

urban affairs

Insider



spring 2008

office of student services, maxine goodman levin college of urban affairs office of student services, maxine goodman levin college of urban affairs office of student services, maxine goodman levin college of urban affairs

Registration for Spring 2008

Web Registration Instructions

Web Registration is available through the “CampusNet To Online Services” link from the CSU Homepage. You can log into this service using your CSU ID and your personal CampusNet password. By using these pages you can view the online course schedule, add courses to your schedule, drop courses, and print your schedule. Use the help screens for any assistance you need with these web pages.

Basic Instructions

You will need to use your CSU ID number and the appropriate password to use CampusNet. Please have these available before you begin your registration session. The system is open Sunday 10:00 p.m. - Friday 8:00 p.m. and Saturday 8:00 p.m. - 6:00 p.m.

CSU ID Number

Your CSU ID number is the seven-digit number that appears on your worksheet and/or other paperwork from the university. If you do not know your number, you must come to the University Registrar’s office (UC 400) with a picture ID so that the number can be given to you. This information will not be given out over the phone.

CampusNet Password

You should have received a letter notifying you of your CampusNet password. This is the password that you use to log into the CampusNet pages. You can use those pages to view personal information, grades, and transcripts and to add and drop classes from your registration schedule. If you do not know this password, call (216) 687-5050 for assistance.

Error Messages

Students attempting to register for classes through CampusNet may receive an error message about their status or about the status of the course. Students may receive error messages if they are on academic probation, if they were admitted provisionally, if they have an unpaid balance, if the class is full, or if they do not meet the prerequisites for the class. Non-degree graduate students cannot register on their own, and PhD students need permission to register for classes.

Unpaid balances must be taken care of before registration. For all other error messages:

Undergraduates should contact Debbie Brown (debbie@urban.csuohio.edu)

Master’s students should contact Joan Demko (joand@urban.csuohio.edu)

PhD students should contact Rachel Singer (rachel@urban.csuohio.edu)

Levin College PhD students need to register through Rachel Singer. Prior to registration, they should consult their faculty advisor to decide which courses to take in spring 2008. Students may then stop by and register in person or email their request to Rachel@urban.csuohio.edu. Please remember to include your ID number in your email. Students who are continuing enrollment in research or dissertation hours don’t need advisor approval for registration, but they do need to let her know how many credit hours they would like to sign up for.

Non-degree students must meet with the graduate advisor before being permitted to register for any College of Urban Affairs classes. During this meeting, students will fill out the statement of intent form and go over the curriculum of the student’s intended program. Non-degree students are limited to core classes and must completed PAD/PDD/UST 601 as one of the four courses. 601 must be completed as an admissions requirement into the MPA, MUPDD, MUSUS, and MAES programs. Taking the 501 Assessment before registration greatly expedites the registration process. Katherine Segrue is available to give the 501 Assessment on Mondays from 11:00-12:00 Wednesdays from 11:00-12:00 and 4:00-5:45, and Fridays from 8:30-9:30 a.m. No appointment is necessary. Please contact her to set up a more convenient appointment time at: ksegrue@urban.csuohio.edu or (216) 523-7574.

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Registration for Spring 2008 (continued)

Graduate Student Appointment Information

Please contact Joan Demko at joand@urban.csuohio.edu or at (216) 523-7522 to schedule an appointment. Please provide your student ID number and speak slowly and clearly so your message and telephone number can be understood. Joan has an open door policy for appointments.

Graduation Procedures

All students are required to complete a graduation application well in advance of their projected graduation date. If you plan to graduate in December 2007 OR in May 2008, you should already have submitted your graduation application and graduation fee. Please note that MPA students who want to register for the PAD 692 Capstone must have turned in their application for graduation before they can register for the Capstone course.

The \$25 application fee does not include the cap and gown fee for commencement (cap and gown can be purchased at the university bookstore). The application fee must be paid at the Bursar's Office, UC 460. Bring the receipt and your completed application to Campus 411. Undergraduate applications without a receipt and an advisor's signature under College Comments will not be accepted.

Undergraduate students can pick up application forms from their college advising offices and should contact the office for assistance in completing the graduation application. Completed application forms must have the college advisor's signature under the "College Comments" section. Graduate students must have degree-seeking status to be able to file their application. Graduate students are reminded of the regulation that states that a student must be registered in the Graduate College during the semester in which s/he plans to graduate. This rule applies to a student working on the removal of an Incomplete or Not Reported grade from a previous semester since the date of graduation will be at the end of the semester in which the instructor turns the grade into the Office of the University Registrar.

Students can access more program information at the following locations:

MPA <http://urban.csuohio.edu/academics/mpa.shtml>

MUPDD <http://urban.csuohio.edu/academics/mupdd.shtml>

MSUS <http://urban.csuohio.edu/academics/msus.shtml>

MAES http://urban.csuohio.edu/academics/ma_envr_studies.shtml

MNAL <http://urban.csuohio.edu/academics/mnal.shtml>

Scholarships & Internships

The Office of Student Services is now accepting scholarship applications for fall semester 2008. If you are a graduate or undergraduate student who has been accepted into the Levin College, be sure to stop by the reception area outside room UR 205 to pick up your application. After completing the application, check off the scholarships for which you qualify on the back of the form. Please also complete the Levin College financial aid form. Return both forms to Rose Cutler, UR 228, by March 31, 2008.

Scholarship information and forms are also available via the college website at: http://urban.csuohio.edu/students/financing.shtml#Scholarships_and_Fellowships

Graduate Assistant applications are due March 1, 2008. The application form is on the Levin College website under "Student Services." Applicants should resume and a writing sample (as a Word or RTF attachment) to Fran Hunter, Coordinator, Graduate Assistantships and Internships.

Her email is: fran@urban.csuohio.edu. For questions that aren't answered on the Levin College website, call (216) 687-2388.

Spring 2008 Special Course Offerings

Columbus Seminar, UST 474/574/PAD 574

Dr. Vera Vogelsang-Coombs. Meets over Spring Break in Columbus. A great opportunity to experience state government and politics! Application deadline is Nov. 26, 2007. Information and application are on the web at <http://urban.csuohio.edu/academics/columbusseminar.pdf>.

Regional Issues & Planning, PDD/UST 577/UST 477

Dr. Sugie Lee. Meets Mondays 6-9:50 p.m. Explores the effects of sprawl on city and hinterland and explores the possibility of regional cooperation without regional government. Get the flyer at http://urban.csuohio.edu/syllabi/spring08/ust477_flyer.pdf

Energy Policy, UST 493-50/UST 593-50

David Whitehead. Meets Tuesdays 6-9:50 p.m. The nature of the joint decision making process related to a range of energy issues and challenges. Get the flyer at http://urban.csuohio.edu/syllabi/spring08/ust493_flyer.pdf

Managing Volunteers, UST 494/PAD/PDD/UST 594

Dr. Jeff Brudney (Albert A. Levin Chair of Urban Studies and Public Service) Meets Spring Break, March 10-14 from 9 a.m – 6 p.m., plus March 3 3-5 and May 2 from 9 a.m. – 6 p.m. The vital role of volunteers in nonprofit organizations. Developing programs for service volunteers; duties and roles of board and committee members. Get the flyer at http://urban.csuohio.edu/syllabi/spring08/ust494_flyer.pdf

Philanthropy and the Nonprofit Sector, UST 493/NAL/PAD 593-470

Dr. Stuart Mendel and Steve Minter. Meets Jan. 9-12, Jan. 17-19, and Mar. 7-8, 8:30 a.m. – 4:30 p.m. Contact Dr. Mendel at stuart@urban.csuohio.edu for more information.

The Image and Urban Life, UST 493/593-51

Dr. Helen Liggett. Meets 6-9:50 p.m. Tuesdays. Exploration of images of the city and their meaning. Students will produce a portfolio of work.

Urban Affairs Insider is produced by the Maxine Goodman Levin College of Urban Affairs' Office of Student Services.

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