



# Cumberland UNIVERSITY

# Register

## COURSE OFFERING FOR THE FALL 2015 SEMESTER

### IN LEBANON, MT. JULIET, AND NASHVILLE

*Currently enrolled students are encouraged to take advantage of the early advising and priority selection of classes for the fall term. Class space will be filled on a first-come, first serve basis, by the number of credit hours earned.*

#### Priority Registration Dates

Graduates  
March 30-May 1

Seniors and Juniors  
March 30-May 1

Sophomores  
April 6-May 1

Freshmen  
April 13-May 1

New Students &  
Dual Enrollment  
Begins April 17

### Step 1 ~ Priority Registration

The student will use the program of study in the *University Catalog* and their personal transcript (available online) to select the courses appropriate for their major and/or minor.

During the appropriate time period, the student will log onto CAMS and register for the selected courses.

**A student who has a balance of more than one semester in arrears will not be permitted to register for further classes until the account is paid.**

The student will make an appointment with their advisor to have the schedule reviewed; appointments begin on **March 23, 2015**.

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, undergraduate students will be "priority registered" for fall classes.

Continue to Step 2 --->

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](http://www.cumberland.edu/student-resources).

Online Registration Instructions:

[http://www.cumberland.edu/student-resources/sm\\_files/Online%20Student%20Registration%20Instructions.pdf](http://www.cumberland.edu/student-resources/sm_files/Online%20Student%20Registration%20Instructions.pdf)



**Make your summer count!**  
**100 and 200 level courses are being offered this summer to you at half price!**

**Get the SU-15 CU Register NOW!**

**Seniors** complete your Intent to Graduate Form!

**Juniors** complete your Graduation Evaluation Form!

**Graduates** complete your Intent to Graduate Form at the beginning of the semester before you graduate.

**Avoid the \$150 late fee, get official by August 21!**

#### Find it quick:

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## Fall 2015 Withdrawal Policy and Dates

### Fall Calendar

Aug. 21	Get official, avoid the late fee
Aug. 26	1st day of class
Sep. 2	Last day to register or add a class
Sep. 7	University closed, Labor Day
Oct. 9	The Colloquium
Sep. 23	Last day to "W"
Oct. 16	Midterm grades due
Oct. 19-20	Fall Break, no classes
Oct. 30	Last day to "WP" or "WF"
Nov. 26-27	University closed, Thanksgiving
Dec. 3	Last day of class
Dec. 4	Reading Day
Dec. 5-11	Final Exams
Dec. 12	Graduation Date
Dec. 14	Grades due

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

- Sep. 2-Last day to register, add, or drop a class
- Sep. 23-Last day to drop a class and receive a grade of "W"
- Oct. 30-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:

- On or before September 2, receive full refund
- September 2-23, you're responsible for 50% of all charges
- September 24-October 30, you're responsible for 75% of all charges
- After October 30, 2015, you're 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. FAILURE TO ATTEND CLASSES 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.



# CLASS OF 2017

**JUNIORS** - ALL 1st semester Juniors (2 years from graduation) should complete a **Graduation Evaluation form** and submit it to the Registrar's Office (MH-107).

**SENIORS** - ALL 1st semester Seniors (one year from graduation) should complete an **Intent to Graduate form** and submit it to the Registrar's Office (MH-107).

**GRADUATES** - Please complete the **Intent to Graduate** form 2 semesters before you intend to graduate and submit it to the Registrar's Office (MH-107).

[www.cumberland.edu/student-resources](http://www.cumberland.edu/student-resources)

## Step 2 ~ Student Financial Services (MH-103)

Visit Student Financial Services (MH-103) to ensure that all Financial Aid is in process and/or complete, including:

- ~ FAFSA has been processed.
- ~ Verification documents have been signed and submitted, if requested.
- ~ Loan applications have been submitted.
- ~ Athletic/Fine Arts scholarships have been signed and submitted.

Questions concerning Financial Assistance (including work study and loan programs) should be addressed to Student Financial Services at

[financialaid@cumberland.edu](mailto:financialaid@cumberland.edu).

Students who do not have financial assistance will be expected to pay all tuition and fees during the registration/fee paying process.

**Complete  
the FAFSA**

Continue to Step 3 below

## Step 3 ~ University Business Office (MH-109)

Contacting the Business Office is the final step in the registration process. **Students must make their schedule official (which means to make your payment arrangements) by August 21, 2015 in order to begin the semester.** 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 offers several payment options to facilitate the student with their 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.

**PAYMENT IN FULL** – CU will accept a personal check or money order for the total balance due. Checks should be made payable to Cumberland University and include the student's 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: <https://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 5<sup>th</sup> or the 20<sup>th</sup> of each month. Contact the Business Office at 615-547-1218 or 615-547-1250 for details.

**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.

**STUDENT RESPONSIBILITY** - Should any pending credits to a student's 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.**



Steps complete! Congratulations, you are ready to begin your fall semester!

<b>Cost estimate for a freshman undergraduate student living on campus</b>	<b>Per semester</b>	<b>Per year</b>
Tuition ( <i>full time</i> )	\$10,080	\$20,160
Access fee ( <i>full time</i> )	\$525	\$1,050
Room and Dining Hall -19 meals per week (Edward Potter, Justin Potter, double)	\$3,775	\$7,550
Freshman fee ( <i>one-time fee</i> )	\$100	\$100
<b>Total</b> ( <i>double occupancy, does not include text books, etc</i> )	<b>\$14,480</b>	<b>\$28,860</b>
<b>Tuition - Undergraduate</b>		
Undergraduate Tuition Full-time rate (12 - 18 hours) - per semester		\$10,080
Undergraduate Tuition Rate - per hour (if taking less than full time or if taking more than full time)		\$840
Undergraduate Virtual Campus - per hour		\$450
<b>Tuition - Graduate</b>		
Graduate Tuition Rate - per hour - MSP - \$840 - less \$365 tuition assistance = Net cost to student per hour		\$475
Graduate Tuition Rate - per hour - MBA		\$475
Graduate Tuition Rate - per hour - MA		\$475
Graduate Tuition Rate - per hour - MSSEP		\$475
Graduate Tuition Rate - per hour - MAE; MAT; MED		\$475
<b>Tuition - Certificate Program</b>		
Tuition - Comstar Telecommunications Tower Technician I - per six week course		\$19,495
<b>Room and Board</b>		
Edward Potter - Residence Hall (Double Occupancy and Dining Hall 19 meals per week) - per semester		\$3,775
Justin Potter - Residence Hall (Double Occupancy and Dining Hall 19 meals per week) - per semester		\$3,775
Commons I & II - Residence Hall (Single Occupancy and Dining Hall 19 meals per week) - per semester		\$4,100
South Hall - Residence Hall (Double Occupancy and Dining Hall 19 meals per week) - per semester		\$4,000
(Private Room additional charge - per semester)		\$525
Residence Hall Application Fee		\$50
Residence Hall Security Deposit - required before move-in		\$200
Failure to attend mandatory Residence Hall meeting		\$25
Lost Residence Hall Key		\$50
Lost Proximity Card (South Hall) or Lost Student ID Card		\$25
Commuter Meal Plan (30 meal block)		\$250
Commuter Meal Plan (45 meal block)		\$365
Commuter Meal Plan (75 meal block)		\$575
Dining Dawg Dollars - increments of \$50		\$50 Plus
<b>Application Fees</b>		
Undergraduate		\$25
SOPS		\$50
International		\$50
Graduate		\$50
<b>General Access Fees</b>		
Full Time (12 - 18 hours) - per semester		\$525
5 - 11 hours - per semester.....		\$315
1 - 4 hours - per semester		\$155
<b>Parking Fines</b>		
Invalid Parking Permit - First ticket		\$25
Invalid Parking Permit - Subsequent ticket		\$50
Failure to obtain parking permit		\$100
Parking Violations		\$25.00-\$50.00

Other Fees	
Freshman Fee	\$100
International Student Fee - per semester	\$75
Additional fees required by course	<b>catalog</b>
Late Registration Fee for <b>ALL</b> students	\$150
Virtual Campus Admin Fee	\$100
Directed Study Fee - per course	\$100
Student Teaching Fee	\$300
Return Check Fee	\$25
Graduation Fee - undergraduate	\$200
Graduation Fee - graduate	\$225

## The Colloquium: A Celebration of Academic Community and Accomplishments

### ATTENTION STUDENTS, FACULTY, AND STAFF



The Colloquium will be held on October 9, 2015! Classes will be cancelled and all students are expected to partake in a day of intellectual engagement with faculty and student research in a variety of academic fields. The Colloquium will involve all of campus in a day of hearing and responding to the exemplary work of our students and professors.

## Student Life Information

BE IN  
THE KNOW

**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 validated 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 and supplies** ~ Watch for the coming announcement involving changes in our textbook and supplies offering! Beginning with the summer

semester, you will now have the option to rent books, purchase eBooks, new and used books as well as other course requirements at competitive pricing either in person at the beginning of the semester or online 24/7. The CU Store is located in Labry Hall, 615-547-1236.

**Residence Life** ~ All students must have all Residence Life fees paid. Students must be confirmed before they receive a key to their assigned residence hall. Please contact the Office of Residence Life at 615-547-1231 or

## Academic

**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.

**PRE-REQUISITE** - A prerequisite 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.

**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 heights 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.

Specific course descriptions for all classes listed may be found in the *Cumberland University Catalog*, located in the Student Resources section of the Cumberland University website.

**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 (615-547-1285).

**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 Vice President of Academic Affairs, 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.

Cumberland University is regionally accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate and master degrees. (see page 7 for full accreditation statement)

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

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

"Like" Cumberland University Registrar's Office on Facebook to stay up to date with important information regarding deadlines, graduation, course offerings, and so much more!



[www.facebook.com/CURegistrar](http://www.facebook.com/CURegistrar)

## 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](http://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](tel: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](tel: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.

**CUMBERLAND  
UNIVERSITY**  
| Cumberland Square  
Lebanon, TN 37087

**We're on the web!**  
[www.cumberland.edu](http://www.cumberland.edu)

**Come Here to Get There**

## **Final Exam Schedule (December 5-11)**

### **Saturday, December 5**

**\*\*All Saturday courses**

### **Monday, December 7**

9:00-11:00      Classes meeting at 8:00 MW  
1:00-3:00      Classes meeting at 9:30 MW  
4:00-6:00      Classes meeting at 2:00 MW  
6:30-8:30      All Monday evening classes

### **Tuesday, December 8**

9:00-11:00      Classes meeting at 8:00 TU/TH  
1:00-3:00      Classes meeting at 9:30 TU/TH  
4:00-6:00      Classes meeting 2:00 TU/TH  
6:30-8:30      All Tuesday evening classes

### **Wednesday, December 9**

9:00-11:00      Classes meeting at 11:00 MW  
1:00-3:00      Classes meeting at 12:30 MW  
4:00-6:00      Classes meeting 3:30 to 6:00 MW  
6:30-8:30      All Wednesday evening classes

### **Thursday, December 10**

9:00-11:00      Classes meeting at 11:00 TU/TH  
1:00-3:00      Classes meeting at 12:30 TU/TH  
4:00-6:00      Classes meeting 3:30 to 6:00 TU/TH  
6:30-8:30      All Thursday evening classes

### **Friday, December 11**

**\*\*\*Friday Lab courses**

**\*\*Any class that meets exclusively on Saturday will hold the Final Exam at the time normally scheduled for that class.**

**\*\*\* Any lab or class that meets exclusively on Friday will hold the Final Exam at the time normally scheduled for that class.**