



## NEXT STEPS FOR UNDERGRADUATE DIRECT ADMITS

**Note:** There are hyperlinks within this PDF which will take you to various websites to assist you with your next steps; when hovering over the hyperlinks (colored in green); hold down your CTRL key + Click Your Mouse to access the web content.

### After Admission & Prior to Orientation

In the Applicant Portal (<https://go.csuohio.edu/status>) you will complete four items in the following order after you have been admitted and received your Admission Acceptance Letter:

- 1. Reply to Your Offer of Admission:** Undergraduate New Incoming Freshmen and Transfer students are asked to answer "Yes or No" as to whether they intend to enroll/register at Cleveland State University. This step will appear in their [Applicant Portal](#) after you are admitted to the University. Once a student answers "Yes," they will then be provided with their next step to pay the Enrollment Fee which covers the cost and allows them to register for their Orientation.
- 2. Provide Your Social Security Number:** You may see this checklist item if you did not provide us initially with your Social Security Number (SSN) on your admission application. If you have this item on your checklist– we ask that you click on the checklist item and enter your Social Security Number into the system. Providing us with your SSN will allow us: To receive your student's FAFSA form for financial aid; generate a 1098-T statement for tax purposes; and allow your student to work on campus (if applicable).

#### Forms

Optional	<a href="#">Provide Social Security Number</a>
Required	<a href="#">Reply to Offer of Admission</a>

*Example of applicant portal with next steps to provide Social Security Number*



- 3. Pay the Enrollment Deposit:** The Enrollment Deposit is required of all domestic New Incoming Freshmen and is optional for Transfer students. This is completed by logging back in to the [Applicant Portal](#). The enrollment fee covers the cost of our Orientation programming. Once the Enrollment Fee is paid, you will be provided the dates for our Orientations, and you may register online. International students do not pay the Enrollment Fee.

 A screenshot of the Applicant Portal interface. At the top, it says "Payment Due: 120.00 USD". Below this, there is a red 'X' icon followed by the word "Awaiting" and the text "Enrollment Deposit - Submit Payment for 120.00 USD". Further down, under a "Forms" section, there is a green checkmark icon followed by the date "11/15/2023" and the text "Reply to Offer of Admission" with a "Display" link next to it.

*Example of applicant portal with next steps to pay Enrollment Deposit (Orientation Fee)*

- 4. Register for Orientation:** All Freshmen are required to attend Orientation and you register online in the [Applicant Portal](#). Transfer students may attend the in-person or virtual Orientation program, but may choose to complete the free online Orientation via our Blackboard system. If you have issues registering for Orientation online, you may also call the Admissions Welcome Center at 216.523.7416 to choose an Orientation date. For the fall semester, Orientations are held beginning in May and go through August each academic year. For students beginning mid-year in the spring semester, Orientations are held in November through January prior to the start of spring semester. To learn more about our Orientation programming, please visit our [Orientation](#) website. International Students attend their own Orientation offered by our [Center for International Services and Programs](#) and they are informed via email prior to arrival in the United States.



### Status Update

An update to your application was last posted September 27, 2023.

[View Update >>](#)

### Application Checklist

Status	Details
✓ Received	Final Transcript for Chardon High School
✓ Received	Transcript for Lakeland Community College
📄 Received	Unofficial Transcript

### Forms

✓ 09/27/2023	Reply to Offer of Admission <a href="#">Display</a>
Optional	<a href="#">Transfer Orientation Registration</a>

*Example of applicant portal screen with next steps to sign-up for Orientation*

Once we know you are coming to Cleveland State University, we will also give you access to our online Student Portal called **CampusNet**, and you will receive a separate email communication providing you with your CSU ID# and instructions on creating your CampusNet account.

## CLEVELAND STATE UNIVERSITY

Dear

As a Cleveland State University student, your CSU ID connects you to a number of resources at the University, including our web-based student portal, CampusNet.

CampusNet allows students to access their personal data, account information, class schedules (when you are registered), view financial aid information and more. To log into CampusNet:

- Navigate to <https://campusnet.csuohio.edu/>
  - Your CSU ID is
- If you have not logged in before, click the "Don't Know my Password" link to set a password.
- Once you have created your password, you will also be able to log-into your CSU e-mail account. Your CSU e-mail address is [@vikes.csuohio.edu](mailto:@vikes.csuohio.edu). To log on to your e-mail account, navigate to the [myCSU](#) button from the CSU homepage and click the "Check My Email"

*Example of CSU Email Student will Receive*



**5. Take Your Math Placement Examination:** All freshmen are required to complete Math Placement Testing prior to their Orientation date. You will receive a communication and reminders via email. Certain freshmen may be exempt from placement testing if they have already successfully taken math courses as a College Credits Plus (CCP) student, scored high enough on the ACT or SAT exam, or have scored high enough on any AP or CLEP tests. Transfer students normally do not have to take math placement tests, particularly if they are already transferring any previous math courses from their prior college or university. Information about Placement Testing can be found here: [Placement Testing](#).

**6. Create a Budget and Learn about costs:** Learn about the cost of coming to Cleveland State for Tuition, Fees, Room & Board, Books, and Parking—including our [Tuition Guarantee Program](#) (utilize the following websites to assist you):

- [Tuition and Fees](#)
- [Resident Life and Housing](#)
- [Meal Plans](#) (for residents and commuters)
- [Books](#)
- [Parking](#)

**7. Apply for Scholarships:** We encourage all students to apply, request, or receive funding from six different sectors where financial aid can be earned to pay for college costs:

- **Federal:** Complete a FAFSA at <https://FAFSA.gov> or apply for the [Federal TEACH Grant](#);
- **State:** [State Grants & Scholarships](#); [Choose Ohio First for STEM Majors](#); [Nursing Education Assistance Loan Program](#)
- **Local:** [College Now Greater Cleveland](#); Local Non-Profits (Check with your High School Guidance Counselor); Local Community or Regional Foundations including the [Cleveland Foundation](#) or the [Foundation for Appalachian Ohio](#) (Google the county you live in followed by "Scholarship Foundation" to determine the foundation locally in your area); Your local parents' Employer Union
- **Institutional/University:** [New Incoming Freshmen Scholarships](#); [Transfer Scholarships](#); [Scholarships by Academic College](#); [Arts Scholarships](#); [Athletics](#); [Sullivan-Deckard Program](#)
- **External Sources:** [Scholarship America](#), [External Sources](#), [Scholarship Search Engines](#), [Discover Hobbies & Interests List of Scholarships](#)
- **Personal Resources:** Savings; [529 Plans](#); Parents & Relatives; [Student Employment](#)



## Next Steps at Orientation

Attending Orientation is where you will complete additional processes and learn about all of the services available to your student when they study here.

**8. Meet with Your Academic Advisor and Register for Courses:** Undergraduate Freshmen and Transfer Students are assigned an Academic Advisor in CampusNet, and students will be able to access this information by clicking on the Starfish link under their Student Tab. First-time Freshmen will meet with an Academic Advisor during Orientation either in-person or virtually (via Zoom) to schedule your courses; Transfer students will schedule their academic advising appointment and may not necessarily meet with their Advisor at Orientation, as it is optional. To learn more about how Advising works at Cleveland State, please visit our [Academic Advising](#) website.

**9. Learn About Applying & Qualifying for Financial Aid\*:** All students should complete a FAFSA at [FAFSA.gov](https://fafsa.gov), and then visit our [University Scholarship](#) website for navigation to all of our Scholarship resources. At Orientation, you will learn more about the FAFSA and Financial Aid process as well as the costs of attending Cleveland State. Please click on our link to learn more about how to [Apply for Financial Aid](#).

**10. Obtain Your Viking ID Card:** At our in-person Orientation program you will visit the Viking ID Card office and have your picture taken to have your Viking ID card generated. Students attending our Virtual Orientations will go through the Online process to obtain your card through our [Virtual Viking ID Card](#) office. You will not be able to obtain your Viking ID Card until you are registered for your courses and have a course schedule.

**11. Learn about Residence Life & Apply for Housing\*:** If you wish to live on campus, please visit our [Residence Life & Housing](#) website to learn more about the costs of living on campus and the amenities it provides. Commuter students can learn more on our [Vikes Commute](#) website.



**12. Learn about Academic & Student Success, Health & Well-Being, and Multicultural Engagement support centers:** Orientation will provide you with a wealth of information about how to receive support at Cleveland State. Below is a list of the resources you will obtain knowledge about:

### Academic Success

- Math Learning Center
- Personal Librarian
- Tutoring & Academic Success Center
- Writing Center

### Student Success

- Graduation Success Coaching
- Trio/Student Support Services
- Career Development & Exploration
- Living Learning Communities
- Sullivan Deckard Program
- LINK Program

### Health & Well Being

- CARE Management
- Counseling Center
- Center for Campus Engagement
- Disability & Testing Services
- Lift Up Vikes! Resource Center & Food Pantry
- Community Standards & Advocacy
- Health & Wellness Services

### Multicultural Engagement Centers

- Office of Inclusion & Multicultural Engagement
- LGBTQ+ Student Services
- The Mareyjoyce Green Women's Center
- Veteran & Military Success Program
- The Pratt Center
- Howard A. Mims African American Cultural Center & Department of Africana Studies






*\* Steps #6 and #8 can be done simultaneously (you may apply for housing while also applying and waiting on your financial aid award from submitting the FAFSA form); however, many students and families wait until their financial aid is in order before enrolling and paying the deposit for housing. This decision is an individual choice– please use your own discretion.*

## Next Steps After Orientation

Once you attend Orientation, you will then need to think about completing the following steps before the start of the semester and classes begin.

### 13. Financial Aid Next Steps

Under your Financial Aid Tab > Summary Screen– Submit Your Final HS Transcript

 **Apply**

Complete the Free Application for Federal Student Aid (FAFSA) as early as possible each year!

- ✓ We have received the results of your Free Application for Federal Student Aid (FAFSA).
- ✗ Our records indicate that we have not received confirmation of your high school completion status as required for federal financial aid compliance. Please provide one of the following documents: an official final high school transcript, a General Education Development (GED) certificate, or an academic transcript that indicates successful completion of an Associate's Degree.

Under your Financial Aid > Summary & Award Screen– Say “Yes” to the Cash Management Authorization Statement

 **Requirements**

There are additional requirement(s) necessary before you can receive federal financial aid.

- ✗ We are awaiting an answer to the 'Cash Management Authorization' question. Please go to the 'Awards' page for further instructions.



### Cleveland State University Federal Student Financial Aid Cash Management Authorization

Please review the [Terms and Conditions](#) and the authorization options below and indicate your choice/response.

Once an authorization is given, it will remain in effect for all periods of enrollment at CSU, but it can be revised/ rescinded at any time by giving written notice to the Financial Aid Office.

**Yes** YES - By checking 'YES', you are authorizing the crediting of all Federal Title IV funds (Grants, Loans and Scholarships) to your student account for both direct and discretionary charges. These charges include, but are not limited to direct costs (tuition, fees, on-campus housing and campus dining plans) and discretionary charges (Health Services charges, health insurance, parking fees, fines, etc). Title IV funds received for one academic year cannot be used for the prior academic year's charges.

**No** NO - By checking 'NO', you are indicating that you do not wish to have Federal Title IV funds (Grants, Loans and Scholarships) applied toward discretionary expenses. Therefore, all discretionary expenses must be paid for as incurred, and you will not be financially cleared to attend classes until all expenses are actually paid in full or until acceptable payment arrangements have been made with the Bursar's Office. All Title IV Aid will not be released until all expenses are paid in full.


Accept your Financial Aid Award by clicking "Accept/Decline" and/or "Change Amount/Accept/ or Decline" for your Loans and Federal Work Study


Grants				
Accept/Decline				
Fund	Status	Info	Amount	Accepted Amt
CSU Merit Award	Pending		\$ 6,000.00	
Subsidized / Unsubsidized Loans				
Change Amount/ Accept/Decline				
Fund	Status	Info	Amount	Accepted Amt
Direct Unsubsidized Loan	Pending		\$ 2,000.00	
Direct Subsidized Loan	Pending		\$ 3,500.00	
Other				
Fund	Status	Info	Amount	Accepted Amt
Federal Work-Study	Pending		\$ 4,000.00	
<b>Total</b>			<b>\$ 15,500.00</b>	





Under your Financial Aid Tab > Summary Screen– If you are accepting the loans—you will need to complete the federally required Master Promissory Note (MPN)\* and Loan Entrance Counseling (LEC)

 We have NOT received confirmation from the U.S. Department of Education that you have completed the Federal Stafford Loan Master Promissory Note (MPN). To complete the MPN, [click here](#). (This is a secure web site and may not be accessible by some older versions of browsers. Please ensure your browser is up-to-date).

 We have NOT received confirmation from the U.S. Department of Education that you have completed the federally required Stafford Loan Entrance Counseling requirement. To complete your Loan Entrance Counseling, [click here](#). (This is a secure web site and may not be accessible by some older versions of browsers. Please ensure your browser is up-to-date).

**\* New Incoming Freshmen and Transfer Students will not receive a green check mark after completing the MPN until we certify and originate your loans for the first time, which will occur after the first week of July prior to the start of the Fall semester.**

If you are not accepting loans, you do not need to complete these federal compliance documents— and it is Ok to have orange “X’s” on this screen. Your grants and scholarships will still disburse 10 days before the semester starts if these items are not completed.

**14. Buy Your Textbooks:** In [CampusNet](#), you can View Class Schedule and then click the Shop Textbooks Icon in the top menu-- the Bookstore will then generate a list of textbooks that you can Buy or Rent– Used or New. Any textbook which you are charged on your student account and listed as an "Inclusive Access Textbook" fee does not need to be purchased separately. For Inclusive Access Textbooks, you will be provided a code on the first day of class to access the online textbook and course material. You may opt-out of online access textbook material via the [Bookstore](#) website.

**15. Purchase Your Parking Pass (Online Only):** Parking Passes are available on the following dates beginning at 9:00am via the [Parking & Transportation Services](#) website:

- August 1st for Fall semester
- December 1st for Spring semester



**16. Set Your Refund Preference.** If your financial aid is more than your account balance, we want to issue you a refund as quickly as possible. Thus, we recommend all students setup Direct Deposit to their bank account.

Click on your Account Tab and choose the “Refunds” link option under the tab to setup your **Refund Preference to Direct Deposit** in CampusNet. Click the orange button that states “Enroll in Direct Deposit” to choose this refund method.

**ALL CAMPUSNET USERS MUST MAKE A REFUND SELECTION.**

1. Enroll in **DIRECT DEPOSIT** and have your refund delivered via ACH to your personal checking or savings account.  
Through your CampusNet portal you will be asked to key in your bank routing number and your bank account number. CSU will make two small test deposits into your bank account. When these deposits are received, you'll verify the sum of the two deposits. This will validate your account and you'll be all set up to receive refunds via direct deposit. Refunds released via direct deposit will be available to you, usually within 48 hours. For security purposes, your direct deposit information will only stay active in our system for four years if you have not enrolled in classes.
2. Select **PAPER CHECK**. Verify that the HOME ADDRESS associated with your CampusNet account is correct and refunds will be mailed to this address. Please remember that paper checks must be printed and are distributed through the U.S. Post Office. Generally, mail sent from the University is received within 5 - 7 business days.

***Please Note: If a refund preference is not chosen, a paper check will be issued for any refunds you are due.***  
*The credit balance will remain on your student account until the check is mailed.*  
*During this time you will have an opportunity to make a refund selection.*  
*As soon as you make a refund choice, your refund will be processed according to your selection.*

[Click here](#) for additional information.

Enroll in Direct Deposit
Receive Paper Check

When setting up direct deposit, you will receive two test deposits in your bank account within 3 days of providing your ACH routing number and checking account number.

If you do not receive the two test deposits, the account information is incorrect.

Once you do receive the two test deposits, you must log back in to CampuNet and enter the sum of the two test deposits on Step 2 of your refund screen under the Account tab.

This will confirm your bank information, and all future refunds will be sent out via direct deposit.



If you do not confirm the sum of the two test deposits, it will expire and default to a paper check.

Below is a screenshot of the three steps to confirm your bank information in CampusNet

3 Easy Steps to Direct Deposit		
Step 1 Add Bank Information/Agree To Terms	Step 2 Validate/Confirm Test Deposits	Step 3 Enroll In Direct Deposit
Account Type: <input type="radio"/> Checking <input type="radio"/> Savings <input type="button" value="i"/> Routing Number: <input type="text"/> <input type="button" value="i"/> Account Number: <input type="text"/> <input type="button" value="i"/> Confirm Account Number: <input type="text"/> <input type="button" value="i"/> Account Holder First Name: <input type="text"/> <input type="button" value="i"/> Account Holder Last Name: <input type="text"/> <input type="checkbox"/> Yes, I agree to the <a href="#">Terms and Conditions</a> of this agreement.		<a href="#">Click here to view a Sample Check</a>
Bank location is within the United States. Currency used in US Dollars.	<input type="button" value="Clear"/>	<input type="button" value="Cancel"/> <input type="button" value="Submit"/>

**17. View Your Bill.** You can access your student account at any time in CampusNet by clicking on your Account Tab and then choose the “View Account” option under the tab.

Personal Data	<b>Account</b>	Student	Advisor	FA Office
<a href="#">View Account</a>	<a href="#">Make Payment</a>	<a href="#">1098-T Forms</a>	<a href="#">Refunds</a>	<a href="#">Refund History</a>
			<a href="#">View Invoice</a>	

Tuition Charges for the following semesters are posted and will be viewable in CampusNet at the following times one month prior to the start of the semester:

**Fall Semester**– Last Week of July

**Spring Semester**– Mid–December

**Summer Semester**– Mid–April

Make sure you familiarize yourself with our Bursar website, so you understand your [Tuition & Fees](#) and how to [Pay Your Student Account](#).



**18. Send a Payer Invitation to your Parents in Transact.** Transact is the payment system we use for you to enroll in a Budget Payment Plan and Make Payments on your student account. If your parents will be enrolling you in a Budget Payment Plan and Making Payments on your student account prior to each semester, you will need to invite them so they can then create their own login, and then complete these transactions on your behalf.

Click on the “Make Payment” Link under your Account Tab to access the Transact Portal and click on the orange button that states “Continue to payment processing”

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Personal Data	<b>Account</b>	Student	Advisor	FA Office	Contact Us	Logout
<a href="#">View Account</a>	<a href="#">Make Payment</a>	<a href="#">1098-T Forms</a>	<a href="#">Refunds</a>	<a href="#">Refund History</a>	<a href="#">View Invoice</a>	
					<a href="#">Ask a Question</a>	Print
					Help	

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Welcome to the CSU e-payment system.  
Click below to be redirected.

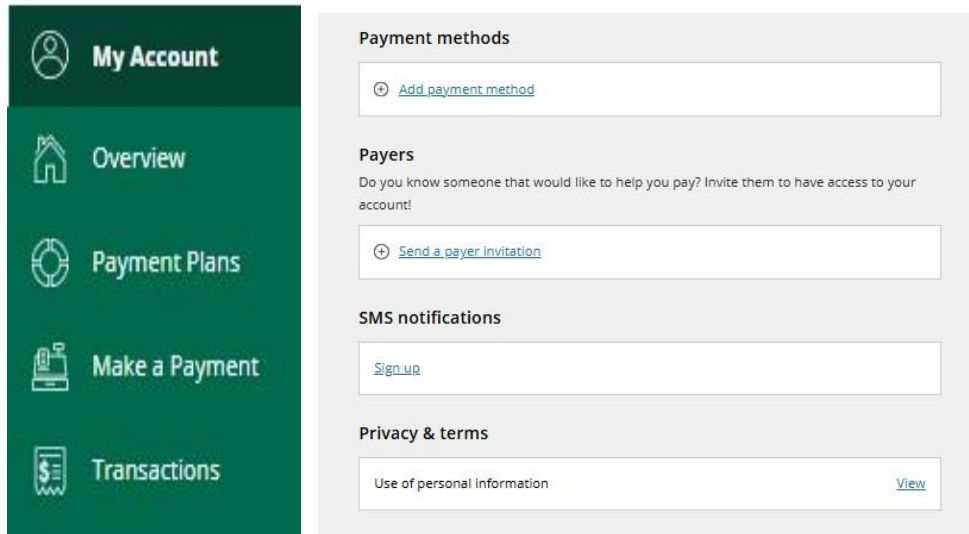
Please note that if you pay with an electronic check to clear a financial hold on your account,  
a 7-business-day hold applies to electronic check payments.

[Continue to payment processing](#)

[Security Statement](#)

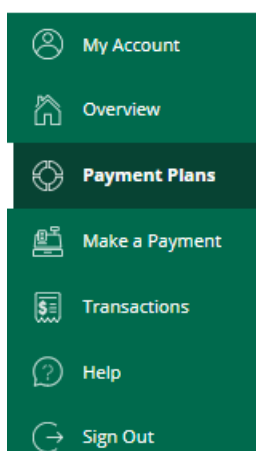
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After you have logged in to Transact—click on the “My Account” menu item on the left-hand side and then click “Send a Payer Invitation.”



**19. Enroll in a Budget Payment Plan.** Instructions to enroll in a [Budget Payment Plan](#) and view the [Budget Payment Plan Due Dates](#) can be found on our sites.

When you are logged in to the Transact portal— click on the “Payment Plans” menu option on the left-hand side menu to enroll. Here you will make your first payment on the Budget Payment Plan and enroll in our free 5-pay Budget Payment Plan.





**17. Waive your Student Health Insurance:** Students who are living in the resident hall or who are a declared health-related major are required by the state of Ohio to have health insurance and must show proof prior to each semester that you still have health insurance. Because we have an employer-based health care system in the United States and students could lose healthcare at any given time, if you meet any of the aforementioned criteria you will be charged health insurance each semester and you must complete the online [health insurance waiver](#) to show proof that you do have insurance to get the insurance waived off your account. Every semester you must opt-out of the student charged health insurance.

**18. Apply for On-Campus Jobs:** If you plan to work on campus, particularly if you were awarded Federal Work Study (FWS) on your financial aid award, you may apply for jobs through our online student employment job board called [Handshake](#).

**19. Becoming Involved on Campus:** Campus life at Cleveland State is full of opportunities. Visit our [Center for Campus Engagement](#) to learn about what clubs and organizations you can join while you are here.