



**Master of Public Administration
Student Handbook**
Youngstown State University

TABLE OF CONTENTS

Master of Public Administration

Mission

What is a Master of Public Administration Degree?

Why Public Administration?

Career Opportunities

The MPA Program

The Core Foundations for Public Administration

Admission Requirements

Types of Admission to the MPA Program

Students Applying as Non-Degree

Program Requirements

Core Courses

Area of Specialization

Elective Credit

Capstone Requirement

Academic Standards

Academic Standards for Graduation

Graduation Application Instructions

Student Services

Office of Treasury Services

Fee Information and Payment

Financial Aid

Student Loan Information

Scholarships and Assistantships

Advising

Campus Information for CSU-YSU MPA Students

ID Numbers

YSU Student ID Card

Parking at YSU

Textbooks

CSU Library

Class Cancellations

Adding/Dropping Courses

Tuition Refunds

Student Resources

CampusNet System

SOLAR

WebCT

Campus411

Change of Name/Change of Address

Contact Information

Form Checklist

Appendices:

A: YSU-CSU Master of Public Administration Curriculum Plan

MASTER OF PUBLIC ADMINISTRATION

MISSION

The Master of Public Administration (MPA) Program's mission is to advance intellectual and administrative leadership in public administration by preparing students to assume the challenges of public service. Course work gives a diverse student body a foundation in general public administration and specialized skills grounded in one of the program's areas of expertise. It also helps students to discover, construct, interpret, and disseminate knowledge and understanding about the practice of public affairs. The MPA Program also serves the Northeast Ohio region, including the professional community, by extending intellectual resources and applying knowledge.

The MPA Program has built this mission on a commitment to nationally recognized excellence in public administration education and research, to the development of leadership in government, to public service for solutions to urban problems, and to an enhanced understanding of public policy and management in a global and diverse society. Through its activities, the Master of Public Administration Program supports the educational, research and public service missions of the Maxine Goodman Levin College of Urban Affairs and Cleveland State University.

WHAT IS A MASTER OF PUBLIC ADMINISTRATION DEGREE?

Depending on the university, graduate education in the field of public affairs and administration can have different emphases and the degree granted can have a number of different names. While a master's degree in public administration-the MPA-is the most common degree, it also may be known as a master of governmental administration, a master in public affairs, a master of international relations or a number of other specific concentrations. In every case, the degree is a professional one and the educational program is designed to train individuals for government service and related fields.

While the title of the program is not important, the substance is. Every graduate program has a core curriculum designed to teach the skills required for effective public management planning, decision-making, nonprofit management and other related policies.

Graduates of public affairs programs have a wide range of skills. They are prepared for many different jobs yet they have something in common. They understand the challenge, anticipate the excitement, and accept the responsibility that comes with managing in the public sector.

WHY PUBLIC ADMINISTRATION?

In 1960, the government employed one out of eight persons in the workforce. By 1980, this figure had increased to one in six. While the growth in public sector employment has slowed, government spending still accounts for over a third of the Gross National Product.

The scope of government extends beyond these impressive numbers. The demarcation between the public and private sectors is blurred. Laws, regulations, tax policies, contracts, grants and loans require an interaction between the two sectors so that even in the private sector an understanding of public administration and government is critical.

CAREER OPPORTUNITIES

Levin College graduates are employed in the public, private and nonprofit sectors. Graduates pursue careers in:

- Local, State, and Federal Government
- Economic Development
- Health Care Management
- Program Evaluation and Policy Analysis
- Housing
- Community and Neighborhood Revitalization
- Environmental Advocacy/Management
- Research, Public Safety Management
- Historic Preservation
- Human Services and Resource Management
- Urban Planning
- Public Safety Management

THE MPA PROGRAM

The Cleveland State/ Youngstown State Master of Public Administration degree program, conferred by Cleveland State, is a combination and extension of the resources and functions of the existing MPA program at Cleveland State University, and the resources available at Youngstown State University. This program, offered through the Levin College of Urban Affairs at Cleveland State, allows students in the Youngstown area to do all coursework from Youngstown State University via distance learning classes from Cleveland State, traditional Youngstown State University classes, and independent study opportunities from both Cleveland State and Youngstown State professors. Courses will be scheduled to meet the needs of both full-time and part-time students. Most courses are offered evenings at YSU, and some are offered on Saturdays.

The Levin College of Urban Affairs Master of Public Administration is fully accredited by the National Association of Schools of Public Affairs and Administration (NASPAA - <http://www.naspaa.org>). In 2004, *U.S. News and World Report* ranked the MPA Program #2 in the nation in city management/urban policy, for the third time.

The Master of Public Administration program is interdisciplinary, drawing on the faculties of the College of Business Administration, the Levin College, and the Department of Political Science. The objective of the program is to prepare graduates for administrative positions in government, nonprofit, and public service organizations. The program provides a broad educational base as well as specific administrative techniques as preparation for positions carrying administrative responsibility. The curriculum standards are as follows:

Core Courses:	20 credit hours
General Public Management	
Specialization Courses:	12 credit hours or 3 courses
Electives:	9-12 credit hours (minimum of 3 courses)
MPA Capstone requirement:	4 credit hours
<hr/>	
Total:	46-49 credit hours

Note: A maximum of 15 credit hours may come from YSU courses. In addition, students enrolled in the MPA program at YSU take the General Public Management specialization. A curriculum plan worksheet is included at the end of this handbook.

University Locations

- On the Cleveland State campus, the MPA program is housed in the Maxine Goodman Levin College of Urban Affairs, Glickman Miller Hall. The street address is 1717 Euclid Avenue, Cleveland, Ohio 44115.
- On the YSU campus, the MPA program is in the Criminal Justice Department of the Bitonte College of Health & Human Services, Cushwa Hall, 2nd floor.
- A table of Cleveland State and Youngstown State offices and phone numbers is on page 11 of this manual.

THE CORE FOUNDATIONS FOR PUBLIC ADMINISTRATION

THE MPA CORE CURRICULUM COVERS THE FOLLOWING AREAS:

- Political and legal institutions and processes
- Economic and social systems
- Organizational and managerial skills and practices
- Concepts and techniques of financial administration
- Techniques of analysis, including quantitative, economic and statistical methods and computer systems

These core elements constitute the building blocks for a diverse field of study. The choices range from city management and international affairs to personnel administration and strategic planning.

Educational programs in public administration draw on a wide variety of academic disciplines such as political science, economics, business administration and law. Public administration is a unifying field of study that effectively merges the specialties of others. Yet public administration has its own unique set of competencies and areas of expertise as it applies the disciplines of other fields to the public and nonprofit sectors.

ADMISSION REQUIREMENTS

Admission into the CSU/ YSU MPA program involves applying to both universities in the following sequence. A \$30 application fee is due at both schools.

Step 1 – Admission into Cleveland State University

A Graduate Admission Application form must be filled out and sent to CSU along with a \$30 application fee. Forms can be found at <http://www.csuohio.edu/gradcollege/admit/>.

In addition to the Graduate Application form, applicants to the MPA program must submit the following materials to:

Cleveland State University
Rhodes Tower West, Room 204 (Campus Box G)
2121 Euclid Avenue
Cleveland, OH 44115-2214

- Submit all transcripts with degrees posted from an accredited institution, and have a minimum undergraduate GPA of 3.00 or better. You must have official transcripts sent to CSU. Transcripts printed for the student are not official transcripts.

- Scores for the general portion of the Graduate Record Examination (GRE): combined GRE Verbal and Quantitative score of at least 40th percentile and Analytical Writing score at least 4.0. Students with an advanced graduate degree from an accredited college or university may be exempted from this requirement. Go to www.gre.org for more information and to register for the GRE.
- Submit two letters of recommendation.
- Non- native English speakers must demonstrate language proficiency, demonstrated by a minimum score of 525 on the TOEFL, a minimum score of 85 on the Michigan Test; successful completion of the English as a Second Language program level of 109 of the ESL Language Centers; or an earned bachelor's degree or higher from an accredited U.S. institution.

Step 2 – Admission into Youngstown State University

After receiving an acceptance letter from Cleveland State, students may enroll in MPA courses at YSU. A YSU Graduate Program Admission form must be completed and submitted to the YSU School of Graduate Studies, along with a \$30 application fee. This form can be found at <http://www.applyweb.com/apply/ysugrad/menu.html> or the Criminal Justice Department in the Bitonte College of Health and Human Services on the 2nd floor of Cushwa Hall.

On the YSU application for Graduate Program Admission, Cleveland State-MPA-transient should be printed on the Master's Program line. This will allow you to register for YSU courses.

TYPES OF ADMISSION TO THE MPA PROGRAM

Regular (no conditions)

- GPA of 3.0 or higher and
- Combined GRE V&Q score of at least 40th percentile and AW score of 4.0 or higher

Conditional

- GPA of 3.0 or equivalent
- Combined GRE V&Q score of at least 20th percentile and
- AW score of less than 4.0
- Must take PAD 501 Assessment*
- Must take PAD 501 if necessary, PAD 600, and PAD 601 (three courses)
- Maintain a *B average*

*An assessment of prior quantitative knowledge is required for all MPA students. This assessment will determine whether students must enroll in PAD 501 - Fundamentals of Applied Reasoning before they enroll in PAD 601, Applied Quantitative Reasoning I. PAD 601 has a prerequisite of a B or better in PAD 501.

A student admitted conditionally is permitted to register for no more than two semesters to meet the conditions stated in his or her admission letter. If a student fails to meet any of the specified conditions within that time frame, he or she will be dismissed from the Graduate College.

STUDENTS APPLYING AS NON-DEGREE

Students are eligible to apply under non-degree seeking status if they have not taken or achieved minimum scores on the GRE.

- You must fill out a Graduate Application for Non-degree status.
- You may not apply more than 16 credit hours of course work completed under the Non-Degree status to a degree-seeking program.

- Taking courses as a non-degree student **does not** mean you will be automatically admitted to a graduate program.
- You must make an appointment to see the Graduate Programs Advisor prior to any registration period for the duration of your Non-Degree Status; otherwise you will not be permitted to register.
You may only sign up for:
 - PAD 600-Introduction to Public Administration - recommended as the first course
 - PAD 501-Fundamentals of Applied Reasoning (unless waived)
 - PAD 601-Applied Quantitative Reasoning
 - PAD 603-Public Finance and Economics
 - PAD 604-Organizational Behavior
 - PAD 631-Law and Public Administration
- You must sign a Non-Degree Status Policy Form, stating the conditions of the Non-Degree Status for the College of Urban Affairs your first term as a Non-Degree student.
- If you previously applied as a degree-seeking student and you were denied admission to the program, you must request in writing to have your application re-reviewed once you have completed 16 credit hours of core course work.
- If you applied as a non-degree student and have not applied as degree seeking student, the above degree seeking admissions criteria should be completed by the time you have earned 16 credit hours.
- Non-degree students seeking admission to graduate degree, certificate, or licensure programs must complete a new Application for Graduate Admission form (there is no additional fee if the student has previously paid a \$30 graduate application fee). Such applicants are required to provide official transcripts and follow the admission processes outlined in the Graduate Catalog.
- Upon completion of all admission requirements, students will receive a letter of acceptance by mail. A student may register for classes only after receiving a letter of acceptance into the program.

Please be aware that it is the student's responsibility, whether they are in a degree seeking status or non-degree status, to read and understand the academic regulations set by the College of Graduate Studies, which are printed in the current CSU Graduate Catalog. The catalog is viewable online at www.csuohio.edu/gradcollege.

PROGRAM REQUIREMENTS

The curriculum for the MPA program consists of 46-49 credit hours of study depending on method of degree completion. The program is divided into core courses, a specialization (General Public Management for YSU students), electives, and a Public Administration capstone.

CORE COURSES

The core of the MPA curriculum (20 credit hours) is required of all students and consists of the following:

- PAD 600 Introduction to Public Administration
- PAD 601 Applied Quantitative Reasoning I **or**
- PAD 603 Public Finance and Economics
- PAD 604 Organizational Behavior
- PAD 617 or PSC 605 Public Administration and the Political Process

Note: The prerequisite for PAD 601: Applied Quantitative Reasoning is PAD 501: Fundamentals of Applied Quantitative Reasoning. Students may test out of this course by successfully passing the Quantitative Assessment, which may be taken at the Levin College. For students taking PAD 501, it will serve as an elective.

AREA OF SPECIALIZATION

The area of specialization for YSU students is General Public Management. Students complete a minimum of 9 credit hours (3 courses) in the General Public Management option. Courses include:

POLIT 5830: Public Human Resource Management – **required** (offered by YSU)

PAD 635: Public Sector Management – **required**

PAD 631: Law and Public Administration

PAD 632: Organizations & Management in the Public Sector

YSU/PAD 5833: Budgetary Policy (offered by YSU)

YSU/CRJUS 6925: Admin. & Mgt. Theory (offered by YSU)

YSU/CRJUS 6960: Program Planning & Evaluation (offered by YSU)

ELECTIVE CREDIT

All students are required to take elective courses chosen with the approval of the Academic Coordinator of their track specialization. The combined hours of core, specialization, and electives must be at least 46 credit hours. The electives are designed to enhance current skills, to fill gaps in substantive areas, or to develop an additional concentration.

CAPSTONE REQUIREMENT

PAD 692 is a generalist public administration capstone course that provides a final common experience for MPA students. In this course, students integrate learning from the MPA core curriculum with professional practices encountered in public and nonprofit organizations. Students prepare and defend a capstone paper.

ACADEMIC STANDARDS

All students must maintain an overall grade point average (GPA) of 3.00 to be considered in good academic standing. However, an academic review for probation or dismissal can occur for various reasons. Please see the rules listed below.

Students will be reviewed by the Academic Standards Committee at the Maxine Goodman Levin College of Urban Affairs and may be put on academic probation or be academically dismissed if they earn:

- one grade of F, **OR**
- two grades of less than B, **OR**
- two grades of NS **even if their overall GPA is 3.00.**

If it is determined that the student may continue in the graduate program, the Committee will indicate to the student, in writing, the conditions under which continuation is possible. If the Committee determines that dismissal is in order, this recommendation is to be made to the Graduate Dean for review and final determination.

Mandatory dismissal by the Graduate College occurs if a student (in 400-800 level courses):

- Receives a second grade of F, **OR**
- Accumulates a total of nine credit hours of less than B grades and has a cumulative grade point average below 3.00

These rules apply in all of the following categories:

- Prerequisites
- Core courses
- Courses in area of specialization
- Electives

- A maximum of eight credit hours of work at the C level for 400-level and above courses may apply toward graduate degree requirements
- Achievement of 3.00 cumulative grade point average for all courses taken as a graduate student
- A student may be required to repeat a course if deemed necessary by the Program Director for the MPA. (If the grade is less than B)

GRADUATION APPLICATION INSTRUCTIONS

Application Deadlines

If you are finishing	The deadline is
Fall Semester	April 14
Spring Semester	September 9
Summer Semester	February 1

Graduation Application

All students are required to file an application to graduate well in advance of their projected graduation date. Students should consult the Graduate Programs Coordinator before submitting their application. Graduation applications can be obtained from the Office of Student Services at the Levin College, UR 205, or from the Office of the University Registrar, UC 400. Completed applications, including the \$25 application fee, can be submitted in person at Campus 411 (UC 162) or mailed to the Graduation Office, UC 400, 2121 Euclid Avenue, Cleveland, OH 44115-2214. Go to <http://www.csuohio.edu/registrar/graduation.html> for more details on graduation procedures.

Please note: You must have degree-seeking status in order to file a graduation application.

The graduation fee does not cover rental or purchase of academic regalia.

Approval Process

Your graduation application will be routed first to your graduate program coordinator to determine if you will meet program requirements. It will then be routed to the College of Graduate Studies for their approval. Allow ten to twelve weeks for this process. You will receive a copy of your application with comments and approvals. Please check this copy carefully. Questions about the status of your graduation application should be directed to the Office of the University Registrar, 216.687.3700.

Graduation Requirements- Registration

A graduate student must be enrolled for at least one hour of graduate credit during the semester in which he or she will complete degree requirements. *This rule applies to students working on the removal of an Incomplete (“I”) or (“T”) grade from a previous semester.*

Release of Diplomas

When you have completed all degree requirements, the graduate program coordinator will prepare a “Notice of Completion” form to be signed by the graduate program director. The completed and signed form is submitted to the Graduation Office. Diplomas are released approximately one month after the graduation date, but not until the “Notice of Completion” has been submitted and any “I” and “T” grades are removed. Diplomas are sent by mail.

Commencement

The University holds two Commencement ceremonies during the year, in May and December. Students completing degrees in Spring Semester are eligible to attend the May Commencement, while Fall graduates attend the December Commencement. Summer graduates may choose to participate in May or December. Details about Commencement will be mailed to students who have applied for graduation and will also be posted to the University's web site. Please note that your graduate date will be the end of the term in which you complete requirements, regardless of when you participated in Commencement.

For more information on graduation filing fees, approval process, requirements and commencement please visit: <http://www.csuohio.edu/registrar/graduation.html>.

STUDENT SERVICES INFORMATION

Office of Treasury Services

(formerly the Bursar's Office)

Phone: 216.687.3615

E-mail: Bursars.Office@csuohio.edu

Location: University Center (UC) 460

The Office of Treasury Services is responsible for billing and collecting student fees. Information on **tuition and fees**, **payment plan options** and **payment methods** can be found at: <http://www.csuohio.edu/cashier/index.html>.

Fee Information

Tuition/ Fees for the Academic Year can be found at: <http://www.csuohio.edu/admissions/tuition.html>

Fee Payment

The Office of Treasury Services (Bursars.Office@csuohio.edu) bills students before the start of classes. The following methods of payment are acceptable: cash, check, and credit card (MasterCard/Visa/Discover). Students may pay balances online through CampusNet, fax tuition payments with credit card authorization to the Bursar's Office at 216.687.3619, or mail to:

Cleveland State University
Bursar's Office, P.O. Box 94973
Cleveland, OH. 44101-6973

FINANCIAL AID AND LOAN INFORMATION

Financial aid for the CSU/YSU program is completed **through YSU** for Youngstown students. The YSU financial aid contact is Gina McHenry.

An Ad Hoc Consortium Agreement and Academic Advisor Evaluation must be filled out to receive student loans through YSU. Forms can be found on the YSU web site at:

http://www.ysu.edu/finaid/Forms/PDFs/Advisor_Evaluation_form.pdf and
http://www.ysu.edu/finaid/Forms/PDFs/AD_HOC.pdf

In addition, the Graduate Program Manager forwards a copy of a student's registration/schedule of CSU classes to the YSU Financial Aid Office.

YSU Financial Aid Office is located in Room 202 of Meshel Hall.

<http://www.ysu.edu/finaid/>

330.941.3505

Contact: Gina McHenry

Securing a Student Loan

Gina McHenry, Assistant Director of Financial Aid at YSU, provides information about student loans. Appropriate links for Stafford Loans, Plus Loans, and the Free Application for Federal Student Aid (FAFSA) can be found at www.yсу.edu/finaid. The YSU Title IV code to fill out student loan forms is 00314500. The following steps are necessary to secure a student loan:

1. Register for a Federal PIN number online at www.pin.ed.gov.
2. Complete the FAFSA form, which can be accessed at www.fafsa.ed.gov.
3. Fill out an Online Request Form for a loan at www.yсу.edu/finaid. On this page, open Student Loans, then go to Loan Questionnaire.
4. Complete the Online Loan Counseling Requirement, accessed at www.yсу.edu/finaid. Open Student Loans, then click on Entrance Counseling. **NOTE: The Online Loan Counseling Requirement must only be completed one time.**
5. Sign Master Promissory Note (online MPN) with a lender, using the assigned FAFSA PIN number. To access from www.yсу.edu/finaid, click on student loans, then MPN. **NOTE: Great Lakes Higher Education Corporation (GLHEC) is the guarantor and servicer of your loan. The Borrower Services Department number is 1.800.236.4300.**

When all requirements are completed, GLHEC disburses loan funds to YSU by electronic funds transfer (EFT). The Office of the Bursar at YSU then applies the funds to the appropriate student account. Next, a refund check is sent to the appropriate address. Finally, students may use remaining funds to pay CSU tuition & fees, etc. For YSU student account questions, call the YSU Office of the Bursar, 330.941.3133.

Scholarships and Assistantships

CSU-YSU MPA students may apply for scholarships through CSU.

NOTE: Degree-seeking students from CSU are not eligible for scholarships through YSU. The following links will assist in applying for scholarships:

http://urban.csuohio.edu/student_services/funds.shtml. This link has the **Levin College Scholarship Applicant Financial Information** form, which must be filled out first, and the **Graduate Scholarship Application**.

Internships and assistantships are great ways for graduate students to gain experience in their field. For more information regarding graduate assistantships and internships through the Levin College of Urban Affairs, please contact Frances Hunter.

Phone: 216.687.2388

E-mail: fran@urban.csuohio.edu

Location: Urban Building, Room 213

Outside scholarships may also contribute to the cost of education. www.fastweb.com is an online scholarship search website.

ID Numbers

Degree-seeking and non-degree students receive I.D. numbers from both CSU and YSU. Access to online services at each institution requires the appropriate I.D. number and password.

YSU Student ID Card

Photos for the YSU ID card are taken at the Office of the Registration in Meshel Hall. The Office of Registration is down the hall from the Office of Financial Aid.

Parking for YSU Students

Parking passes can be obtained online when registering for courses and picked up in Smith Hall. Cost is currently \$68.00, and is subject to increase. Call 330.941.7199 for additional information.

Textbooks

The Cleveland State Bookstore can be reached by phone at 216.687.2128. The Bookstore is located at 2400 Euclid Avenue. Required texts for CSU courses can be purchased at the Bookstore (800.325.3252) or online at <http://csuohio.campusstores.com/>. Books can be delivered to students at their homes or places of employment. Textbooks for YSU courses can be purchased at Campus Book and Supply on Lincoln Avenue and at the YSU bookstore in Kilkawley Center.

Cleveland State University Library

The CSU Library is located on campus, in Rhodes Tower, floors 1-5. The library phone number is: 216.687.6953. To borrow books from the CSU University Library in person, students must have a CSU VIKING ID card. Many University Library resources, including Electronic Course Reserves, online databases, and electronic journals are accessible via the web; in some cases, students will be asked to provide their name and CSU ID number to gain access. The Library website is <http://www.ulib.csuohio.edu/>.

To use the Library from an off-campus site, students must have Internet access. An Internet Access Account from the CSU (this replaces use of AOL or another Internet Service Provider) or login information may be required for full use of the Library's databases. To visit the CSU Library Distance Education Website, go to <http://html.ulib.csuohio.edu/de/>.

Students enrolled in distance learning courses hosted by an OhioLINK institution are guaranteed full OhioLINK patron circulation borrowing privileges.

Students taking class via the Internet or other distance learning delivery methods from one host institution may want to use a library nearer their home or workplace. Those students should register at the library of the OhioLINK institution(s) most convenient to them. Students will need to identify themselves as distance learners and provide proof of enrollment.

Class Cancellations Due to Weather

216.687.2000 or 1-888-CSU-OHIO, ext. 2000

CSU evening classes are cancelled by 2:00 p.m. Students may call the CSU telephone operator for information during bad weather. Announcements of class cancellations will be made on local radio and TV stations. CSU closings can be found on the CSU website at <http://www.csuohio.edu/closing/>. Off-campus classes are cancelled if the host site is closed.

At YSU, listen to **WYSU-FM (88.5)** radio, which is the only official source regarding closing or cancellation of classes. **WYSU-FM** will provide the local media with a statement regarding campus closure or cancellation of classes.

CampusNet System

<https://campusnet.csuohio.edu/index.jsp>

On CampusNet students can:

- Print schedules
- Manage accounts
- Request transcripts
- Forward campus email
- View grades
- Receive online software training
- Order Textbooks
- Plus Much More

For information on registering for CampusNet, call the Information Services and Technology Center at 216.687.5050 or visit the IS&T web page at www.csuohio.edu/ist/.

SOLAR

At YSU, SOLAR (Student On-Line Advisement Registration System) is used to register for classes, check permanent records, etc. You will need your YSU Patron ID# and a PIN # to log in to SOLAR. Go to <http://helpdesk.ysu.edu/onlinehelp.htm> for information on registering for SOLAR. A CUE Mail account (YSU email system) is automatically created when students register for classes. CUE Mail is available for use one day after the registration process is completed. The YSU Tech Desk (Computer Services) site, <http://helpdesk.ysu.edu/faq.htm>, provides information on setting up the CUE Mail account. The Tech Desk is located on the 4th floor of Maag Library. If the Tech Desk requires you to come to the office to set up CUE Mail, be sure to bring your YSU ID.

WebCT

WebCT is used by CSU and YSU professors to post news, lectures, discussions, assignments etc. about classes. To log into Webct at CSU, a CSUID and a password are necessary after registering for a specific course. To log into WebCT at YSU, students must provide their first initial, middle initial, and last name for their WebCT ID and then create a password. Contact the appropriate helpdesks for questions regarding WebCT registration at CSU and YSU.

Campus411

Phone: 216.687.5411

E-mail: campus411@csuohio.edu

Location: University Center (UC) 162

Campus411 is the place to go for information and assistance with registration, academic records, student billing, and financial aid. Their “one stop” approach is simple; provide a central place where the University Community is effectively and efficiently served. Campus411 will listen to your concerns and work with you to resolve them as they support your educational goals.

Advising

Students are encouraged to schedule an appointment with the Graduate Programs Coordinator for additional information about scheduling classes, course selections, and progress toward degree completion. Rachel Singer is the Graduate Programs Coordinator for the Levin College of Urban Affairs.

Phone: 216.875.9985 Location: Urban Building, Room 229

Email: rachel@urban.csuohio.edu

Adding/Dropping Courses

Check the current *Semester Course Bulletin* for specific add/drop deadline dates at <http://www.csuohio.edu/registrar/calendar.html>.

Students who wish to drop a course after the deadline must file a petition with their CSU college advising office explaining the extenuating circumstances.

Graduate students must request a Petition Form from the Graduate School and follow the instructions as outlined. Petition approval is not guaranteed.

For a refund calendar schedule refer to <http://www.csuohio.edu/cashier/refund.html>

Courses are refunded at 100% if cancelled by the university.

Note: The official date of withdrawal (the date the course drop form is received by the Registrar's Office) will be the basis for computing a refund. Failure to attend classes due to personal or employment reasons does not change the refund policy or schedule.

CHANGE OF NAME / CHANGE OF ADDRESS

All students are responsible for keeping their University records as current as possible while enrolled at CSU. Address changes can be done on-line through [CampusNet](#). Students should notify CSU of a name change by completing a Change of Information form. Completed forms can be submitted to Campus411 in UC 162. A downloadable form can be found at: <http://www.csuohio.edu/registrar/forms/changeInfo.pdf>.

FORM CHECKLIST FOR YSU-CSU MPA APPLICANTS /STUDENTS

- ❑ Separate applications to Cleveland State and Youngstown State, which can be found online at www.csuohio.edu and www.ysu.edu. On the YSU application, make sure to write “**Cleveland State-MPA- Transient**” on the Master’s Program line.
- ❑ The Transcript Release Authorization Form from the Office of Records can be faxed to the Registrar’s Office at YSU. Contact the Graduate Program Coordinator (Rachel Singer) about obtaining the form. This form authorizes YSU to release official transcripts to CSU at the conclusion of each term of enrollment. You need only fax this form one time. Fax to Mary Bodnovich at YSU – 330.941.1408.
- ❑ If applying for financial aid for the MPA program at YSU, two forms must be filled out:
 - Ad Hoc Consortium form each semester - can be obtained at www.csuohio.edu and should be sent to YSU Financial Aid Office. The Ad Hoc form is needed to secure financial aid through YSU. It certifies that you are a degree-seeking student at CSU, but are a transient student enrolled at YSU.
 - Academic Advisor Evaluation form each semester – contact the Graduate Programs Coordinator about the Academic Advisor Evaluation form. The Academic Advisor Evaluation is an evaluation of a student’s academic progress.
- ❑ In your first semester, an admission letter from Graduate Programs Coordinator must be sent to Gina McHenry in the YSU financial aid office in order to obtain financial aid.
- ❑ A copy of your registration/schedule for a given semester should be sent by the Graduate Programs Coordinator to YSU.

CONTACT INFORMATION

Dr. Vera Vogelsang-Coombs, MPA Program Director at CSU	216.687.9223
Rachel Singer, CSU Graduate Programs Coordinator	216.875.9985
Frances Hunter, CSU Coordinator of Assistantships and Internships	216.687.2388
Rose Cutler, CSU Scholarship Coordinator	216.687.5263
Roberta Steinbacher, Assistant MPA Coordinator and Professor	216.226.5730
Mary Dillingham, YSU Criminal Justice Department Secretary (YSU MPA Department)	330.941.3279
Tammy King, YSU MPA Coordinator (Criminal Justice Department)	330.941.3279
Gina McHenry, MPA Financial Aid Coordinator at YSU	330.941.1594
Hunter Morrison, Director, Center for Urban and Regional Studies.	330.941.2745

YSU Departments

Youngstown State University- Main. One University Plaza Youngstown, OH 44555. 1.877.GO-TO-YSU.
www.yzu.edu.

The Bitonte College of Health and Human Services. Criminal Justice Department. 330.941.3279.
<http://bchhs.yzu.edu>.

BCHHS Dean's Office. 330.742.3321.

Dean of Graduate Studies. 330.742.3091

YSU School of Graduate Studies. 330.941.3091. Fax: 330.941.1580. Tod Hall Room 359.
graduateschool@cc.yzu.edu.

YSU Office of the Registrar. 330.941.3178. Registrar.office@cc.yzu.edu. Jones Hall Room 1013.

YSU Office of Registration. 330.941.3178. Meshel Hall (down hall from Financial Aid).

YSU Office of the Bursar. 330.941.3133. Meshel Hall Room 227.

YSU Financial Aid Office. Room 202, Meshel Hall. 330.941.3505. fax: 330.941.1659. www.yzu.edu/finaid.

YSU Helpdesk. Meshel Hall 437. 330.941.1595. helpdesk@cc.yzu.edu.

The YSU Center for Urban and Regional Studies. Phelps Building. 330.941.3355.
<http://cfweb.cc.yzu.edu/psi/curs.htm>.

CSU Departments

Cleveland State University- Main. 2121 Euclid Avenue Cleveland, OH 44115-2214 216.687.2000.
www.csuohio.edu.

The Maxine Goodman Levin College of Urban Affairs. 216.687.2135. <http://urban.csuohio.edu/>.

College of Urban Affairs Dean's Office. 216.687.2135

Dean of Graduate Studies. 216.687.9370

CSU Registrar's Office. 1.888.CSU.OHIO. www.csuohio.edu/registrar.

CSU Office of Graduate Admissions. 216.687.5599. Fax: 216.687.5400 www.csuohio.edu/gradcollege/.

CSU Office of Treasury Services. University Center, Room 460. 216.687.3615. Fax: 216.687.5200.
www.csuohio.edu/bursar/.

Loan Contacts

Great Lakes Higher Education Corporation. P.O. Box 7860 Madison, WI 53707.

Borrower Services Department- 1.800.236.4300. www.mygreatlakes.com.

MASTER OF PUBLIC ADMINISTRATION
 Cleveland State University/Youngstown State University
 GENERAL PUBLIC MANAGEMENT
CURRICULUM PLAN

NAME _____ ID # _____

NOTE: DEPENDING ON THE METHOD OF COMPLETION, A MINIMUM OF 46-48 HOURS MUST BE TAKEN. FOR THOSE STUDENTS STARTING THE MPA PROGRAM BEFORE SPRING TERM 2003, THE MINIMUM REQUIRED CREDIT HOURS IS 43.

CORE (20 credit hours)

	Term taken	Grade
PAD 600: Intro to Public Admin	(4) _____	_____
PAD 601: Applied Quantitative Reasoning I	(4) _____	_____
PAD 603: Public Finance and Economics	(4) _____	_____
PAD 604: Organizational Behavior	(4) _____	_____
YSU/PSC 5805: Public Admin & Political Process	(4) _____	_____

GENERAL PUBLIC MANAGEMENT (3 courses)

Bold indicates required courses

PAD 635: Public Sector Management (required)	(4) _____	_____
YSU/PSC 5830: Public Human Resource Mgt	(3) _____	_____
PAD 631: Law and Public Administration	(3) _____	_____
PAD 632: Organization & Mgt in the Public Sector	(4) _____	_____
YSU/PSC 5833: Budgetary Policy	(4) _____	_____
CRJUS 6925: Administration & Mgt. Theory	(3) _____	_____
YSU/CRJUS 6960: Program Planning & Evaluation	(3) _____	_____

ELECTIVES (3 courses needed or 9-12 credit hours)

_____	_____	_____
_____	_____	_____
_____	_____	_____

REQUIRED PUBLIC ADMINISTRATION CAPSTONE

PAD 692: Capstone in Public Administration	(4) _____	_____
(PAD 691 for students who became degree-seeking before Spring 2003)		

Student Signature _____ Date _____
 Reviewed by: _____ Date _____

Comments:

Revised 9/05 RS