

Department of Nursing Transfer Student Information Guide

University Application Information

Obtain an application by downloading a copy through www.csu.edu and locating the A-Z underneath the picture at the top of the university's homepage and clicking on the lettering. An alphabetical listing will open up. You will then be able to locate offices, departments, and majors by scrolling down to the first letter of the area you are trying to locate. i.e.: scroll down to "A", find Admissions and click on it. You may also choose to contact the Department of Admissions at 773/995-2513 and requesting an application be sent to you. Please advise the Department of Admissions that you are a transfer student and will need to contact the Department of Evaluation at 773/995-2481 for instructions regarding where and when to have official un-opened transcripts sent or brought to them for assessment.

Please remember to ask about deadline dates for admissions for the semester you are planning to attend. There is an application fee for processing your request. Please make sure you include this fee. Please contact the Financial Aide Department at 773/995-2304 to inquire about financial assistance.

Transfer Student Instructions

When you have been officially accepted as a new transfer student, contact the Department of Nursing direct at 773/995-3992 and let us know that you have been officially accepted into the University. We will then give you the name, phone #, and e-mail address of the person that will be advising you and any additional information we deem necessary to assist you in the registration process.

Please obtain and store you advisor(s) contact information for future reference. i.e.: Name, location, phone#, and university e-mail address. Please also check on or near your advisors office for advisement and office hours during each current semester.

When you have seen your advisor, received your PIN # (Personal Identification Number) and gone online and successfully registered the classes that the advisor has gone over with you, please validate. (Important see validation below)

Validation

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

University Placement/Entrance Exams

If you have not been instructed to take the placement exam before you see your advisor, please inquire whether you need to take any of the exams..

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

Student Identification Card

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

Student University E-mail Address

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