

The Cumberland University Parents Association Guide to Student Success



Contents

Introduction	3
Welcome	3
Topics of Interest	4
University Mission Statement	4
University Vision Statement	4
Student Right To Know	5
Adverse Weather Dismissals	5
Student Life	5
Dining Hall Services	5
Points of Contact	6
Chief of Security	6
School Deans	6
Provost and V.P. of Academic Affairs	6
Executive Director of Academic Support	7
Dean of Students	7
Residence Life	7
Counseling and Disability Services	7
Academic Support	7
Tutoring	7
The Writing Center	8
Testing Center	9
Kaplan Nursing Entrance Exam	9
CLEP10	
ACTFL	10
Career Services and Internships	11
Office of the Chaplain	11
Office of Retention and TN Promise Services	12
Important Forms	12
Academic Appeal Form	12
Academic Grade Appeal Form	14

Associates to Bachelor’s Degree Transition Application	14
Intent to Graduate-Associates Form	14
Intent to Graduate-Bachelor	15
Intent to Graduate-Master	15
Drop/Add Form	15
Transcript Request	15
Enrollment Verification	15
The CU Register	16
Finding Major Academic Dates	16
Academic calendar	16
Athletic Schedules and Rosters	16
Join CUPA!	16

Introduction

The Cumberland University Parents Association (CUPA) was designed to serve as the primary advocacy group for parents of Cumberland University students. Membership in CUPA is free, and all parents of students and alumni are invited to join, participate, and serve in leadership positions of the Association. CUPA is governed by a six-member advisory board selected from active members who self-identified as parents interested in leading the efforts of CUPA. Each semester, the Advisory Board elects a chairperson from their number, sets two meetings per semester, and discusses events, causes, and services they believe would meet the needs of CUPA members. Under the direction of the Advisory Board Chairperson, the Academic Success Center publishes a monthly e-letter via email to all interested parents. To sign up for the monthly e-letter that details current events, deadlines, and services, please register [here](#).

Welcome

Parents, allow me to welcome you to the Cumberland University family. You will often hear organizations liken themselves to families, but at Cumberland our small size and the quality of our faculty and staff naturally engenders a culture focused on core values you find in lasting and deep-rooted relationships. Since 1842, that relationship maintained its strength through the support of our parents. They do not merely provide financial support. As you well know, parents encourage, inspire, and guide students long after those students leave home. Without parents, there would be very few graduates.

This guide to student success was created in order to give parents information that is readily available on the internet, from their student, the administration, or the faculty, but it is sometimes difficult to quickly locate without prior knowledge of Cumberland's traditions and operating methods. For parents of first-generation students, finding the information and assistance you need can be a daunting challenge; however, this guide should give you the guidance needed to assist in your student's success.

Our primary goal at Cumberland University is the same as yours: To do whatever it takes to get your student to commencement. This guide is designed to help you begin that journey. Lastly, keep in mind that this guide is a developing document. There will be revisions throughout the coming years. Do not hesitate to contact me, the university liaison to CUPA, with suggestions for revisions. Together, we can get your student to graduation and ensure the success of generations to come.

Dr. Sheridan W. S. Henson, Executive Director of Academic Support

Topics of Interest

University Mission Statement

The University Mission Statement is the guiding principle for everything the faculty and staff do for your student. It is important to know it as it justifies many of the services explained in this guide. It defines who we are and for what we stand as an organization and learning community

“The mission of Cumberland University is to provide a contemporary liberal arts education to students seeking a high-quality, personalized college experience, which will empower them not only to have a successful and productive career, but also to thrive intellectually, professionally, personally, and spiritually for a lifetime.” - *Adopted February 2016*

University Vision Statement

The University Vision Statement is similar to our mission statement, but it defines what we want to be. This statement is dependent on the entire Cumberland community which includes our parents.

“Cumberland University will be a distinguished scholarly community that prepares its student not simply to have successful careers, but to lead impactful lives.” - *Adopted February 2016*

Student Right To Know

The link provided above will take you to the “Student Right To Know” page which is a collection of federally required student security and safety reports and informative guides. The most popular report for parents is the “Annual Security and Fire Safety Report.” Access this report for the most recent statistics on incidents on or near the campus that were reported by our security officers or local law enforcement. Our security officers are available 24/7 by calling 615-476-3061 or from an on-campus office phone: 2222. In addition, there are tall, bright red emergency posts located throughout the campus where students can push an emergency button and instantly connect with assistance. Other helpful contacts are: Lebanon City Police - 615-443-2323, Wilson County Sheriff - 615-444-1412, Tennova / Formerly University Medical Center - 615-444-8262.

Adverse Weather Dismissals

Extreme adverse weather conditions, such as ice and/or snow, may require Cumberland University to close. Every attempt will be made to notify area radio and television stations as soon as classes are cancelled, and students are encouraged to register for the CU Mobile App to receive special notifications of closings or delays. Individual faculty teaching at off-campus locations may cancel/dismiss a class session due to travel concerns. Students are expected to exercise discretion regarding personal safety whether the University is open or closed.

Student Life

This special section of the university website will describe the student organizations and honor societies available to your student. It also contains the “Student Life Activities Calendar” where all of the on-campus special events are listed as well as any special trips to athletic or cultural events in Nashville or the various university-sponsored road trips.

Dining Hall Services

Students succeed on their stomachs! Go to this link to view the current menu options in the Phillips Dining Hall and access the link to the commuter meal plan.

Points of Contact

Typically, the first person a parent should contact concerning their student is their student, and those students should work closely with their faculty advisor concerning problems, concerns, and questions. In all other instances, here are a few important points of contact parents might find useful.

Chief of Security

Chief Mike Thornhill

mthornhill@cumberland.edu

615-879-7100

Campus Security: 615-476-3061 From an office phone: 2222

School Deans

Dr. Eric Cummings

Dean of the School of Humanities, Education & the Arts

Administrative Assistant: Molly Hong mhong@cumberland.edu

615-547-1331

Dr. Chris Fuller

Dean of the Labry School of Business, Science & Technology

Administrative Assistant: Connie Sink csink@cumberland.edu

615-547-1259

Dr. Mary Bess Griffith

Dean of the Jeanette C. Rudy School of Nursing and Health Professions

Administrative Assistant: Kristen Kannon kkannon@cumberland.edu

615-547-1274

Provost and V.P. of Academic Affairs

Dr. C. William "Bill" McKee

Executive Assistant: Lanah Hale lhale@cumberland.edu

615-547-1342

Executive Director of Academic Support

Dr. Sheridan W. S. Henson

shenson@cumberland.edu

615-547-1315

Dean of Students

Ms. Stephanie Davis

sdavis@cumberland.edu

615-547-1387

Residence Life

Ms. Catie Straube

cstraube@cumberland.edu

615-547-1285

Counseling and Disability Services

Mr. Eddie Christian

echristian@cumberland.edu

615-547-1397

Academic Support

Tutoring

The Office of Student Success is the place for academic support. The office is located in the Learning and Career Commons room 122. It serves as a resource for Cumberland University students in need of tutoring, testing, mentoring, and academic assistance. The primary goal is to provide Cumberland University students with the tools that are necessary for success.

Students can visit the Office of Student Success to get assistance with any class. They can arrange for students to meet with a peer tutor for private study sessions or pair-ups with a group tutor. In addition

to tutoring, the office offers walk-in writing assistance with a faculty-approved English tutor, a qualified Graduate Assistant, or the Center's Director.

While the Office of Student Success is open to all Cumberland University students who wish to obtain academic assistance and/or individual tutoring, Cumberland University faculty may also refer students for further academic attention. The office works closely with the Athletic Department to ensure student-athletes have access to additional academic resources.

Whether students prefer to study one-on-one with a qualified tutor or enjoy a group setting, the Office of Student Success will find what is needed. Depending on the semester, tutors may also hold weekly sessions open to all.

The Writing Center

The Writing Center provides students with the opportunity to meet one-on-one with a tutor to help improve their writing skills. Whether they just need a second set of eyes to catch minor grammar mistakes or help structuring and organizing a paper from the start, the writing center is here to help. The writing tutor can help with any step of the writing process, including citation formatting.

The Writing Center is located in room 116 of the Learning and Career Commons. The following list is a collection of "Do's and Don'ts" shared with Cumberland students.

DO

- Come with plenty of time
- Come with two printed copies
- Be prepared with questions
- Come in with your assignment prompt
- Bring comments from professor
- Determine your writing strengths and weaknesses
- Come in with papers and/or essay
- Come in with an open mind

DON'T

- Don't wait until the last minute
- Don't drop off your paper or email
- Don't forget to bring your assignment instructions
- Don't disengage. Avoid distractions – put down your phone
- Don't forget you have other resources available – the library is a great resource for support
- Don't forget your materials, i.e. books, laptop, writing utensil
- Don't forget to sign in/out
- Don't forget to thank your writing specialist

Testing Center

The Testing Center offers exams Monday through Friday, 8:30 am to 3:30 pm, or by appointment only, please schedule exams at least two weeks in advance. The KAPLAN Nursing Entrance Exam and Math Placement Tests are held on select dates. Students who have a registered disability and need to request accommodations should contact the Office of Disability Services. To schedule an exam with the school please email Jennifer Novo jnovo@cumberland.edu or visit one of the links below:

Kaplan Nursing Entrance Exam- The Kaplan Nursing Entrance Exam is designed to assess a student's academic and personal readiness for higher education in a nursing related career. The exam consists of four academic exams and a personality profile that helps to determine your learning style. The academic exams include reading, math, writing, and science.

The exam is required by all students who wish to be considered for admission to the Nursing program at Cumberland University. This exam is a computerized test that will be taken on a desktop computer. The exam should take no longer than 2 hours and 45 minutes to complete. Applicants are allowed to take the admission exam twice per application term.

Kaplan Nursing School Entrance Exam by Kaplan can be purchased as a study guide in our Pride Shop for \$22 during daytime business hours. You should call ahead to verify that we have plenty of stock at (615) 547-1236. We strongly suggest that students purchase the study guide for the exam and be prepared---our program is competitive. Your score is a key component in our selection process.

Tests are offered on select dates and times throughout the semester. To view and sign up for tests, you can find information at this [link](#).

CLEP: College-Level Examination Program helps students receive college credit for subjects they may already be familiar with, at a fraction of the cost! The exam is \$80 and is non-refundable; however, effective July 1st, 2018 the new test fee is set at \$87, payable only by check or credit card at time of registration to CLEP. CLEP tests are computer-based, one-and-one-half-hour tests, and testers need to only bring photo identification. For details on test specifics, please visit CLEP's website at clep.collegeboard.org. All prospective testers are strongly encouraged to contact the university registrar's office in order to confirm the acceptance of specific CLEP credits. You may also find additional information on CLEP by reviewing the CLEP section on this [page](#).

ACTFL – Language Testing International offers the ACTFL language proficiency exam. The exam will test a student’s knowledge of a foreign language, with over 100 languages to choose from. The test will allow students to waive the foreign language requirement if a passing score is received (not for credit). The test is taken in two parts, the oral and the written, the ACTFL Oral Proficiency Interview (OPI) costs \$139 and the Writing Proficiency Test (WPT) \$70. For more information on the test, please visit www.languageTesting.com.

Students: You need to contact ACTFL directly and sign up for the test on their website: www.languageTesting.com, you must create an account and register and pay for the test. Please be sure to schedule the test by selecting three dates and times that will work for you. You must complete the computer-based written test and the telephone oral interview.

To register, please scroll to the bottom of the page and click on "Academic". At the bottom of the "Academic" page, scroll to the bottom and click "I'd like to register for an academic test". This will take you to the "Test Candidate Site Page". Remember, you will need to sign up (name, address, telephone, email, etc.) and create a password for your account. You will then login and apply for a test. On the following page, you will have a school or university option. If you want to take it at CU, put Cumberland University. You'll need to select Test Proctor Jennifer Novo and email jnovo@cumberland.edu. They will send the proctor dates and times you requested.

You will receive an email for the date and time of your test once an agreed date is reached.

You will need to take both the oral and written proficiency tests. The oral test should take 30 minutes and the written test should take anywhere from 50-80 minutes.

It is going to ask you whether you want to pay the ACE Registration and would like to order a transcript from the American Council on Education Transcript Fee of \$75. You DO NOT need to pay this fee. The ACTFL oral exam costs \$139 and the written exam costs \$70. Please be sure to have your official test score mailed to the institution. The fee is \$10.

Please contact Jennifer Novo at 615-547-1295 or by email at jnovo@cumberland.edu if you have questions.

Career Services and Internships

The Office of Career Services and Internships supports students and alumni in the development and achievement of career decisions and goals. The University is dedicated to providing resources to enhance students' knowledge in the areas of career exploration, job search skills, and information on employment and internship opportunities.

Services are provided to all Cumberland students and graduates and include:

- Self-assessment and Career Planning
- Internship and Job Postings
- Resume and Cover Letter Review
- Graduate School Preparation
- Career-Related Workshops

Please contact Courtney Vick at 615-547-1357 or by email at cvick@cumberland.edu if you have questions.

Office of the Chaplain

Founded in 2016, the Office of the Chaplain serves to support the University's Mission Statement with its goal to empower students to thrive "spiritually for a lifetime." Although Cumberland is a secular institution, the university recognizes that spiritual development is essential to effective professionals. The University Chaplain serves the entire student body as a steward for spiritual matters, is a member of the faculty, and also hosts group discussions on contemporary issues throughout the Fall and Spring semesters. These discussions are exercises in civil discourse and are affectionately called the Chaplain's Chapel Chats since they are held in Memorial Hall's Baird Chapel. Two chats per semester are required of all freshmen enrolled in FSL-101, Foundations of Scholarship and Learning; however, all students are welcome to attend.

Please contact Mike Ripski at 615-547-6347 or by email at mripski@cumberland.edu if you have questions.

Office of Retention and TN Promise Services

The Office of Retention and TN Promise Services is located in the Learning and Career Commons, in Room 212. This office is designed to ensure each student is given the opportunity to be successful and this is done in a variety of ways. The office uses an early alert notification system for students who begin struggling in class as early as three weeks into the semester. Students are contacted by text and email,

where they are encouraged to seek out additional assistance for their classroom needs. The office also reaches out to students by text and email after mid-term, if they need additional help. The number one indicator of success in college is class attendance, so the office works with the Student Affairs Office to follow-up with any students who have excessive class absences. Finally, the office offers support to all of our TN Promise Students to ensure that they are completing all of their scholarship and degree requirements. The office strives to assist each student who attends Cumberland University with the resources necessary to obtain their Bachelor's degree at CU. Stop by and visit in the Learning and Career Commons or email Abby Pitts at apitts@cumberland.edu for any questions or concerns you may have!

Important Forms

Every institution operates on the necessity to have everything in writing. Major changes and event in the life of students must be processed, and they begin the process with administrative forms designed to ensure the process is completed. Here are links to the forms most often used.

Academic Appeal Form

The Academic Appeal Form allows students to request certain academic permissions from the University. Note, an academic appeal form always starts with the student's advisor and the advisor's signature.

Requests include:

- Enrolling in a directed study.
 - Directed studies are student-designed courses of study under the direction of a faculty member.
- Enrolling in credit hours beyond the 18 credit hour limit.
 - It is good practice to remain enrolled in no more than 18 hours of coursework. Course overload can lead to severe academic distress; however, special circumstances might merit the enrollment of 18+ hours in a semester. In these cases, the completion of an Academic Appeal Form might allow for the hefty amount of hours. Note that students can go no higher than 21 credits hours, even with an approved appeal.
- Receiving transient permission.
 - Transient students are undergraduates currently studying at Cumberland University that wish to enroll at another university, complete work there, and then receive and transfer

academic credit back to Cumberland. For example, a Cumberland freshman may wish to spend the summer on the West Coast and enroll in a local university offering a 3 credit course in Shakespearian Poetry. The student must first seek transient permission through the Academic Appeal Form. Once approved, the student is permitted to enroll, complete the course, and have their transcript sent to Cumberland for evaluation. Please see the university catalog for prohibitions and limitations.

- Requesting a course substitution.
 - Each program of study has specific courses prescribed in order to complete the degree. Occasionally, the university offers courses that are similar to the prescribed course of study, and it requires an Academic Appeal Form in order to allow the similar course to satisfy the degree requirements.
- Seeking a course waiver.
 - In agreement with a student's advisor and school Dean, an Academic Appeal Form can be submitted in order to waive the requirement of a specific course to satisfy degree requirements.
- Requesting a catalog change.
 - Students are assigned to the catalog year of their initial entrance into the university. During a student's undergraduate career, course requirements may change from catalog year to catalog. If a new catalog is published with changes that may benefit the student, requesting a change to a different catalog year is done through the Academic Appeal Form.
- Seeking approval of a crossover.
 - Student request a crossover when they are wishing to complete a course outside of the course's normal delivery or instruction method.
- Enrolling in a graduate level course.
 - Undergraduates are limited to 100-400 level courses. An Academic Appeal Form is required in order to enroll in coursework at the graduate level, determine whether it is to be used as undergraduate or graduate credit, and if it is a course taken to substitute for undergraduate courses. Only Seniors are qualified for this type of appeal.

Academic Grade Appeal Form

The Academic Grade Appeal Form is only used if a disagreement concerning a grade cannot be resolved between the faculty member teaching the course and the student. This form is completed prior to

arranging a meeting with the appropriate School Dean. Note: Grade Appeals are only used if the student feels their grade was issued capriciously or miscalculated.

Associates to Bachelor's Degree Transition Application

This form is completed online when a student is almost complete with their Associate's Degree and desires to continue with Cumberland Bachelor's Degree. It is usually completed alongside an "Intent to Graduate-Associates" Form.

Intent to Graduate-Associates Form

This form is completed usually in the second semester of an associate's degree program along with the "Associates to Bachelor's Degree Transition Application." This form allows the Registrar's office to evaluate your completed coursework through an academic audit, determine if you are eligible to graduate, and list classes remain to graduate. It also allows the university to prepare you for graduation in regards to fees and graduation regalia.

Intent to Graduate-Bachelor

This form is usually completed in the Junior year and functions similar to the aforementioned Associates form.

Intent to Graduate-Master

This form is usually completed mid-way through a master's degree and functions similar to the aforementioned forms.

Drop/Add Form

The Drop/Add form is used by students desiring to make changes to their schedules outside priority registration when online registrations are closed or the student is official and no longer has access to the online registration option. The form requires the signature of the student's faculty advisor, and if they are a student athlete, they will need the signature of the Assistant Athletic Director. These signatures prevent students from making ill-advised mistakes with their schedule which could negatively affect their financial aid or even their athletic eligibility. This form is found in the link above in the student resources section of the university website. Since these forms change from semester to semester, a

direct link to the form is not available here; however, following the link above will take you to the page listing the entire collection of drop/add forms.

Transcript Request

Although your student might be brand new to the college experience, eventually that student will want to have a transcript sent to another institution or future employer. Select the link above to order transcripts from the university.

Enrollment Verification

Students may request enrollment verification (proof of enrollment) in the Registrar's Office, room MH-107. There is no charge for this and can be requested as often as needed. Some reasons students may need enrollment verification are:

- Car Insurance
- Health Insurance
- Loan deferment
- Employment
- Scholarships

For student who are not on campus that need enrollment verification, they can email the Registrar's Office at records@cumberland.edu to request enrollment verification. Students must include their full name as listed with Cumberland University.

The CU Register

If you are interested in dates related to your student's academic responsibilities, the [CU Register](#) is published each semester under the course offerings tab. It lists the first day of classes, the last day to drop/add courses, the last day to withdraw, final exam dates, course offerings and times, etc. This is also the best location for priority registration dates. Students are allowed to register for the next semester according to their academic class standing. It's important to know which class the student belongs to and when they can begin the registration process. Waiting only a few days can prevent a student from getting their preferred schedule.

Finding Major Academic Dates

Looking for all the important deadlines and other university dates? The academic calendar is located here:

[Academic calendar](#)

All game schedules, player rosters, and athletic news can be found here:

[Athletic Schedules and Rosters](#)

Join CUPA!

Parents of all students and alumni may join. Members receive monthly emails to stay informed and have the opportunity to serve the student body as members of the CUPA Advisory Board. Registering in the link below will also allow you to note your interest in joining the Advisory Board. Join today!

CUPA Registration Link: <https://tinyurl.com/yaupw4x6>