

Chicago State University

**GRADUATE AND PROFESSIONAL
STUDENT HANDBOOK**

**Graduate Admissions
Academic Year
2012-14**

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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 acqu

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 CougarONE identification card, a picture ID card bearing the UID. The CougarID allows access to the University library, access to certain building, use of the CSU shuttle, and to receive discounts. Obtain your CougarONE Card from the Creative and Print Services Department in ADM 130. Replacement CourgarONE Cards are available for a fee. More information about the CougarONE Card is available on the Creative and Print Services web page at csu.edu/marketingcommunications/creativeprintserv.htm.

NetID and Email

The University provides all students with a NetID

has been a classification error (csu.edu/recordsandregistration/residency.htm)

Parking

Parking decals are available for purchase. Visit the Parking Services web page (csu.edu/parking/parkingservice.htm) for more information. The Parking Services Office is located in O&M 100 and can be reached at 773-995-2141.

Required Proof of Immunization

Illinois Public Health Act 85-13115 specifies that any student born after January 1, 1957

Student Tools and Resources

Graduate and Professional Student Categories

Students are either admitted to a graduate or professional degree or certificate program or are admitted as graduate-at-large students for which they are eligible to enroll but are not guaranteed admission to a program. At-large students are not advised, do not need a pin to register for courses and are not eligible for financial aid. Some programs limit course enrollment to students admitted to the program. At-large students need to contact the department directly to request an override to take a course in that department, if allowed by the program.

Deferring Entry into the Program

Applicants are admitted to a specific term. If a student is unable to begin the program in a specific term, some programs allow deferral to a later term. Check with the program to determine if delayed admission is an option. Some programs only admit students in fall term and deferral may not be an option without reapplication. If deferral is requested for a program that allows deferral, send an email indicating name, UID, program, admission term, and new term requested for admission to graduateprograms@csu.edu.

If a student is admitted for a term and does not register and take courses during that term, he/she will not be able to register for a subsequent term without being reinstated. Contact the department so the department can request that the term of admission be updated in the Banner Student Information System by the Graduate Admissions, 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

Learning Management System (Moodle)

Moodle is a Learning Management System. Moodle is a cloud-hosted system that allows instructors and students to deliver course materials, submit assignments and tests, view grades, and create learning activities. When registered for a course, you are enrolled in the course Moodle site. Moodle can be accessed by logging into Cougar Connect from the CSU home page, csu.edu.

Library and Instruction Services

CSU maintains a library to support its programs of study and research. Subject specialists are available to help locate spe

govern your path through graduate and professional programs at CSU. Policies include Time Limits for Degree Completion, Satisfactory Academic Progress and Grade Point Average Requirements, Academic Probation, Appeals, Program Dismissal and Reinstatement as well as the Process for Petitioning for an Exception to Graduate Policies.

Thesis and Dissertation Requirements

All graduate and professional degree programs have a culminating experience, which may take the form of a thesis or dissertation.

thesis option may be available as one option for a culminating experience. In other programs, a thesis or dissertation is required. At CSU, theses and dissertations are posted to ProQuest, a web-based repository used by universities world-wide. A ProQuest workshop is held at CSU each term; students are encouraged to attend a workshop early in their program. Information about workshops and instructions for submitting theses and dissertations to the CSU ProQuest site are available at www.csu.edu/graduateadmissions.

The Graduate Admissions also publishes a thesis and dissertation guide which is available at <http://www.csu.edu/GraduateAdmissions/>. Each program selects a style

The commencement ceremony is a separate event and has a separate process and participation fee. Commencement information is posted at <https://www.csu.edu/commencement/> each term.

Curriculum Policies and Procedures

Curriculum Requirements

Before students select courses, they must make sure to meet with the program advisor and review the [curriculum requirements](#) in place at the time of initial enrollment into the degree or certificate program. These 0.4BT1 0 0 1 334.gBT 0.048 Tc

the event that a course is cancelled, contact your advisor to determine alternative options.

CSU encourages students to register for courses at the earliest possible date. Early registration helps us serve students more effectively. Some courses fill up quickly, and early registration will let the dean and academic affairs know whether an additional section (where possible) is needed. Students who delay registration m0 1 4g4BT1 0 3ET 460.66 653.2

