



NEXT STEPS FOR GRADUATE 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

In the Applicant Portal (<https://go.csuohio.edu/status>) you can access your admission acceptance letter which will provide you with a link to the College of Graduate Studies website to determine your next steps: <https://graduate-studies.csuohio.edu/grad-engage/enroll>

1. **Reply to Your Offer of Admission:** Graduate 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 your **Applicant Portal** after you are admitted to the University.
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 FAFSA form for financial aid; generate a 1098-T statement for tax purposes; and allow you to work on campus (if applicable).



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



3. Set Up CampusNet: You will receive an email from the University to set up your Campusnet Account. If you do not receive the email, you can go to our website campusnet.csuohio.edu and click the forgot password option to determine if you can create your password online. You'll use CampusNet to view your financial aid status and award letter, add and drop classes, view grades and more. Your Login ID is your 7–digit CSU ID. If you need assistance with your password or cannot configure it online, contact Information Systems & Technology at 216.687.5050.

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. 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

4. Create a Budget and Learn about costs: Learn about the cost of coming to Cleveland State for Tuition, Fees, Room & Board, Books, and Parking-- (utilize the following websites to assist you):

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



6. 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](#);
- **3rd Party/Employer Tuition Remission:** Contact your employer if they offer Tuition Remission Benefits and then submit paperwork to our [Bursar Office](#)
- **Local:** [College Now Greater Cleveland](#) free database of scholarships for Graduate Students;
- **Institutional/University:** [Scholarships by Academic College](#); [Graduate Student Financial Aid Resource Center](#); [Graduate Assistantships](#);
- **External Sources:** [External Sources](#), [Scholarship Search Engines](#),
- **Personal Resources:** Savings; [529 Plans](#); Parents & Relatives; Employment

7. Meet with Your Academic Advisor and Register for Courses: Graduate students have a faculty program advisor within their program, and students will be able to access this information by clicking on the Starfish link under their Student Tab in CampusNet. Log in to [CampusNet](#) to determine your Advisor.

8. Obtain Your Viking ID Card: Graduate Students can go through the Online process to obtain their Viking ID 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.

9. 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.



10. Learn about Student Success, Health & Well-Being, and Multicultural Engagement support centers:

Academic Success

- Personal Librarian
- Writing Center

Student Success

- Career Development & Exploration
- Graduate & Professional Student Association

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



11. Financial Aid Next Steps

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

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 Graduate Students borrowing from CSU for the first time 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.



12. 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.

13. 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

14. 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 CampusNet 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 Terms and Conditions of this agreement. Bank location is within the United States. Currency used in US Dollars.		Click here to view a Sample Check
	<input type="button" value="Clear"/>	<input type="button" value="Cancel"/>
		<input type="button" value="Submit"/>

15. 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	Account	Student	Advisor	FA Office
View Account	Make Payment	1098-T Forms	Refunds	Refund History
				View Invoice



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](#).

16. 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 someone else 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”

The screenshot shows the Transact portal interface. At the top, there are tabs for Personal Data, Account (selected), Student, Advisor, and FA Office. Below the tabs, there are links for View Account, Make Payment (highlighted in green), 1098-T Forms, Refunds, Refund History, and View Invoice. On the right side, there are links for Contact Us and Logout. Below the main navigation bar, there are links for Ask a Question, Print, and Help. The main content area displays a welcome message: "Welcome to the CSU e-payment system. Click below to be redirected." Below this message, there is a red text note: "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." At the bottom, there is a large orange button labeled "Continue to payment processing" and a link for "Security Statement".

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.”

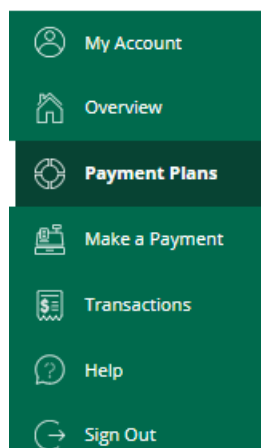
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 The screenshot shows the user interface of the All-in-1 Enrollment Services portal. On the left is a dark green sidebar with a white icon and text for each menu item: "My Account" (person icon), "Overview" (house icon), "Payment Plans" (gears icon), "Make a Payment" (credit card icon), and "Transactions" (dollar bill icon). The main content area is light gray and contains several sections: "Payment methods" with a button "Add payment method"; "Payers" with a sub-header "Do you know someone that would like to help you pay? Invite them to have access to your account!" and a button "Send a payer invitation"; "SMS notifications" with a button "Sign up"; and "Privacy & terms" with a button "View" next to the text "Use of personal information".

17. 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.



18. 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.

19. Selective Service Registration (For Men Only between 18–25 years old): Per Ohio Revised Code 3345.32 the state of Ohio mandates that Ohio students who are required to register with the US Selective Service but have not done so are ineligible for state of Ohio tuition subsidy. Under the law, Ohio universities are required to charge such students the non-resident tuition rate. Further information, questions, registration information, and possible exemptions should complete their registration via the [Applicant Portal](#) (see forms item screenshot below), or may do so via the [Bursar Selective Service Registration](#) site.



Forms

Required	Orientation Registration
✓ 04/30/2025	Reply to Offer of Admission Display
Required	Selective Service Information

20. Apply for On–Campus Jobs: If you plan to work on campus, you may apply for jobs through our online student employment job board called [Handshake](#).

21. 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.