CONTENTS

Academic Calendar 2
Grades and Registration 3
Academic Assistance 6
Academic Advising 7
Student Success 8
Honors Program 9
Leadership Programs 9
Study Abroad 10
Residence Life 11
Student Activities and Involvement 14
University Recreation 17
Student Conduct 18
Career Services 19
University Health Services 20
Student Health Insurance 21
Student Disability Services 22
Counseling Services 22
University Police and Safety 25
Telephone Services 27
Technology Services 28
Billing and Expenses 29
Student Employment 30
Financial Aid/Student Loans 31
Banks 31
Accommodations in the Mount Pleasant area 32
Important phone numbers inside back cover
Dear Parents and Family Members:

Welcome to the Central Michigan University family! We are pleased your son or daughter 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.

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, please do not hesitate to contact us.

Please keep in touch with us throughout your son’s or daughter’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,

Betty J. Wagner
Assistant Director of Parent and Family Services
Ronan Hall 250
Central Michigan University
Mount Pleasant, MI 48859
989-774-1003
wagne1bj@cmich.edu
www.cmich.edu/about/familycentral
**ACADEMIC CALENDAR 2015-2016**

Dates are subject to change

<table>
<thead>
<tr>
<th>Fall semester 2015</th>
<th>Spring semester 2016</th>
<th>Summer sessions 2016</th>
<th>Fall semester 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 24</td>
<td>Faculty preparation week begins</td>
<td>Summer I</td>
<td>August 22</td>
</tr>
<tr>
<td>August 31</td>
<td>Classes begin</td>
<td></td>
<td>August 29</td>
</tr>
<tr>
<td>September 4</td>
<td>Registration (drop/add) ends</td>
<td></td>
<td>September 2</td>
</tr>
<tr>
<td>September 7</td>
<td>Labor Day (no classes)</td>
<td></td>
<td>September 5</td>
</tr>
<tr>
<td>October 24</td>
<td>End of first half of fall semester</td>
<td></td>
<td>November 23 @ 5 p.m.</td>
</tr>
<tr>
<td>October 26-January 15</td>
<td>Registration – Spring 2016</td>
<td></td>
<td>November 28</td>
</tr>
<tr>
<td>November 25 @ 5 p.m.</td>
<td>Thanksgiving recess</td>
<td></td>
<td>December 10</td>
</tr>
<tr>
<td>November 30</td>
<td>Classes resume</td>
<td></td>
<td>December 12-16</td>
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<tr>
<td>December 11</td>
<td>Classes end</td>
<td></td>
<td>December 17</td>
</tr>
<tr>
<td>December 14-18</td>
<td>Examination week</td>
<td></td>
<td></td>
</tr>
<tr>
<td>December 19</td>
<td>Commencement</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| January 7                   | Faculty preparation week begins|                                | August 22                   |
| January 11                  | Classes begin                  |                                | August 29                   |
| January 15                  | Registration (drop/add) ends   |                                | September 2                 |
| January 18                  | Martin Luther King Jr. Day (no classes) |                        | September 5                 |
| February 22-May 17          | Registration – Summer 2016     |                                | November 23 @ 5 p.m.         |
| March 5                     | End of first half of spring semester |                                | November 28                 |
| March 5                     | Spring recess                  |                                | December 10                 |
| March 14                    | Classes resume                 |                                | December 12-16               |
| March 21-September 2        | Registration – Fall 2016       |                                | December 17                 |
| March 31-April 1            | No classes                     |                                |                              |
| April 29                    | Classes end                    |                                |                              |
| May 2-May 6                 | Examination week               |                                |                              |
| May 7                       | Commencement                   |                                |                              |

| May 16-June 23              |                                |                                |                              |
| June 27-August 4            |                                |                                |                              |

**Fall semester 2016**

August 22
August 29
September 2
September 5
November 23 @ 5 p.m.
November 28
December 10
December 12-16
December 17

Faculty preparation week begins
Class begins
Registration (drop/add) ends
Labor Day (no classes)
Thanksgiving recess
Classes resume
Classes end
Examination week
Commencement
ACADEMICS
Grades and Registration

After academic orientation, how do students register for classes for future semesters?
Students register for classes using CentralLink (centrallink.cmich.edu). For each term, there is a set registration period. Registration for spring semester begins in October, registration for summer begins in February/March and registration for fall begins in March. Students register based on an appointment schedule determined by the total number of hours they have earned at CMU and any courses in progress at CMU for the current term.

The class schedule is located on the Registrar’s Office website cmich.edu/registrars and is available approximately one week before registration begins. The class schedule contains information regarding course offerings as well as instructions for using CentralLink. It is important for students to meet with their advisors each semester before they register for classes to receive help in selecting appropriate classes for their programs.

How do students change their class schedules?
Students may use CentralLink (Course Search and Registration) to add or drop classes. Adding is available only during the set registration period. Students may drop with a cancellation of tuition provided they do so prior to the course’s second scheduled meeting time.

Students will find deadlines and information on adding, dropping or withdrawing from classes online at cmich.edu/registrars. If they have questions, students may contact the Registrar’s Office at 989-774-3261.

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). 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 the class schedule available at cmich.edu/registrars for deadline dates, the refund schedule for complete semester withdrawals, and the policies on course drops and individual course withdrawals.
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. 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/registrar 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.

When do students receive notification of grades?
Final grades are available on CentralLink (centrallink.cmich.edu). Grades are generally available the Friday following final exam week. The student’s global ID and password are needed to access this information.

Who is eligible for the Dean’s List?
To qualify for this recognition, students must have registered for and completed 12 or more letter-graded hours of CMU credit during the semester (this does not include courses taken for credit/no credit) and have earned a semester grade point average of 3.50 or higher. The President’s List recognizes Dean’s List students who have achieved 4.00 semester grade point averages.

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. When students are not succeeding in courses, the instructors are encouraged to help correct their difficulties or make referrals.
Instructors may report their concerns to the Academic Advising and Assistance Office, 989-774-3465, where help is available.

**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.

<table>
<thead>
<tr>
<th>Attempted/Total Hours</th>
<th>Suspension/Dismissal GPA Ranges</th>
<th>Probation GPA Ranges</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-18</td>
<td>0.0-0.99</td>
<td>1.00-1.99</td>
</tr>
<tr>
<td>19-35</td>
<td>0.0-1.49</td>
<td>1.50-1.99</td>
</tr>
<tr>
<td>36-45</td>
<td>0.0-1.69</td>
<td>1.70-1.99</td>
</tr>
<tr>
<td>46-58</td>
<td>0.0-1.79</td>
<td>1.80-1.99</td>
</tr>
<tr>
<td>59-71</td>
<td>0.0-1.84</td>
<td>1.85-1.99</td>
</tr>
<tr>
<td>72-85</td>
<td>0.0-1.89</td>
<td>1.90-1.99</td>
</tr>
<tr>
<td>86 and over</td>
<td>0.0-1.94</td>
<td>1.95-1.99</td>
</tr>
</tbody>
</table>

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 counseling or assistance.

**What is academic suspension?**
New freshmen and transfer students will be placed on academic suspension if their first semester GPA falls below the range for academic probation. Suspended students may re-enroll for the next academic session if granted permission by the Committee on Rematriculation. Students may request permission to re-enroll by contacting the Academic Advising and Assistance Office. A written appeal, payment of a fee, and a personal interview are required following the procedures outlined under rematriculation in the admissions section of the CMU Bulletin.

**What is the academic dismissal policy?**
A continuing student is subject to academic dismissal if his or her grade point average falls below the range for probation or if the student is on probation for the third consecutive semester. Instead of a third probationary semester, the student is dismissed.

The university reserves the right to cancel the matriculation of a student at the end of any session when his or her total record indicates that such action is desirable. Likewise, a student may be given special consideration if his or her total record shows considerable ability and marked improvement. The university notifies any student whose matriculation is canceled by sending an email to the student’s CMU email account typically by the Friday after exam week. Since the email contains timely information, the student is responsible for reading it right away. No student whose
matriculation has been canceled, or whose matriculation would have been canceled had he or she been a student at the university, can enroll again unless readmitted. Consideration for rematriculation will be given to dismissed students only after absences of one year or more. Students may apply to be readmitted to the Committee on Rematriculation in care of the Academic Advising and Assistance Office. The procedure is outlined under rematriculation in the admissions section of the *CMU Bulletin*.

**ACADEMIC ASSISTANCE**

**Where can students obtain tutoring?**
Free tutoring for up to three hours a week is provided to all undergraduate students enrolled in undergraduate courses designated as 100, 200, 300 or 400 levels. This service is provided regardless of a student’s grade point average.

Students seeking tutors are asked to visit the Academic Advising and Assistance Office in Ronan Hall 250 or call 989-774-3465 to complete a short request form. For some high-demand subjects, tutors are available for walk-in service during certain times and on certain days of every week. For other subjects, students make their own arrangements with tutors regarding when and where they will meet, although tutoring always takes place on campus, during the day or early evening, and in a public place. Sometimes, when it’s deemed advantageous, tutoring may take place in small groups. Our tutors are students who have been recommended by professors. Occasionally, we are unable to obtain a tutor for a course, but we make every effort to find one.

**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, 989-774-3465, 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.

Some students elect to enroll in one of the courses taught by the Academic Assistance Programs staff. College Learning Strategies (AAD 102) is a 2-credit class that emphasizes building good academic habits to meet university rigor. College Reading Strategies (AAD 103), a 3-credit class, helps students who are concerned about the volume of reading required at the university to develop effective and thoughtful reading strategies. These courses are open to all undergraduate students, but enrollment is limited and classes fill quickly.
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.

**What should I do if my son or daughter becomes ill and cannot return to school?**

If your son or daughter will be absent from his/her classes, it is the student’s responsibility to communicate directly with his/her instructors. In addition, in the event your student will be absent from classes five or more days, he or she should contact the Office of Student Affairs at 989-774-3346. In these cases, it is our practice to send an email to your student’s instructors acknowledging that they have reported being away from campus for five or more days. 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. Please note that each individual instructor has attendance and make up policies that are published in the class syllabus, and that any attendance decision rests solely with the instructor.

**ACADEMIC ADVISING**

**Where can students receive academic advising?**

All new freshmen and transfer students are assigned general academic advisors when they are admitted to the university, based on their local address. CMU apartment residents and off-campus students receive academic advisement from our staff of general academic advisors and/or from college-based advisors. To schedule appointments, students should visit or call Academic Advising and Assistance, Ronan Hall 250, 989-774-7506. Each student living in a residence hall is assigned to the academic advisor whose office is located in the Student Success Center in the student’s residence hall complex. This arrangement makes advisors very accessible to students. Students often visit with their academic advisors, develop personal relationships and even enjoy occasional meals with them in the residential restaurant commons. Advisors are available by appointment or on a walk-in basis. All office hours are Monday through Friday, 8 a.m. to 5 p.m.

**What services do academic advisors provide?**

Students should feel free to contact their academic advisors on matters related to career and academic decision making, degree requirements, course selection, scheduling, *Bulletin* interpretation, grade point averages, summer transfer courses and study skills. Other services that advisors provide include academic presentations, special event programming and monthly newsletters. Advisors are a great starting point for most issues and on-campus referrals.
What expectations will an academic advisor have for my son or daughter?
An academic advisor will work in partnership with your student to help him or her progress toward graduation. The advisors will not make decisions for your student but instead will help your student develop valuable decision-making skills. In addition, the advisor will expect your student to meet with him or her regularly in a timely fashion. It is important for your student to come prepared for each advising appointment by bringing appropriate materials such as the Bulletin and by being ready to ask questions. Your student always should follow through on referrals and suggestions made by the advisor.

How does my daughter or son declare a major?
Your daughter or son will learn the process of declaring a major during his or her academic orientation session. Your student should plan to meet with a general or college academic advisor to discuss majors of interest. If your student is undecided, the advisor might refer him or her to Career Services to meet with a CMU career counselor. Other suggestions might include enrolling in CED 101, a 1-credit career exploration course; attending M.A.J.O.R. Night (Many Advisors Joined under One Roof) in October; talking with faculty in the areas of interest; doing a related internship; or completing some self-assessment inventories designed to match interests and abilities with academic and career opportunities (i.e., FOCUS and Strong Interest Inventory).

In most cases, your student will be able to sign a major once he or she has made a definite decision. Your student must have his or her major signed by the time he or she has completed 56 credit hours. This simple process requires students to visit the departmental office where they will be assigned a faculty advisor. The advisor will complete a major authorization form and discuss the required courses as listed in their Bulletin. This serves as a contract between students and the department. The same process is used when a student wishes to sign a minor.

Once the major/minor are signed, students should meet with an Undergraduate Academic Services advisor, who will prepare a comprehensive plan for graduation. The advisor will review all graduation requirements and present information regarding the most efficient way to graduate in a timely manner. This pregraduation advising appointment may be scheduled by calling 989-774-3504 or visiting Warriner Hall 123.

OFFICE OF STUDENT SUCCESS

The Office of Student Success (OSS) supports students throughout the college experience. Whether joining CMU for the first time or returning to complete the final course before graduation, we help students set and achieve their academic, personal and professional goals. Our focus is simple – help each student make the most of
their CMU experience while completing their degree in four-years. We work really hard for each and every student by providing personalized success coaching to aid academic planning, successful course completion, the management of time and finances, and the creation of connections with helpful resources and opportunities. Encourage your daughter/son to connect with us by emailing oss@cmich.edu, calling 989-774-3401 or visiting our office in 230 Ronan Hall.

THE UNIVERSITY HONORS PROGRAM

The University Honors Scholar 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 3.5 or higher (as recommended by the Honors Council), then we encourage your student to apply to the Honors Program in Spring of 2016 for priority consideration. If spaces in the class remain, there will be an extended application deadline of August 1, 2016. The current Honors Track II Application and Protocol are available online at 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.

LEADERSHIP EDUCATION PROGRAMS AND DEVELOPMENT

What is CMU’s Leadership Institute?

The CMU Leadership Institute functions as the coordinating body for the university’s leadership-related activities and programming. The Leadership Institute is committed to preparing Michigan’s students and citizens for leadership roles in an increasingly complex and challenging society. Students who participate in the institute’s programs become ambassadors for new initiatives that serve a growing network of Michigan’s grade school and high school students and educators as well as public and private working professionals.
Are there specific programs for CMU students?
CMU’s Leadership Education and Development (LEAD) Program offers a variety of leadership training opportunities for all CMU students. Activities range from guest speakers and leadership workshops to formal programs that are from one week to one semester in duration. The intent of the programs is to develop student leadership potential and provide students with opportunities to fill leadership positions on campus and prepare them to seek leadership challenges in their future endeavors.

The Leadership Institute sponsors a trained staff of Leadership Resource Consultants who deliver leadership training workshops and retreats for campus organizations.

Connect with Leadership Institute social media to learn more about program offerings and registration. Facebook: CMU’s Leadership Institute; Twitter: @CMU_Leadership.

The Leadership Institute is located in Powers Hall, 989-774-LEAD (5323), and online at cmich.edu/leadership.

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 talk to students who have recently returned from studying abroad.

Are there many choices?
CMU offers more than 150 study sites in more than 40 countries. In addition to study programs, students may choose to intern or student teach abroad. Low-cost programs are available, and students can continue to receive financial aid from CMU. Scholarships are available on campus and nationally, specifically for students who study abroad.

For 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 countries such as China, Argentina, The Netherlands, Italy, Jordan and many more. 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.

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. Study Abroad advisors meet with students to assist with the program selection and application process. Peer
Advisors – students who have studied abroad – are available in the office daily on a walk-in basis to explain the study abroad process.

The office is located in Ronan Hall 330. Advising appointments may be made online on our website. Parents are welcome to accompany their son/daughter to these appointments.

OFFICE OF RESIDENCE LIFE

What is the campus residency policy?
CMU’s campus residency policy requires that freshman and sophomore* students live in a residence hall.

Why does the university expect freshmen and sophomores* to live on campus?
Research shows that students who live on campus are more likely to join student organizations, socialize with other students, meet faculty outside the classroom and be successful in college. The average GPA of residence hall students generally is higher than that of off-campus students. Living on campus also provides instant access to the university community. Students live within 10 minutes of any building. They will meet people who will be their study partners, confidants and, often, lifelong friends.

* When space is available - please see reslife.cmich.edu for current information.

What changes are allowed in the residence hall agreement?
Requests for changes in residence hall, room assignment or for a new roommate should be made as early as possible. All change requests are dependent on space available.

Dining plan membership changes may be made prior to the first day of classes in the Office of Residence Life. After classes begin, dining plan membership changes may be made at the CentralCard Office for a $15 fee or by visiting http://www.cmucentralcard.com

May students paint their residence hall rooms?
What about building a loft?
CMU facilities management personnel complete all painting in the residence hall rooms, corridors, lounges and lobbies. Students are not allowed to paint their rooms. Every effort is made to have all rooms looking fresh at the beginning of each academic year.

Lofts are permitted but must conform to certain specifications. Loft policy and guidelines are available at reslife.cmich.edu. Lofts not conforming to specifications must be removed. If a student builds a loft, the university-provided furniture must be stored in their residence hall room. No other storage is available on campus. All lofts must be removed and the bed reassembled one week before the end of the spring semester during Residence Life order day. Lofts are not allowed in Campbell, Kesseler, Kulhavi, Fabiano, Celani or Robinson halls because the furniture provided may be lofted. Personal lofts are
allowed in Carey, Cobb, Troutman or Wheeler halls on a limited basis. The beds in these four halls are bunked.

Who is responsible for cleaning the residence halls?
Students are expected to keep their rooms 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; nonetheless, students are expected to pick up personal belongings in common areas.

Is storage available in residence halls?
Storage is very limited in each residence hall room, 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?
All mattresses on campus are 36” wide by 80” long, so traditional fitted sheets will not fit. Extra-long sheets are available at various retail stores. Linen service is not available.

Do residence hall rooms have cable TV?
Each residence hall room has an outlet for cable TV. Students will have to provide the coaxial cable to connect their television to the outlet. Regular cable channels are provided as part of the room and board payment.

What type of support is available in the residence halls?
Residence hall directors are full-time professional staff members who have primary responsibility for the students and operation of a residence hall. They strive to establish a strong, positive living and learning environment within the residence hall community. Each residence hall director also is trained to be an academic advisor. Each residence hall has a student who serves as a multicultural advisor whose main role is to help minority students with their transition to university life. This student is essential in promoting an atmosphere of understanding and respect among all students.

Each residence hall floor has a resident assistant – an upperclass student – who serves as the primary resource for information and assistance. Resident assistants are essential in helping develop residence hall communities that emphasize the acceptance of responsibility for personal and group decision making, mutual respect and concern, and a sense of cooperation and sharing.

The residence hall director, multicultural advisor and resident assistant work together as a team to best meet the needs of the students in their hall.
What is a Student Success Center?
A success center is a place where student service professionals work to help residents become successful students. An academic advisor, personal counselor, success coach and community police officer are available in the centers located in each residence hall area.

Are there curfews in the residence halls?
No, but the buildings are secured each evening. After the outside doors are locked, students may enter the front door of their building by showing their key and their Campus ID card.

Are there visitation hours or overnight guest policies?
Members of each residence hall council decide visitation hours at the beginning of each academic year. Individual rooms are responsible for signing a guest waiver form if all residents agree to allow overnight guests. 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.

Are computers available for student use in the residence halls?
Computer labs and centers are available to students who live in the residence halls. The computer areas are open 24 hours per day, seven days a week when the residence halls are open. The labs offer handicap-accessible tables and other services for special-needs individuals. Personalized support is offered regarding hardware and software problems.

Are there any residence halls with computer hookup capability?
All residence halls have computer hookup capability in each residence hall room and also offer wireless connectivity. Each student must supply his or her own computer, network card and network cabling.

How many students are assigned to each residence hall room?
The majority of our residence hall rooms are suites for four people, with the exception of Barnes and Robinson halls, where there are rooms designed for two or three students. Some years, the number of residence hall applicants and returning students is higher than the total bed space available, and expanded occupancy (five persons in a two-bedroom suite) occurs. New students assigned to an expanded occupancy room will receive a small rebate until the fifth person (the latest applicant) may be moved to a normal occupancy room. Residence Life staff work as quickly as possible to reassign these students and also work diligently to assist students while they are living in expanded occupancy. No expanded occupancy rooms are expected for the 2015-2016 academic year.

What are residential colleges?
A residential college provides a residence hall section for serious students to share not only a living space but also a true community
feeling, complete with classroom and study areas. Five residential colleges are available on campus:
• Business Residential College located in Calkins Hall
• Education and Human Services Residential College located in Sweeney Hall
• Health Professions Residential College located in Emmons Hall
• School of Music Residential College located in Herrig Hall
• Science and Technology Residential College located in Woldt Hall

In addition to residential colleges, several halls also are home to students who have a common interest or are recipients of a specific scholarship. Honors students live in Larzelere Hall and take advantage of the programs and classes offered there. Leader Advancement Scholarship students live together in Barnes Hall, which is adjacent to the Powers Hall Leadership Institute. Barnes Hall also is home to Public Service Residential Community students. Troutman Hall houses the Multicultural Advancement and Lloyd Cofer Scholars. The First-Year Learning Community is located in Trout Hall. The Transfer Student Community is located in Kulhavi Hall.

Visit reslife.cmich.edu for more information about Residence Life.

STUDENT ACTIVITIES AND INVOLVEMENT

Student life at CMU is largely defined in a community context. The university provides hundreds of opportunities for students to get involved in campus life, and students are expected to be meaningful participants in their community.

Students also are expected to be responsible for their behavior as a necessary condition for continued membership in the community. They are expected to honor and respect differences in culture, lifestyle and religion. Whether their interactions take place in residence halls, student groups, the Bovee University Center or elsewhere on campus, students are expected to treat one another fairly and with civility.

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 the website cmich.edu/SAI for more information.
How can my son or daughter get involved in fraternities or sororities?
CMU has over 30 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 the website: cmich.edu/SAI.

What activities are available for my son or daughter?
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 the website cmich.edu/SAI.

To purchase tickets for campus events, call Ticket Central at 888-347-3872 ext. 1 or visit the website cmich.edu/ticketcentral.

What activities are available for students that promote diversity?
The Office for Institutional 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, people with disabilities, gays, lesbians and bisexuals within the United States. Everyone, regardless of background, is invited to these programs. Organizations include Asian Cultural Organization, Spectrum, Transcend, North American Indigenous Student Organization, Organization for Black Unity, WISH, and Men About Change.

Programs include Hispanic Heritage Month, Native American Heritage Month, Martin Luther King Jr. Week, Black History Month, Asian Pacific American Heritage Month, CMU Pow Wow, Pride Week, Unified Holiday Celebration, Coming Out and TransAction Weeks, and Soup and Substance Series. Students have the opportunity to learn more about these organizations and programs at Get Acquainted Day in September.
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, Diversity Education at 989-774-7318, Native American Programs at 989-774-2508 or the Office of LGBTQ Services at 989-774-3637. The offices of Diversity Education, Multicultural Academic Student Services, Native American Programs and LGBTQ Services 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 son or daughter is interested in any of the programs or organizations, he or she should contact the Office of Student Activities and Involvement at 989-774-3016, the Office of Multicultural Academic Student Services at 989-774-3945, Diversity Education at 989-774-7318, Native American Programs at 989-774-2508 or the Office of LGBTQ Services 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 888-347-3872 ext. 1 (toll free) or visit the website [cmich.edu/ticketcentral](http://cmich.edu/ticketcentral).

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

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 son or daughter but would prefer to sit in reserved seating, you may purchase a reserved ticket for your student.

Single game tickets for the football season can either be purchased in advance or on game day. Reserved football tickets purchased in advance are $22 for adults and $15 for youth/senior citizens. Tickets purchased on game day are $25 for adults and $20 for youth/senior citizens. General admission tickets are $15 for both adults and youth/senior citizens. The reserved sections for the single game are A, B, C, and H, and the general admission sections for the single game are L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z, AA, BB, and CC.

Reserved men’s basketball tickets can be purchased for $12. General admission tickets are $10 for adults and $6 for youth/senior citizens. Women’s basketball has only general admission tickets and the prices are $8 for adults and $5 for youth/senior citizens. Wrestling
has only general admission seating: $8 for adults and $5 for youth/senior citizens. Seating for the following sports is general admission: volleyball, gymnastics, track and baseball. Pricing for these sports is as follows: track and gymnastics are $6 for adults and $5 for youth/senior citizens; volleyball and baseball are $5 for adults and $4 for youth/senior citizens. Postseason ticket prices for all athletic events may vary from regular season ticket prices. For information, call Ticket Central at 1-888-FIRE-UP-2.

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.

URec hosts more than 50 group fitness classes weekly. There are unlimited recreation opportunities such as aquatics, fitness, jogging, bowling, billiards, group fitness, racquetball, archery, 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, bowling, billiards, pool parties, card tournaments, TV viewing, movies and other programs.

For information about University Recreation and facilities, visit 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. The alcohol policy statement is available from the Office of Student Affairs or the Office of Student Conduct.

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, chewing tobacco, pipes, cigars, hookahs, waterpipes, snus and snuff. We expect students, faculty, and staff to adhere to this policy.

What can parents do to assist?
Our policies on alcohol and drug 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 graduate and undergraduate 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 daughter’s or son’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 sexual harassment?
Sexual harassment of students, staff or faculty is prohibited at CMU. No member of the university community – including faculty, contract staff, classified staff and students – may sexually harass any other member of the community. Sexual harassment is a form of sex discrimination under Title VII of the Civil Rights Act of 1964 and is illegal under law as well as a violation of CMU policy.

CAREER SERVICES

Where can my student get extra assistance in deciding on a major or career?
Career Services, located in Ronan Hall 240, offers a full range of services to students and alumni. Career ambassadors provide individual assistance and suggest exploration and career-based activities to help students focus on major and career choices, including the FOCUS assessment. The Career Services’ 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. For information, call 989-774-3068, email careers@cmich.edu, or visit the website careers.cmich.edu.

Can the university help my student get a job when she or he graduates?
Career Services 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, employer directory links for active job hunters, and job
and internship postings through Handshake e-Recruiting. Career fairs provide the opportunity for students to make direct contact with a wide range of prospective employers.

**UNIVERSITY HEALTH SERVICES**

**How can I obtain information about what is available at University Health Services?**

- Visit the website [www.healthservices.cmich.edu](http://www.healthservices.cmich.edu)
- Email healthservices@cmich.edu
- Call University Health Services at 989-774-6599

You may call 989-774-6599 and choose the appropriate option below:

- #2 - to speak to a nurse
- #3 - to make an appointment or get medical records
- #4 - for billing and/or insurance questions
- #5 - to speak to a pharmacist
- #6 - to speak to someone regarding a referral

University Health Services is conveniently located on campus in Foust Hall 2nd floor at the corner of Preston Street and East Campus Drive. Hours are 8 a.m. to 5 p.m. Monday-Friday. Patients are encouraged to call for an appointment to minimize wait time. Health Services also operates a walk-in Satellite Clinic in the Towers Residence Hall Complex. For current operating hours visit [www.healthservices.cmich.edu](http://www.healthservices.cmich.edu).

Services are a combination of those that your student would receive in your family physician’s office, an urgent care center or the community health department. They include diagnosis and treatment of illnesses and injuries, physical exams, immunizations, TB skin testing, women’s health care services, and more. There is a pharmacy and laboratory on site, and diagnostic imaging (X-rays, ultrasound, etc.) is readily arranged with a local radiology clinic.

There are several urgent care centers in the Mount Pleasant area for after hours/weekend services. Care for life-threatening illnesses and injuries is provided by the McLaren Central Michigan Emergency Department. Dial 911 on campus to contact ambulance assistance and CMU police. Students are legally adults at age 18. The care provided is confidential, and information cannot be released to anyone without the student’s knowledge and authorization, except as required/permitted by law. While UHS cannot accept a prospective release of information request, students can authorize the release of specific information at any time and frequently do request that UHS speak with their parents.

**Will my student see a physician if he or she schedules an appointment at University Health Services?**

UHS medical staff includes board certified family practice physicians working in a team with a physician assistant. Students may see the
Clinician of their choice or referrals to local specialists or those in the student’s home community are provided as needed.

Can my student get allergy shots at University Health Services?
Allergy shots with serum from the student’s allergist are administered by registered nurses at University Health Services. Temperature-controlled, refrigerated storage of the student’s antigen serum is provided in the Immunization Clinic, Foust Hall 220. An appointment with a UHS clinician for an allergy review is required prior to the administration of the first injection. This includes an assessment of the student’s current health status, medical history, the allergist’s instructions and protocol for the management of reactions, and verification of the content and labeling of each vial of serum. After that initial visit, the student can schedule a time convenient to his or her schedule to come in for the injections. For additional information, call the Immunization Clinic at 989-774-6591.

How do we pay for the services provided?
University Health Services operates on a fee-for-service basis. Fees are based on usual and customary charges for this area. The fees depend on the complexity of the problems and decision making and the time required for the visit. Office visits typically range between $80 and $120 depending on whether the patient is new or returning. Pharmacy and laboratory charges are in addition to the office visit.

Health Services participates with several insurances and will courtesy bill most others. For a current list of participating insurances visit www.healthservices.cmich.edu. For students who are not covered by health insurance or prefer not to submit charges to their health insurance plan, payment is not required on the date of service. Anyone who wishes to pay at the time of their visit may do so by cash, check, money order, Visa, MasterCard, Discover, American Express or bank debit card. Otherwise, charges are placed on the student’s CMU account and payment is due by the posted date unless other arrangements are made.

STUDENT HEALTH INSURANCE

If you have health insurance coverage, please be sure you have a good understanding of how your plan works, e.g., benefits, exclusions, deductibles, pre-authorization for nonemergency out-of-network care, use of specific laboratories, etc. Always carry your insurance information with you (insurance plan ID card or a photocopy of it) in the event that you need to receive care at Central Michigan University Health Services or elsewhere. For information, call the Health Services Business Office at 989-774-6599, option 4 or email healthservices@cmich.edu.
What assistance is provided for students with disabilities?
Student Disability Services is located in Park Library 120 and offers a full range of services and accommodations for students with disabilities and temporary injuries. Services are provided to students who register with this office and submit the appropriate documentation of their disabilities. Students submitting the appropriate documentation may qualify for sign language interpreters, wheelchair-accommodating housing, extended test times, visual assistance technology, digital recording and transcribing technology, and other reasonable and appropriate accommodations.

SDS staff provides individual service for students and provide accommodations such as extended test time, quiet testing area, sign language interpreters, housing accommodations, adaptive technology, and other reasonable accommodations. The Student Disability Services website contains a wide variety of information on services, frequently asked questions, and other resources for both students and parents. For more information about these services and academic accommodations, please call 989-774-3018 or email sds@cmich.edu. Our website address is www.cmich.edu/ess/studentaffairs/SDS.

What if my student has an injury while at school?
Student Disability Services provides accommodations and services for students with temporary injuries. Extended test time, and a quiet area for testing are common. However, transportation services are NOT available and students are strongly urged to rent a scooter which is typically covered under health insurance for mobility issues. Local resources are available upon request.

COUNSELING SERVICES

What services do the Counseling Center and Counselors in Residence provide and at what cost?
Licensed mental health professionals and some graduate student trainees staff the Counseling Center. The center provides free and confidential services for currently enrolled CMU students for various issues and concerns that may negatively impact one’s academic success, interpersonal relationships, health or safety.

Services include short-term/time-limited individual and group counseling, consultation, and referral for dealing with personal issues such as an urgent situation or crisis, anxiety, depression, loneliness, adjustment and transition to college concerns, identity, alcohol/drug abuse, eating concerns, stress management, relationship concerns, family stress, loss, relapse prevention, sexual orientation, strengthening coping skills, and personal growth and development; improving academic success by reducing stress and focused anxiety (e.g., test, math, speech), learning time management skills; and
assisting primary and secondary survivors of sexual and domestic violence, stalking, and harassment. Counseling services are free. Consultation and referral assistance is available for long-term concerns. Counselors also provide consultation when assistance is requested to help access counseling services, when one is concerned about someone’s behavior and wants to help, to aide in making referrals, and to respond to questions. Referral information is available at the Counseling Center and online at www.counsel.cmich.edu.

The Counseling Center is located at Foust Hall 102, and the phone number is 989-774-3381. Hours are 8:00 a.m. to 5:00 p.m. Monday through Friday Fall and Spring Semesters, including the week before each semester. At other times when the university is open, hours are 8:00 a.m. - noon and 1:00-5:00 p.m. Students may call or stop by the Counseling Center to make an appointment. Let the receptionist know if you or the person you are referring need to speak to or see a counselor immediately. For after-hours emergencies contact the CMU Police at 989-774-3081 or call 911.

Sponsored by the Office of Residence Life, the Counselors in Residence program places licensed mental health professionals directly in the residence halls. Their mission is to provide staff consultation, support, crisis intervention, 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. Counselors in Residence are located in the East Area Student Success Center (989-774-1879), North Area Student Success Center (989-774-3947), South Area Student Success Center (989-774-3089) and Towers Student Success Center (989-774-6601). Community referrals and other resource information are available at various campus locations where counseling is offered.

Counseling and referral information also is available online through the Counseling Center’s website (www.counsel.cmich.edu) and Listening Ear’s online resource directory (www.listeningear.com and click on Resource Directory). A brochure titled “Counseling and Mental Health Services” and a handout titled “For a Healthy and Successful Transition to College: Recommendations for Students with Histories of Mental Health Concerns” are available at all campus counseling locations and can be downloaded from the Web by going to the Counseling Center’s website, then choosing “CMU Mental Health Information.”

If a student seeks counseling, does this information go on the student’s permanent record?

No. Information about counseling and therapy is confidential and protected by privileged communication laws of the state. No information is released to anyone – including parents – without the student’s explicit written permission. The only limits to confidentiality
are the result of law and professional ethics and occur when:
• There is a need to protect the student or others from serious or foreseeable harm
• Release of confidential information is requested in writing by the student or court order
• Child abuse or neglect is evident or suspected
• Abuse, neglect or exploitation of adults who are vulnerable due to physical or mental impairment or because of advanced age is evident or suspected

These situations are infrequent. Any questions a student has about confidentiality may be discussed privately with a counselor.

CMU CARES WEBSITE

What is the CMU CARES website?
The CMU CARES website https://www.cmich.edu/ess/studentaffairs/CMUCares/Pages/default.aspx provides information about campus resources available when one is concerned about the health and well being of members of the CMU community. The website includes resources for parents and family members.

What is the CARE Team?
The CARE Team is a small group of CMU staff and faculty who meet weekly during the academic year and at other times as needed to develop individualized plans to support students who are struggling or having a difficult time. The information shared in this group is confidential and is used for the purpose of determining the best approach to reach out to the student in distress. CARE Report information is shared in this meeting along with selected information available from the team members’ respective offices. The CARE Team Coordinator convenes the CARE Team meetings and assigns a CARE Situation Manager to specific situations. Please note that only concerns related to students are forwarded to the CARE Team.

What is a CARE Report?
A student CARE Report is submitted to the CARE Team when one has significant concerns about the health, well-being, and/or academic success of a CMU student. CARE Reports are reviewed by the CARE Team and intervention plans developed. For information on submitting a CARE Report see the CMU CARES website or call the CARE Line at 989-774-2273. CARE Reports and the CARE phone line messages are reviewed daily, Monday through Friday, when CMU is open. If an immediate or imminent threat or an emergency exists, call 911 or contact CMU Police at 989-774-3081.

What is the CMU TAKE CARE initiative?
CMU’s TAKE CARE initiative strives to strengthen and further develop a community of caring individuals who look out for and take care of others as well as themselves. Through Central Michigan University’s Take Care initiative, you are encouraged to observe what is going on
around you, notice potentially dangerous or serious situations, and respond to the best of your ability to influence a better outcome. For further information see the TAKE CARE initiative website: https://www.cmich.edu/ess/studentaffairs/takecare/Pages/default.aspx

UNIVERSITY POLICE

The CMU Police Department works in partnership with the entire university community to maintain a safe, secure, and orderly living and learning environment. The department is located in the Combined Services Building. The CMU Police Department — a full-service 24-hour police department — employs a diverse group of highly trained, sworn police officers who are certified by the state of Michigan. The department participates in cooperative efforts with other area police agencies, including Mount Pleasant Police Department, Michigan State Police, Isabella County Sheriff’s Department and the Saginaw Chippewa Tribal Police.

Emergency Notifications
The Central Alert System was implemented in early 2008 to help keep students, faculty, and staff notified in the event of a campus-related emergency. Central Alert provides information to users by phone, email, and text messaging. To receive emergency notifications you must “opt-in” by going to the CMU website: myaccount.cmich.edu. It is encouraged to submit all three contact methods: telephone, text message, and email. Central Alert is also utilized to broadcast school closures such as those due to weather. In the event of a significant incident which may impact safety, updates will also be provided at the website cmich.edu/crimealerts.

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.

Are additional police services provided in residence halls?
The CMU Police Department maintains two community policing officers, one in the Towers complex and one in Southeast residence halls, with several other officers participating in partnerships with other residence halls and registered student organizations. The community policing officers work closely with the Office of Residence Life to form a partnership with the students to prevent criminal activity in the residence halls. The community policing officer performs many of the public education and information programs
sponsored by the police department. Our goal as a police department is to keep our students safe and ensure student success.

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.

Are safety escort services available?
The SafeRides program, sponsored by the CMU Police Department, Residence Life, Office of Student Affairs, and Health Services provides vehicular transportation to those concerned about safety. The service operates 7-days a week when classes are in session. The service operates in the evening and early nighttime hours, and additional information regarding the hours of operation can be found at the CMU Police Department website. Students should call 989-774-HELP to request the on-demand service. This is a free service for students concerned about their safety, in groups of two or less.

What personal safety education programs are available?
An individual’s risk of harm is reduced with increased education and understanding. The police department presents programs regarding sexual assault, personal safety and stalking. Students are encouraged to be safety conscious and attend these programs. Printed information is disseminated at these programs and is available at the CMU Police Department. For more information on educational programs or personal safety, contact the department 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 on the Police Department website (cmich.edu/crimealerts or through Centrallink for students). 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 encouraged to visit and bookmark the website cmich.edu/crimealerts for information related to significant incidents which may impact the CMU community.

What else should we know about crime prevention on campus?
Although CMU has one of the safest campuses in the state, it is important that students use common sense and take appropriate precautions. Each student’s personal safety can be enhanced by
walking in well-lighted areas, walking with a friend, knowing the locations of the blue-light emergency phones, being aware of the environment and by not putting one’s self at greater risk through the abuse of alcohol. Thefts can be avoided by locking cars and residence hall rooms, keeping valuables secured and out of sight, engraving valuables with a driver’s license number, and by recording the model number, serial numbers, and description of all valuables.

What is being done to prevent sexual aggression on campus?
CMU is taking an active approach to sexual aggression by increasing services and education. All freshmen will attend a mandatory program on this topic during their orientation session. Information and educational programs also are offered throughout the year through classes and speakers. Sexual aggression peer advocates are available 24 hours a day to assist any student in need. For further information and available resources, contact the Sexual Aggression Services Director, at 989-774-6677.

Should bikes be registered?
Bicycle registration is required by CMU ordinance and is offered free of charge by the CMU Police Department. This registration does not expire and can be updated with new address information when a student leaves CMU. The registration greatly enhances the likelihood that the bike will be returned if it is stolen and then recovered. Bike registration is available online at cmich.edu keyword: CMU Police.

Must cars be registered for parking?
Parking permits must be displayed by the first day of classes. They can be purchased online at CentralLink keyword: Parking Services. ALL registrations received before the end of the first week of fall classes will be mailed to the selected address; they will NOT be available to pick up at the Parking Services office during that time. Please allow 7 to 10 days for mailing. Upon completion of registration, a confirmation email will be sent. If the confirmation email contains a temporary parking permit (all registrations submitted beginning August 1) please print and display on the vehicle’s dashboard which will serve as a temporary parking permit until the expiration date while the annual permit is being processed and mailed. ALL registrations received after the first week of classes must be picked up at the Parking Services office.

All vehicles must be registered to park on campus, unless they only will be parked on campus after 4 p.m. or on Saturdays or Sundays. For those only parking on campus occasionally, daily and weekly passes are available for purchase. Metered parking is also available. Students may park their vehicles in their assigned areas only. All parking lot permit regulations are in effect Monday through Friday from 2 a.m. to 4 p.m., unless otherwise posted. Areas restricted 24 hours a day, seven days a week include Towers Lot 41, Health Professions Lot 12, and other reserved areas. See current parking regulations at cmich.edu, keyword: Parking Services, Rules, and Regulations. All parking violations are handled through Parking
Services, located at the CMU Police Department. Fine payments also may be deposited in boxes at several locations on campus.

TELEPHONE SERVICES

Are telephones provided in residence hall rooms?
Each room is equipped with a telephone that can be used to receive calls and place calls within the local area (an authorization code or a calling card is required to place long-distance calls).

CONNECT: CMU CELLULAR SERVICES

CONNECT provides discounted mobile products and services to the CMU Community: students, staff, faculty, alumni, retirees, and departments. For all details regarding carriers, plans, pricing, and more, please visit their website at connect.cmich.edu, or contact their office at 989-774-3087.

TECHNOLOGY SERVICES

Who can I contact about questions or information related to technology services?
- Call the Information Technology Help Desk at 989-774-3662
- Visit the website oit.cmich.edu
- Email helpdesk@cmich.edu

Does CMU provide Internet access and email?
Ethernet and wireless network access is available in all residence halls and academic buildings on campus. Students are provided with email accounts, which they are expected to monitor regularly for important campus communications. Each student is assigned a Global ID and password to access these services.

Are computer labs available on campus?
In addition to a number of smaller labs distributed across campus, CMU provides two general computer labs for all students. The Ronan and Woldt labs, located at the north and south ends of campus, respectively, have extended weekday and weekend hours when classes are in session. These general computer labs contain both Windows-based and Mac-based computers and software applications. Park Library, which maintains seasonal hours, also has several hundred public workstations available for student use.

Are there any requirements for connecting a personal computer to the CMU network?
To maintain a secure network, OIT requires a personal computer be registered to your student in order to gain full network access. A required security check ensures that Windows-based computers are running a fully-updated operating system with an approved and updated antivirus client installed. Students can download antivirus software for no cost directly from Microsoft at windows.microsoft.com/mse. It is highly recommended that students attempt to register
their computers prior to arriving on campus at the website reg.cmich.edu.

Does CMU provide any hardware or software discounts to students?
CMU negotiates bulk discounts with major vendors and can provide discounts to students for personal computing purchases. Discounts vary, so visit oit.cmich.edu then select Software and Hardware then Purchase Programs in the side navigation for the most current information.

Current students are also able to download Microsoft Office free of charge. This can be accessed through the student Office 365 email system at https://office365.cmich.edu

Does CMU provide any online storage for students?
Each student has access to 5GB of local, network-based storage using CMU's UDrive and much more available online through OneDrive, accessible through the student email system. For more information on these storage options, please visit the “Getting Help” section at oit.cmich.edu.

BILLING AND EXPENSES

Electronic billing
Billing statements are issued electronically. When a new statement is available for your review, you and any established authorized payers will receive a statement notification email asking that you review your online billing statement. 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 or Discover.

Note that a convenience 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 convenience 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.
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.

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). 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 also may 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 about terminating a housing contract and checking on possible refunds. Students should consult the class schedule available at cmich.edu/registars for deadline dates, the refund schedule for complete semester withdrawals, and the policies on course drops and individual course withdrawals.

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?

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, 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 each year by completing the Free Application for Federal Student Aid (FAFSA). Students may complete and submit the FAFSA online at fafsa.gov. For optimal consideration, all students should submit their applications online by February 15. New freshmen are notified of their financial aid packages in early April; returning students receive notification in early June.

What kind of aid is available to students?
After students file their FAFSAs, they automatically are considered for all federal, state and institutional financial aid. Aid may consist of one or more of the following: scholarships, grants, jobs, and student and parent loans. Institutional scholarships are automatically awarded to new freshmen and community college graduates who meet the academic criteria. In addition, privately endowed scholarships are awarded to some returning students based on need, academic focus, career aspirations or other criteria. No application is required as recipients will be selected by the Scholarship Committee based on scholarship-specific criteria.

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 is applied to the student’s account by the first week of the semester.

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 at CentralLink.cmich.edu.

AREA BANKS

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<thead>
<tr>
<th>Bank</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Chemical Bank</td>
<td>989-772-2491</td>
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<tr>
<td>Fifth Third Bank</td>
<td>989-772-0446</td>
</tr>
<tr>
<td>Firstbank</td>
<td>989-773-2600</td>
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<tr>
<td>Independent Bank</td>
<td>989-772-9405</td>
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<tr>
<td>Isabella Bank</td>
<td>989-772-9471</td>
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<tr>
<td>Isabella Community Credit Union</td>
<td>989-773-5927</td>
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<tr>
<td>PNC Bank South Mission Branch</td>
<td>989-772-0943</td>
</tr>
<tr>
<td>Lake Trust Credit Union</td>
<td>989-775-0775</td>
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### ACCOMMODATIONS IN THE MOUNT PLEASANT AREA

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<thead>
<tr>
<th>Mount Pleasant</th>
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<tbody>
<tr>
<td>Baymont Inn</td>
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<tr>
<td>989-775-5555</td>
<td>989-463-1135</td>
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<tr>
<td>877-229-6668</td>
<td>Comfortable Inn</td>
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<tr>
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<td>989-463-4400</td>
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<tr>
<td>Comfort Inn &amp; Suites</td>
<td>Pine River Motel</td>
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<td>989-681-5728</td>
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<td>Triangle Motel</td>
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<tr>
<td>Country Chalet and Edelweiss</td>
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<td>Haus Bed and Breakfast</td>
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<td>989-772-9259</td>
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<td>Fairfield Inn By Marriott</td>
<td>Clare</td>
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<td>Crossroads Motel</td>
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<tr>
<td>800-228-2800</td>
<td>989-386-2422</td>
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<td>Days Inn Conference Center</td>
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<tr>
<td>Hampton Inn</td>
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<td>989-772-5500</td>
<td>800-329-7466</td>
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<td>Doherty Motor Hotel</td>
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<tr>
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<tr>
<td>800-732-8495</td>
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</table>
TELEPHONE NUMBERS

Academic Advising 989-774-7506
Business Student Services 989-774-3124
Campus Dining 989-774-6406
Career Services 989-774-3068
CBA Computer Center 989-774-3966
CMU Police 989-774-3081
College Deans
Business Administration 989-774-3337
Communication and Fine Arts 989-774-1885
Education and Human Services 989-774-3079
Health Professions 989-774-1850
Humanities and Social and Behavioral Sciences 989-774-3341
Science and Technology 989-774-1870
Counseling Center 989-774-3381
Honors Program 989-774-3902
Information Technology 989-774-1474
OIT Telecommunications 989-774-3091
Information Technology Help Desk 989-774-3662
International Affairs and Study Abroad 989-774-4308
Leadership Institute 989-774-5323
Library 989-774-1100
Minority Student Services 989-774-3945
Native American Programs 989-774-2508
Nontraditional Student Services 989-774-3465
Office of LGBTQ Services 989-774-3637
Office of Diversity Education 989-774-7318
Pearce Computer Lab 989-774-1229
Residence Life 989-774-3111
Registrar's Office 989-774-3261
Ronan Computer Lab 989-774-2678
Scholarships and Financial Aid 989-774-3674
Student Account Services & University Billing 989-774-3618
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 Activites and Involvement 989-774-3016
Student Ombuds Officer 989-774-3010
EHS Center for Student Services 989-774-3309
Tutoring Services 989-774-3465
Undergraduate Academic Services 989-774-3504
University Health Services 989-774-6599
University Recreation 989-774-3686
Veterans Resource Center 989-774-7991
Woldt Computer Lab 989-774-1014