<table>
<thead>
<tr>
<th>Department</th>
<th>Area/Topic</th>
<th>Location</th>
<th>Telephone/Fax</th>
<th>Contact/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Services</td>
<td>Career Assessment, Resume Preparation, Job Fairs, Career Seminars and Workshops</td>
<td>Ward Center, 1st Floor</td>
<td>Extension: 6444/6189</td>
<td>Elizabeth Beemer (Director of Career Services) <a href="mailto:ebeemer@centralstate.edu">ebeemer@centralstate.edu</a></td>
</tr>
<tr>
<td>Counseling Services</td>
<td>Confidential Counseling Services, Mental Health and Educational Counseling</td>
<td>Stokes Center on Aging</td>
<td>Extension: 6649/6048</td>
<td>Victor Adegboja (Interim Director Counseling Services) <a href="mailto:iporter@centralstate.edu">iporter@centralstate.edu</a></td>
</tr>
<tr>
<td>Disability Services</td>
<td>Educational Counseling, Tutorial Referrals, Classroom Accommodations and Student Advocacy</td>
<td>Stokes Center on Aging</td>
<td>Extension: 6479/6048</td>
<td>Dr. Wanda Hadley (Coordinator of Disability Services) <a href="mailto:whadley@centralstate.edu">whadley@centralstate.edu</a></td>
</tr>
<tr>
<td>Dean of Students</td>
<td>Oversees Student Life, Judicial Affairs, Residence Life and Interfaith Campus Ministries</td>
<td>Ward Center, 2nd Floor</td>
<td>Extension: 6387/6482</td>
<td>Rita Myers (Dean of Students) <a href="mailto:myers@centralstate.edu">myers@centralstate.edu</a></td>
</tr>
<tr>
<td>Greek Affairs/ Judicial Affairs</td>
<td>Greek Life, Pan-Hellenic Student Organizations, Judicial Case Processing, Student Code of Conduct Adherence/Training</td>
<td>Ward Center, 1st Floor</td>
<td>Extension: 6567/6376</td>
<td>William Murray (Coordinator of Student Life and Development) <a href="mailto:wmurray@centralstate.edu">wmurray@centralstate.edu</a></td>
</tr>
<tr>
<td>Health Services</td>
<td>Health Services, Student Insurance Plan, Pharmaceutical Care</td>
<td>Stokes Center on Aging</td>
<td>Extension: 6134/6647</td>
<td>Dr. Karen Mathews (Executive Director of Health and Psychological Services) <a href="mailto:kmathews@centralstate.edu">kmathews@centralstate.edu</a></td>
</tr>
<tr>
<td>Spiritual Life</td>
<td>Religious Activities</td>
<td>Ward Center, 1st Floor</td>
<td>Extension: 6566</td>
<td>Rita Myers (Dean of Students) <a href="mailto:myers@centralstate.edu">myers@centralstate.edu</a></td>
</tr>
<tr>
<td>Interfaith Campus Ministries</td>
<td>Room Assignments, Housing, Meal Plans,</td>
<td>Ward Center, 1st Floor</td>
<td>Extension: 6386/6638</td>
<td>Raynaldo Gillus (Director of Residence Life and Development) <a href="mailto:rgillus@centralstate.edu">rgillus@centralstate.edu</a></td>
</tr>
<tr>
<td>Residence Life</td>
<td></td>
<td>Foundation II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Activities/Events</td>
<td>Student Activities, IOC (Inter-Organizational Council), Student Affairs Bus Trips, Freshman Academy, Homecoming &amp; Coronation, Student Government Association, The Lionel H. Newsom Student Leadership Institute</td>
<td>Ward Center, 1st Floor</td>
<td>Extension: 6414/6376</td>
<td>Cassandra Krah (Coordinator of Student Life and Development) <a href="mailto:ckrah@centralstate.edu">ckrah@centralstate.edu</a></td>
</tr>
<tr>
<td>Transportation/ Game Room</td>
<td>Transportation to Dayton Airport, Greyhound- Dayton, Local Shopping and Appointments, Operation of the Ward Center Student Game Room</td>
<td>Ward Center, 1st Floor</td>
<td>Extension: 6449/6376</td>
<td>Kenneth Goodrum (Coordinator of Student Life and Development) <a href="mailto:kgoodrum@centralstate.edu">kgoodrum@centralstate.edu</a></td>
</tr>
<tr>
<td>Student Affairs Administrative Staff</td>
<td>VP / DOIS Assistant, Judicial Affairs, Processing, Work-Study Supervisor, Office Protocol</td>
<td>Ward Center, 2nd Floor</td>
<td>Extension: 6387</td>
<td>DeBora Duckett (Student Affairs Administrative Assistant) <a href="mailto:dduckett@centralstate.edu">dduckett@centralstate.edu</a></td>
</tr>
<tr>
<td>Student Affairs Administrative Staff</td>
<td>Student Affairs Budget Processor/ Input-Output, Student Life Event Processor</td>
<td>Ward Center, 1st Floor</td>
<td>Extension: 6140</td>
<td>Sherri Boffman (Student Affairs Budget Assistant) <a href="mailto:sboffman@centralstate.edu">sboffman@centralstate.edu</a></td>
</tr>
<tr>
<td>Police and Safety</td>
<td></td>
<td></td>
<td>Extension: 6368</td>
<td>Chief Anthony Pettiford (Director of Campus Safety and Chief of Police) <a href="mailto:apettiford@centralstate.edu">apettiford@centralstate.edu</a></td>
</tr>
</tbody>
</table>

Central State University  
Student Affairs and Enrollment Management Quick Reference Guide  

Jerryl Briggs, Sr., Ed.D., Vice President for SAEM  
Ward Center, 2nd Floor; Extension: 6387  
Pg. 1
<table>
<thead>
<tr>
<th>Department</th>
<th>Area/Topic</th>
<th>Location</th>
<th>Telephone/Fax</th>
<th>Contact/Email</th>
</tr>
</thead>
</table>
| Dean of Enrollment Management  | Oversees Financial Aid and Admissions Department    | Ward Center, 2nd Floor    | Extension: 6218        | Phyllis Jeffers-Coly  
                              |                                                     |                           |                                                      | pcoly@centralstate.edu |
| Admissions                     | Recruitment, College Preview Day,                   | Ward Center, Ground Floor | Extension: 6348/6083   | Robin Rucker  
                              | Open House, Presidential Receptions,               |                           | 1-800-388-2781/6648     | Director of Admissions  
                              | Seal the Deal Events                              |                           |                                                      | rrucker@centralstate.edu |
|                               |                                                     |                           |                        | Steven Peterson  
                              |                                                     |                           |                                                      | Assistant Director of Admissions  
                              |                                                     |                           |                                                      | speterson1@centralstate.edu |
|                               |                                                     |                           |                        | Wanda Canales  
                              |                                                     |                           |                                                      | Senior Diversity Admissions Officer  
                              |                                                     |                           |                                                      | wcanales@centralstate.edu |
| Financial Aid                  | All areas under Financial Aid                       | Ward Center, Ground Floor | Extension: 6579        | Sonya Slomba  
                              |                                                     |                           |                                                      | Director of Financial Aid  
                              |                                                     |                           |                                                      | sslomba@centralstate.edu |
|                               |                                                     |                           |                        | Laverne Wallace  
                              |                                                     |                           |                                                      | Assistant Director of Financial Aid  
                              |                                                     |                           |                                                      | lwallace@centralstate.edu |
| Marketing                      | Enrollment Management Marketing, Campus Tours       | Ward Center, Ground Floor | Extension: 6483        | Brandon Davis  
                              |                                                     |                           |                                                      | Marketing Coordinator  
<pre><code>                          |                                                     |                           |                                                      | bdavis@centralstate.edu |
</code></pre>
<table>
<thead>
<tr>
<th>EVENT</th>
<th>LOCATION</th>
<th>WHEN</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester - August</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Leadership/Greek Affairs/Residence Life Training</td>
<td>Campus wide</td>
<td>Pre-Freshmen Academy</td>
</tr>
<tr>
<td>Freshman Academy</td>
<td>Campus wide</td>
<td>2nd week</td>
</tr>
<tr>
<td>Welcome Week</td>
<td>Campus wide</td>
<td>1st week of classes</td>
</tr>
<tr>
<td>Welcome Week (SGA) Ice Breaker</td>
<td>Beacom-Lewis Gym</td>
<td>Saturday - 1st week of classes</td>
</tr>
<tr>
<td>Career Srvs Center - Workstudy Job Fair</td>
<td>Ward Center Ballroom</td>
<td>2nd week of classes</td>
</tr>
<tr>
<td><strong>Fall Semester - September</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Homecoming King/Queen applications available</td>
<td>SGA Office</td>
<td>Wednesday after Labor Day</td>
</tr>
<tr>
<td>SGA Installation Services</td>
<td>Robeson Auditorium</td>
<td>2nd Tuesday</td>
</tr>
<tr>
<td>Presidential Election</td>
<td>Off-campus</td>
<td>2nd Tuesday</td>
</tr>
<tr>
<td>Miss HBCU Queen Pageant</td>
<td>Atlanta, Georgia</td>
<td>Last weekend</td>
</tr>
<tr>
<td><strong>Fall Semester – October Homecoming</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Homecoming</td>
<td>Campus Wide</td>
<td>First Week</td>
</tr>
<tr>
<td>Gospel Concert</td>
<td>Robeson Auditorium</td>
<td>Wednesday of Homecoming week</td>
</tr>
<tr>
<td>Coronation</td>
<td>Robeson Auditorium</td>
<td>Thursday of Homecoming week</td>
</tr>
<tr>
<td>Vendors Fair Day #1</td>
<td>Beacom-Lewis Parking Lot</td>
<td>Friday of Homecoming week</td>
</tr>
<tr>
<td>SGA Party #1</td>
<td>Beacom-Lewis Gymnasium</td>
<td>Friday of Homecoming week</td>
</tr>
<tr>
<td>Vendors Fair Day #2</td>
<td>Beacom-Lewis Parking Lot</td>
<td>Friday of Homecoming week</td>
</tr>
<tr>
<td>Parade</td>
<td>Campus Wide</td>
<td>Saturday of Homecoming week</td>
</tr>
<tr>
<td>Marauder Football Game</td>
<td>McPherson Stadium</td>
<td>Saturday of Homecoming week</td>
</tr>
<tr>
<td>Step-Show</td>
<td>Beacom-Lewis Gymnasium</td>
<td>Saturday of Homecoming week</td>
</tr>
<tr>
<td>SGA Party #2</td>
<td>Beacom-Lewis Gymnasium</td>
<td>Saturday of Homecoming week</td>
</tr>
<tr>
<td><strong>Fall Semester – October Career Services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career Services Center - Career Fair</td>
<td>Beacom-Lewis/Walker Gyms/Ballroom</td>
<td>3rd Wednesday</td>
</tr>
<tr>
<td><strong>Fall Semester- November Enrollment Management</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Preview Day</td>
<td>TBD</td>
<td>2nd Saturday (Nov.10)</td>
</tr>
</tbody>
</table>
## Student Affairs Events - Spring 2013

Look at University Calendar on [www.centralstate.edu](http://www.centralstate.edu) for exact dates

<table>
<thead>
<tr>
<th>EVENT</th>
<th>LOCATION</th>
<th>WHEN</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spring Semester - January</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Welcome Week</td>
<td>Campus wide</td>
<td>1st week of classes</td>
</tr>
<tr>
<td>SGA/Royal Court applications available</td>
<td>Campus wide</td>
<td>1st week of classes</td>
</tr>
<tr>
<td><strong>Spring Semester - February</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SGA/Royal Court applications due</td>
<td>Student Leadership and Development</td>
<td>1st week</td>
</tr>
<tr>
<td>SGA/Royal Court interviews</td>
<td>Student Leadership and Development</td>
<td>2nd week</td>
</tr>
<tr>
<td>Mr. HBCU Kings’ Leadership Conference and Pageant</td>
<td>Jefferson City, MO</td>
<td>3rd week</td>
</tr>
<tr>
<td><strong>Spring Semester – March</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Orientation Ambassador Process</td>
<td>Campus wide</td>
<td>Last week of March</td>
</tr>
<tr>
<td><strong>Spring Semester – April Spring Fest</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campaign Platforms</td>
<td>Robeson Auditorium</td>
<td>Week before Spring Fest</td>
</tr>
<tr>
<td>Mr. and Miss CSU Pageant</td>
<td>Robeson Auditorium</td>
<td>Tuesday of Spring Fest</td>
</tr>
<tr>
<td>SGA/Royal Court Elections</td>
<td>Ward Center Cyber Café</td>
<td>Wednesday of Spring Fest</td>
</tr>
<tr>
<td>Mr. and Miss CSU Reception</td>
<td>College of Education Rotunda</td>
<td>Friday of Spring Fest</td>
</tr>
<tr>
<td>Vendor’s Fair #1</td>
<td>Beacom-Lewis Parking Lot</td>
<td>Friday of Spring</td>
</tr>
<tr>
<td>SGA Party #1</td>
<td>Beacom-Lewis Gymnasium</td>
<td>Friday of Spring Fest</td>
</tr>
<tr>
<td>Football Game</td>
<td>McPherson Stadium</td>
<td>Saturday of Spring Fest</td>
</tr>
<tr>
<td>Vendor’s Fair #2</td>
<td>Beacom-Lewis Parking Lot</td>
<td>Saturday of Spring Fest</td>
</tr>
<tr>
<td>SGA Party #2 (Meltdown)</td>
<td>Beacom-Lewis Gymnasium</td>
<td>Saturday of Spring Fest</td>
</tr>
<tr>
<td><strong>Spring Semester – April Student Leadership</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Student Leader Orientation</td>
<td>Student Leadership and Development</td>
<td>Monday following Spring Fest</td>
</tr>
</tbody>
</table>

**Pg. 4**
Dean of Students and the Code of Conduct

Anticipated Questions/Answers

1. **What is the role of the Dean of Students?**
   - Dean of Students serves as the Student Ombudsman and assist students in resolving their issues, complaints, and/or concerns.
   - Dean of Students enforces the Academic Behavior Code and the Code of Student Conduct.

2. **How can I find out more about the Student Code of Conduct?**
   Every student will be provided with a Student Handbook. Make sure you read your handbook so that you can familiarize yourself with the rules and regulations of the University including our Zero Tolerance Policy and the actions that will be taken if you violate the Code of Student Conduct.

3. **What happens if I violate the Code of Student Conduct?**
   Students who violate the Code of Student Conduct must appear before the Judicial Board. Students found responsible for violations may be suspended (interim, temporary, permanent, expulsion) and/or may be required to adhere to imposed sanctions including but not limited to: disciplinary warning/reprimand, community service, restitution, disciplinary probation, etc.

3. **What are some of the reasons that I should visit the Dean’s Office?**
   - To obtain an excuse for extended class absences
   - To obtain resolution to complaints, issues or concerns with other University departments
   - To report an incident involving another student, faculty or staff member

Contact Person(s)

- **Rita Myers**
  Dean of Students * 6387

- **Williams Murray**
  Judicial Affairs * 6567

- **Justyn Fry**
  Associate Coordinator * 6694
Frequently Asked Questions/Answers

1. When do you place me where I will work?
   We do not place students into a position on or off campus.
   We are excited to help you find employment options via our fairs and online resources.
   We are here to help you prepare for your opportunity, so call to schedule an appointment! 937-376-6383

2. How do I find a job, internship or co-op?
   Attend our workshops focused on educating students about the process and opportunities.
   Attend the specific events scheduled to connect you to employers.
   Major events occur four times during the academic year.
   Professional development workshops and seminars occur monthly.

3. The economy is bad in Ohio, are there really any jobs available?
   Yes! Please come into our office to discuss your opportunities! Currently, our region has over 188,933 jobs!
   We will review and assist in creating your resume. We provide mock interviews with staff, alumni and employers.
   You can walk in without an appoint on Friday from 1:00 PM- 4:00 PM

4. When are the Major Events?
   We provide an On Campus Job Fair in August, a Career Fair in October, a Graduate School Fair in November.
   We provide an Internship Fair in January.

5. Do companies come on campus to interview and work with students?
   Yes. We work with local, regional, and national corporations to employ our students.
Health Services

Anticipated Questions/Answers

1. Do I have to pay the Student Health Fee if I already have other insurance?
   Yes. All Full-time students at CSU are required to pay the Student Health Fee. The Student Health Fee pays for all visits to the Student Health Center (SHC), including everything done in the SHC and any referrals from the SHC to other health providers.

2. What do I do if I get a bill from a health care provider (doctor or hospital)?
   Please bring all bills from health care providers to Mrs. Crosswhite at the Student Health Center. She will help students to deal with these bills properly. DO NOT disregard these bills and assume they will be taken care of by someone else. Not taking care of these bills may affect the credit rating of the student.

3. Do I need a referral to see a physician outside the SHC?
   Yes. The SHC can handle most medical problems. If they cannot handle the problem, they will make arrangements for the student to see another physician specialist who can handle the problem.

4. What if I have a medical emergency?
   For all medical emergencies the student should go to Greene Memorial Hospital for emergent care. Call 911 for ambulance.

5. When is the Student Health Center open?
   The SHC is open Monday-Friday from 8:00 AM until 5:00 PM. Please Call 937-376-6134 for appointment or with any health related questions.

Contact Person(s)

Dr. Karen Mathews
Executive Director *6076

Anita Crosswhite
Administrative Assistant *6075

Terri Huff
Nurse Practitioner *6077

Emiliana Smith
Medical Assistant *6078

LaJenea Diagne
Medical Assistant *6552
Counseling Services

Anticipated Questions/Answers

1. Is a counselor available to see a student now?
   **YES.** Counselors are available from 8:00 a.m. until 5:00 p.m., and will see students after office hours when requested. Appointments are encouraged but walk-ins are welcome.

2. What time can a student come in for counseling?
   **YES.** From 8:00 a.m. until 5:00 p.m., and after office hours when requested.

3. Can we help with finances?
   **NO.** Counseling Services will assist students in locating Internet Resources that have numerous websites for scholarship; students are referred to CSU Alumni Foundation as well, but generally referred to the Financial Aid office for their assistance.

4. Can we contact an instructor?
   **YES.** Staff is very willing to meet with any instructor but more generally, this meeting should be involve the instructor and the student.

5. Can we help with time management and motivation?
   **YES.** Much of counseling intervention addresses student’s academic progress. Where there may be any academic difficulties, time management becomes a focus of discussion during the counseling session.
Disability Services

Anticipated Questions/Answers

1. What services are available to assist with my disability?
   • Available office hours from 9:00 a.m. until 6:00 p.m.
   • Intake interviews and explanation of available services
   • Provided with a Disability Services Manual
   • A review of student’s registration of classes and instructors
   • Letters of Accommodations that may include: extra quiz, exam or test times, test in least restrictive environment (quiet) doing test, proctor, note takers, tape recording, special seating arrangement
   • Meetings with instructor and student
   • Advocate for student
   • Referrals to other campus learning resources
   • Support group meetings

2. Can I get a tutor for my classes?
   YES. Students are referred to Student Support Services to acquire tutors.

3. Can I get letters of accommodation to give to my teachers?
   YES. Students are provided letters of accommodations per their request. The letters are generally ready on that same day or on the following day of the request.

4. Can we contact the instructors for them?
   YES. But first, each student is required to meet with his or her instructor to discuss the conditions of accommodation and to get an understanding of expectations from that instructor. However, staff will contact the instructor when there is a need to discuss any kind of problem.

5. If I drop a class will it affect my financial aid?
   This is possible. This is a question that is referred to the financial aid office. This question must be answered specifically for the individual student. We assist the student in making contact with financial aid if they have difficulties making contact with them.
Student Life and Development (Leadership)

Anticipated Questions/Answers

1. What are the available student leadership opportunities that students can participate in?
   - Student Government Association
   - Class Councils (Freshmen, Sophomore, Junior, Senior)
   - Mr. and Miss Central State University and the Royal Court
   - Student Orientation Ambassadors
   - Over 50 Student Organizations

2. What are the requirements to be a student leader?
   The eligibility requirements vary for each position. But the standard requirement for all student leaders include:
   - Must be in good financial, academic, and judicial standing with the University
   - Must be enrolled full-time at Central State University
   - For most positions you must have a cumulative G.P.A. of 2.50 or above

3. How do I get involved in student leadership opportunities?
   Interested students should attend one of the informational sessions that are generally held at the beginning of the fall and spring semesters. You may also stop by the Student Life & Development Office located in the Student Affairs Suite on the 1st floor of the Ward Student Center to obtain additional information.

4. How do I start a new student organization?
   To start a new student organization, the student must submit an Inter-Organizational Council, Inc application packet, submit a copy of the proposed Constitution and/or Bylaws, obtain a minimum of four members (the Executive Board) with at least a 2.0 cumulative grade point average, and two Advisors.
   Additional information can be found in the Student Handbook and in the Office of Student Life and Development.
Anticipated Questions/Answers

1. **What National Pan Hellenic Council Fraternities and Sororities are active at CSU?**
   - Alpha Phi Alpha Fraternity, Inc.
   - Iota Phi Theta Fraternity, Inc.
   - Kappa Alpha Psi Fraternity, Inc.
   - Omega Psi Phi Fraternity, Inc.
   - Phi Beta Sigma Fraternity, Inc.
   - Alpha Kappa Alpha Sorority, Inc.
   - Delta Sigma Theta Sorority, Inc.
   - Sigma Gamma Rho Sorority, Inc.

2. **How can I find out the requirements and more information if I am interested in joining a fraternity or sorority?**
   Students interested in joining a fraternity or sorority must attend the mandatory information session (Greek Life 101) sponsored by the Office of Greek Affairs that is held at the beginning of the fall and spring term. Students must also attend the respective organization’s Informational/Rush.

3. **What are the qualifications to join a fraternity or sorority?**
   Students must have obtained at least 30 credit hours (12 of which must have been earned at CSU) and be enrolled full-time. Students must have a cumulative GPA of 2.50 or above at time of application. However, some national organizations may require a higher GPA for membership. Students must also be in good financial standing with the University and have no judicial violations.

4. **What is the cost associated with becoming a member of a Fraternity or Sorority?**
   The national headquarters of each fraternity and sorority determines the membership fees and semester, monthly and/or annual dues. Therefore cost associated with each fraternity or sorority varies.

5. **What is Hazing and does CSU have an anti-hazing policy?**
   Hazing is defined as an abusive, often humiliating form of initiation into or affiliation with a group including any action taken or situation created that recklessly or intentionally endangers the mental or physical health of another. Central State University prohibits hazing by campus groups, organizations, and/or individuals. Students may refer to the Student Handbook for more examples of hazing and how to report suspected actions of hazing.

**Contact Person(s)**

William Murray
Coordinator *6567
Anticipated Questions/Answers

1. What Student Activities are offered at the University?
   Central State University offers a variety of activities throughout the academic year which are a combination of social, cultural, and educational activities. The activities include off-campus excursions, cultural events, Pool Parties, Movie Nights, Fashion Shows, Pageants, Concerts, Comedy Shows, Open Mic Nights, a Chill Spot Recreation Room, Greek Step Shows, and a host of other activities.

2. What are the traditional events throughout the academic year?
   The traditional events that are hosted include:
   - Welcome Week (the first week of the Fall and Spring semesters)
   - Homecoming Festivities
   - Royal and Court Coronation
   - Spring Fest
   - Mr. and Miss Central State University Pageant
   - Mr. and Miss Bronze Pageant

3. What students are able to participate in these activities?
   The activities sponsored by the Office of Student Life and Development are open to all students enrolled at Central State University. Some of the activities are also open to the students of our sister institution, Wilberforce University.

4. Are students able to host activities and events on campus?
   In order to host activities and events on campus you must be a member of a chartered student organization.

5. If I have an idea for an activity, who do I need to speak with?
   Students who have ideas or suggestions for a particular event or activity may consult with the Activities Senator of the SGA or the Office of Student Life and Development.
Interfaith Campus Ministries

Anticipated Questions/Answers

1. Why do I need to be part of a religious group at college?
   It is essential to have a foundation in something other than fraternities and social groups. Interfaith strives to provide individuals with answers to questions dealing with dating, sex, drugs and alcohol, and relationship issues with a practical and spiritual approach. We address issues of peer pressure and other issues that cause stress when young people are away from home attempting to integrate into the campus community.

2. Do I have to be Baptist to participate?
   No, you do not. As a matter of fact, there is no denomination requirement at Interfaith. We try to address the concerns of all religious traditions while encouraging respect and tolerance for every faith regardless of whom they might be.

3. What does it cost? What can I expect to pay?
   There are no dues or membership. Everyone is welcomed to attend and be a part of all activities.

4. What does your ministry believe? Are there doctrinal requirements to participate?
   Because Interfaith Campus Ministry seeks to provide a welcoming environment for all students, regardless of their background or the current point in their spiritual journey, we do not impose any beliefs or require any particular doctrinal stances as a condition of participation. In fact, one of our hopes is that students involved in Interfaith will examine their beliefs (even their strongly held, orthodox ones) as a part of their own faith development. Of course, this does not mean that we lack convictions. In particular, our ministry places great value in certain beliefs that have been a core part of the Christian faith in particular throughout history.

5. What does the campus minister do?
   The campus minister's primary role is to care for the students of the school. This can take many forms, depending on the need. Campus ministers offer supportive guidance and counseling. They engage students in dialogue about their faith and try to offer perspective as individuals continue on their spiritual journey. Of course, the campus minister also guides the work of all ministry programs, partnering with student leaders who coordinate the program's ongoing activities.

Contact Person(s)

Rev. Brandon Bigelow
Assoc. Coordinator *6566

Rev. Kima Cunningham *6566
Residence Life

Anticipated Questions/Answers

1. What fees are associated with applying for housing?
   $195...$60 is a non-refundable housing application fee and $135 is the refundable key deposit.

2. How do I find out what my room assignment/roommate/housing charges are?
   All of this information can be found in the MyHousing section of MyCSU.

3. Can I change my room assignment/roommate?
   You can apply to move the second week of each semester by completing a Space Change Form.

4. Can I move in/move out sooner/later than the posted date?
   We strongly encourage students to inhabit/vacate the residence halls on the posted dates. Special arrangements should be discussed with the student’s Hall Coordinator.

5. How do I become a Residence Advisor?
   The RA selection process begins in November. It includes an application and interview and each candidate must have a 2.70 GPA at the time of application. Applications can be obtained online during the application process.
Transportation

Anticipated Questions/Answers

1. What destinations will the van take me to?
   The van will take you to the Dayton Airport, Dayton Greyhound, various establishments in Xenia
   including Wal-Mart, the bank and the grocery store. The van will also take you to your doctor’s
   appointments, dentist’s appointments and any other health needs that you may have.

2. Where can I sign up to be taken on a run?
   The Transportation office is located on the first floor of the Norman E. Ward Student Union. Extension
   *6449.

3. How do I become a transportation driver?
   To be a van driver, you must be eligible for work/study funds. You must have a valid driver’s license with
   minimal points and you must complete the Central State Transportation course. Please see the
   Transportation Coordinator for more information.

4. I don’t use the University Transportation can I remove that charge from my fee bill?
   The Transportation charge that appears on your Financial Aid Award Letter is the average cost a student
   may incur throughout the semester to go back and forth from home to campus. This does not include
   van shuttle service which is provided by the University at no additional charge.

5. I have a driver’s license. Can I borrow the University van to run my errands?
   Only students authorized by the University may drive the van and only on runs scheduled by the
   Transportation Coordinator.

Contact Person(s)

Kenneth Goodrum
Transportation Coordinator * 6449
Anticipated Questions/Answers

Handle Your Business Campaign
1) What is Handle Your Business?
   A campaign designed to foster student awareness of the enrollment process and to increase the number who register in a timely fashion.

2) When is HYB Day/Week this year?
   HYB Day and Advising Week are held in November and April each year. HYB Nights are also held at the Dayton location.

3) Where can students obtaining their Continuing Student Checklist and other HYB resources?
   centralstate.edu/hyb

Student Orientation
New Student Orientations are held each semester for incoming students. Fall NSOs are held in June and July of each year and Spring Semester NSOs are held in December and January. Students can visit MyCSU and the website for dates and to RSVP.

Contact Person(s)
Phyllis Jeffers-Coly
Dean of Enrollment Management
*6218

Brandon Davis
Marketing Assistant/Campus Tour Coordinator*6498
Admissions

Anticipated Questions/Answers

1. How do I apply for Admission to Central State University?
   a) Potential students may apply at [http://www.centralstate.edu/prospects/admissions/apply.php](http://www.centralstate.edu/prospects/admissions/apply.php)

2. How will I know the status of my application?
   a) Allow 5 business days processing time. You can view the status of your application online. Login and go to the Application Menu page. You will be notified by regular mail once you have been admitted.

3. How soon after applying can I register for classes?
   a) Generally, allow 5 business days for your application to be processed. You will be notified by regular mail when you've been accepted.

4. I changed my mind about my field of study after submitting my application and also gave the wrong telephone number. What should I do?
   a) Do not submit another application. After your application has been processed, contact the Office of Admissions to correct your information. After you receive your CSU ID number you can use the MYCSU system to view and update your information.

http://www.centralstate.edu/prospects/index.php
Financial Aid

Anticipated Questions/Answers

1. **What do I need to do to apply for Financial Aid?**
   a) The Free Application for Federal Student Aid (FAFSA) must be completed at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) each academic year in order for the Financial Aid Office to determine a student’s aid eligibility. In order to complete the FAFSA the following items are needed:
      * Student/Parent Social Security Number
      * Student/Parent FAFSA pin number*
      * 2011 Federal Tax Return (If filed)
   * NOTE: If a student and/or parent needs to apply or request a duplicate pin, you may visit [www.pin.ed.gov](http://www.pin.ed.gov)

2. **What are common documents that must be submitted for the verification process?**
   a) The verification process can be different for each student. Common documents that must be submitted for verification include:
      * Verification Worksheet- (This document can be obtained at [www.centralstate.edu/financial aid](http://www.centralstate.edu/financial aid))
      * Parent and Student’s Tax Transcript. (This document can be obtained by contacting the IRS.)

3. **How do I find out who my Financial Aid Advisor is?**
   a) Students are not assigned specific Financial Aid Advisors and can see any Financial Aid Officer during Customer Service hours.

[www.centralstate.edu/financialaid](http://www.centralstate.edu/financialaid)
Department of Public Safety

Anticipated Questions/Answers

1. What are the Crime statistics for the University?

2. What do I do if I am a victim of a Theft?
   a) To report a theft you will need to contact Central Communications at 937.376.5111, but if this is an emergency you are to dial 911, an Officer will respond to your location.

3. Do you have a notification system?
   a) YES, the notification system is called Leader Alert. All students are encouraged to sign up for Leader Alert, you will be updated on all campus Public Safety emergency notices and severe weather updates. You can register at [https://leaderphone.com/leader](https://leaderphone.com/leader). The University is also tied in with the Greene County weather notification system, in the event of severe weather the siren will go off on campus. If this occurs all students and facility are to take cover immediately.

4. How do I obtain a parking permit?
   a) Pay $50 to cash management then bring your receipt, drivers license, and vehicle registration to public safety (Simpson Hall)

5. Are cameras used on campus?
   a) YES, all dorms have installed CCTV cameras.