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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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) 995-2517
  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 Services

**Abilities Office**
The Abilities Office coordinates accommodations and accessibility in accordance with the Americans with Disabilities Act (ADA) and provisions of Section 504 of the Rehabilitation Act of 1973 for qualified student with verified disabilities.

**Gwendolyn Brooks Library**
The Gwendolyn Brooks Library provides services, resources and materials to students, including information on how to find support and assistance for academic and research assignments and on how to locate electronic and print resources in the library and beyond.

**African American Male Resource**
With a variety of resources, services, and programs, the AAMRC seeks to prepare Black men for success as academics, scholars, professionals, community activists, husbands, and fathers.

**Latino Resource Center**
The LRC provides pre-college services for high school students and their families, professional and leadership development for college students and cultural programming for the University community.

**Counseling Office**
The Counseling Office is here to provide assistance, support and information to students, including for consultation and referral services.

**Testing & Examinations**
The Office of Examinations conducts all student testing at the University. If you are a new student, reach out regarding your placement test!

**Career Development Center**
The Career Development Center at the Chicago State University prepares students to leverage their academic and leadership experiences through individualized support and access to employer partnerships.

**Registrar’s Office**
The Office of the Registrar oversees all records, transcripts, degree/transcript evaluations, and testing. Please review our forms page for documentation resources!

**Fraternity & Sorority Life**
CSU’s Greek Life mission is to promote student development by providing opportunities for scholarship, community service, campus involvement and fraternal friendship by ensuring all members a high quality and safe undergraduate experience.

**Tutoring Services**
Please reach out if you are confused or struggling in a class! The tutoring center will pair you with a tutor who can support your learning in classes.

**Health & Wellness Center**
The Health & Wellness Center is your one-stop shop for all wellness needs on campus. They offer vaccinations and same-day appointments for your needs. Also, stop by if you have an Immunizations hold!

**Student Affairs**
Student Affairs encourages and aids in the development of social, cultural, intellectual and governance programs that expands the involvement of students with the campus community and society.

**Student Government Association**
The Student Government association promotes shared governance in our campus community and is a great opportunity for students to grow as leaders and gain experience within the higher education setting.

**Student Grievances**
Any member of the University community may file a complaint if they believe they’ve been discriminated against. The Equal Employment Opportunity Office is responsible for conducting investigations of alleged discrimination and sexual harassment complaints.

**U-Pass**
The Ventra Card provides students unlimited rides on CTA buses and L trains throughout the duration of an academic term at a reduced cost.

**Housing**
Research has shown that students who choose to live on campus often experience higher levels of engagement, retention, and degree attainment. The residential experience here at Chicago State University is a great place to live and learn together.
Enrollment Checklist

Link: https://www.csu.edu/admissions/documents/New_Student_Checklist.pdf

This checklist is a guide to completing the registration process at Chicago State University
Questions? Call: 773-995-2513 or email: ug-admissions@csu.edu

Academic Year 20 __________  ○ Fall  ○ Spring  ○ Summer  Classes Begin: ___________

☐ STEP 1: CLAIM YOUR ACCOUNT
The instructions for this were sent to you in an email with the subject: “Your Chicago State University Admissions Decision.” You may claim your account here: https://www.csu.edu/itd/hw_claim_account.htm
GBL 1st Floor | 773-995-3963 | helpdesk@csu.edu

☐ STEP 2: SUBMIT YOUR FAFSA
If you intend to use Financial Aid to pay for classes, please be sure to complete the Free Application for Federal Student Aid (FAFSA) as soon as possible. This process may take up to six weeks.
Visit: https://studentaid.gov

Please note: if you are not applying for financial aid to pay for coursework, you must set up a payment plan or pay in full.

☐ STEP 3: SIGN UP FOR YOUR PLACEMENT EXAM
All new Freshman are required to complete the placement exams in Math and English. This is to know which English and Math class is most appropriate for you. Schedule your exam here:
https://www.csu.edu/examinations/scheduling_exam.htm

Additionally, if you have AP/IB or CLEP Scores to submit, please contact College Board to have your score report sent to us!

☐ STEP 4: MEET WITH YOUR ADVISOR
Students must meet with their Academic Advisor to discuss placement results, their degree plan, and learn how to register for classes. During the Advising meeting, students will also be provided with their Registration Advising PIN so they may be able to enroll via self-service through CSU X-Press:
https://www.csu.edu/csuexpress.htm

☐ STEP 5: PAY YOUR TUITION & FEES
If you applied for Financial Aid, be sure to accept your Financial Aid award. If you do not receive Financial Aid, you must visit the Cashier’s Office to pay for your classes or set up a payment plan.
ADM 212 | 773-995-2029 | cashier@csu.edu

☐ STEP 6: PURCHASE TEXTBOOKS
Students can purchase materials through our online bookstore at: https://www.csu.edu/dosa/booksandgear/

☐ STEP 7: OBTAIN YOUR STUDENT ID
You can receive your student ID from ITD on the 1st floor of the Gwendolyn Brooks Library. You can also email them at: IDSservices@csu.edu
GBL 1st Floor | 773-995-3963 | IDSservices@csu.edu

☐ STEP 8: SUBMIT YOUR IMMUNIZATION RECORDS
It’s an Illinois state law for students to submit their Immunization records. You can submit these via email or stop by our Health & Wellness Center for support in-person. ADM 131 | 773-995-2010 | wellness@csu.edu

Note: Illinois high school health records are acceptable.

☐ STEP 9: PAY FOR A PARKING PASS (OPTIONAL)
For on-campus classes, we recommend purchasing a parking pass. This can be done at the Cashier’s Office or online: https://www.csu.edu/dosa/resources/parking.htm
ADM 212 | 773-995-2029 | cashier@csu.edu

Questions? We’re here to help! 773-995-2513. For the online admitted student checklist visit:
https://www.csu.edu/admissions/undergraduate/admitted_students.htm
# Course Schedule

## Fall 2023 Schedule

### Regular (16-week) Courses: August 21 to December 2

<table>
<thead>
<tr>
<th>Web Registration Dates</th>
<th>Payment Due</th>
<th>100% Reversal of Charges-Drop Date*</th>
<th>50% Reversal of Charges-Total Withdrawal Date*</th>
<th>Final Withdrawal Date (&quot;W&quot; on Transcript)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 10 - Aug 26</td>
<td>Aug 19</td>
<td>Aug 31</td>
<td>Sept 11</td>
<td>Oct 27</td>
</tr>
</tbody>
</table>

### Special (12-week) Courses: September 11 to December 2

<table>
<thead>
<tr>
<th>Web Registration Dates</th>
<th>Payment Due</th>
<th>100% Reversal of Charges-Drop Date*</th>
<th>50% Reversal of Charges-Total Withdrawal Date*</th>
<th>Final Withdrawal Date (&quot;W&quot; on Transcript)</th>
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</thead>
<tbody>
<tr>
<td>Apr 10 - Sept 16</td>
<td>Sept 9</td>
<td>Sept 19</td>
<td>Sept 27</td>
<td>Nov 4</td>
</tr>
</tbody>
</table>

### 1st 8-week Courses: August 21 to October 14

<table>
<thead>
<tr>
<th>Web Registration Dates</th>
<th>Payment Due</th>
<th>100% Reversal of Charges-Drop Date*</th>
<th>50% Reversal of Charges-Total Withdrawal Date*</th>
<th>Final Withdrawal Date (&quot;W&quot; on Transcript)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 10 - Aug 26</td>
<td>Aug 19</td>
<td>Aug 26</td>
<td>Sept 2</td>
<td>Sept 23</td>
</tr>
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</table>

### 2nd 8-week Courses: October 16 to December 2

<table>
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<th>100% Reversal of Charges-Drop Date*</th>
<th>50% Reversal of Charges-Total Withdrawal Date*</th>
<th>Final Withdrawal Date (&quot;W&quot; on Transcript)</th>
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Spring 2024 Schedule

Intersession (4-week) Courses: December 2 to January 6

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<th>50% Reversal of Charges-Total Withdrawal Date*</th>
<th>Final Withdrawal Date (&quot;W&quot; on Transcript)</th>
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</thead>
<tbody>
<tr>
<td>Nov 6 – Dec 13</td>
<td>Dec 8</td>
<td>Dec 15</td>
<td>Dec 17</td>
<td>Dec 28</td>
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Regular (16-week) Courses: January 8 to May 4

<table>
<thead>
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<th>Web Registration Dates</th>
<th>Payment Due</th>
<th>100% Reversal of Charges-Drop Date*</th>
<th>50% Reversal of Charges-Total Withdrawal Date*</th>
<th>Final Withdrawal Date (&quot;W&quot; on Transcript)</th>
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</thead>
<tbody>
<tr>
<td>Nov 6 – Jan 13</td>
<td>Jan 5</td>
<td>Jan 19</td>
<td>Jan 31</td>
<td>Mar 21</td>
</tr>
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</table>

Special (12-week) Courses: January 29 to May 4

<table>
<thead>
<tr>
<th>Web Registration Dates</th>
<th>Payment Due</th>
<th>100% Reversal of Charges-Drop Date*</th>
<th>50% Reversal of Charges-Total Withdrawal Date*</th>
<th>Final Withdrawal Date (&quot;W&quot; on Transcript)</th>
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<tbody>
<tr>
<td>Nov 6 – Feb 6</td>
<td>Jan 5</td>
<td>Feb 6</td>
<td>Feb 14</td>
<td>Mar 30</td>
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</tbody>
</table>

1st 8-week Courses: January 8 to March 2

<table>
<thead>
<tr>
<th>Web Registration Dates</th>
<th>Payment Due</th>
<th>100% Reversal of Charges-Drop Date*</th>
<th>50% Reversal of Charges-Total Withdrawal Date*</th>
<th>Final Withdrawal Date (&quot;W&quot; on Transcript)</th>
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</thead>
<tbody>
<tr>
<td>Nov 6 – Jan 13</td>
<td>Jan 5</td>
<td>Jan 13</td>
<td>Jan 22</td>
<td>Feb 10</td>
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</table>

2nd 8-week Courses: March 11 to May 4

<table>
<thead>
<tr>
<th>Web Registration Dates</th>
<th>Payment Due</th>
<th>100% Reversal of Charges-Drop Date*</th>
<th>50% Reversal of Charges-Total Withdrawal Date*</th>
<th>Final Withdrawal Date (&quot;W&quot; on Transcript)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 6 – Mar 16</td>
<td>Mar 15</td>
<td>Mar 16</td>
<td>Mar 23</td>
<td>Apr 13</td>
</tr>
</tbody>
</table>
Academic Calendar

To view our full academic calendar, visit the links below.

**Fall 2023:** [https://www.csu.edu/coursebulletin/acadcalendar/fall2023.htm](https://www.csu.edu/coursebulletin/acadcalendar/fall2023.htm)

**Spring 2024:** [https://www.csu.edu/coursebulletin/acadcalendar/spring2024.htm](https://www.csu.edu/coursebulletin/acadcalendar/spring2024.htm)

For full listing of session dates & times, visit [https://www.csu.edu/coursebulletin/acadcalendar/fall2023.htm](https://www.csu.edu/coursebulletin/acadcalendar/fall2023.htm) for the full drop-down schedule.
Testing & Examinations

**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 placement in general education English Composition and Mathematics courses.

**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 better 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 placement examinations.
- Graduate students, including post-baccalaureate students seeking initial teacher certification are not required to take the placement examinations.
- Students who have passed the Illinois Certification Test of Academic Proficiency (TAP) in basic skills are not required to take the placement examinations.

Students must have a picture 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/](http://www.csu.edu/examinations/).

**Retake Policy**

Students who fail a placement examination on their first attempt may retake it. 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 enroll in 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, 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.
Abilities Office & 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 coordinates reasonable and appropriate accommodations and accessibility in accordance with the Americans with Disabilities Act (ADA) and provisions of Section 504 of the Rehabilitation Act of 1973 for qualified student with verified disabilities.

How to Register for Accommodations:
1. Submit an Accommodation Request
2. Submit disability documentation (i.e., CSU'S VOD form) that meets CSU's Documentation Guidelines

Types of accommodations does CSU offer to students who qualify (non-exhaustive):

- Note Taking Assistance
- Extended test time
- Adaptive software in a Computer Lab
- Alternative Text Formats
- Classroom Accessibility
- Audio Recorders
- Quiet testing location
- Extended assignment submission time
- Sign Language Interpreters
- Reader, Scribe and other educational interpreters
- Consultation and Advising
- Referral to community agencies
- Extended Tutoring Services

For information regarding services and for registration to receive services, visit the website at csu.edu/dosa/diversity/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.

ACCOMMODATION REQUESTS  DOCUMENTATION GUIDELINES  VERIFICATION OF DISABILITY FORM

[QR Code for Accommodation Request]
[QR Code for Documentation Guidelines]
[QR Code for Verification of Disability Form]

csu.edu/dosa/diversity/abilities/accommodation_request.htm
csu.edu/dosa/diversity/abilities/policies.htm
csu.edu/dosa/diversity/abilities/documents/Verification_of_Disability.pdf
Steps to Add or Drop Coursework

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. If a class offers variable credit hours (i.e. you can sign up for 1-3 cr hrs, for example), please review to ensure you registered for the correct number of hours.
   NOTE: If there are no charges, your registration was not successful. Go back to Add/Drop Classes and try again.
8. Visit the Bursar page on paying for classes. 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

These instructions are for students seeking to drop one or some of their coursework, but not all classes for the term. If you're interested in withdrawing from all coursework for the term, please see our page here for those instructions.

1. Using your registration advising PIN, go to CSU X-Press and log in.
   Note: if you don't remember your registration advising PIN, contact your Academic Advisor.
2. Click the "Home" tab and then navigate to the Student Menu where you'll select, "Registration Agreement". Review the Terms of Agreement.
3. Click "Term Selection" and select the term needed, e.g. Spring 2023. Click "Submit".
4. On the "Add/Drop Classes" page, click on the arrow under "Action" next to the course you wish to drop.
   Note: the word None will be the default drop down selection.
5. Depending on the time of the term, you'll either have the option to select "Drop Course" or "Withdraw Course." Do this for each course from which you wish to drop or withdraw.
   Note: the difference between a drop and withdrawal is a matter of dates and deadlines. To drop a course, is to do so before the 100% refund deadline. To Withdraw from a course, is to do so after the 100% refund deadline and to receive a "W" for the class.
6. 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."
7. Scroll down and check for error messages.
8. If you have errors, type in another CRN and then click "Submit Changes" again.
9. After you have completed your session with no error messages, click "Complete Your Registration" at the bottom of the page.
For reference, here is the option you will see when you select to withdraw from a course:

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec Leve</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
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<td>None</td>
<td>16839 AFAM 1000 01</td>
<td>Undergraduate 3.000 Normal</td>
<td>Intro AFAM Studies</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Withdraw All Classes or Complete Withdrawal

While students can add and drop coursework in CSU X-Press, students cannot drop their last (or only) class online resulting in a full withdrawal with zero (0) credit hours of enrollment, after the start of classes. To drop or withdraw from all coursework in a term, you must submit the online "Complete Withdrawal Request" in CSU X-Press (on the student tab; see instructions below).

The Complete Withdrawal request must be submitted before the last date to drop or withdraw from a class. It is critical you participate in a short exit interview with Financial Aid. If you need assistance with this process, please email: csu-registrar@csu.edu.

Step 1:
After logging in to CSU X-Press, click on "Student Menu":

Welcome to the CSU X-Press Last web access on Jan 27, 2023 at 05:39 pm

Student Menu
Apply for Admission; Register; View your academic records and Financial Aid

Personal Information
View address information; review name or social security number change information; Change your PIN; Participate in surveys online when available

Surveys
By providing survey information, you will help us to serve you better. The following surveys are currently available for your response. Click on the title of a survey for your time and help.

Return to Homepage

Step 2:
Select "Withdraw from the term" and proceed to the survey:

You must get a receipt for registration from the Cashier in ADM-211 even if you are a financial aid recipient.

Registration Agreement
Check your registration status; Add or drop classes; Select variable credits; Display your class schedule

Student Records
View your holds; Display your grades and transcripts; Review charges and payments

Financial Aid
Apply for financial aid; Review the status of your financial aid applications; Check status of document requirements; Review loans

Student Accounts
View your account summaries, statement/payment history and tax information

Surveys
Withdraw from the Term

<< Click here to withdraw!

RELEASE: 8.0.1.3
Note: There is no need to submit a Complete Withdrawal request if you have not registered for any classes, simply notify your advisor.

The rate of financial responsibility for students who are completely withdrawn is determined by the submission date. A full (100%) reversal of tuition and fees may be provided to students who submit a complete withdrawal by the last day of the 100% Refund Period. After that day, a 50% refund will be for complete withdrawals submitted by the complete withdrawal submission deadline. See the detailed academic calendar for details.
### Explanation of Class Schedule

**Excerpts from Class Schedule PDF:**

**Criminal Justice (CJ) · HWH 329 / 773.995.2108**

![Course Schedule Image]

**Schedule of Classes**

The schedule of classes lists all course information available at the time of publication. 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. Class offerings are listed alphabetically, with hybrid, online and special session classes listed after the on-campus classes by subject. The most current class schedule information is available via [CSU X-Press](http://csu.edu/coursebulletin/). Changes to class 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).

**SUBJ**

This is the four-letter subject code for the given discipline.

**CRSE**

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

<table>
<thead>
<tr>
<th>Course Numbers</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>0900 – 0999</td>
<td>Developmental Level</td>
</tr>
<tr>
<td>1000 – 1999</td>
<td>Freshman Level</td>
</tr>
<tr>
<td>2000 – 2999</td>
<td>Sophomore Level</td>
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<tr>
<td>3000 – 3999</td>
<td>Junior Level</td>
</tr>
<tr>
<td>4000 – 4999</td>
<td>Senior Level</td>
</tr>
<tr>
<td>5000 – 5999</td>
<td>Graduate Level</td>
</tr>
<tr>
<td>6000 – 6999</td>
<td>Doctoral/Professional Level</td>
</tr>
</tbody>
</table>
SEC
The section number is a two- or three-character section designation of a class offering. Classes with section numbers 01–19 are on-campus daytime classes meeting in a classroom between 8am and 4pm. Classes with section numbers 21–29 are hybrid classes with on-campus sessions that meet during the day or evening. Section numbers 51 –59 are online classes. Classes that meet between 4pm and 10pm will have section numbers 61–69. Section numbers 61–69 are also used to identify courses held on campus on a Saturday or Sunday.

If the section number has a third character “I,” this indicates that the section meets during the Intersession period as part of the Spring semester. If the third character is “S,” this indicates that the section meets during a special session for a given term. If the third character is “R,” this indicates that the section is for our RISE program. The meeting dates will be indicated in the section comments found below the course title.

TITLE
The Schedule of Classes lists the “short title” of a course. Full course titles are listed in the course catalog.

CRED
The number of credit hours for which students may enroll is listed for each course. If the credit hour value is a range (i.e., 1 TO 3; or 3 OR 6), students will need to select the number of credit hours they want to register for in CSU XPress.

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. Campus buildings are often referred to and identified by their building codes.

<table>
<thead>
<tr>
<th>Building</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business and Health Sciences</td>
<td>BHS</td>
</tr>
<tr>
<td>College of Education</td>
<td>ED</td>
</tr>
<tr>
<td>Cook Administration Building</td>
<td>ADM</td>
</tr>
<tr>
<td>Cordell Reed Student Union</td>
<td>CRSU</td>
</tr>
<tr>
<td>Douglas Hall</td>
<td>DH</td>
</tr>
<tr>
<td>Gwendolyn Brooks Library</td>
<td>LIB</td>
</tr>
<tr>
<td>Harold Washington Hall</td>
<td>HWH</td>
</tr>
<tr>
<td>Jacoby Dickens Center</td>
<td>JDC</td>
</tr>
<tr>
<td>Jones Convocation Center</td>
<td>JCC</td>
</tr>
<tr>
<td>Williams Science Center</td>
<td>SCI</td>
</tr>
</tbody>
</table>

Prerequisites
Check the University catalog or CSU X-Press for prerequisite information.
Course Type Definitions

Face-to-Face / In-Person / On-Campus
All instructional class sessions of a course will take place on our campus, 9501 S King Drive, Chicago, IL 60628.

Web-Based Course / Online Course
An online course is conducted entirely over the internet using Moodle. Instructors and students actively use Moodle to complete the various components of the course. These courses can be in the following modalities: (a) Asynchronous – where students are not required to be available at a specific time on a regular basis or (b) Synchronous – the classes meet through Elluminate or similar software at regularly scheduled times; however, the student does not come to campus.

Hybrid (Blended) Course
Course materials include a significant amount of electronic materials/activities provided online through Moodle. Class sessions include a limited number of scheduled sessions on campus, as well as a significant number of sessions comprised of online activities and interaction with no requirement to physically be on campus. Students are required to actively use the course management system to complete the various components of the course.

For more information or help with Moodle, go to https://www.csu.edu/CTRE/OOIT/moodlesupport.htm.
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 CSU X-Press 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 am – 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 Wellness Center at wellness@csu.edu or 773-995-2011.
  
  The Wellness Center is in the Cook Administration Building, Rm. 131; open Mon - Fri from 9 am – 5 pm.

- **Academic Probation Status (PR/SA):** you are on academic probation, please contact your Academic Advisor to complete an academic plan. To resolve, you can contact Constance Jackson-Upshaw at: cjack35@csu.edu or 773-995-4510.
  
  The Office of Academic Support is in the Cordell Reed Student Union Building, Rm 180, from 9 am – 5 pm.

- **SuccessU / University College (UC):** this hold is for students who are a part of SuccessU. To remove the hold, you can contact the Director of Advising at: 773-995-4521.
  
  The Office of Academic Support is in the Cordell Reed Student Union Building, Rm 180, from 9 am – 5 pm.

- **Undecided Major (UN):** you must meet with your Academic Advisor to declare a major. You can contact Constance Jackson-Upshaw at: cjack35@csu.edu or 773-995-4510.
  
  The Office of Academic Support is in the Cordell Reed Student Union Building, Rm 180, from 9 am – 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 am – 5 pm.

- **Athletics Hold (A1):** this hold is used for student athletes to ensure they maintain Athletic eligibility for competition. You can contact Whitley Bradley at: wbradl20@csu.edu. Jones Convocation Center, Rm 1502.
Ways to Pay – Tuition & Fees

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

For any questions in regards to 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 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 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 payment portal from the quick links page. https://www.csu.edu/announcements/message.htm
### 2023-24 Payment Due Dates

<table>
<thead>
<tr>
<th>Session</th>
<th>Due Date*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Sessions Final</td>
<td>August 18</td>
</tr>
<tr>
<td>Hold Release Payment Plan Begins</td>
<td>April 3</td>
</tr>
<tr>
<td>Regular &amp; Special Session</td>
<td>August 18</td>
</tr>
</tbody>
</table>

* 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 Student Payment Portal.

Payment Methods Accepted:

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

How to pay online:

1. Select Quick Links
2. From the drop down menu select **Cougar Connect**
3. Click on the **Student Payment Portal Link**
4. 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 **CSU X-Press** when registering for 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 the 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 being 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.

Ventra U-Pass

All undergraduate full-time students are required to have a Ventra U-Pass Card. The Ventra U-Pass Card costs $170 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 in regards to the U-Pass can be found on the Bursar/Cashier webpage by https://www.csu.edu/financialoperations/bursar/CTAupass.htm

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

Please visit our webpage under the Chicago State University Website for detailed information for the Office of Student Financial Aid.  [https://www.csu.edu/financialaid/](https://www.csu.edu/financialaid/)

If you have not already done so, please visit studentaid.gov to complete the Free Application for Federal Student Aid (FAFSA) for the 2023-2024 school year as the application begins October 1st for the following Fall financial assistance.  The school code for Chicago State University is 001694.

All funding from completed financial aid records for Summer 2023 enrolled students will be released to the accounts on June 20, 2023. 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 [CSU X-Press](https://www.csu.edu/xpress)?
- 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 in CSU X-Press is based on full-time or 12 credit hours of enrollment for each term.

Students looking for book voucher consideration for the Summer 2023 semester, please make certain your 2022-2023 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 [CSU X-Press](https://www.csu.edu/xpress).

Students need to be aware of their financial aid usage and eligibility limits. As an undergraduate student who is a Pell grant recipient, 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 grant and loan usage via [www.studentaid.gov](http://www.studentaid.gov). Log into your account to access your student aid history.
## Major/Minor Programs & Codes

### UNDERGRADUATE ACADEMIC CODES FOR MAJORS, CONCENTRATIONS, AND MINORS

<table>
<thead>
<tr>
<th>College of Arts and Sciences</th>
<th>College of Business</th>
<th>Minors</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ART (BA) BA-ART</strong></td>
<td><strong>Business Administration (BS) BS-BUSADM</strong></td>
<td><strong>Accounting</strong></td>
</tr>
<tr>
<td>Art (ART)</td>
<td>Accounting (ACCT)</td>
<td>ACC</td>
</tr>
<tr>
<td>2D Studio (ARTD) – Concentration</td>
<td>Finance (FIN)</td>
<td>Africana Studies (AFST)</td>
</tr>
<tr>
<td>3D Studio (ARTR) - Concentration</td>
<td>Management Information Systems (MIS)</td>
<td>African Languages, Cultures, &amp; Literature (ALCL)</td>
</tr>
<tr>
<td>Design (ADGN)</td>
<td>Management (MGMT)</td>
<td>Alcohol &amp; Other Drug Addiction (ALDA)</td>
</tr>
<tr>
<td>Graphic Design (ADGD) - Concentration</td>
<td>Marketing ( MKTG)</td>
<td>Anthropology (ANTH)</td>
</tr>
<tr>
<td>Art Teacher Preparation, P-12 (ARTT)</td>
<td>Supply Chain Management (SCML)</td>
<td>Art (ART)</td>
</tr>
<tr>
<td><strong>BIOLICAL SCIENCES (BS) BS-BIOL</strong></td>
<td><strong>Health Information Admin (BS) BS-HIA-ONLN</strong></td>
<td>Art Design (ADGM)</td>
</tr>
<tr>
<td>Biology (BIOL)</td>
<td>Pre-Health Information Admin (PHAO)</td>
<td>Art History (ARTH)</td>
</tr>
<tr>
<td>Premedical/Predential (BIOP)</td>
<td>Online-only program</td>
<td>Biology (BIOL)</td>
</tr>
<tr>
<td>Secondary Teaching (BIOT)</td>
<td><strong>Health Sciences (BS) BS-HLTHSC</strong></td>
<td>Business Administration (BUS)</td>
</tr>
<tr>
<td>Premedical/Predential</td>
<td>Pre-Physical Therapy (PTT)</td>
<td>Chemistry (CHEM)</td>
</tr>
<tr>
<td>Dual Degree Option (BIOH)</td>
<td>Pre-Pre-Occupational Therapy (POT)</td>
<td>Communication Studies (SPCM)</td>
</tr>
<tr>
<td><strong>CHEMISTRY (BS) BS-CHEM</strong></td>
<td>Pre-Occupational Therapy (HSC)</td>
<td>Computer Science (CPTP)</td>
</tr>
<tr>
<td>Chemistry (CHEM)</td>
<td><strong>BILINGUAL EDUCATION (BSED) BSED-BIL</strong></td>
<td>Criminal Justice (CI)</td>
</tr>
<tr>
<td>Biochemistry (CHMB)</td>
<td>Bilingual Elementary Education (BIL)</td>
<td>English (ENG)</td>
</tr>
<tr>
<td>Industrial (CHMI)</td>
<td>Bilingual Specialist (BILS)</td>
<td>Entrepreneurship (ENTP)</td>
</tr>
<tr>
<td>Secondary Teaching (CHMT)</td>
<td><strong>EARLY CHILDHOOD EDUCATION (BSED) BSED-EC</strong></td>
<td>Entrepreneurship – (non-business majors) (ENTM)</td>
</tr>
<tr>
<td><strong>MEDIA ARTS (BA) BA-MEDART</strong></td>
<td>Early Childhood Education (ECH)</td>
<td>Environmental Studies (ENV)</td>
</tr>
<tr>
<td>Communications, Media Arts &amp; Theatre (CMAAT)</td>
<td>Early Childhood Non-Teaching (ECNL)</td>
<td>Finance (FINC)</td>
</tr>
<tr>
<td>Media Arts – Concentration</td>
<td><strong>ELEMENTARY EDUCATION (BSED) BSED-ELED</strong></td>
<td>French (FREN)</td>
</tr>
<tr>
<td>Public Relations (PBRM) - Concentration</td>
<td>Elementary Education (ELED)</td>
<td>Geography (GEOG)</td>
</tr>
<tr>
<td>Theatre (THEA) - Concentration</td>
<td>Elementary Ed, Non-Teaching (ELNT)</td>
<td>Geographic Information Systems (GEIS)</td>
</tr>
<tr>
<td><strong>COMPUTER SCIENCE (BS) BS-CPTR</strong></td>
<td><strong>PHYSICAL EDUCATION (BSED) BSED-PE</strong></td>
<td>Gerontology (GRTG)</td>
</tr>
<tr>
<td>Computer Science (CPTP)</td>
<td>Physical Education (PE)</td>
<td>Health Sciences (HLTH)</td>
</tr>
<tr>
<td>Computer Engineering (CPEG)</td>
<td>Physical Education, Non-Teaching (PENT)</td>
<td>History (HIST)</td>
</tr>
<tr>
<td><strong>CRIMINAL JUSTICE (BS) BS-CJ</strong></td>
<td><strong>RECREATION (BS) BS-REC</strong></td>
<td>Human Resources Management (HRM)</td>
</tr>
<tr>
<td>Criminal Justice (CJ)</td>
<td>Parks Recreation and Sports Admin (PRSA)</td>
<td>Information Technology (ITC)</td>
</tr>
<tr>
<td><strong>ENGLISH (BA) BA-ENG</strong></td>
<td>Therapeutic Recreation (THRE)</td>
<td>International Studies (INTL)</td>
</tr>
<tr>
<td>Literature (ELIT)</td>
<td><strong>NON-TRADITIONAL PROGRAMS</strong></td>
<td>Latin American/Latino Studies (LALS)</td>
</tr>
<tr>
<td>Secondary Teaching (ENG)</td>
<td>Adult Integrated Learning (BA) (AILA)</td>
<td>Management (MGT)</td>
</tr>
<tr>
<td>Writing (EPTW)</td>
<td>Adult Integrated Learning BS (AILBS)</td>
<td>Management Information Systems (MIS)</td>
</tr>
<tr>
<td><strong>HISTORY &amp; AFRICANA STUDIES (BA) BA-HAFA</strong></td>
<td><strong>INDIVIDUALIZED CURRICULUM (Arts or Sciences)</strong></td>
<td>Marketing (MKG)</td>
</tr>
<tr>
<td>Africana Studies (AFST)</td>
<td>Individualized Curriculum BA – (ICBA)</td>
<td>Mathematics (MATH)</td>
</tr>
<tr>
<td>History (HST)</td>
<td>Individualized Curriculum BA – (ICBS)</td>
<td>Media Production (MEPR)</td>
</tr>
<tr>
<td>Secondary Teaching (HSST)</td>
<td><strong>Special Program</strong></td>
<td>Music (MUS)</td>
</tr>
<tr>
<td><strong>LIBERAL STUDIES (BA) BA-LBST</strong></td>
<td>Undecided Major (UND) *Freshmen Only</td>
<td>Music Production (MUPR)</td>
</tr>
<tr>
<td>Liberal Studies (LBST)</td>
<td><strong>Undergraduate Certificates</strong></td>
<td>Peacemaking Studies (PCST)</td>
</tr>
<tr>
<td><strong>MUSIC (BA) BA-MUS</strong></td>
<td>Management Information Systems</td>
<td>Philosophy (PHIL)</td>
</tr>
<tr>
<td>Music (MUSC)</td>
<td><strong>MISC</strong></td>
<td>Photography (ARTP)</td>
</tr>
<tr>
<td>Music Production (MUSP)</td>
<td>Recreation Certificate</td>
<td>Physical Education (PE)</td>
</tr>
<tr>
<td>Gospel Music (MUSG)</td>
<td><strong>RECC</strong></td>
<td>Physical Science (PHSC)</td>
</tr>
<tr>
<td>Teacher Preparation, P-12 Option (MUST)</td>
<td><strong>NON-TRADITIONAL PROGRAMS</strong></td>
<td>Physics (PHYS)</td>
</tr>
<tr>
<td><strong>PHYSICS (BS) BS-PHYS</strong></td>
<td>Adult Integrated Learning (BA) (AILA)</td>
<td>Political Science (POL)</td>
</tr>
<tr>
<td>Physics (PHYS)</td>
<td>Adult Integrated Learning BS (AILBS)</td>
<td>Psychology (PSYC)</td>
</tr>
<tr>
<td>Engineering Physics (PHYE)</td>
<td><strong>INDIVIDUALIZED CURRICULUM (Arts or Sciences)</strong></td>
<td>Public Relations (PBRM)</td>
</tr>
<tr>
<td>Biomedical Physics (PHYM)</td>
<td>Individualized Curriculum BA – (ICBA)</td>
<td>Radio and Television Broadcast (RTDV)</td>
</tr>
<tr>
<td>Physics, Secondary Teaching (PHYT)</td>
<td>Individualized Curriculum BA – (ICBS)</td>
<td>Recreation (REC)</td>
</tr>
<tr>
<td><strong>PSYCHOLOGY (BA) BA-PSYC</strong></td>
<td><strong>Special Program</strong></td>
<td>Religious Studies (REL)</td>
</tr>
<tr>
<td>Psychology (PSYC)</td>
<td><em>UNDECIDED UG-UND (NON-DEGREE)</em></td>
<td>Sales and Sales Management (SALE)</td>
</tr>
<tr>
<td><strong>SOCIOLGY (BA) BA-SOCC</strong></td>
<td>Undecided Major (UND) *Freshmen Only</td>
<td>Security and Intelligence Studies (SIS)</td>
</tr>
<tr>
<td>Sociology (SOC)</td>
<td><strong>UNDERGRADUATE CERTIFICATES</strong></td>
<td>Social Work (SWK)</td>
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<tr>
<td><strong>SPANISH (BA) BA-SPAN</strong></td>
<td>Management Information Systems</td>
<td>Sociology (SOC)</td>
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<td>Spanish (SPAN)</td>
<td><strong>MISC</strong></td>
<td>Spanish (SPAN)</td>
</tr>
<tr>
<td>Spanish, Secondary Teaching (SPAT)</td>
<td>Recreation Certificate</td>
<td>Sports Broadcasting (SPSB)</td>
</tr>
<tr>
<td><strong>APPROVAL REQUIRED</strong></td>
<td><strong>RECC</strong></td>
<td>Theatre Arts (THEA)</td>
</tr>
<tr>
<td><strong>ACC</strong></td>
<td><strong>UNDERGRADUATE CERTIFICATES</strong></td>
<td>Women and Gender Studies (WOMN)</td>
</tr>
<tr>
<td><strong>AFST</strong></td>
<td><strong>Non-Traditional Programs</strong></td>
<td>Writing (WRIT)</td>
</tr>
<tr>
<td><strong>ALCL</strong></td>
<td><strong>Special Program</strong></td>
<td><strong>Note:</strong> All programs are Financial Aid eligible.</td>
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<tr>
<td><strong>ALDA</strong></td>
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<tr>
<td><strong>ANTH</strong></td>
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<td><strong>BIOL</strong></td>
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<td><strong>Recreation (REC)</strong></td>
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<td><strong>Religious Studies (REL)</strong></td>
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<td><strong>Sales and Sales Management (SALE)</strong></td>
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<tr>
<td><strong>Security and Intelligence Studies (SIS)</strong></td>
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<td><strong>Social Work (SWK)</strong></td>
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<td><strong>Sociology (SOC)</strong></td>
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<td><strong>Spanish (SPAN)</strong></td>
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<td><strong>Sports Broadcasting (SPSB)</strong></td>
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<td><strong>Theatre Arts (THEA)</strong></td>
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<td><strong>Women and Gender Studies (WOMN)</strong></td>
<td><strong>Non-Traditional Programs</strong></td>
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<tr>
<td><strong>Writing (WRIT)</strong></td>
<td><strong>Special Program</strong></td>
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*Students can apply to the Accelerated 4 + 1 Bachelor of Science in Business → Master’s in Technology & Performance Improvement Studies program in the Fall semester of their Junior year with a 3.0 GPA.* Updated July 2023
Academic Regulations

Credit Hour Maximum

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.

Canceled 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 canceled, 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**

Students are allowed to retake a non-repeatable course to 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.

On the other hand, repeatable courses, can be retaken multiple times and each grade will count towards the cumulative GPA.

**DPS - Drop 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 of 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 submit a [Change of Major form](#) to the Office of the Registrar at: csu-registrar@csu.edu.

**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.

**Your Student ID**

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. 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. To obtain either your first ID card or a replacement ID card, please visit [IT Helpdesk](#) on the first floor of Gwendolyn Brooks Library. You may also email for an appointment with [IDservices@csu.edu](mailto:IDservices@csu.edu), or call the Helpdesk at 773-995-3963.

**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?**
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.
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. 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 Health & Wellness Center at:

Chicago State University  
9501 S. King Drive  
ADM 131  
Chicago, Illinois 60628  
Email: wellness@csu.edu  
Phone: 773-995-2010
Residence Hall

We strive to offer an engaging residential experience enriched with diverse living and learning opportunities that foster academic growth.

Why live on campus? Research has shown that students who choose to live on campus often experience higher levels of engagement, retention, and degree attainment. The residential experience here at Chicago State University is a great place to live and learn together.

Our residential community is a three-story coeducational facility that houses approximately 300 new friends in over 140 double rooms with suite style living and a limited number of singles with private bathrooms. Our residence hall provides spacious living, three lounge spaces for studying and co-curricular fun. The hall also has an on-site laundry facility equipped with washers and dryers, as well as a 24-hour computer lab with printing capability for your late-night studying needs.

For more information about living in the residential community at Chicago State University, please contact our office at (773)995-4543 Monday through Friday 9 am - 5 pm or email at housing@csu.edu.

New & Transfer Student Housing Selection

Moving into a Residence Hall can be an exciting but daunting experience. Here, we will attempt to address the questions you may have concerning the housing application process and important dates.

Chicago State University partners with eRezlife to provide a paperless and more efficient Housing Application. Visit Cougar Connect today to apply for Housing: Apply for Housing with Cougar Connect

After a future student has been admitted into CSU, the next steps are to commit to attending Chicago State University (contact the Office of Admission) and complete the housing application, then pay the $75 application fee. For new students, the housing application opens on March 20, 2023 and will close August 1, 2023. Students must be registered and completely up to date with Health & Wellness requirements before moving into housing.

Returning Student Housing Selection

The Housing Selection Process is different for returning students compared to the process for new students. Complete the housing application and pay the $75 application fee for the new academic year. For returning students, the housing application opens on April 10, 2023 and will close August 1, 2023. Students must be registered and completely up to date with Health & Wellness requirements before moving into housing.

Mid-Year Spring Admitted Housing Option

A limited number of rooms may become available during the end of the fall semester. Students must be registered and completely up to date with Health & Wellness requirements before moving into housing. Students considering housing for the spring should contact housing@csu.edu and apply for placement via the waiting list. Visit our website to apply for Housing: Apply for Housing with Cougar Connect
Housing Forms

- Background Check-Housing Instructions
- Cancellation form - If you do not intend to move in, or you intend to leave the university, you must cancel your housing stay.
- Interim Housing Extension Form
- Physical Exam History Form
  - Diphtheria and Tetanus (TD), must have been within the last 10 years.
  - Tuberculin (TB), skin test with results within the last year.
  - Complete Physical, completed within the last year.
  - 2 doses of Measles, Mumps, Rubella (MMR), or a test verifying immunity.
- Contact the Health & Wellness Center for assistance in obtaining any needed immunizations or laboratory (serologic) testing prior to arrival at: (773) 995-2010 or email wellness@csu.edu. Be sure to make two copies of records. Send one copy to the Wellness/Health Center and maintain one copy for your record.
- Roommate Agreement Form
- Room Change Form
How to Update your Contact Information

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

**Step 1**
Login to [CSU X-Press](https://www.csu-xpress.com).
Click on “Personal Information”

**Step 2 - Click Update Address(es) & Phone(s):**

From there, select the kind of address you’d like to update or insert:

**Update Address(es) and Phone(s) - Select Address**

<table>
<thead>
<tr>
<th>Addresses and Phones</th>
<th>Phones</th>
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</thead>
<tbody>
<tr>
<td><strong>Permanent</strong></td>
<td><strong>Phones</strong></td>
</tr>
<tr>
<td>Current: Apr 21, 2022 to (No end date) Primary: None Provided</td>
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</tr>
<tr>
<td>9501 S King Dr</td>
<td>60619</td>
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<tr>
<td>Chicago, Illinois</td>
<td>Cook</td>
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</table>

Type of Address to Insert: [Mailing](#)
Note: If you do not see a permanent or mailing address, scroll down to the bottom of the screen and use the drop-down menu to add one or more types. Shown here:

To update or change an address you already have in the system, click on the blue link for “Current” or “Primary”.

Once you have selected an address type to add/change/update, you will see an online address form. Pay attention to the required fields.

Click ‘Submit’ to confirm the change; if not, the information will not get saved and your address will not be updated.

If you have questions about updating your address, please contact the Registrar’s office at CSU-Registrar@csu.edu

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.
FERPA - Policy on Release of Student Information

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.”

1. 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.

2. 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.

3. 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):
   • School officials with legitimate educational interest;
   • Other schools to which a student is transferring;
   • Specified officials for audit or evaluation purposes;
   • Appropriate parties in connection with financial aid to a student;
   • Organizations conducting certain studies for or on behalf of the school;
   • Accrediting organizations;
   • To comply with a judicial order or lawfully issued subpoena;
   • Appropriate officials in cases of health and safety emergencies; and
   • State and local authorities, within a juvenile justice system, pursuant to specific State law.

Additionally, schools may disclose, without consent, “directory” information. 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.

At Chicago State University, directory information is: a student's name, degree, major, honors, enrollment status (e.g. full-time, part-time, withdrawn), dates of attendance, and graduation status. CSU may receive requests for information based on the Freedom of Information Act and directory information will be shared for groups not listed in the FERPA exception section of this policy. Schools must notify parents and eligible students annually of their rights under FERPA. CSU, in full compliance with the Family Educational Rights and Privacy Act of 1974, will make educational records available to students upon request.
Parking & Shuttle Information

**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.

<table>
<thead>
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<tr>
<td>Guest/ Visitor/Vendor/ Contractor</td>
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<td>Spring Semester (expires 05/31)</td>
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<td>Summer Semester (expires 08/31)</td>
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<td>Options Seasonal (Continuing Education)</td>
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<td>Residential</td>
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<td>Second Vehicle</td>
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<td>Alumni &amp; Veteran (w/proper ID)</td>
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<td>$180</td>
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<tr>
<td>Vendor</td>
<td>$200</td>
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<tr>
<td>CSU Retiree (1 per retiree)</td>
<td>No Charge</td>
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</table>

**Parking Purchase Process:**

1) **Register your vehicle on the CSU Online Parking Database:**
   - Log into CSU X-Press.
   - 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
     - 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 regards to Resident Hall Student Parking, Second Decals, Stolen, Lost, or Unused Decals, Parking Services & rules (Citations, Gues Parking, Handicap Parking, etc.) can be found by going to the following CSU webpage:  
[https://www.csu.edu/campus/parking.htm](https://www.csu.edu/campus/parking.htm)
EVER IN MOTION