myCSU Student Portal

The following pages illustrate the resources available to students from the myCSU Student Portal. Please note that some live portal screens may not appear exactly as they are shown here due to updates and improvements made to the live portal.

Overview

The myCSU Student Portal features tools and resources to assist the student experience. Students will find tutoring services (Success Center), student information, course information, online forms, policies, the CSU Online Library, and more. To familiarize students with the myCSU Student Portal, this lesson will locate and identify the key features. To login to the myCSU Student Portal, go to the CSU website (or type the URL: https://mycsu.columbiasouthern.edu) and then login. Your login information is the same as your Blackboard login information.
Main Navigation – Intro and Overview

Draw your attention to the main navigation bar at the top of the screen. This menu provides important information about the student, CSU, courses, policies, forms, technical support and more. Also included on the home page are Resources for students on the left-hand side of the screen and an Events Calendar on the right-hand side of the screen.
My Account

The My Account tab displays four options: Student Information, Degree Information, Enrollment Requests, and Student Emails. Students should review their contact information under the Student Information tab to confirm each entry is correct. If an update is needed, click on the Update Information link on the right-hand side of the screen. Pay close attention to the Email entry. At CSU, email is the preferred means of contact. Also note that students have an assigned Student Services representative whose name and contact information is provided on the right-hand side of the screen under SS Rep.

Under the Degree Information tab, students will find their Degree Information such as degree program, GPA, enrollment status, admissions status, partner affiliation (if applicable), etc. Check Degree Information regularly for status updates. Also, students can check on enrollment requests under the enrollment requests tab. Finally, students can click on the Student Emails tab to see Email subscription preferences and their student Email list. The Student Emails tab serves as a log of a student's activities and courses. Students can refer to the list for updated information. If there are no emails received, students should verify that their email address is correct and check their spam filter to allow emails from cumbriasouthern.edu. Once the spam filter is checked, test the email with the Send Test Email button. The Student Emails tab also provides an opportunity for students to adjust their Email Subscription Preferences. This feature allows students to opt out of notification emails, such as weekly reminders.
**Courses**

The Courses tab allows the student to view Enrollment options, the Academic Calendar, and the Term Course Schedule. The Enrollment tab links the student to the enrollment forms page. The Academic Calendar link contains important information concerning term enrollment data. Finally, the Term Course Schedule link provides information to the student on course availability for each term.
Grade Book

The Grade Book tab lists the course(s) in which the student is currently enrolled and the professor(s). To view more information about a course, click on the magnifying glass or the course number. Here student will find a detailed list of his/her grades for that course. The student can verify grades, assignments, textbooks, and extensions. The student can also view their current Degree Evaluation.

My Courses

Instructions: Below is a list of your courses at CSU. To view information about this course, including your assignments, textbooks and course extensions, click on the magnifying glass next to that course.

Click here to view your current Degree Evaluation

Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Professor</th>
<th>Start Date</th>
<th>End Date</th>
<th>Extension End Date</th>
<th>Grade Report Date</th>
<th>Percent Grade</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>812-261-1003-12-51</td>
<td>Omneby</td>
<td>Karmen Raymond</td>
<td>8/1/2019</td>
<td>8/12/2019</td>
<td>8/12/2019</td>
<td></td>
<td>0</td>
<td>F</td>
</tr>
</tbody>
</table>
Learning Resources

The Learning Resources tab contains resources the student can use throughout their career at CSU. Students should become familiar with all of the resources available. Only a few will be covered in this lesson. First, notice there are a few quick references such as Success Center, CSU Online Library, Online Resources, APA Guide, Writing Guide, and Distance Education Success Center. Get to know these links well; you will probably be using them frequently.

Learning resources links.

APA Guide
The American Psychological Association (APA) will assist students to create assignments in the proper format and style.

CSU Online Library
The Columbia Southern University Online Library is available to students for a variety of research options and references. Research Databases, online books, e-journals, and research support are accessible.

Online Resources
Online Resources provide links to websites that relate to academic programs and certifications. These links provide beneficial information related to distance learning, research, career assessment, and tutorials.

Writing Guide
The CSU writing guide describes the process of writing papers and provides information on using the APA format.

Distance Education Success Guide
The Distance Education Success Guide helps students prepare for the online educational process. This guide will assist students new to the online environment but will also benefit existing students as well.
Resources – Success Center

CSU has established a Success Center to offer tutoring services in math and writing free of charge. Students should read the information about the Success Center, fill out the appropriate request form, and remember to allow adequate time before an assignment is due. On the right-hand side of the screen, under Student Success Navigation, additional Resources are available for APA and writing mechanics.

The Success Center was implemented to provide services to students that will aid in their success throughout their academic careers. The Success Center has resources readily available for students, regardless of the degree they are seeking. They also offer academic consultation (specialized tutoring), a writing and math center, and course assistance. In addition, they provide the following services:

- Proactive advisement and coaching for new and continuing students
- Assistance in the development of learning styles and study skill techniques that will enhance students’ academic success
- Provide course assistance at the request of professors or students
- Assisting students with finding academic resources
- Writing and APA assistance, including grammar and paper organization
- Guidance through the math labs
- Serving as a liaison to the faculty within each course to help students meet objectives
- Monitoring students’ academic progress and intervening when appropriate
- Offering guidance regarding the university’s academic integrity policy

Mission Statement

In keeping with the values of the CSU mission to change lives through education by offering affordable, flexible, quality academic opportunities and extraordinary service, the Success Center provides resources and services to
Resources – CSU Online Library

Sometimes knowing where to find the information is half the battle. With that in mind, the CSU Online Library might be the most important resource available to students. This resource is available to students 24/7 and an online librarian is available to assist students.
Resources – Writing Guide

The Writing Guide provides helpful steps to approach writing a paper. Students should review the best practice on writing research papers to avoid struggles while writing. Two important sections to note are Avoiding Plagiarism and APA Guidelines. These guides assist with fundamentals, helping students to produce a quality paper.
Policies – Overview

Under the Policies tab you will find links to Institutional, Per-Course/Open Enrollment, Term Enrollment, and Student Handbook. These policies have been established to provide students with guidelines throughout their CSU experience. Contact Student Services with any questions on policies.
Policies – Institutional

Students should take the time to become familiar with all CSU policies. A few key institutional policies are Academic Integrity, Plagiarism, Final Examination Proctor Policy, Examination Procedures, and Graduation Requirements.
Policies – Per-Course/Open Enrollment

Per-Course/Open Enrollment policies describe the Per-Course format. Here students will find policies regarding course completion, course extension, course load, and more.

Per-Course/Open Enrollment System Description

Academic
- Per-Course/Open Enrollment System Description
- Special Circumstances Extension
- Temporary Status Enrollment
- Academic Course Load Policy
- Course Completion Policy
- Course Extension
- Extra Credit Policy - Undergraduate Courses Only

Tuition
- Tuition Refund Policy

Special Circumstances Extension

A Special Circumstances Extension Policy may be approved for up to 120-days from the original end date and has no fee requirements. It is reserved for those students who encounter unusual circumstances that prevent them from completing a course within a standard 60-Day Course Extension. The following are required for Special Circumstances Extension approval:

- The student must be able to complete the course within a maximum of 120 days from the course end date. No additional time may be given past this timeframe.
- The student must be making progress in the course. If no progress has been made, the student must justify the lack of progress.
- The student’s circumstances must involve an unusual or critical circumstance such as Military deployment, TDI/TDIR, PCS, major surgery, natural disaster, family emergency, death of an immediate family member, or job relocation.
- The student must submit official documentation that substantiates the circumstances and dates that the student will be affected, as well as a written plan for completion of the course. Requests that are received without support documentation and specific goal dates will not be considered.
- The Special Circumstances Extension Request form must be completed and submitted prior to the course end date or the end of a standard extension. Also, the form should be submitted prior to or at the end of the unusual or critical circumstance. If the form is not submitted prior to the course end date or the end of a standard extension, the student must justify the reason why.
- The student will not be allowed to enroll in a new course until the extended courses have been completed or the Special Circumstances Extension has ended.
- Only two Special Circumstances Extensions can be awarded per year.
**Policies – Term Enrollment**

The other enrollment format offered at CSU is Term Enrollment. Here students will find policies regarding attendance, enrollment status requirements, course extensions, course load, and more. Student utilizing Federal Student Aid must enroll in the CSU Term Enrollment system. Term Enrollment format offers two tracks: Track A and Track B. The two tracks exist to offer the soonest possible start date for new students. Once a track is selected, students must remain on that track for the remainder of their program. A Per-Course Enrollment student does not need to know Term policies in detail.
**Policies - Student Handbook**

The Student Handbook tab is a link to the Student Handbook. This handbook will provide important information regarding a student’s career at CSU and should not be overlooked.
Online Forms

The Online Forms tab contains any university form you might need while a CSU student. Students may enroll in a new course, update account information, submit a payment, and more. The online forms are divided into four categories: Enrollment, Courses, Account, and Degree/Certification. The following pages will illustrate each of the categories for online forms.
Online Forms – Enrollment

To enroll into a course, students should go to the Enrollment link. Specific forms are provided for Per Course Enrollment and Term Enrollment.
Online Forms – Courses

While enrolled in a course, students should be familiar with the Courses forms. The Courses link contains the Request to take Final Exam Online, Course Extension Request, Proctor Approval Form, Math and Writing Center Requests, and other forms students may need while enrolled.
**Online Forms – Account**

Forms to maintain your account at CSU can be found under the Account link. An Online Payment form is available for students’ convenience. Students also have the option to mail their payment with the Print ready Submit Account Payment form.
Online Forms – Degree/Certification

When students finish their courses, the Degree/Certification link contains the Petition for Graduation form. Also, students will find the CSU Transcript Request Form.
Technical Support – Overview

The Blackboard Support tab provides tutorials for navigating Blackboard, Browser Help and Setup, FAQs, links to common software downloads, and information about technical issues you may encounter. There is also contact information provided for CSU Technical Support.