

Welcome to Chicago State University!

This Graduate Student Handbook is your guide to graduate and professional programs at Chicago State University. This handbook will provide you with information about various practical aspects of graduate life and is intended to help you navigate through the university and its administrative procedures. If, after consulting the handbook, you still have questions or unresolved issues, please contact your program advisor or the appropriate administrative resource.

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Getting Started in Your Graduate Program

New Student Orientation

An orientation session is planned at the start of each term. The schedule is posted on the Graduate and Professional Studies web page. If you are unable to attend, schedule time to review this handbook and related university resources before beginning your graduate/professional program. Program-specific orientation sessions are also held to acquaint you with your program's requirements, policies and procedures.

Identification Card

The University provides all students with a nine-digit identification number, or UID. The UID is used by the IT services, the registrar and student accounts and other university services. Each student should also obtain a CETI

Name and Address Changes

Students

the department so the department can request that the term of admission be updated in the Banner Student Information System by the Office of Graduate and Professional Studies, if reinstatement is allowed by the program. A student will not be able to register until reinstated.

Academic and Career Advising

Students with academic or career questions or concerns should turn first to their academic advisor, who can provide:

- Academic planning and course selection

- Career resource education

- Résumé and cover letter guidance

- Supporting the student experience

Each student admitted to a degree or certificate program is provided with an advisor. Contact information for CSU advisors and faculty is available in the CSU Campus Directory, accessible at csu.edu.

Learning Management System

The Academic Calendar and dates for open registration are available on the Academic Calendar web page (csu.edu/coursebulletin/acadcalendar). Course schedules are also available on this web page. After conferring with your advisor, register for courses in Cougar Connect. Some courses Register early to assure you are able to register for the courses you need. Registration/Records is located in Cook ADM 128 or can be reached at 773-995-2517.

Bookstore

Students are responsible for checking the syllabus and bookstore, either on campus or online, to see what materials

At the advising session, the advisor will provide a PIN needed to access the registration page. Some courses also need overrides to enable registration.

available at <https://www.csu.edu/judicialaffairs/>. Colleges and programs may have additional policies, which are included in program handbooks or on the college and/or program web pages.

Family Educational Rights and Privacy Act

Under the Family Educational Rights and Privacy Act (FERPA), all students have certain rights with regard to their educational records. More information about FERPA is available at <https://www.csu.edu/financialaffairs/bursar/FERPA.htm> .

Office of International Programs

International students with questions about visas and other requirements should contact the Office of International Programs (SUB 240) at 773-995-2582 or oip@csu.edu.

seeking graduate degrees. Half time graduate assistants work 20 hours per week, receive a monthly stipend, a 2 course tuition waiver and are responsible for all fees. Quarter time graduate assistants work 10 hours per week, receive a monthly stipend, a 1

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