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CHICAGO STATE UNIVERSITY

2024-25 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.

CHICAGO STATE UNIVERSITY

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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: 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. Check your email regularly to stay on top of events. The University Relations office frequently sends communications about university-wide events.

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 students with verified disabilities.

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.

Counseling Office

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

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.

To schedule career counseling or interview preparation appointment, contact: careerdevelopment@csu.edu.

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.

Gwendolyn Brooks Library

The Gwendolyn Brooks Library provides services, resources and materials to students, including support and assistance for academic assignments and research needs.

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.

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!

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!

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. There are a host of tutors on staff for a wide variety of subjects. The center can also hire a tutor who specializes in your subject area needs.

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 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.

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.

Cougar Food Pantry

At the Cougar Pantry, we are dedicated to ensuring that no student at Chicago State University goes hungry or lacks access to basic hygiene items. Our services are designed to support the CSU student community by offering nutritious food and essential supplies to those in need.

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 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.

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.

New Freshman Student Checklist

This checklist is a guide to completing registration at Chicago State University
Questions? Call: **773-995-2513** | 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." Claim your account here: **https://www.csu.edu/itd/nw_claim_account.htm**
Gwendolyn Brooks Library 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 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 place you into the most appropriate English and Math class. Schedule your exam here:
https://www.csu.edu/examinations/scheduling_exam.htm
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 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.
Cook Administration Building, ADM 211 | 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: **IDservices@csu.edu**
Gwendolyn Brooks Library 1st Floor | 773-995-3963 | **IDservices@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/campus/parking.htm**
Cook Administration Building, ADM 211 | 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/admitted_students.htm

CHICAGO STATE UNIVERSITY

Course Schedule

Fall 2024 Schedule

Regular (16-week) Courses: August 26 to December 7

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 1 – Aug 26	Sept 9	Sept 6	Sept 18	Oct 31

Special (12-week) Courses: September 16 to December 7

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 1 - Sept 16	Sept 30	Sept 24	Oct 2	Nov 9

1st 8-week Courses: August 26 to October 19

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 1 - Aug 26	Sept 9	Aug 31	Sept 9	Sept 28

2nd 8-week Courses: October 21 to December 7

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 1 - Oct 21	Oct 28	Oct 26	Nov 2	Nov 23

Spring 2025 Schedule

Intersession (4-week) Courses: December 18 to January 11

Web Registration Dates	Payment Due	100% Reversal of Charges-Drop Date*	50% Reversal of Charges-Total Withdrawal Date*	Final Withdrawal Date ("W" on Transcript)
Nov 4 – Dec 18	Dec 13	Dec 20	Dec 23	Jan 2

Regular (16-week) Courses: January 13 to May 10

Web Registration Dates	Payment Due	100% Reversal of Charges-Drop Date*	50% Reversal of Charges-Total Withdrawal Date*	Final Withdrawal Date ("W" on Transcript)
Nov 4 – Jan 18	Jan 5	Jan 24	Feb 5	Mar 28

Special (12-week) Courses: February 3 to May 10

Web Registration Dates	Payment Due	100% Reversal of Charges-Drop Date*	50% Reversal of Charges-Total Withdrawal Date*	Final Withdrawal Date ("W" on Transcript)
Nov 4 – Feb 8	Jan 5	Feb 11	Feb 20	Apr 5

1st 8-week Courses: January 13 to March 8

Web Registration Dates	Payment Due	100% Reversal of Charges-Drop Date*	50% Reversal of Charges-Total Withdrawal Date*	Final Withdrawal Date ("W" on Transcript)
Nov 4 – Jan 18	Jan 5	Jan 18	Jan 27	Feb 15

2nd 8-week Courses: March 17 to May 10

Web Registration Dates	Payment Due	100% Reversal of Charges-Drop Date*	50% Reversal of Charges-Total Withdrawal Date*	Final Withdrawal Date ("W" on Transcript)
Nov 4 – Mar 22	Mar 15	Mar 22	Mar 31	Apr 19

Summer 2025 Schedule

10-week Courses: May 27 to August 2

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 7 – May 27	May 23	Jun 2	Jun 9	Jul 7

1st 5-week Courses: May 27 to June 28

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 7 – May 27	May 23	May 29	Jun 2	Jun 16

2nd 5-week Courses: June 30 to August 2

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 7 – Jun 30	Jun 28	Jul 2	Jul 7	Jul 21

Academic Calendar

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

- Fall 2024: https://www.csu.edu/coursebulletin/acadcalendar/fall2024.htm
- Spring 2025: https://www.csu.edu/coursebulletin/acadcalendar/spring2025.htm
- Summer 2025:https://www.csu.edu/coursebulletin/acadcalendar/summer2025.htm

For full listing of session dates & times, visit: https://www.csu.edu/coursebulletin/ .

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 (i.e.school ID, Driver's license, government ID) to take the placement assessment. Placement assessments are offered on campus and virtually by appointment only as well as test ***ANYTIME/ 24/7***. Appointments, schedules, and policies are available on the Examinations Office website at https://www.csu.edu/exams/.

Retake Policy

Students who fail a placement examination on their first attempt may retake it. Students are assessed a $30 retake fee for each university placement examination (English or Mathematics), 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.

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 160

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 students 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

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. Vist 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 the student's responsibility.

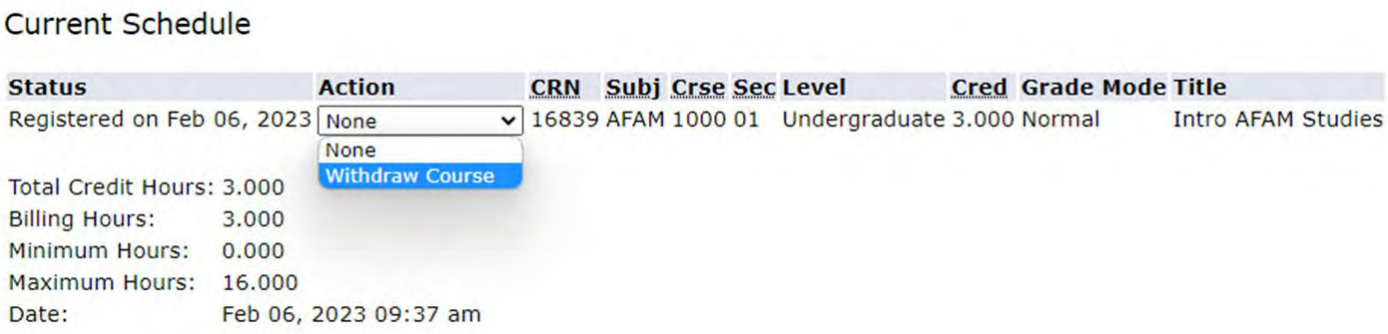
To Drop

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**.

- 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**.
- Click the**"Home"** tab and then navigate to the **Student Menu** where you'll select, "Registration Agreement".
  - Review the Terms of Agreement.
- Click **“Term Selection”** and select the term needed, e.g. Fall 2024. Click **"Submit"**.
- 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.

- 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.
- 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 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:



Withdraw All Classes or Complete Withdrawal

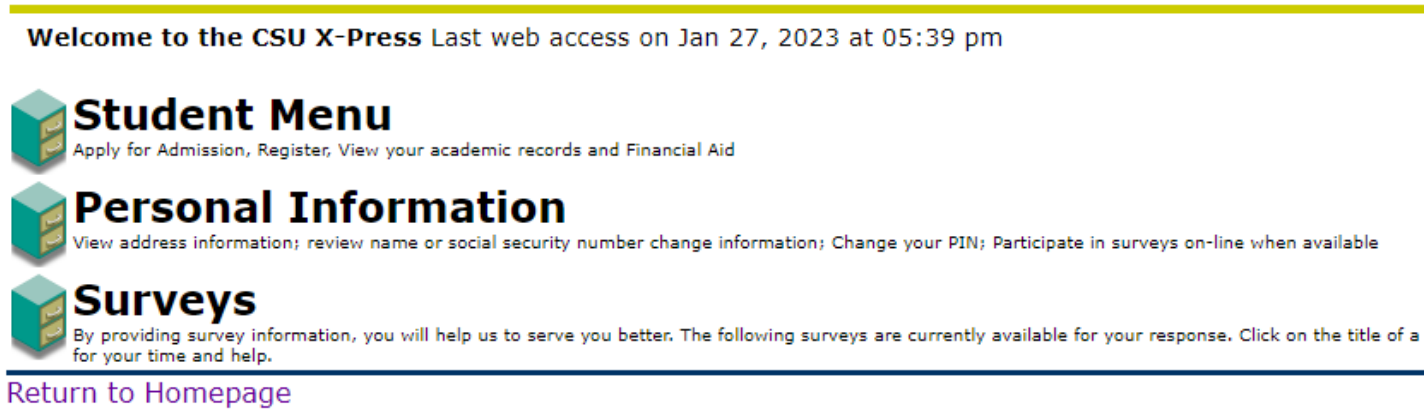
While students can add and drop coursework in CSU X-Press, students cannot drop their last (or only) class online resulting in a full withdrawal with zero (0) credit hours of enrollment, after the start of classes.

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).

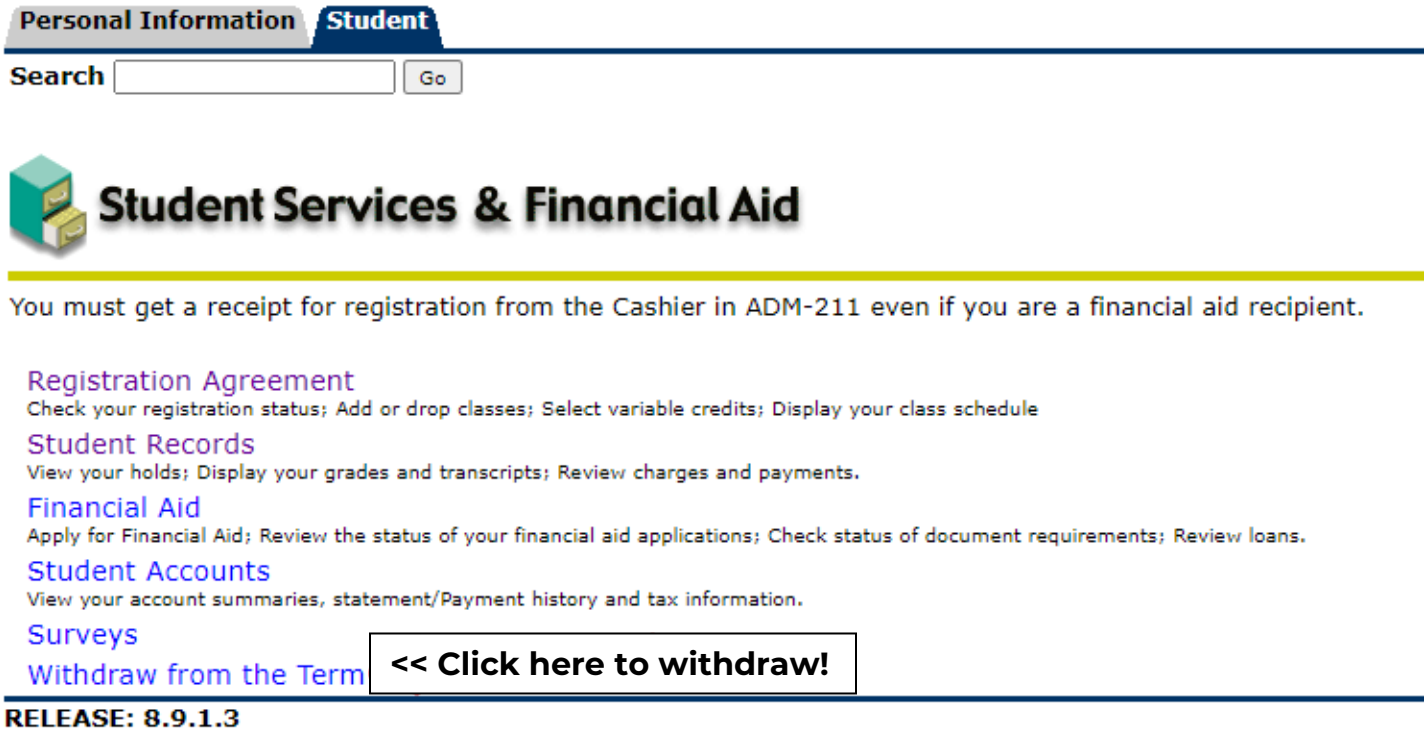
The Complete Withdrawal request must be submitted before the last date to drop or withdraw from a class. It is critical you participate in a short exit interview for Financial Aid via studentaid.gov

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**":



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



Note: there is no need to submit a Complete Withdrawal request if you have not registered for any classes, but have decided not to take classes during the term.

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

CRN	SUBJ	CRSE	SEC	TITLE	CRED	DAYS	TIME	BLDG	ROOM	INSTRUCTOR(S)
21135	ACCT	2110	01	Intro Financial Acct	3	T R	0930-1045am	BHS	504A	Osaghae V
21319	ACCT	3319	51	Acct Non-Prof Org	3			WEB		Elmes L
20845	ACCT	2111	51S	Int Managerial Acct	3			WEB		Elmes L
				Special Session Online Course: February 6 - May 13						
21702	GEOG	4830	21	Adv Geog Info Systm	3	T	0600-0850pm	SCI	100	Gala T
				16-Week Hybrid Course: January 17 - May 13.						
				This class meets on campus January 17, 31; February 14, 28; March 21; April 4, 18 and May 2.						
				Additional class sessions will be held online.						
17911	COUN	5990	61	Intrnshp School Counseling	3 OR 6	R	0600-0850pm	HWH	300A	Wyatt S
17205	COUN	5991	61	Internship Community	3 TO 9	T	0600-0850pm	HWH	300A	Garrett-Wilson

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. 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.

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

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 8 a.m. and 4 p.m. 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.

Building	**Code**
Business and Health Sciences	BHS
College of Education	ED
Cook Administration Building	ADM
Cordell Reed Student Union	CRSU
Douglas Hall	DH
Gwendolyn Brooks Library	LIB
Harold Washington Hall	HWH
Jacoby Dickens Center	JDC
Jones Convocation Center	JCC
Williams Science Center	SCI

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

Course Type Definitions

Face-to-Face / In-Person / On-Campus (Section number 01-19 or 61-69)
All instructional class sessions of a course will take place on our campus, 9501 S King Drive, Chicago, IL 60628, with the exception of courses with fieldwork, internships, practicums, and off-site clinicals.

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 consisting 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/

You can also contact: elearning@csu.edu

Holds and Record Restrictions

Is a hold preventing you from completing your registration?
See https://www.csu.edu/registrar/documents/Resolving_Your_Hold.pdf

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 – 5 p.m.

- **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. Once completed, submit your plan to the Academic Probation Advisor, **Marquita Gill** at: mgill21@csu.edu or 773-995-4542 to remove the hold.

  The Office of Academic Support is in the Cordell Reed Student Union Building, Rm 180, from 9 – 5 pm.

- **SuccessU / University College** (**SU/UC**): this hold is for students who are a part of SuccessU. To remove the hold, students must have completed Freshman Seminar **FRSE 1500** *or* **1510** and **ENG 1230** *or* **1270**. Once the requirements have been met, students can meet with the Academic Advisor, **Marquita Gill** at: mgill21@csu.edu or 773-995-4542 to remove the hold.

  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. Once you have declared a major, you can contact the Academic Advisor, **Marquita Gill**at: mgill21@csu.edu or 773-995-4542 to remove the hold.

  The Office of Academic Support is in the Cordell Reed Student Union Building, Rm 180, from 9 – 5 pm.

- **Admissions Hold or Registrar Hold** (**U4/U6/R1**): 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: 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 **Whitley Bradley** at: wbradl20@csu.edu or 773-995-3642. 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.

Confirming Payment Source & Drops for Non-Payment

After registering for classes, students are required to confirm their payment source. This is to verify how students will pay their tuition and fees for the semester. Students indicate how they intend to pay for classes through the Registration & Financial Responsibility Agreement page in CSU X-Press. The payment source must be confirmed at least three weeks prior to the start of term or by the first day of the semester, whichever is sooner.

Students who do not have a confirmed payment source by the relevant deadline will be dropped from their coursework. Students who are dropped from their coursework for not confirming their payment source are encouraged to work with their Advisor regarding registration and to immediately confirm their payment source with the Bursar's Office (i.e. to set up a payment plan). If you plan to pay via Financial Aid, students should submit their FAFSA documentation before course registration.

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

2024-25 Payment Due Dates

		Due Date*
Fall 2024 Session	**Due Date**	**September 9**
	Hold Release Payment Plan Begins	**April 3**
	Regular & Special Session Begins	**August 26**
Spring 2025 Session	**Due Date**	**January 10**
	Regular & Special Session Begins	**January 13**
Summer 2025 Session	**Due Date**	**June 13**
	Regular & Special Session Begins	**May 27**

Please visit Bursar's page for more information.

* 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:

  - Select Quick Links
  - From the drop down menu select Cougar Connect
  - Click on the Student Payment Portal Link
  - Click on the Make Payment Button

*A 2.95% convenience fee is charged for credit card/debit card payments when paying online, in-person, or over the phone.

**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 avoid having a remaining balance before the next term registration opens.
3. Exploring payment options
4. Being prepared
5. Understanding your financial responsibility
6. To not 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 enrolled full time will have their accounts billed automatically. If you drop below full time, 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/

If you have not already done so, please visit studentaid.gov to complete the Free Application for Federal Student Aid (FAFSA) for the 2024-2025 school year. The school code for Chicago State University is 001694.

All funding from completed financial aid records for enrolled students will be released to the accounts on the following dates: Fall 2024 - September 9, 2024, Spring 2025 - January 27, 2025 and Summer 2025 - June 2, 2025. 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?
- 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, please make certain your 2024-2025 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.

Students need to be aware of their financial aid usage and eligibility limits as well as their Satisfactory Academic Progress status. 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. Log into your account to access your student aid history.

Veterans Benefits

Students seeking to use Veterans Education Benefits (Ch. 31, Ch. 33, Ch. 35, VR&E, MIA/POW, ING, IVG) will need to submit the Veterans Affairs Waiver Request form each semester. This form alerts the Office of Student Financial Aid that the student is registered for class and would like to utilize benefits for the semester.

Major/Minor Programs & Codes

PDF link: https://www.csu.edu/registrar/documents/Major-Minor_Codes.pdf

College of Arts and Sciences	
ART (BA) BA-ART	
	Art (**ART**)
	2D Studio (ARTD) – *Concentration*
	3D Studio (ARTR) - *Concentration*
	Design (**ADGN**)
	Graphic Design (ADGD) - *Concentration*
	Art Teacher Preparation, P-12 (**ARTT**)
BIOLOGICAL SCIENCES (BS) BS-BIOL	
	Biology (**BIOL**)
	Premedical/Predental (**BIOP**)
	Secondary Teaching (**BIOT**)
	Premedical/Predental Dual Degree Option (**BIOH**)
Approval Required	Accelerated BS / PharmD (**BIPH**)
CHEMISTRY (BS) BS-CHEM	
	Chemistry (**CHEM**)
	Biochemistry (**CHMB**)
	Industrial (**CHMI**)
	Secondary Teaching (**CHMT**)
Approval Required	Accelerated BS / PharmD (**CHPH**)
MEDIA ARTS (BA) BA-MEDART	
	Communications, Media Arts & Theatre (**CMAT**)
	Media Arts – *Concentration*
	Public Relations (PBRL) - *Concentration*
	Theatre (THEA) - *Concentration*
COMPUTER SCIENCE (BS) BS-CPTR	
	Computer Science (**CPTR**)
	Computer Engineering (**CPEG**)
CRIMINAL JUSTICE (BS) BS-CJ	
	Criminal Justice (**CJ**)
ENGLISH (BA) BA-ENG	
	Literature (**ELIT**)
	Secondary Teaching (**ENGT**)
	Writing (**EPTW**)
HISTORY & AFRICANA STUDIES (BA) BA-HAFR	
	Africana Studies (**AFST**)
	History (**HIST**)
	Secondary Teaching (**HSST**)
MUSIC (BA) BA-MUS	
	Music (**MUSC**)
	Music Production (**MUSP**)
	Gospel Music (**MUSG**)
	Teacher Preparation, P-12 Option (**MUST**)
PHYSICS (BS) BS-PHYS	
	Physics (**PHYS**)
	Engineering Physics (**PHYE**)
	Biomedical Physics (**PHYM**)
	Physics, Secondary Teaching (**PHYT**)
PSYCHOLOGY (BA) BA-PSYC	
	Psychology (**PSYC**)
SOCIOLOGY (BA) BA-SOC	
	Sociology (**SOC**)

College of Business	
Business Administration (BS) BS-BUSADM	
	Accounting (**ACCT**)
	Finance (**FIN**)
	Management Information Systems (**MIS**)
	Management (**MGMT**)
	Marketing (**MKTG**)
	Supply Chain Management (**SCML**)
Approval Required	*Accelerated Business (MIS) BS/MS (**MISB**)
College of Health Sciences	
HEALTH INFORMATION ADMIN (BS) BS-HIA-ONLN	
	Pre-Health Information Admin (**PHAO**) *Online-only program*
Approval Required	Health Information Administration (**HIAO**) *Online-only program*
HEALTH SCIENCES (BS) BS-HLTHSCI	
	Pre-Physical Therapy (**PPT**)
	Pre-Pre-Occupational Therapy (**POT**)
Approval Required	Pre-Occupational Therapy (**HSC**)
PUBLIC HEALTH (BS) BS-PUBH	
	Pre-Public Health (**PRPH**)
Approval Required	Public Health (**PUHE**)
NURSING (BS) BS-NURS	
	Pre-Nursing (**PNUR**)
Approval Required	Nursing (**NURS**)
Pre-Pharmacy (NON-DEGREE) UG-PPHR	
	Pre-Pharmacy (**PPHR**) – *Non-Degree*
College of Education	
EARLY CHILDHOOD EDUCATION (BSED) BSED-ECH	
	Early Childhood Education (**ECH**)
	Early Childhood Non-Teaching (**ECNL**)
ELEMENTARY EDUCATION (BSED) BSED-ELED	
	Elementary Education (**ELED**)
	Elementary Ed, Non-Teaching (**ELNT**)
PHYSICAL EDUCATION (BSED) BSED-PE	
	Physical Education (**PE**)
	Physical Education, Non-Teaching (**PENT**)
RECREATION (BS) BS-REC	
	Parks Recreation and Sports Adm (**PRSA**)
	Therapeutic Recreation (**THRE**)
Non-Traditional Programs	
ADULT INTEGRATED LEARNING (Arts or Sciences)	
	Adult Integrated Learning BA (**AILA**)
	Adult Integrated Learning BS (**AILS**)
INDIVIDUALIZED CURRICULUM (Arts or Sciences)	
	Individualized Curriculum BA – (**ICBA**)
	Individualized Curriculum BS – (**ICBS**)
Special Program	
***UNDECIDED UG-UND (NON-DEGREE)**	
	Undecided Major (**UNDC**) **Freshmen Only*

Undergraduate Certificates	
Management Information Systems	**MISC**
Recreation Certificate	**RECC**

**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 3.0 GPA.*

Minors	
Accounting	**ACC**
Africana Studies	**AFST**
African Languages, Cultures, & Literature	**ALCL**
Alcohol & Other Drugs of Addiction	**ALDA**
Anthropology	**ANTH**
Art	**ART**
Art History	**ARTH**
Biology	**BIOL**
Business Administration	**BUS**
Chemistry	**CHEM**
Communication Studies	**SPCM**
Computer Science	**CPTR**
Criminal Justice	**CJ**
English	**ENG**
Entrepreneurship	**ENTR**
Entrepreneurship – (*non-business majors*)	**ENT**
Environmental Studies	**EVRN**
Finance	**FINC**
French	**FREN**
Geography	**GEOG**
Geographic Information Systems	**GEOS**
Gerontology	**GRTG**
Health Sciences	**HLTH**
History	**HIST**
Human Resources Management	**HRM**
Information Technology	**ITC**
International Studies	**INTL**
Latin American/Latino Studies	**LALS**
Management	**MGT**
Management Information Systems	**MGIS**
Marketing	**MKG**
Mathematics	**MATH**
Media Production	**MEPR**
Music	**MUS**
Music Production	**MUPR**
Peacemaking Studies	**PCST**
Philosophy	**PHIL**
Photography	**ARTP**
Physical Education	**PE**
Physics	**PHYS**
Political Science	**POL**
Psychology	**PSYC**
Public Relations	**PBRL**
Recreation	**REC**
Religious Studies	**REL**
Sales and Sales Management	**SALE**
Security and Intelligence Studies	**SIS**
Social Work	**SWK**
Sociology	**SOC**
Spanish	**SPAN**
Sports Broadcasting	**SPBR**
Theatre Arts	**THEA**
Women and Gender Studies	**WOMN**
Writing	**WRIT**

Note: all programs are Financial Aid eligible.

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, 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.

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. 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

Our residence hall aims to provide an enriching residential experience filled with diverse opportunities for both academic and personal growth.

Why choose to live on campus? Studies consistently show that students who reside on campus tend to be more engaged, have higher retention rates, and achieve greater academic success. At Chicago State University, our residential community offers an ideal environment for living and learning together.
Our coeducational facility spans three stories and accommodates approximately 250 students. We offer double rooms with suite-style living arrangements, along with a limited number of single rooms featuring private bathrooms. Residents enjoy spacious living areas, three lounge spaces designed for both studying and social activities, and convenient amenities such as an on-site laundry facility equipped with washers and dryers. Additionally, we provide a 24-hour computer lab with printing capabilities to support late-night study sessions.
For more details about living in our residential community at Chicago State University, please contact our office at 773-995-4543, Monday through Friday from 9 am to 5 pm, or email us at housing@csu.edu.

Meal Plans

All residents of the Residence Hall are required to participate in a meal plan. We offer two options, both of which operate on a declining balance system:

- Evergreen Plan: $3,150 per semester
- Evergreen and Blue Plan: $3,780 per semester

Chicago State University also provides Commuter Meal Plans and Staff/Faculty Meal Plans. For further information, please email us 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 **$100 application fee**. For new students, the housing application opens on **March 14, 2025** and will close for priority housing May 31, 2025 and final deadline is June 30, 2025. Students must be registered for time (12 credits or more) 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 **$100 application fee** for the new academic year. For returning students, the housing application opens on **December 1, 2024** and will close **April 30, 2025**. Students must be registered and completely up to date with Health & Wellness requirements before moving into housing. Returning students will have an opportunity to select their own rooms during Room Selection. Room Selection is tentatively scheduled for **March 31 - April 4, 2025.**

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

- Cancellation form - **If you do not intend to move in, or you intend to leave the university, you must cancel your housing stay. For further information please email housing@csu.edu**
- 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.

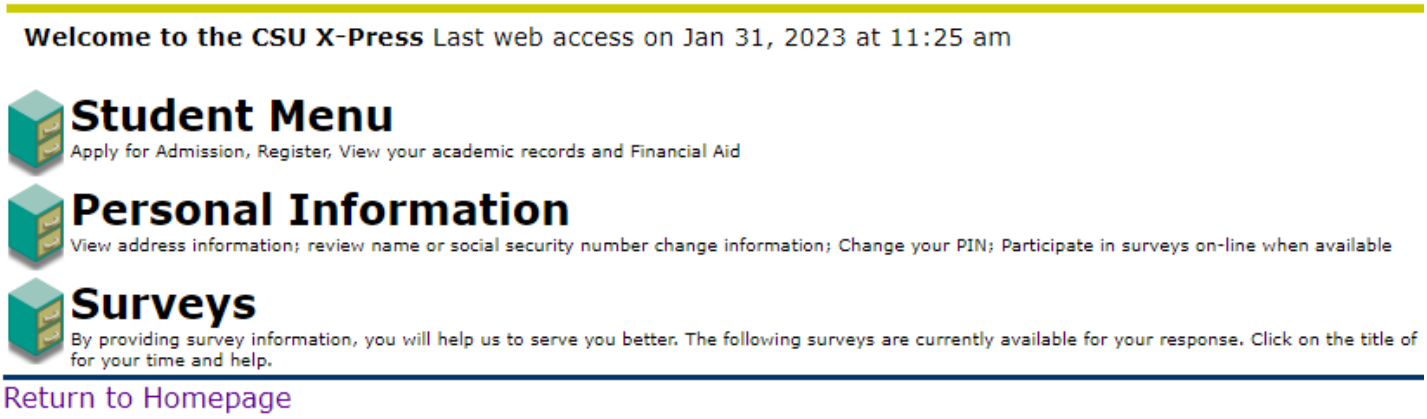
How to Update your Contact Information

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.

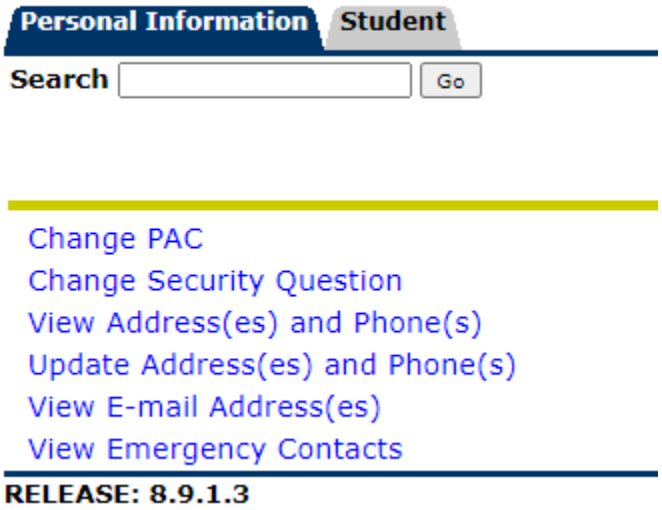
Step 1

Login to CSU X-Press.

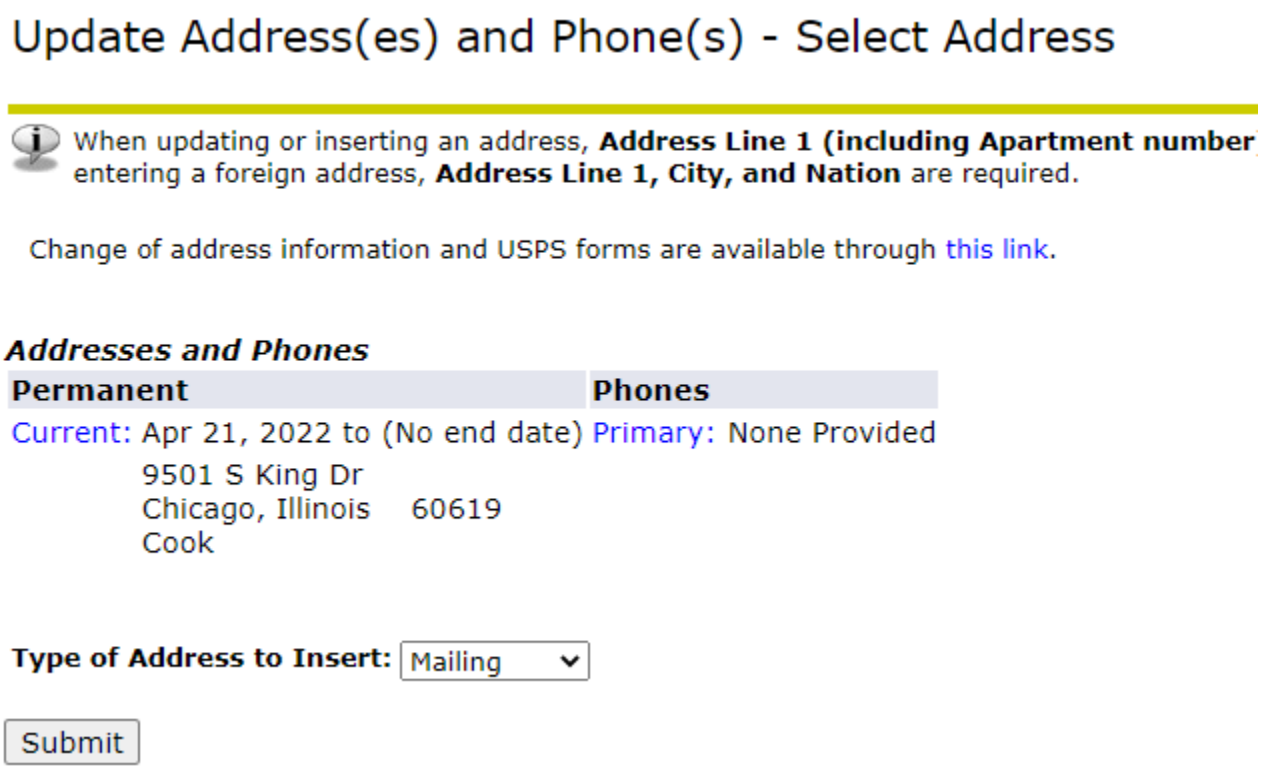
Click on "**Personal Information**"



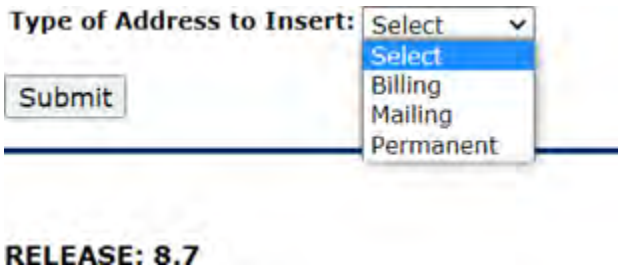
Step 2 - Click Update Address(es) & Phone(s):



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

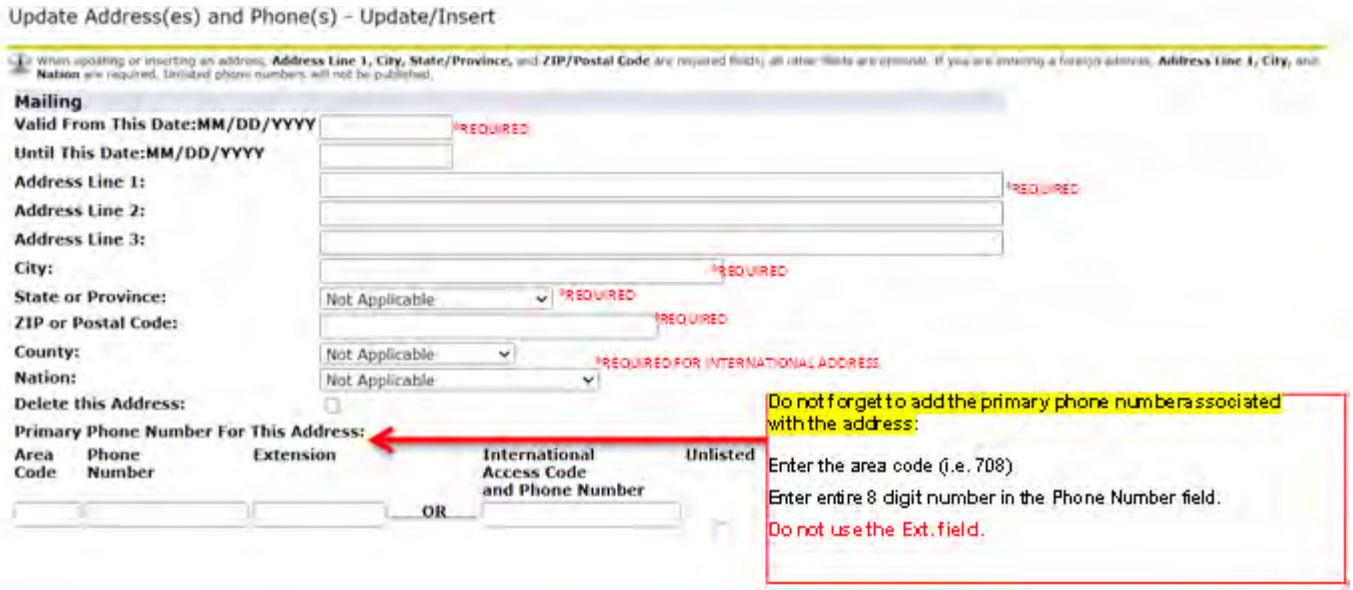


Note: If you do not see a permanent or mailing address, scroll down to the bottom of the screen and use the drop down menu to add one or more types. Shown here:



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

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.

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.

If you would like to waive your FERPA rights for a particular individual (e.g. your parents), you may do so via our FERPA waiver form here: https://tinyurl.com/csu-ferpa-form

Finally, if you would like to limit the disclosure of even your directory information (i.e. this would mean your name would not be printed in the Commencement book, for example), you may do so via our Confidentiality Request form here: https://tinyurl.com/csu-confidentiality-form

Parking and 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

Rates (Fall 2024 to Summer 2025)

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 26, 2024*	**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

Expires: **8/31/2025**

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, Guest Parking, Handicap Parking, etc.) can be found by going to the following CSU webpage https://www.csu.edu/campus/parking.htm.

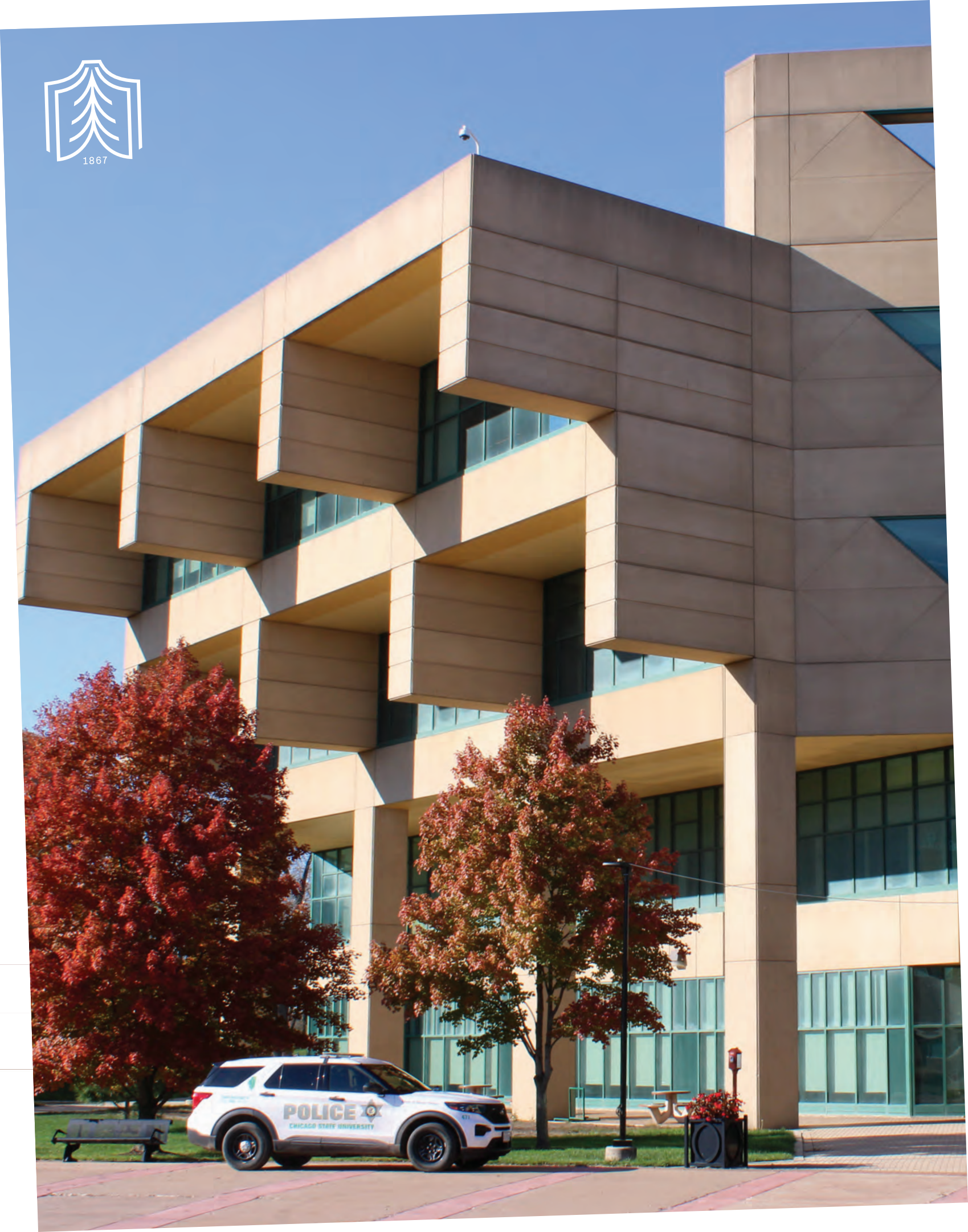
CHICAGO STATE UNIVERSITY

CAMPUS MAP

The listing below is according to the numbered sections on the map.

1. Education Building (1-A)
2. Business and Health Sciences Building (BHS) (2-B)
3. Harold Washington Hall (HWH) (3-C)
4. Williams Science Center (WSC) (4-D)
5. Douglas Hall (DH) (5-E)
6. Cook Administration Building (ADM) (6-F)
7. Jacoby Dickens Athletic and Physical Education Center (JDC) (7-G)
8. Operations and Maintenance Physical Plant (8-H)
9. Robinson Center (9-RUC)
10. Cordell Reed Student Union Building (SUB) (10-SUB)
11. Residence Hall (11-RH)
12. Gwendolyn Brooks Library (GBL) (12-LIB)
13. Emil and Patricia A. Jones Convocation Center (JCC) (13-EJC)
14. Dr. David Kanis Child Development Center (1-A)
15. Chicago Teachers College Boxcar
16. Tennis Courts
17. Outdoor Running Track
18. Cougar Stadium
19. CSU Metra Station
20. Quad
21. Cafeteria (SUB) (10-SUB)

CSU is a smoke-free campus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CHICAGO, IL 60628
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