

# Frequently Asked Questions



# Columbus Seminar 2017

**How do I apply for the Columbus Seminar?** Apply online at: <http://bit.ly/columbus-seminar-app>

**Who is eligible to participate?** Preference is given to degree-seeking juniors, seniors, law, and graduate students who are in good academic standing.

**When will I hear if I'm accepted?** It will take some time to evaluate the applications. Priority will be given to those who apply by **December 9th**, although late applications will be accepted until the course reaches capacity. You will receive notification by e-mail.

**What additional costs are there?** Students pay regular graduate or undergraduate tuition for the Seminar, which is worth 4 graduate or undergraduate credits. A fee of \$500—payable with tuition—is assessed. The Levin College provides lodging (double occupancy) in a hotel near the Statehouse. Students are responsible for transportation to and from Columbus, local transportation in Columbus, parking at the hotel, meals and incidentals. You will be asked for a credit card when checking into the hotel. The College will not pay for parking, phone calls, room service, or other extra fees.

**When does the Columbus Seminar meet?** The Seminar meets in Columbus from March 11—March 17, 2017. You will also be required to attend 2 class sessions at Cleveland State (Saturday, January 28, and Saturday, March 4, 2017, from 10:00 am to noon). Attendance at all sessions—both in Columbus and Cleveland—is **MANDATORY**.

**How do I register for the Columbus Seminar?** You register for Columbus Seminar as you register for any other course. If you are accepted as a participant you will receive electronic permission to enroll and you will then be able to register through CampusNet for UST 473 or UST 573.

**What if I can't attend?** Once you have submitted an application you can withdraw it by contacting the Office of Student Services at [urbanprograms@csuohio.edu](mailto:urbanprograms@csuohio.edu). If you have been accepted and registered for the course, notify us and drop the class yourself online in CampusNet. All withdrawals, whether you have registered or not, must be made in writing or by e-mail.

**What should I pack?** You are expected to dress professionally for all scheduled sessions in Columbus. Comfortable walking shoes are a good idea. Some sessions start early—7:30 or 8:00 am—and breakfast will not be served. Bring some portable breakfast and snack items for the times you are not able to have a regular meal. Also bring a briefcase, backpack, or tote bag to hold materials distributed at each session.

**Anything else I should know?** You will be required to log onto Blackboard once Spring Semester officially begins and you have registered for the class. You **MUST** be on time for all sessions—presenters are sharing their time and knowledge, so be polite, respectful, and don't be late! Remember that it is a class and that **YOU** are representing CSU and the Levin College.