

# Getting Started Checklist

## CMU Online

Thank you for your application to CMU Online. You should receive your admission status in 2 – 3 weeks. The following is a list of steps you will need to take to enroll in classes at CMU.

- Apply to CMU and send in your application fee.
- Request one official transcript from each school you have attended and have it sent to:  

Central Michigan University  
Attn: Transcript Department  
802 Industrial Drive  
Mount Pleasant, MI 48858
- Receive your admission letter from CMU's Global Campus.
- Once you are admitted, set up your [Global ID](#) and [CMU e-mail account](#) or contact the CMU Help Desk at 800-950-1144, ext. \*3662.
- Read the [CMU Global Campus Bulletin](#).
- Complete the [online orientation](#).
- Receive a transfer credit evaluation in the mail from CMU.\*  
(Bachelor's degrees only, if applicable.)
- Contact an academic advisor to develop a program plan.\*
  - Bachelor's degree students: Once you have received your transfer credit evaluation, contact your [Academic Advisor](#).
  - Graduate degree students: Call 866-774-1018, option #2 or contact your CMU Service Center.
- Download [term schedule](#) for registration dates and information.
- Register for classes during your registration period and order the appropriate books from [MBS](#).
- If you are taking an undergraduate class, you may need to [designate a proctor](#) to administer your exams.
- Access your class and read the syllabus by logging on to [Blackboard](#).

### Other important information

**CMU Online contact information:**  
[global.cmich.edu/CMUOnline/Default.aspx](https://global.cmich.edu/CMUOnline/Default.aspx), call 800-688-4268 or e-mail [cmuonline@cmich.edu](mailto:cmuonline@cmich.edu)

**Prior Learning:** If you are pursuing work/life experience credit, the prior learning handbook can be found at [global.cmich.edu/CMUOnline/Default.aspx](https://global.cmich.edu/CMUOnline/Default.aspx) or call 866-774-1018, option #1

**Financial Aid information:**  
[global.cmich.edu/finances](https://global.cmich.edu/finances) or call 800-664-2681, option #2

**Registration for classes:**  
<https://centrallink.cmich.edu/Pages/default.aspx> or call 800-664-2681, option #1

**Grades/Electronic bills:** Grades and bills are not mailed. You can access both through the student portal at <https://centrallink.cmich.edu>.

Central Michigan University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. CMU is an AA/EO institution (see [cmich.edu/aaeo](http://cmich.edu/aaeo)). [global.cmich.edu](http://global.cmich.edu)  
[CMUglobal@cmich.edu](mailto:CMUglobal@cmich.edu) 8/12

\* Students may register for courses prior to the completion of transfer credit evaluations and program plan development. See your specific admission letter for possible registration restrictions. For specific course selection questions, contact an academic advisor.

## Financial Aid

- If you will be using financial aid please complete the [Free Application for Federal Student Aid \(FAFSA\)](#) form to determine your eligibility for grants and loans. Be sure to include CMU's school code of 002243.
- Complete [loan counseling](#) and [promissory note](#).
- Set up [Direct Deposit](#) with CMU for any refunds or credits that you may have coming to you throughout your tenure as a CMU student. CMU does not issue paper checks. Select "Step #2 - Direct Deposit"

\*Please remember you must be fully admitted to a program before your financial aid can be packaged and awarded.