FACTS on F.A.A.Q. 2012
(Frequently Asked Advising Questions)
FOREWORD

It’s not all about teaching...at a teaching institution. Academic advising is a big part of every teacher’s job at Central State University. It’s important that we do it well.

Facts on F.A.A.Q. 2012 should answer the most common advising questions you hear from students. It addresses the general education curriculum. It does not address issues that relate to specific majors. For answers to those questions, you should consult your department chair.

This guide is not meant to replace the university catalog. The catalog is the most authoritative and comprehensive reference source for information about the university and its programs. The catalog supersedes this guide in any area in which the two documents conflict. Faculty and staff members will review the advising guide for accuracy on an annual basis. Please email me any suggested revisions or additions.

You will find the most current version of the guide online at centralstate.edu/faculty. (See the “online support and documentation” link.) You will also find it at michaelgormley.com/manuals.

The guide includes an appendix with a variety of advising forms. An electronic version of each of these forms is available from the Registrar’s Office.

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ADVISOR RESPONSIBILITIES

The role of academic advisors extends beyond class scheduling. Advisors should assist students with all aspects of the academic experience and provide information regarding campus resources. Advisors must have a thorough knowledge of university, college, department, and graduation requirements, procedures, and deadlines. They also must be accessible during designated office hours.

Advisors should:

- encourage students to develop realistic goals; thereby, understanding the correlation between academic preparation and career opportunities,
- assist students in planning programs of study that are consistent with the students’ abilities and interests,
- monitor students’ progress toward educational goals and keep accurate, up-to-date records of their academic progress,
- help students assume responsibility for their decisions and actions,
- acquaint students with services and programs provided by the university to meet specialized needs, including non-academic needs, and
- respect students’ privacy rights.

BEST PRACTICES

1. Keep advising appointments and be accessible during office hours.
2. Provide students a means of scheduling appointments.
3. Allot sufficient time—at least 30 minutes—for each advising conference.
4. File an advising log in the student’s advising folder. Record each advising conference on the log.
5. Review and date the student’s check sheet at each advising conference.
6. File the updated check sheet in the student’s advising folder.
7. File the student’s advising folder with the department. The advising folder should include an up-to-date check sheet, unofficial transcript, waiver/substitution forms, academic appeals, appeals for readmission, graduation applications, and any other academic reports.
8. Give the student a copy of the updated check sheet every time you update it.
9. Give out to the student only information that you know is accurate. When in doubt, ask a colleague.
10. Give out information about the student to the student alone—or people
who have a legal right to the student’s information. Advisors must adhere to the Federal Education Rights and Privacy Act. They should disclose educational records and discuss confidential information regarding students only with appropriate individuals and for the purpose of serving students’ best interests.
FAQ
(FREQUENTLY ASKED ADVISING QUESTIONS)

GENERAL EDUCATION CURRICULUM

Additional Humanities / Fine Arts

Q: “List A” on the general education check sheet includes courses that may be used to satisfy the “additional humanities/fine arts” requirement. Is List A comprehensive?
Yes. The list is comprehensive. You should not use other courses offered by the humanities and fine arts departments, which do not appear on List A, to satisfy this requirement.

English

Q: How are freshmen assigned to English courses upon entering Central State?
They are placed in an appropriate English class by their assigned advisor upon registering for school. These assignments are based on their entrance exam scores. If a student hasn’t been assigned to a course, you can look up his/her exam score using the Banner data system. Refer to the “SOATEST” screen. If you do not have access to Banner call the Office of Academic Advising and Assistance at (937) 376-6110.

Here are the test score guidelines:
Combined SAT < 720; ACT < 15
   ENG 0950 Basic Writing/Reading Enhancement
Combined SAT 730-860, ACT 15 – 17
   ENG 1100 Intro to Writing/Reading for College
Combined SAT > 870, ACT > 18
   ENG 1101 Intro to Writing for College

Q. Which composition course should a student take after passing ENG 0950 with an “S”?
Students may enroll in ENG 1100 or ENG 1101. These two courses are equivalent. However, if a student took ENG 0950, which is a developmental course, ENG 1100 may be the best option, because the student will get an extra hour of instruction each week.

Q: Which composition course should a student take after passing ENG
**1100 with a “C” or higher?**
Students should enroll in ENG 1102 after successfully completing ENG 1100. Do not advise a student to enroll in ENG 1101. ENG 1101 is the same course as ENG 1100. The difference is that students in ENG 1100 get five hours of instruction each week while students in ENG 1101 get four hours of instruction.

**Q: What happens if a student does not pass an English composition course with a “C” or higher?**
The student should repeat the same course the next semester. For example, if a student fails ENG 1100, he must re-enroll in ENG 1100.

**English Proficiency Exam**

**Q: What is the English proficiency exam?**
The proficiency exam is an essay test used to assess a student’s writing ability. Students must pass the exam in order to graduate (receiving a score of at least 8 on a 12-point scale). The Office of Assessment offers the exam throughout the school year. It posts the exam schedule at the start of the year and sends an email to all faculty members. Call 376-6236 to request the schedule if you do not have it. Students may sign up for the exam in Wesley Hall, rooms 120 and 128.

**Q: What is ENG 3000? May a student take this class instead of the proficiency exam?**
ENG 3000 is an advanced composition course. Students take this class if they fail the proficiency exam. Students may not take this class instead of the proficiency exam. All students must take the proficiency exam. They may take ENG 3000 only if they fail the exam.

**Q: When should students take the proficiency exam?**
Students may take the proficiency exam once they have successfully completed English 1102 (meaning they have passed with a C grade or better). Students should take the exam no later than Fall term of their junior year. That way, if they fail the exam, they may retake it or enroll in ENG 3000. A senior who waits until spring term to take the exam will not graduate if the student fails the exam. The student will have to take ENG 3000 Summer term.

**Q: If a student passes the proficiency exam and then takes the class…**
**will the course credits count toward graduation?**
Yes. They will count towards the 124 credits required for graduation.

**Q: How can I determine whether a student has passed the proficiency exam?**
Advisors must confirm that the student has passed the proficiency exam or passed ENG 3000 when filing a student’s graduation application. Advisors should check the student’s MyCSU transcript (look at the bottom of the transcript) or go to the SHATCMT page on Banner to determine whether a student has passed the exam. If the exam is not noted on the transcript, the student has not passed the exam. In that case, review the transcript to determine whether the student has passed or is enrolled in ENG 3000.

**First Year Seminar**

**Q: Are all students required to take FYS 1101?**
Transfer students who start at Central State with 30 or more semester credits are not required to take FYS 1101.

**Q: If a student is exempted from FYS 1101, does he receive academic credit for the course?**
No. The student needs to make up that “missing” credit elsewhere. Students need to earn a minimum of 124 academic credits to graduate.

**Q: Are all students required to take FYS 1201?**
No. Students with fewer than 30 credit hours who have not declared a major at the end of fall term must take FYS 1201.

**Q: May a student drop FYS1201 if he or she declares a major at the start of spring term?**
No. The student must pass FYS 1201 before declaring a major.

**Foreign Language Requirement**

**Q: Students earning the BA degree must take a foreign language. Is it always necessary for them to take the first language course in the two-course language sequence?**
No. The registrar may exempt students from the first course in the sequence if the student has studied the language while in high school and received a C grade or better. (Generally speaking, one year of foreign
language training in high school is equal to a semester in college. A student who has two years of foreign language training in high school may be exempt from Foreign Language I.) Students may be exempt from the language requirement if they took an “advanced placement” course in high school and passed the advanced placement exam. (See “advanced placement/standing” under general advising questions below.) Students may also take a proficiency exam administered at Central State. Students must apply to take the exam, pay a $25 fee, pass the exam, and pay tuition for a five-credit course in order to receive academic credit on their transcripts. Students should contact the coordinator of international languages if they are interested in this option. Call (937) 376-6211.

Q: If a student is exempted from the first course in a two-course sequence is he/she given credit for the first course (which is worth five credits)?
No. He or she must make up the five credits by taking additional courses in any subject area.

Q: If a student has studied a language at another college — such as Swedish or American Sign Language — that is not offered at Central State, may he be exempted from the language requirement?
Yes. The course will transfer into Central State as a language course and will therefore satisfy the language requirement.

**HPER Activity**

Q: Are all students required to take a one-credit physical education activity course?
Students older than 25 years of age are not required to take the physical education activity course. Disabled students may also be exempted upon the recommendation of a physician.

Q: If a student is exempted from the physical education requirement, does he/she receive academic credit for the course?
No. The student needs to make up the “missing” credit elsewhere. Students need to earn a minimum of 124 academic credits to graduate.

**Math**

Q: How are freshmen assigned to math courses upon entering Central
State?
They are placed in an appropriate math class by their assigned advisor upon registering for school. Advisors consider a variety of factors when making a placement, including the student’s Central State math placement test score, his ACT or SAT score, his grade point average in high school, the last mathematics course that he completed in high school, and the student’s confidence level with mathematics in general. If a student hasn’t been assigned to a course, you can look up the student’s ACT or SAT score using the Banner data system. Refer to the “SOATEST” screen. Refer to the “SOAHSCH” screen to find the student’s high school GPA. If you do not have access to Banner, you may call the Office of Academic Advising and Assistance at (937) 376-6110.

<table>
<thead>
<tr>
<th>MATH SCORES</th>
<th>HIGH SCHOOL GPA</th>
<th>REQUIRED COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT &lt;16 or SAT &lt; 400 or 2.3 Math 0430 Fundamentals of Math</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACT &gt; 19 or SAT &gt; 470 3.0 or above Math 2501 Trigonometry</td>
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Natural and Physical Sciences

Q: Students are required to take 7 credit hours of natural sciences classes from two subject areas. One course must include a lab. What happens if a student has taken two science courses from two areas, including a lab class, but the classes are only worth a total of six credits?
The student must take an additional science class. To avoid this situation, make sure the student understands the requirement. You should advise the student to take a four-hour and a three-hour course. (In the future, the university may require students to take just six credits of natural and physical sciences. As it stands today, however, students must earn seven credits.)

Q: Is “List C” on the general education check sheet comprehensive?
Yes. You should not use other courses offered by the natural and physical sciences department to satisfy the general education requirement.

Social and Behavioral Sciences

Q: Students are required to take nine credit hours of social and behavioral sciences classes from two subject areas. Are “sociology” and “social work” from the same subject area or different subject
areas?
They are from different subject areas indicated by different prefixes (“SOC” for sociology and “SWK” for social work.) Therefore, a student may take two sociology courses and a course in social work (or the reverse) to satisfy the social and behavioral sciences requirement.

Q: Is “List B” on the general education check sheet comprehensive?
Yes. You should not use other courses offered by the social and behavioral sciences department to satisfy the general education requirement.

GENERAL ADVISING QUESTIONS

Academic Probation/Suspension/Readmission

Q: When are students academically suspended?
They are suspended when they fail to maintain “satisfactory academic progress.” Students must achieve a 2.0 grade point average to graduate. Newer students must meet a slightly lower threshold.

Satisfactory Academic Progress

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<th>Credits earned</th>
<th>Required grade point average</th>
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<tbody>
<tr>
<td>1-20</td>
<td>1.7</td>
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<tr>
<td>21-40</td>
<td>1.8</td>
</tr>
<tr>
<td>41-60</td>
<td>1.9</td>
</tr>
<tr>
<td>61 and above</td>
<td>2.0</td>
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If a student falls below these thresholds, he will be placed on academic probation and will be required to meet with a counselor in the Office of Academic Advising. The student is permitted to register for school the following term but must achieve a 2.0 grade point average for the term. If he does not, the student will be academically suspended and must leave school. Students who have been placed on academic suspension once must leave school for one term. Students who have been placed on academic suspension twice must leave school for a full year. Students who have been academically suspended three times are generally not eligible for readmission.

Q: If a suspended student has sat out school the required length of time, may he or she re-enroll in school?
No. The student may not simply re-enroll. He or she must apply for
readmission and readmission is not automatic.

Q: **How does a student apply for academic readmission?**
A student who has been academically suspended may apply for readmission by submitting an Appeal for Readmission. The student must explain why he/she believes he/she was suspended and what he/she intends to do to prevent a recurrence. The student must also include a time management plan for the term. (The time plan is hypothetical, since the student has not yet been readmitted and does not know when he/she will be in class.) The student’s academic advisor must sign the appeal and recommend whether the university should support or not support the appeal. The appeal should then be routed to the department chair, the dean, and the Registrar’s Office. The academic standards committee will review the various recommendations and decide whether to approve the student’s request. The appeals packet is available in the Registrar’s Office. It may also be downloaded from the university website. Just go to “Registrar’s links.” Students who are readmitted to the university must achieve a 2.0 grade point average the semester that they return. Otherwise, they will again be academically suspended.

**Readmittance Appeal Deadlines:**

**Fall Semester**
- Application due to advisor – May 15
- Application due to committee – June 1
- Committee decision due – June 15

**Spring Semester**
- Application due to advisor – September 15
- Application due to committee – October 1
- Committee decision due – November 15

Q: **My advisee has been academically suspended. He wants to take courses at Wright State while he is under suspension. Will these courses be accepted at Central?**
Yes. If the student is readmitted into the university, those courses will be treated like any other transfer courses. (See transfer credit below.)

Q: **If a student leaves Central State and returns only to find that the major check sheet has changed, can the student still use the check sheet in existence when the student first matriculated?**
The student may use the “old” check sheet as long as the student has
been away from school eight years or less. If the student has been away from school more than eight years, he must use the current check sheet.

**Advanced Placement/Standing**

**Q:** My student says he took World History in high school and doesn’t want to take Global Civilization. Can he be exempted from the course?

Possibly. Was the high school course an “advanced placement” course? Did he take the AP exam? Central State University offers Advanced Placement credits. To receive AP credit, a high school student must have completed an official AP course and taken the AP test in that subject. Credit is granted for test scores of 3, 4, or 5. (The university will not grant the student college credit just for taking the class. The student must also take the exam.)

The College Board will send a copy of the student’s test score to the student and to any schools to which the student intends to apply at the time of the AP exam. If the student indicates that he intends to apply to CSU, the College Board will send a copy of the test score to the registrar. The registrar will grant credit for the appropriate course assuming that the student scored at least a “3” on the exam. If the student scored a “4” or “5” on the exam, he may receive credit for additional courses.

If a student tells you that he took an AP course and that he passed the exam, but he doesn’t see the course on his Central State transcript, you should tell the student to take a copy of his test results to the registrar. Please know that a student who has taken an AP course in high school and has successfully completed the exam may still choose to take the course at Central State. Advisors should encourage students to meet with appropriate faculty to confirm that the student has the necessary foundation to move on to advanced course work. This is especially true in the STEM (science, technology, engineering, mathematics) areas.

**Q:** My advisee’s high school World History class was not an AP class, but he says he knows “everything there is to know about World History.” Can he “pass out” of the course?

Yes. The student can take a CLEP (College-Level Examination Program) exam administered by the College Board. CLEP exams cover material taught in the first two years of college. Students earning satisfactory scores in the CLEP examination will be granted the same
amount of credit granted to students who successfully complete the
course. Contact the Office of Assessment and Institutional Research at
(937) 376-6236 for more information.

The student may also apply to take a Central State-administered profi-
ciency exam in any subject. The student must first go to the registrar’s
office and submit a non-refundable application fee. The registrar will
give the student an application, which the student must complete and
submit to the appropriate department. The department may or may
not grant the student’s request to be given a proficiency exam. If the
department agrees to administer the exam, the student must pass the
exam and pay Central State tuition covering the cost of the class before
credit will appear on the student’s transcript. Note: Students may not
use financial aid to pay Central State tuition in this instance.
Credit for proficiency tests will be granted only upon satisfactory
completion of the examination with a grade of “C” or better.
A student who has taken a course at Central State and failed it cannot
get credit for the course by taking a proficiency examination. In other
words, you cannot repeat a course by taking a proficiency exam.

Students should investigate the possibility of taking a proficiency ex-
amination thoroughly. They should not assume that it will be available
to help satisfy their graduation requirements.

Q: My student is a veteran of the war in Iraq. Can he get academic
credit for his military experience?
Possibly. Central State awards transfer credit for military experience
based on the American Council on Education’s Guide to Evaluation of
Educational Experiences in the Armed Forces. Veterans should see the
Registrar if they are interested in receiving credit for military experi-
ence.

Advising Assignments

Q: How do I know who my advisees are?
Each department has its own procedures for matching faculty mem-
ers with student advisees. Ask your department chair for a list of your
advisees. The Center for Academic Success assigns advisors from the
Office of Academic Advising and Assistance to undeclared students and
students who are academically at-risk (on probation or re-admitted to
the university following a period of academic suspension).
Q: I’m not interested in academic advising. Am I required to be an advisor?

Yes. Faculty members are required to serve as academic advisors. It is part of the AAUP-Central State labor agreement (See: academic safeguards and responsibilities).

Advising Holds

Q: My advisee cannot register. There’s an AR (advising registration) hold on his account. What should I do?

A hold can be placed on a student’s account for many reasons. A student who is struggling academically may find that an advising hold has been placed on his account. This is meant to insure that the student speaks to an advisor before scheduling classes. To remove the hold you need “write access” to the hold screen (SOAHOLD) on Banner. (Email a request for “write access” to helpdesk@centralstate.edu.) Once you have access to the screen, here’s what to do:

Option 1
1. Log into Banner.
2. Go to SOAHOLD.
3. Enter the student identification number and hit “enter” on the keyboard. If the ID is unknown, type the student’s name (last name, comma, first name)
4. Hit Ctrl + page down simultaneously. The type of hold will be displayed. You can only remove AR holds.
5. Click the calendar icon after the “to” date. A calendar displaying the end date will appear.
6. Go to the bottom left corner of the calendar and click “today.”
7. Click the “<” symbol next to the month to back up one additional day. (Otherwise, the hold will remain until the end of the day.)
8. Click “OK.”
9. Click the save icon in the upper left corner of the page.

Option 2
1-4 Same as above.
5. Click on “record” at the top of page.
6. Click on “remove” from the drop-down menu.
7. Click the save icon in the upper left corner of the page.

When done properly, a message will appear showing “record applied”
and “saved.” The hold is removed and the student can register for class.

Note: Freshmen may find that the Center for Academic Success has placed an advising hold on their accounts. If the student is considered at risk or is on academic probation, you should send the student to the Center. Otherwise, you may remove the hold yourself. Option 2 can be used with first time or new incoming freshmen.

**Q:** I really hate Banner. Is there another way to get around an advising hold to help my advisee register for class?

Students aren’t required to register for class online. They can still submit a registration form to the registrar. The registrar will remove the AR hold if you have signed the form as the student’s advisor. Note: It is important to complete the registration form completely. Be sure the student lists his or her identification number. Always use the five digit course registration number (CRN). List alternate class(es) in case a course has few available seats. Sign the form and send the student to the registrar’s office.

**Banner/MyCSU**

**Q:** What is Banner?

Banner is the university’s main data portal. You can find a wealth of information on Banner including a student’s transcript, class schedule, contact information, and college entrance exam scores; the semester course schedule, course enrollment information, and more.

**Q:** How do I access Banner?

Ask the IT department to install Banner on your office computer. Workers will explain the process for logging into the system. You will only be able to use Banner while on campus unless a VPN client has been installed on your computer. Call (937) 376-6081 for training.

**Q:** What is MyCSU?

MyCSU is the web-based self-service portal for Banner. It’s less robust than Banner, but easier to use. You can log onto MyCSU from any computer connected to the Internet. Ask a colleague to show you the ropes.

**Check sheets**

**Q:** Our program has revised its curriculum several times over the years, and my advisee has been using several different check sheets. Which
one should he/she use?
Use the check sheet that was in force the term that the student enrolled at Central State.

Q: My advisee is returning to school after many years. Which check sheet should he/she use?
If the student has been away from school for eight or more years, the student must use the check sheet currently being used by students majoring in his subject area. If the student has been away from school for fewer than eight years, he may use the check sheet that was in use during his previous stay at Central State. However, a student who left school for a short time may have to use a new check sheet if the Ohio Board of Regents or accrediting agency has required a curriculum change.

Consortium Classes/Independent Study

Q: What should a student do if he is registering for his last term in school and needs a course to graduate, but the course isn’t offered that term? Or the course is full? Or the student can’t take the course because of a scheduling conflict?
Many programs at Central State schedule a section of “independent study” to help students in these situations. The student should speak to the chair of his department and determine whether it is possible to take the course as independent study. If it is possible and if the student ultimately takes the course as independent study, you should file a waiver-substitution form with the Registrar’s office requesting that the independent study course be substituted for the required course. The student can also take the course at another university. He/she can take a “consortium course” at any university affiliated with the Southwestern Ohio Council for Higher Education (SOCHE) without incurring fees beyond his regular Central State tuition. Students should visit soche.org for a list of member institutions. They should visit the Registrar’s office for more information on “cross registration.”

Q: Can a student take a course at a SOCHE institution just to explore a personal interest?
The university permits students to cross register at SOCHE institutions to help students graduate. The intent is to help students satisfy their major requirements when they are unable, for whatever reason, to take
specific courses at Central State. Generally speaking, students are not permitted to cross register for courses simply to satisfy personal interests.

Counseling Services

Q: My advisee seems depressed. Even worse, I think that he/she may have a drinking problem. What should I do?
Faculty members are not expected (or necessarily qualified) to offer counseling services for students suffering psychological, emotional, or substance abuse problems. Fortunately, the university has medical professionals and trained counselors on staff. You should refer advisees to counselors as needed. Counselors can be found in the Student Health Center in the Lackey-Lee Building. Students should call (937) 376-6134 for appointments or walk in during office hours (Monday through Friday, 8 a.m. to 5 p.m.) Services are free to registered CSU students.

Course Information/Registration

Q: How can I find out when a course will be offered, how many credits it is worth, and whether it has any prerequisites?
That information can be found in the Central State catalog. The catalog is available online at centralstate.edu under “registrar’s links.” Simply look up the course description at the back of the catalog. A Roman numeral after the course title indicates the term that the course is (usually) offered. “I” indicates fall term, “II” indicates spring term, and “III” indicates summer term. Some courses are offered “on demand.” An Arabic number indicates the number of credits. Prerequisites are listed after the course description.

Q: I’ve seen some odd section numbers attached to courses. What do they mean?
50 — evening course offered on the main campus
80 — Saturday course offered on the Dayton campus
90 — evening course offered on the Dayton campus

Q: I wanted to register a student for FYS. It had a strange suffix – FYS 1101 01H? What’s that all about?
Course suffixes generally indicated the type of instruction. Here’s a list of suffixes:
L = Online Learning  
Students complete all their coursework online. They do not meet in a classroom.

H = Hybrid  
Students meet in a classroom sometimes and work online other times.

W = Web Enhanced  
Students meet in a classroom all the time, though they utilize Internet resources regularly.

A course suffix may also indicate that a class is reserved for a specific population of students.

C = Learning Communities  
These classes are reserved for academically at risk students, generally students who are on academic probation. You will not be able to register your advisee for a learning communities class. The Center for Academic Success assigns students to these classes.

Q: *How do I know whether a course is on the schedule for the current term and whether it is fully subscribed i.e. the enrollment cap has been reached and students are no longer able to enroll in it?*

You will find this information in a number of places.

The best, most convenient source for current course enrollment information is the CSU intranet (csuweb). Here, you can view a list of ALL the courses being offered in a given term. The list will give you the current enrollment information for each course. This list is particularly useful late in the registration period when most of our courses are fully subscribed and your advisee is still looking for courses to achieve a full academic load. Here’s how to access this resource:

1. Open browser. (“Explorer” works best.) Type “csuweb” on the address line. Hit enter.
2. Select “data warehouse reporting” under the “quick links” section on the right side of the page.
3. Login with your regular computer access ID and password (the one you use to access your Outlook account).
4. Select the “Registrar” tab at the top of the page.
5. Under the “queries” links on the left of the page – click “class enrollment stat.”
6. Enter the appropriate term code (example: 201130 = Spring 2011) under the “All/Term” field. Click “search.” The full list of courses being offered on campus will appear with enrollment information for each course.

You may also look up courses within your subject area, a specific course, or courses offered at the Dayton campus. You can convert the data to EXCEL if necessary. The intranet is only available on campus.

You will find enrollment information in MyCSU.
1. Open MyCSU. Click the “faculty” tab. Click “your faculty access to self-service banner” link at the top left of the page.
2. Click “class schedule” under faculty services.
3. Select the appropriate academic term. Click “submit.” The “class schedule search” page will appear.
4. Select a subject area to view all of the courses being offered in that area. (Alternatively, select a subject area and input a specific course number to retrieve information about a specific course.) Hit enter or the “class search” button.
5. Once the course or courses appear on screen, click the course title. This will take you to a page with “detailed class information” — including the “capacity” of the class, the “actual” enrollment, and the “remaining” number of student slots. A positive number under “remaining” indicates the number of spaces still available in a class. A negative number indicates that the class is over subscribed. (The instructor or department head has waived the enrollment cap and signed into the class a number of students.) The number “zero” indicates that there are no spaces available for additional students.

You will also find enrollment information on Banner. Use the “SSASECQ” screen.

Q: I can’t stand Banner! Is there another way to get around an advising hold to help my advisee register for class?

Students aren’t required to register for class online. They can still submit a registration form to the registrar. The registrar will remove the AR hold if you have signed the form as the student’s advisor. Note: It is important to complete the registration form completely. Be sure the student lists his or her identification number. Always use the five digit course registration number (CRN). List alternate class(es) in case a course has few available seats. Sign the form and send the student to the
Curriculum Information

Q: Where can I find check sheets?
You can find the general education check sheet in the Central State catalog and your department office. It is available online at centralstate.edu under “registrar’s links.” You can find major check sheets in your department office.

Q: Is there a four-year course plan available for my student’s major?
Yes. Every department has developed “four-year plans” for the degree programs the department offers. If a student follows this template from first term to last with no deviations, and passes all courses, he/she will graduate within four years. (In reality, very few students follow the plans from start to finish. Nonetheless, you should review the template before advising a first-year student.) The four-year plans can be found in the university catalog, which is available online at centralstate.edu. (See “quicklinks” on the right hand of the homepage.)

Declaring/Changing Major

Q: How many credit hours does a student need to complete, within an academic discipline, to achieve a major?
Majors consist of at least 30 credit hours of work.

Q: When does a student declare a major?
Students should select an intended major upon enrollment in the university. They will later file a “petition for major/concentration/minor declaration” with the Registrar’s Office. The form must be signed by the student’s advisor and the chair of the department offering the major.

Q: How does a student declare a double major?
A student may declare a double major on the Change of Major form. Advisors should caution students about declaring a double major. Pursuing a second major requires a great deal of effort and an awareness of the degree requirements of both majors. It usually requires more than four years to accomplish. A student with a double major should work with advisors in both departments. Incidentally, some programs limit their students’ ability to double major. For example, students in the journalism program may not double major within the program i.e. they
may not major in broadcast media and print journalism.

Q: **How does a student change his or her major?**

The student must complete a Change of Major form and file it with the Center for Academic Success. You must sign the form as the student’s current academic advisor. The chair of the student’s new major must also sign the form. Once the student has these signatures, he/she should take the form to the Center’s Office of Academic Advising and Assistance (Room L19 on the lower level of the library). The Office will file the form with the Registrar’s Office. You should advise the student that changing majors might delay his/her graduation.

**Declaring A Minor**

Q: **How many hours does a student need to complete in order to declare a minor within an academic discipline?**

Most minors consist of 20-24 hours of course work.

Q: **How does a student declare a minor?**

Students may declare a minor upon enrolling. After that time, the student must submit a Change of Major form and indicate the new minor. You must sign the form as the student’s advisor. Please know that different departments have different rules regarding minors. Students in the journalism program, for example, cannot minor in the program. (A broadcast major cannot minor in print journalism.) The journalism program abides by rules established by an accrediting agency that limits the number of courses that students may take within the program. Check with your department or program to determine whether it has any special rules regarding minors.

**Degree Audits**

Q: **How does a student receive a degree audit??**

Students can run audit reports from MyCSU at any time. The automated report matches courses that a student has completed (at CSU or transfer hours from another accredited institution) with the requirements of a particular academic program. Faculty and professional academic advisors should request training on how to run a degree audit from Banner or MyCSU from the Degree Audit Coordinator in the Registrar’s office. Advisors should review audits each term to ensure that their advisee is on the right academic track. All Junior level students must have a degree
audit check with their advisor before they proceed with registration leading into their Senior year. This will ensure that they understand the remaining requirements necessary for graduation. The degree audit supports (it does not replace) the major check sheet. It creates an easier path toward graduation.

**Developmental Courses**

**Q:** How are students assigned to developmental courses?  
Central State offers three developmental courses: ENG 0950, MTH 0430. Advisors review a student’s entrance exam scores before assigning the student to a developmental course. Please see the assignment scheme provided elsewhere in the guide under “ENGLISH” and “MATH.” Advisors can find a student’s entrance exams on Banner. (Use the SOATEST screen.)

**Q:** Do developmental courses count towards graduation?  
No. They are not included in the 124 credits required for graduation. However, they do count when determining whether a student has registered for a full load of courses (which is important for determining financial aid).

**Disabilities**

**Q:** My advisee says that he/she has a learning disability. He/she wants to take an exam again. What should I do?  
Students with documented learning disabilities may be entitled to reasonable accommodations. Before making such accommodations, you should refer the student to Disability Services (937 376-6479). If the student has a genuine disability, that office will send you a letter stating as much. You should coordinate special arrangements with that office and the student.

**Q:** My advisee is physically challenged. He/she is having a great deal of difficulty getting from class to class. What should I do?  
Contact Disability Services (937 376-6479).

**Drop/Add** (See “withdrawals”)
Enrollment Caps

Q: If a student needs a course, but the course is already full, can I waive the enrollment cap?

Only the course instructor may waive the enrollment cap. In some departments, the department chair also has this authority. The college dean may also waive the cap.

If you are the instructor, and you wish to waive the enrollment cap, simply sign the student’s registration form on the same line that the student has recorded the course information and indicate that you are waiving the enrollment cap.

Failed Courses

Q: Must a student repeat every course that he or she failed?

The student must repeat any required course that he or she failed. Students may wish to repeat courses that are not required to boost their grade point averages.

Please note: A student who fails a required course at Central State (or fails to achieve a required grade in a required course) must repeat that course at Central State. The student may not retake the course at another institution.

Full Load/Overload

Q: What is a full academic load?

12-18 credits during fall and spring terms.

Q: What is a full academic load during summer term?

12-15 credits each term. (Students may take a total of 30 credits over the two summer terms, though financial aid is capped at 15 credits for both terms.)

Q: May students take more than a full academic load?

Yes. A student may take up to three additional credits of overload — 21 total credits — provided he has at least a 2.5 grade point average and receives permission from his advisor, the department chair, and dean. You must complete an “overload request form” for a student to take more than 18 credits.

Students may file an Appeal to the Academic Standards Committee
to take more than 21 credits of course work. These appeals are seldom successful.

**Q:** Does it cost anything to take an overload?  
Students pay a flat fee for the first 18 credits of class. They pay for any additional credit hours beyond a full, 18-credit academic load.

**Q:** How many credits should a freshman take?  
The typical freshman should register for 15-16 credits fall term. Students taking developmental courses should register for fewer credits. You should advise freshman against taking a full load (18 credits) their first term. However, some programs, such as Manufacturing Engineering, require students to take a heavy load of courses their first term.

**Grades/ Grade Point Average**

**Q:** Does an “I” grade affect a student’s grade point average?  
No. It doesn’t. However, the “I” grade is a temporary grade. Incomplete grades are converted to permanent grades six weeks after the start of the next (non-summer) term for which the student is enrolled. If the instructor fails to submit a grade change by the six-week deadline, the grade is converted to an “F” grade.

**Q:** Does a “W” grade affect a student’s grade point average?  
No. However, the student must retake the course if it is required for graduation. In addition, excessive “W” grades can negatively impact a student’s financial aid. You should urge your advisee to check with financial aid before withdrawing from a course.

**Q:** Do the “Z” and “FZ” grades affect a student’s grade point average?  
Yes. These grades for non-attendance are calculated the same way as an F grade — zero earned points — and will affect a student’s grade point average. (A “Z” grade indicates that the student never attended class. An “F” grade indicates that the student attended class for a period of time, but then stopped attending.) If a student receives an F, FZ, or F grade in a course, the student must retake the course if it is required for graduation. Once the student retakes the course, the original grade will not be considered when computing the student’s grade point average.

**Q:** My student needs a 2.2 grade point average in her major to graduate. She doesn’t know how to calculate her grade point average
— and neither do I! Please help.

You should be ashamed, but here’s how to do it: Students earn grade points for every letter grade they receive (other than a “W”): A – 4 points; B – 3 points, C — 2 points, D — 1 point; F, Z, FZ – zero points. To calculate the grade point average, multiply the number of grade points earned by the number of credit hours for each course. (A student who receives an “A” grade in a three-credit course will receive 12 quality points for the course.) Divide the total number of quality points by the total number of credits.

Example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Letter Grade</th>
<th>Credit Hours</th>
<th>Grade Points</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 2000</td>
<td>B</td>
<td>3</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>COM 2400</td>
<td>C</td>
<td>3</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>COM 4894</td>
<td>A</td>
<td>1</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>COM 4896</td>
<td>FZ</td>
<td>3</td>
<td>0</td>
<td>0*</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>10</strong></td>
<td></td>
<td><strong>19</strong></td>
<td></td>
</tr>
</tbody>
</table>

Grade point average: (quality points / credits earned or 19/7) = 1.9

*The student will need to retake any required course that he or she failed, failed to attend, or stopped attending.

Graduation Requirements

Q: If a student has earned 124 semester credits, is he or she eligible to graduate?

Not necessarily, though many students mistakenly believe so. In order to graduate, a student must satisfy all the requirements of the general education curriculum, all the requirements of their majors, earn 124 academic credits, have at least a 2.0 grade point average overall and at least a 2.2 grade point average in the major (higher in some programs). As part of the general education curriculum, the student must also pass the English Proficiency exam or pass ENG 3000 with a “C” grade or better. (All students must take the exam. They enroll in ENG 3000 only if they fail the exam.) In addition, at least 24 of the student’s final 30 semester hours of credit must come from Central State.

Q: Assuming that a student has satisfied all of the other graduation requirements, is 124 “earned hours” enough to graduate?

A student who has 124 “earned” hours does not necessarily have enough credits to graduate. “Earned hours” includes developmental
courses that the student passed and developmental course do not count towards graduation. To calculate “graduation credits” you should subtract any credits that the student earned in developmental courses from the student’s “earned hours.”

Graduation credits = earned hours - developmental credits
Graduation credits = grade point hours + transfer hours

**Q:** **How do I submit a graduation application?**
The student should bring you his/her graduation application and exit interview. Review the student’s transcript and check sheets. Determine what courses the student still needs to take. Complete the graduation application indicating what courses the student will be taking prior to graduating. Sign the form. Forward the application, exit interview, and completed check sheets to the department chair. Include any substitutions or course waivers on the appropriate forms. The registrar will do a final transcript analysis and then mail a letter to the student indicating that the application was approved or withdrawn. If the application has been withdrawn, the registrar will indicate what the student must do before reapplying.

Students must pay a small fee upon applying for graduation. They should submit the fee to cash management or ask cash management to add the fee to their account balances.

**Q:** **What is the deadline for submitting a graduation application?**
The deadline for May graduation is the final day of the Fall exam period. After that time, students will be assessed a late fee. March 1 is the drop-dead date. As a practical matter, students should submit their graduation applications midway through their second to last term. This will insure that the application is reviewed before the start of the student’s final term. The student will have time to register for additional classes if necessary.

**Incomplete Grades**

**Q:** **My advisee has struggled with personal issues this term. I think she should ask her teachers for incomplete grades. Would she qualify?**
An incomplete grade is a temporary grade assigned to a student who has failed to complete all course assignments due to circumstances beyond the student’s control. It is not meant for a student who has been absent from class for most of the term.
Nonetheless, a student may always request an Incomplete grade. If he or she fails to make the request, it is unlikely to be granted. Your advisee should speak to his/her instructor and explain why he/she believes that an Incomplete grade is merited. It is up to the instructor to determine whether to grant the Incomplete. If the instructor grants the request, the student and instructor must sign an Incomplete agreement and submit the agreement to the registrar, who will assign the Incomplete grade. Make sure that your advisee understands that he/she must sign an Incomplete contract and that this contract must be submitted to the Registrar before final grades are due.

Q: My advisee received an “Incomplete” grade in ENG 1100. Can she continue on to ENG 1102?

No. ENG 1100 (or 1101) is the prerequisite for ENG 1102. A prerequisite cannot be satisfied until the student receives a permanent, passing grade in the prerequisite course.

Non-Traditional Students

Q: An older man visited my office the other day. He attended Central State 20 years ago but did not graduate. He wants to return to school. Will the credits he earned count toward a diploma?

The credits he earned will count toward the 124 semester credits needed for graduation. However, it will be up to each department to determine whether those credits can be used to satisfy specific degree requirements. The Humanities department may, for example, waive the requirement that the student take ENG 1100 and accept the English credits that the student previously earned. The Mathematics and Computer Science department may, however, require the student to take Computer Literacy — despite the fact that the student took a computer class years ago – recognizing that the computer industry has changed and that the student’s previously earned credits may no longer be relevant.

Q: An older man visited my office the other day. He attended Ohio State University 20 years ago. He lives in Xenia now and would like to complete his degree here. Will Central State accept his OSU courses for transfer credit?

A: Yes.
Q: **What check sheet should we use for a non-traditional student, returning to Central State after many years.**

If the student has been away from school for eight or more years, the student must use the check sheet currently being used by students majoring in his subject area. If the student has been away from school for fewer than eight years, he may use the check sheet that was in use during his previous stay at Central State. However, a student who left school for a short time may have to use a new check sheet if the Ohio Board of Regents or accrediting agency has required a curriculum change.

**Prerequisites**

Q: **How do I know whether a course has a prerequisite?**

That information is included in the course description in the Central State catalog. It is also available on MyCSU. (Go to Faculty Services. Click “class schedule.” Select a term. Choose a subject area or input the course number. When you see the course you are researching, click the course title. Prerequisites will be listed on the “detailed class information” page.) Central State’s computer based registration system will generally block a student from registering for a class if the student lacks a prerequisite. However, advisors should still be aware of prerequisites and sequence-based courses and encourage students to take courses expediently.

Q: **My student needs to take just two courses to graduate. However, one of the courses is the prerequisite for the other. I’d like to waive the prerequisite, so that she can take both courses at the same time. Can I do that?**

Some departments allow instructors to waive prerequisites for courses the instructor teaches. However, if you do not teach the course in question, you do not have the right to waive the prerequisite. As a general rule, you should resist the temptation to waive prerequisites that your colleagues established, presumably, for good reason. If you wish to waive a prerequisite, and your department allows instructors to do so, you should sign the student’s registration form and indicate that you are waiving the prerequisite.

**Privacy Rights**

Q: **My advisee’s Mom called. She seems very concerned about her son's**
academic progress. He didn’t share his grade report with her. May I let her know how he is doing?

Parents do not have a presumptive right to their children’s college records. If a student is listed as a dependent on his parent’s 1040 tax form, the parent has a right to access the student’s records. You may call the Office of Financial Aid at 937 376-6547 to determine whether the student has been claimed as a dependent.

If a student is not claimed as a dependent on his parents’ income tax return, you may not release academic records unless the student has signed a Family Education Rights and Privacy Act waiver. You should check the Banner “SGASTDN” screen to determine whether there is a waiver on file. The screen will indicate “FERP.” The person to whom the waiver has been granted will be listed under the “comments” section.

If there is no waiver on file, you should tell the parent that you may not discuss the student’s academic record unless the student comes to your office and submits a signed letter waiving his FERPA rights to the parent. (We’ve attached a FERPA waiver at the end of this document.)

Proficiency Exams  
(See “Advanced Placement/Standing”)

Readmission  
(See “Academic Probation/Suspension/Readmission”)

Repeated Courses

Q: Can a student repeat a course outside Central State?
No. If a student wishes to repeat a course, the student must repeat the course at Central State. If the student failed a course, he/she must retake the course at Central State. If the student did poorly in a course and wishes to retake the course to improve his/her grade, the student must retake the course at Central State. If a student withdraws from a course with record and then decides to retake the course, the student must retake the course at Central State.

Q: Does a repeated course affect a student’s grade point average?
Yes. The last grade that a student receives will be used to calculate the student’s grade point average. Students should know that repeating a course can have unintended consequences. Consider this scenario: A
student receives a C grade in a major course. She retakes the course to improve her grade point average, but receives a D grade instead. The D grade will stand. Consequently, the student will need to take the course a third time, since students must generally earn at least a C grade in their major courses.

Advisors should encourage students to check with the Office of Financial Aid to determine the effect of repeated courses on their financial aid awards.

**Satisfactory Academic Progress**

**Q:** What is “satisfactory academic progress?”

Students must maintain a minimum grade point average while at Central State. The standard becomes tougher the longer the student stays in school.

<table>
<thead>
<tr>
<th>Total Cumulative Quality Hours</th>
<th>Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-20</td>
<td>1.7</td>
</tr>
<tr>
<td>21-40</td>
<td>1.8</td>
</tr>
<tr>
<td>41-60</td>
<td>1.9</td>
</tr>
<tr>
<td>61+</td>
<td>2.0</td>
</tr>
</tbody>
</table>

A student may ask the Academic Standards committee to waive the “satisfactory progress” requirement. The student’s appeal must be in writing and be accompanied by appropriate documentation. The student’s advisor, department chair, and dean must sign the form. Each person must recommend whether to approve the appeal. The dean will forward the appeal, with the various recommendations, to the Academic Standards Committee, which will decide whether to grant the appeal.

**Scheduling Conflicts**

**Q:** Can I permit a student to enroll in a class if the class conflicts with another class on the student’s schedule?

You may not waive a time conflict unless you are teaching one of the two courses that overlap on the student’s schedule.

Generally speaking, a student will not be able to register for a course if the course is offered at the same time as another class already on the student’s schedule. However, the student may ask one of the instruc-
tors involved to approve the time conflict, which will allow the student to register for the instructor’s course notwithstanding the conflict. To process this request, the student should give the instructor a drop/add form. The form includes a “time conflict approved” line that the course instructor must sign. The student’s academic advisor must also sign the form. Once the student has collected both signatures, he/she should take the form to the registrar’s office to be enrolled in the class.

There are no university guidelines concerning scheduling conflicts, and you should use your best judgment on approving them. It is probably unwise to enroll a student into class who will be more than 15 minutes late on a regular basis. If you approve a time conflict, you should probably negotiate a written understanding with the student explaining the student’s responsibilities.

Student Classification

Q: My advisee wants to register for a capstone class. The prerequisite is “senior status.” She’s been at Central State for nearly six years. That means she’s a senior, right?
Not necessarily. Look at her transcript. How many credits has she earned? A senior is a student who has earned 91 or more credits. If she hasn’t earned 91 credits—but is close—you should advise her to speak to the course instructor. The instructor may waive the prerequisite in this instance.

Freshman—a student who has earned 30 credit hours or less.
Sophomore—a student who has earned between 31-60 credit hours
Junior—a student who has earned between 61-90 credit hours
Senior—a student who has earned 91 or more credit hours.

Student information

Q: I need to speak to my advisee but don’t have his contact information. How do I reach him?
You can use MyCSU. Go to the “student information” menu under “faculty services.” You should be able to find a mailing address, phone number, and Central State email address. (Warning: Many students do not check their Central State email. For that reason, you should advise them to link their CSU email accounts to their personal email accounts. To do this, they should open their MyCSU email, click “options” and
then “auto forward.” By typing in their personal email account infor-
mation, all of the email that is sent to their MyCSU accounts will be
forwarded to their personal email accounts.)

If you still cannot reach the student, call the Registrar’s office. It will be
able to provide contact information.

**Student Responsibilities**

**Q:** What are the student’s responsibilities in scheduling courses?
The student is responsible for working with his or her (assigned) advisor
to schedule classes. Students who self advise will find it difficult to re-
quest waivers and substitutions to rectify mistakes. You should encour-
age your advisees to work with you while at Central State.

**Substitutions/Waivers**

**Q:** If a student failed to take a course, but has taken a similar course at
Central State or elsewhere, may I substitute one course for the other?
Yes. If you plan to substitute one class for another, you should complete
and sign a “waiver/substitution” form and then send it to your chair
and dean. They will consult with other departments if necessary. The
substitution may or may not be approved.

You should submit all substitution requests a term before the student
expects to graduate. That way, if the request is denied, the student can
still add the course to his schedule the last term he is at Central State.

**Q:** If a student fails a required course (or fails to achieve a required
grade in his or her major) may the student take a comparable course
elsewhere and then request a substitution?
No. If a student fails a Central State course or fails to achieve a required
grade (a “C” grade is usually required in the major), the student must
repeat the class at Central State. The student may take the course with a
different professor, but the course must be repeated at Central State.

**Transcript Analysis**

**Q:** I just looked at my advisee’s transcript. What is the difference
between “earned” credits, “attempted” credits, and “g.p.a.” credits?
“Attempted credits” include all of the courses that the student has taken
at Central State, including courses from which he ultimately withdrew. “GPA credits” include all of the courses that the student has taken at Central State that impact the student’s grade point average. (Courses from which the student withdrew are not included.) “Earned credits” include courses that the student passed at Central State and courses accepted for transfer credit.

Please note: A student who has 124 “earned” hours does not necessarily have the 124 credits required to graduate. “Earned hours” includes developmental courses that the student passed and developmental course do not count towards graduation. To calculate “graduation credits” you should subtract any credits that the student earned in developmental courses from the student’s “earned hours.”

Graduation credits = earned hours - developmental credits
Graduation credits = grade point hours + transfer hours

**Transfer Credit**

**Q:** Who determines what courses will be accepted by Central State from other universities?

The registrar will determine whether the university accepts credit from other universities. Under state law, the university is required to accept grades of D or better for transfer credit from state assisted colleges and universities in Ohio. (Credits from “D” grade courses will count towards the 124 credits required for graduation. However, the student may still need to repeat the class if Central State requires a “C” grade in the course.) Grades of C or better are generally acceptable from out of state schools.

Department chairs will determine whether credits accepted by Central State may be used to satisfy major requirements. Accredited academic programs may be limited in the number of credits they are permitted to accept. Consequently, some transfer students will graduate with considerably more than 124 academic credits. You should not advise transfer students until you clarify which transferred courses satisfy program requirements.

**Q:** Does Central State accept credit from proprietary schools, such as vocational, technical, beauty, and non-accredited business schools?

It does not. The university’s policy is outlined in its procedures for establishing articulation agreements. The policy says that Central State
does not accept credit from the Carousel Beauty School, Cincinnati Metropolitan College, Dayton Barber College, Harding Business College, International College of Broadcasting, ITT Technical Institute, Ohio Institute of Photography and Technology, RETS Technical Center, Sawyer College of Business, School of Advertising Art, Southeastern Business College, Southern Ohio College, Trumbull Business College, and “others not listed.” The state of Ohio is encouraging universities to review this matter. It is possible that individual programs at Central State will establish articulation agreements with proprietary schools in the future outlining specific courses that the CSU program will accept for transfer. As it now stands, Central State does not accept credit from these schools, notwithstanding what admissions officers may tell prospective students.

**Q:** Do transfer grades affect a student’s grade point average?

No. Only courses completed at Central State are included in the cumulative grade point average. Credits accepted from other institutions are recorded on the student’s transcript, but grades are not transferred.

**Transfer Module**

**Q:** What is the Ohio Transfer Module?

The Ohio Transfer Module is a list of courses that are fully transferable between state institutions. It contains 36-40 semester course credits in natural and physical sciences; English composition; social and behavioral sciences; mathematics; fine and performing arts and humanities (everything above the FYS line on the general education check sheet).

**Tutoring/Academic Assistance**

**Q:** It’s only the fourth week of the term, but my advisee is in danger of failing his/her math class. Can he/she get tutoring?

Yes, he/she can. Tutoring services are available in the Learning Skills Center, which is part of the Center for Academic Success, from 8 a.m. until 9:30 p.m. Monday through Thursday and from 8 a.m. until 5 p.m. on Friday. The Center is located in the basement of the library. Walk-in appointments are welcome.

Students may get help in specific courses or on specific assignments. These services are available to all students, but especially students who are experiencing difficulty with general education courses or who may need additional help developing their reading, writing, or mathematical skills. Call (937) 376-6356 for more information.
Q: **How do I make a referral for tutoring?**

You may make an online referral in three ways:
1. Go to the Central State homepage (centralstate.edu). Type “referral” in the search line at the top of the page. Click the search key. A list of relevant topics will appear on the screen. Click the Center for Student Academic Success line and then enter the relevant information.
2. Go to MyCSU, click “faculty access to self service banner,” and then select “summary class list” on the faculty services page. Choose the current term and then select the appropriate class for your student. When the class list appears, look to the bottom of the page, and click “online referral form.” Complete the student identification information and check the appropriate items. When you submit the referral, it will go to the Center for Academic Success.
3. Complete the form at the end of this guide and submit it by hand to the Center.

Q: **Are there any other services available on campus?**

A wide variety of services are available. You may refer students to the Center for Student Opportunities in Jenkins Hall, Room 123, for tutoring in science, technology, engineering and mathematics. Call (937) 376-6265 for information.

Many departments offer tutoring during regularly scheduled “study tables.” Call the department for information. Phone numbers for all departments can be found at the end of this guide. Supplemental instruction in writing and math is provided for new, first-time students who require such support every morning and for students in the Individual Intervention Program (IIP) every afternoon.

Q: **Is any tutoring available off campus?**

Yes. The state of Ohio provides on-line tutoring through the Ohio Collaborative for E-Tutoring. Tutors from across the state support the following academic areas: accounting, biology, calculus, chemistry, math, statistics, and writing across the curriculum. All subjects listed above, with the exception of Writing across the Curriculum, are available synchronously throughout the week. Students wishing to work with a tutor on a paper may upload a draft of the paper and receive an asynchronous response from an eTutor. Students may post eQuestions whenever they wish and eChats are available throughout the week from 9 a.m. until 10 p.m. Students may set up an e-tutoring account by visiting etutoring.org. Click “login now,” select
“Ohio E-Tutoring Collaborative,” and then choose “Central State.” From there, the student should click “need an account.”

Withdrawals

Q: **When can a student drop a class?**
A student can drop a class “without record” the first nine days of a 15-week semester. The class will not appear on the student’s transcript. All drops after the ninth day will result in a grade of “W.” Students may withdraw from class until the end of the twelfth week.

Q: **Does a “W” affect a student’s grade point average?**
No. Students may withdraw from any course by the deadline set by the university. A “W” grade does not affect a student’s grade point average, but required courses must be repeated.

Q: **Can withdrawing from a course affect a student’s financial aid?**
Yes. If withdrawing from a course drops the student to part-time status (fewer than 12 credits) that can affect the student’s financial aid. You should advise a student to see a financial aid advisor before he or she drops a course that results in the student taking fewer than 12 credits.

Q: **Can a student withdraw from a course online?**
A student can withdraw from any course online during the drop/add period — the first nine days of the term. Effective Fall 2010, students will also be able to withdraw from school online. The student has until the end of the twelfth week of the term to withdraw from school.

Q: **Can a student withdraw from the university online?**
No. Student must go the Registrar’s Office to withdraw from school.

Q: **Can a student withdraw from a course with record and then retake the course at another institution?**
No. He or she must retake the course at Central State.

Q: **When can a student add a course?**
A student can add a course during the drop-add period the first nine days of the term. Occasionally, the registrar will allow students to add courses after the drop add deadline. If so, she will announce a new deadline for adding courses. In that instance, the student must submit a drop/add form to his advisor. The student’s advisor must sign the form. Before adding a student into a course, you should check MyCSU to
determine whether there is space available in the class.

**Workload/Study Load**
(See “Full Load/Overload”)

APPENDICES

APPENDIX A—Useful Phone Numbers

APPENDIX B—Advising Forms

APPENDIX C—Banner Codes
APPENDIX A—Useful Phone Numbers

You should have a computer, installed by the Office of Information Technology, in your office. IT will install Microsoft Outlook, which the university uses for email traffic, on the computer. You will establish a user name and password when you first begin to use the system.

If you need to reach someone, and you know the person’s name, you can use Outlook to find the person’s email address and phone number. (Click “new email” and then type the person’s name in the “find someone” space at the top of the screen. Hit “enter” and the person’s contact information should appear.)

If you do not know a person’s name, or just want to find “someone” from a particular department, you can go to the university’s Intranet site. Here’s the web address: http://spider/WebApplications/ReportingSystem/Banner_Directory/index.asp

The intranet is available only on campus. You log onto the site using the same user name and password that you use for Outlook.

Academic Advising and Assistance ------------------------------- (937) 376-6110
Academic Affairs ----------------------------------------------- (937) 376-6431
Access Investment Office (scholarships) -------------------- (937) 376-6159
Admissions----------------------------------------------------- (937) 376-6348
Assessment (proficiency exams) -------------------------------- (937) 376-6236
Business Administration --------------------------------------- (937) 376-6668
Career Services------------------------------------------------ (937) 376-6383
Center for Academic Success----------------------------------- (937) 376-6557
Central State University-Dayton ------------------------------- (937) 376-6167
College of Arts and Sciences ------------------------------- (937) 376-6453
College of Business and Industry ----------------------------- (937) 376-6441
College of Education ---------------------------------------- (937) 376-6007
Counseling Services------------------------------------------- (937) 376-6649
Dean of Students--------------------------------------------- (937) 376-6387
Disability Services------------------------------------------- (937) 376-6479
Financial Aid------------------------------------------------- (937) 376-6579
Financial Aid (tax status, privacy) --------------------------- (937) 376-6547
Fine and Performing Arts------------------------------------ (937) 376-6403
Health Center----------------------------------------------- (937) 376-6134
APPENDIX B—Advising Forms

I. Appeal to Academic Standards Committee

INFORMATION TO CONSIDER WHEN SUBMITTING AN APPEAL

State the nature of the appeal as clearly as possible. What are you asking the committee to consider and what action you would like to see taken?

Provide supporting documentation (physician’s statement, etc.). Documentation is critical to the success of your appeal.

Make an appointment with your Academic Advisor to present and discuss your appeal to insure that it is complete, that it has the necessary documentation, that the advisor clearly understands the nature of your appeal and that your Advisor includes his/her statement regarding the appeal.

Your Advisor will submit your appeal to the Department Chairperson for review.

Once your appeal is reviewed by the Department Chairperson, it will be submitted to the Dean of your College for review. When the Dean has completed his/her review, your appeal will be forwarded to the University Registrar for presentation the Academic Standards Committee.

The Academic Standards Committee will consider your appeal, render a decision and you will be notified in writing of that decision. Your letter of notification will be mailed to the address that you provide on the Appeal Form. Please be sure to provide a current phone number on the Appeal Form.
I HEREBY APPEAL TO (State Specific Request)

EXPLAIN CLEARLY THE CIRCUMSTANCES RELATING TO THE NEED FOR THIS APPEAL.
BE SURE TO INCLUDE ADEQUATE INFORMATION TO DESCRIBE THE SITUATION
(Please print or type using black ink).

(If necessary, attach additional documents to support this petition)

APPENDIX B—Advising Forms

1. Appeal to Academic Standards Committee continued

Forms /Student Academic Appeal
Rev 07-2010
APPENDIX B—Advising Forms

I. Appeal to Academic Standards Committee continued

UNIVERSITY PERSONNEL COMMENTS ONLY

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COMMITTEE ACTION: APPROVAL _____ DENIAL _____ DATE ________________

COMMENTS: ______________________________________________________

______________________________________
Academic Standards Committee Chair

Forms /Student Academic Appeal
Rev 7-2010
APPENDIX B—Advising Forms

2. Appeal For Readmission

Important information regarding your Appeal for Readmission

A student who has been “Academically Suspended” from the University must remain out for a minimum of one semester, if this is the first time that the student has been Academically Suspended. A student who has been “Academically Suspended” for a second or more times must remain out for a minimum of two semesters. After a third “Academic Suspension” readmission may not be granted.

If you desire to be re-admitted to Central State University, you must arrange an appointment with your advisor for the purpose of preparing an Appeal Form for Readmission, a Time Management Plan and a Student Readmission Agreement. These forms are attached to this packet.

For assistance with determining who your academic advisor is, you may contact Dr. Frank Schiraldi, (937) 376-6657, or you may contact the Dean of your College.

The completed Appeal for Readmission and attendant documents, prepared with the assistance of your advisor, must be presented to the Academic Standards Committee at least thirty (30) days prior to the beginning of the term in which you wish to enroll. The Appeal for Readmission, Time Management and Student Readmission Agreement forms are available from the Office of the Registrar.

The Academic Standards Committee will review the Appeal for Readmission and all accompanying documents as supplied by you and your advisor. The Committee will make a decision regarding your readmission request based on the information that you have provided. Please be aware that readmission to the University is not guaranteed.
APPENDIX B—Advising Forms

2. Appeal For Readmission

Date_________________    Phone: _____________________________
Cell Phone: _____________________________ E-Mail: _____________________________

Name___________________________________ Student. ID:  __________________________
Address ______________________________________________________________________
______________________________________________________________________________
Major  ______________________________________________________________________

I HEREBY APPEAL TO (State Specific Request) _____________________________________
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(If necessary, attach additional documents to support this petition)

Forms /Student Readmission Appeal
Rev 07-2010
### CIRCUMSTANCES / FINDINGS

- [ ] Faculty/Advisor
- [ ] Date

### RECOMMENDATIONS:

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### COMMITTEE ACTION:

- [ ] APPROVAL
- [ ] DENIAL
- [ ] DATE

### COMMENTS:

- [ ] Academic Standards Committee Chair
I understand that in order to have my appeal considered for readmission to Central State University, I must make a sincere commitment to improve my academic status. I further understand that if I am readmitted, I will adhere to the agreement outlined below. Otherwise, I may forfeit my privilege to receive financial aid and/or possibly risk being suspended from CSU.

I, __________________________________________________, will:

1. Repeat the following courses (List the courses below).

2. Show significant progress by earning enough “A’s” and “B’s” to offset the effect of low grades that I have earned.

3. Complete at least 12 credits per semester (if full-time) or the number of credits specified by the financial aid guidelines.

4. Earn a “C” or better in all classes completed.

5. Show a significant increase in my GPA in order to meet the required standards outlined in the financial aid handbook and the University catalog. I have received and understand the guidelines.

6. Schedule regular appointments with my advisor to update her/him on my academic progress. (The first appointment should be scheduled for the second week of classes).

7. Discuss class scheduling and any changes in course enrollment (adds/drops or withdrawal) with my advisor.

8. Prepare a weekly time management plan that is approved by my advisor.

Student’s Signature _______________________________ Date __________

Advisor’s Signature _______________________________ Date __________
## Weekly Time Management Plan

Please indicate only your regular weekly commitments (include work, classes, study times, lunch, evenings, etc.). This will enable us to set meeting dates and times with the least number of conflicts.

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APPENDIX B—Advising Forms

3. Course Registration

Central State University

Registration Form

*************Spring Semester 2012**************

Name: __________________________________ ID #: __________ Date: ___________

Mailing Address: __________________________________ City: _____________________
(Use Residence Hall Address if appropriate)

State: ____ Zip code: ______ Phone: (___)___________ Selective Service # ______________
(Required of all male students age 18 - 25)

Please indicate your MAJOR: __________________________
CONCENTRATION/MINOR: __________________________
(If Appropriate)

REGISTRATION INSTRUCTIONS

100% payment due upon registration

1. You may register:
   • If you are academically eligible to enroll in classes at CSU.
   • If you have attended CSU in the past 12 months.

2. Visit your Academic Advisor for assistance with course selection and pre-requisite requirements.

3. Fill in your desired courses below, and register online via MyCSU or bring this form to the Registrar’s office.

4. FACTS Payment Plan is available. For assistance, please call (937) 376-6593.

5. Payment arrangements are due upon registration. Your Financial Aid must be in place prior to registration. You also have the option of making a credit card payment by completing the form below. Incomplete credit card information may result in the cancellation of your classes. If your registration is cancelled, you will have to re-register during In-Person registration, if you desire to attend Spring Semester, 2012.

You may register for a maximum of 18 credit hours using this form. 19 - 21 credit hours require the submission of a signed Overload Approval Form accompanied by an ADD/DROP Form.

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<th>Course Number</th>
<th>Section Number</th>
<th>Day &amp; Time</th>
<th>Credit Hours</th>
<th>Check if this is an alternate course</th>
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Advisor’s Signature: __________________________________ Date: __________

CREDIT CARD INFORMATION

Discover Card No. ______________________________ Expiration Date: ___/______

Master Card No. _______________________________ Expiration Date: ___/______

Visa Card No. _________________________________ Expiration Date: ___/______

Name as it appears on the Card: __________________________ Amount: $ __________

I hereby agree to pay the sum of the courses set forth above to the bank that issued my card in accordance with the
### 4. Course Waiver / Substitution

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Advisor Signature ___________________________ Date ________________

Approved by Chairperson ____________________ Date ________________

Approved by Dean ___________________________ Date ________________

### WAIVER/SUBSTITUTION OR EXEMPTION FORM

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Advisor Signature ___________________________ Date ________________

Approved by Chairperson ____________________ Date ________________

Approved by Dean ___________________________ Date ________________
5. Drop / Add Form

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<th>CLASS TO BE DROPPED</th>
<th>CLASS TO BE ADDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPT.</td>
<td>COURSE NO.</td>
</tr>
<tr>
<td>DEPT.</td>
<td>COURSE NO.</td>
</tr>
</tbody>
</table>

STUDENT SIGNATURE: ____________________________

ADVISOR SIGNATURE: ____________________________

TERMINAL OPERATOR: ____________________________

INSTRUCTORS SIGNATURE: ________________________
APPENDIX B—Advising Forms

6. General Education Check sheet

Central State University
General Education Requirements

Name:___________________________________________
ID#:_____________________________________________
Advisor: _________________________________________
College: ___________________________________________
Dept:  _____________________________________________
Major:  ____________________________________________
Date entered: _____________________________________   Degree: ____________________________________________

I. English Composition (8-9 credit hours) Must pass all of
the following with a grade of C or above.
Transfer Module Requirement.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hrs</th>
<th>SEM/YR</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1100*</td>
<td>5</td>
<td></td>
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<tr>
<td>ENG 1101</td>
<td>4</td>
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<tr>
<td>ENG 1102</td>
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</table>

II. Mathematics (3 credit hours)   MTH 1750
Transfer Module Requirement.

<table>
<thead>
<tr>
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<th>Hrs</th>
<th>SEM/YR</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 1750</td>
<td>3</td>
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</table>

III. Humanities and Fine Arts (9 credit hours)
Transfer Module Requirement.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hrs</th>
<th>SEM/YR</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 1110</td>
<td>3</td>
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</table>

3 cr. hrs. from:

<table>
<thead>
<tr>
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<th>Hrs</th>
<th>SEM/YR</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 1121</td>
<td>3</td>
<td></td>
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<tr>
<td>HIS 1122</td>
<td>3</td>
<td></td>
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</tbody>
</table>

3 credit hours from List A .

IV. Social and Behavioral Sciences (9 credit hours from
2 or more disciplines from List B.)
Transfer Module Requirement.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hrs</th>
<th>SEM/YR</th>
<th>Notes</th>
</tr>
</thead>
</table>

* Student should register in ENG 1100 or ENG 1101, Depending on placement score.

V. Natural and Physical Sciences (7 credit hours from 2 or
more disciplines from List C; one choice must include a lab.)
Transfer Module Requirement.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hrs</th>
<th>SEM/YR</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>FYS 1101</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FYS 1201</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

VI. First Year Seminar (1-2 credit hours) required of all first-
time entering freshmen, and transfer students with fewer
than 30 credit hours; FYS 1201 is required - of all freshmen
not enrolling in an equivalent department major course.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hrs</th>
<th>SEM/YR</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

VII. Computer Skills (2-4 credit hours) from List D.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hrs</th>
<th>SEM/YR</th>
<th>Notes</th>
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</thead>
</table>

VIII. Health (3 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Hrs</th>
<th>SEM/YR</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPR 1000</td>
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</table>

1 credit hour from List E

<table>
<thead>
<tr>
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<th>Hrs</th>
<th>SEM/YR</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Transfer Module = 36 Hours from Areas I - V
2. General Education Requirements Completed:

Advisor Signature and Date: _______________________

3. English Proficiency Requirement: All students must take
the EP Exam. Those not passing must re-take the exam, or
enroll in ENG 3000 and satisfy the EP requirement with a
grade of “C” or higher. Note: a record of having taken the EP
Exam is a prerequisite for enrolling in ENG 3000, for all
students.

EP Exam taken: _____ passed:_______
(date) (date)
”C” or higher in ENG 3000: _____________
(date)

Brackets = Prerequisites; PI = Permission of Instructor

__________________________
__________________________
### APPENDIX B—Advising Forms

#### General Education Check Sheet Cont.

**LIST A. HUMANITIES AND FINE ARTS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1110</td>
<td>Ancient &amp; Early European Art History</td>
<td>3</td>
</tr>
<tr>
<td>ART 1120</td>
<td>Later European Art History</td>
<td>3</td>
</tr>
<tr>
<td>ART 2130</td>
<td>Arts of Africa</td>
<td>3</td>
</tr>
<tr>
<td>ART 2140</td>
<td>African American Art History</td>
<td>3</td>
</tr>
<tr>
<td>DRM 1100</td>
<td>Introduction to Theatre</td>
<td>3</td>
</tr>
<tr>
<td>DRM 2201</td>
<td>Development of Drama; Tragedy</td>
<td>3</td>
</tr>
<tr>
<td>DRM 2202</td>
<td>Development of Drama; Comedy</td>
<td>3</td>
</tr>
<tr>
<td>DRM 2204</td>
<td>African American Theatre</td>
<td>3</td>
</tr>
<tr>
<td>ENG 2100</td>
<td>Great Books, Great Films</td>
<td>3</td>
</tr>
<tr>
<td>ENG 2101</td>
<td>Literature and the Global Village</td>
<td>3</td>
</tr>
<tr>
<td>ENG 2103</td>
<td>The Literary Tradition</td>
<td>3</td>
</tr>
<tr>
<td>FLA 2290</td>
<td>Foreign Literature in Translation</td>
<td>3</td>
</tr>
<tr>
<td>HIS 1100</td>
<td>Ohio History</td>
<td>3</td>
</tr>
<tr>
<td>HIS 2201</td>
<td>History of the U.S. to 1877</td>
<td>3</td>
</tr>
<tr>
<td>HIS 2202</td>
<td>History of the U.S. since 1877</td>
<td>3</td>
</tr>
<tr>
<td>HIS 2250</td>
<td>Survey History of Africa</td>
<td>3</td>
</tr>
<tr>
<td>MUS 1140</td>
<td>Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>MUS 2233</td>
<td>History of Music</td>
<td>3</td>
</tr>
<tr>
<td>PHI 2210</td>
<td>Survey of Global Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHI 2220</td>
<td>Global Religion</td>
<td>3</td>
</tr>
<tr>
<td>PHI 2240</td>
<td>Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>PHI 2250</td>
<td>Applied Ethics</td>
<td>3</td>
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**LIST B. SOCIAL AND BEHAVIORAL SCIENCES**

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>ECO 2200</td>
<td>Introduction to Economics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2210</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2220</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2270</td>
<td>Economic Problems of the Black Community</td>
<td>3</td>
</tr>
<tr>
<td>EDU 2300</td>
<td>Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>GEO 1101</td>
<td>World Geography: Western Hemisphere</td>
<td>3</td>
</tr>
<tr>
<td>GEO 1103</td>
<td>World Geography: Eastern Hemisphere</td>
<td>3</td>
</tr>
<tr>
<td>GEO 1110</td>
<td>Fundamentals of Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEO 2202</td>
<td>Economic Geography</td>
<td>3</td>
</tr>
<tr>
<td>PSC 1100</td>
<td>American National Government</td>
<td>3</td>
</tr>
<tr>
<td>PSY 1200</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2220</td>
<td>Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1105</td>
<td>Introductory Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1111</td>
<td>Cultural Anthropology</td>
<td>3</td>
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<tr>
<td>SOC 1125</td>
<td>Social Problems</td>
<td>3</td>
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<tr>
<td>SWK 2200</td>
<td>Introduction to Social Welfare</td>
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**LIST C. NATURAL AND PHYSICAL SCIENCES**

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<tr>
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<tr>
<td>BIO 1100</td>
<td>Organismal Biology w/lab</td>
<td>4</td>
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<tr>
<td>BIO 1300</td>
<td>Genetics and Diversity w/lab</td>
<td>4</td>
</tr>
<tr>
<td>BIO 1500</td>
<td>Environmental Science w/lab</td>
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<tr>
<td>BIO 2050</td>
<td>Biology of the Environment w/lab</td>
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<tr>
<td>CHM 1050</td>
<td>Chemical Concepts</td>
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<tr>
<td>CHM 1150</td>
<td>Elements of Chemistry w/lab</td>
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<tr>
<td>CHM 1201</td>
<td>General Chemistry w/lab</td>
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<tr>
<td>CHM 1610</td>
<td>Intro to Forensic Science</td>
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</tr>
<tr>
<td>GEL 1101</td>
<td>Physical Geology w/lab</td>
<td>4</td>
</tr>
<tr>
<td>GEL 1105</td>
<td>Historical Geology w/lab</td>
<td>4</td>
</tr>
<tr>
<td>GEL 1110</td>
<td>Oceanography</td>
<td>3</td>
</tr>
<tr>
<td>GEL 2205</td>
<td>Environmental Geology</td>
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<td>PHY 1110</td>
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<tr>
<td>PHY 1120</td>
<td>Physical Science II</td>
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<tr>
<td>PHY 1140</td>
<td>Experimental Science w/lab</td>
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<td>PHY 1181</td>
<td>Basic Physics I w/lab</td>
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<tr>
<td>PHY 1182</td>
<td>Basic Physics II w/lab</td>
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<tr>
<td>WRM 2200</td>
<td>Introduction to Water Resources Management</td>
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**With SCIENCE OR ADVANCED MATH requirement(s):**

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<tr>
<td>BIO 2000</td>
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<td>BIO 2050</td>
<td>Biology of the Environment</td>
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<tr>
<td>BIO 2151</td>
<td>Human Anatomy and Physiology</td>
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<td>BIO 2200</td>
<td>Biology of Aging</td>
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<tr>
<td>CHM 1201</td>
<td>Intro to Forensic Science</td>
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<tr>
<td>ENG 1102</td>
<td>Literature and the Global Village</td>
<td>3</td>
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<td>ENG 1102</td>
<td>The Literary Tradition</td>
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<td>FLA 2290</td>
<td>Foreign Literature in Translation</td>
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<td>HIS 1100</td>
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<td>HIS 1877</td>
<td>History of the U.S. to 1877</td>
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<td>HIS 2250</td>
<td>Survey History of Africa</td>
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<tr>
<td>MUS 1140</td>
<td>Music Appreciation</td>
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<td>MUS 2233</td>
<td>History of Music</td>
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<td>Survey of Global Philosophy</td>
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<td>PHI 2220</td>
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<tr>
<td>PHI 2240</td>
<td>Critical Thinking</td>
<td>3</td>
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**LIST D. COMPUTER SKILLS**

<table>
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<tr>
<td>ART 2010</td>
<td>Introduction to 2-D Computer Art</td>
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<tr>
<td>BUS 1500</td>
<td>Computer Applications for Business</td>
<td>3</td>
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<tr>
<td>CPS 1110</td>
<td>Computer Literacy</td>
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</tr>
<tr>
<td>CPS 1191</td>
<td>Computer Science I</td>
<td>4</td>
</tr>
<tr>
<td>MFE 1110</td>
<td>Principles of Manufacturing</td>
<td>3</td>
</tr>
<tr>
<td>MUS 2236</td>
<td>Computer Music Technology</td>
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**LIST E. HEALTH: PHYSICAL EDUCATION ACTIVITY**

<table>
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<tr>
<td>HPR 1101</td>
<td>Archery</td>
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<td>HPR 1103</td>
<td>Cycling</td>
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<td>HPR 1107</td>
<td>Racquetball</td>
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<td>HPR 1108</td>
<td>Beginning Swimming</td>
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<td>HPR 1110</td>
<td>Intermediate Swimming</td>
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<td>HPR 1111</td>
<td>Beginning Tennis</td>
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<td>HPR 1112</td>
<td>Advanced Tennis</td>
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<td>HPR 1113</td>
<td>Volleyball</td>
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<td>HPR 1114</td>
<td>Aerobic Dancing</td>
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<td>HPR 1115</td>
<td>Conditioning and Weight Training</td>
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<tr>
<td>HPR 1117</td>
<td>Badminton</td>
<td>1</td>
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<td>HPR 1118</td>
<td>Walking for Fitness</td>
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<td>HPR 1119</td>
<td>Water Aerobics</td>
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<tr>
<td>HPR 1120</td>
<td>Basketball</td>
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<td>HPR 1121</td>
<td>Fitness for Life</td>
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7. Grade Change Report

<table>
<thead>
<tr>
<th>CREDIT HOURS</th>
<th>INSTRUCTOR</th>
<th>DATE</th>
<th>DEPT. CHAIRMAN</th>
<th>DATE</th>
<th>COLLEGE DEAN</th>
<th>DATE</th>
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<tbody>
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</tr>
</tbody>
</table>

OFFICE USE ONLY

REGISTRAR

ROSTER

ACADEMIC RECORD

W - Dept. Chairman
APPENDIX B—Advising Forms

8. Incomplete Grade Report

NAME ____________________________________________
MAILING ADDRESS __________________________________
CITY, STATE ZIP CODE ________________________________
ID NUMBER ___________________ DATE __________________
SEMESTER _______________ YEAR ______________________
COURSE DEPT. _______ COURSE NO. _______ SECTION ________
ASSIGNMENTS TO BE COMPLETED:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
NOTE: The Incomplete grade “I” Must Be Removed By The Sixth Week Of The Next Term. Students Are Required To Make Arrangements With The Instructor To Complete Outstanding Coursework. Failure To Complete Coursework Within The Six Week Period Will Result In The Assignment Of An “F” Grade.
SIGNATURES: 
STUDENT ____________________________________________ INSTRUCTOR ________________________________________

CENTRAL STATE UNIVERSITY
WILBERFORCE, OHIO 45384

INCOMPLETE GRADE REPORT
OFFICE USE ONLY
REGISTRAR ____________________________
ROSTER _____________________________
ACADEMIC RECORD ___________________
DATE OF CHANGE _____________________

STUDENT NAME ____________________________________________
MAILING ADDRESS _________________________________________
CITY, STATE ZIP CODE _________________________________
ID NUMBER ___________________ DATE __________________
SEMESTER _______________ YEAR ______________________
COURSE DEPT. _______ COURSE NO. _______ SECTION ________
ASSIGNMENTS TO BE COMPLETED:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
NOTE: The Incomplete grade “I” Must Be Removed By The Sixth Week Of The Next Term. Students Are Required To Make Arrangements With The Instructor To Complete Outstanding Coursework. Failure To Complete Coursework Within The Six Week Period Will Result In The Assignment Of An “F” Grade.
SIGNATURES: 
STUDENT ____________________________________________ INSTRUCTOR ________________________________________
Petition for Major/Concentration/Minor Declaration

Please begin this process with your current academic advisor. Approval will be based on requirements established by the college/department.

Petition for:
□ Major
□ Dual Major
□ Major/Concentration
□ Major/Minor

OR

Request to Change Major from:
□ Major
□ Dual Major
□ Major/Concentration
□ Major/Minor

Full Name: ___________________________________________       Classification/ID #: __________________

Email: _______________________________________________       Phone: ___________________________

Check the program below you wish to declare or change:  (Degree type __ B.A.  __ B.S.  __ B.M.  ___ B.S.E.)

College of Business          College of Humanities, Arts, and Social Sciences
__ Accounting            __ Art Education or ___ Studio Art
__ Business Administration
__ Concentration areas:           __ Communication (Broadcast Media) - Major or Minor
       __ Entrepreneurship
       __ Finance
       __ Hospitality Management
       __ International Business
       __ Management
       __ Management Information Systems
       __ Marketing
       __ Economics

College of Education           College of Science and Engineering
__ Adolescent to Young Adult Education - Integrated Language Arts
__ Adolescent to Young Adult Education - Integrated Mathematics
__ Adolescent to Young Adult Education - Integrated Social Studies
__ Adolescent to Young Adult Education - Life Science
__ Adolescent to Young Adult Education - Physical Science
__ Early Childhood Education
__ Intervention Specialist
__ Middle Childhood Education – Mathematics
__ Middle Childhood Education – Science
__ Multi-Age Health Education
__ Multi-Age Music Education
__ Multi-Age Physical Education
__ Multi-Age Visual Arts
__ Speech Theatre
__ Pre-Law
__ Public Relations
__ Psychology
__ Gerontology
__ Philosophy
__ Pre-Law
__ Public Relations
__ Sound Engineering and Recording

Other Minors: __ Africana Studies   __ Criminal Justice   __ Foreign Language   __ Gerontology    __ Philosophy
__ Speech Theatre   __ Pre-Law   __ Public Relations
__ Sound Engineering and Recording

College of Science and Engineering
__ Biology
__ Chemistry
__ Computer Science
__ Environmental Engineering
__ Geography
__ Geology
__ Industrial Engineering
__ Manufacturing Engineering
__ Mathematics
__ Water Resources Management

Minors: __ Nuclear Engineering
__ Physics
__ Speech Theatre
__ Pre-Law
__ Public Relations
__ Sound Engineering and Recording

Effective Term: _________________       Expected Graduation Term: __________________

Student Signature: ___________________________________________       Date: ________________

*New Academic Advisor Signature: ________________________________       Date: ________________

*New Department Chair Signature: ________________________________       Date: ________________

*Please update the advisor name in Banner and return the completed Declaration form to the Office of the Registrar.
Central State University
Academic Information Release Form

Permission to release information (including grades) under the Family Educational Rights and Privacy Act (FERPA) also known as the Buckley Amendment

FERPA generally requires that student educational records be kept confidential and not released to any agencies or individuals outside the University (certain specific exceptions apply) unless specific written permission is given by the student.

For non-financially dependent students who have reached the age of 18 or who are attending a postsecondary institution, this restriction may also apply to parents. If you would like to authorize the University to discuss/release your educational records with your parents/guardians, please indicate such by signing the permission statement below. This form will remain in effect throughout the student’s enrollment at Central State University.

I ______________________________ hereby grant permission for the appropriate officials or employees of Central State University to discuss/release my academic records (including but not limited to course grades, class attendance, progress towards degree, financial records and GPA) with/to my parents or guardians.

Parents/Guardians Name: ______________________________

Student’s Signature: ___________________________ Date: ________________

Return the completed and signed form to the Office of the Registrar
Administration Building, Room 105
CENTRAL STATE UNIVERSITY
Wilberforce, Ohio 45384

REG 7/2007
APPENDIX B—Advising Forms

II. Proficiency Exam Report

**PETITION TO TAKE PROFICIENCY EXAMINATION FOR COURSE CREDIT**

I, ________________________________, hereby request permission to take a Proficiency examination in ____________________________ for ______ hour(s) credit.

For the _________, 20_____.

Semester

________________________________________
Student’s Signature

Approval:

Faculty Administering the Test Date Date of Examination

Chairperson of the Department in which the Course is offered Date

Dean Date

Provost and V.P. for Academic Affairs Date
TRANSCRIPT REQUEST FORM

If you are sending transcripts to more than one entity, a separate request form must be completed for each entity.

STUDENT ID # or SSN: ___________________ DATE: ________________

NAME: ___________________ ______ _______ ____________________ ____________
          First                               MI                                      Last                                                   Maiden

CURRENT ADDRESS: __________________________________________________

CITY: ________________________ STATE: ____ ZIP CODE: ___________________

PHONE NUMBER: (_____) __________________ BIRTH DATE: _________________

DATES OF ATTENDANCE AT CSU: ___________________ GRADUATE: Yes/ No

YOUR INSTRUCTIONS

□ Please send transcript immediately          □ Hold transcript for current grades
□ Hold transcript until my degree is posted  

# of official transcripts requested _________

Please mail my transcript to:       Transcript Fee: $7.00 for each copy

Same Day Service: $10.00 for each copy

(Allow up to 3 hours for processing)

__________________________
Payable to: Central State University

(Allow up to 3 hours for processing)

_______________________________________
SIGNATURE (required): ___________________________________________ DATE: ________
13. Tutoring Referral

Student Name:___________________________________________________

Identification Number:_____________________________________________

Subject(s):_______________________________________________________

Briefly explain reason for referral: ______________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Signature of Faculty Advisor: _________________________________________
Date _______________________________________________________________

All referrals for tutoring should be submitted to the Learning Skills Center with a printed copy of the student’s schedule attached. The Center is located in the basement of the library. Call 376-6356 if you have any questions about making a referral.

<table>
<thead>
<tr>
<th>For Center Use Only:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tutoring Arranged Date: ________________________________</td>
</tr>
<tr>
<td>Tutoring Days/Times: ____________________________________</td>
</tr>
<tr>
<td>Tutoring Location: ______________________________________</td>
</tr>
<tr>
<td>Tutoring End Date: ______________________________________</td>
</tr>
<tr>
<td>Number of Tutoring Sessions: ____________________________</td>
</tr>
</tbody>
</table>

Success of Tutoring Services:

☐ Excellent    ☐ Good    ☐ Fair    ☐ Poor

Tutoring Signature: ___________________________________________
**14. University Graduation Application**

**CENTRAL STATE UNIVERSITY**  
Wilberforce, Ohio 45384

Date: ______________________

**GRADUATION APPLICATION**

**NAME**

First M.I. Last  

**ADDRESS**  
Campus or Commuter City, State, Zip  

**ADDRESS**  
Diploma Mailing Address City, State, Zip  

**DATE OF ENTRANCE** __________________________  
**DID YOU ENTER CSU AS A TRANSFER STUDENT?**

☐ Yes ☐ No

**PERSONAL EMAIL:** ___________________________  
**DID YOU PASS THE ENGLISH PROFICIENCY EXAM?**

☐ Yes ☐ No

(If no, you are not eligible to submit this application if you did not successfully complete ENG 3000 after taking the EPE exam)

**APPLYING FOR DEGREE OF:**

☐ Bachelor of Arts (BA)  ☐ Bachelor of Science in Education (BSE)  
☐ Bachelor of Science (BS)  ☐ Master of Education (MED)  

**MAJOR/OPTION:**

**DEGREE REQUIREMENTS WILL BE COMPLETED:**

☐ Fall Semester  ☐ Spring Semester  ☐ Summer Semester

<table>
<thead>
<tr>
<th>Courses To Be Completed</th>
<th>Courses To Be Completed</th>
<th>Courses To Be Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subj Code</td>
<td>Course #</td>
<td>Credit Hrs.</td>
</tr>
<tr>
<td>Subj Code</td>
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<td>Credit Hrs.</td>
</tr>
<tr>
<td>Subj Code</td>
<td>Course #</td>
<td>Credit Hrs.</td>
</tr>
</tbody>
</table>

Graduation requirements will be met upon completion of courses listed above, unless otherwise indicated by the Registrar. All requirements must be completed by Spring Semester to participate in the May Commencement Ceremony.

**STUDENT SIGNATURE** _________________________________________________________ Date: ______________________

**ADVISOR** ___________________________ Date _________  
**DEAN** ___________________________ Date _________

**CHAIRPERSON** ___________________________ Date _________  
**REGISTRAR** ___________________________ Date _________

**REGISTRAR COMMENTS:**

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

**PROCESSED BY:** ____________________________________________________________ Date: ______________________

Rev. 5/2011
APPENDIX C—Banner Codes

USING BANNER TO REGISTER & ADVISE STUDENTS
QUICK REFERENCE

Banner Navigation Hints & Tools*

F8 – Initiate Search
F7 – Clear Search
Control+Page Up or Dn – Populate form with data/scroll through related forms
Rollback Button – clear window or return to prior window
Options Menus – access additional information or screens
%=wildcard – Used to search with incomplete information
Scrollbars – scroll up or down through data
Point&Click in windows – populate form with data
Flashlight icon = search for info required in field beside icon

*Different methods work with different forms. Using “trial and error” won’t harm the system.

Frequently Used Direct Access Codes

SSASECQ = enrollment, course ref. numbers
SSASECT = class times, rooms, instructors, etc.
SOATEST = test data such as ACT or SAT
SFAREGQ = student’s registration
SOAHSCH = high school record
SPAIDEN = student’s addresses, telephone, etc.
SFASLST = class roster
SHACRSE = student transcript
SHASUBJ = student transcript by subject with subject g.p.a. and transfer courses
SOAIDEN = search for student’s name or SS#
Additional Direct Access Codes*

GUAPSWD = change Banner password
SFAALST = Class roster
SFAMASS = All registration activity for a class
SSAMATX = Classroom usage
SIAASGN = Instructor’s teaching assignments
SIAASGQ = Instructor’s teaching assignments
SHASTAT = Majors and Academic Status
SHATERM = Transcript by term
SHATRNS = Transfer courses
SHATCMT = Transcript comments, English Proficiency, exemptions in MTH or ENG
SHADEGR = Degrees Awarded
SFAREGS = Current registration or Registration status
SFASTCA = Registration Audit-dates for changes in status
SOAHOLD = Holds that may be in place
SOAPCOL = Previous college g.p.a.
SGASTDN = Student information, majors
SPATELE = Student telephone numbers
SOADDRQ = Student addresses
GOAEMAL = Student e-mail addresses
SLARASG = Student’s dorm room
SLARUSE = Searchable dorm room listings

*Note: In some cases the information accessed using the commands in this section is missing, incomplete, or out of date.

Thanks to Prof. Gary Pierson whose “Banner System Notes” was invaluable in compiling this information.
Don’t Run.

Don’t Hide.

Make time to advise.
Lost papers... frustrate students! File it away.
“I don’t know,” is the wrong response.

Pick up the phone to find the answer.
ACKNOWLEDGMENTS

Special thanks to the committee members who reviewed the 2012 guide:

Ms. LaTonya Branham, University Registrar
Ms. LaKeysha Catron, Center for Academic Success
Ms. Stephanie Krah, Interim Dean, University College
Mr. Ben Williams, associate professor, College of Business

Thanks also to Dr. Jahwara Giddings who offered suggestions for the guide. Thanks also to Nancy Jehn, university graphic designer, who designed the original guide, and Mary Shifflett, Xerox account associate–CSU Print center, who facilitated the production of this document.