WELCOME TO CORNERSTONE!

This packet includes important information concerning your enrollment.

Greetings from Cornerstone University!

Preparing for your transition to college is a memorable experience and one that's filled with lots of details. This packet includes everything you need to know about completing your enrollment and preparing to start the fall semester. As always, give us a call if we can give you any clarification or assistance as you complete your required paperwork. We can't wait to see you this fall!

— Cornerstone Admissions

CREATING YOUR ACCOUNT

MyCornerstone will provide you with access to a variety of tools and services, including campus announcements, phone directories, your CU email, Moodle and more.

Setting up your account: Go to my.cornerstone.edu.

01

LOG-IN (EMAIL, USERNAME AND PASSWORD)

- At the first login prompt, enter your CU email address. Your email address will be your first name and last name with a period in between.
  EXAMPLE: firstname.lastname@cornerstone.edu
- At the second login prompt, enter your default password. Your temporary password is the first initial of your last name + four digit birth year + two digit birth month + two digit birth day + #.
  EXAMPLE: John Smith, date of birth Feb. 18, 1998, would have password s19980218#.

02

CHANGE PASSWORD

Permanent passwords must meet the requirements below:

- Minimum of 12 characters long.
- Cannot contain your name or ID number.
- Must include the following:
  - Uppercase letter.
  - Lowercase letter.
  - Number.

03

ENROLL IN OUR ONLINE PASSWORD RESET SYSTEM

- After resetting your password, you will see a confirmation that it has been set. It will also ask you to wait to sign in again. You will need to go back to my.cornerstone.edu in a new browser tab and use your email address and new password to log in.
- When you click Next, you will see the enrollment screen for password reset where you will be prompted to set up your security questions.
  (Note: If it is an inconvenient time to set up your security questions, you can click cancel. You will be prompted to enroll upon your next sign-in.)

If you need further assistance, contact Technology Support at 616.222.1510 or technology.support@cornerstone.edu.

LOGGING INTO MYCORNERSTONE

01

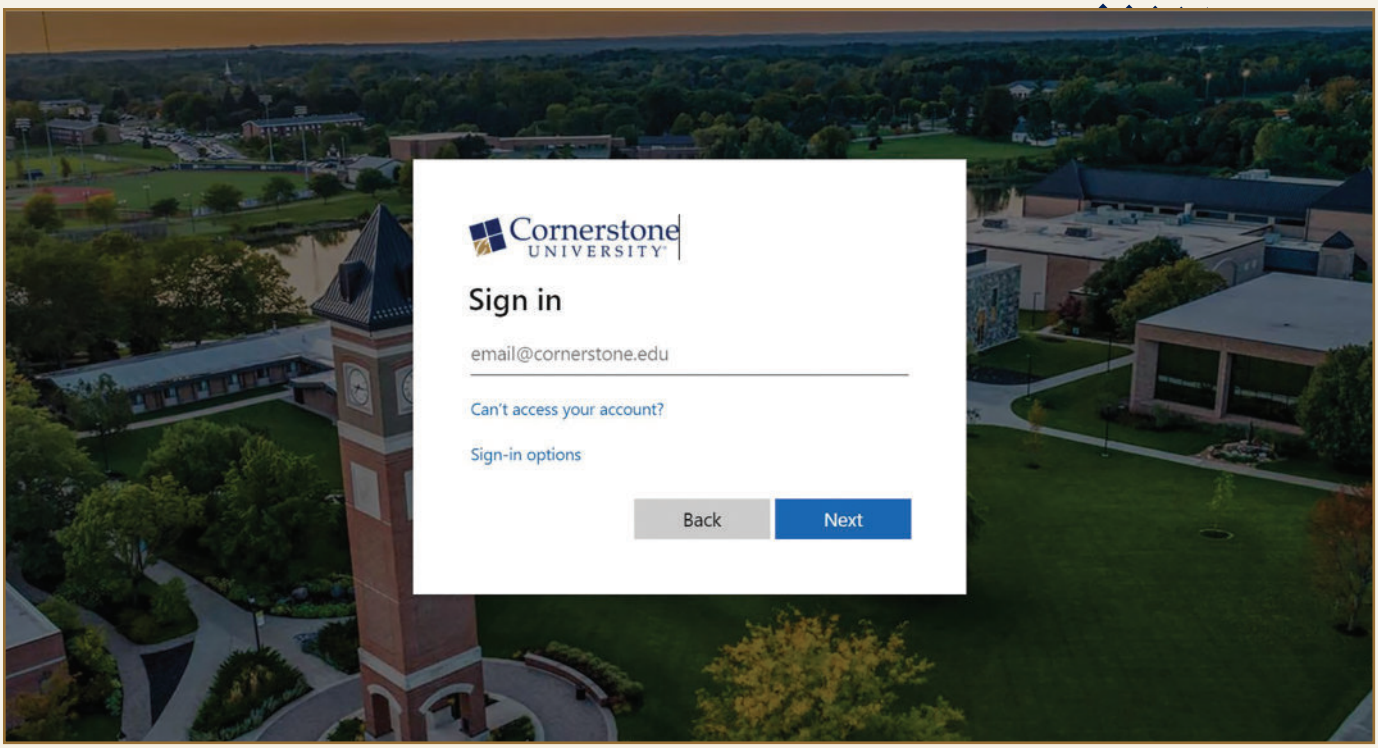
TYPE IN MY.CORNERSTONE.EDU IN YOUR WEB BROWSER.

02

ENTER YOUR EMAIL AND PASSWORD.

03

CLICK SIGN IN.



NOTE: You can also download the MY CU app for easy access to your MyCornerstone account.

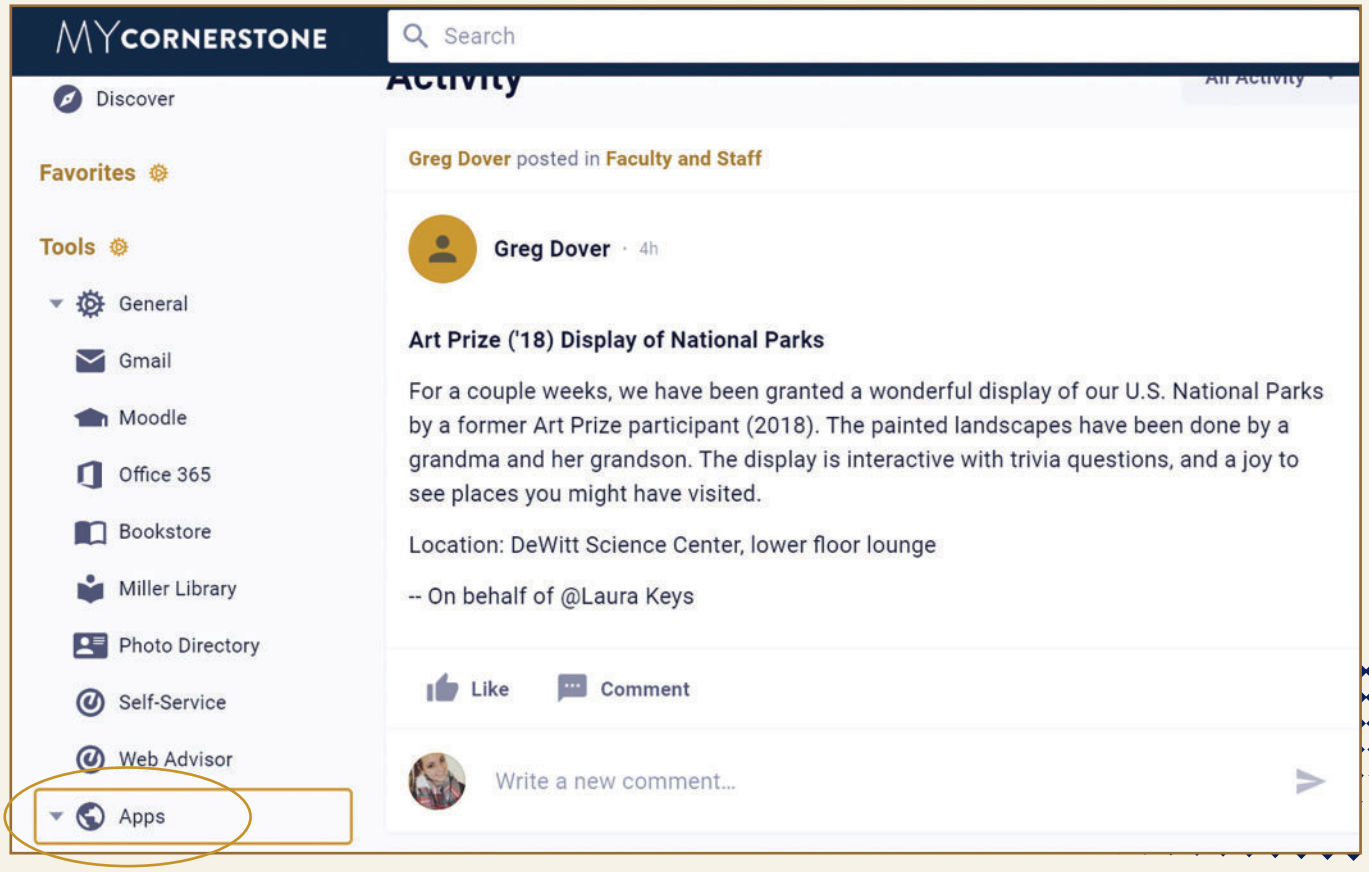
HOW TO REGISTER FOR PARKING

01

LOG IN TO YOUR MYCORNERSTONE ACCOUNT.

02

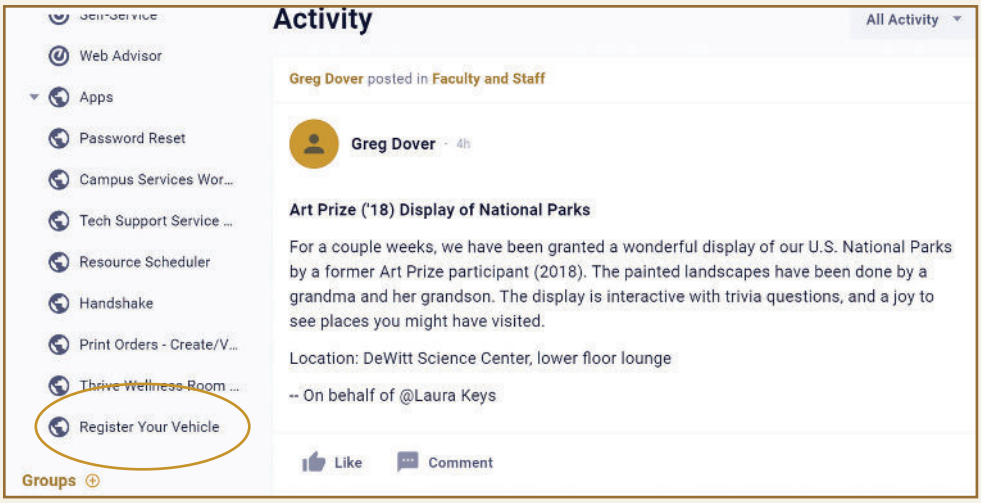
UNDER TOOLS, CLICK ON APPS.



HOW TO REGISTER FOR PARKING *(continued)*

03

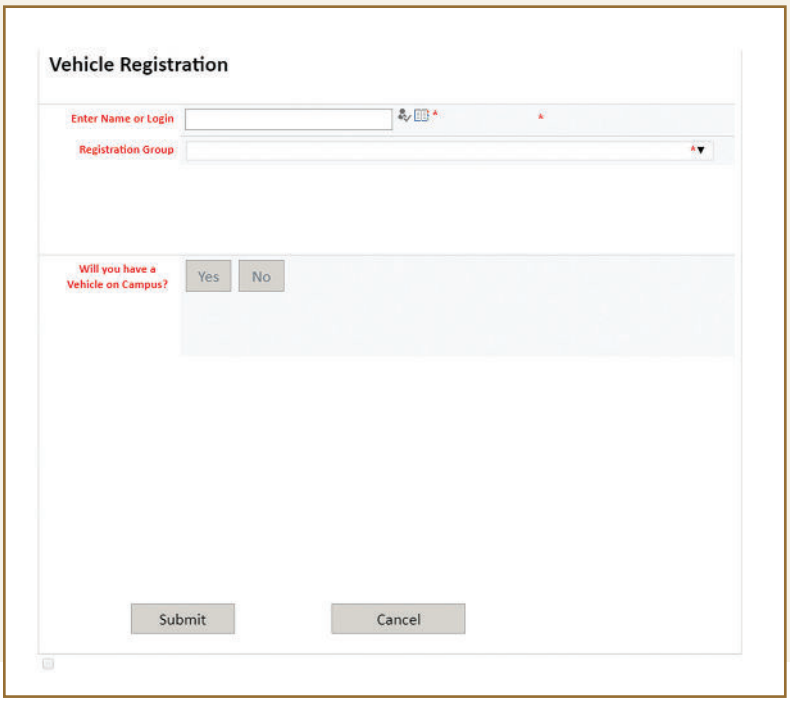
CLICK ON REGISTER YOUR VEHICLE.



04

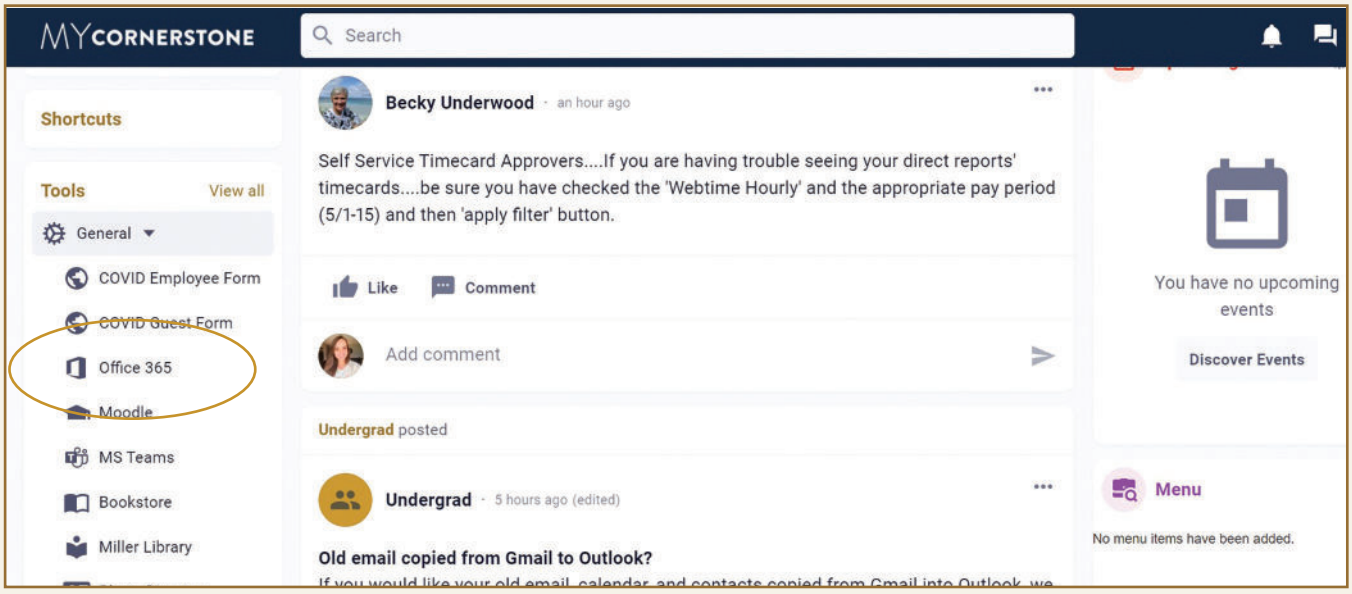
COMPLETE THE FORM.

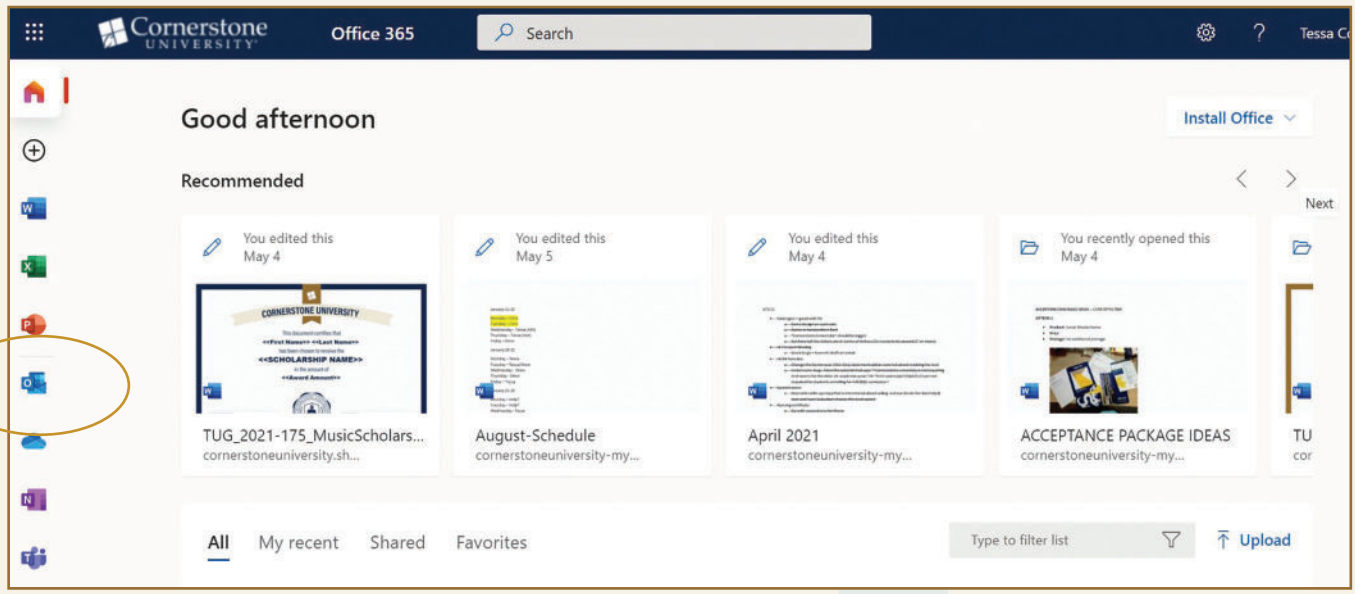
You will be able to pick up your parking permit after the first week of classes at Campus Safety located in Warren Faber Hall. You will be notified via email when your permit is ready to be picked up.



TO ACCESS YOUR CU EMAIL ACCOUNT

After logging into MyCornerstone, click on Tools and then click Office 365. After the new page opens, click the Outlook icon on the left side of the screen. The first time you access your email you may be prompted to accept Microsoft's Terms and Conditions.





MOODLE

Moodle is Cornerstone's online learning management system. From Moodle, you can:

- Check your course progress.
- Monitor or review your grades.
- Access PowerPoint presentations, handouts and helpful resources that professors may post.
- Communicate with your professors and/or classmates.

Log in to Moodle.

We suggest using Mozilla Firefox or Google Chrome as your web browser.

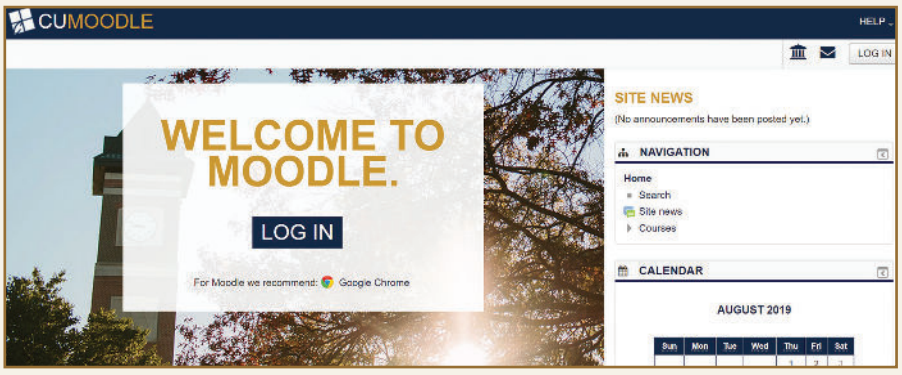
01

- Type moodle.cornerstone.edu in your web browser's address bar.
- Alternative: Moodle can also be accessed from MyCornerstone. Click Tools, and then click Moodle.

02

ENTER YOUR CU USERNAME AND YOUR PASSWORD.

This is the same username and password you use to access MyCornerstone.



Once you are logged in, your current classes will be listed in the center panel under My Courses. Click on the course name to access course assignments, handouts and grade information.

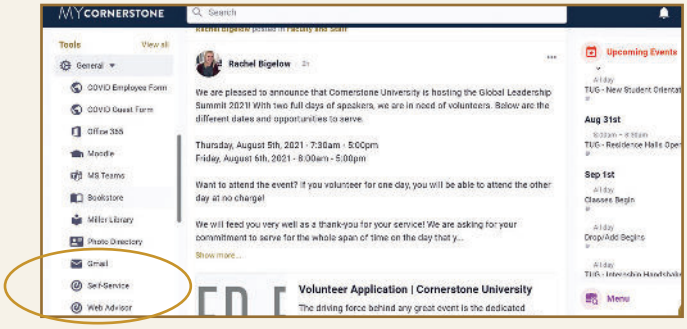
GETTING HELP: If you have questions, click on the "?" located at the top of any page or call Technology Support at 616.222.1510.

CLASS SCHEDULES

Please register and attend a New Student Orientation event (June 9, June 16 or July 14) on campus to work with your CU academic adviser to create your class schedule for your first semester. After registering, you can access and print your class schedule by following these steps.

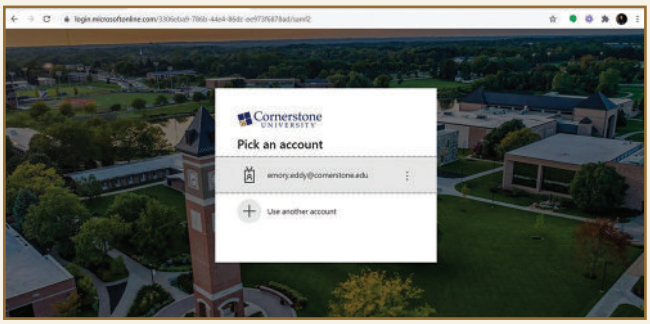
01

AFTER LOGGING INTO MYCORNERSTONE, CLICK ON SELF-SERVICE IN THE LEFT-HAND TOOLBAR.



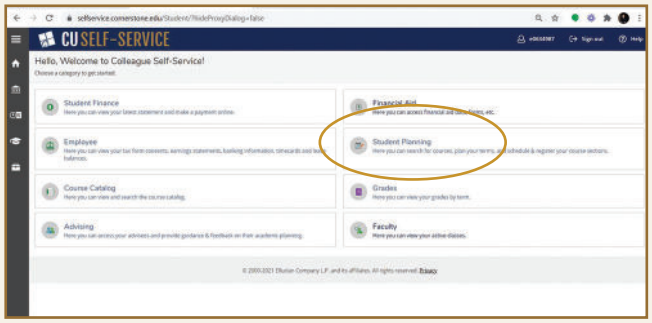
02

LOGIN USING YOUR MYCORNERSTONE LOGIN INFORMATION.



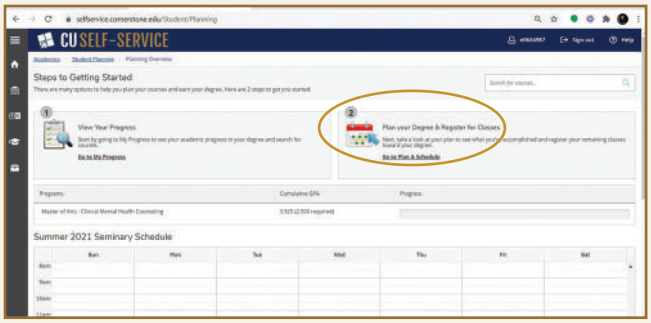
03

CLICK ON STUDENT PLANNING.



04

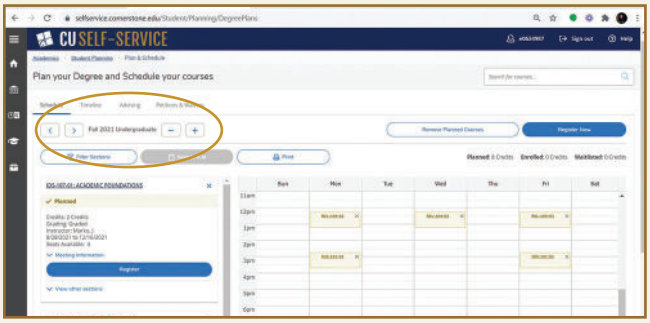
SELECT PLAN YOUR DEGREE & REGISTER FOR CLASSES.



CLASS SCHEDULES *(continued)*

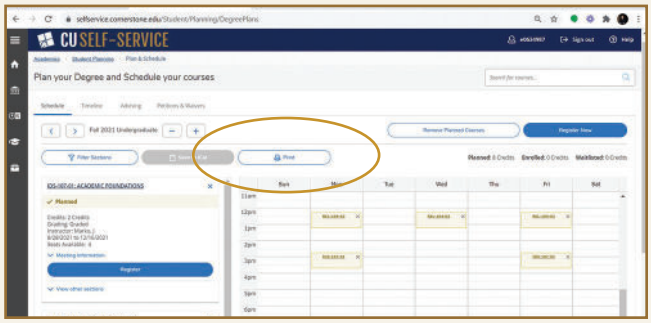
05

USE THE ARROWS IN THE TOP LEFT TO SCROLL TO THE FALL 2023 UNDERGRADUATE SEMESTER (IF NECESSARY.)



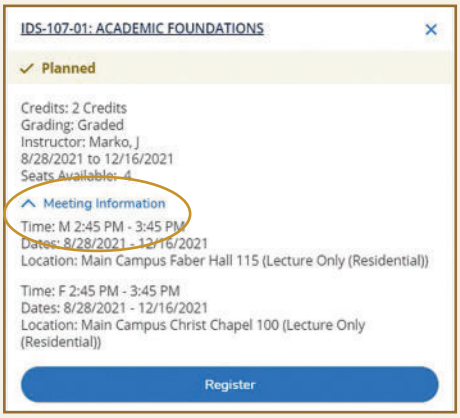
07

SELECT PRINT TO PRINT A HARD-COPY OF YOUR CLASS SCHEDULE.



06

TO VIEW CLASS LOCATIONS AND MEETING TIMES, CLICK THE MEETING INFORMATION DROPDOWN FOR EACH INDIVIDUAL CLASS.



PLEASE NOTE

Your class schedule is subject to change. We recommend printing a new copy of your class schedule a day or two before classes begin to make sure you are aware of location changes, etc.

ENROLLMENT CHECKLIST PART 1

IMPORTANT: The following forms must be submitted prior to the start of the semester. Upon clicking the links to the forms, you will be prompted to log in using your new Cornerstone username and password.

01

CLASS REGISTRATION PAPERWORK

Fall registration cannot be finalized without copies of the following items.

- ☐ Final high school transcript *(sent in a sealed envelope from the high school)*
- ☐ Final college transcripts, including Dual Enrollment credits *(sent in a sealed envelope from the college)*
- ☐ AP and/or CLEP scores *(requested and sent through College Board)*
- ☐ Contact your admissions counselor to register for a Pre-orientation Event where you will work with academic advisers to create your class schedule for your first semester.

02

HEALTH SERVICES PAPERWORK

Complete and electronically return your health forms, including the following:

- ☐ Health history form.
- ☐ Immunization record.
- ☐ TB self-screening form.
- ☐ Authorization form.

Helpful tips:

- + Remember to send the TB Screening form back, even if all answers are "No."
- + Look over the form carefully to make sure you have provided all required signatures.

All the above forms, along with an instructional packet, will be sent to your cornerstone.edu email address and should be filled out and returned electronically.

Please return these documents to Health Services by **Aug. 1.** If any additional paperwork is needed, you will be contacted by Health Services.

Questions can be emailed to health.services@cornerstone.edu.

Continued on next page.

ENROLLMENT CHECKLIST PART 1 *(continued)*

03

ADDITIONAL FORMS FOR STUDENT-ATHLETES

New student-athletes must also complete the additional forms below. In order to access the following forms you must register on SWOL. You can access the registration form by visiting cugoldeneagles.com and searching the keyword "SWOL."

The following forms must be returned to the Athletics Office:

- ☐ Annual health physical.
- ☐ Proof of primary insurance.
- ☐ Medical insurance protocol.
- ☐ New incoming student-athlete health history.

Questions about athletic forms can be emailed to phil.keith@cornerstone.edu.

04

CAMPUS SAFETY

- ☐ Student ID photos can be taken on Arrival Day at Campus Safety located in Warren Faber Hall. ID photos can also be taken during various visit days in the spring and summer. Campus Safety is available to take photos Monday-Friday from 8:30 a.m. to 3:30 p.m. To schedule an appointment to have your ID photo taken, email campus.safety@cornerstone.edu or call 616.949.5300.

- ☐ Submit your Vehicle Registration Form *(**This form is required.** For students who plan to have a vehicle on campus, this form must be completed before you may pickup your vehicle registration.)*
  - + Log in to your MyCornerstone account.
  - + Under Tools, click on Apps.
  - + Click on Register Your Vehicle.
  - + Your vehicle tags will be available to pick up at Campus Safety located in Warren Faber Hall after the first week of class. You will be notified via email when your permit is ready to be picked up.

05

RESIDENTIAL STUDENTS

- ☐ You will receive your housing assignments from the Office of Spiritual Formation & Christian Community prior to your arrival. This information will be emailed to your cornerstone.edu email account which can be accessed through MyCornerstone.

Your new address:
Student Name, Last four digits of Student ID Number
Cornerstone University
985 E Beltline Ave NE
Grand Rapids, MI 49525

ENROLLMENT CHECKLIST PART 2

IMPORTANT: The following items must be completed prior to the start of the semester.

01

FINANCIAL AID PAPERWORK

You can access the forms below by logging into MyCornerstone using your new Cornerstone username and password, clicking Groups and then selecting Student Services. In the drop-down menu, click Student Financial Services and then click Resources. Please note: The Master Promissory Note and Entrance Counseling forms are located under the Loan Information section. Links to the forms will also be emailed to you from Admissions.

- ☐ Master Promissory Note (if accepting student loans)
- ☐ Entrance Counseling (if accepting student loans)
- ☐ Family Educational Rights and Privacy Act (FERPA) Release Form
- ☐ Student Financial Agreement Form

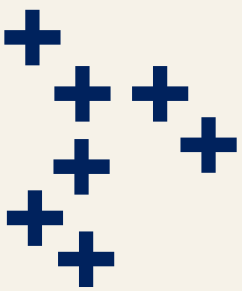
PLEASE NOTE: Your fall semester tuition bill will be mailed in July or as soon as you are registered for classes. Your bill must be paid in full by the start of each semester. Paid in full includes cash/check payments, payment plans, student loans, etc.

02

STUDENT SERVICES PAPERWORK

You can access the form below by logging into MyCornerstone, clicking Groups and then clicking Student Services. In the drop-down menu, click Spiritual Formation & Christian Community, then click Resources and then click Release of All Claims.

- ☐ Release of All Claims Form



If you have questions regarding these forms, please contact your admissions counselor at 616.222.1426.

EMPLOYMENT OPPORTUNITIES

Cornerstone University utilizes Handshake as a tool to help students find job and internship opportunities both on and off campus. In fact, CU alone employs over 500 students on our campus.

ON-CAMPUS EMPLOYMENT OPPORTUNITIES FOR STUDENTS

There are multiple departments on campus that hire students during the year. However, please note that this list serves as an example and may vary each semester depending on which positions need to be filled.

Admissions Office

- Student Call Team
- Application and Mailing Assistants
- Tour Guides
- Communications Assistant

Advancement & Alumni

- Communications Intern

Athletics

- Weight Room Attendant
- Athletic Team Managers
- Social Media Intern
- Event Support Staff

Audio/Visual Team

- Audio/Visual Technician

Campus Safety

- Switchboard Operator

Campus Store & Mailroom

- Store and Mail Associates

Center for Student Success

- Tutors
- Notetakers

Events & Hospitality

- Event Assistant

Facilities and Physical Plant

- Grounds Crew
- Housekeeping Crew
- Maintenance

Food Service

- Golden Eagle Café
- Dining Commons Servery

Library

- Circulation Desk
- Technical Services

Marketing Office

- Graphic Design Intern
- Photography Intern
- Video Intern
- Blogger

Spiritual Formation & Christian Community

- Resident Assistants
- Orientation Student Leader
- Cornerstone University Student Offices
- Front Desk Assistant
- Worship and Discipleship Student Leaders
- Diversity Intern
- International Peer Guides
- LIFEPATH Peer Advisers

Technology Support

- Help Desk

Please note:

- On the next page, you will find steps for setting up your Handshake account. In order to set up an account, you must have a Cornerstone University email address and have set up your student account on My Cornerstone.
- Whether you're working on or off-campus, federal guidelines require that you must show a passport, state ID or driver's license and social security card to Cornerstone's Human Resources department. Photocopies or expired documents are not accepted. Be sure to bring these items with you to campus this fall.
- You must be at least 18 years old before you may begin working an on-campus job.

SET UP YOUR HANDSHAKE ACCOUNT

Create a Handshake account to help you apply for jobs and internship opportunities both on and off campus.

HOW DO I APPLY FOR A JOB OR INTERNSHIP?

01. Create an account at cornerstone.joinhandshake.com
02. Once logged in, click Jobs from the menu on the left side of the page.
03. On the Jobs page, begin browsing for jobs that are of interest to you or use the search tools on the left to filter the results. If searching for on-campus jobs, type Cornerstone University in the search box in the upper-left corner of the screen.
04. Once a job of interest has been located, click on the job and read the details on the job description page.
05. When you are certain that you want to apply for the job, click on the green Apply Now button on the right side of the page.
06. A new window will appear with instructions for applying to this job. Read this page carefully to ensure that your application is received.

    Many employers require certain files to apply for a job. For example, many on-campus jobs require the on-campus application which is attached to the job description. To apply for these jobs, read below. If you are not applying to an on-campus job, be sure to read the requirements carefully.

    - For on-campus jobs, after reading the additional instructions in the job post, return to the main job description page and scroll down to the attachments section.
    - Download the attachments. For example, the on-campus job application.
    - Using Microsoft Word, fill out the application and save the document as a PDF with your name on it.
    - Once the document has been saved, return to the job description page and click the green Apply Now button again.

07. Once you are prepared to apply with all appropriate documents as listed in the job post (e.g., resumé, cover letter, on-campus application, etc.), direct your attention to the Upload Files section of the window that appeared.
08. Select the appropriate type of file that you wish to upload from the Document Type drop-down menu.
09. Once selected, click Browse, find the file that you wish to upload and click Open.
    Note: In order to upload a file, it must be saved as a PDF.
10. Once the document is uploaded, it will be displayed in the document bar near the top of the apply window. Repeat steps 8-11 for any other documents required by the job poster in order to apply for the job.
11. Once all appropriate documents have been uploaded (dependent on employer request), click Continue.
12. You will now receive a confirmation of your application and will have successfully applied to a job on Handshake!

Please note: Some off-campus employers may also require you to apply on the corporate or company website in addition to Handshake. Make sure you read the requirements of the opportunity carefully to ensure you are considered.

Have questions about Handshake? Contact career@cornerstone.edu.

PROVIDING YOUR OWN TECHNOLOGY

As you begin shopping for laptops and other technology to bring to school, please review the information below about support and hardware requirements.

HARDWARE REQUIREMENTS

It is important to have the newest computer possible to ensure you have the fewest problems with both your hardware and software. Your computer will be the most important tool you use in your education.

- **Laptops:** All students should bring a laptop that is no older than four years old and runs current versions of Microsoft Windows, Apple macOS or Google ChromeOS. Your device should have 120 gigabytes or more of available storage (except for ChromeOS) and some form of a data backup is recommended.
- **Microsoft Office:** As long as you are a student at Cornerstone, Microsoft Office can be obtained, free of charge, for both Windows and macOS. *Information on how to receive this software will be available on Arrival Day.*
- **Media Majors:** Please connect with the Communication, Media & Music Division to confirm technology requirements specific to your program.
- **Computer Science Majors:** Please bring a PC running Microsoft Windows.
- **Mobile Devices:** For Wi-Fi connectivity, smartphones and tablets need to be running an OS (iOS & Android) that has been released in the last three years. *Please note: We cannot guarantee Wi-Fi connectivity for all device models, due to the extreme variety of Android devices on the market.*

Technology Support will provide assistance connecting your devices to printers on campus and our wireless internet. All other issues with non-Cornerstone issued devices, hardware and software need to be addressed by a third-party repair or support center.

For questions regarding laptop options, please call Technology Support at 616.222.1510 or technology.support@cornerstone.edu.

WHAT TO BRING TO COLLEGE

Recommended Items:

- **CLEANING SUPPLIES**

  Laundry facilities are available in each residence hall. Bring detergent and dryer sheets. Students living in Central, Cook, Keithley, Van Osdel and on-campus apartments are required to clean their own bathrooms and supplies are not provided. Bathrooms in Pickitt and Quincer are cleaned by housekeeping.

- **LINENS**

  Plan to bring your own blankets, sheets (Twin XL), pillow, bedspread and towel.

Permitted Items:

- **Power-strip outlets** *(must have surge protection)*
- **Lamps** *(incandescent or LED bulbs only)*
- **Personal refrigerator** *(4 cubic feet or smaller)*
- **Plastic storage containers**
- **Speakers and/or audio equipment**
- **TVs** *(cable is not provided in dorm rooms)*
- **Printers** *(Note: Personal printers cannot be connected to wireless networks. However, black and white printers are available in each building for student use.)*
- **Gaming systems**
- **Streaming devices** *(Apple TV, Roku, Amazon Fire, etc.)*
- **Coffee makers without open heating elements** *(acceptable items include Keurig, French Press, carafe style)*
- **Electronic kettle without open heating element**
- **White sticky tack or blue tape for hanging items in rooms.**
- **Furniture** *(e.g., futons, couches, bookshelves, bean bag chairs, etc.)*

Prohibited Items:

- **Extension cords or multiple outlets without surge protection.**
- **Open-coiled/plate heating elements** *(such as space heaters and hot plates)*
- **Non-incandescent/florescent open bulb lighting** *(such as halogen, sun lamps or open-bulb Christmas-style lights)*
- **Microwaves** *(permitted only in apartments)*
- **Toaster ovens/toasters** *(permitted only in apartments)*
- **Irons** *(This item can be used in laundry rooms, but not in personal rooms. Ironing boards are not provided.)*
- **Coffee makers with open heating elements** *(hot plates)*
- **Standalone kitchen appliances such as crock pots, instant pots, pressure cookers, etc.**
- **Personal air conditioners or space heaters**
- **Candles, incense and wax burners**
- **Personal wireless routers or networking equipment**
- **Duct tape, colored sticky tack, hot glue or Command strip hooks.**

Compliance with local fire codes, concern for student safety and a desire to be good stewards of our campus resources were taken into consideration when developing this list.

DORMITORY DIMENSIONS

Residence hall dimensions and room layout ideas can be viewed at rtlondon.com/cornerstone.

A NOTE ABOUT LAUNDRY

Cornerstone operates laundry facilities using the PayRange app. Residential students should plan to download this free app prior to using laundry services on campus. Funds can be added to the account using a credit card or PayPal account.

CORNERSTONE UNIVERSITY SLINGSHOT

ALL OF YOUR BOOKS. NONE OF THE HASSLE.

Slingshot is a course materials auto-fulfillment program offered here on your campus. Think of it as a subscription box for all of your learning materials. Simply enroll in classes and all of your required course materials will be delivered to you before the first day of class.

How it works:

ENROLL
When you enroll in classes, we automatically receive your order.

RECEIVE
Your materials will be delivered to your campus residence, available for pickup in the campus store, or shipped to your preferred address.

CHARGE
Your balance automatically posts to your student account.

RETURN
When classes finish, you simply return any rental items to the campus store or via a pre-paid postage label.

How to access your slingshot account:

01. Visit **slingshotedu.com.**
02. Click on the **Log In button** in the top right corner of the home screen.
03. Your account will be your student login for your institution or your full student email address and the password is your student ID. If, for any reason this is not working, click on the **Forgot Password** link and follow the prompts.

From your Slingshot account, you can:

+ Manage your account and preferences.
+ See when your rentals are due, or purchase more time.
+ Access your digital course materials.
+ Look up price and condition information for your course materials.

SLINGSHOT *(continued)*

SLINGSHOT FAQS

Am I signed up for Slingshot automatically?
Yes, all new students are opted into Slingshot automatically when they start their program with a preference for rental books set as the default, as it is the most affordable. You will stay opted in for future terms unless you choose to opt out. Any student can opt in or out at any time or return any unneeded books.

How can I view and change my Slingshot status and preferences?
Once you've enrolled in classes, you can manage your Slingshot preference by logging into your account at slingshotedu.com/student-login. From there, you can set your preference to rent, digital or purchase (used or new).

Will I always get my textbook type preference (i.e. rent, buy used, buy new)?
Most of the time, but not always. We start by trying to fill your requirements according to the preference you select. However, sometimes there may not be a used copy of a book available, and certain types of books cannot be rented—workbooks or textbooks with access codes, for example.

What if I already own a book?
You can return any book during the first week of class with no penalty.

What if I drop a class?
When a class is added, we will automatically be notified and will deliver your new materials. If you drop a class, return the materials to the campus store, or contact customer support for a return shipping authorization to avoid a non-return fee. Once we receive the item back, we will credit your student account. Please do this within a week of dropping the class, or you may be charged a restocking fee.

What if I want to buy instead of rent?
You can choose "buy new" or "buy used" as your Slingshot preference. You can also choose "rent" and then opt to purchase specific books after you've decided which ones you want to keep. In this case, you are charged the rental price up front and the remainder of the price later on. And don't worry—you can write in or highlight a rental book like you own it.

What if I don't want to use Slingshot?
Nobody is forced to be a Slingshot student. Simply opt out online anytime.

How do I access my eBooks?
Once available, eBooks are accessible under the "My Course Materials" tab upon logging into your Slingshot account. You will receive an email that indicates when an ebook is available. It may come after a physical item has gone out.

QUESTIONS?

Stop by the campus store or email bookstore@cornerstone.edu.

ACADEMIC CALENDAR 2023-24

FALL

AUGUST

Athlete Arrival Day ..... Aug. 7
(Men's Soccer, Women's Soccer and Women's Volleyball)

New Student Arrival Day ..... Aug. 25

New Student Orientation Week ..... Aug. 26-29
*Please note: all orientation events **are required** for residential and commuter students.*

Classes begin ..... Aug. 30

SEPTEMBER

Labor Day (no classes) ..... Sept. 4

OCTOBER

Homecoming & Family Weekend ..... Oct. 6-7

Fall Break ..... Oct. 16-17

Mid-terms ..... Oct. 18-20

Class registration begins ..... Oct. 18

NOVEMBER

Thanksgiving Break ..... Nov. 22-24

Classes resume ..... Nov. 27

DECEMBER

Final day of classes ..... Dec. 8

Final exams ..... Dec. 11-14

SPRING

JANUARY

J-term ..... Jan. 2-12

Martin Luther King Day (no class) ..... Jan. 15

Classes begin ..... Jan. 16

MARCH

Spring Break ..... March 4-8

Classes resume ..... March 11

Mid-terms ..... March 11-15

Easter Break ..... March 29-31

APRIL

Classes resume ..... April 1

Final day of classes ..... April 26

Final exams ..... April 29-May 2

MAY

Commencement ..... May 4