

Viking Checklist & Resource Guide



First Year Experience

Helping you Navigate Cleveland State University!

When you go on a trip or begin a journey, you pack maps, equipment, guides, etc. We have created a checklist and resource guide to help with preparing for your academic journey at Cleveland State University.

You can always come back to this page anytime you are at CSU. This is a great list of resources that will aid you throughout your entire academic journey.

Reminder: Please reach out to your Academic Advisor if you have any questions. You can find your advisor in [Starfish!](#)

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Instructions: Read each item listed below and check the box once you have read/completed it.

1) Before your first day of classes...

Have you completed the FASFA?

All students should complete a FASFA each year. Visit [Financial Aid](#) to learn more.

Send in your AP Test Scores and Transcript(s)

College Credit Plus or other college credit: Remember you must send your official college transcript (s) to CSU in order for the courses to be added to your records. You will need to send the official college transcript from the college you attended. The class listing on your high school transcript will not count as official. Please make sure to reach out to your high school guidance counselor for support sending CCP credit.

AP credits: Send the official AP scores to CSU in order for the courses to be added to your records (you can do this on your College Board account at <https://www.collegeboard.org/>). If you want to see how your scores will be counted visit: <https://www.csuohio.edu/registrar/external-test-credit>

Check Your Class Schedule

Your class schedule is available on CampusNet. Make sure that you double-check your class mode of delivery, locations, and times in case any changes occur after Orientation. Also, make sure that you coordinate your class schedule with your work schedule and other responsibilities. Contact your academic advisor if you need to change any classes.

Check your Cleveland State University email

We encourage you to [check your CSU email account](#) at least once per day. CSU and your professors will use your email account to contact you regarding important University information. Your email password is the same password you use to access your CampusNet account. Remember Cyber Security best

practices when opening or responding to emails. Phishing continues to be the number one method of scamming people. If you question the legitimacy of an email, we recommend you always err on the side of caution and contact the sender via another method of communication such as a phone number you find on their website and forward any suspicious messages to phishing@csuohio.edu.

**Create a Budget Payment Plan!**

This allows you to pay in installments rather than making an entire payment at once. Enroll in the Budget Payment Plan online via CampusNet. Call All-in-1 for more information at 216.687.5411

**Commuters: *Parking Pass***

Purchase your parking pass online via the CSU GO Parking system at csuohio.edu/parking/. For more information, call Parking Services at 216.687-2023 or via email at parking@csuohio.edu

**On Campus Students: *Housing/Residence Life***

Send in your application to live on campus. Applications are available online. For more information, call or visit [the Department of Residence Life](#) at 216.687.5196.

**Student Health Insurance**

If you do not already have health insurance, consider purchasing health insurance through CSU. You can purchase health insurance on your CampusNet account. For more information, call Health and Wellness Services at 216.687.3649.

All domestic students living on campus and all international students must have health insurance. Please visit the following for more information including how to apply for a waiver:

- Domestic On Campus Students: <https://www.csuohio.edu/health/health-insurance-information>
- International Students: <https://www.csuohio.edu/international/health-insurance-0>

**Financial Aid**

Make sure you sign and return your financial aid award letter. Students can sign their award letters online via CampusNet; click on the “Financial Aid” tab. You can access your [CampusNet](#) account. If you have questions related to financial aid, please visit: [Campus All-In-1](#) and [Financial Aid](#).

**Dining Tips & Tricks**

You can find all of the information about dining at CSU by visiting [Dining Services](#). There are locations on where you can heat up your food if you pack a lunch.

**Lift Up Vikes!**

Make sure to connect with [Lift Up Vikes \(LUV!\)](#) Food Pantry and Resource Center. They can assist with financial wellness and connection to food resources.

**Where do you find your books?**

You can buy or rent your textbooks (new and used options available) [online](#). You can reserve your textbooks at Viking Outfitters Bookstore for pick-up. Books typically cost \$300-\$500 per semester. [Watch this video to learn how to save money in purchasing books for the upcoming semester.](#)

**Do you know how to navigate Cleveland State University?**

Use our [campus map](#) to help you with navigating your campus. Be sure to check out the InnerLink that

connects a majority of our main campus buildings. It starts from the Maxine Goodman Levin College of Urban Affairs (UR) and ends at the Rec Center (RC).

Add VikingCash

VikingCash allows you to use your Viking ID card as a debit card on campus. For more information, visit the [Viking Card website](#).

U-Pass Program

U-Pass allows all main campus students to ride on all Greater Cleveland RTA buses during each academic semester. More information can be found by visiting the [U-Pass website](#). Learn more about the [Greater Cleveland RTA](#).

The Viking Creed

We welcome all students to Cleveland State! Review our campus commitment in the [Viking Creed](#) and download your own poster for your room.

2) During your first semester...

Schedule an Advising Appointment

You are expected to check in with your academic advisor between weeks 4-7 of your first semester. Your advisor will assure that your class schedule is set for your second semester and will help you stay on track.

Learn how to be a successful student!

During your first semester, it is important for you to learn what it means to be a successful student at Cleveland State University. Every student will find different approaches to help them be successful! [Success Coaching](#) is a free service offered that can help you learn how to be successful.

You are your own best advocate, so never hesitate to speak to a professor, staff member or academic advisor whenever you have a question!

Community Standards

Review your rights and responsibilities under the [Code of Student Conduct](#) and [Academic Integrity Policy](#). If you have questions or concerns about either, please email Community Standards at communitystandards@csuohio.edu.

Download Microsoft Office 365 ProPlus

All CSU students are able to download Microsoft Office 365 ProPlus for FREE. These products are helpful to have in order to complete assignments for your classes. [Visit this webpage](#) for more information on how to download and install Microsoft Office.

Sign up for your Library PIN

Your [Library PIN](#) allows you to log into your library account and access some online library resources off-campus. It's important to set this up so you can successfully complete research in your classes!

Get Involved On-Campus

Check out the many opportunities for involvement offered to you through the [Center for Student Involvement](#): student organizations, campus radio station, volunteer opportunities, leadership programs and much more! For more information about organizations and events, check out [VikesConnect](#).

**Campus Jobs**

Campus jobs are a great way for you to earn money and get real world experience. Visit the [Career Services website](#) to learn more.

**Common Hour**

Every Tuesday and Thursday from 11:30 AM-12:30 PM in Fall and Spring semesters is known as *Common Hour*. Typically, classes are not scheduled during this time so that students have a common period to meet, participate in on campus activities and become active in the university community!

**Review your Degree Audit**

[Degree Audit](#) is a dynamic report that shows progress toward graduation based on a student's academic record, transcripts, and current enrollment - including future registration. It is a great tool used collaboratively amongst Cleveland State students, faculty and staff for academic planning and course selection.

**Get help early on! Problems that go unaddressed can quickly grow!**

Whether your question or problem is financial, personal, social, academic and any other form-reach out right away! There are numerous resources, services and members of the university community that are committed to your success! Many of these resources are listed below. If you aren't sure who to connect with, we encourage you to start with your Academic Advisor.

3) Whenever you need help...**Additional Resources:**

- [Library](#)
- [Student Affairs](#)
- [Health Center](#)
- [Counseling Center](#)
- [CARE](#)
- [Disability Services](#)
- [Office of Institutional Equity](#)
- [Tutoring & Academic Success Center](#)
- [Writing Center](#)
- [The Math Learning Center](#)
- [Mobile Campus](#)
- [Career Services](#)
- [LGBTQ+ Student Services](#)
- [Veteran & Military Success Center](#)
- [Recreation Center](#)

And much more can be found on [MyCSU](#).