptions that apply to new freshmen will be extended to new transfer students.

Credit Hour Pricing

Beginning with the Spring 2004 academic year, tuition and mandatory fees are charged on a per credit hour basis up to 15 hours. This 15 credit hour cap allows students to complete 120 credit hours in eight semesters or four years. Credit hours exceeding 15 will be charged at the rate for 15 credit hours.

Out-of-State Tuition

The Six-Year Guaranteed Tuition Plan is extended to all undergraduate out-of-state new freshmen and transfer students whose permanent residence is not within the state of Illinois.

Delinquent Account Balances

Student account balances are expected to be paid in full by the start of each term to avoid a late fee. These charges, in accordance with CSU Policy, apply to all customers billed through the Student Accounts Receivable system and are subject to a LATE PAYMENT CHARGE when payment is not made upon established due dates. In addition, understand that Chicago State University may refer your past due account for collections and may authorize legal action against the student for the collection of this debt. The student agrees to be liable for all reasonable collection costs, including attorney fees, court costs, and other charges necessary for the collection of past due accounts. A financial hold will be placed on a delinquent student account. This hold will prevent registration, release of transcripts, and the release of a diploma until such time as your account is paid in full.

Students must have met all their financial obligations to the University before they are eligible to register for classes unless payment arrangements for meeting such obligations have been made with the Bursar's Offices.

Spring 2018 Tuition Rates*

On-Campus Illinois Resident

	Tuition Per Credit Hour	# of Credit Hours	Fees	Total Tuition
Undergraduate (returning, non-guarantee)	\$294	1-11	\$516	\$810 - \$3,750
	\$294	12-15+	\$1,598	\$5,126 - \$6,008
Undergraduate (newly enrolled Freshmen & Transfer) Spring 2012	\$285	1-11	\$516	\$801 - \$3,651
	\$285	12-15+	\$1,598	\$5,018 - \$5,873
Undergraduate (newly enrolled Freshmen & Transfer) Spring 2013	\$285	1-11	\$516	\$801 - \$3,651
	\$285	12-15+	\$1,598	\$5,018 - \$5,873
Undergraduate (newly enrolled Freshmen & Transfer) Spring 2014	\$294	1-11	\$516	\$810 - \$3,750
	\$294	12-15+	\$1,598	\$5,126 - \$6,008
Undergraduate (newly enrolled Freshmen & Transfer) Spring 2015	\$294	1-11	\$516	\$810 - \$3,750
	\$294	12-15	\$1,598	\$5,126 - \$6,008
Undergraduate (newly enrolled Freshmen & Transfer) Spring 2016	\$294	1-11	\$516	\$810 - \$3,750
	\$294	12-15+	\$1,598	\$5,126 - \$6,008
Undergraduate (newly enrolled Freshmen & Transfer) Spring 2017	\$294	1-11	\$516	\$810 - \$3,750
	\$294	12-15+	\$1,598	\$5,126 - \$6,008
Undergraduate (newly enrolled Freshmen & Transfer) Spring 2018	\$294	1-11	\$516	\$810 - \$3,750
	\$294	12-15+	\$1,598	\$5,126 - \$6,008
Graduate	\$310	1-11	\$516	\$826 - \$3,926
	\$310	12-15+	\$1,598	\$5,318 - \$6,248
Doctoral	\$330	1-11	\$516	\$846 - \$4,416
	\$330	12-15+	\$1,598	\$5,558 - \$6,548
Pharmacy	\$999	1-11	\$578.50	\$1,577.50 - \$11,567.50
	\$999	12+	\$1,660.50	\$13,648.50

*All amounts subject to change

Spring 2018 Tuition Rates*

On-Campus Non-Illinois Resident

	Tuition Per Credit Hour	# of Credit Hours	Fees	Total Tuition
Undergraduate (returning, non-guarantee)	\$584	1-11	\$516	\$1,100 - \$6,940
	\$584	12-15+	\$1,598	\$8,606 - \$10,358
Undergraduate (newly enrolled Freshmen & Transfer) Spring 2012	\$567	1-11	\$516	\$1,083 - \$6,753
	\$567	12-15+	\$1,598	\$8,402 - \$10,103
Undergraduate (newly enrolled Freshmen & Transfer) Spring 2013	\$567	1-11	\$516	\$1,083 - \$6,753
	\$567	12-15+	\$1,598	\$8,402 - \$10,103
Undergraduate (newly enrolled Freshmen & Transfer) Spring 2014	\$584	1-11	\$516	\$1,100 - \$6,940
	\$584	12-15+	\$1,598	\$8,606 - \$10,358
Undergraduate (newly enrolled Freshmen & Transfer) Spring 2015	\$584	1-11	\$516	\$1,100 - \$6,940
	\$584	12-15	\$1,598	\$8,606 - \$10,358
Undergraduate (newly enrolled Freshmen & Transfer) Spring 2016	\$584	1-11	\$516	\$1,100 - \$6,940
	\$584	12-15+	\$1,598	\$8,606 - \$10,358
Undergraduate (newly enrolled Freshmen & Transfer) Spring 2017	\$584	1-11	\$516	\$1,100 - \$6,940
	\$584	12-15+	\$1,598	\$8,606 - \$10,358
Undergraduate (newly enrolled Freshmen & Transfer) Spring 2018	\$584	1-11	\$516	\$1,100 - \$6,940
	\$584	12-15+	\$1,598	\$8,606 - \$10,358
Graduate	\$599	1-11	\$516	\$1,115 - \$7,105
	\$599	12-15+	\$1,598	\$8,786 - \$10,583
Doctoral	\$620	1-11	\$516	\$1,136 - \$7,336
	\$620	12-15+	\$1,598	\$9,038 - \$10,898
Pharmacy	\$1,497	1-11	\$578.50	\$2,075.50 - \$17,045.50
	\$1,497	12+	\$1,660.50	\$19,624.50

*All amounts subject to change

Professional Program Fees

Students enrolled into the professional programs within the College of Health Sciences will have the below additional fee assessed per credit hour.

The professional program fee will cover expenses associated with the program such as uniforms, specialized equipment, testing materials, background checks, etc.

Undergraduate	Rate Per Credit Hour
Health Information Administration	\$175
Health Sciences - Occupational Therapy	\$175
Nursing	\$175
Community Health	\$50

*All amounts subject to change

Graduate	Rate Per Credit Hour
Masters of Occupational Therapy	\$175
Master of Public Health	\$175
Master of Nursing	\$100

*All amounts subject to change

Spring 2018 Off-Campus Tuition (per credit hour)

(Per Credit Hour Rate) Tuition plus \$25 per course

*All amounts subject to change

Spring 2018 Distance Learning Tuition

(Per Credit Hour Rate) Tuition plus \$50 Distance Learning Fee

*All amounts subject to change

Mandatory Fees

Mandatory fees apply to all on-campus students and students with a combination of off-campus and on-campus schedules regardless of student level or residency status.

Any combination of extension or distance learning courses and on-campus courses will have mandatory fees charged.

Spring 2018 Mandatory Fee Rates

	Full-Time	Part-Time
Activity.....	\$59.....	\$39.....
Athletics.....	\$155.....	\$134.....
Health.....	\$60.....	\$30.....
Student Union.....	\$199.....	\$128.....
Facility.....	\$109.....	\$76.....
IT.....	\$156.....	\$109.....
CTA U-Pass.....	\$140.....	NA.....
Health Insurance.....	\$772.....	NA.....
Total.....	\$1,650.....	\$516.....

*All amounts subject to change

MISCELLANEOUS FEES

Admission Application (Doctoral).....	\$50
Admission Application (Graduate).....	\$30
Admission Application (International).....	\$100
Admission Application (Undergraduate).....	\$25
Cap and Gown (Graduate).....	\$65
Cap and Gown (Undergraduate).....	\$40
CLEP Examination Fee.....	\$25
Collection.....	Actual Cost
Commencement Fee (Graduate/Undergraduate).....	\$35
Deferred Payment Fee.....	\$50
Deferred Tuition.....	Per payment plan
Distance Learning Fee (per Hybrid/Online Courses).....	\$50
Extension Course Fee (per credit hour).....	\$25
Finance Charge on Unpaid Balance.....	1.5% per month
Graduation Application (Graduate).....	\$50
Graduation Application (Undergraduate).....	\$50
Immunization Non-Compliance.....	\$25
Late Payment.....	\$25
Late Placement Testing.....	\$15
Late Registration Fee.....	\$100
Lost ID Card.....	\$20
Non-sufficient Funds Fee.....	\$40
Special Examcs.....	\$10
Transcript (per copy).....	\$10
Transcript printed for immediate receipt (per copy).....	\$15
Written Verification of Enrollment.....	\$4
(Non-governmental agencies, see Enrollment Verifications)	
Reinstatement Fee.....	\$100

ALL PAST DUE BALANCES ARE DUE IMMEDIATELY TO AVOID ANY ADDITIONAL LATE FEES.

Spring 2018 Cougar Cash Card Pick-Up

- Pick up your Cougar Cash Card at the Cashier's Office ADM 211 Monday through Friday during normal business hours.
- To activate your Cougar Cash Card, please call 1-866-345-4011 or log on to cardflexprepaid.com/csu/.

Spring 2018 Financial Aid Refunds

- You must have a credit account balance posted on your student account.
- Direct Deposit – In your bank account or Cougar Cash Card on disbursement date.
- Paper Check – In the mail on disbursement date. No check pick-up.
- If you prefer a direct deposit refund you must come to the Bursar Office to make your selection.
- Please refer to csu.edu/financialaffairs/bursar/ for refund options and refund schedule.

NOTE: You are ineligible for direct deposit if you have a prior term balance on your student account until the prior balance is paid in full. To verify your account status, log in to CSU X-Press and view your student account balance.

Chicago State University

Spring 2018 CTA Ventra U-Pass Card Policy



CTA and U-Pass transitioned to Ventra, the new easy way to pay for trains and buses on the CTA and PACE. Below you will find some general information to help students become familiar with the new Ventra U-Pass.

- The Ventra U-Pass Card provides unlimited rides on the CTA during your enrollment as a full-time student.
- You will no longer need to obtain a new U-Pass every semester.
- As long as you're enrolled full-time in school, your U-Pass privileges will be loaded onto your card automatically.
- Add full fare passes and transit value to your Ventra U-Pass:
 - Use on the CTA when school is not in session or when you do not qualify as a full-time student.
 - Use on PACE year-around
- Your U-Pass is good for five years, and your transit account will stay active when you are not in school.

Who is eligible for the Ventra U-Pass Card?

All full-time students registered are eligible for the Ventra U-Pass Card. To receive a Ventra U-Pass Card, you must present a valid CSU ID when the CTA and Cashier's Office is on-site to take photos and issue cards. "Full-time student" is defined by the written policy of the University and the definition is valid for both graduate and undergraduate students.

What process is required to activate a Ventra U-Pass account for each student?

Each full-time student will receive a Ventra Card at the first distribution following the student's enrollment at the University. The Ventra Card will be registered to the student's account by the school, who will assign a valid term to that student's account. The student will keep the same Ventra Card during his or her entire academic career with the University unless the Ventra card is lost, misplaced, stolen or misused.

How much does the Ventra U-Pass cost?

CTA sets the price for the Ventra U-Pass Card on an annual basis. The Ventra U-Pass Card \$140 per semester. All full-time students will have their accounts billed automatically. If you drop below full-time enrollment, your Ventra U-Pass will be deactivated.

When is my Ventra U-Pass Card activated?

Students Ventra U-Pass Cards are activated at the beginning of each semester. The following are the dates and times for Ventra U-Pass Card distribution for the Spring 2018 semester:

(Continuing students do not need to pick up a new card)

Pick-up location:

- Wednesday, January 3, 2018 from 10am to 6pm
- Thursday, January 4, 2018 from 10am to 6pm
- Monday, January 8, 2018 from 10am to 6pm
- Tuesday, January 9, 2018 from 10am to 6pm

CTA is off campus now, so where do I go to receive a Ventra U-Pass Card?

See the Ventra U-Pass Card Coordinator in the Cashier's Office (ADM 211).

When will my CTA Ventra Card be available for pick-up?

Students who have completed the authorization form and contacted the Ventra U-Pass Coordinator will pick up their Ventra U-Pass Card at the Cashier's Office located in the Cook ADM 211 on the following Friday.

Do I use the same Ventra U-Pass Card for the Spring and Spring semesters?

Yes. The Ventra U-Pass Card will be effective for up to five (5) years and the student may continue to use the card after graduation or withdrawal from the University. However, a regular CTA fare will be charged if the card holder is no longer a student. Every effort will be made to distribute Ventra U-Pass cards before the activation date. Your U-Pass Coordinator will announce the dates and times.

Can I waive receiving the Ventra U-Pass Card?

The Chicago Transit Authority designed U-Pass Card program not only as a way to offer a discount to full-time students but also to increase CTA ridership. Therefore, for a school to participate in the program, CTA requires that all full-time students at the university receive a U-Pass Card. However, there are limited circumstances when the U-Pass Card may be waived if the student meets one of the following criteria:

- Student enrolled in ALL distance learning or online courses
- Student enrolled in ALL extension courses
- Student with disabilities
- Student studying abroad
- Student who is 62 years or older

In order to waive the U-Pass fee, the student must submit all requests in writing with supporting documentation to the Ventra U-Pass Card Coordinator, Bobbie Stewart in the University Cashier's Office at ADM 211 by 5pm CST on **February 16, 2018**. The Ventra U-Pass Card Coordinator can be reached by telephone at 773-995-2029 or email at upass@csu.edu.

Can I receive a credit towards semester parking permit?

Students who purchase a semester parking permit will be issued up to a \$50 credit on their student account towards the cost of the parking permit per semester. Credit will only be issued for full-time students.

How will the parking credit be issued?

The credit waiver towards the parking permit will be automatically be waived beginning **February 16, 2018**. No waiver will be issued to students who purchase their parking permit after the 100% drop date.

Can I give my Ventra U-Pass Card to someone else to use?

No. Ventra U-Pass Cards are not transferable and will be confiscated by the CTA. Furthermore, its holder will be subject to criminal prosecution if it is misused or presented for transportation by another person other than the person to whom it is issued. CTA maintains the right to inspect the Ventra U-Pass Card used by a student and to ask the student for another form of identification to ensure that the pass is being used by the person to whom it is issued. Furthermore, CTA maintains the right to deny a student access to the CTA system. The Ventra U-Pass Card Reduces fees if the student does not possess both the Ventra Card and a current student ID.

Negative Balance on your Ventra Card Transit Account

Students who used their Ventra U-Pass after the U-Pass fare was deactivated at the end of the Spring semester, but did not add funds to the Transit Account on the card, may have a negative balance on their card. If you have a negative balance on your Ventra Card, your U-Pass fare will not be activated until the negative balance is resolved with Ventra.

To check your card balance, click this link: ventrachicago.com/balance.

Ventra Customer Service website is transitchicago.com/upass, 877-NOW-VENTRA/877-669-8368.

What should I do if my card is lost, stolen, and/or damaged?

- Log in at ventrachicago.com/account/login to report your card as lost or stolen. Ventra will deactivate your card which will reduce the risk of a negative balance being created on your card by another person.
- Visit the Cashier's Office to request a new card.
- A non-refundable \$60 fee must be paid to receive a replacement Ventra U-Pass.
- Allow a minimum of seven business days for delivery. You will be notified at your Chicago State University email account when your Ventra card is available for pick up at the Cashier's Office.

CTA monitors the use of Ventra cards issued under various benefit/discount programs to protect against fraud in the case of lost or stolen cards and to ensure compliance with the program. In recent weeks your card was confiscated after a person who did not match your card photo and identification information used the card to enter a paid area of the CTA transit system.

The Metropolitan Transit Authority Act (70 ILCS 3605) and the Ventra User Agreement Terms and Conditions govern the use of all transit accounts used to ride the CTA. Under the CTA U-Pass Contract, full-time students enrolled at institutions that have joined the U-Pass Program are entitled to unlimited rides while class is in session. **The card may not be used by other persons.**

Pursuant to the U-Pass Contract and Ventra User Agreement Terms and Conditions, misuse of the card or use of the card by someone other than the eligible cardholder is grounds to suspend a Ventra Card and participation in the U-Pass Program for a year. According, your U-Pass is suspended until the start of the 2018 school year.

If you have any questions about your suspension, you may contact CTA at 312-681-4265.

How will students pay for a Ventra Card once they graduate or withdraw from the University?

Students may use the Ventra Card as a "regular" fare; however the student MUST first load the Ventra Card with Transit or Transit Pass Value. Transit value can be loaded at any participating Ventra retail location and/or at any Ventra vending machine at any CTA rail station. Additionally, students can also load/reload the card using a debit/credit or ACH online.

What happens if I have problems with my card?

Any card issues can be reported to the Cashier's Office (ADM 211) between the hours of 9am to 4pm, Monday thru Friday. The card will be deactivated and a new card will be ordered.

How will I determine if the card is defective?

If your Ventra U-Pass card is not working:

- Call the Ventra U-Pass activation phone number at 1-877-450-5328, press 0 to skip the automated message and speak to a Ventra agent. Ask the agent to confirm whether your Ventra Card has been activated. The Ventra agent will require your 16 digit Ventra Card number located on the back of the card, your name and university ID. If your card has not been activated, the Ventra agent will activate it and you may use it immediately.
- If your card does not work after it has been activated, bring the card to the Cashier's Office. Hours: Monday – Friday 8am to 4:30pm.
- Ventra will determine whether the card is defective on site. If the card is defective, the Cashier's Office will issue a Defective Card form to you stating the card is defective and issue a temporary pass and waive the \$60 replacement fee.
- You must bring the Defective Card form to the Cashier's Office to request a new Ventra U-Pass card. Allow a minimum of seven business days for delivery.

Who is responsible for enforcing CTA's rules regarding re-entry into the U-Pass program for any student whose U-Pass has been confiscated due to improper use?

Per the CTA U-Pass contract, the school is responsible for enforcing CTA's rules regarding re-entry into the U-Pass program for any student whose U-Pass is confiscated due to improper use.

What should I do if my card is captured on a bus or train?

If a card is captured on a bus or train, it is not considered a student error. Contact the bus driver to get a receipt stating that the card was captured, or contact the CTA personnel to write a "Fare Discrepancy Report." The CTA personnel will give the student a free transit card to get to their destination. Students must take the receipt to the Chicago State University Cashier's Office to request a new U-Pass. It will take five to seven business days for a replacement card to be mailed to Chicago State University from the CTA. This replacement card will be sent to the Cashier's Office for pick up.

Additional Services Offered through the Cashier's Office

CTA Weekly, Daily and 3-Day Passes

Meal Plans

Postage Stamps

Take advantage of these services anytime during normal business hours. If you have any questions, call the Cashier's Office at 773-995-2029.

Student Financial Aid

ADM 207 • 773-995-2304

Deadlines and policies are available in the Office of Student Financial Aid and on the Financial Aid website. The University provides an established financial assistance program designed to best meet the needs of Chicago State University students. Assistance is available to eligible students in the form of scholarships, grants, assistantships, student employment and loans. All students wishing to be considered for financial assistance must complete the FAFSA (Free Application for Federal Student Aid).

To be eligible for Federal Assistance

Students must be enrolled in a program leading to a degree/certificate to be eligible for Federal Pell Grants, Federal College Work-Study, Federal Stafford Loans and Federal Perkins Loans. To be eligible for Stafford or Perkins loans students must be enrolled at least half-time.

Students at-large are not eligible for state or federal financial assistance.

Undergraduate students (including second bachelor's and teacher certification) must be enrolled 12 or more hours in order to be considered full-time, a minimum of nine hours to be considered three-quarter time, and six hours for part-time status.

Graduate students must be enrolled in 9 credit hours to be considered full-time.

A change in enrollment status (hours enrolled and/or grade level) that occurs after a financial aid recipient's original registration must be reported immediately, in writing, to the Office of Student Financial Aid. Failure to report changes in enrollment status may result in overpayment, cancellation of benefits, and jeopardize future eligibility for student financial assistance.

Students selected for verification by the U.S. Department of Education or the University will be required to provide requested documentation before their financial aid awards can be processed.

Review your financial aid status anytime

Students may review their financial aid status at any time on the CSU X-Press. CSU X-Press provides students with information relating to the amount of their financial aid awards, if any, as well as, any requirements that they might need to fulfill, such as, but not limited to, submitting verification documents, IRS tax transcripts, SAP (Satisfactory Academic Progress) petitions, etc., before their financial aid package may be finalized.

The Office of Student Financial Aid no longer mails document tracking and award letters to continuing students. Instead, students are notified via email that they should go to the CSU X-Press to review their financial aid for changes to their financial aid award. All continuing CSU students have been assigned an email account. It is every student's responsibility to access his/her email periodically and to review any communication from the Office of Student Financial Aid.

Student Financial Aid Satisfactory Academic Progress Policy and Procedures

Federal and state regulations require Chicago State University to establish and implement a "Satisfactory Academic Progress (SAP) Policy" for undergraduate/graduate/professional students. Chicago State University's SAP Policy measures whether students are progressing at a reasonable rate toward the completion of their educational objectives. Students must comply with the SAP policy to maintain their continued financial aid (including loans) eligibility. A copy of the current SAP policy is available for students in the Office of Student Financial Aid. It is also available for review in both the undergraduate and graduate catalogs, as well as on the Chicago State University website.

Basic elements of the SAP policy require students to:

- Maintain a 67% completion rate (number of hours earned as opposed to number of hours attempted).
- Maintain a minimum grade point average (Undergraduates = 2.0; Certification & Second Bachelor's = 2.5; Master's and Doctorate = 3.0; PharmD = 2.0).
- Complete their undergraduate and/or graduate degree program in which they are enrolled within the maximum time frame. For example, undergraduate maximum time frame: 120 credit hours x 1.5 maximum of 180 credits may be attempted.

In the event that a student must appeal their SAP, the appeal must be completed within 30 days after the start of the semester for which the appeal is requested or 30 days after the receipt of notice of cancellation, whichever is later.

The Satisfactory Academic Progress Policy is subject to change without notice. The Office of Student Financial Aid will make every attempt to provide students with timely notice regarding their SAP status. However, it is every student's responsibility to read the policy and monitor his/her own progress. Students who find themselves affected by SAP, should refer to the Financial Aid website for more information.

Student Loans

The Federal Stafford Loan program limits, if combined, cannot exceed the established limits and cost of attendance. A student may be eligible to borrow a Federal Stafford Loan based on the following limits:

Annual Limits for Subsidized/Unsubsidized Loans

Dependent Undergraduate (excluding dependent students whose parents can't get PLUS)

	Subsidized	Total (Subsidized & Unsubsidized)
First Year	\$3,500	\$5,500
Second Year	\$4,500	\$6,500
Third Year & Beyond.....	\$5,500	\$7,500

Independent Undergraduates & Dependent Students whose parents can't get PLUS

	Subsidized	Total (Subsidized & Unsubsidized)
First Year	\$3,500	\$9,500
Second Year	\$4,500	\$10,500
Third Year & Beyond.....	\$5,500	\$12,500

Graduate & Professional Students (all years)..... \$0*

*As of July 1, 2012

Note: All undergraduate annual loan amounts are subject to proration.

You will only be eligible to borrow one loan for one academic year. For example: If you borrow \$3,500 through a subsidized Stafford Loan as a freshman, you will not be allowed a subsequent loan until you advance to the sophomore level.

Return of Federal Student Aid Due to Withdrawal

Federal Student Aid (FSA) funds are awarded to students based on the assumption the student will attend classes for the entire period of enrollment. Failure to attend class does not constitute as an automatic withdrawal from the class. Students receiving federal financial aid who completely withdraw, officially (student initiated) or unofficially (failure to

notify the University and/or initiate withdrawal process) from all of their coursework during a semester are subject to a reduction to their financial aid award and will be required to return a portion of the federal funds that have been applied to their accounts. The amount of financial aid earned will be based on the period of time that the student was attending during the term. If a student's charges exceed the revised amounts remaining on her/his account, a balance will be owed to the University. Completely withdrawing from all coursework may affect a student's completion rate and their satisfactory academic progress (SAP) standing. Before initiating a complete withdrawal, contact the Office of Student Financial Aid at 773-995-2304 for a complete explanation.

Loan Counseling

Students who receive loans are required to complete Entrance Counseling prior to receiving a disbursement and Exit Counseling when they graduate, drop to less than half-time enrollment, or completely withdraw from the University. Online Entrance Counseling and Exit Counseling may be accessed through StudentLoans.gov website.

Federal Work-Study/Student State Aid Employment

A limited number of positions are available throughout the University through the federal work-study and state aid funded student employment programs. Students with exceptional need are awarded FWS/SA eligibility and given the opportunity to be employed. Students wishing consideration for student employment should indicate their interest on the FAFSA. Rates of pay vary, depending upon the type of work and the level of responsibility. A student must be paid at least the minimum wage. Students are responsible for monitoring the time/hours they work so that they will not exceed their award balance.

Veterans Affairs Office

Students receiving veterans benefits are required to adhere to the University's academic standing policies as outlined in the University's catalog. A change in enrollment status that occurs after the veteran's status has been certified must be immediately reported to the Veterans Affairs Office which is located in the Office of Student Financial Aid, ADM 207. Failure to report changes in enrollment may result in overpayments. An unapproved change of program may cause termination of benefits.

Financial Aid Website, Email & CSU X-Press via Cougar Connect

All information provided in this student financial aid section is subject to change. Any such changes and/or modifications will be reflected on the Office of Student Financial Aid website. It is the responsibility of all students to stay informed about issues that may affect their financial aid eligibility by regularly monitoring email correspondence from the Office of Student Financial Aid and accessing the Office of Student Financial Aid website and CSU X-Press via Cougar Connect.

Explanation of Class Schedule Information

Excerpt of Class Schedule page:

CRN	CRSE	SEC	TITLE	CRED	DAYS	TIME	BLDG / RM		INSTRUCTOR	FOOTNOTES
Accounting (ACCT) • BHS 435 / 773-995-3979										
16551	ACCT	4316	61	Acc Standard Ac/Prof	3	R	0600-0850pm	BHS 504A	Ivy P	B1/+
12942	ACCT	4317	01	Auditing	3	TR	0200-0315pm	BHS 505	Osaghae V	B1/+
13453	ACCT	4394	61	Adv Fed Income Tax	3	M	0600-0915pm	BHS 504A	Hunt A	+

Schedule of Classes

This Schedule of Classes lists all course information available at the time of publication. Class offerings are listed alphabetically, with extension courses and online courses listed after the on-campus courses by subject. The most current course information is available via CSU X-Press. Changes to course offerings are also noted in the weekly addendum posted to the course schedule web page at csu.edu/coursebulletin/. All fees, dates, courses and instructors are subject to change.

CRN

Each class has a unique five-digit Course Reference Number (CRN) used as the key identifier of the course. During the Fall term, each CRN begins with the number one (1).

CRSE

This is the course number for the given discipline/subject.

Course Numbers	Level
0900 – 0999.....	Developmental Level
1000 – 1999.....	Freshman Level
2000 – 2999.....	Sophomore Level
3000 – 3999.....	Junior Level
4000 – 4999.....	Senior Level
5000 – 5999.....	Graduate Level
6000 – 6999.....	Doctoral/Professional Level

Prerequisites

Check the University catalog or CSU X-Press for prerequisite information.

SEC

The section number is a two- or three-digit section designator in a course title. Courses with section numbers 01–19 are on-campus daytime classes meeting in a classroom between 7am and 4pm. Courses with section numbers 21–29 are hybrid courses. Courses with section numbers 51–59 are online courses. Courses with section numbers 61–69 are on-campus evening classes meeting between 4pm and 10pm. Section numbers 61–69 are also used to identify courses held on campus on a Saturday or Sunday.

CRED

The number of credit hours for which students may enroll is printed for each course.

DAYS

The meeting dates are denoted by letters:

M - Monday / **T** - Tuesday / **W** - Wednesday / **R** - Thursday / **F** - Friday / **S** - Saturday / **U** - Sunday

Courses meeting on multiple days are denoted with the corresponding letter for each day of the week the course meets.

BLDG/RM

This denotes the building and the room number where the class meets.

Course Information

The course subject/discipline information, including the subject code, department office location and telephone number, are provided in the heading at the beginning of each subject listing. The list of classes is provided alphabetically by discipline beginning with on-campus courses. Hybrid courses and online courses for a given discipline are listed after on-campus courses and are denoted with a subheader in green font.

Spring 2018 Class Schedule Information

The course information listed in the following pages is current as of **October 13, 2017**. Changes made since this date may be found in the Class Schedule Addendum available online at csu.edu/coursebulletin/. CSU X-Press displays course information that is current at the moment you view it.

Information related to tuition, fees, dates and course information is subject to change.

ADDITIONAL COURSE FEES

SPRING 2018

SUBJ / CRSE / FEE	SUBJ / CRSE / FEE	SUBJ / CRSE / FEE	SUBJ / CRSE / FEE	SUBJ / CRSE / FEE	SUBJ / CRSE / FEE	SUBJ / CRSE / FEE
ACCOUNTING	BIOL1080.....20	COMPUTER SCIENCE	GEOG5550.....15	MUSA 1114.....20	SPAN 1020.....30	Information related to tuition, fees, dates and course information is subject to change.
ACCT.....2110.....10	BIOL1510.....25	CPTR..... 1060.....25	GEOG5810.....15	MUSA 1115.....20	SPAN.....2020.....30	
ARABIC	BIOL1710.....40	CPTR..... 1100.....35	GEOG5841.....15	MUSA 1120.....20	SPAN 3020.....30	
ARAB..... 1020.....30	BIOL2020.....25	CPTR..... 2100.....35	GEOG5850.....10	MUSA 1124.....20		
ART	BIOL2021.....25	CPTR..... 3500.....25	GEOG5851.....15	MUSA 2203.....20	TECHNOLOGY AND PERFORMANCE IMPROVEMENT STUDIES	
ART..... 1100.....15	BIOL2059.....25	CPTR..... 3700.....25	HEALTH & SAFETY	MUSA 2213.....20	TPS..... 4520 100	
ART..... 1200.....40	BIOL3040.....30	CPTR..... 4210.....25	H S 1575.....5	MUSA 2220.....20	TPS..... 5520 100	
ART..... 1280.....40	BIOL3051.....40	CPTR..... 4400.....35	HISTORY	MUSIC ENSEMBLE		
ART..... 1290.....40	BIOL3072.....40	CPTR..... 4600.....30	HIST 4375 300	MUSE ... 1110.....15		
ART..... 1290.....40	BIOL3690.....40	CPTR..... 4800.....25	INDUSTRIAL TECHNOLOGY	MUSE ... 114015		
ART..... 2050.....40	BIOL4040.....20	CPTR..... 5600.....30	IT 2250 15	MUSE ... 118015	ZOOLOGY	
ART..... 2103.....15	BIOL4801.....50	CPTR..... 5730.....25	INFORMATION SYSTEMS	MUSIC MAJOR	ZOOL 2040 40	
ART..... 2110.....15	BIOL5040.....20	CPTR..... 5750.....25	INSY 3280.....20	MUSM .. 1112.....15	ZOOL 2050 25	
ART..... 2200.....50	BOTANY	CPTR 5760.....25	INSY 4300.....15	MUSM .. 1114.....15	ZOOL 2610 25	
ART..... 2245.....50	BOT 2050 40	CPTR 5770.....35		MUSM .. 1116.....15		
ART..... 2260.....65	CHEMISTRY	CPTR 5772.....35		MUSM .. 1118.....15		
ART..... 2360.....60	CHEM 1050 20	CPTR 5800.....25		MUSM .. 2201.....25		
ART..... 2401.....40	CHEM 4260 20	CPTR 5950.....25				
ART..... 2500.....40	CHEM 4300 20	CPTR 5990.....25				
ART..... 2540.....40	CHEM 4304 20	EARLY CHILDHOOD EDUCATION				
ART..... 2570.....65	CHEM 4365 20	ECH 4750 300				
ART..... 2714.....60		ECH 5750 300				
ART..... 2730.....50	CHINESE	EDUCATION				
ART..... 3097.....40	CHIN..... 1010 30	ED 1500 25				
ART..... 3098.....40	CHIN..... 1020 30	ED 4312 25				
ART..... 3099.....40	CHIN..... 2010 30	ED 5312 25				
ART..... 3200.....50	CHIN..... 2020 30	ELEMENTARY EDUCATION				
ART..... 3245.....50	CHIN..... 4010 20	ELED..... 4210 300				
ART..... 3260.....65	COMMUNICATIONS, MEDIA ARTS & THEATRE	ELED..... 5210 300				
ART..... 3360.....60	CMAT 2070 40	ENGLISH				
ART..... 3401.....40	CMAT 2110 40	ENG 1230 17				
ART..... 3405.....40	CMAT 2120 25	ENG 1240 17				
ART..... 3540.....40	CMAT 2200 25	ENGINEERING				
ART..... 3570.....65	CMAT 2520 15	ENGR 2550 15				
ART..... 3575.....65	CMAT 2530 40	FRENCH				
ART..... 3724.....60	CMAT 2550 15	FREN 1010 30				
ART..... 3726.....60	CMAT 3010 15	FREN 1020 30				
ART..... 3960.....40	CMAT 3080 25	FRESHMAN SEMINAR				
ART..... 4098.....40	CMAT 3090 25	FRSE 1500 10				
ART..... 4099.....40	CMAT 4306 40	GEOGRAPHY				
ART..... 4120.....15	CMAT 4342 40	GEOG 1100.....5				
ART..... 4360.....60	CMAT 4397 35	GEOG 4500.....10				
ART..... 4400.....40	COUNSELING	GEOG 4810.....15				
ART..... 4575.....65	COUN..... 5650 25	GEOG 4840.....20				
ART..... 4662.....40	COUN..... 5670 25	GEOG 4841.....20				
ART..... 4664.....40	COUN..... 5730 25	GEOG 5500.....15				
ART..... 4950.....50	COUN..... 5790 25	MUSIC APPLIED				
ART..... 4975.....300	COUN..... 5950 25	MUSA 1100.....20				
ART..... 5099.....40	COUN..... 5990 25	MUSA 1102.....20				
BILINGUAL EDUCATION	COUN..... 5991 25	MUSA 1105.....20				
BIL..... 4018 300	BIOLOGY	MUSA 1110.....20				
BIOLOGY	BIOL 1070 20	MUSA 1103.....20				
		MUSA 1113.....20				

Spring 2018 Semester/Final Exam Schedule

April 30 - May 5

1. Examinations will be a maximum of two hours.
2. Examinations are in the same rooms. NO ROOM CHANGES.
3. Regular class sessions cannot be held during the final examination period of April 30 - May 5, 2018.

EVENING/WEEKEND SESSIONS

Evening/weekend courses meeting one day a week:

Monday evening.....	April 30
Tuesday evening.....	May 1
Wednesday evening.....	May 2
Thursday evening.....	May 3
Friday evening.....	May 4
Saturday morning & afternoon.....	May 5

Evening courses meeting twice a week, starting at:

- 4:30pm on Monday and Wednesday:
Monday, April 30 (exam starts at 4pm)
- 4:30pm on Monday and Friday:
Monday, April 30 (exam starts at 4pm)
- 4:45pm on Tuesday and Thursday:
Tuesday, May 1 (exam starts at 4pm)
- 5pm or 6pm on Monday and Wednesday:
Wednesday, May 2
- 5pm or 6pm on Tuesday and Thursday:
Thursday, May 3
- 7:30pm on Monday and Wednesday:
Monday, April 30 (exam starts at 6pm)
- 7:30pm on Tuesday and Thursday:
Tuesday, May 1 (exam starts at 6pm)
- 5 pm or 6pm Friday and Saturday morning:
Friday, May 4 (exam starts at 6pm)
- 5pm or 6pm on Wednesday and Friday:
Friday, May 4
- 7 pm or later Friday and Saturday afternoon:
Saturday, May 5 (exam starts at 12pm)

DAY SESSIONS

Day courses on a Monday-Wednesday-Friday and Wednesday-Friday patterns, starting at:

8am	Friday, May 4
10am.....	Friday, May 4
12pm	Friday, May 4
2pm	Friday, May 4

Day courses on a Monday-Friday pattern, starting at:

9am (exam starts at 10am)	Monday, April 30
11am (exam starts at 12pm).....	Monday, April 30
1pm (exam starts at 2pm).....	Monday, April 30

Day courses on a Monday-Wednesday-Friday, or Monday-Wednesday or Wednesday-Friday patterns, starting at:

9am	Wednesday, May 2
9:30am (exam starts at 9am)	Wednesday, May 2
11am.....	Wednesday, May 2
1pm.....	Wednesday, May 2
3pm.....	Wednesday, May 2
3:30pm (exam starts at 3pm)	Wednesday, May 2

Day courses on a Monday-Wednesday and Monday-Friday patterns, starting at:

8am	Monday, April 30
10am.....	Monday, April 30
12pm	Monday, April 30
2pm.....	Monday, April 30

Day courses on a Tuesday-Thursday pattern, starting at:

8am	Tuesday, May 1
9:30am (exam starts at 9am)	Thursday, May 3
11am.....	Tuesday, May 1
2pm.....	Tuesday, May 1
3:30pm (exam starts at 3pm)	Thursday, May 3

CHICAGO STATE UNIVERSITY

Oral English Proficiency

Student Complaint Procedures

Approved September 1991

Illinois statute requires each public institution of higher education to “establish a program to assess the oral English language proficiency of all persons providing classroom instruction to students,” and to “ensure that each person who is not orally proficient in the English language attain such proficiency prior to providing any classroom instruction to students.”

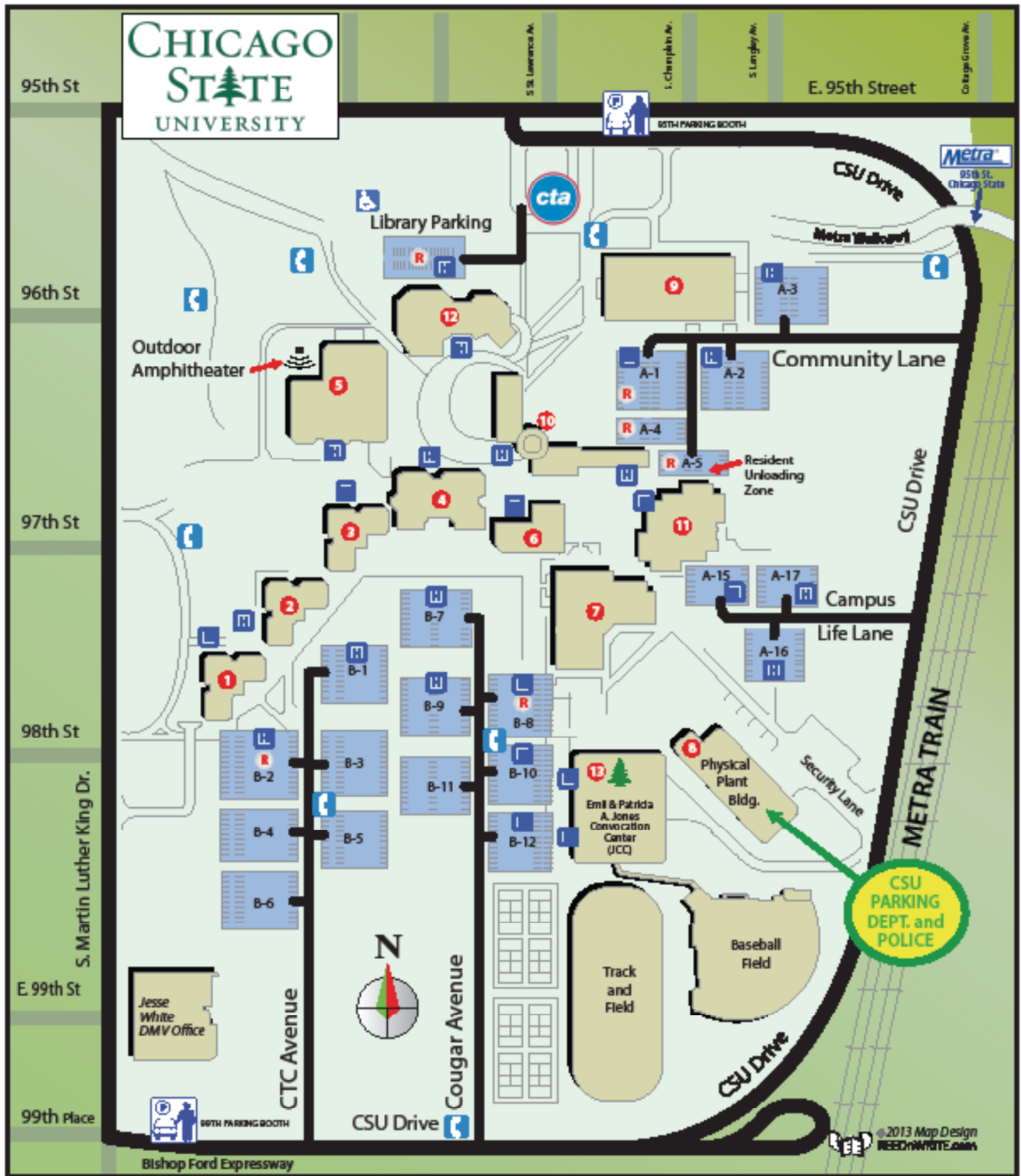
Students with complaints about the oral English proficiency of Chicago State faculty should first contact the chairperson of the department involved. The complaint must be in writing and should be as specific as possible. Copies of the complaint must be sent to the appropriate college dean and to the provost/vice president for academic affairs.

The chairperson will investigate the complaint and may observe the class. If the chairperson concludes that the faculty member's English is adequate, the chairperson will notify the student, the faculty member, the dean and the provost/vice president for academic affairs. The student may appeal the chairperson's decision to the dean. The dean will then investigate the complaint and follow the same notification procedure. The decision of the dean will be final.

If the chairperson or the dean finds that the faculty member's oral English is unsatisfactory, he or she will make a recommendation to the provost/vice president for academic affairs. The provost will take action on this recommendation and notify all parties involved of his or her decision.

Except for the necessary notifications, the identities of all students and faculty involved in oral English proficiency complaints shall remain confidential.

This image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal grey lines across its entire width, providing a guide for handwriting or typing. The background is a clean, solid white color.



CAMPUS PARKING DIRECTORY



- | | | |
|---------------------------------|----------------------------------|--------------------------------------|
| 1 College of Education (EDU) | 5 Douglas Hall (DH) | 9 Robinson University Ctr. (RUC) |
| 2 Business Health Science (BHS) | 6 Cook Administration (COOK ADM) | 10 Cordell Road Student Union (CRSU) |
| 3 Harold Washington Hall (HWH) | 7 Jacoby Dickens Center (JDC) | 11 Residence Hall (RH) |
| 4 Williams Science Ctr. (SC) | 8 Physical Plant (PP) | 12 New Academic Library (NAL) |
| | | 13 Convocation Center (JCC) |