

Fall 2012 Registration Checklist

IMPORTANT DATES

August 13, 14, 20, 21 August 15-21 August 15	CTA UPASS on campus Fall 2012 Book Voucher period starts for eligible students All registered students must present an initial payment to validate their Fall 2012 classes. Students must present one of the following payments or payment arrangements by August 15 or upon registration : <ul style="list-style-type: none">Financial AidInitial monetary down payment Full-Time Student: \$644.00 Part-Time Student: \$423.00Third Party Voucher or Letter of CreditTMS installment plan for remaining account balance after initial down payment is made to cashier.
August 20-21	Late registration and change of program period via CSU X-Press. Any new registrations processed August 20 or later will incur a \$100 late registration fee. Payment due at time of registration.
August 24	(12AM) Deadline for enrollment in or waiving out of mandatory student health insurance program for the Fall 2012 term
August 27	Last day to drop classes online using CSU X-Press
August 27	Deadline for 100% reversal of refundable fees and tuition when registered for 15 hours or less or upon complete withdrawal from all courses.
August 31	The initial Fall 2012 financial aid refund distribution begins for eligible students.
August 31	Deadline to submit proof of required immunizations to Wellness/Health Center to avoid \$25 non-compliance fee.
September 21	UPASS waiver submission deadline
October 1	Parking Credit for full-time students with UPASS begins

ADVISING, PAYMENT AND REGISTRATION

Placement Exam <input type="checkbox"/>	<p>All first time freshmen must take the university diagnostic examinations in English, math, and reading by the end of their first term in residence.</p> <p>Transfer students who have not completed an associate's degree (A.A. or A.S. degree) must take proficiency examinations in English and Reading. Transfer students who do not transfer in general education math or who are required by their majors to take more math must take the proficiency examination in mathematics. See your advisor if you have questions concerning math exam exemption.</p>
Advisor Meeting <input type="checkbox"/>	<p>Select your classes with your academic advisor who will help you plan your academic program accordingly. Your advisor will also provide a Registration Advising Pin (RAP) to register on the web during advisement. It is your responsibility to set up an appointment with your advisor. If your advisor is not available until after August 15, please do the following:</p> <ul style="list-style-type: none">For new students, contact Academic Support Services in the Cordell Reed Student Union Building, Room 158 at 773.995.4510.For returning students, contact the Chairperson/Dean in your respective College (major) to assist you with Advising.
Obtain Required Personal and Course Information <input type="checkbox"/>	<p>Online Registration instructions are available at http://www.csu.edu/recordsandregistration/instructions.htm</p> <p>Have your Student ID number and Personal Identification Number (PIN)/advising code ready before you attempt to register or drop/add courses. Please note that while you may register online for all of your courses, a complete withdrawal from all of your courses cannot be completed online. You must visit the Registrar's Office in the Cook Administration Building, room 128.</p>
View and Print Your Class Schedule and Make a Payment <input type="checkbox"/>	<p>After you register, check to make sure all information is correct and there are no error messages. If no errors, scroll down to the bottom of the page and click on 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).</p> <p>Scroll down to the bottom of the page and click on Detail Schedule and Print this page for your records also. If you are paying by Master Card, Visa, Discover or check, you can click on Online Payment to pay your bill, or call the Cashier's Office at 773.995.2029 to pay by phone.</p> <p>If you plan to pay with cash, your payment must be received in the Cashier's Office by the deadline date noted on the web or published in the Class Schedule Bulletin.</p> <p>Immunization Records: As part of the registration process, all new students are required to submit verified immunization records to the Wellness Center located in the Cook Administration Building, Room 131. More information is available online at http://www.csu.edu/admissions/medicalreport.htm.</p> <p>Health Insurance: It is mandatory that full-time Chicago State University students have sickness and injury insurance. All full-time students are automatically charged each semester for the mandatory insurance plan provided through the University. IF YOU HAVE INSURANCE: Students who are adequately insured have the option of waiving out of the mandatory health plan and having the charge removed from their tuition bills.</p> <p>The waiver/enrollment period for Fall Semester 2012 is July 20, 2012 - August 24, 2012 at Midnight.</p>
Cougar ID Card <input type="checkbox"/>	<p>All students must have a permanent Student Photo Identification Card. A valid CSU Cougar I.D. card is required to use all University facilities, including the library and the computer laboratory. Those who do not have a card must be photographed at the time of registration. New students, students who have lost their I.D. cards, and students who have changed their names, must go to Cook Administration Building, Room 130 to receive an ID card. A copy of your schedule and driver's license or state I.D. is required. Those who have lost cards or had them stolen are required to pay a replacement fee of \$20.</p>