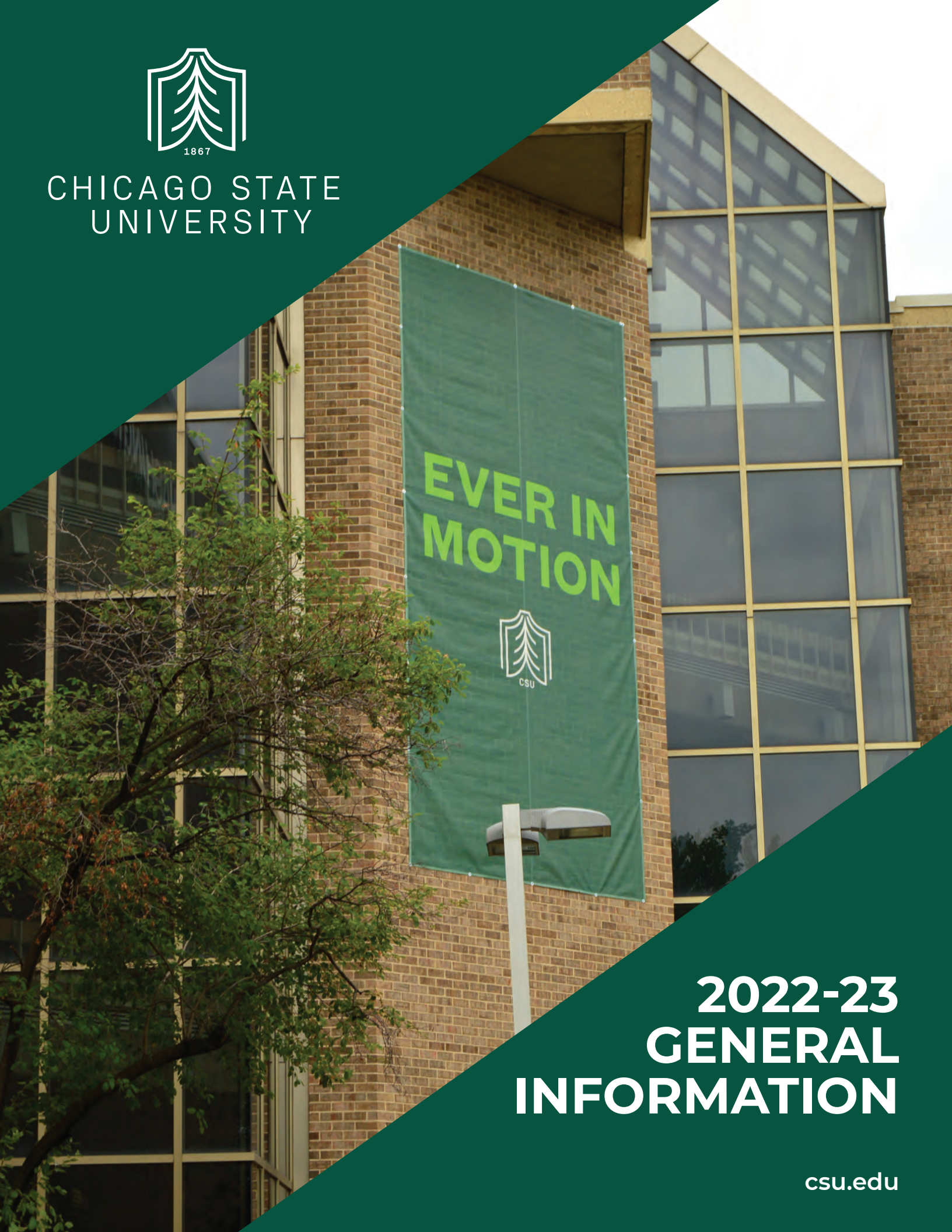
CHICAGO STATE UNIVERSITY



2022-23 GENERAL INFORMATION

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CHICAGO STATE UNIVERSITY

CODE OF CONDUCT

As a member of the Chicago State University Community, I pledge the following:

I will practice personal and academic integrity.
Dishonesty of any kind including the practice of plagiarism or copying another person's scholarship, lying, deceit, excuse-making, and disloyalty in personal relationships is not acceptable.

I will respect the dignity of all persons.
Behaviors which compromise or demean the dignity of individuals or groups, including hazing, intimidating, taunting, teasing, baiting, ridiculing, insulting, harassing, and discriminating are not acceptable.

I will respect the rights and property of others.
All forms of theft, vandalism, arson, misappropriation, malicious damage to, and desecration or destruction of property are not acceptable. Any behavior that violates a persons' rights to move about freely, to express themselves appropriately, and to enjoy privacy is not acceptable. I will report without fear of retaliation any actions that violate our culture of ethics and will protect the rights of others who do the same.

I will respect cultural diversity and accept and value the differences of others.
Denial of equal rights and opportunities for all regardless of their age, sex, race, religion, disability, ethnic heritage, socioeconomic status, sexual orientation, and gender equity, political, social, or other affiliation or disaffiliation is not acceptable.

I will respect basic human rights.
Behaviors which are inconsiderate, insensitive, inhospitable, or inciteful, or which unjustly or arbitrarily inhibit another's abilities to feel safe or welcomed in the pursuit of appropriate academic goals are not acceptable.

I will pursue personal and academic excellence.
These allegiances obligate us to be responsible for our own actions and deeds, take ownership of our education, pursue scholarships and abide by all university rules and procedures.

I will abide by the principles of this code and will encourage others to do the same.

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CHICAGO STATE UNIVERSITY

Welcome, Cougars!

Faculty and staff are excited about the start of another semester and look forward to working with you to be successful this term! Once admitted, the first step to getting registered in classes is to reach out to your Academic Advisor.

We have compiled this publication to assist you during your time at Chicago State University (CSU). We are here to help! If you ever have questions or concerns, please feel free to contact us by phone, email, or in-person:

- Office of the Registrar
  Chicago State University
  Cook Administration Building, Rm 128
  Email: CSU-Registrar@csu.edu
  Office: (773) 995-2522
  Fax: (773) 995-3618
  Website: csu.edu/registrar
  Office Hours
  Mondays - Fridays: 8:30 am to 5:00 pm

Students should monitor their CSU email accounts daily for important messages from their advisor, University announcements, updates, and event notifications. Campus life is a significant part of the CSU experience; in addition to Cougar athletic events, there are many student activities that our student support groups host. You can stay on top of events by looking out for University Relations emails.

Student Support

We offer a solid student support system offering resources in a myriad of ways.

Students Services

• **Abilities Office** abilities@csu.edu	• **Latino Resource Center** LRC@csu.edu
• **Academic Support** acadsupport@csu.edu	• **LGBTQ+ Resource Center** lgbtq@csu.edu
• **African American Male Resource** aremu.mbande@csu.edu	• **Registrars Office** csu-registrar@csu.edu
• **Career Development Center** tpalme20@csu.edu	• **Student Affairs** tjenki22@csu.edu
• **Counseling Office** counselingcenter@csu.edu	• **Student Government Association** acamer23@csu.edu
• **Examinations** examinations@csu.edu	• **Student Grievances** deanofstudents@csu.edu
• **Fraternity & Sorority Life** acamer23@csu.edu	• **Tutoring Services** tutoring@csu.edu
• **Gwendolyn Brooks Library** library.csu.edu	• **U-Pass** upass@csu.edu
• **Veterans Affairs** csu-veterans@csu.edu	• **Wellness/Health Center** wellness@csu.edu

Steps to Add or Drop Coursework & Complete Withdrawals

To Register

1. Get your registration PIN by contacting your **Academic Advisor**.
2. Go to CSU X-Press and log in using your CSU email username and password.
3. Click **Student Menu** and "Registration Agreement". Review the Terms of Agreement.
4. Click **Term Selection** and pick the relevant term. Click "Submit."
5. Click **Add/Drop Classes** and enter your 6 digit PIN from your Advisor.
6. Scroll down to type in a five-digit course reference number (CRN), one per box, per course. When done, click **Submit Changes.**
7. Review your selections and check for accuracy. If any CRN's from your search do not appear, scroll down to view error messages and update your schedule (e.g. if a course is closed or you have a schedule conflict). Depending on the error, you may need to get in touch with your Advisor. If there are no errors, scroll to the bottom of the page and click ***Complete Your Registration***. Scroll through to view charges.
   *NOTE: If there are no charges, your registration was not successful. Go back to **Add/Drop Classes** and try again.*
8. Visit the **Bursar's office regarding payment options**. We also accept payment by phone: (773) 995-2470.
   NOTE: Do not give anyone your CSU email password. Errors in registration transactions made using CSU X-Press are student's responsibility.

To Drop

- Get your registration PIN by contacting your **Academic Advisor**.
- Go to CSU X-Press and log in using your CSU email username and password. Then click the **"Home"** tab.
- Click **Student Menu** and "Registration Agreement". Review the Terms of Agreement.
- Click **"Term Selection"** and select the term needed, e.g. Fall 2022. Click **"Submit"**.
- 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."**
- Scroll down and check for error messages.
- If you have errors, type in another CRN and then click **"Submit Changes"** again.

After you have selected your courses with no error messages, click **"Complete Your Registration"** at the bottom of the page.

Fall 2022 Course Schedule

Regular (16-week) Courses: August 22 to December 3

Web Registration Dates	Payment Due	100% Reversal of Charges-Drop Date*	50% Reversal of Charges-Total Withdrawal Date*	Final Withdrawal Date ("W" on Transcript)
Apr 8 - Aug 27	Aug 19	Sept 1	Sept 13	Oct 28

Special (12-week) Courses: September 12 to December 3

Web Registration Dates	Payment Due	100% Reversal of Charges-Drop Date*	50% Reversal of Charges-Total Withdrawal Date*	Final Withdrawal Date ("W" on Transcript)
Apr 8 - Sept 17	Sept 9	Sept 20	Sept 28	Nov 5

1st 8-week Courses: August 22 to October 15

Web Registration Dates	Payment Due	100% Reversal of Charges-Drop Date*	50% Reversal of Charges-Total Withdrawal Date*	Final Withdrawal Date ("W" on Transcript)
Apr 8 - Aug 27	Aug 19	Aug 27	Sept 3	Sept 24

2nd 8-week Courses: October 17 to December 3

Web Registration Dates	Payment Due	100% Reversal of Charges-Drop Date*	50% Reversal of Charges-Total Withdrawal Date*	Final Withdrawal Date ("W" on Transcript)
Apr 8 - Oct 22	Oct 14	Oct 22	Oct 29	Nov 19

Final Exam Schedule May 2 – 7

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.

Academic Calendar

Apr 8	**Priority registration** for Fall 2022 semester begins. Enrollment opens for payment plans. Please visit **Bursar's page for more information**.
Apr 11	Registration for Fall 2022 is open to all students.
August 2022	
Aug 1 to 27	Registration continues for Fall 2022. Students may **add/drop** courses online during this period.
Aug 15	New annual or reserved **parking stickers available for purchase** from the Cashier's Office.
Aug 17	Residence Halls move-in date for **new students** in on-campus housing.
Aug 19	Deadline to either pay in full for Fall 2022, set up a payment plan, or verify payment source (i.e. how you plan to pay for classes). Please visit **Bursar's page for more information.**
Aug 19 - 21	Residence Halls opening weekend for **returning students** to move-in to on-campus housing.
Aug 22	Regular **(16-weeks)** Session and **1st 8-week** classes begin. **New students** may request a Ventra card; **returning students** can request their Ventra card be activated. **See Cashier's Office page for more details**
Aug 22 - 27	**Late registration** period for the **Regular** session (16-weeks). Payment is due at the time of registration.
Aug 26	First E-Bill posted for Fall 2022. Subsequent E-Bills will be sent monthly.
Aug 27	**Last day to drop** a **1st 8-Week class** online for **100%** reversal of tuition and refundable fees. **Note:** Students may not drop themselves from their last class online after Aug 22, 2022. Please refer to the **Registrar webpage** for complete withdrawal information. Complete Withdrawals are made on the Student tab in **Cougar Connect**.
Aug 31	Previous year parking stickers expire.
September 2022	
Sept 1 -12	Registration continues for **Special Session** (**12-weeks**) courses. Students may add/drop Special Session coursework online during this period.
Sept 1	**Last day to drop** a Regular (16-weeks) 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 themselves from their last class online after Aug 22, 2022. Please refer to the **Registrar webpage** for complete withdrawal information. Complete Withdrawals are made on the Student tab in **Cougar Connect**. Deadline to submit **proof of required immunizations** to the Health & Wellness Center to avoid a **$25 non-compliance fee.**
Sept 5	**Labor Day Holiday** - no classes.

Academic Calendar

Sept 12	Special Session (**12-week**) classes begin.
Sept 12 - 17	**Late registration** period for Special Session (**12-weeks**) courses. Payment is due at time of registration.
Sept 12 - 17	First academic warning submission period for faculty.
Sept 13	Last day to **Completely Withdraw** from **Regular Session** (16-weeks) and receive a 50% reversal of tuition and fees (**note**: 50% reversal of charges only applies to **Complete Withdrawals**.) **Note:** Students may not drop themselves from their last class online after Aug 22, 2022. Please refer to the **Registrar webpage** for complete withdrawal information. Complete Withdrawals are made on the Student tab in **Cougar Connect**.
Sept 14	Financial Holds will be applied to student accounts with past due balances.
Sept 20	**Last day to drop** a Special (12-weeks) Session class online for **100%** reversal of tuition and refundable fees. **Note:** Students may not drop themselves from their last class online after Aug 22, 2022. Please refer to the **Registrar webpage** for complete withdrawal information. Complete Withdrawals are made on the Student tab in **Cougar Connect**.
Sept 22	Deadline to **enroll in or waive out** of student health insurance. See **here for more information**.
Sept 24	**Last day to withdraw** from a **1st 8 Weeks** class and receive a **"W"** on the transcript. Charges are not reversed.
Sept 28	Last day to **completely withdraw** from **Special Session** (12-weeks) and receive a **50%** reversal of tuition and fees (**note**: a 50% reversal of charges only applies to complete withdrawals.) **Note:** Students may not drop themselves from their last class online after Aug 22, 2022. Please refer to the **Registrar webpage** for complete withdrawal information. Complete Withdrawals are made on the Student tab in **Cougar Connect**.
Sept 30	**Deadline to submit undergraduate & graduate graduation applications for Fall 2022 degree conferral.**

October 2022

Oct 3	**Last day** to order a Ventra card for the semester.
Oct 10 -15	Second academic warning submission period for faculty.
Oct 17	**2nd 8-Week** classes begin.
Oct 22	**Last day to drop** a **2nd 8-Week class** online for **100%** reversal of tuition and refundable fees. **Note:** Students may not drop themselves from their last class online after Aug 22, 2022. Please refer to the **Registrar webpage** for complete withdrawal information. Complete Withdrawals are made on the Student tab in **Cougar Connect**.

Academic Calendar

Oct 28	**Last day to withdraw** from a Regular **(16-weeks)** Session class or submit a Complete Withdrawal request and receive a **"W"** on the transcript. Charges are not reversed. **Graduate students**: deadline to submit Thesis/Dissertation to ProQuest/ETD.

November 2022

Nov 5	Last day to withdraw from a Special Session (**12-weeks**) class and receive a "W" on the transcript. Charges are not reversed. This is also the last day to submit a Complete Withdrawal request, if a student is enrolled in only Special Session coursework.
Nov 7 -12	Third academic warning submission period for faculty.
Nov 11	**Graduate Students**: deadline to submit an academic petition for extension of an existing Incomplete Grade Contracts for "I" grades received for Spring or Summer 2022 terms.
Nov 14	**Priority Registration** for Spring 2023 begins.
Nov 19	**Last day to withdraw** from a **2nd 8 Weeks** class and receive a **"W"** on the transcript. Charges are not reversed.
Nov 24 - 26	**Thanksgiving Holiday** - no classes.

December 2022

Dec 3	Last day of class before final examination period.
Dec 5 -10	Final examination period.
Dec 11	Move-out date for Residence Halls (close at 12 pm).
Dec 13	Faculty deadline to submit: • Final Grades in **CSU X-Press** for Fall 2022 • Change of Grade Forms for removal of an Incomplete "I" grade issued in **Spring** and **Summer 2022.** • **Incomplete Contracts** for an "I" grade for Fall 2022. **Note:** Incomplete Contracts must be signed by the student, faculty, and Chair before it can be submitted to the Registrar's Office at: **csu-registrar@csu.edu**.
Dec 17	Fall 2022 term ends.
After Dec 20	Fall 2022 grades are available in **CSU X-Press**. Fall 2022 degree postings are available in **CSU X-Press**.

Quick Reference Guide & Resource Links

- To order transcripts: https://www.csu.edu/registrar/transcript.htm
- Registrar FAQs: https://www.csu.edu/registrar/faqs.htm
- FERPA page: https://www.csu.edu/registrar/FERPA.htm
- Registrar Forms and documents:
    - Incomplete Contract: https://www.csu.edu/registrar/documents/Incomplete_Grade_Request_Contract_Form.pdf
    - Add-Drop Form: https://www.csu.edu/registrar/documents/Add_Drop_Form.pdf
    - Academic Petitionhttps://www.csu.edu/registrar/documents/Academic_Petition_Form.pdf
    - FERPA Waiver form: https://www.csu.edu/registrar/documents/FERPA_Consent_to_Release_Form.pdf
    - Major/minor change form: https://www.csu.edu/registrar/documents/Major_Minor_Change_Form.pdf
- Reverse Transfer form: https://chicagostate.na2.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhCrhlSeDyzd_faOjKOrIMKQOx7bk5zZuVaNGM3v69oganGbo72YbyHSt7BTMKURBy0*

Academic Calendar:

- Summer & Fall 2022: https://www.csu.edu/coursebulletin/acadcalendar/fall2021_summer2022.htm
- Calendar Archives: https://www.csu.edu/coursebulletin/acadcalendar/

Holds and Record Restrictions

Is a hold preventing you from completing your registration?

We are excited about the start of another semester and look forward to working with you to get enrolled! The first step to getting registered in classes is to reach out to your Academic Advisor. However, if you notice in Cougar Connect that you have a registration hold on your account, here are some next steps to getting your hold resolved:

- Bursar/Cashier (A3/BU/B3): you have a previous balance that must be paid with the Bursar's Office before you register for the current term. To resolve, contact the Bursar's Office at bursar@csu.edu or (773) 995-2470. **The Bursar and Cashier's Office is in the Cook Administration Building, Rm. 212 from 9 – 5 pm.**

- Immunization (I2/IC): if you have not submitted your shot record to the Wellness Center or you have not followed COVID protocol, you have an Immunization hold on your account. You may also be charged $25 if you fail to provide proof before classes start. Contact the Health & Wellness Center at wellness@csu.edu or (773) 995-2011. **The Immunization Office is in the Cook Administration Building, Rm. 131 from 9 – 5 pm.**

- Academic Probation Status (PR/SA): you are on academic probation (PR) or continued academic probation (SA), please contact your Academic Advisor to complete an academic plan. To resolve, you can contact Constance Jackson-Upshaw at: cjacks35@csu.edu or (773) 995-4510. **The Office of Academic Support is in the Cordell Reed Student Union Building, Rm 180, from 9 – 5 pm.**

- SuccessU / University College (UC): this hold is for students who are a part of SuccessU. To remove the hold, you can contact our Director of Advising, Candy Bennett at: cbenne20@csu.edu or (773) 995-4510. **The Office of Academic Support is in the Cordell Reed Student Union Building, Rm 180, from 9 – 5 pm.**

- Undecided Major (UN): you must meet with your Academic Advisor to declare a major. You can contact Constance Jackson-Upshaw at: cjacks35@csu.edu or (773) 995-4510. **The Office of Academic Support is in the Cordell Reed Student Union Building, Rm 180, from 9 – 5 pm.**

- Admissions Hold (U4/U6): you have an outstanding document to submit to the Admissions department (e.g. final high school or community college transcript). To resolve, please contact Admissions at: ug-admissions@csu.edu or (773) 995-2513. **The Office of Undergraduate Admissions is in Cook Administration Building, Rm. 101 from 9 – 5 pm.**

- Athletics Hold (A1): this hold is used for student athletes to ensure they maintain Athletic eligibility for competition. **You can contact Jason Frank at: jfrank@csu.edu. Jones Convocation Center, Rm 1502.**

How to Pay Your Tuition and Fees

Tuition & Fees

To view tuition and fee rates can be found under the Bursar/Cashier webpage depending on grade level and residency by going to the following page: https://www.csu.edu/financialoperations/bursar/tuition/

For any questions, regarding tuition and fees, contact the Bursar Office in-person in the Cook Administration building, ADM 213, by phone at (773) 995-2470, or by emailing bursar@ csu.edu.

Tuition and mandatory fees are subject to change.

Six-Year Guaranteed Student Tuition

The "Truth in Tuition" bill mandated 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 Fall 2004 semester, each new undergraduate class of students (first-time freshmen and transfer students) has 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 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 effect 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 guaranteed 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 effect. The Term's General Information document published online each term, references current information.

Payment Options

Students may pay for their tuition and mandatory fees by enrolling in a payment plan.

A non-refundable service fee of $50 will be charged to students choosing the installment payment plan, according to the month that the plan begins for the term.

A delinquent fee may be charged to students who have not completed full payment of their tuition and fees by the due date of the final payment, and a financial hold will be placed on the students' records preventing registration for the subsequent semester.

You can enroll in a payment plan by logging into your Student Account Portal in Cougar Connect.

Summer 2022 Payment Due Dates

Fall Sessions Final	Due Date*
Payment Plan Begins	April 8
Regular Session	May 27
Special Session	May 27

Fall 2022 Payment Due Dates

Fall Sessions Final	Due Date*
Payment Plan Begins	April 8
Regular Session	August 19
Special Session	August 19

* Subject to late fees if not paid by final payment due date. The late fee is 1.5% of past due balance which will be charged monthly until the balance is paid.

Holds are placed on student accounts after the payment due date.

It is the student's responsibility to drop the class if he or she is not attending. Students will not be reinstated in closed courses. See Student Registration and Financial Responsibility and Student Registration Agreement.

Payment Options

Payments can be made online, in-person, by phone, or mail.
CSU Accepts Full and Partial payments in cash, electronic check, credit card (Visa, MasterCard, Discover, and American Express) or debit card.

In-person payments accepted are cash, check, or credit card which can be made at the Cashier's Office located in the Cook Administration Building, ADM 211.

Over the phone we accept only Credit Card payments by contacting the Cashier's Office at (773) 995-2029.

Online payments can be made with credit card, debit card, or check by logging into your Cougar Connect Account.

Payment Methods Accepted:

- Cash payments
- Credit Card/Debit Card (American Express, MasterCard, Visa, and Discover Card) *
- Check payments **

How to pay online:

- Log into Cougar Connect
- Click on the "My Info Tab"
- Click on the "Make a payment/Refund Selection" link
- Click on the Make Payment Button

*A 2.5% convenience fee is charged.

**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.

Verified Payment Source

Purpose of Verified Payment Source: To plan and confirm how you will pay for tuition and fees for the semester. Verified payment Source for tuition and fees must be selected through the Registration & Financial Responsibility Agreement page in Cougar Connect when registering for courses. If the payment source that was selected is not in place prior to the drop for non-payment deadline, you will be dropped from your courses.

Why Verifying how you will pay for tuition and fees is important?

1. Having a financial plan
2. How to not have a remaining balance before the next term registration opens.
3. Exploring payment options
4. Being prepared
5. Understanding your financial responsibility
6. To no be dropped from your courses

Payment verification is only verifying the source and does not require actual payment at the time of registration.

Verified Payment Source is considered to be any of the following?

- Payment in Full
- Payment Plan
- Financial Aid
- CSU Scholarship(s)
- Private Scholarship payment
- Veterans Using Ch 33 or 31
- Employer/Third Party/Sponsor Payment

Note: If you selected payment in full payment plan, or "I don't know", and do not pay or enroll in a plan, you will be required to make a down payment. Part-time students will need to pay $500, and full-time students will need to pay $1000.

Delinquent account balances

1. **Final Payment:** Partial or complete payment will be accepted at any time; however, the total balance must be paid according to your payment plan. If you are not enrolled in payment plan, the total balance must be paid by the above final payment due dates. Make full payment before the deadline to avoid any additional charges.
2. **Default on Payment Plan:** Failure to make a complete payment on time according to your payment plan will cause a payment default and a delinquent fee will be assessed each month that the balance is outstanding. In addition, a hold will be placed on your academic record and you run the risk of not be permitted to register for subsequent terms until the balance is paid in full.
3. **Your financial responsibilities:** If you fail to meet the terms of your installment payment agreement and/or have a remaining balance, you will not be eligible for academic credit for enrolled courses. In addition, CSU may report your account to the credit bureau, place your student account with an outside collection agency and assign the account to the State of Illinois Tax Off -Set System. It is further understood that all reasonable collection costs, fees or legal expenses incurred by CSU and any outside agency in securing payment is your responsibility. These fees could range from 25% to 50% of your unpaid balance.

Students who have outstanding debts at CSU after graduation or at the end of term will be placed on a financial hold which will prevent future registration, release of transcripts, diploma, grades, and certificates.

Ventra U-Pass

All undergraduate full-time students are required to have a Ventra U-Pass Card. The Ventra U-Pass Card costs $170.00 per semester. All full-time students with 12 hours or more will have their accounts billed automatically. If you drop below 12 hours of enrollment, your Ventra U-Pass Card will be deactivated.

More information regarding the U-Pass can be found on the Bursar/Cashier webpage by https://www.csu.edu/financialoperations/bursar/CTAupass.htm

Questions regarding the U-Pass can be directed to the Cashier Office by emailing upass@csu.edu or calling (773) 995-2029.

Financial Aid

If you have not already done so, please complete the Free Application for Federal Student Aid (FAFSA) for the 2022-2023 school year as the application began October 1, 2021 for Fall 2022 financial assistance. Please check back with our website after March 1, 2022 for the availability of the 2022-2023 verification forms.

All funding from completed financial aid records for Summer 2022 enrolled students will be released to the accounts on June 20, 2022. Please remember that your financial aid will not disburse unless you have completed all necessary steps: Were you selected for verification? Have you submitted your complete and accurate documents to complete the verification process? Did you accept your financial aid offer via Cougar Connect? Did you answer your Title IV questions? Have you completed your master promissory note? Have you completed your entrance counseling? If you are a Graduate student seeking a GRAD PLUS loan, have you applied for the loan and were you approved? If any of these steps are needed but have not been completed, your financial aid will not disburse.

For Student loans to pay to your account, you must be enrolled at least half time based upon your degree seeking status (i.e., Undergraduate, Graduate, Doctoral student). All grant funding (Pell and MAP) eligibility is based on your enrollment (full time, three-quarter time, half time, less than half time). The amount you see on your financial aid award offer under Cougar Connect is based on full-time or 12 credit hours of enrollment for each term.

Students looking for book voucher consideration for the Summer 2022 semester, please make certain your 2021-2022 FAFSA is on file and that all red flags and verification documents are complete. Incomplete records equate to incomplete or no aid being paid to the account for voucher consideration.

All communication and correspondence to students will be done using your campus email. It is imperative that you review your email record for any information and communication from the Office of Student Financial Aid. Failure to do so may result in loss of eligibility and/or missed deadlines.

Students are required to become familiar with all rules, regulations and deadline dates (Federal, State and CSU) that may affect their financial aid eligibility by regularly reviewing the university's Undergraduate Academic Catalog and/or the Graduate and Professional Academic Catalog, the semester's academic calendar, the Office of Student Financial Aid website, and their individual account information which they may access through Cougar Connect and on CSU X-press.

Students need to be aware of their financial aid usage and eligibility limits. As an undergraduate student for Pell grant recipients, once you have reached 600% usage, you will no longer qualify to receive the Federal Pell grant. For loan recipients, if Independent you may not exceed 57,500.00 in borrowing, Dependent Students may not exceed 31,000.00 in pursuit of your First Bachelor's Degree. Students may access and review their awareness of their grant and loan usage by viewing their loan and pell grant history via www.studentaid.gov and click on the tabs, 'Understand Aid' and/or 'Complete the Aid Process and then to 'Complete Annual Student Loan Acknowledgement'.'

Please go to our webpage under the Chicago State University Website for detailed information for the Office of Student Financial Aid. https://www.csu.edu/financialaid/

Explanation of Class Schedule

Excerpt of Class Schedule page:

Accounting (ACCT) * BHS 435 / (773) 995-3979

Crn	Crse	Sec	Title	Cred	Days	Time	Bldg/Rm	Instructor
19362	ACCT 1290	61	Legal Environment	3	T	6:00-8:50	BHS 504A	Staff
12900	ACCT 2111	01	Int Managerial Acct	3	MW	2:00-3:15	BHS 504A	Elmes, L

Schedule of Classes

The 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 spring 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.

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 sub-header in green font (published online).

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

Academic Regulations

Credit Hour Limit

Undergraduate Students:
The maximum credit hour load for the Fall 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 Advisor or Chair and sent to the Office of the Registrar at: csu-registrar@csu.edu.

Although generally there is no minimum credit-hour load for 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 fall and spring terms to maintain eligibility status. (2) F-1 international students must carry a minimum of 12 credit hours during Fall 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 Fall and Spring semesters. Exceptions to the graduate course credit-hour load may be made with the approval of the Advisor, Chair, or 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.

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 made the Thursday before classes begin.

If the class for which you are registered is cancelled, you will be dropped from the class. If you do not register for an alternative class, a tuition refund will be processed to your account. Students receiving financial aid benefits should consult with their financial aid counselor concerning any award implications. Class cancellation notifications are sent to students via CSU email.

Incomplete grade policy

A student may request a grade of Incomplete (I) if extraordinary and unavoidable circumstances have prevented completion of the required coursework for certain courses.

In order to qualify for an incomplete:

- The student must have completed at least 50% of the graded work
- Have a grade of “D” or better
- 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 via our Incomplete Contract Form. This can be found under “Forms” on the Registrar webpage. The contract approved by the faculty and Chair must be submitted to the Office of the Registrar by the end of term. 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.

Repeat course policy

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.

Academic Probation

The Office of the Registrar will place undergraduate students on academic probation when their grade point average falls below 2.0. The purpose of academic probation is to provide students with a warning that their academic performance does not meet minimum university standards. While on probation, students may enroll for no more than 12 credit hours. Registration for additional credit hours requires the written approval of the Advisor or Chair.

DPS - Dropped for Poor Scholarship

Former CSU undergraduate students who have been dismissed from the University for poor academic scholarship (DPS) and have been absent from the University for at least one semester may apply for Reinstatement. The applicant must submit all the following before an admission decision is determined:

- Written Academic Petition form.
- Supporting documents, as appropriate.
- Official transcripts for all course work completed since leaving the university.

Applicants will be reinstated to the program in which they previously enrolled. To change degree programs students must first earn a 2.0+ cumulative GPA and submit a Change of Major form to the Office of the Registrar at: csu-registrar@csu.edu.

Your Cougar One Student ID Card

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 replacement fee for lost, damaged, or stolen ID cards. To obtain either your first ID card or a replacement ID card, please visit IT Helpdesk on the first floor of Gwendolyn Brooks Public Library. You may also email for an appointment: IDservices@csu.edu.

Reverse Transfer

Students who transferred to Chicago State University with at least 15 transferable credit hours from an Illinois public community college and did not receive an Associate's degree are eligible to participate in the reverse transfer program.

Upon achieving junior standing (60 earned credit hours), students may apply to participate in the Reverse Transfer Program. The student may receive an Associate's degree from the Illinois community college, subject to review of completed coursework and satisfaction of degree requirements by the community college, while continuing to earn a Bachelor's degree at Chicago State University.

Why an Associate's degree?

An Associate's degree is an important milestone in your education as well as a valuable credential to have on your resume. Employers value the Associate's degree as evidence of your commitment to expanding your knowledge and achieving your educational goals. The Associate's degree can make a difference in your long-term success in several ways:

Opening the door to better job opportunities, even while you're still working on your Bachelor's degree at CSU. Is the nation's fastest-growing academic credential and employers recognize its value when recruiting and hiring.

If you transferred to Chicago State University from a community college without completing all the requirements for your Associate's degree, it may be possible to complete the credits you need using Chicago State University courses by reverse transferring your CSU credits to your community college.

Who is Eligible for Reverse Transfer?

The reverse transfer of credit option is available to any student who is currently enrolled at Chicago State University and has earned:

- At least 15 hours of transferable coursework at any Illinois community college.
- A cumulative total of at least 60 transferable credit hours, between the community college and CSU; while satisfying the course requirements necessary to be awarded an associate's degree at the community college.

How to request:

Students need to complete the **Reverse Transfer Agreement Form**, to allow sharing of transcript information between CSU and the Illinois public community college. This form is emailed out to qualifying students twice a year.

If you believe you qualify or have additional questions, please email: **CSU-Registrar@csu.edu**

Note: Students with an academic or administrative hold at Chicago State University are not eligible for transcript release.

Testing & Assessment

Freshmen: Once accepted for admission to Chicago State University, all first-time freshmen must take the university placement examinations in English and mathematics to determine your placement course.

Transfer Students: Transfer students who have not completed an A.A. or A.S. degree and who have not completed their general education requirements for English Composition and Mathematics must take placement examinations in English and Mathematics. Transfer students who transfer in general education courses that meet their general education requirements in English Composition or Mathematics with a C or higher do not have to take the corresponding placement examination. Transfer students should meet with their advisors to determine whether they have transferred in the relevant courses to meet their general education requirements in English Composition and Mathematics.

- Students seeking a second Bachelor's degree are not required to take the proficiency examinations.
- Graduate students, including post-baccalaureate students seeking initial teacher certification are not required to take the proficiency examinations.
- Students who have passed the Illinois Certification Test of Academic Proficiency (TAP) in basic skills are not required to take the proficiency examinations.

Students must have a photo ID to take the placement assessment. Placement assessments are offered both virtually and on campus by appointment only. Appointments, schedules, and policies are available on the Examinations Office website at www.csu.edu/examinations/ .

Retake Policy

Students who do not feel their scores represent their abilities may retake a placement exam. Students are assessed a $25 retake fee for each university placement examination (English, Mathematics or Reading), which must be paid at the cashier's office (Cook Administration Building, Room 211).

English Placement Examination

Students entering the university with no credit in English Composition must take the English Placement examination. Students who successfully meet placement requirements may complete ENG 1270, Composition I. Students who do not meet placement requirements are required to enroll in ENG 1230, Writer's Workshop I. Upon successful completion of ENG 1230 or ENG 1270 – Composition I, students will receive three credit hours in English Composition, which will partially meet their English Composition general education requirement.

Students who transfer three credit hours of English Composition must take the English placement examination to determine placement for their required second semester of English composition. Students who pass the English placement examination will enroll in ENG 1280, Composition II. Students who do not pass the examination must enroll in ENG 1240, Writers' Workshop II. Upon successful completion of ENG 1240 or 1280, students will receive three credit hours in English Composition and will have met their second-semester English Composition general education requirement.

Mathematics Assessment

Students entering the university who transfer a college-level Mathematics course will have met the general education requirement in Mathematics and do not need to take the Mathematics Assessment. Students who need to take a General Education mathematics course will be assessed for their content knowledge in mathematics. Based on the assessment, some students who require college algebra will be required to take a college algebra course with a built-in interactive added support laboratory component.

Chicago State University does not require Developmental Mathematics courses for students admitted beginning Fall 2019 and these students will not be placed in non-credit bearing mathematics courses.

Health & Wellness Center

Illinois Public Health Act Administrative Code Part 694 specifies that any enrolled student 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, tetanus, and pertussis prior to registration. All new admissions under the age of 22 must have receipt of 1 dose of Meningococcal Conjugate Vaccine on or after 16 years of age. 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 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.

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.

How to Update your Contact Information

As a current student, you can update your Permanent Address (PR) or Mailing Address (MA) in CSU XPRESS. We recommend checking your current address and phone numbers in the system to be sure we have the correct info on file.

IMPORTANT NOTE FOR INTERNATIONAL STUDENTS:

It is important to know that you should NEVER change your permanent international address to your mailing address. Both your permanent address AND your mailing address need to be in the system, and they should not match one another.

Parking

Booth Hours: Mon to Fri: 9am to 4pm
Email: parking@csu.edu
Phone: (773) 995-2141

All vehicles are required to display a Parking Decal
Free Pick-ups/Drop-offs are not permitted

Rates

Daily Pass	**Cost**
Guest/ Visitor/Vendor/ Contractor	$5

Seasonal Decal	Cost
Fall Semester (expires 12/31)	$100
Spring Semester (expires 05/31)	$100
Summer Semester (expires 08/31)	$50
Options Seasonal (Continuing Education)	$10

Annual Decal (Effective August 22, 2022)	**Cost**
General	$200
Reserved (as available)	$310
Residential	$150
Second Vehicle	$100
Alumni & Veteran (w/proper ID)	$180
Vendor	$200
CSU Retiree (1 per retiree)	No Charge

Parking Purchase Process

1) Register your vehicle

- Log into Cougar Connect.
- Click on the Home tab
- Click on the Login into Parking System link in the Parking System section
- Add/Register your vehicle information on the Online Parking Database.
- Print the CSU Online vehicle registration form.

2) Pay for your Parking Decal:

- In-person at the Cashier Office, Cook Administration Building, ADM 211
    - Credit/Debit Card
    - Check
    - Cash
    - Financial Aid
    - CSU Employee Payroll Deduction

3) Pick-up your Parking Decal:

- Bring your CSU Online vehicle registration form, and your cashier's receipt to the Cashier's Office in the Cook Administration Building - Room 211

More information in regard to Resident Hall Student Parking, Second Decals, Stolen, Lost, or Unused Decals, Parking Services & rules (Citations, Guest Parking, Handicap Parking, etc.) can be found by going to the following CSU webpage https://www.csu.edu/campus/parking.htm.

Shuttle Service

https://www.csu.edu/campus/shuttle_bus.htm

FERPA & ADA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U. S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

    a. School officials with legitimate educational interest;
    b. Other schools to which a student is transferring;
    c. Specified officials for audit or evaluation purposes;
    d. Appropriate parties in connection with financial aid to a student;
    e. Organizations conducting certain studies for or on behalf of the school;
    f. Accrediting organizations;
    g. To comply with a judicial order or lawfully issued subpoena;
    h. Appropriate officials in cases of health and safety emergencies; and
    i. State and local authorities, within a juvenile justice system, pursuant to specific State law. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA.

ADA

Americans with Disabilities Act & Section 504

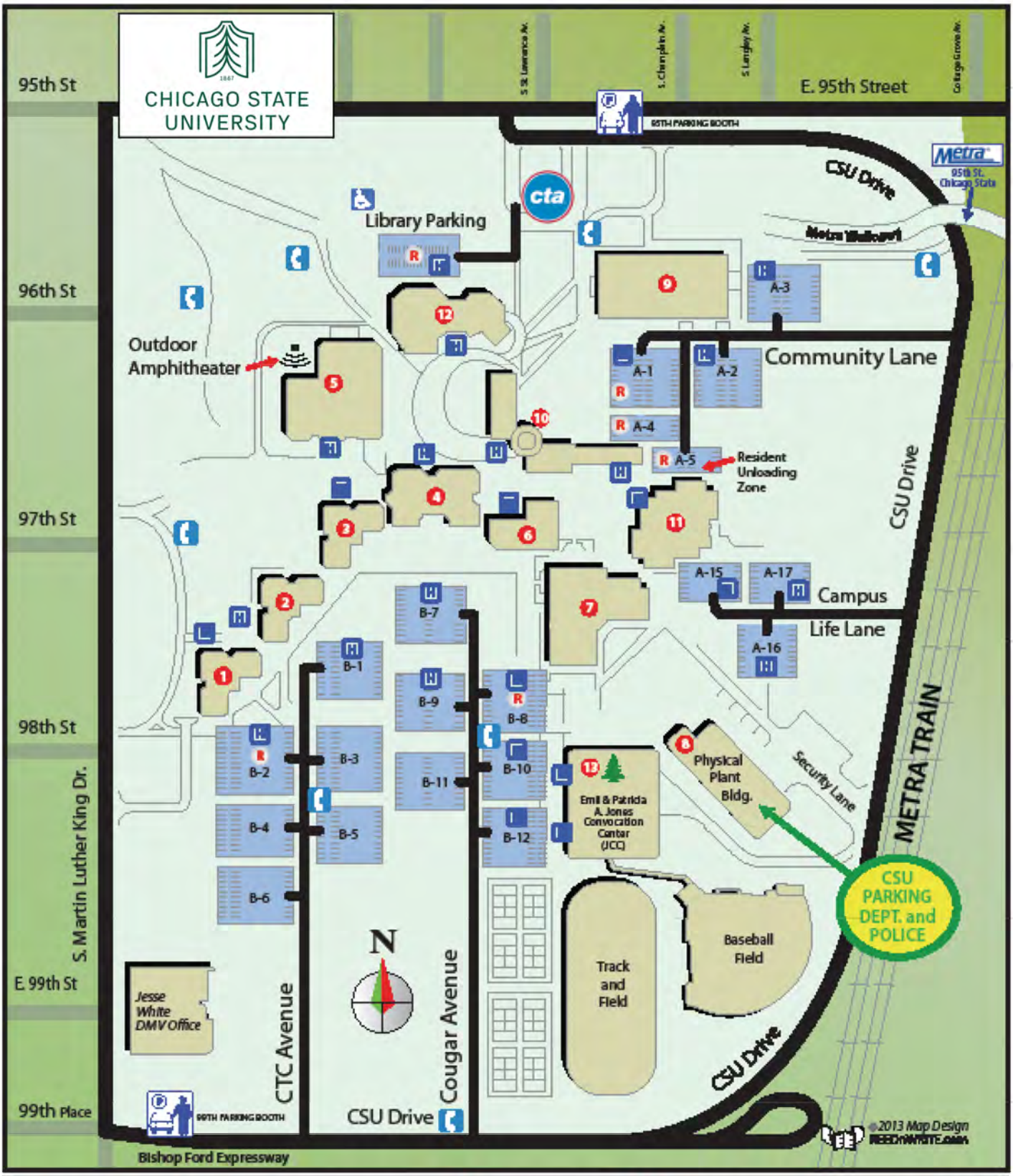
Chicago State University is strongly committed to complying with **Section 504 of the Rehabilitation Act of 1973**, as amended, and the **Americans with Disabilities Act (ADA) of 1990**. The University is also committed to assuring that qualified students with disabilities are not excluded from participation in or denied the benefits of any University services, programs, or activities based solely upon the individual's disability status.

Abilities Office of Student Services • CRSU 190

The Abilities Office is dedicated to ensuring access to education through reasonable and appropriate accommodations for all students with disabilities as mandated by the American with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. A disability is defined in the ADA and Section 504 as "a physical or mental impairment that limits a person in the performance of one or more major life functions".

For information regarding services and for registration to receive services, visit the website at **csu.edu/dosa/abilities** or contact the Abilities Office of Student Services via phone at **773-995-2380** or **773-995-3761** ***(for TTY users)*** or by email at **abilities@csu.edu**.

Notes



CAMPUS PARKING DIRECTORY

CHICAGO STATE UNIVERSITY

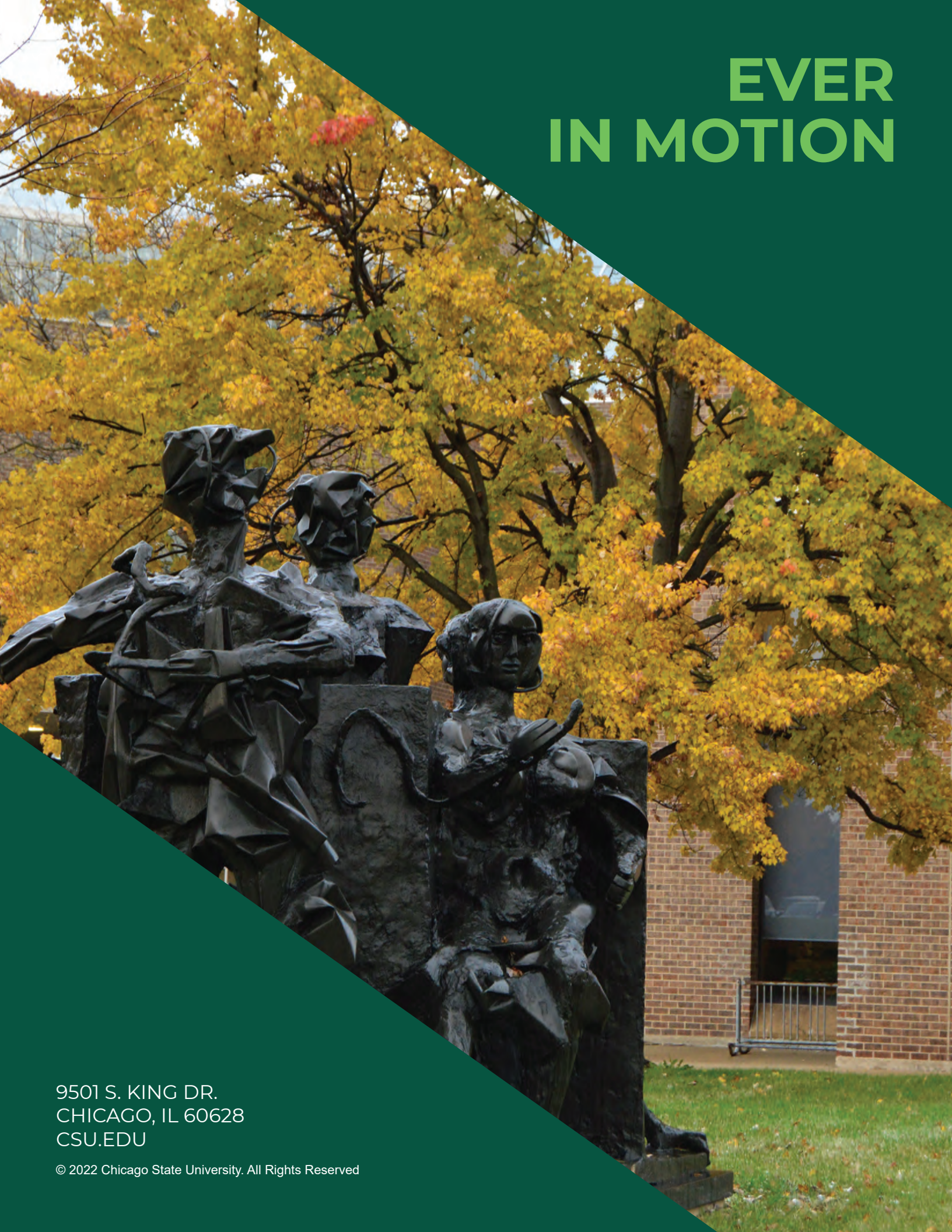
Parking Booth · Handicap Accessible · Emergency Telephone · Roads

Parking Lot · R Reserved Parking · Campus Building

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

CHICAGO STATE

EVER IN MOTION



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