



Cumberland UNIVERSITY

COURSE OFFERING FOR THE SPRING 2016 SEMESTER

Step 1 of 3 - Priority Registration

The student will use the program of study in the *University Catalog* and their personal transcript (available in CAMS) to select the courses appropriate for their major and/or minor. The student will make an appointment with their advisor to have the schedule reviewed; appointments begin on October 21, 2015.

The advisor will review the schedule and make suggestions. If in agreement, the advisor will allow access to registration. If the advisor does not agree with the schedule and the student does not want to make alterations, the advisor will allow access to registration and officially note the disapproval in the student's file. Please see special online registration instructions on our website www.cumberland.edu/student-resources.

During the appropriate time period, the student will log in to CAMS and register for the selected courses. Follow the steps in the *CU Register* that will include information about Student Financial Services, Residence Life, Student Life, and Business Office requirements. When this process is complete, students will be priority registered for spring classes.

Classes are filled on a first-come, first-served basis, by the number of credit hours earned. Students are encouraged to take advantage of Priority Registration.

Graduates
October 26-December 4

Seniors and Juniors
October 26-December 4

Sophomores
November 2-December 4

Freshmen
November 9-December 4

New Students & Dual Enrollment
Begins November 16

Spring 2016 Important Dates

JANUARY		FEBRUARY		MARCH		APRIL	
7	Last day to get Official (avoid \$150 late fee)	1	FAFSA for FA-16 must be completed	4	Midterm grades due	28	Last day of class
11	First day of class	2	Grad Finale 12:00-5:00PM	7-11	Spring Break, No classes	29	Reading Day
18	University Closed, Martin Luther King Day	10	Last day to "W"	25	University Closed, Good Friday	MAY	
20	Last day to drop or add a class	15	Seniors turn in ITG Juniors turn in Graduation Evaluation	28	Last day to "WP" or "WF"	2-6	Final Exams
						7	Graduation Date
						9	Final grades due

Step 2 of 3 - Student Financial Services (MH-103)

If you had ANY type of Cumberland University financial aid (scholarships, grants, loans, work-study, etc) during the FA-15 semester, you should do the following:

- Review your SP-16 schedule and determine if your pending financial aid is correct.
- Are all loan amounts correct? This includes student loans, PLUS loans, and alternative loans.
- Are all scholarships listed?
- Are all grants listed?
- Will your fall 2015 grades, GPA, grade level, etc. change your spring 2016 financial aid?

If any pending aid is not correct, or if any aid is not listed on your statement, contact the Student Financial Services Office (MH-103) to complete any required forms or documentation, including spring 2016 loan applications.

The Student Financial Services Staff can also be reached by email at financialaid@cumberland.edu or by phone at 615-547-1399.

FAFSA

Everybody's doing it!

- The 2016-2017 FAFSA should be completed between January 1 and February 1, 2016 for fall 2016.
- Some grant and scholarship's eligibility require the FAFSA to be completed by certain dates to be eligible.
- The FAFSA is required for any aid including loans that will be awarded for the fall 2016 semester.

TN Promise

Keep your eligibility!

TN Promise students, don't forget to complete 8 additional hours of Community Service by December 1, 2015.

Make sure you register for at least 12 hours for the Spring 2016 semester.

Step 3 of 3 - University Business Office (MH-109)

Contacting the Business Office is the final step in the registration process. **Students must get official (which means to make your payment arrangements) by January 7, 2016 in order to avoid the late fee of \$150.** Make sure your classes are correct, the charges are correct (tuition, fees, housing, etc.) and payment arrangements have been made.

Registration will not be complete and students cannot attend classes until all tuition/fees are paid in U.S. funds or appropriate payment arrangements have been made with the Business Office. Students must pay all balances owed the University before the end of each semester.

Cumberland University offers several payment options to facilitate the student with the final step of registration. Methods of payment are: cash; personal check; money order; and credit or debit cards. Financial Assistance is available to students who qualify. Students should contact Student Financial Services for details (Step 2).

PAYMENT IN FULL - Cumberland University will accept a personal check or money order for the total balance due. Checks should be made payable to Cumberland University and include the students' full name on the face of the check. The University also accepts VISA, MasterCard, American Express, and Discover.

Payments may be made online by credit card, debit card, or electronic check at <http://charlie.cumberland.edu/estudent/login.asp>

MONTHLY PAYMENTS - Students may make monthly payments by enrolling in the FACTS Payment Plan. Contracts may be completed online at <https://online.campuscommerce.com/signin/4JRVC>

Payments are automatically withdrawn from a checking or savings account, or a credit or debit card on the 5th or the 20th of each month. Contact the Business Office at (615) 547-1218 or (615) 547-1250 for details. The sooner students sign up for a payment plan, there are more options available.

THIRD PARTY PROMISSORY NOTE - CU also offers a deferred payment plan to those students whose employer/responsible party has agreed to pay for their classes. Each semester students must sign a third party promissory note stating the employer/responsible party will pay the balance on completion of classes at the end of the semester. The students must also submit a signed statement each semester from their employer on company letterhead.

Students with a balance of more than one semester in arrears will not be permitted to register for further classes until the account is paid.

Should any pending credits to a students' account fail to materialize or for any other reason a balance due results, the student is responsible for the balance due. In the event the account remains unpaid and is referred to a collection agency, the student will also be responsible for all collection agency fees and/or attorney fees associated with collections.

All students must have all fees paid and be official prior to moving into a residence hall, participating in university functions, participating in academic or any athletic activities, or receiving other university privileges.

Spring 2016 Withdrawal Policy and Dates - Full Term

Withdrawal will be effective from the date the formal application for withdrawal is filed with the Registrar. The policy for spring is as follows:

Wednesday, January 20, 2016 - Last day to register, add, or drop a class
 Wednesday, February 10, 2016 - Last day to drop a class and receive a grade of "W"
 Monday, March 28, 2016 - Last day to drop a class and receive a grade of "WP" or "WF"

If you withdraw from school please keep in mind the below dates and charges:

Withdrawing from school on or before January 20, 2016, you will receive a full refund.
 Withdrawing from school from January 21-February 10, you will be responsible for 50% of all charges.
 Withdrawing from school from February 11-March 28, you will be responsible for 75% of all charges.
 Withdrawing from school after March 28, 2016, you will be responsible for 100% of all charges.

When a student decreases the number of hours attempted during a term, a refund may be calculated based upon the official drop date as presented to the Registrar's Office. Credits are based on the tuition charges, not the amount paid. If the student is receiving financial assistance, credits will be returned to the financial aid accounts, including lenders of student loans, before any money is returned to the student. Students should note that the requirement to return the unearned portion of the federal financial aid might leave them owing a balance due to Cumberland University.

Withdrawals from school for any reason, during any term, must be made by official notification to the Registrar's Office (MH-107). **FAILURE TO ATTEND CLASS DOES NOT CANCEL ENROLLMENT.** The federal refund calculation policy will be used for students who have attended classes at CU and are receiving Title IV financial assistance.

Refund or credit on account of residence hall rent after registration must be approved by the Vice President for Finance. Refunds will be granted on a pro-rata basis when the student is forced to withdraw from the residence hall for personal medical reasons confirmed by a licensed physician, or at the request of Cumberland University Administration for reasons other than disciplinary. No refund will be made other than under the above circumstances.

When a student who has received federal financial aid (PELL Grants, FSEOG Grants, Federal Perkins Loans, Direct Federal Stafford Loans, or Direct Federal Parent Loans for Undergraduates) completely withdraws from the University, the unearned portion of the aid must be returned to the program. The unearned portion is calculated up to the first 60% of the enrollment period. The calculations are made on a pro-rata basis, based upon the total enrollment period. The federal government has set the order in which unearned aid must be returned to the programs. Please see the *University Catalog* for information regarding the order in which refunds are returned.

Students withdrawing from the University must contact the Registrar, the Student Financial Services Office, Director of Residence Life, Dean of Students, and the Business Office.

Spring 2016 Withdrawal Dates - A Term and B Term

Withdrawal will be effective from the date the formal application for withdrawal is filed with the Registrar. The policy for A Term and B Term is as follows:

A TERM - JANUARY 11-MARCH 4

Friday, January 15, 2016 - Last day to register, add, or drop A Term class
 Friday, January 29, 2016 - Last day to drop a class and receive a grade of "W"
 Monday, February 15, 2016 - Last day to drop a class and receive a grade of "WP" or "WF"

B TERM - MARCH 14-MAY 6

Friday, March 18, 2016 - Last day to register, add, or drop A Term class
 Friday, April 1, 2016 - Last day to drop a class and receive a grade of "W"
 Monday, April 18, 2016 - Last day to drop a class and receive a grade of "WP" or "WF"

Fees for Fall 2015, Spring 2016, and Summer 2016

Tuition - Undergraduate	
Undergraduate Tuition Full-time rate (12-18 hours) per semester	\$10,080.00
Undergraduate Tuition Rate per hour (if taking less than full time or more than full time)	\$840.00
Undergraduate Net.Work per hour	\$450.00
Tuition - Graduate	
MSP Tuition Rate per hour - \$840 - less \$365 tuition assistance = Net cost	\$475.00
MBA Tuition Rate per hour	\$475.00
MA Tuition Rate per hour	\$475.00
MSES Tuition Rate per hour	\$475.00
Graduate Tuition Rate per hour - MAE, MAT, MED	\$475.00
Tuition - Certificate Program	
Tuition - Comstar Telecommunications Tower Technician I - per six week course	\$19,495.00
Room and Board	
Edward Potter Residence Hall (Double occupancy and dining hall 19 meals/week)	\$3,775.00
Justin Potter Residence Hall (Double occupancy and dining hall 19 meals/week)	\$3,775.00
Horace H. Lurton Hall (Single occupancy and dining hall 19 meals/week)	\$4,100.00
Howell E. Jackson Hall (Single occupancy and dining hall 19 meals/week)	\$4,100.00
South Hall Residence Hall (Double occupancy and dining hall 19 meals/week)	\$4,000.00
(Private Room additional charge - per semester)	\$525.00
Residence Hall Application Fee	\$50.00
Residence Hall Security Deposit - required before move in	\$200.00
Failure to attend mandatory Residence Hall meeting	\$25.00
Lost Residence Hall key	\$50.00
Lost Proximity Card (South Hall) or Lost Student ID Card	\$25.00
Commuter Meal Plan (30 meal block)	\$250.00
Commuter Meal Plan (45 meal block)	\$365.00
Commuter Meal Plan (75 meal block)	\$575.00
Dining Dawg Dollars - increments of \$50	\$50 Plus
Application Fees	
Undergraduate	\$25.00
Net.Work	\$50.00
International	\$50.00
Graduate	\$50.00
General Access Fees	
Full Time (12-18 hours) per semester	\$525.00
5-11 hours per semester	\$315.00
1-4 hours per semester	\$155.00

Parking Fines	
Invalid Parking Permit - First ticket	\$25.00
Invalid Parking Permit - Subsequent ticket	\$50.00
Failure to obtain parking permit	\$100.00
Parking violations	\$25.00-\$50.00
Other Fees	
Freshman Fee (One time fee, fall only)	\$100.00
International Student Fee - per semester	\$75.00
Additional fees required by course	see catalog
Late Registration fee - ALL students	\$150.00
Net.Work Admin. Fee	\$100.00
Directed Study Fee - per course	\$100.00
Student Teaching Fee	\$300.00
Return check fee	\$25.00
Graduation fee - Undergraduate	\$200.00
Graduation fee - Graduate	\$225.00

Academic

RELEASE OF INFORMATION

The University complies with all provisions of the Family Education Rights and Privacy Act of 1974 dealing with the release of education records. No information, except directory information, contained in any student's records is released to persons outside the University or to unauthorized persons on the campus without the written consent of the student. The University reserves the right not to release directory information. Directory information includes name, home address, school address, telephone listing, major field of study, participation in officially recognized activities and sports, weight and height of members of the athletic team, dates of attendance, Deans List, degrees and awards received, and the most recent previous educational institution attended. This information may be released to appear in public documents and may be otherwise disclosed without student consent unless a written request not to release information is filed each semester with the Registrar.

ADVISING

The University offers advising for both currently enrolled and entering students. Advisors help students with their schedules, but the primary obligation for knowing all graduation requirements rests with the student.

The University reserves the right to video tape or audio tape any class for educational purposes.

PRE-REQUISITE

A pre-requisite is a course or other specific preparation that must be completed before enrollment in an advanced course. Prerequisite information is contained in the course description sections of the *Cumberland University Catalog*. A grade of "C" or higher must be earned before advancing to the next sequential course.

STUDENTS NEARING GRADUATION

Any student nearing graduation is encouraged to complete the registration process as soon as possible in order that space may be reserved in the needed classes. The University does not guarantee a specific course will be offered during the anticipated final term of enrollment. The University urges students who are nearing graduation to consult with the Registrar, the Academic School Dean, and/or their advisor to ensure that the needed courses or appropriate substitutions will be offered during their remaining term(s) of enrollment.

The University reserves the right to add, combine, or delete from this schedule, and to make any changes in listed faculty, teaching assignments, class times, and/or room designations.

ACADEMIC ASSISTANCE

Students who need extra help in any course are urged to make an appointment with the instructor to seek assistance as soon as a problem develops. Free tutoring is available by contacting the Academic Enrichment Center (615-547-1295).

Cumberland University is in compliance with all known federal, state, and local regulations regarding non-discrimination.

Student Life

Residence Life

All students must have all Residence Life fees paid. Students must be official before they receive a key to their assigned residence hall. Please contact the Office of Residence Life at 615-547-1285 or reslife@cumberland.edu.

ID Cards (Student Photo identification card)

These documents are made or updated for all students during the registration fee paying process. There will be a charge for remaking lost ID cards. Students with a meal plan will need to present a valid ID card in order to receive meals in the Phillips Dining Hall. Any student may be asked to present an ID when checking out library materials.

Textbooks

Materials for all courses taught at CU may be purchased at the University Bookstore, located in Labry Hall. Specific questions concerning this service should be addressed to the Bookstore Manager (615-547-1236). <http://bookstore.cumberland.edu>.

Accreditation Statement

Cumberland University is chartered by the State of Tennessee and is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate, the baccalaureate and the master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Cumberland University.

- The School of Humanities, Education, and the Arts at Cumberland University is accredited by the National Council for Accreditation of Teacher Education (NCATE), www.ncate.org. This accreditation covers initial teacher preparation programs and/or advanced educator preparation programs at the University.
- The Tennessee State Department of Education has approved Cumberland University to offer certain programs for specific teacher licenses. For a list of approved teacher licensure programs at Cumberland University, please visit the Department of Education website: (<http://www.state.tn.us/education/lic/edprep.shtml>).
- The baccalaureate program in Nursing at Cumberland University is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036; 202-887-6791. (<http://www.aacn.nche.edu/ccne-accreditation>).
- The baccalaureate program in nursing is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN) (3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326)
- The baccalaureate program in nursing is approved by the Tennessee Board of Nursing (665 Mainstream Dr, Metro Center, Nashville, TN 37243; 615-532-5166.
- The Athletic Training Education Program (ATEP) is accredited by the Commission on Accreditation of Athletic Training Education (CAATE).
- The Labry School of Science, Technology, and Business is accredited by the Accreditation Council for Business Schools & Programs (ACBSP) in both its undergraduate and graduate programs.

Cumberland University is authorized to offer professional continuing education for accountants by the Board of Accountancy of the State of Tennessee.

Graduation

It's Right Around the Corner!

GEC Exit Exam

Sign up at <http://tinyurl.com/GEC2016>

February 18 4:00PM
 February 19 10:00AM
 February 22 6:30PM
 February 23 6:30PM
 February 24 2:00PM
 February 25 1:00PM

Undergraduates are required to complete the GEC Exit Exam

Commencement will be held on May 7, 2016, make plans to attend.

Financial Aid Exit Counseling

IF you had a student loan at Cumberland University, you will need to complete MANDATORY exit counseling with the Office of Student Financial Services by April 1.

Veterans should also have exit counseling with the VA Certification Officer in MH-109.

Grad Finale February 2, 2016

12:00-5:00PM

Cap and Gown Photo taken
 Order cap and gown
 Commencement photos
 Information about Commencement
 Order from Jostens

Information from:

Registrar's Office
 Business Office
 Student Financial Services
 Alumni Office
 Career Services

Class of
2016

Class of
2017

Priority!

Make registration a priority! Registration for Juniors begins on October 26, 2015. Make sure you get the classes you need to graduate!

Have you (undergraduates AND graduates) completed your Intent to Graduate?

No - Get it done ASAP (MH-107)

Yes - Way to go!

If you are graduating in any of the following semesters you will be able to participate in Commencement Exercises in May 2017.

Summer 2016 (if you have 7 or more hours to complete)

Fall 2016 (December grad date)

Spring 2017 (May grad date)

Summer 2017 (if you have 6 or less hours to complete)

Class of
2018

Make sure to complete your Graduation Evaluation form during the Spring 2016 semester and submit it to the Registrar's Office (MH-107)!

Your priority registration begins on November 2, 2015. Make an appointment with your advisor early and register to get the courses you need!

CUMBERLAND UNIVERSITY REGISTRATION/RECORDS UPDATE FORM

Spring 2016

This form must be completed and signed before official enrollment.

Name _____
Last
First
Middle
Preferred

SS# _____

Do you plan to live on campus? (Please circle one) YES NO

If YES, you must complete housing application process to be assured of campus housing.

IF NOT LIVING ON CAMPUS PLEASE GIVE BOTH LOCAL AND PERMANENT HOME ADDRESS:

Local Address _____
St./Rt.
City
State
Zip
County

Home Address _____
St./Rt.
City
State
Zip
County

Local or Residence Hall Phone _____ Home Phone _____

E-Mail Address _____ Office Phone _____

If your employer or third party pays for your schooling please give name and address in the space below:

Class: (Please circle one) FR SO JR SR GR Advisor _____

Anticipated graduation date: (Please check one) May 2016 ___ May 2017 ___ May 2018 ___ May 2019 ___

August 2016 ___ August 2017 ___ August 2018 ___ December 2016 ___ December 2017 ___ December 2018 ___

Will you need V. A. eligibility forms filed this semester? Yes No Date of Birth _____

If you answer yes, please sign here _____

First time enrolled at Cumberland? Yes No If yes, you must be admitted to the University before official credit will be recorded on your CU transcript.

Course Name & Number	Section #	Credit Hour	Time of Classes	M	T	W	R	F	S

I agree to abide by all rules and regulations of Cumberland University. I understand that no official credit will be posted to my transcript until I am in compliance with all rules and regulations of Cumberland University.

Student Signature _____ Date _____

Advisor Signature _____ Date _____

CUMBERLAND UNIVERSITY DROP/ADD FORM SPRING 2016 FULL TERM 16 WEEKS

Student Full Name _____ Date _____

Address _____ City _____ State _____ Zip _____

Course #	Section #	Course Name	Instructor	Drop	Add
Students may not drop ENG 100, ENG 101, ENG 102					

Do you receive VA Benefits? YES _____ NO _____ Do you live in Campus Housing? YES _____ NO _____
 **Are you a student athlete? YES _____ NO _____

*******IMPORTANT DATES TO KNOW*******

Full Semester dates January 11 - May 6

Wednesday, January 20, 2016	LAST day to register and ADD a class
Wednesday, February 10, 2016	LAST day to drop a class and receive a grade of "W"
Monday March 28, 2016	LAST day to drop a class and receive a grade of "WP" or "WF"

Withdrawing from school on or before **January 20, 2016**, you will receive a **full refund**.
 Withdrawing from school from **January 21-February 10** you will be responsible for **50%** of all charges.
 Withdrawing from school from **February 11-March 28** you will be responsible for **75%** of all charges.
 Withdrawing from school after **March 28, 2016**, you will be responsible for **100%** of all charges.

IF YOU ARE TAKING A TERM AND B TERM COURSES, YOU HAVE THE WRONG FORM

Student Signature _____ Date _____

Advisor Signature _____ Date _____

ATHLETIC SECTION
 ** If you are an athlete you MUST get the following signatures for ALL changes:

Assistant Athletic Director _____ Date _____

FACULTY SECTION
 The above student has withdrawn from the class(es) listed above. Please assign the student a grade of "WP" or "WF" by circling the appropriate grade below and signing on the line following the grade.

WP WF Signature _____ Date _____

REGISTRAR'S SECTION
 The above student has _____ from the course(s) listed above.

Registrar's Signature _____ Date _____

CUMBERLAND UNIVERSITY DROP/ADD FORM SPRING 2016 A TERM AND B TERM - 8 WEEKS

Student Full Name _____ Date _____

Address _____ City _____ State _____ Zip _____

A TERM - January 11 - March 4

Course #	Section #	Course Name	Instructor	Drop	Add

Spring 2016 Term A (January 11-March 4)

Friday, January 15, 2016 LAST day to register and **ADD** a class
 Friday, January 29, 2016 LAST day to drop a class and receive a grade of **"W"**
 Monday, February 15, 2016 LAST day to drop a class and receive a grade of **"WP"** or **"WF"**

Withdrawing from school on or before **January 15**, you will receive a **full tuition refund**.
 Withdrawing from school from **January 16-29** you will be responsible for **50%** of all charges.
 Withdrawing from school from **January 30-February 15** you will be responsible for **75%** of all charges.
 Withdrawing from school after **February 15, 2016**, you will be responsible for **100%** of all charges.

B TERM - March 14 - May 6

Course #	Section #	Course Name	Instructor	Drop	Add

Spring 2016 Term B (March 14-May 6)

Friday, March 18, 2016 LAST day to register and **ADD** a class
 Friday, April 1, 2016 LAST day to drop a class and receive a grade of **"W"**
 Monday, April 18, 2016 LAST day to drop a class and receive a grade of **"WP"** or **"WF"**

Withdrawing from school on or before **March 18, 2016**, you will receive a **full tuition refund**.
 Withdrawing from school from **March 19-April 1** you will be responsible for **50%** of all charges.
 Withdrawing from school from **April 2-18** you will be responsible for **75%** of all charges.
 Withdrawing from school after **April 18, 2016**, you will be responsible for **100%** of all charges.

Do you receive VA Benefits? YES _____ NO _____ Do you live in Campus Housing? YES _____ NO _____
 **Are you a student athlete? YES _____ NO _____

Student Signature _____ Date _____

Advisor Signature _____ Date _____

ATHLETIC SECTION

** If you are an athlete you MUST get the following signature for ALL changes:

Assistant Athletic Director _____ Date _____

FACULTY SECTION

The above student has withdrawn from the class(es) listed above. Please assign the student a grade of "WP" or "WF" by circling the appropriate grade below and signing on the line following the grade.

WP WF Signature _____ Date _____

REGISTRAR'S SECTION

The above student has _____ from the course(s) listed above.

Registrar's Signature _____ Date _____