

## **Information on Registering for Special Offerings through CSU Greater Cleveland Educational Development Center**

Many programs facilitated by the GCEDC offer the opportunity for graduate credit through Cleveland State University as Special Offerings. Please review the following information about obtaining credit.

**Residency:** To take advantage of the special rate for these courses you **MUST** have lived continuously in Ohio for the last 12 months.

**Grades:** Grades are based on attendance/ participation, and in some cases, a project and reflection paper. **Attendance at all sessions is required.** Grades will be submitted at the end of the semester and a transcript will be available after that. See “Viewing Student Information.”

**Registration and Fees:** Register for credit by **completing all parts of the enclosed registration form and returning it to Sarah Reynolds with payment.** What is the special rate for graduate credit at CSU for this program? Check the graduate credit form for program payment information. Registrations are due with payment on the final day of the program. Please mail the registration form and payment to GCEDC, Cleveland State University, 2121 Euclid Ave. CE 300, Cleveland, Ohio, 44115. Nancy Carnes can be reached at (216) 523-7112 if you have any questions concerning graduate credit.

**Viewing Student Information:** Through CampusNet, all students have the ability to:

- View and print out their course registration
- View and print out their class schedule
- View and print out their grades
- Print an unofficial transcript
- Order an official transcript
- View and print out their student account balance – *this along with your canceled check can serve as a receipt for the course.*
- Obtain a parking pass

To access your CampusNet information, go to <https://campusnet.csuohio.edu/index.jsp#>

The **College of Education and Human Services Advising Office** can help you determine if credits earned in Special Offerings for graduate credit can be used to meet graduate degree requirements at CSU. Call the **Advising Office at 216-687-4625**, or make an appointment with your CSU academic advisor.

**Instructor of Record:** For course content, program dates and location, and grades, contact the instructor of record.

**Dennis Kowalski** can be reached by calling (216) 523-7106 or by emailing [d.j.kowalski@csuohio.edu](mailto:d.j.kowalski@csuohio.edu).  
EDG 516 Sec 980 FA09 Expressions Program

**CLEVELAND STATE UNIVERSITY**  
**Off-Campus Graduate Admission and Enrollment Request**

**1. Personal Information**

Date \_\_\_\_\_

Name \_\_\_\_\_ CSU ID No. (if known) \_\_\_\_\_  
Last First Middle/Maiden

Social Security No. \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Phone: Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_

E-mail Address \_\_\_\_\_

Employer \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Length of residency in Ohio: from \_\_\_\_\_ to \_\_\_\_\_ Birth Date \_\_\_\_\_  Male  Female  
Month / Year Month / Year

Citizenship:  U.S.  Permanent Resident; Alien Registration No. \_\_\_\_\_  Visa; Type \_\_\_\_\_; Country \_\_\_\_\_

Race (optional):  African American  American Indian/Alaskan Native  Asian/Pacific Islander  White/Non-Hispanic  
 Hispanic  Other

**2. Admissions Information**

Have you attended CSU?  No  Yes, as a (check one):  Graduate  Undergraduate student. Last year attended \_\_\_\_\_

*List all colleges and universities attended, including Cleveland State University:*

<i>Name of College or University Attended</i>	<i>Location City State</i>	<i>Degrees Earned (List)</i>	<i>Graduation Date (Month/Year)</i>

**3. Course Registration Information: X Fall  Spring  Summer Year 2009**

<i>Course Number</i>	<i>Section</i>	<i>Credit Hours</i>	<i>Grade Type (Specify Reg. Letter Grade, P/F, or Audit)</i>
EDG 516	980	1	Letter
Expressions Program			

I certify that to the best of my knowledge the information I have given on this application is accurate and complete. I understand that any misrepresentation may be cause for denial of admission or dismissal from the University.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Deadline for registration is September 14, 2009**

**Payment Information: Payment is due at time of registration. Make checks payable to Cleveland State University. Please record your social security number on the check.**

Please send to:  
 Nancy Carnes  
 2121 Euclid Ave. CE 300  
 Cleveland, OH 44115-2214

TOTAL DUE: \$ 439.25 for one credit

----- **To be detached by the Office of Treasury Services Only** -----

Cash payments are only accepted in person at the Office of Treasury Services.

Check \$ \_\_\_\_\_ Check No. \_\_\_\_\_ Date Rec'd. \_\_\_\_\_ Staff \_\_\_\_\_

Mastercard  Visa  Discover \$ \_\_\_\_\_ Card Number \_\_\_\_\_ Exp. date \_\_\_\_\_

Student Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Cardholder Signature \_\_\_\_\_ Social Security Number \_\_\_\_\_

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List all colleges and universities attended, including Cleveland State University:

Name of College or University Attended	Location City State	Degrees Earned (List)	Graduation Date (Month/Year)

**3. Course Registration Information:**  Fall  Spring  Summer Year 2010

Course Number	Section	Credit Hours	Grade Type (Specify Reg. Letter Grade, P/F, or Audit)
EDG 516	981	1	Letter
Expressions TM math Program			

I certify that to the best of my knowledge the information I have given on this application is accurate and complete. I understand that any misrepresentation may be cause for denial of admission or dismissal from the University.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Deadline for registration is February 1, 2010**

**Payment Information: Payment is due at time of registration. Make checks payable to Cleveland State University. Please record your social security number on the check.**

Please send to:  
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