

CMU

CENTRAL MICHIGAN
UNIVERSITY

Central Michigan University Parent and Family *Guide*



2017-2018

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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. We also encourage you to visit our website at: www.cmich.edu/familycentral. It has helpful stories and information designed for parents.

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,



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ACADEMIC CALENDAR 2017-2018

Dates are subject to change

Fall semester 2017

August 24	Faculty preparation week begins
August 28	Classes begin
September 1	Registration (drop/add) ends
September 4	Labor Day (no classes)
October 21	End of first half of fall semester
October 30 - January 12	Registration – Spring 2018
November 22 @ 5 p.m.	Thanksgiving recess
November 27	Classes resume
December 9	Classes end
December 11-15	Examination week
December 16	Commencement

Spring semester 2018

January 4	Faculty preparation week begins
January 8	Classes begin
January 12	Registration (drop/add) ends
January 15	Martin Luther King Jr. Day (no classes)
Mid February - May 15	Registration – Summer 2018
March 3	End of first half of spring semester
March 3	Spring recess
March 12	Classes resume
Mid March - August 31	Registration – Fall 2018
April 5 - 6	No classes
April 28	Classes end
April 30 - May 4	Examination week
May 5	Commencement

Summer sessions 2018

May 14 - June 21	Summer I
June 25 - August 2	Summer II

Fall semester 2018

August 20	Faculty preparation week begins
August 27	Class begins
August 31	Registration (drop/add) ends
September 3	Labor Day (no classes)
November 21 @ 5 p.m.	Thanksgiving recess
November 26	Classes resume
December 8	Classes end
December 10 -14	Examination week
December 15	Commencement

ACADEMICS

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 in CentralLink under Course Search and Registration. 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 Course Search and Registration 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/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.

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. Professors 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.

Attempted/ Total Hours	Suspension/Dismissal GPA Ranges	Probation GPA Ranges
1-18	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 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 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 *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.

Is there a campus-wide, class attendance policy?

No; each individual instructor will share their attendance expectations at the beginning of the semester, usually listing the information 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 absence issues.

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. 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: <https://www.cmich.edu/ourcmu/Pages/bereavement-and-military-leave.aspx>.

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 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 advisor in Academic Advising and Assistance who will assist the student in preparing 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 989-774-7506 or visiting Ronan Hall 250.

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.

SARA R. OPPERMAN LEADERSHIP INSTITUTE

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, and 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. Health 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, Catalyst, 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. The LI can be found on Twitter at @CMU_Leadership.

MARY ELLEN BRANDELL VOLUNTEER CENTER

What is the Volunteer Center?

The Mary Ellen Brandell Volunteer Center is dedicated to developing active citizenship among CMU students by providing unique and dynamic programs, coordinating civic engagement efforts, and facilitating networking among service leaders across campus.

Students are provided with a wide variety of volunteering program initiative including programs focused on mentoring children, working with seniors, educational endeavors, as well as service-based projects. In addition, the Volunteer Center partners with over 100 community groups to connect students with local opportunities. More information on these programs and local opportunities can be found on our website: www.volunteer.cmich.edu.

How can students start volunteering?

It's easy! Located in the lower level of the Bovee University Center, the Volunteer Center maintains a variety of ways for students to learn about available service opportunities. Students are encouraged to stop in 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.

Additionally, students are able to look for opportunities that will fit their interests and schedules on our OrgSync database found on our website: www.volunteer.center.edu. The Volunteer Center posts such opportunities to Facebook, Twitter, and Instagram (CMUVolunteers).

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 dining plan membership?

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 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 us with opportunities to strengthen our communication skills, better understand our values, and learn to compromise and negotiate; 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 students that need assignments, 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 residence hall room?

Posters and other combustible decorations cannot cover more than one third of a wall. 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.

Are lofts allowed in the residence halls?

Lofts are permitted but must conform to certain specifications available at: reslife.cmich.edu. The university has no provisions for storing lofts over the summer, so they must be removed at the end of the year. University-provided furniture must be stored in the residence hall room. All lofts must be removed and the bed reassembled one week before the end of the spring semester. Lofts are not allowed in the following halls: Kessler, Campbell, Kulhavi, Carey, Cobb, Troutman, Wheeler, Robinson, Celani, and Fabiano.

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. 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. Twin extra-long sheets are available at various retail stores.

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 students from under-represented populations 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 community.

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 Student Success Center is a location where student services professionals work as a team to help residents become successful students. An academic advisor and a counselor in residence are available in each residence hall community. In addition, each residence hall director is trained in academic advising. A community police officer is also available in the Towers and East Community, while all residence halls have police liaisons.

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 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 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. The Office of 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 2017-2018 academic year.

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 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 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 cmich.edu/SAI.

To purchase tickets for campus events, call Ticket Central at 888-347-3872 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, gays, lesbians and bisexuals, and other under-represented individuals 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:

- Office of Student Activities and Involvement 989-774-3016
- Office of Multicultural Academic Student Services 989-774-3945
- Diversity Education 989-774-7318
- Native American Programs 989-774-2508
- 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-FIRE-UP-2 (toll free) or visit the website: 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 \$18 for youth/senior citizens. General admission is \$12 purchased in advance and \$15 on game day. The reserved sections for the single game are A, B, C, H, J, and K, 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 corner seats for men's basketball tickets can be purchased for \$12. General admission tickets are \$12 for adults and \$10 for youth/senior citizens. Women's basketball general admission tickets are \$8 for adults and \$5 for youth/senior citizens. Reserved tickets are \$10. 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 1-888-FIRE-UP-2 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 misconduct?

Yes. The Sexual 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 regarding sexual misconduct contact the Title IX Coordinator at the Office of Civil Rights and Institutional Equity. The office is located Bovee University Center 306 and can be reached at 989-774-3253. To learn more information about the policy go to: cmich.edu/ocrie.

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 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.

STUDENT HEALTH SERVICES

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

- Visit the website www.cmuhealth.org
- Email healthservices@cmich.edu
- Call University Health Services at 989-774-6599

Student Health Services, located on the campus of Central Michigan University in Foust Hall, is geared primarily toward student healthcare. This location offers scheduled appointment and walk in availability. Our team of highly qualified healthcare providers and support staff go out of their way to provide an exceptional experience for every visit, which is reflected in our terrific patient satisfaction scores. Physical exams, immunizations, allergy shots, flu vaccines, treatment of illnesses, acute and chronic care management, sexual health services, and on site psychiatry services are available. In addition, there is an on-site laboratory operated by McLaren Central Michigan.

Referrals to outside services and specialists as well as professional billing are performed as a courtesy to all patients. Specialty services available within the clinic include dermatological treatment, pulmonary function evaluation, cardiac work up, ultrasound imaging, sports medicine injury care and many other services to best serve campus patients. Our satellite location in Troutman Hall offers walk in availability only and serves student related healthcare while being embedded within the primary housing facilities for freshman. Refer to our website for hours and more information.

STUDENT DISABILITY SERVICES

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 CENTER

Licensed mental health professionals and some graduate student trainees staff the Counseling Center. The center provides free and confidential services on the Mt. Pleasant campus 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.

Counseling and Campus and Community referral information 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).

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.

Additional Counseling Services

Sponsored by the Office of Residence Life, the Counselors in Residence (CIR) program places professional counselors directly in the residence halls. The counselors in residence provide on-site support services to foster the progress and growth of students. Specifically, the CIRs provide mental health consultation and support for Residence Life staff who work directly with students, such as resident assistants, multicultural advisors and residence hall directors. They offer proactive mental health resources for residential and off-campus students via presentations, workshops and support groups. They provide on-site crisis intervention services as appropriate. Finally, the CIRs serve as a bridge to partner offices and resources that also support the academic progress and personal growth of students.

- East Community Student Success Center 989-774-1879
- North Community Student Success Center 989-774-3947
- South Community Student Success Center 989-774-3089
- Towers Community Student Success Center 989-774-6601

CMU CARES PROGRAM

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 outreach 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 point of contact 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 outreach 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 provides emergency information to CMU students, faculty, and staff. Contact information is automatically "opted-in," but you may edit your contact information by going to: **myaccount.cmich.edu**.

In the event of an emergency which would impact the safety of the campus community, an emergency message notification would be sent via text message, phone call, and/or email. Central Alert is also utilized to broadcast school closures or delays due to severe weather. Further information regarding Central Alert or emergency notifications can be found on the police department's website.

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, and Office of Student Affairs 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.

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 at 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 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 preventing and responding to sexual aggression with providing free and confidential advocacy and support services, along with educational programming to the campus community through the student organization, SAPA and the Department of Sexual Aggression Services. All freshmen will attend a mandatory program addressing the issues encompassing sexual aggression. SAPA advocacy services and educational programs are available through the academic year and Sexual Aggression Services is available all year round, with free and confidential counseling and consultation services available. For further information, please contact the Director of Sexual Aggression Services at 989-774-6677 or visit SAPA's website at www.sapa.cmich.edu.

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/parking.

Must cars be registered for parking?

Parking permits must be displayed by the first day of classes. They can be purchased online at cmich.edu/parking. 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. This 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 parking lot permit regulations are in effect Monday through Friday from 2 a.m. to 4 p.m. From 4 p.m. to 2 a.m. parking passes are not required to park on campus, although there is no parking at any time in lot 12 (Health Professions) and lot 41 (near the Towers residence halls). These lots are restricted to faculty/staff only. Meter and Pango spaces are available to park for those without a permit.

There is NO PARKING in any area from 2 a.m. to 7 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. All parking violations are handled through Parking Services, located at the CMU Police Department. Citation payments may be paid online at cmich.edu/parking or deposited in one of the drop box locations on campus. For further information, please contact Parking Services at 989-774-3083 or visit our website at cmich.edu/parking.

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).

Cellular Services

CONNECT provides reliable mobile service through Verizon, AT&T, and Sprint at a significantly lower rate than retail providers. CONNECT's service is available to the CMU Community – including students, staff, faculty, parents, alumni and retirees. For more information regarding CONNECT's services and how to get started, call their office at 989-774-3087 or visit connect.cmich.edu.

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 it.cmich.edu
- Email helpdesk@cmich.edu
- Chat at support.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 computer access in Park Library. The Library has extended hours when classes are in session and contain both Windows and Apple computers. It also provides access to some specialized software and has public access to computer workstations.

Are there any requirements for connecting a personal computer to the CMU network?

To maintain a secure network, OIT requires that personal computers are registered to gain full network access. Students should make sure their computers are fully updated and running antivirus software. Students should be sure to register their computers very soon after arriving on campus by visiting 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. To view these, please search for Contracting and Purchasing on cmich.edu and follow: Purchasing > Hardware > Personal PC Orders in the right navigation.

Does CMU provide any online storage for students?

Each student has access to 10 GB of local, network-based storage using CMU's UDrive service. Additionally, each student receives 1 TB of online OneDrive storage through CMU's partnership with Microsoft. Students can access their online storage at onedrive.cmich.edu.

Does CMU provide printing options to students?

Each undergraduate student receives \$12 print allocation (the equivalent of 300 black-and-white pages) at the start of each semester for use with the campus-wide PrintQ system. Students are able to upload print jobs from their personal computers, or send print jobs from workstations in buildings across campus, and release these jobs at PrintQ kiosks that are conveniently located in high-traffic and popular areas such as Park Library and the Bovee University Center. For more information please visit printq.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, 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, either by direct deposit into a personal checking or savings account or to a CMU Money Card. The CMU Money Card is a prepaid debit card issued by Money Network that can be used anywhere Discover is accepted. In addition, Money Card can be used at any ATM on campus to withdraw cash with no ATM fees.

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 Course Search and Registration 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.

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. New freshmen are notified of their financial aid packages in early April; returning students receive notification in early June. The 2018-2019 FAFSA will be available October 1, 2017. Families will use their 2016 tax information to complete FAFSA.

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. Merit scholarships are automatically awarded to new freshmen and community college graduates who meet the academic criteria. In addition, privately endowed scholarships are awarded to new and returning students based on need, academic focus, career aspirations or other criteria. Additional information about scholarships opportunities can be found on our website at 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 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

Chemical Bank	989-772-2491
Fifth Third Bank	989-772-0446
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
Lake Trust Credit Union	989-775-0775

ACCOMMODATIONS IN THE MOUNT PLEASANT AREA

Mount Pleasant

Comfort Inn & Suites
989-772-4000

Country Chalet and Edelweiss
Haus Bed and Breakfast
989-772-9259

Courtyard by Marriott
989-773-1444

Fairfield Inn By Marriott
989-775-5000
800-228-2800

Ginko Tree Inn
989-773-8733

Hampton Inn
989-772-5500
844-247-3241

Mount Pleasant Inn & Suites
989-772-7777

Pleasant Dreams Bed and
Breakfast
989-772-2543

Riverwood Resort
989-772-5726
800-882-5211

Soaring Eagle Resort
989-775-7777
888-7EAGLE7

Soaring Eagle Water Park and
Hotel
989-817-4800
877-2EAGLE2

Super 8 Motel
989-773-8888
800-800-8000

Wold's Motel
989-772-3429
800-732-8495

Alma

Alma Motel
989-463-1135

Comfortable Inn
989-463-4400

Pine River Motel
989-681-5728

Triangle Motel
989-463-2296

Clare

Crossroads Motel
989-386-2422

Days Inn Conference Center
989-802-0144
800-329-7466

Doherty Motor Hotel
989-386-3441
877-236-4378 Conferences
800-525-4115 Front Desk

TELEPHONE NUMBERS

Academic Advising	989-774-7506
Business Student Services	989-774-3124
Campus Dining	989-774-3111
Career Services	989-774-3068
Civil Rights and Institutional Equity	989-774-3253
CMU Police	989-774-3081
College of Business Administration, Office of the Dean	989-774-3337
College of Communication and Fine Arts	989-774-1885
College of Education and Human Services	989-774-3309
College of Health Professions	989-774-1850
College of Humanities and Social and Behavioral Sciences	989-774-3341
College of Science and Engineering, Office of the Dean	989-774-1870
Counseling Center	989-774-3381
Honors Program	989-774-3902
Information Technology	989-774-1474
Telecommunications	989-774-3091
Information Technology Help Desk	989-774-3662
International Affairs and Study Abroad	989-774-4308
Sarah R. Opperman Leadership Institute	989-774-5323
Library	989-774-1100
Mary Ellen Brandell Volunteer Center	989-774-7685
Multicultural Academic Student Services	989-774-3945
Native American Programs	989-774-2508
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
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 Activities and Involvement	989-774-3016
Student Ombuds Officer	989-774-3010
Student Health Services	989-774-6599
Tutoring Services	989-774-3465
Undergraduate Academic Service	989-774-3504
University Recreation	989-774-3686
Veterans Resource Center	989-774-7991
Woldt Computer Lab	989-774-1014



CMU is an AA/EO institution, providing equal opportunity to all persons, including minorities, females, veterans, and individuals with disabilities. 17-033 MGX 8/24