

Fall 2009 - Spring 2010 - Summer 2010

REGISTRATION HANDBOOK



Wilberforce, Ohio

45384

Office of the Registrar

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FALL SEMESTER 2009
(August 17 - December 12, 2009)

| | |
|-----------------|--|
| AUG 6-7 | University Institute |
| AUG 11-14 | Orientation, Testing and Registration for New and Transfer Students |
| AUG 11 | Residence Halls Open for New and Transfer Students Only |
| AUG 12 | Welcome Week Begins for New and Transfer Students |
| AUG 12 | In-Person Registration for Returning Students |
| AUG 15 | Residence Halls Open for Returning Students |
| AUG 17 | Classes Begin |
| AUG 17 | Last Day for a 100% Refund |
| AUG 17-21 | Late Registration (\$150.00 Fee Assessed) |
| AUG 17-25 | Drop/Add Period |
| AUG 18-26 | 90% Refund for TOTAL WITHDRAWAL from the University |
| AUG 25 | Last Day to Add a Class |
| AUG 25 | Last Day to Drop a Class Without Record |
| AUG 26 | Last Day to use Book Voucher |
| AUG 27-SEP 7 | 50% Refund for TOTAL WITHDRAWAL from the University |
| AUG 31 | Enrollment Census Date (Official Statistics Date) |
| SEP 7 | Labor Day (No Classes, Offices Closed) |
| SEP 8- 24 | 25% Refund for TOTAL WITHDRAWAL from the University |
| SEP 14 & 15 | English Proficiency Examination – Main Campus |
| SEP 14-19 | First Interim Grade Reporting Period |
| SEP 25 | Last Day to Make Up “I” Grades from Spring and Summer |
| SEP 25-DEC 12 | 0% Refund for TOTAL WITHDRAWAL from the University |
| OCT 9-10 | Homecoming |
| OCT 9-12 | Fall Break (No Classes on Main Campus and CSU Dayton Campus) |
| OCT 13 | Classes Resume |
| OCT 10, | English Proficiency Examination – CSU Dayton Campus |
| OCT 14, 15 | English Proficiency Examination – Main Campus |
| OCT 19-24 | Second Interim Grade Reporting Period |
| OCT 21 | Career Day |
| NOV 6 | Last Day to Drop or Withdraw from a Class with a “W” Grade |
| NOV 9 | Registration Begins for Spring Semester 2010 |
| NOV 11 | Veterans Day (No Classes, Main Campus & CSU West, Offices Closed) |
| NOV 25-29 | Thanksgiving Holiday |
| NOV 30 | Classes Resume |
| DEC 1 | Deadline to submit Application for Graduation (\$25.00 late fee after Dec. 31) |
| DEC 5 | Last Day of Classes |
| DEC 7, 8, 9, 10 | Final Examinations for the Main Campus |
| DEC 7, 8, 12 | Final Examinations for the CSU Dayton Campus |
| DEC 15 | Final Grades Due 4:00 p.m. |

SPRING SEMESTER 2010

(January 11- May 6, 2010)

| | |
|---------------|--|
| JAN 8 | Residence Halls Open |
| JAN 8 | New Student Orientation, Testing and Registration |
| JAN 11 | Classes Begin |
| JAN 11 | Last Day for a 100% Refund |
| JAN 11-15 | Late Registration (\$150.00 Fee Assessed) |
| JAN 11-19 | Drop/Add Period |
| JAN 12-20 | 90% Refund for TOTAL WITHDRAWAL from the University |
| JAN 18 | Martin Luther King, Jr. Holiday (No Classes, Offices Closed) |
| JAN 19 | Last Day to Add a Class |
| JAN 19 | Last Day to Drop a Class Without Record |
| JAN 20 | Last Day to use Book Voucher |
| JAN 21-FEB 1 | 50% Refund for TOTAL WITHDRAWAL from the University |
| JAN 25 | Enrollment Census Date (Official Statistics Date) |
| FEB 2-18 | 25% Refund for TOTAL WITHDRAWAL from the University |
| FEB 8, 9 | English Proficiency Examination – Main Campus |
| FEB 8-13 | First Interim Grade Reporting Period |
| FEB 15 | Presidents Day (No Classes, Offices Closed) |
| FEB 19 | Last Day to Make Up “I” Grades from Fall Semester |
| FEB 19- MAY 6 | 0% Refund for TOTAL WITHDRAWAL from the University |
| FEB 28 | Final Deadline for Submitting Graduation Application |
| MAR 2 | Charter Day |
| MAR 11-12 | Senior Salute |
| MAR 13 | English Proficiency Examination – CSU Dayton Campus |
| MAR 15-20 | Second Interim Grade Reporting Period |
| MAR 17, 18 | English Proficiency Examination – Main Campus |
| MAR 22-28 | Spring Break |
| MAR 29 | Classes Resume |
| APR 1 | Registration Begins for Summer and Fall Semesters |
| APR 2 | Last Day to Drop or Withdraw from a Class with a “W” Grade |
| APR 3 | New Student Orientation and Registration (NSO) |
| APR 6 | Honors Convocation |
| MAY 1 | Last Day of Classes |
| MAY 1, 3, 4 | Final Examinations for the CSU Dayton Campus |
| MAY 3,4,5,6 | Final Examinations for the Main Campus |
| MAY 7 | Rehearsal for Commencement |
| MAY 8 | Commencement (Saturday) |
| MAY 11 | Final Grades Due 4:00 p.m. |

SUMMER "A" TERM 2010

5 Week Term

(May 17 - June 21, 2010)

| | |
|---------------|---|
| May 14 | Residence Halls Open |
| May 14 | In-Person Registration for New and Continuing Students |
| May 17 | Classes Begin |
| May 17 | Last Day for a 100% Refund |
| May 17-19 | Drop /Add Period |
| May 17, 18 | Late Registration (\$150.00 Fee Assessed) |
| May 18-20 | 90% Refund for TOTAL WITHDRAWAL from the University |
| May 19 | Last Day to Add a Class |
| May 19 | Last Day to Drop a Class Without Record |
| May 21 | New Student Orientation and Registration (NSO) |
| May 21-25 | 50% Refund for TOTAL WITHDRAWAL from the University |
| May 26-June 3 | 25% Refund for TOTAL WITHDRAWAL from the University |
| May 31 | Memorial Day (No Classes, Offices Closed) |
| June 1 | Enrollment Census Date (Official Statistics date) |
| June 3-4 | English Proficiency Examination |
| June 4-21 | 0% Refund for TOTAL WITHDRAWAL from the University |
| June 14 | Last Day to Drop courses or Withdraw from the University with a "W" |
| June 18 | New Student Orientation and Registration (NSO) |
| June 21 | Last Day of Classes |
| June 23 | Final Grades Due by 4:00 p.m. |

SUMMER 2010 FINAL EXAMINATIONS

Final Examinations for Summer "A" Term classes will be held on the last day of the regularly scheduled class meeting time.

SUMMER "B" TERM 2010

5 Week Term

(June 23 – July 27, 2010)

| | |
|----------------|---|
| June 21 | Residence Halls Open |
| June 21 | In-Person Registration for New and Continuing Students |
| June 23 | Classes Begin |
| June 23 | Last Day for a 100% Refund |
| June 23-25 | Drop /Add Period |
| June 23, 24 | Late Registration (\$150.00 Fee Assessed) |
| June 24-28 | 90% Refund for TOTAL WITHDRAWAL from the University |
| June 25 | Last Day to Add a Class |
| June 25 | Last Day to Drop a Class Without Record |
| June 29-July 2 | 50% Refund for TOTAL WITHDRAWAL from the University |
| July 3-10 | 25% Refund for TOTAL WITHDRAWAL from the University |
| July 4 | Independence Day (Saturday) |
| July 7 | Enrollment Census Date (Official Statistics date) |
| July 11-27 | 0% Refund for TOTAL WITHDRAWAL from the University |
| July 15-16 | English Proficiency Examination |
| July 16 | New Student Orientation and Registration (NSO) |
| July 20 | Last Day to Drop courses or Withdraw from the University with a "W" |
| July 27 | Last Day of Classes |
| July 29 | Final Grades Due by 4:00 p.m. |

SUMMER 2010 FINAL EXAMINATIONS

Final Examinations for Summer "B" Term classes will be held on the last day of the regularly scheduled class meeting time.

**CSU MAIN CAMPUS FINAL EXAM SCHEDULE
FALL 2009**

| Classes that meet at: | Will have Final Examinations: | From: | To: |
|--|--------------------------------------|---|------------|
| 8:00 a.m. MWF 10:00 a.m. MWF 12:00 noon MWF 2:00 p.m. MWF 4:00 p.m. MWF 6:00 p.m. MWF | Monday, December 7, 2009 | 8:00 a.m. to 9:45 a.m. 10:00 a.m. to 11:45 a.m. 12:00 p.m. to 1:45 p.m. 2:00 p.m. to 3:45 p.m. 4:00 p.m. to 5:45 p.m. 6:00 p.m. to 7:45 p.m. | |
| 8:00 a.m. TR or MTWRF 10:00 a.m. TR or MTWRF 12:00 noon TR or MTWRF 2:00 p.m. TR or MTWRF 4:00 p.m. TR or MTWRF 6:00 p.m. TR or MTWRF | Tuesday, December 8, 2009 | 8:00 a.m. to 9:45 a.m. 10:00 a.m. to 11:45 a.m. 12:00 p.m. to 1:45 p.m. 2:00 p.m. to 3:45 p.m. 4:00 p.m. to 5:45 p.m. 6:00 p.m. to 7:45 p.m. | |
| 9:00 a.m. MWF 11:00 a.m. MWF 1:00 p.m. MWF 3:00 p.m. MWF 5:00 p.m. MWF | Wednesday, December 9, 2009 | 8:00 a.m. to 9:45 a.m. 10:00 a.m. to 11:45 a.m. 12:00 p.m. to 1:45 p.m. 2:00 p.m. to 3:45 p.m. 4:00 p.m. to 5:45 p.m. | |
| 9:00 a.m. TR or MTWRF 11:00 a.m. TR or MTWRF 1:00 p.m. TR or MTWRF 3:00 p.m. TR or MTWRF 5:00 p.m. TR or MTWRF | Thursday, December 10, 2009 | 8:00 a.m. to 9:45 a.m. 10:00 a.m. to 11:45 a.m. 12:00 p.m. to 1:45 p.m. 2:00 p.m. to 3:45 p.m. 4:00 p.m. to 5:45 p.m. | |

For classes which meet at a time that is not listed in the above table, the Final Examination will be held on the last class day of the term during the regularly scheduled class meeting time. **In any such case, please confirm the Final Exam date with your instructor.**

CSU – DAYTON CAMPUS - FINAL EXAMINATION SCHEDULE

| Classes that meet at: | Will have Final Examinations on: | From: | To: |
|------------------------------|---|-------------------------|------------|
| 5:45 p.m. MW | Monday, December 7, 2009 | 5:45 p.m. to 7:30 p.m. | |
| 8:00 p.m. MW | Monday, December 8, 2009 | 8:00 p.m. to 9:45 p.m. | |
| 5:45 p.m. TR | Tuesday, December 8, 2009 | 5:45 p.m. to 7:30 p.m. | |
| 8:00 p.m. TR | Tuesday, December 8, 2009 | 8:00 p.m. to 9:45 p.m. | |
| 9:00 a.m. S | Saturday, December 12, 2009 | 9:00 a.m. to 10:45 a.m. | |

**CSU MAIN CAMPUS FINAL EXAM SCHEDULE
SPRING 2010**

| Classes that meet at: | Will have Final Examinations: | From: | To: |
|------------------------|-------------------------------|--------------------------|-----|
| 8:00 a.m. MWF | Monday, May 3, 2010 | 8:00 a.m. to 9:45 a.m. | |
| 10:00 a.m. MWF | | 10:00 a.m. to 11:45 a.m. | |
| 12:00 noon MWF | | 12:00 p.m. to 1:45 p.m. | |
| 2:00 p.m. MWF | | 2:00 p.m. to 3:45 p.m. | |
| 4:00 p.m. MWF | | 4:00 p.m. to 5:45 p.m. | |
| 6:00 p.m. MWF | | 6:00 p.m. to 7:45 p.m. | |
| | | | |
| 8:00 a.m. TR or MTWRF | Tuesday, May 4, 2010 | 8:00 a.m. to 9:45 a.m. | |
| 10:00 a.m. TR or MTWRF | | 10:00 a.m. to 11:45 a.m. | |
| 12:00 noon TR or MTWRF | | 12:00 p.m. to 1:45 p.m. | |
| 2:00 p.m. TR or MTWRF | | 2:00 p.m. to 3:45 p.m. | |
| 4:00 p.m. TR or MTWRF | | 4:00 p.m. to 5:45 p.m. | |
| 6:00 p.m. TR or MTWRF | | 6:00 p.m. to 7:45 p.m. | |
| | | | |
| 9:00 a.m. MWF | Wednesday, May 5, 2010 | 8:00 a.m. to 9:45 a.m. | |
| 11:00 a.m. MWF | | 10:00 a.m. to 11:45 a.m. | |
| 1:00 p.m. MWF | | 12:00 p.m. to 1:45 p.m. | |
| 3:00 p.m. MWF | | 2:00 p.m. to 3:45 p.m. | |
| 5:00 p.m. MWF | | 4:00 p.m. to 5:45 p.m. | |
| | | | |
| 9:00 a.m. TR or MTWRF | Thursday, May 6, 2010 | 8:00 a.m. to 9:45 a.m. | |
| 11:00 a.m. TR or MTWRF | | 10:00 a.m. to 11:45 a.m. | |
| 1:00 p.m. TR or MTWRF | | 12:00 p.m. to 1:45 p.m. | |
| 3:00 p.m. TR or MTWRF | | 2:00 p.m. to 3:45 p.m. | |
| 5:00 p.m. TR or MTWRF | | 4:00 p.m. to 5:45 p.m. | |
| | | | |

For classes which meet at a time that is not listed in the above table, the Final Examination will be held on the last class day of the term during the regularly scheduled class meeting time. **In any such case, please confirm the Final Exam date with your instructor.**

CSU – DAYTON CAMPUS - FINAL EXAMINATION SCHEDULE

| Classes that meet at: | Will have Final Examinations on: | From: | To: |
|-----------------------|----------------------------------|-------------------------|-----|
| 9:00 a.m. S | Saturday, May 1, 2010 | 9:00 a.m. to 10:45 a.m. | |
| 8:00 p.m. MW | Monday, May 3, 2010 | 8:00 p.m. to 9:45 p.m. | |
| 5:45 p.m. TR | Tuesday, May 4, 2010 | 5:45 p.m. to 7:30 p.m. | |

Web Registration

Student Web Registration Instructions

Please note: All holds must be cleared from the student account prior to registering for classes. Students must contact their Academic Advisor and are responsible for registering for courses identified by the advisor. Web registration will be available from 6:00 a.m. until 2:00 a.m.

- Go to www.centralstate.edu
 - Click on [MyCSU](#) link
 - Go to the Secure Access Login area and enter your user name and password
 - If this is the first time signing onto MyCSU, you will be prompted to change your password.
 - As you enter MyCSU, click on the Student Services tab, and then the Academic Services link.
 - Click on Administrative Services where you will be able to access various options from your personal menu
 - Click the Student and Financial Aid link
 - Select Registration; then select a term/semester
 - Go to Add/Drop Classes
 - Enter the five-digit CRN (Course Reference Number) for all of your course selections.
 - If you do not know the CRN, select Class Search to look up classes.
 - After you have made your selections, click Submit Changes.
 - If you are successfully registered, a message of ** Web Registered ** will appear on the left side of each course.
 - If a course you select is closed, please make another selection.
 - If a course you select requires a pre-requisite that you do not have, please make another selection.
 - Please print your schedule. Select **Student Detail Schedule** from the menu.

If you have technical issues, please contact the Helpdesk at (937) 376-6476.

If you have questions or need assistance from the Office of the Registrar please call (937) 376-6231.

Distance Education/E-Learning Options

Central State University offers *Online* courses and *Web-Enhanced* courses. The difference between these courses is in the method of delivery of the subject matter. Below, we have defined the delivery method for each type of course. Please read the information below and if you have any questions, please contact the Office of the Registrar and we will be happy to assist you.

Courses taught fully online have section numbers beginning with “D” to indicate they are taught online, at a Distance. To find online courses in MyCSU, look for the “D” at the beginning of the section number. To register, follow the same procedure used to register for on-campus courses.

(Example: BUS 2200-**D01**).

The complete schedule of courses offered fully online is found under the Schedule of Online Courses tab on the E-Learning page on MyCSU.

Web-Enhanced courses combine web material and classroom lecture with an assigned instructor. Various web tools can be used to enhance regular classroom assignments. It also includes a pre-arranged weekly meeting schedule. Courses and related activities are accessed at a designated time. All components of web-enhanced courses should be equivalent to the number of credit hours associated with a traditional in-class course. The assigned course section designation is “W” (Example: BUS 2200-01W).

Instructional Methods:

Online course: A course whose instruction is totally delivered via the Internet. Students and instructor do not meet face-to-face on campus, although some instructors give on-campus examinations and/or orientation sessions.

Hybrid course: A class which combines traditional, face-to-face (F2F) instruction with online, distance instruction. Classroom time is split between meeting in person and meeting online. Any combination of the two forms of educational delivery is considered a hybrid class. Before a hybrid class can be taught, the course must be approved by the Curriculum Committee.

Web-Enhanced Course: A traditional, on campus or face-to-face (F2F) class where the instructor and students meet in the same place at the same time. All instructional hours are delivered to the students in the classroom. Course materials, assignments, or additional resources are made available via the Internet.

GENERAL INFORMATION

REGISTRATION

Early Registration (In-Person) is open to all continuing students who are in good academic and financial standing. All fees must be paid at the time of registration.

Web Registration is available via MyCSU for all students. Please note that all account “HOLDS” must be cleared prior to registration.

Open Registration (In-Person) is available daily during the registration period for new, continuing, and re-admitted students. The Office of the Registrar will accept registrations during regular business hours. All fees must be paid at the time of registration.

Late Registration begins on the first day of class. A Late Fee of \$150.00 is assessed.

REGISTRATION PROCESS

New Students: Admissions, Housing, Testing, Advising, Registration, Pay Fees, ID

Continuing Students: Advising, Registration, Housing, Pay Fees, ID.

SCHEDULE CHANGES

Students can make changes to the initial class schedule by completing a Drop/Add Form and submitting it to the Registrar's Office during regularly scheduled office hours. Schedule changes are permitted during the first nine days of the semester without penalty.

ADDING A COURSE

Complete a Drop/Add Form and return it to the Office of the Registrar for official processing.
Obtain permission from instructor to add a class that is closed.

DROPPING A COURSE

Complete a Drop/Add Form and return it to the Office of the Registrar for official processing. A "W" grade will be assigned to all drops processed after the ninth day of the semester.

All students must be officially registered, in order to receive college credit. Students who attend classes without being officially registered during the semester that credit is requested will not be permitted to register retroactively.

WITHDRAWAL FROM THE UNIVERSITY

Students withdrawing from the University must complete a Withdrawal Form available in the Office of the Registrar. This form must be completed and signed by the appropriate departmental representatives. Those students who withdraw (stop attending classes) without completing this process will receive failing grades. Students may withdraw from the University through the last day of the twelfth week of the semester.

AUDITING A COURSE

Students may register for "Audit" in any course offered at the University. Students should understand that "Audit" is not convertible to "Credit" nor is "Credit" convertible to "Audit" once the registration is complete. The fees for auditing a course are the same as those for enrolling for credit.

SENIOR CITIZEN ENROLLMENT (Age 60 & above)

Senior citizens may enroll in classes at Central State University free of charge for "Audit" only. Such enrollment is made on a space-available basis during the late registration period only. Senior citizens enrolling in classes are responsible for meeting listed course prerequisites and for the payment of Special Course Fees, which may apply.

ACADEMIC POLICIES – Effective Fall Semester 2005 (August 22, 2005)

A minimum cumulative grade point average is required for graduation from Central State University. The actual requirement varies by degree earned and by major program of study and will always be a 2.00 or better cumulative grade point average (GPA). When the cumulative grade point average falls below the required minimum, as shown in the table below, students will be "**Placed on Academic Probation**". Students will be permitted to enroll for the next

semester, but must earn a 2.0 or better for that semester. If at the end of the next semester of enrollment, the semester GPA is less than 2.0 and the cumulative GPA is less than the required minimum, the student will be **“Academically Dismissed”**.

Re-admitted students will be **“Continued on Probation”** at the time of re-enrollment. These guidelines also apply to transfer students who have been dismissed or “Academically Suspended” from the last college or university attended. When a student decides to seek **re-admission**, the student must submit a petition to their Academic Advisor.

Students who have been academically dismissed and who seek readmission to the University must submit an Appeal for Readmission to the Academic Standards Committee. Students who are academically dismissed for the first time must remain out of school for a minimum of one semester (summer term excluded). Students who have been academically dismissed for a second time are not eligible to be considered for readmission for one academic year. After a third academic dismissal, readmission may not be granted.

Minimum required grade point averages effective Fall Semester 2005, are as follows:

| Total Cumulative Quality Hours | Grade Point Average |
|-----------------------------------|------------------------|
| 1 - 20 | 1.70 |
| 21 - 40 | 1.80 |
| 41 - 60 | 1.90 |
| 61 and above | 2.00 |

INCOMPLETE

An incomplete “I” grade is a temporary grade assigned to students who lack final assignments or projects, missed the final exam, or for some other extenuating circumstance were unable to complete the requirements of the course within the length of the semester.

An “I” grade is assigned by the instructor with the consent of the student and with the mutual understanding of the conditions under which this grade may be changed. An Incomplete Grade form must be submitted to the Registrar’s Office. It requires the signature of the instructor and the student with a brief description of the requirements necessary to receive a grade.

The grade will be changed to an “F” grade if the requirements are not completed within six weeks after the beginning of the next semester of enrollment (up to one year). If the student has not been enrolled for one year after receiving the “I” grade and he/she has not completed the work required, the “I” grade automatically becomes a grade of “F”.

Individual exceptions to this policy, due to extenuating circumstances, will be considered by the Academic Standards Committee upon receipt of a formal appeal presented to the Committee by the student’s Academic Advisor or the Department Chair. The decision of the Academic Standards Committee is final.

APPLICATION FOR GRADUATION

The deadline for submitting Applications for Graduation is published in this document or can be obtained by contacting the Office of the Registrar. A non-refundable \$20.00 application fee is due at the time the application is submitted for the undergraduate degree, and a \$75.00 application fee for the graduate degree. Applications are only accepted during the published filing periods. If you miss the deadline date then you may apply during the next application period.

FINAL GRADES

Final Grade Reports will be available on *MyCSU*. A student may request a printed copy from the Office of the Registrar.

FAMILY EDUCATION RIGHTS & PRIVACY ACT

In accordance with Section 438 (b) (4) (B) of the Family Education Rights and Privacy Act of 1974, you are hereby notified that personal information is provided by students upon the condition that the University, its agents or employees, will not permit any other party to have access to such information without the written consent of the student except where required by law.

RELEASE OF RECORDS

The Family Education Rights and Privacy Act of 1974, as amended, governs the maintenance and release of records. A copy of these regulations is available in the Office of the Registrar. In substance, the University will not release a copy of a student's grades to anyone without the student's written permission, except where required by law. A Transcript Request Form is available in the Office of the Registrar. The fee for transcript copies is listed under "Fees and Expenses."

VETERANS REGULATIONS/CONDUCT POLICY

All students receiving federal benefits for veterans and dependents, I-SI Fact Sheet dated July 1994, are obligated to follow regulations of the Federal Benefits Program and those of the University. The following University regulations are applied:

1. All veterans are required to have a copy of their DD-214 on file. Veterans will receive 3 semester hours of credit for military service.
2. Veterans will be certified on a semester basis or annually. It will be the veteran's responsibility to notify the certifying officer of any changes in registration.
3. All veterans are responsible for notifying the certifying officer of any repeated courses.
4. All veterans are required to alert the Office of the Registrar when adding a course, dropping a course, or withdrawing from the University.
5. Any veteran receiving Incomplete ("I") grades during any semester must remove those incomplete grades by the last day of the sixth week of the following semester of enrollment. (See also "Financial Aid" and "Academics—Grading" in the University

Catalog.)

6. All veterans are responsible for notifying the certifying officer of any transfer credit.
7. Veterans' benefits will be discontinued for any veteran student who has been Academically or Disciplinarily Suspended from the University.

The Registrar is the certifying officer for veterans' benefits. Recipients of Title IV and/or Veterans' Educational Benefits must meet the same academic requirements as all other students (See "Academic Policies"). Recipients are required to complete successfully a minimum of 12 credit hours per semester.

A Title IV student who must repeat a course that was originally paid with Title IV moneys will be required to pay for the repeated course with the student's own funds.

RESIDENCY REQUIREMENTS

The following persons shall be classified as residents of the State of Ohio for subsidy and tuition surcharge purposes:

1. A dependent student, at least one of whose parents or legal guardians has been a resident of the State of Ohio for all other legal purposes for twelve consecutive months or more immediately preceding the enrollment of such student in an institution of higher education.
2. A person who has been a resident of the State of Ohio for the purpose of this rule for at least twelve consecutive months immediately preceding his or her enrollment in an institution of higher education and who is not receiving, and has not directly or indirectly received in the preceding twelve months, financial support from persons or entities who are not residents of the State of Ohio for all other legal purposes.
3. A dependent child of a parent or legal guardian, or the spouse of a person who, as of the first day of a term of enrollment, has accepted full-time employment and established domicile in the State of Ohio for reasons other than gaining the benefit of favorable fee rates.

A complete text of Ohio law regarding residency is published in the University Catalog.

CHANGE OF RESIDENCY

Any student wishing to change residency status must complete the appropriate form and submit it to the Office of the Registrar. Supporting documentation and verification are required. In-state residency approval is not retroactive or automatic. All requests for residency changes must be submitted no later than one week before the beginning of the semester for which the residency change is requested. Complete information regarding residency policy and laws are available in the University Catalog.

IT'S THE LAW

All male Ohio resident students between the ages of 18 and 25 must register with the

Selective Service to qualify for In-State Fees. The Out-of-State Surcharge will be assessed to those students not registered with Selective Service at the time of registration.

GENERAL POLICY

Central State University reserves the right to cancel, postpone, or limit enrollment in classes and to change instructors and classroom assignments. Enrollment in some classes is limited, and registration will be permitted on a space available basis only. Some registration exceptions for classes are noted in course descriptions. It is the responsibility of the student to be aware of prerequisite and co-requisite requirements and to register for courses accordingly. Some courses require additional materials. The instructor will give information about required materials. Most materials required for courses are available in the University Bookstore or from departmental offices.

POLICY ON NON-DISCRIMINATION

Central State University does not discriminate against any individual regardless of his/her age, sex, color, race, religion, ancestry, national origin, or handicap in any of its policies, standards, administrative programs, or services.

Central State University Family Policy Compliance

Central State University Model Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

5. The Family Educational Rights and Privacy Act designates certain information related to students as "Directory Information" and gives the university the right to disclose such information to anyone inquiring without having to ask students for permission, unless the students specifically request in writing that all such information not be made public without their written consent.

Directory information includes the following items: student's name, address, telephone listing, electronic mail address, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.

If at anytime you wish to withhold the disclosure of all of the items listed as "Directory Information," please contact the Office of the Registrar at (937) 376-6231.

6. Placing a privacy restriction on your record will not allow the university to acknowledge your enrollment to anyone who requests verification of enrollment. This would include deferring loan repayments or inquiries from a prospective employer. The privacy flag will suppress information in the Student Information System and will also suppress campus directory information and e-mail accounts as well.

REGISTRATION TERMINOLOGY

STUDY LOAD

A normal study load for Fall and Spring semesters is 12 to 18 semester hours. A normal study load for Summer is 12-15 hours.

FULL-TIME STUDENT

A student registered for twelve (12) or more credit hours, including Summer term. (The same criteria apply to students receiving veteran's benefits, federal financial aid programs, and/or athletic eligibility.)

PART-TIME STUDENT

A student registered for less than twelve (12) credit hours.

OVERLOAD

An overload is defined as 19-21 credit hours for Fall and Spring Semesters and as 16-18 credit hours for Summer term. Students must be in good academic standing to request permission to enroll in an overload. Written approval from the appropriate College Dean granting permission to take an overload must be presented to the Registrar by the student when registering for the overload.

DAY CLASSES

Monday through Friday classes, starting times between 8:00 a.m. and 4:59 p.m., course sections numbered 01-39. Restricted to off -campus course enrollment are sections 40-49.

EVENING CLASSES

Monday through Friday classes, starting times of 5:00 p.m. or later, course sections numbered 50-69.

WEEKEND CLASSES

Saturday classes, course sections 70-79.

CSU-WEST EVENING

Monday through Friday classes, starting times of 5:00 p.m. or later, course sections numbered 90-99.

CSU-WEST WEEKEND

Saturday classes, course sections numbered 80-89.

DAY STUDENT

Student with nine or more credit hours defined as day classes.

EVENING STUDENT

Student with nine or more credit hours defined as evening classes.

CSU-WEST STUDENT

Student with half or more credit hours defined as CSU-West Evening or CSU-West Weekend.

TRANSIENT STUDENT

Students, in good academic standing (minimum gpa requirement is 2.00), may request transient student status to attend another college or university. Credits earned with a grade of “C” or better will be accepted as transfer credit. Students admitted to another institution as a transient will not be charged an admission fee.

HOURS ATTEMPTED

Total hours for courses in which student earned a grade of A, B, C, D, F, U, S, CR, NC, W, Z, I, FZ or P.

HOURS EARNED

Total hours for courses in which student earned a grade of A, B, C, D, S, CR, or P.

QUALITY HOURS

Total hours for courses in which student earned a grade of A, B, C, D, F, FZ or Z. Quality hours are used to calculate grade point average. A minimum of 124 quality hours with grades A, B, C, or D are required for graduation.

REPEATED COURSE

The first grade will be excluded from calculating the cumulative gpa, but all subsequent grades will be included in calculating the gpa. Excluded courses cannot be used toward graduation requirements.

REPEATABLE COURSES

“Repeatable Courses,” as indicated in the University Catalog course descriptions, may be taken as many times as desired. Each grade is included in the calculation of the cumulative gpa and quality hours will be counted toward graduation requirements as appropriate.

STATUTE OF LIMITATIONS

GRADE CHANGES: Grade changes may be made up to two years after a course has been completed, except “I” grades which must be changed by the deadline established in the subsequent semester.

DEGREE REQUIREMENTS: Degree requirements must be completed within eight years. Students who take longer than eight years to complete a degree are subject to subsequent changes in degree requirements.

STUDENT CLASSIFICATION

FRESHMAN: A student who has earned 30 credit hours or less.

SOPHOMORE: A student who has earned between 31 and 60 hours.

JUNIOR: A student who has earned between 61 and 90 hours.

SENIOR: A student who has earned 91 or more hours.

DEAN'S LIST

Semester recognition for full-time students earning grade point averages of 3.20 or above.

HONORS CONVOCATION

Full-time students (12 or more hours per semester) with grades of A, B, or C are eligible. Withdrawals which result in fewer than 12 quality hours per semester make the student ineligible for Honors at Convocation.

- Transfer students are eligible for Honors if they have earned at least 50 semester hours at CSU and their transfer credits meet the required honor's standards above.

COLLEGE HONORS

Awarded at Honors Convocation to students with cumulative grade point average of 3.50 to 4.00.

CLASS HONORS

Awarded at Honors Convocation to students with cumulative grade point average of 3.20-3.49.

GOLD CORD HONORS

Awarded to graduating seniors at Honors Convocation with 3.50-4.00 cumulative gpa (grades of D, F, FZ, or Z makes the student ineligible).

CUM LAUDE

Honor awarded at Commencement to graduating seniors with a cumulative grade point average of 3.20-3.59.

MAGNA CUM LAUDE

Honor awarded at Commencement to graduating seniors with a cumulative grade point average of 3.60-3.79.

SUMMA CUM LAUDE

Honor awarded at commencement to graduating seniors with a cumulative grade point average of 3.80-4.00.

GOOD STANDING

Student with grade point average above the required minimums.

PLACED ON PROBATION

Student with grade point average below the required minimums.

CONTINUED ON PROBATION

Students with a semester grade point average of 2.00 but whose cumulative grade point average is less than the required minimums. Student with more than 60 quality hours and gpa less than 2.00, student with between 41-60 quality hours and gpa less than 1.9, student with between 21-40 quality hours and gpa less than 1.8, student with between 1-20 quality hours and gpa less than 1.7.

ACADEMICALLY SUSPENDED

Students with a semester grade point average of less than 2.00 and cumulative grade point average less than the required minimum will be “Academically Suspended,” after being placed on Probation. Students granted Re-Admission to the University, are Re-Admitted on Probation with the requirement that they must maintain a 2.00 semester gpa or better until their cumulative gpa meets the required minimum or they will be “Academically Suspended” again.

DEPARTMENTAL ADVISORS

COLLEGE OF ARTS AND SCIENCES, Dr. Lovette Chinwah, Dean

| DEPARTMENT | CHAIR | BLDG | ROOM | PHONE |
|--------------------------------|---------------------------------|------|------|-------|
| Fine & Performing Arts | Mr. William Caldwell | ARTS | 0218 | 6404 |
| Humanities | Dr. Geoffrey Giddings | WSLY | 0212 | 6209 |
| Mathematics & Computer Science | Mr. Robert Marcus, Acting Chair | BNKR | 0235 | 6363 |
| Natural Sciences | Dr. Suzanne Seleem, Chair | BNKR | 0329 | 6689 |
| Social & Behavioral Sciences | Dr. Lawrence Dalzine, Chair | WSLY | 0219 | 6464 |

COLLEGE OF BUSINESS & INDUSTRY, Dr. Charles H. Showell, Dean

| DEPARTMENT | CHAIR | BLDG | ROOM | PHONE |
|---|---------------------------|------|------|-------|
| Accounting & Economics | Dr. Ben Williams | SMTH | 0116 | 6492 |
| Business Administration | Dr. Ben Williams | SMTH | 0116 | 6492 |
| Manufacturing Engineering and Industrial & Engineering Technology | Dr. Augustus Morris | JKIN | 0111 | 6435 |
| Water Resources Management | Dr. Subramania Sriitharan | BNKR | 0103 | 6153 |

COLLEGE OF EDUCATION, Dr. Robert Moore, Dean

| DEPARTMENT | CHAIR | BLDG | ROOM | PHONE |
|----------------------------------|------------------|------|------|-------|
| Professional Education | Dr. Jean Harper | CENS | 213A | 6176 |
| Health, Phys. Educ. & Recreation | Dr. Daniel Shook | WLKR | 0165 | 6219 |
| Graduate Education | Dr. Robert Moore | CENS | 213A | 6225 |

DEPARTMENTAL ADVISORS - Continued

OTHER ACADEMIC PROGRAM ADVISORS

| PROGRAM | DIRECTOR | BLDG | ROOM | PHONE |
|--------------------------------------|-----------------------|------|------|-------|
| Army ROTC | Major Odell Graves | JKIN | 0142 | 6382 |
| CSU-Dayton | Mrs. Cheryl Marcus | JKSN | | 6167 |
| Gerontology Development | Dr. Lawrence Dalzine | WSLY | 0126 | 6178 |
| Center For African Studies | Dr. Geoffrey Giddings | WSLY | 0330 | 6209 |
| Undecided Students Academic Advising | Dr. Frank Schiraldi | HEND | | 6657 |
| Athletic Academic Advising | Ms. Trona Logan | BEAC | 0022 | 6143 |

ADMINISTRATIVE OFFICES & DEPARTMENTS

| OFFICE/DEPARTMENT | ADMINISTRATOR | BLDG | ROOM | PHONE |
|-----------------------------|-----------------------------|------|-------|-------|
| Alumni Relations | Mr. Keith Perkins | SELR | | 6641 |
| Cooperative Education | Ms. Lesa Taylor-Devond | WARD | | 6444 |
| Dean of Students | Dr. Darryl Peal | WARD | | 6387 |
| Financial Aid | Ms. Sonia Stomba | WARD | | 6579 |
| Inter-Faith Campus Ministry | Pastor Nigel Felder | BLNT | | 6566 |
| Office of Admissions | Mrs. Robin Rucker, Director | WARD | | 6483 |
| Office of Cash Management | Mrs. Janet Tucker, Bursar | ADMN | 0103A | 6343 |
| Office of the Registrar | Mr. Larry R. Cannon | ADMN | 0105 | 6231 |
| Residence Life | Mr. Raynaldo Gillus | FDTN | | 6107 |
| Testing Office | Mr. Mohammed Ali | WSLY | 0128 | 6235 |

FINANCIAL POLICIES AND NOTES

REGISTRATION IS NOT COMPLETE UNTIL CERTIFIED BY THE OFFICE OF CASH MANAGEMENT

Valid Central State University Student ID required for all Cash Management transactions.

All registrations must be certified each semester by the Office of Cash Management before the Student ID can be validated.

All incomplete registrations must be cancelled by the student before the end of the 100 percent refund period to avoid charges for the semester.

FEES & EXPENSES

Fees for enrollment in classes at Central State University are established by the CSU Board of Trustees and are subject to change or adjustment at any time as conditions or circumstances make changes necessary.

Fees are assessed on the basis of enrollment status (full-time or part-time) and on the basis of residency (Ohio resident or out-of-state). A set fee is charged for Ohio-resident, full-time students and covers the Instructional Fee, General Fee, Athletic Fee, Student Union Fee, Yearbook Fee (Fall, and Spring only), and Health Services Fee and Insurance. A Non-resident Surcharge is assessed for full-time students who are not residents of the State of Ohio as defined by law and policy. The fees for full-time students are assessed for students enrolled for 12 to 18 credit hours. Overload Fees are assessed per credit hour for students enrolled in more than 18 credit hours per semester.

PAYMENT OF FEES

Central State University does not accept personal checks for the payment of fees and room deposits. Amounts due may be paid by cash, certified check, bank cashiers check, money order, travelers check, Visa, Discover Card, or Master Card.

DEFERRED FEE PAYMENT PLAN. Qualified students for the Deferred Fee Payment Plan will be assessed a fee in the amount of seventy-five dollars (\$75.00), if there is a balance at the conclusion of registration. Also, interest equal to five percent (5%) will be assessed to any unpaid amount sixty (60) days following registration. Thereafter, interest of two percent (2%) will be assessed monthly to any unpaid balance.

LATE REGISTRATION FEE. A Late Registration Fee will be assessed for registrations occurring during the Late Registration Period. Normally, the Late Registration Period begins on the 1st day of classes for the term. The dates for the Late Registration Period are published in the Academic Calendar.

REFUND POLICY

One hundred percent (100%) refund of fees for students will be honored during the first day and any day prior to the start of the semester. Credit will be made to the accounts of students whose withdrawals are completed during the refund period.

The following is a schedule of the refund of fees after the first day of the semester:

| **** Note: Last Day for Refund is the 39th Day of the Semester **** | |
|--|---------------------------------|
| Fall through Spring Refund Schedule | |
| Withdrawal Period | Percentage Fees Refunded |
| 2nd through 10th day of the semester | 90% |
| 11th through 22nd day of the semester | 50% |
| 23rd through 39th day of the semester | 25% |
| 40th day through the end of the semester | 0% |

The Refund Policy applies to total withdrawals only. Students who drop classes after the scheduled refund period will be charged for the course.

Your refund request application along with a properly completed Withdrawal Form (from the Office of the Registrar) must be submitted to the Cashier's section of the Office of Cash Management within 4 weeks after the first day of the semester.

Refunds are processed and disbursed beginning four weeks after the first day of classes. ALL FINANCIAL AID RECIPIENTS MUST FILL OUT AND HAVE ON FILE WITH THE FINANCIAL AID OFFICE THE REQUIRED ATTENDANCE VERIFICATION FORM IN ORDER TO RECEIVE A REFUND.

After the thirty-nine (39) day of a full semester (fall), no fees will be refunded other than the remaining full weeks of the board charge. If a student withdraws before the registration is complete he/she is indebted to the University for the amount determined by the policies stated. Students withdrawn for disciplinary reasons during the semester forfeit the refund of any portion of their fees except prorated board charges. The refund policy does not apply to students who drop classes. Students who fail to officially withdraw forfeit the refund of any fees.

REFUND POLICY FINANCIAL AID RECIPIENTS

The University will defer \$500.00 of the refund of financial aid in excess of fees to cover Book Voucher charges for all students who receive Financial Aid, excluding PLUS Loans, College Work-Study or Part-Time Work. The deferral period will be for 30 days; beginning with the first day Book Vouchers are made available.

RESIDENCE HALLS

In accordance with the Housing Contract, students living in the residence halls are committed to on-campus housing for the duration of the contract (one academic year). These fees are non-refundable. The Room Damage Deposit and the Key Deposit will be refunded if no damage is done to the residence hall room or contents and if after the last semester of enrollment the residence hall room key has been returned. If it is necessary for a new key to be made during the semester, the Key Deposit will be used to replace room locks, and a new Key Deposit must be made.