

New Freshman Student Checklist

This checklist is a guide to completing registration at Chicago State University

Questions? Call: **773-995-2513** | Email: ug-admissions@csu.edu

Academic Year 20 _____ Fall Spring Summer Classes Begin: _____

STEP 1: CLAIM YOUR ACCOUNT

The instructions for this were sent to you in an email with the subject: "Your Chicago State University Admissions Decision." Claim your account here: https://www.csu.edu/itd/nw_claim_account.htm
Gwendolyn Brooks Library 1st Floor | 773-995-3963 | helpdesk@csu.edu

STEP 2: SUBMIT YOUR FAFSA

If you intend to use Financial Aid to pay for classes, please complete the Free Application for Federal Student Aid (FAFSA) as soon as possible. This process may take up to six weeks.

Visit: <https://studentaid.gov>

Please note: if you are not applying for financial aid to pay for coursework, you must set up a payment plan or pay in full.

STEP 3: SIGN UP FOR YOUR PLACEMENT EXAM

All new Freshman are required to complete the placement exams in Math and English. This is to place you into the most appropriate English and Math class. Schedule your exam here:

https://www.csu.edu/examinations/scheduling_exam.htm

If you have AP/IB or CLEP Scores to submit, please contact College Board to have your score report sent to us!

STEP 4: MEET WITH YOUR ADVISOR

Students must meet with their Academic Advisor to discuss placement results, their degree plan, and learn how to register for classes. During the advising meeting, students will be provided with their Registration Advising PIN so they may be able to enroll via self-service through CSU X-Press:

<https://www.csu.edu/csuxpress.htm>

STEP 5: PAY YOUR TUITION & FEES

If you applied for Financial Aid, be sure to accept your Financial Aid award. If you do not receive Financial Aid, you must visit the Cashier's Office to pay for your classes or set up a payment plan.

Cook Administration Building, ADM 211 | 773-995-2029 | cashier@csu.edu

STEP 6: PURCHASE TEXTBOOKS

Students can purchase materials through our online bookstore at: <https://www.csu.edu/dosa/booksandgear/>

STEP 7: OBTAIN YOUR STUDENT ID

You can receive your student ID from ITD on the 1st floor of the Gwendolyn Brooks Library. You can also email them at: IDservices@csu.edu

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STEP 8: SUBMIT YOUR IMMUNIZATION RECORDS

It's an Illinois state law for students to submit their Immunization records. You can submit these via email or stop by our Health & Wellness Center for support in-person. ADM 131 | 773-995-2010 | wellness@csu.edu

Note: Illinois high school health records are acceptable.

STEP 9: PAY FOR A PARKING PASS (OPTIONAL)

For on-campus classes, we recommend purchasing a parking pass. This can be done at the Cashier's Office or online: <https://www.csu.edu/campus/parking.htm>

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Questions? We're here to help! **773-995-2513**. For the online admitted student checklist visit:

https://www.csu.edu/admissions/admitted_students.htm



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