

# Parent AND FAMILY GUIDE

2023-2024



**CENTRAL**  
MICHIGAN UNIVERSITY

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Dear Parents and family members:

Welcome to the Central Michigan University family! We are pleased your student has chosen to enroll at CMU and be a member of our university community.

This handbook has been designed as a quick guide to answer many of the questions you might have regarding CMU and our student support services. It is not intended to be all-inclusive. We also encourage you to visit our website at: **[www.cmich.edu/parentandfamily](http://www.cmich.edu/parentandfamily)**. It has helpful stories and information designed for parents and supporters. Also if you are not yet receiving our monthly electronic newsletters you can sign up there.

When you need additional service or information on any issue, we encourage you to call us for assistance. You will find a directory with the telephone numbers of many of our campus service offices on the inside back cover. If there is anything we can do to improve and support your experience as a CMU parent or supporter, please do not hesitate to contact us.

Please keep in touch with us throughout your student's CMU education. We look forward to working with your student and doing what we can to help them be personally and professionally successful.

All the best,



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# Academic Calendar 2023-2024

Dates are subject to change

## Fall semester 2023

|                          |  |
|--------------------------|--|
| August 28                | Classes begin  |
| September 1              | Registration (drop/add) ends for courses that have already started |
| September 4              | Labor Day - no classes, University Offices closed                  |
| September 30 – October 1 | Family & Friends Weekend   |
| October 16 & 17          | Fall Wellness Break - No classes, University Offices remain open   |
| November 22              | Thanksgiving break- begins at 5:00 pm                              |
| November 27              | Classes resume at 8:00 am<br>University offices closed             |
| December 9               | Classes end  |
| December 11 – 15         | Final exams  |
| December 16              | Semester ends  |

## Spring semester 2024

|                  |  |
|------------------|--|
| January 8        | Classes begin  |
| January 12       | Registration (drop/add) ends for courses that have already started |
| January 15       | Martin Luther King Jr. Day (no classes)                            |
| March 2          | Spring break- begins at 1:00 pm                                    |
| March 11         | Classes resume at 8:00 am<br>University offices remain open        |
| March 28 & 29    | No classes, University Offices remain open                         |
| April 27         | Classes end  |
| April 29 – May 3 | Final exam week  |

## Summer 2024

|          |                         |
|----------|-------------------------|
| May 13   | Summer I classes begin  |
| June 20  | Summer I classes end    |
| June 24  | Summer II classes begin |
| August 1 | Summer II classes end   |

## Fall 2024

|                |  |
|----------------|--|
| August 26      | Classes begin  |
| August 30      | Registration (drop/add) ends for courses that have already started |
| September 2    | Labor Day — No classes, University Offices closed                  |
| November 27    | Thanksgiving break- begins at 5:00 pm                              |
| December 2     | Classes resume at 8:00 am<br>University Offices closed             |
| December 7     | Classes end  |
| December 9- 13 | Final exam week  |

## **ACADEMIC ADVISING**

How can my student get in contact with an academic advisor and what services do they provide? Academic advisors provide personalized support to students during their academic journey from start to finish. They discuss academics in areas such as course selection, degree or graduation requirements, and transfer credit as well as provide academic coaching in areas such as time management, college transition, and goal setting. If a student needs support or answers to questions, advisors are a great resource and can connect them to other campus resources if needed.

All students are assigned an academic advisor at their New Student Orientation based on their area of interest. Their advisor serves as a continued point of contact and support until graduation. Advisors take a proactive approach to advising and want to meet with their students at least twice over the course of their first year. A student can see who their academic advisor is under the tab in their Degree Progress, which can be accessed via Centrallink. They can also schedule an appointment by calling 989-774-7506. Advisors are available Monday through Friday, 8 a.m. to 5 p.m.

### **What expectations will an academic advisor have for my student?**

An academic advisor works in partnership with your student to help them progress toward graduation. Advisors do not make decisions for your student but instead help your student navigate their college and academic path by asking them questions and getting to know them on an individual basis. In addition, the advisor expects your student to engage in regular meetings (twice a year for freshman, once a year for transfers) to ensure they are getting the guidance needed for success. It is important for your student to come prepared for each advising appointment which includes bringing technology or any relevant documentation, as well as a list of questions or goals for the meeting. Your student should always follow through on referrals and suggestions made by the advisor.

Advisors also regularly share important information and deadlines via (usually via email) and encourage students to review those messages.

### **How does my student declare a major?**

Your student must declare a major by the time they earn 56 credit hours (typically at the end of their second year). Most majors can be declared at any time, while others have admission standards which may require the

student to declare an intent to major prior to an official major declaration.

Your student should plan to meet with their academic advisor to discuss any details or processes specific to their area of interest. Students are also encouraged to reach out directly to an academic department for more information.

If your student is undecided and still exploring, the advisor will likely refer them to take the Awato Focus2 test Assessment, make an appointment with a Career Coach in the Career Development Center, take exploratory classes within our General Education.

### **Important advising milestones**

Beyond declaring a major before earning 56 credits, there are additional milestones important to your student's overall success. The term or year a student completes these milestones are recommendations; your student will work with their advisor on a customized timeline specific to their individual academic history and area of study.

- Create an academic plan and/or graduation plan: Students will work with their academic advisor to map out their program of interest.
- Completing a Degree Progress meeting: Around 75 credits or within the third year, students should schedule a degree progress meeting with their advisor. This is a touchpoint to ensure students are still on track and on a successful path for graduation. Students, particularly transfers, may complete a graduation plan and a degree progress meeting at the same appointment.
- Applying for graduation: At 86 credit hours or a year out from their intended graduation, students will apply for graduation. After applying, a student is issued a graduation audit from the Registrar's Office which details remaining requirements.

### **After New Student Orientation, how do students register for classes for future semesters?**

Students register for classes using Course Search and Registration, found in CentralLink (**centrallink.cmich.edu**). CMU utilizes a multi-semester registration process. In February of each given year, a students will register for the next summer, fall, and spring semesters. Students register based on an appointment time determined by the total number of credit hours they have earned at CMU and any courses in progress at CMU for the current term.

The class schedule is located in CentralLink under Course Search and Registration. It is important for students

to meet with their advisors each semester before they register to receive help in selecting appropriate classes for their programs.

## **ACADEMICS**

### **How do students change their course schedules?**

Students use **Course Search and Registration** to add and drop courses. Add/drop is only available during the registration period. Drop deadlines are listed in Course Search and Registration. A student who drops a course by the published drop deadline will receive a full refund of tuition. Additional registration information can be found at **cmich.edu/registrars**. Students can also contact the Registrar's Office at 989-774-3261 for assistance.

### **When do students receive notification of grades?**

At the end of each on-campus semester or session, students may access their grades via **cmich.edu** — students will need their global ID and password to access their grades. Grades are available the Friday following final exam week.

### **Who is eligible for the Dean's List?**

The Dean's List is published following the fall, spring, and summer semesters. To be included on the Dean's List, a student must earn a semester GPA of 3.5 and carry 12 letter-graded credit hours. Those students with an asterisk (\*) following their name have earned a semester GPA of 4.0 and are elevated to the President's List. Graded credit hours do not include CR/NC. The Dean's List is for undergraduate students only.

### **What is the tuition cancellation policy if a student withdraws or drops a class?**

**Dropping a course** – students must drop a course prior to the published drop deadline in **Course Search & Registration**. Courses dropped will be removed from the academic history and tuition will be adjusted to reflect a 100% cancelation of tuition charges.

**Individual course withdrawal** - After the drop deadline has passed, you may still have the option to withdraw from a course if you do so before the published withdrawal deadline. To withdraw means the course will be graded with a "W." A course with a grade of "W" does not factor into your GPA. There may or may not be a cancelation of tuition charges. Instructors will be notified of the course withdrawal. In cases involving academic dishonesty, the instructor will notify the Registrar's Office to reinstate the course and the instructor will submit the final grade.

- Main Campus Courses - There are no refunds for individual course withdrawals.
- CMU Online Courses - Depending on the deadlines, individual course withdrawals may receive a percentage refund, excluding the \$50 course fee.

### **Withdrawing from individual courses**

Students use **Course Search and Registration** to withdraw from individual courses.

Withdraw deadlines are listed in **Course Search and Registration**.

- Main Campus Courses – There is no tuition refund for individual course withdrawals.
- Online Courses – Individual course withdrawals may receive a percentage refund of tuition (excluding the \$50 course withdraw fee).

Please note, students receiving financial aid who withdraw from individual courses may compromise their financial aid.

Before withdrawing from individual courses, students should contact the Office of Scholarships and Financial Aid at 989-774-3674 for information.

### **Withdrawing from all full-term (16-week) courses**

Students enrolled in all full-term (16-week) courses can withdraw from all their courses in **Course Search and Registration** before or on the published withdrawal date.

A student processing a complete semester withdrawal from all full-term (16-week) courses may receive a percentage refund of tuition.

A student living in a residence hall may qualify for a percentage refund of room/board charges. Students should contact the Office of Residence Life at 989-774-3111 for information.

Please note, students receiving financial aid who complete a semester withdrawal from all full-term (16-week) courses may lose all or a portion of their financial aid.

Before withdrawing from all full-term (16-week) courses, students should contact Student Account Services and University Billing at 989-774-3928 for withdrawal counseling.

### **What happens when students have academic difficulties?**

Students in good academic standing have at least a 2.0 GPA. Students at CMU are responsible for recognizing when they are having academic difficulties and for seeking help as needed. They are encouraged to seek



assistance from their instructors, counselors, advisors or the Academic Advising and Assistance Office.

### **What is the academic probation policy?**

At the end of each semester or summer session, a student is placed on academic probation if his or her cumulative grade point average falls within the probation ranges below. The ranges vary depending on the student's attempted hours or total hours, whichever is greater. Total hours include credits attempted at CMU as well as transfer credits or hours earned in any other manner. A student on academic probation for the third consecutive semester, including summer sessions, is subject to academic dismissal.

| <b>Attempted/<br/>Total Hours</b> | <b>Suspension/Dismissal<br/>GPA Ranges</b> | <b>Probation<br/>GPA Ranges</b> |
|-----------------------------------|--|---------------------------------|
| 6-18                              | 0.0-0.99                                   | 1.00-1.99                       |
| 19-35                             | 0.0-1.49                                   | 1.50-1.99                       |
| 36-45                             | 0.0-1.69                                   | 1.70-1.99                       |
| 46-58                             | 0.0-1.79                                   | 1.80-1.99                       |
| 59-71                             | 0.0-1.84                                   | 1.85-1.99                       |
| 72-85                             | 0.0-1.89                                   | 1.90-1.99                       |
| 86 and over                       | 0.0-1.94                                   | 1.95-1.99                       |

The university notifies students who are placed on academic probation by sending an email to the student's CMU email account. This notice typically will arrive by the Friday following final exam week and will encourage students to seek advising, counseling, or academic assistance.

### **What is academic suspension?**

Students in their first semester (at least 6 credit hours) of academic courses taken at CMU are assigned an academic suspended status if their first semester or summer session GPA falls below the range for academic probation. Suspended status is a warning and students may not attend the next academic session until they appeal. Details regarding a student's academic suspension status, suggestions for corrective action, and the appeal process are communicated by email from the Academic Advising and Assistance office following the official grade deadline for each semester or summer session.

### **What is the academic dismissal policy?**

A continuing student with a cumulative GPA below the cumulative GPA range for probation, or when the student has been on academic probation for three consecutive semesters including summer sessions, will be assigned an academic dismissal status. At that time, the University notifies students that their enrollment is canceled. Details regarding a student's academic status, suggestions for corrective action, and an appeal process

are communicated by e-mail from the Academic Advising and Assistance office following the official grade deadline for each semester or summer session. Consideration for enrollment is based upon individual student circumstances. If students wish to return to the University, they must appeal through the Academic Advising and Assistance office (250 Ronan Hall, 989-774-3465), or see [https://www.cmich.edu/ess/academic\\_advising\\_assistance/Pages/default.aspx](https://www.cmich.edu/ess/academic_advising_assistance/Pages/default.aspx).

### **How do I return to the university after an Academic Suspension or Dismissal?**

A student whose eligibility to enroll (matriculate) has been canceled for academic reasons, may appeal to return through the Academic Advising and Assistance office. Students who have been suspended may apply for immediate rematriculation. Students who have been dismissed, may appeal for reinstatement consideration usually 12 months after dismissal. A student who has been dismissed twice will be rematriculated only under extraordinary circumstances. Rematriculation/reinstatement requires a written application, payment of the rematriculation application fee, and a personal interview with the Academic Advising and Assistance office. Supporting documents may also be required. Interviews for students seeking to return will be scheduled in advance of each enrollment period. Permission to return is not automatic and is based upon individual circumstances.

### **Withdrawing from all courses**

Students enrolled in all full term courses may withdraw from all courses using the complete withdrawal functionality in Course Search and Registration on CentralLink ([centrallink.cmich.edu](http://centrallink.cmich.edu)). Students enrolled in any short term courses, online courses or have already withdrawn from an individual course, will be referred to the Registrar's Office (Warriner Hall 212) for assistance. A student requesting a complete semester withdrawal may qualify for full or partial tuition and course-related fee cancellation based on the date he or she files. The student may also qualify for a refund of housing fees if he or she is living in a residence hall. The student should contact the Office of Residence Life at 989-774-3111 about terminating a housing contract and checking on possible refunds. Students should consult Course Search and Registration available at [cmich.edu/registrars](http://cmich.edu/registrars) for deadline dates, the refund schedule for complete semester withdrawals, and the policies on course drops and individual course withdrawals.

## **What is the tuition cancellation policy if a student withdraws or drops a class?**

A student who drops a class by the drop deadline will receive full cancellation of tuition and course-related fees. After the drop deadline, a student may withdraw from an individual course through the 10th week of classes for a full-semester course or through the midpoint for a shorter term course, but there is no cancellation of tuition and course-related fees.

## **ACADEMIC ASSISTANCE**

### **Where can students obtain tutoring?**

The CMU Tutoring Program offers one-on-one tutoring for most 100-400 level courses to all undergraduate students enrolled in face-to-face courses and some online courses. Walk-in tutoring is offered for some high-demand subjects as well. The tutors are students recommended by faculty and, though every effort is made to fulfill every request, occasionally a tutor may not be available for a course. Students seeking these tutors are asked to visit the Academic Advising and Assistance office in 250 Ronan Hall or to call 989-774-3465.

Additional areas providing subject-specific tutoring opportunities include:

- The Math Assistance Center (MAC). For information, visit: **cmich.edu/MAC**, call 989-774-2290 or email [MathAC@cmich.edu](mailto:MathAC@cmich.edu)
- The Writing Center. More information can be found at: **cmich.edu/Writing Center**
- The Supplemental Instruction (SI) program. Students inquiring about SI can contact Academic Advising and Assistance in 250 Ronan Hall, [aad@cmich.edu](mailto:aad@cmich.edu), or 989-774-3465

### **What can students do when they are concerned about their academic performance?**

Making the transition to being an academically successful university student can be difficult for even the most successful high school or community college student. Professional staff members are available in Academic Advising and Assistance, (250 Ronan Hall, 989-774-3465, [aad@cmich.edu](mailto:aad@cmich.edu)) or in the Office of Student Success (260 Ronan Hall, 989-774-3401, [oss@cmich.edu](mailto:oss@cmich.edu)) to assist all undergraduate students who have concerns about how they are doing in their classes, the effect of academic performance on their grade point average, how to study, how to read more effectively, or how to manage their time to achieve better balance between academics and other areas of their lives.

We encourage students to get to know their professors so they can more easily seek assistance when encountering difficulties. We emphasize that students who attend classes regularly and who sit in front do better, as do those who prepare and review every subject every day, even if only for 20 minutes each.

### **Is there a campus-wide, class attendance policy?**

No, there is not a campus-wide, class attendance policy. Each instructor will share their class attendance expectations at the beginning of the semester, usually listing in the course syllabus. It is the student's responsibility to communicate directly with each individual instructor regarding absences for illness or other planned and/or unplanned attendance issues. It is important to note that a student must begin and demonstrate participation in their course(s) by the 2nd Friday of the term/module their course(s) falls within. Student's must remain aware of due dates and deadlines associated with their courses to ensure their participation is documented. Failure to demonstrate participation will result in an administrative drop from that course(s) and financial aid will be re-evaluated.

However, in the event your student will be absent from classes three or more days, he or she should contact the Office of Student Affairs at 989-774-3346. At that time, a courtesy email message will be sent to your student's instructors acknowledging that they have reported being away from campus for an extended period of time. This note should not be viewed as an excuse, rather a simple confirmation of what your student has shared with the Office of Student Affairs — it is done as a courtesy only. Attendance decisions rest solely with the instructor.

If a student experiences a death of a family member, CMU has a bereavement policy which was established to support students who encounter a tragic event that may interrupt their academic studies. To learn more, visit this webpage: **Call Student Affairs at 989-774-3346.**

## **THE UNIVERSITY HONORS PROGRAM**

The University Honors Program provides high academic ability students with unique educational opportunities and challenges students to aim higher and achieve more meaningfully. Engagement with a vibrant Honors community, opportunities for research and creative work with top University faculty, and unique Honors coursework both on campus and around the world all help to transform Honors students' lives empowering them to help transform the world for the greater good.

## **Track II Honors Program Admission**

The majority of Honors Program students are admitted to the Honors Program right out of high school. However, The Honors Program reserves space each year, for “Track II admits” which includes transfer students, current CMU students, and international students. If your student falls into either of these categories, and has a cumulative college GPA of 3.25 or higher (as recommended by the Honors Council), then we encourage your student to apply to the Honors Program at the start of the Spring semester for priority consideration. If spaces in the class remain, there will be an extended application deadline of August 1. The current Honors Track II Application and Protocol are available online at [www.cmich.edu/honors](http://www.cmich.edu/honors). All accepted Track II admits must begin as a cohort in the fall semester immediately following their acceptance, and must enroll during that same fall semester, in HON 300, an introductory course to Honors, that focuses on the Honors Protocol, and senior project requirements. If you have questions about Honors Program Admission please contact the Honors Program Office at 989- 774-3902.

## **THE UNIVERSITY OMBUDSPERSON**

The Ombudsperson welcomes all CMU community members. This includes students’ family or other supporters. Whether meeting in-person, via telephone, or virtually — visitors will find a safe space in which to speak about a university-related question, concern, or challenge they may be experiencing. The Ombudsperson is a university designated neutral, who provides confidential, informal, impartial, and independent assistance. Together, we can identify available options, possible resources, and any more formal processes to consider as you seek resolution or guidance. You may contact the office at 989-774-3010 or [ombuds@cmich.edu](mailto:ombuds@cmich.edu) to arrange for a meeting. The office is located in Warriner Hall 214.

## **SARAH R. OPPERMAN LEADERSHIP INSTITUTE**

[www.cmich.edu/leadership](http://www.cmich.edu/leadership)

The Leadership Institute is named for Sarah R. Opperman, retired Vice President of the Dow Chemical Company. Opperman was appointed to the CMU Board of Trustees by Governor Jennifer Granholm on January 27, 2009, for an eight-year term expiring December 31, 2016. Ms. Opperman joined the Dow Chemical Company in 1981 and retired from the company in 2009 as global vice president of government affairs and public policy. She now owns a public affairs consultancy. A 1981 graduate of CMU, Ms. Opperman previously served on the CMU

Alumni Association Board of Directors and is a member of CMU's Development Board.

The Leadership Institute was established in 1997 to help Central Michigan University prepare students to serve as leaders in business, government, education, and community agencies. Since its creation, the Leadership Institute has been recognized as a national best practices program for creating student leaders. The Institute works to ensure that CMU graduates leaders; this work is guided by four overarching leadership learning goals:

1. Leadership knowledge and application. Students understand theoretical and historical perspectives of leadership, they are equipped to evaluate options, think critically, take healthy risks, and are forward thinking.
2. Identity development. Students demonstrate accurate self-appraisal, have developed a well-defined sense of purpose, understand their identities and intersectionality of them, and they seek and consider feedback from others.
3. Healthy relationships. Student can manage interpersonal conflict effectively, display appropriately assertive behavior, develop mutually beneficial relationships, value diverse perspectives, and demonstrate care for others.
4. Social responsibility. Students understand power and privilege, actively work for the greater good (social justice), demonstrate consideration for the welfare of others in decision-making, and act with integrity.

### **Co-Curricular Leadership Programs**

The Leadership Institute offers a four-year leadership program sequence. Enrollment in student leadership programs is open to all Central Michigan University students. Programs include Leadership Safari, Spark Leadership, the Connections Leadership Conference, Ignite Leadership, and the LeaderShape Institute. The Leadership Institute has offices in Powers Hall 100 and Bovee University Center 201. Connect with the Leadership Institute to learn more about program offerings by calling (989) 774-LEAD, and online at [cmich.edu/leadership](http://cmich.edu/leadership).

### **MARY ELLEN BRANDELL VOLUNTEER CENTER**

#### **What is the Volunteer Center?**

The Mary Ellen Brandell Volunteer Center supports students as they develop into active citizens in their community by providing community service and civic engagement opportunities and social issue education. The Volunteer Center connects students to local, national, international, and virtual volunteer opportunities through partnerships with over 100 community organizations.

We also offer on-campus volunteer events addressing a range of social issues from food insecurity, child literacy, animal welfare, and more. More information on these programs and opportunities can be found on our website: [www.volunteer.cmich.edu](http://www.volunteer.cmich.edu).

### **How can students start volunteering?**

It's easy! Located in the Bovee University Center, Room 106, the Volunteer Center maintains a variety of ways for students to learn about service opportunities. Students are encouraged to visit the Volunteer Center office and talk with a staff member about potential service options; they can also call us at 989-774-7685 or email [volunteer.center@cmich.edu](mailto:volunteer.center@cmich.edu). Additionally, students can find opportunities that fit their interests and schedules on our Engage Central portal which can also be accessed from our website: [www.volunteer.cmich.edu](http://www.volunteer.cmich.edu). The Volunteer Center also posts volunteer opportunities and educational resources on Facebook, Twitter, and Instagram (@CMUVolunteers).

### **What is the Student Food Pantry?**

The Student Food Pantry provides supplemental food support, cleaning, and hygiene products to any CMU student experiencing food insecurity. For information on hours or to register for a distribution, please visit the CMU Student Food Pantry webpage at: [www.cmich.edu/foodresources](http://www.cmich.edu/foodresources).

## **STUDY ABROAD**

### **When can students start planning to study abroad?**

Students are encouraged to begin planning to study abroad immediately upon arrival at CMU. The annual Study Abroad Fair takes place in September and offers the opportunity right at the start of the academic year to learn about the many different study abroad programs. Students can also connect with study abroad advisors and study abroad alumni.

### **Are there many choices?**

CMU offers more than 150 study sites in more than 50 countries. In addition to study programs, students may choose to intern abroad, including virtually. Faculty-led programs offer students an international education experience with CMU faculty and fellow CMU students.

### **How can students fund study abroad?**

There are several low-cost programs available, and students can continue to receive financial aid from CMU. Scholarships are available on campus and nationally, specifically for students who study abroad.

### **How long can students study abroad?**

It is possible to study abroad for one week during spring break, two to eight weeks in the summer, a semester or an academic year. It is not necessary to speak a foreign language to study in a non-English-speaking country because classes are available in English in many countries. Beginning language classes are part of the program. Housing is provided with all of our programs and students typically live in a residence hall, apartment or with a host family; faculty-led program participants typically stay in student hostels or hotels.

### **Where can more information be found?**

Information about all the study abroad programs, including information for parents and families, is available online at [studyabroad.cmich.edu](http://studyabroad.cmich.edu). Study Abroad Advisors meet with students to assist with the program selection and application process. Advising appointments, which are based on major, may be made online on our website. Parents are welcome to contact us with questions by email ([studyabr@cmich.edu](mailto:studyabr@cmich.edu)) or by phone 989-774-4308.

## **OFFICE OF RESIDENCE LIFE**

### **What is the campus residency policy?**

Central Michigan University's campus residency policy requires that first- and second-year students live on campus. Those who reach the four-semester requirement at midyear are required to complete the full term of the contract for the academic year (fall and spring semester).

Exceptions to the policy may be granted if special circumstances are outlined, and approval is obtained, prior to the signing of the Housing Contract.

### **Why a second year on campus?**

CMU cares about student success and student success begins with living on campus. National research shows that students who live on campus are more successful. Students who live on campus have higher grade point averages, are more satisfied with their college experience, are more engaged in co-curricular experiences, and are more likely to graduate than students who live off campus. When you live on campus, you belong to a community that supports and encourages your success. You live in close proximity to resources that are integral to student success. In addition, you will have the opportunity to develop lifelong friendships. No other housing option can provide students with this type of value.



### **How can my student change their meal plan?**

Meal plan changes may be made with the Office of Residence Life prior to the first day of classes. After classes begin, meal plan changes may be made at the CentralCard Office for a \$15 fee, or by visiting [www.cmucentralcard.com](http://www.cmucentralcard.com).

### **How does the room change process work?**

Research shows that living in a community with people from different backgrounds, values, personalities, and interests is an integral part of the college experience. Our goal is for students to learn from their on-campus living experience, so it is important to understand that space change is not the first consideration when issues arise between roommates.

Sharing a living space with others can be stressful and conflicts may arise. We know that roommate conflict can be uncomfortable to deal with. However, there are benefits to experiencing conflict; these types of situations provide opportunities to strengthen communication skills, better understand values, and learn to compromise and negotiation; all of these are necessary real-world skills.

Space changes are a last resort in dealing with roommate conflict except in emergency situations (e.g., physical violence). Guest visitation, differences of backgrounds, and use of alcohol are not treated as emergency situations. Approved space changes may take place beginning of the third week of the semester (after two full weeks of classes). This gives the Office of Residence Life time to assign additional students, process cancellations, and identify open spaces.

Space changes typically are not granted during the summer term due to our facilities management schedule. The Office of Residence Life has very few open spaces during the academic year, so the opportunity for space changes is limited and not guaranteed. Please keep in mind that the Office of Residence Life does not move students due to differences of race, ethnicity, religion and beliefs, sexual orientation, physical ability, or any other social identity.

### **May students decorate their living space?**

Residents are welcome to make their rooms comfortable. However, due to facility restrictions and health and safety issues, there are guidelines. Drilling, sawing, or attaching items to walls, floors, or ceilings with screws, nails, glue, or other devices is not allowed. Residents may not permanently alter walls, ceilings, or floors. Posters and other combustible decorations cannot cover more

than one third of a wall. Students are NOT permitted to hang anything from the ceiling piping or sprinkler heads. No paper may be taped to lights at any time in rooms or public areas. String lights may only be used for their intended purpose, not as an alternative light source. String lights must be in working condition, not modified from the manufacturer's original design and must be UL certified. Incandescent string lights are prohibited. Only LED string lights may be used. String lights are prohibited on the exterior of the living space, inclusive of the door frame and may not be wrapped around pipes or sprinklers. Self-adhesive LED strip lighting is prohibited from being attached to any of the rooms furnishings or surfaces.

### **Are lofts allowed in the residence halls?**

Lofts are permitted but must be rented through **Bedloft.com**. If you decide to rent a loft, the university-provided furniture must be stored in your own residence hall room. All lofts must be disassembled and the bed reassembled two weeks before the end of the spring semester. Because the beds that are furnished in Campbell, Celani, Fabiano, Kessler and Kulhavi Halls may be lofted, students are **not allowed** to rent lofts. In addition, lofts are **not allowed** in Carey Hall bed size.

### **Who is responsible for cleaning the living space?**

Students are expected to keep their living space clean. They are responsible for taking their trash and recycling outside to the appropriate dumpsters on a regular basis. Custodians vacuum floors in common areas such as hallways, lobbies and lounges. Students are expected to pick up personal belongings in common areas.

### **Is storage available in residence halls or apartments?**

Storage is very limited in each residence hall unit, so students may consider adding storage with small bookcases, baskets, a trunk or cartons that stack. They should plan to take seasonal clothing and bicycles home at break periods.

### **What size are the mattresses in the residence halls?**

Mattresses in the residence halls are twin extra-long, so traditional fitted sheets will not fit. Twin extra-long sheets are available at various retail stores. Carey Hall has full extra-long mattresses, and the Northwest Apartments have full mattresses.

### **What type of support is available in the residence halls?**

The Residence Hall Director is a full-time, live-in, professional staff member responsible for the daily operations of a 250-650 bed residence hall(s) or on-

campus apartments. The RHD directly supervises 5-12 Resident Assistants, 1-2 Inclusion Assistants, and most RHD supervise a front desk operation and advise community council. The RHD is charged with developing a community that promotes engagement, learning, respect for diversity, and student success. The RHD plays an integral role in developing and implementing our residential curriculum.

Each floor/apartment has a Resident Assistant and an Inclusion Assistant per community. The Resident Assistant is an upper-class student who lives on the floor/apartment community to serve as the primary resource for the building community and fostering student learning and growth. An Inclusion Assistant is an upper-class student who, in addition to enhancing the support of students with underrepresented/marginalized identities, their role is to educate community members on topics of equity and justice and to bridge campus resources and partnerships. Paraprofessional staff play an important role in helping the Office of Residence Life achieve our educational priority, so that as a result of living on campus, residents will become empowered citizens who responsibly impact their communities.

### **What is a Student Success Center?**

A Student Success Center is a location where student services professionals work as a team to help residents become successful students. A Care Advocate and Assistant Director of Residence Life are located in each success center. Community police officers are also available and visible within campus housing.

### **Are there visitation hours or overnight guest policies?**

Members of each community council decide visitation hours at the beginning of each academic year. No overnight guests will be allowed prior to the start of classes in the fall, during the first week of fall semester, or during exam week of the fall or spring semesters.

## **STUDENT ACTIVITIES AND INVOLVEMENT**

The Office of Student Activities & Involvement is home to hundreds of student organizations, fraternity and sorority life chapters, and campus wide events that promote CMU spirit, community and involvement.

Research shows that student involvement in co-curricular activities such as student organizations, leadership positions, and activities has a positive correlation with retention and academics. Because of the positive aspects of co-curricular involvement, CMU encourages students to become involved.

### **What leadership opportunities exist at CMU?**

There are several hundred organizations on campus with leadership positions. CMU has a strong commitment to volunteerism and community service, and many students assume leadership positions through the Volunteer Center and other community agencies. In addition, freshmen will have the opportunity to participate in a student organization fair during their first week on campus. This will help them obtain information and meet members of campus organizations. Contact the Office of Student Activities and Involvement, Bovee University Center 101, 989-774-3016, or visit [cmich.edu/SAI](http://cmich.edu/SAI) for more information.

### **How can my student get involved in fraternities or sororities?**

CMU has over 25 national social and cultural fraternities and sororities. Students can attend recruitment events at the beginning of each semester. These events enable students to become acquainted with the various groups and help make their decision easier.

Most fraternities and sororities were founded on values and beliefs established in the late 1880s and early 1900s. Many promote strong moral character, high academic achievement, service to the community, fraternal bonds and personal development. To learn more about fraternity and sorority life, contact the Office of Student Activities and Involvement at 989-774-3016 or visit [cmich.edu/SAI](http://cmich.edu/SAI).

### **What activities are available for my student?**

CMU students can get involved from their first days on campus. There are more than 350 student organizations in interest areas such as service, honors, politics, academics, religion and athletics. Students can also organize new groups that fit their own interests. A busy calendar of activities includes music concerts, performing arts productions, theater, nationally renowned speakers, athletic competitions, comedians and much more. In addition, more than 40 intramural sports are played through the University Recreation program. If you would like to learn more about student activities, contact the Office of Student Activities and Involvement at 989-774-3016 or visit [cmich.edu/SAI](http://cmich.edu/SAI).

### **What activities are available for students that promote diversity?**

The Center for Student Inclusion and Diversity and other campus offices offer a wide range of activities. These educational, recreational, social and cultural programs expose the campus to the contributions, cultures and history of women, ethnic minorities, gays, lesbians and

bisexuals, and other under-represented individuals within the United States. Everyone, regardless of background, is invited to these programs. Organizations include Organization of Asian Leaders, Spectrum, North American Indigenous Student Organization, Black Student Union, WISH, and Men About Change.

Programs include Hispanic Heritage Month, Arab American Heritage Month, Pride Month, Native American Heritage Month, Indigenous Peoples' Day, Martin Luther King Jr. Week, Black History Month, Women's History Month, Asian Pacific American Heritage Month, CMU Pow wow, Pride Week, Trans Week of Awareness, and Coming Out. Students have the opportunity to learn more about these organizations and programs at Get Acquainted Day on the first Wednesday of Fall Semester.

All students are welcome to get involved in these and other multicultural activities. For information, contact the Office of Multicultural Academic Student Services at 989-774-3945, Indigenous Affairs at 989-774-2508 or the Office of LGBTQ Services and Gender Equity Programs at 989-774-3637.

The Center for Student Inclusion and Diversity, Indigenous Affairs, and LGBTQ Services and Gender Equity Programs all offer multicultural events throughout the year. Performances, workshops and intercultural programs are an important part of the university calendar. In addition, specific activities are an integral part of residence hall programming.

If your student is interested in any of the programs or organizations, he or she should contact:

- Office of Student Activities and Involvement  
989-774-3016
- Office of Multicultural Academic Student Services  
989-774-3945
- Indigenous Affairs  
989-774-2508
- Office of LGBTQ Services and Gender Equity Programs at 989-774-3637

### **Are there performing arts programs?**

CMU offers students exciting opportunities to attend performances by professional theater, dance and music companies. Additionally, the School of Music presents a master series of artists featuring performers from around the world. Students also are able to attend performances by world-renowned orchestras, dance companies, and chamber and solo musicians. For ticket

information and a schedule of performances, call Ticket Central at 989-774-3045 or visit the website:

**cmich.edu/student-life/ticket-central.**

### **How much do tickets cost for students, parents, youth and senior citizens?**

Pricing varies by each performance and event. Students with a valid CMU student ID card are admitted free of charge to the student sections for regular season athletic events (based on availability). If you wish to enjoy an athletic event with your student but would prefer to sit in reserved seating, you may and will need to purchase a reserved seat ticket for your student. Single game tickets for football season can either be purchased in advance or on game day. Reserved football tickets purchased in advance are \$25 for adults and \$16 for youth/senior citizens. Tickets purchased on game day are \$27 for adults and \$19 for youth/senior citizens. General Admission is \$13 purchased in advance and \$16 on game day. The reserved sections for the single game are A, B, C, D, H, J and K and the general admission sections for single game are L, M, N, O, P, Q, R, S, T, AA, BB, and CC. Men's basketball general admission tickets are \$15 for adults and \$12 for youth/senior citizens. Women's basketball general admission tickets are \$10 for adults and \$7 for youth/senior citizens. Reserved tickets for Women's basketball are \$12 per person. Wrestling has only general admission seating: \$9 for adults and \$6 for youth/senior citizens. Volleyball is general admission seating only and is \$6 for adults and \$5 for youth/senior citizens. Gymnastics is also general admission seating only and is \$7 for adults and \$6 for youth/senior citizens. Baseball is \$8 for adults and \$7 for youth/senior citizens. Track and Field is cash only and is \$8 for adults and \$5 for youth/senior citizens. Postseason ticket prices for all athletic events may vary from regular season prices. For ticket information, call Ticket Central at 989-774-3045 or visit <http://www.cmuchippewas.com>.

### **Is barrier-free seating available?**

Yes. For ADA accommodations, call 989-774-3045 at least one week prior to an event.

## **UNIVERSITY RECREATION**

### **What recreational facilities and programs are available?**

University Recreation directs recreational programming on campus. Many programs take place in the Student Activity Center (SAC) – a 175,000-square-foot facility that is fully accessible to individuals with disabilities. The SAC is a complete recreation center focusing on health, fitness

and fun for all members of the university community. In addition, there are more than 200,000 square feet of outdoor space, including intramural fields and a disc golf course. CMU Student Access to the SAC is a benefit of your tuition.

There are unlimited recreation opportunities such as E-sports, aquatics, fitness, jogging, billiards, group fitness, racquetball, table tennis, basketball, volleyball, badminton, tennis, floor hockey, indoor soccer, dancing, movies and various other leisure activities. Activities are directed by a highly qualified campus staff in conjunction with a large staff of students. Programs help students, faculty and staff maintain a high-quality lifestyle and provide choices for active use of leisure time. Activities are offered within intramurals, fitness, aquatics, and special events. The department also advises club sports. More than 40 club sports are available to special interest groups that require memberships, normally for a fee.

Open recreation is a self-service program allowing drop-in use by people who show a current CMU ID card validated for building use or who have a guest pass. Options include swimming, jogging, indoor driving range, table tennis, pickup basketball, weight training and other activities. This program also allows for making reservations for racquetball, tennis, walleyball and volleyball. The intramural sports program consists of meets and leagues in more than 40 sports. The program includes a wide range of individual, dual and team sports. With few exceptions, all activities are offered in three divisions: men, women and co-recreational.

An outdoor intramural complex features four softball, two soccer, six flag football and two club fields as well as a service building with concessions, restrooms, equipment checkout and storage. Jogging and biking areas as well as an 18-hole outdoor disc golf course are also available. This course is only the fourth of its kind to exist on a college campus in Michigan. Fitness programs are led by certified student staff members. Activities include mind/body, aquatics, cycling, kickboxing, step, cardio, suspension training, and exercise. Personal trainers and group fitness classes, staffed by qualified and supervised students, provide fitness profiles, exercise counseling and assistance in developing personal fitness programs for a reasonable cost.

Special events include road races, sports tournaments, and functions associated with Homecoming, alumni

weekend, collegiate alcohol awareness week, collegiate drug awareness week, and charitable projects. Social events include dances, billiards, pool parties, card tournaments, TV viewing, movies and other programs. For information about University Recreation and facilities, visit [cmich.edu](http://cmich.edu), keyword: UNIVERSITY RECREATION, call University Recreation at 989-774-3686, or "Like" our Facebook page at URECCMU.

## **STUDENT CONDUCT**

### **Does CMU have an alcohol and drug use policy?**

Yes. Only students who are of legal drinking age may have alcoholic beverages in their residence hall rooms. They cannot violate any local, state or university ordinances. Most new students will not be of legal age to consume alcohol. No one can consume or possess alcohol in open containers in lounges, recreation rooms, hallways, outdoors or in other public areas. Any student present in a room where an alcohol or controlled substance policy violation occurs will be considered in violation of university policy. The alcohol and controlled substance policy is available on the Office of Student Conduct website.

### **Tobacco-Free Campus**

As of July 1, 2014, CMU adopted a tobacco-free campus as part of its commitment to providing a healthy environment for learning, living and working. The new policy, "A Breath of Fresh Air," eliminated the use of tobacco products anywhere on campus — indoors or outdoors. The policy prohibits the use of any form of tobacco on campus, including traditional cigarettes, e-cigarettes, vape pens, chewing tobacco, pipes, cigars, hookahs, waterpipes, snus and snuff. We expect students, faculty, and staff to adhere to this policy.

### **What can parents and supporters do to assist?**

Our policies on alcohol and controlled substance use are clear, and we view violations of these very strongly. We confront students and issue sanctions when we identify transgressions. Federal Law H.R. 6 allows universities to notify parents when violations occur. CMU will notify parents when students are found in violation. We encourage parents to join us in an effort to prevent incidents that might interfere with their student's academic goals and personal well-being while at CMU.

### **What behavior is expected of CMU students?**

Students are expected to obey federal, state and local laws as well as the rules and regulations of the university. The Code of Student Rights, Responsibilities and Disciplinary



Procedures establishes expectations for student behavior within the university community. This code also outlines acts on university-owned or controlled property that constitute unacceptable conduct by all students. All alleged violations of the code may result in referral to the Office of Student Conduct. The university also reserves the right to review students' off-campus conduct.

**If a student is sanctioned under the Code of Student Rights, Responsibilities and Disciplinary Procedures, will that action appear on his or her permanent university record?**

No. A separate discipline file is maintained by the Office of Student Conduct.

**Do I have access to my student's disciplinary records?**

Student records are kept confidential between the student and the university. These records may not be reviewed by others without the student's permission.

**Does CMU have a policy regarding discrimination and/or harassment?**

Yes. CMU's Equal Opportunity and Affirmative Action Protocol prohibits unlawful acts of discrimination or harassment on the basis of age, color, disability, ethnicity, gender, gender expression, gender identity, genetic information, height, marital status, national origin, political persuasion, pregnancy, childbirth, or related medical conditions, race, religion, sex, sex-based stereotypes, sexual orientation, transgender status, veteran status, familial status, or weight by members of the university community.

Prohibited acts include discrimination or harassment in employment, education, housing, public accommodations, public services, and telecommunications. To file a complaint of harassment or discrimination, contact the Office of Civil Rights and Institutional Equity. The office is located in the Bovee University Center, Room 306, and can be reached at 989-774-3253, [OCRIE@cmich.edu](mailto:OCRIE@cmich.edu).

**Does CMU have a policy regarding sexual misconduct?**

Yes. The Sexual and Gender-Based Misconduct Policy prohibits sexual misconduct, including dating violence, domestic violence/intimate partner violence, sexual assault, sexual exploitation, sexual harassment, stalking, and retaliation by members of the university community. To file a complaint with the university regarding sexual misconduct or to request interim measures, contact CMU's Title IX Coordinator at the Office of Civil Rights and Institutional Equity. The office is located in the Bovee University Center, Room 306, and can be reached at 989-

774-3253, [OCRIE@cmich.edu](mailto:OCRIE@cmich.edu). To learn more information about the policy go to: [cmich.edu/ocrie](https://www.cmich.edu/ocrie). Complaints may also be filed with the CMU Police Department.

## **CAREER DEVELOPMENT CENTER**

### **Where can my student get extra assistance in deciding on a major?**

CMU's Career Development Center, located in Ronan Hall 240, offers a full range of services to students and alumni. Career advisors provide individual assistance and suggest exploration and career-based activities to help students focus on major and career choices, including the FOCUS2 assessment. The Career Development Center's website and career management database, Handshake, contain a wide variety of information on careers, internships, employers, and graduate schools. There is no charge for services and they are available to alumni for their lifetime. For information, call 989-774-3068, email [careers@cmich.edu](mailto:careers@cmich.edu), or visit [careers.cmich.edu](https://careers.cmich.edu).

### **Can the university help my student get a job when she or he graduates?**

CMU's Career Development Center has several ways to assist graduating students with their job search process. Individual advising, mock interviewing, and résumé and cover-letter critiques help prepare students for the job search. Special services include career events, on-campus interviews, and job and internship postings through Handshake. Career fairs and professional development events provide the opportunity for students to make direct contact with a wide range of prospective employers.

## **STUDENT HEALTH SERVICES**

How can I learn about Student Health Services?

- Visit [www.cmuhealth.org/services](https://www.cmuhealth.org/services) and click on CMU Health: Mount Pleasant Clinics at the bottom of the page.
- Call Student Health Services at 989-774-6599. Select option one to schedule an appointment.
- Regular Hours: Monday-Friday, 8 a.m.-12 p.m., 1-5 p.m., closed for lunch 12 p.m.-1 p.m.
- Immunization services, including COVID-19 vaccines/boosters, Monday-Friday, 8-11:30 a.m., 1-4:30 p.m.

Student Health Services is conveniently located on the campus of Central Michigan University on the second floor of Foust Hall. This location offers scheduled appointments and, when available, walk-in appointments. Our team of certified medical professionals provides

outstanding, patient-centered medical care. Available services include treatment of acute illness and injury, chronic illness management, sexual health services, physicals, travel health, basic cardiac and dermatological services, immunizations, allergy shots, and flu vaccines. Referrals for outside services and specialists are also provided. Quest Diagnostics operates a laboratory in Foust Hall next to the clinic.

CMU Student Health Services will bill insurance for clinical services rendered. Prior to appointments, we encourage all patients to call the number on the back of their insurance card, tell the representative that they are attending college away from home, and confirm coverage and benefits. For patients without insurance, Student Health Services provides a 30 percent self-pay discount for most clinical services. For more information, please contact the CMU Health Billing Office at 989-774-6599, option four.

## **BEHAVIORAL HEALTH SERVICES**

How can I learn about Behavioral Health Services?

- Visit [www.cmuhealth.org/services](http://www.cmuhealth.org/services) and click on CMU Health: Mount Pleasant Clinics at the bottom of the page.
- Call Behavioral Health Services at 989-774-6599. Select option three to schedule an appointment.
- Regular Hours: Monday-Friday, 8 a.m.-12 p.m., 1-5 p.m., closed for lunch 12 p.m.-1 p.m.

As a student life is full of challenges, at CMU Behavioral Health Services, we believe mental health should always be a priority. Our licensed providers, alongside of the support staff from CMU Health are here for students – right on campus. Behavioral Health Services is conveniently located on the campus of Central Michigan University on the second floor of Foust Hall. CMU Behavioral Health Services commonly cares for depression, anxiety, attention deficit/hyperactivity disorder (ADHD), substance abuse, and bipolar disorder. CMU Behavioral Health offers initial assessments and evaluations, medication management, and telehealth appointment options to make appointments convenient for the busy student lifestyle.

CMU Behavioral Health Services will bill insurance for clinical services rendered. Prior to appointments, we encourage all patients to call the number on the back of their insurance card, tell the representative that they are attending college away from home, and confirm coverage and benefits. For patients without insurance, Behavioral

Health Services provides a 30 percent self-pay discount for most clinical services. For more information, please contact the CMU Health Billing Office at 989-774-6599, option four.

## **STUDENT DISABILITY SERVICE**

### **What assistance is provided for students with disabilities?**

The Student Disability Services (SDS) office is located in Park Library 120 and provides academic and housing accommodations for students with permanent or temporary disabilities. Services are provided to students who register with SDS submit the appropriate documentation of their disabilities and engage in the interactive process with SDS staff. The Americans with Disabilities Act (ADA) defines disability as “a physical or mental impairment that substantially limits one or more major life activities, a record of such impairment, or being regarded as having such an impairment.” Disabilities involve substantial limitations and are distinct from common conditions not substantially limiting major life activities.

SDS staff engage in an interactive process with students to determine reasonable accommodations. Some examples of accommodations include extended test time, adaptive technology, sign language interpreters, captioning and quiet area for testing. SDS staff members also work closely with campus partner offices to offer students resources for their academic pursuits.

The Student Disability Services website contains information about how to register for services, what types of documentation are accepted, explanations of commonly offered accommodations, how college accommodations differ from high school, and resource links for extra support for students. For more information, visit [www.cmich.edu/SDS](http://www.cmich.edu/SDS), call 989-774-3018, or email [SDS@cmich.edu](mailto:SDS@cmich.edu). The SDS office is open Monday through Friday from 8:00am-5:00pm.

### **Does Student Disability Services provide transportation for students with disabilities?**

Transportation services are not provided by CMU. Transportation to and from class is considered the personal responsibility of the student. Students may wish to rent a scooter, which is typically covered under health insurance for mobility issues, or utilize the County I-Ride transportation system. If you are interested in securing a mobility device in Mt. Pleasant, we recommend searching the internet for local medical supply companies so you can reach out to them with any specific billing or insurance questions.

## **COUNSELING SERVICES**

The CMU Counseling Center provides mental health support for students with personal concerns that can negatively impact their academic success, interpersonal relationships, health, or well-being. We recognize that each student is a unique individual with different stories, experiences, and needs. We strive to create an open, safe, and inclusive environment.

### **Where is the Counseling Center located?**

We are in Foust Hall 102. Hours of operation are M-F 8am-12pm & 1pm-5pm. Limited evening appointments are available when scheduled in advance.

### **How can my student schedule an appointment?**

Students may call (989)774-3381, stop by the center, or complete an appointment request on our **website**. Students who complete an online appointment request will be contacted with 24 hours to schedule their appointment.

### **What is the cost for counseling services?**

Counseling services are free for students who are currently enrolled in courses. Students not taking courses in the summer are eligible for services if they successfully completed spring semester and are enrolled for classes for fall semester.

### **Are tele-mental health services available?**

Yes! Students can elect to meet with their counselor in person or via videoconferencing. Any CMU student enrolled in courses and living in the State of Michigan is eligible for counseling services via videoconferencing.

### **Are counseling services part of a student's academic record?**

Counseling services are privileged and confidential and are not part of a student's official academic record.

### **Are psychiatry services available?**

Psychiatry services are available through Student Health Services, located on the second floor of Foust Hall. Students can schedule an appointment by calling (989)774-6599. Psychiatry services are not free. Student Health Services will bill insurance. Please contact Student Health Services for questions regarding billing and fees.

### **How can I learn more about Counseling Center services?**

Please visit the Counseling Center **website** for detailed information regarding services, staff, confidentiality, crisis situations, and 24/7 assistance. **[www.counsel.cmich.edu](http://www.counsel.cmich.edu)**

### **Care Advocate Program**

Sponsored by the Office of Residence Life, the Care Advocate program places licensed mental health

professionals directly in the residence halls. Their mission is to provide staff consultation, support, crisis intervention and proactive prevention efforts addressing mental health issues, and to act as a bridge to partner offices supporting the personal growth and academic progress of students. Services are free.

- East Community Student Success Center  
989-774-3942
- South Community Student Success Center  
989-774-3089
- Towers Community Student Success Center  
989-774-6601

## **CMU CARES PROGRAM**

### **What is the CMU Cares Program?**

CMU CARES is a comprehensive support service to help TAKE CARE of our students, faculty, and staff. CMU CARES provides students with helpful information and support navigating campus and community resources to support student well-being and success. CMU encourages parents and supporters to tell us when a student is having a difficult time so the CARES program can reach out and offer support and resource information.

If you are concerned about a student who may be feeling overwhelmed, experiencing challenging life events, or struggling to navigate university, we encourage you to file a CARES report for them. CMU CARES serves all CMU students and strives to identify and connect them with the most relevant support and resources for their situation. When you submit a CARES report, you provide an opportunity for the student to receive outreach, the choice to engage with support resources, and an expanded network of support.

The CMU CARES website ([www.cmich.edu/cmucares](http://www.cmich.edu/cmucares)) provides additional information about the services provided and the CARES report form. If you have an immediate or imminent threat or an emergency exists, please call 911 or contact CMU Police at 989-774-3081.

## **UNIVERSITY POLICE**

### **Does the campus have police patrols?**

CMU police perform campus patrols using fully marked patrol cars, mountain bikes and walking patrols. Officers conduct investigations of both criminal and noncriminal incidents occurring on campus. CMU officers answer all medical and fire emergency calls, providing the proper assistance until EMS or fire department personnel arrive. CMU police

provide many extra services not offered by traditional law enforcement agencies. Their services help provide a safe environment in which to obtain a quality education.

### **What about emergency phones on campus?**

Blue-light emergency phones have been strategically placed on the CMU campus to enable members of the campus community and visitors to report emergencies or crimes in progress or to contact the CMU police for any reason. Each phone is marked with a blue light and offers a direct line to the CMU police. In the case of an emergency, dial 911.

### **What personal safety education programs are available?**

CMU is a safe campus, but students can proactively manage their personal risk through education and awareness. The CMU Police Department presents programs regarding personal safety, sexual misconduct and stalking throughout the year and upon request. These programs include College Life and Safety as part of orientation when new students arrive on campus in the fall. Students are encouraged to be safety conscious and take advantage of resources on campus. For more information on staying safe at CMU, contact CMUPD at 989-774-3081 or visit our website, keyword POLICE.

### **Crime disclosure and information**

The CMU Police Department is continually dedicated to keeping the campus community safe, and this includes providing relevant information on safety and security. The Annual Security and Annual Fire reports for CMU can be found at [cmich.edu/asr](http://cmich.edu/asr). These reports outline crime and fire statistics for the past three years, offer various information about the Police Department, crime prevention, emergency notification, reporting methods, and emergency evacuation procedures. Printed copy of this information is also available at the CMU Police Department, 1720 S. East Campus Dr., Mount Pleasant, MI 48859. Students, faculty, and staff are also encouraged to visit and bookmark the website [cmich.edu/crimealerts](http://cmich.edu/crimealerts) for information related to significant incidents which may impact the CMU community.

### **Must cars be registered for parking?**

Yes, cars must be registered to purchase a virtual permit. Annual virtual parking permits are purchased online at [parking.cmich.edu](http://parking.cmich.edu). All permit holders must park their vehicles in designated lots only. All parking lot permit regulations are in effect Monday – Friday from 2 a.m. to 5 p.m. From 5 p.m. to 2 a.m. you do not need a parking pass to park on campus, there is no parking at any time

in lot 41 (near Towers residence halls), which is restricted to faculty/staff only. Designated meter and mobile pay spaces are available to park for those without a permit. There is NO PARKING in any area from 2 a.m. to 6 a.m. except for on-campus residents with a valid CMU resident or apartment parking permit. Service drives, handicap spaces, restricted areas, reserved spaces and fire lanes are enforced 7 days a week, 24 hours a day year-round. Meter/mobile pay fees must be paid between 6:00 a.m. and 5:00 p.m. Monday through Friday. No parking shall be permitted in a metered/mobile pay parking zone between 2:00 a.m. and 6:00 a.m. If using mobile pay, vehicles must be parked in a mobile pay space. Note the maximum time and hours of operation for each lot/session. Metered/mobile pay areas may be closed or designated as other parking pursuant to CMU police order or approval for designated special events.

Citation payments may be paid online at [parking.cmich.edu](https://parking.cmich.edu). For further information, please contact Parking Services at 989-774-3083 or visit our website at [cmich.edu/parking](https://cmich.edu/parking).

## **CELLULAR SERVICES**

CONNECT CMU offers Verizon, AT&T, and T-Mobile plans, devices, and services at significantly discounted prices. All members of the CMU community, including students, parents, and guardians, are eligible. Bills are charged directly to the CMU account, where online payment options are available. For more information, please visit [connect.cmich.edu](https://connect.cmich.edu).

## **TECHNOLOGY RESOURCES**

The Office of Information Technology (OIT) identifies, implements, and supports a vast array of technology. Below are some of the most common technology-related questions and answers. Please visit [it.cmich.edu/orientation](https://it.cmich.edu/orientation) for more details and topics.

### **What options are available to connect Internet-capable devices?**

A robust wired and wireless network is available in all residential, academic, and administrative spaces. Students register devices using their Global ID and can move seamlessly between spaces. There is a special network dedicated to smart televisions, gaming systems, and similar devices. Network cards and ethernet cables are not provided.

### **What kind of computer do I need?**

We encourage you to contact an advisor or faculty member within your area of study for guidance. OIT



offers support to the very best of our ability, regardless of brand or operating system.

### **Can I buy a computer through CMU?**

CMU has contracts with Dell and Apple and special pricing is available to students.

### **Does CMU provide any software to students?**

Students can access, download, install, and use Microsoft Office 365, Adobe Creative Cloud, Qualtrics Research Core, Panopto, Blackboard, and other software for free. Still other specialty software is available within a virtual lab environment.

### **Are computer labs available on campus?**

In addition to small specialty labs across campus, hundreds of public workstations are available within the Charles V. Park Library during regular hours. Designated spaces and workstations are accessible 24 hours per day.

### **Do I need to buy and bring a printer?**

You can, but you don't need to. The PrintQ system is available campus-wide, and every student is granted use it or lose it credit to print hundreds of pages each semester. Print jobs can be sent from personal devices or public workstations.

### **Where can I store my electronic files?**

Every student is provided 1 TB of cloud storage via Microsoft OneDrive where you can access, create, store, and share content as you wish. An additional 10 GB of local network-based storage is provided via the UDrive service.

### **What type of television options are available to on-campus residents?**

SpectrumU is available and can be used to stream live television to smart televisions and other personal devices.

### **Who should I contact if I have other technology-related questions or need tech support?**

The CMU Help Desk team is ready, willing, and able to assist. Reach out to them today.

- Phone: 989-774-3622
- Email: [helpdesk@cmich.edu](mailto:helpdesk@cmich.edu)
- Chat and Self-Service Support: [help.cmich.edu](https://help.cmich.edu)
- Web: [it.cmich.edu](https://it.cmich.edu) or [it.cmich.edu/orientation](https://it.cmich.edu/orientation)
- In-Person: Park Library 101

### **Connect with campus partners for additional assistance and support**

- Technology Information and Resources  
<https://it.cmich.edu/orientation>

## **BILLING AND EXPENSES**

### **Electronic billing**

Billing statements are issued electronically. When a new statement is available for your review, your student and any established authorized payers will receive a statement notification asking that you review your online billing statement. If you would like statement notifications sent to a non-CMU email address or a text message to your phone, go to User Preferences on the View + Pay Accounts screen. This may include (not limited to) tuition and fees, room and board, telephone, health services, bookstore, and parking charges. Bills can be paid through CentralLink at **centrallink.cmich.edu** via eCheck, MasterCard, American Express, Visa, or Discover.

Note that a service fee of 2.75 percent is assessed on all credit card payments. Cash and check payments can be paid in person at the Student Service Court in the Bovee University Center. Mailed payment can be submitted to: CMU Student Account Services and University Billing, UC 119, Mount Pleasant, MI 48859.

### **Payment plan**

CMU offers an optional per semester payment plan. Enroll early for more payment options. With the assistance of a budget calculator, you will estimate the semester expenses and enroll in monthly payments. The budget and payment amount will adjust based on actual charges and credits made to your student's account. Payments are processed via electronic funds transfer from a checking or savings account or debit/credit card. If a debit/credit card is used, a service fee of 2.75 percent per transaction will be assessed. A nonrefundable enrollment fee of \$25 per semester will be charged to all students enrolling in the payment plan. For information, visit **cmich.edu** keyword: Payment Plan.

### **Refunds**

Refunds are issued from Central Michigan University for a variety of reasons: disbursement of financial aid, dropped courses, bookstore returns, etc. All refunds are issued electronically, utilizing BankMobile (a third-party refund processor).

For more information about BankMobile, visit: **<http://bankmobiledisbursements.com/refundchoicesso/>**.

### **Will I receive a bill for my student's tuition and course-related fees?**

Central Michigan University sends all billing statements by email to the student's CMU email address in order

to provide quick, convenient service and to eliminate mailing delays. Students will be responsible for accessing these monthly email messages for their account balance and payment due dates. If you would like statement notifications sent to a non-CMU email address or a text message to your phone, go to User Preferences on the View + Pay Accounts screen. Payments may be made on CentralLink (**centrallink.cmich.edu**), in person at the Student Service Court (Bovee University Center 119), or can be sent to: Student Account Services and University Billing, UC 119, CMU, Mt. Pleasant, MI 48859.

Failure to pay a monthly bill will result in late charges and a hold placed on the student's account, prohibiting him or her from registering for future terms. Students adding classes after the registration period has ended may be required to pay for their class(es) at the time they register. All information regarding billing and deadlines is available in the class schedule on the Registrar's Office website: **cmich.edu/registrars** and in the Billing and Expenses section of this publication.

### **Past due policy for fall semester only**

Any student registered for a fall semester with a past due balance of \$200.00 or greater will be removed from all registered courses on August 1. All students will receive prior notification of the registration removal after the July billing statements have been issued (approximately the first week in July). If past due balances are not brought current after notification is sent and before August 1, registration from courses for the fall semester will be removed.

## **STUDENT EMPLOYMENT**

### **Are services available to help students locate jobs?**

Student Employment Services in the Bovee University Center assists students with finding on- and off-campus employment opportunities. College work study, general student assistance and community job postings are available online at **ses.cmich.edu**. Many departmental jobs are available on campus, including residence halls, dining facilities, grounds and maintenance, Student Activity Center, library, and bookstore positions. More information is available at Student Employment Services, Bovee University Center 121, by calling 989-774-3881 or online at **ses.cmich.edu**.

### **Should students work during their first year? Won't employment interfere with studies and adjustment to college?**

CMU research data shows that students who work on-campus jobs have higher grade point averages, graduate

at a faster rate, and learn valuable job skills to include on a resume. If the student has a desire to work, he or she should be encouraged to do so. The average student employee actually works approximately 10 hours a week. Work assignments are scheduled before, between, and after classes to meet the needs of both students and employers. Having an on-campus job can help the student better organize his or her time, make valuable contacts, learn new skills, and adjust to the overall atmosphere of college life.

## **FINANCIAL AID/STUDENT LOANS**

### **How should students apply for financial aid, and when do they receive notice of their financial aid package?**

Students must apply for financial aid annually by completing the Free Application for Federal Student Aid (FAFSA). Students may complete and submit the FAFSA online at [studentaid.gov](https://studentaid.gov). The 2023-2024 FAFSA will be available in December 2023. Families will use their 2022 federal tax information to complete the FAFSA.

New freshmen will be notified of their financial aid offers starting in February; returning students receive notification by the end of June. All financial aid offers can be viewed on the student financial aid portal within CentralLink, along with any required documents and next steps to avoid a delayed financial aid disbursement. Students who do not want to borrow student loans or would like to reduce the offered amounts can make adjustments on their financial aid portal.

### **What kind of aid is available to students?**

Students who file their FAFSA will automatically be considered for all federal, state, and institutional financial aid. Aid may consist of one or more of the following: scholarships, grants, federal work-study, and student and parent loans. Merit scholarships are automatically awarded to new freshmen and transfer students who meet the academic criteria. In addition, privately endowed scholarships can be applied for through Scholarship Universe and are awarded to new and returning students based on need, academic focus, career aspirations, or other criteria. Additional information about scholarship opportunities can be found on our website at [financialaid.cmich.edu](https://financialaid.cmich.edu).

### **If a student has received financial aid, when will those dollars be applied to the student's account to pay for university charges?**

Processed and finalized financial aid will apply to the student's account by the first week of the semester.

*Please note that any changes that may occur due to a dropped course will cause already processed aid to be re-evaluated.*

**If financial aid exceeds charges, what happens to the extra money?**

Once CMU charges have been paid by a student's financial aid, any remaining money is refunded to the student to use for other educational expenses. Students must select their refund option (direct deposit or CMU Money card) via the student portal within CentralLink.

**Do students need to demonstrate participation in a course to receive financial aid?**

For financial aid eligibility purposes, it is important that students begin participation in their course. Participation is defined as active engagement in the instructional activity related to the course of study. For example, this could mean attending a lecture where interaction between the instructor or students occurs or through handing in homework, taking a quiz, or posting information/comments on the course web platform. Participation is not merely just logging into the online platform and not engaging. Students must remain aware of the due dates and deadlines associated with their courses. If a student does not participate in their course by the 2nd Friday of the respective term/module, the student will be administratively dropped, and financial aid will be re-evaluated, which may impact eligibility. Per federal regulations, an institution must document that a student began participation in their course(s) for the purpose of establishing financial aid eligibility.

**OSFA**

The Office of Scholarships and Financial Aid is here to help! Please have students pay attention to their CMU email as well as their student portal for any updates and communication from our office. If you or your student have any questions, please reach out by email at [financialaid@cmich.edu](mailto:financialaid@cmich.edu) or by phone at 989-774-3674, we are happy to help!

## **AREA BANKS**

|                                   |              |
|-----------------------------------|--------------|
| Huntington Bank                   | 989-772-5902 |
| Mercantile Bank                   | 989-773-2600 |
| Independent Bank                  | 989-772-9405 |
| Isabella Bank                     | 989-772-9471 |
| Isabella Community Credit Union   | 989-773-5927 |
| PNC Bank South Mission Branch     | 989-772-0943 |
| PNC Bank University Center Branch | 989-444-6140 |
| Lake Trust Credit Union           | 888-267-7200 |

## **ACCOMMODATIONS IN THE MOUNT PLEASANT AREA**

### **Mount Pleasant**

|  |  |
|--|--|
| Mount Pleasant<br>Comfort Inn & Suites<br>989-772-4000                 | Riverwood Resort<br>989-772-5726<br>800-882-5211                     |
| Country Chalet and Edelweiss<br>Haus Bed and Breakfast<br>989-772-9259 | Soaring Eagle Resort<br>989-775-7777<br>888-7EAGLE7                  |
| Courtyard by Marriott<br>989-773-1444                                  | Soaring Eagle Water<br>Park and Hotel<br>989-817-4800<br>877-2EAGLE2 |
| Fairfield Inn By Marriott<br>989-775-5000<br>800-228-2800              | Super 8 Motel<br>989-546-5662<br>800-800-8000                        |
| Ginkgo Tree Inn<br>989-773-8733  | Wold's Motel<br>989-772-3429<br>800-732-8495                         |
| Hampton Inn<br>989-772-5500<br>844-247-3241                            |  |
| Quality Inn<br>989-772-7777  |  |

### **Alma**

|                                  |
|----------------------------------|
| Alma Motel<br>989-463-1135       |
| Pine River Motel<br>989-681-5728 |
| Triangle Motel<br>989-463-2296   |

### **Clare**

|  |
|--|
| Quality Inn<br>Conference Center<br>989-386-1111<br>800-329-7466 |
| Doherty Motor Hotel<br>989-386-3441                              |

## TELEPHONE NUMBERS

|   |              |
|---|--------------|
| Academic Advising   | 989-774-7506 |
| Business Student Services                                 | 989-774-3124 |
| CMU Dining  | 989-774-6406 |
| Career Development Center                                 | 989-774-3068 |
| Civil Rights and Institutional Equity                     | 989-774-3253 |
| CMU Police  | 989-774-3081 |
| College of Business Administration,<br>Office of the Dean | 989-774-3337 |
| College of The Arts and Media                             | 989-774-1885 |
| College of Education and Human Services                   | 989-774-3079 |
| College of Health Professions                             | 989-774-1850 |
| College of Liberal Arts and Social Sciences               | 989-774-3341 |
| College of Medicine                                       | 989-774-7570 |
| College of Science and Engineering,<br>Office of the Dean | 989-774-1870 |
| Counseling Center   | 989-774-3381 |
| Honors Program  | 989-774-3902 |
| Information Technology Help Desk                          | 989-774-3662 |
| Library   | 989-774-1100 |
| Mary Ellen Brandell Volunteer Center                      | 989-774-7685 |
| Multicultural Academic Student Services                   | 989-774-3945 |
| Office of Global Engagement/Study Abroad                  | 989-774-4308 |
| Office of Indigenous Affairs                              | 989-774-2508 |
| Office of LGBTQ Services                                  | 989-774-3637 |
| Registrar's Office  | 989-774-3261 |
| Residence Life  | 989-774-3111 |
| Sarah R. Opperman Leadership Institute                    | 989-774-5323 |
| Scholarships and Financial Aid                            | 989-774-3674 |
| Student Account Services & University Billing             | 989-774-3618 |
| Student Activities and Involvement                        | 989-774-3016 |
| Student Activity Center (SAC)                             | 989-774-3686 |
| Student Affairs   | 989-774-3346 |
| Student Disability Services                               | 989-774-3018 |
| Student Employment Services                               | 989-774-3881 |
| Student Health Services                                   | 989-774-6599 |
| University Ombudsperson                                   | 989-774-3010 |
| Telecommunication Services                                | 989-774-3091 |
| Tutoring Services   | 989-774-3465 |
| University Recreation                                     | 989-774-3686 |
| Veterans' Resource Center                                 | 989-774-7991 |



CMU, an AA/EO institution, strongly and actively strives to increase diversity and provide equal opportunity within its community. CMU does not discriminate against persons based on age, color, disability, ethnicity, familial status, gender, gender expression, gender identity, genetic information, height, marital status, national origin, political persuasion, pregnancy, childbirth or related medical conditions, race, religion, sex, sex-based stereotypes, sexual orientation, transgender status, veteran status, or weight (see <http://www.cmich.edu/ocrie>). 20631MGX (6/23)