

**Cornerstone
University**



DUAL ENROLL ORIENTATION GUIDE

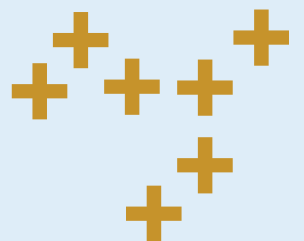




Table of Contents

Orientation Checklist	3
Important Information	4
Creating Your CU Account	5
Logging Into MyCornerstone	6
How to Register for Parking	7
To Access Your CU Email Account	9
Moodle	10
Class Schedules and Grades	11
Textbook Options	13
Using the Internet on Campus	14
Frequently Asked Questions	15
Get Connected	16
Academic Calendar	17
Campus Map	18
Next Steps	19
Drink Coupon	20

ORIENTATION CHECKLIST

3

The items below should be completed prior to beginning classes.

TECHNOLOGY

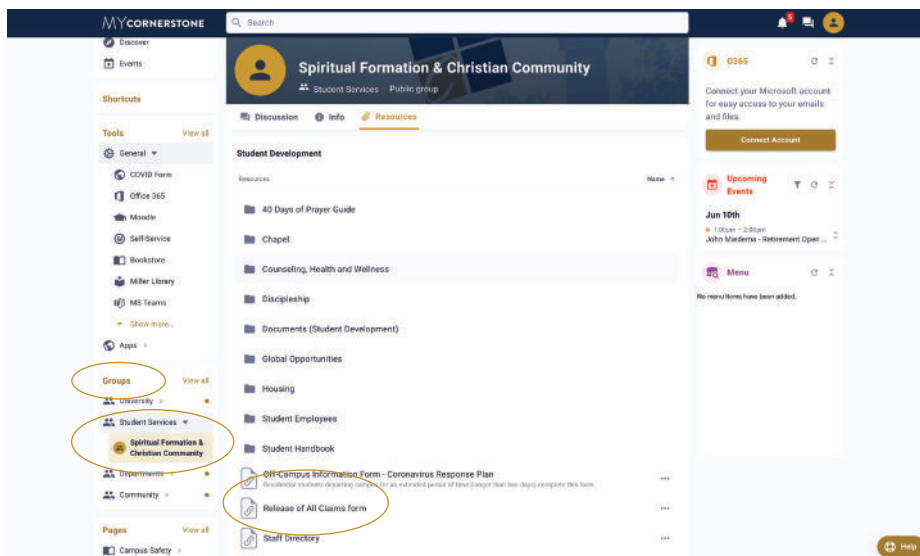
- ☐ Create your MyCornerstone account.
- ☐ Log in to MyCornerstone.
- ☐ Log in to Moodle.
- ☐ Log in to your CU email account.

STUDENT BILL

- ☐ Pay your remaining balance (if applicable). Payments can be made by contacting the Accounting & Finance Office at 616.222.1445.

ADDITIONAL ITEMS

- ☐ Locate your classroom(s) for the semester.
- ☐ Get your ID picture taken at Campus Safety during the first week of classes.
- ☐ Pick up textbooks at the CU Campus Store located in Warren Faber Hall.
- ☐ Complete the Vehicle Registration form on MyCornerstone.
- ☐ Complete the Release of All Claims form on MyCornerstone by clicking Groups > Student Services > Spiritual Formation & Christian Community. Then, click on the Resources tab to find the Release of All Claims form. *(Your student account must be created in order to complete this form.)*



IMPORTANT INFORMATION

CORNERSTONE UNIVERSITY EMAIL ADDRESS

Your student email address will be your first name followed by a period (.) and your last name.

- + **Example:** john.smith@cornerstone.edu
- + Your CU professors will use this email address to communicate with you. They will not send any information to your personal or parent's email accounts, so you will want to check your CU account frequently.

CORNERSTONE ID NUMBER

You can find your ID number on the following documents:

- + Class schedule.
- + Financial Aid bill.
- + Campus ID card.

If you do not have access to these documents, please call the Admissions Office at 616.222.1426.

CLASS ABSENCES

Each class has a different policy for missing class. For example, some classes only allow two to three absences per semester before grades are impacted. If you are sick or need to miss a class, you must communicate your absence directly with your professor(s).

Please note: Cornerstone's academic calendar might vary from your school's academic calendar. Even if your school is closed on a specific day, Cornerstone may still be open, and you would still be expected to attend; this also includes snow days.



CREATING YOUR CU ACCOUNT

5

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 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 Information Technology at 616.222.1510 or technology.support@cornerstone.edu.

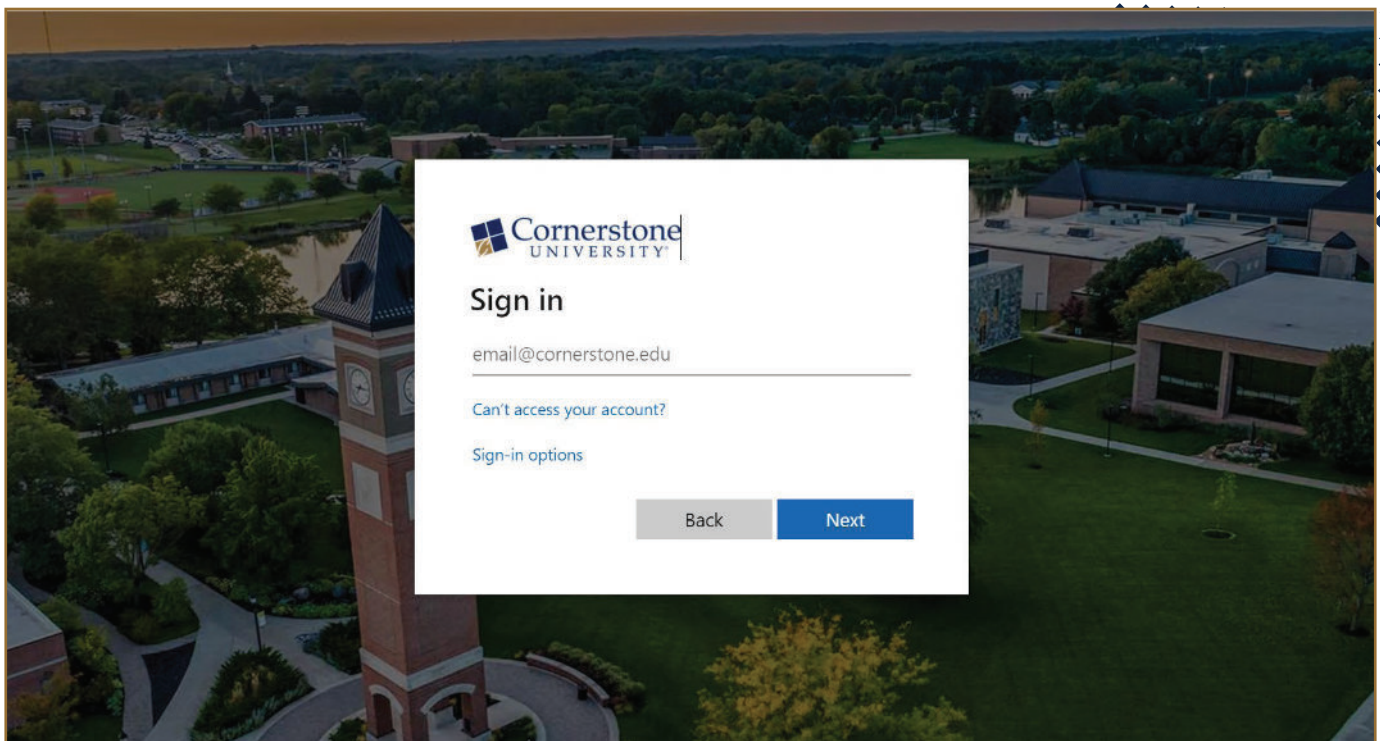
LOGGING INTO MYCORNERSTONE

6

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.

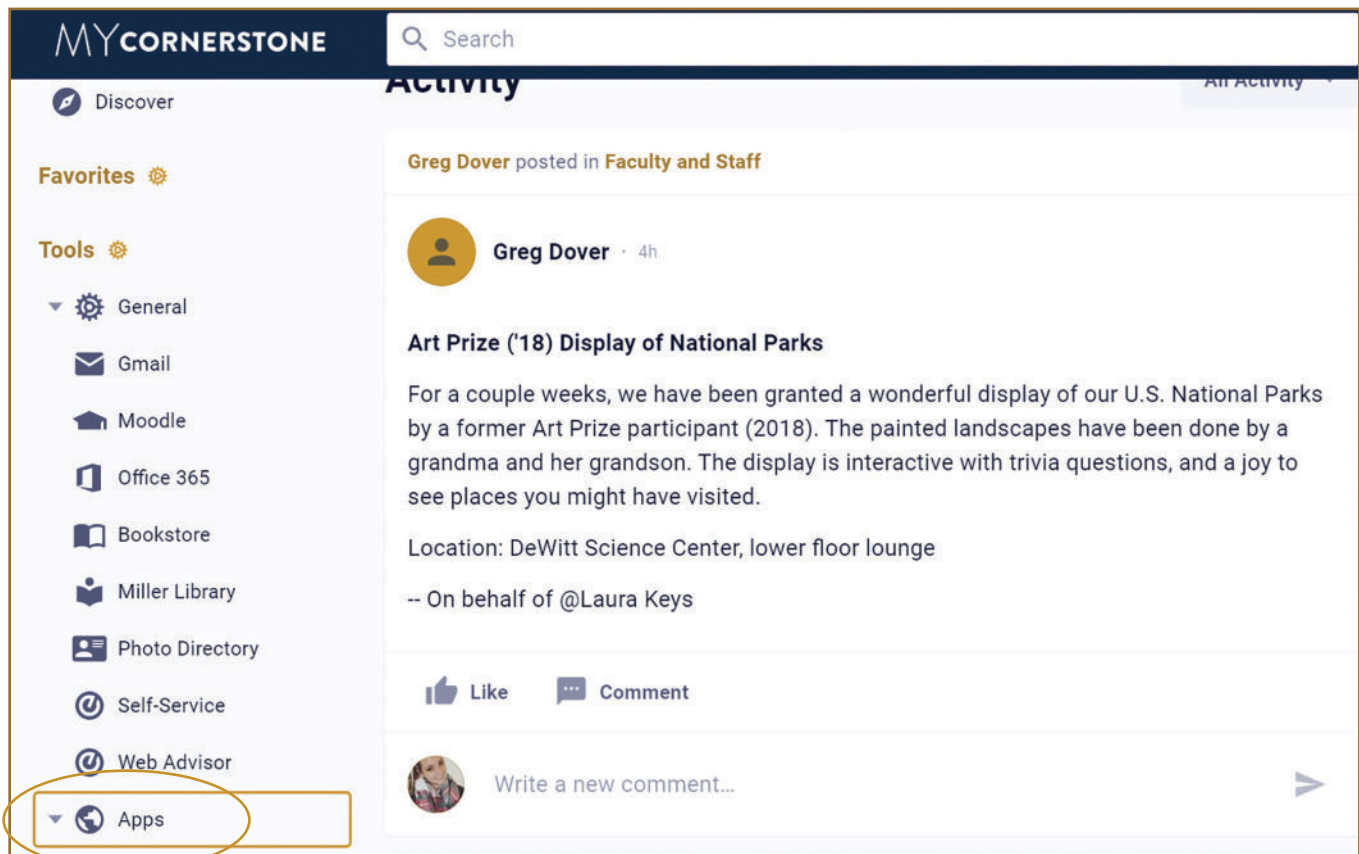
HOW TO REGISTER FOR PARKING

7

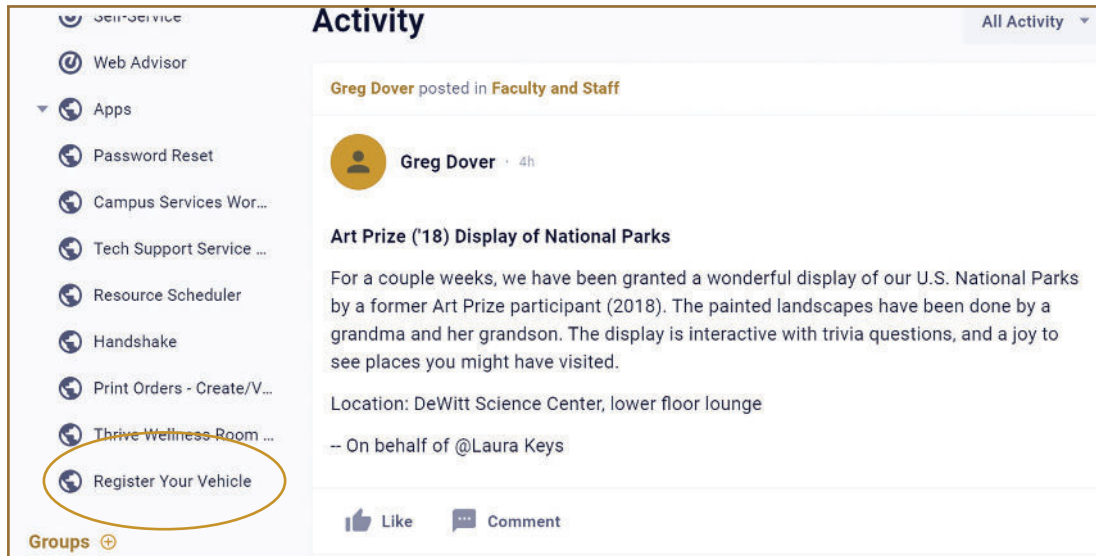
Please note: In order to avoid being ticketed, dual enroll students must park in designated student parking lots.

01 — Log in to your MyCornerstone account.

02 — Under Tools, click Apps.



03 — Click Register Your Vehicle.



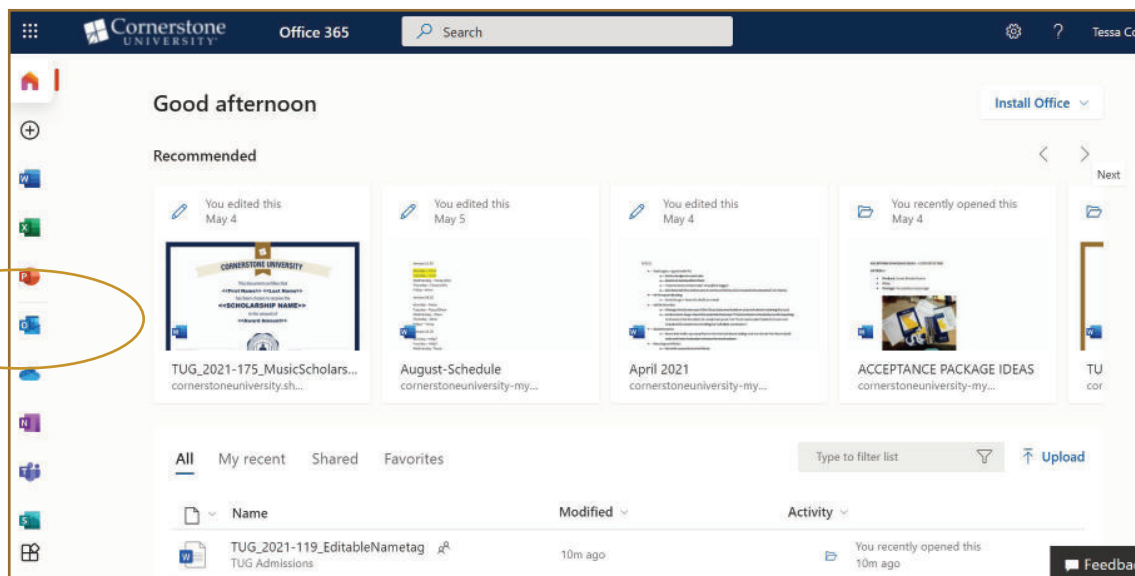
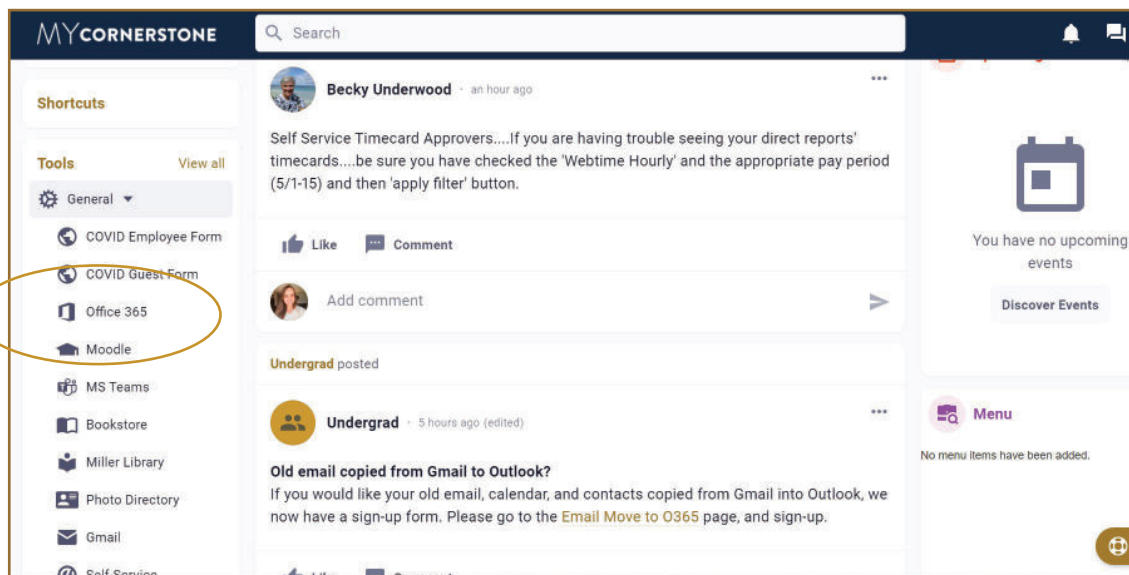
04 — Complete the form, and click Submit. You will be able to pick up your parking permit during the first week of classes at Campus Safety located in Warren Faber Hall.

The screenshot shows a 'Vehicle Registration' form. It has two input fields at the top: 'Enter Name or Login' and 'Registration Group'. Below these is a question 'Will you have a Vehicle on Campus?' with 'Yes' and 'No' buttons. At the bottom of the form are 'Submit' and 'Cancel' buttons.

TO ACCESS YOUR CU EMAIL ACCOUNT

9

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 course 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

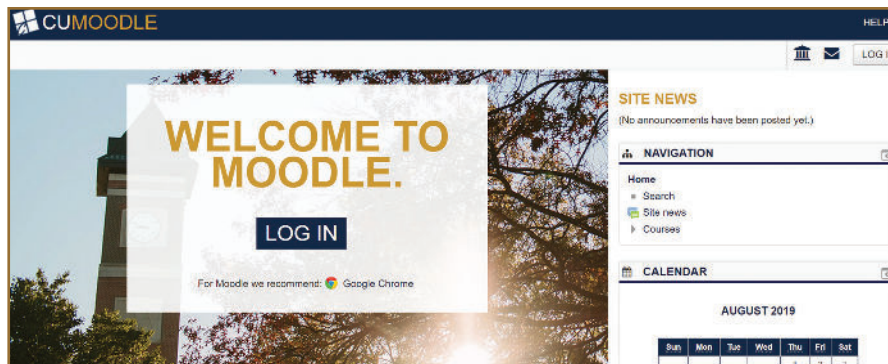
We suggest using Mozilla Firefox or Google Chrome as your web browser.

01 — Type moodle.cornerstone.edu in your web browser address window.

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

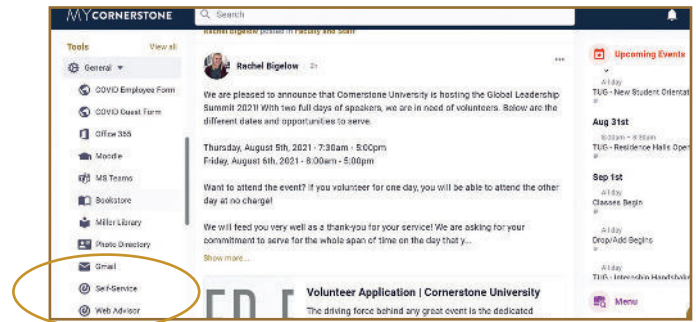
If you have questions, click on the "?" located at the top of any page or call Information Technology at 616.222.1510.

CLASS SCHEDULES AND GRADES

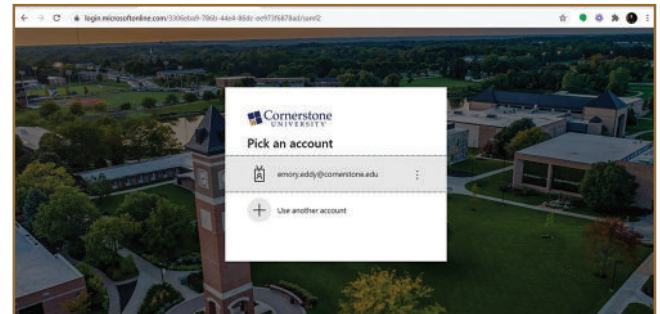
11

To print off a copy of your course schedule, follow these steps.

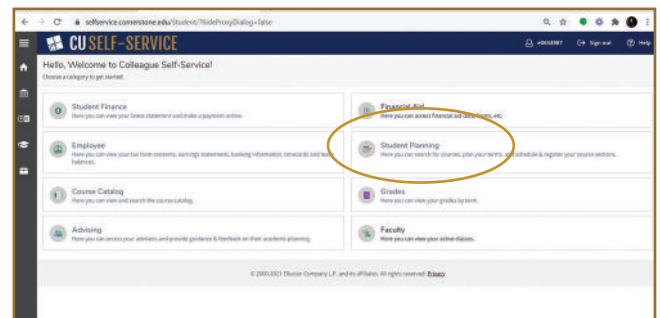
01 — After logging into MyCornerstone, click on Self-Service in the left-hand toolbar.



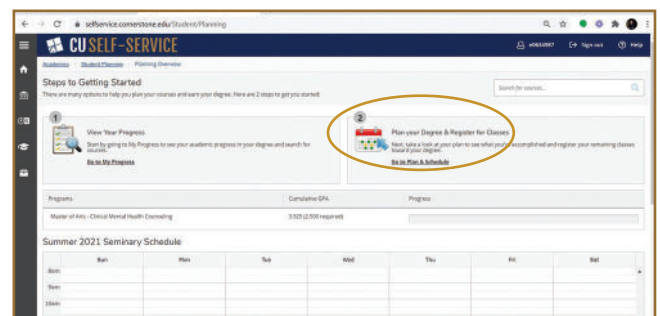
02 — Log in using your MyCornerstone login information.



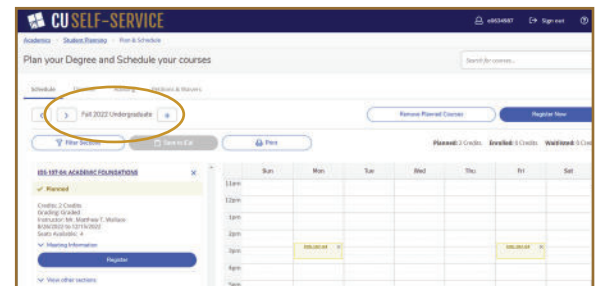
03 — Click on Student Planning.



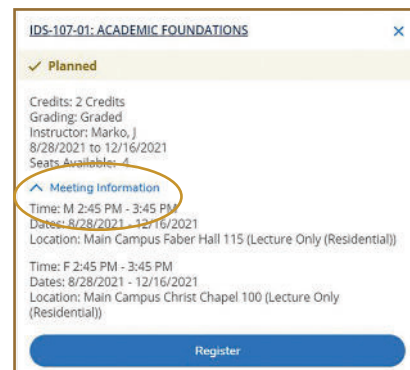
04 — Select Plan Your Degree & Register for Classes.



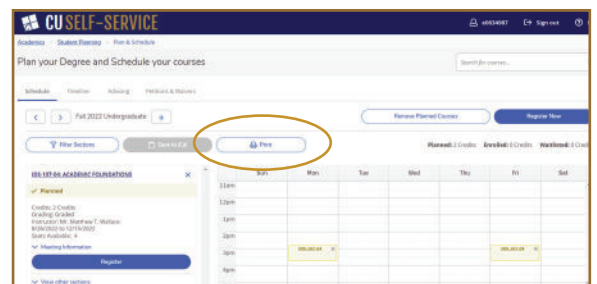
- 05 — Use the arrows in the top left to scroll to the Fall 2022 Undergraduate semester (if necessary).



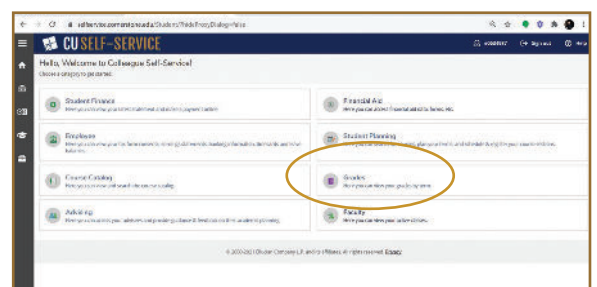
- 06 — To view class locations and meeting times, click the meeting information dropdown for each individual class.



- 07 — Select Print to print a hard copy of your class schedule.



- 08 — To view your grades for each class, return to the main Self-Service menu and select Grades.



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.

SCHEDULE ASSISTANCE

For assistance regarding your schedule or general academic questions, please contact Admissions at admissions@cornerstone.edu or 616.222.1426.

TEXTBOOK OPTIONS

13

MAKING TEXTBOOKS AFFORDABLE

It is our goal to provide options for you that make purchasing textbooks simple and affordable. Buying textbooks on the internet can be a major hassle. Books can take up to 21 days to arrive, and there are no guarantees that you will receive the correct book.

The CU Campus Store works directly with the faculty to ensure we carry the correct textbooks and still offer the flexibility to return textbooks, if necessary.

TEXTBOOK RENTAL

The CU Campus Store offers a textbook rental option on all qualifying textbooks. You can still purchase the book at the end of the semester if you would like to keep it. You may also write and highlight in any rented textbooks, even if you rent new copies! Rentals must be returned by the last week of exams for each semester.

Note: A debit/credit card number is required to rent textbooks, but that does not mean your payment needs to be with a debit or credit card. A \$1.00 charge will be made to your debit/credit card to capture the number in our system. Visit or call the CU Campus Store with any questions.

TEXTBOOK CHARGING

CU allows students to charge textbooks to their student accounts with their student ID number.

ORDER TEXTBOOKS ONLINE

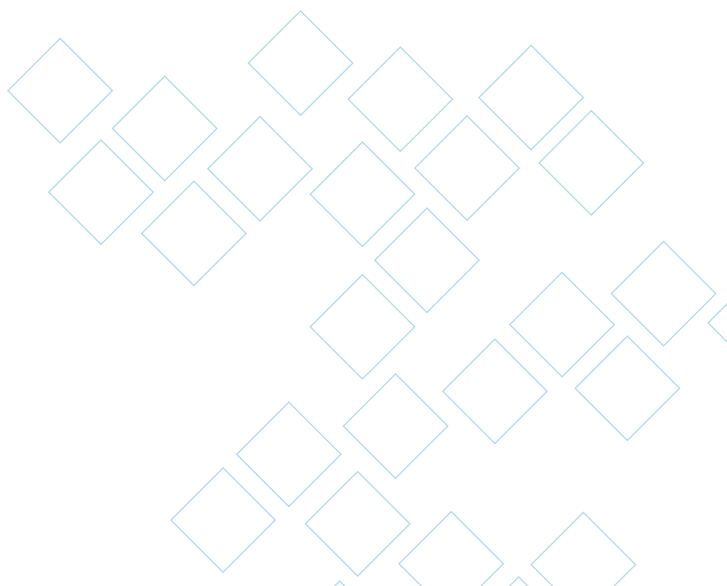
Visit our website (cornerstone.slingshotedu.com) to view the textbooks that are required for your courses and see our new, used and rental prices.

Don't want to wait in line? Simply place your order for the textbooks you choose on the website and select Pick Up in Store as your shipping method. Your order will be ready to pick up at the CU Campus Store within 24 hours. No need to wait for shipping or in long lines! We will hold them in the store until you are able to pick them up. You may also have them shipped to your home if you'd like to get a jump start on reading assignments.

When purchasing textbooks, you will need to login with your CU email address (firstname.lastname@cornerstone.edu). Your password will be your six digit student ID number with a 0 added at the beginning (e.g., 0123456).

CONTACT INFORMATION

- + **Location:** The Campus Store is located in Warren Faber Hall.
- + **Phone:** 616.254.1663
- + **Website:** cornerstone.slingshotedu.com



USING THE INTERNET ON CAMPUS

14

Below are the instructions for connecting to Cornerstone's wireless network. These steps must be completed from campus.

WINDOWS

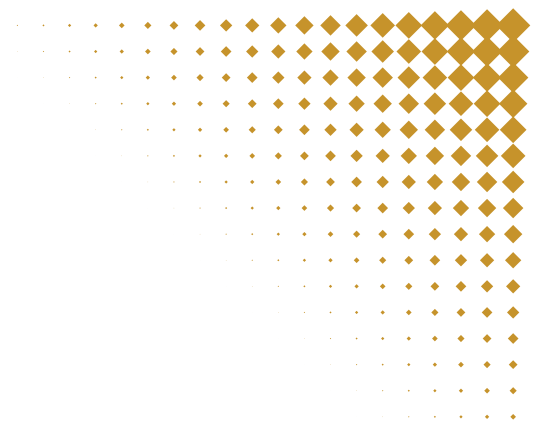
01. From the Windows desktop, click on the wireless network icon that is located in the lower right corner of the screen.
02. Click CU-Connect, then click the Connect button. *(Do not place a check next to Connect Automatically.)*
03. Open a web browser (e.g., Google Chrome).
04. In the Current Students, Faculty and Staff table, click Instructions for Registering Device.
05. Follow the appropriate instructions to finish the connection procedure.

MAC OS X

01. From the OS X desktop, click on the Airport icon located in the upper right corner of the screen.
02. Click CU-Connect.
03. Open a web browser (e.g., Safari).
04. In the Current Students, Faculty and Staff table, click Instructions for Registering Device.
05. Follow the appropriate instructions to finish the connection procedure.

To connect all other devices, follow the instructions at mac.cornerstone.edu; this page is only accessible from on campus.

For questions, contact Information Technology at technology.support@cornerstone.edu or 616.222.1510.



FREQUENTLY ASKED QUESTIONS

15

01. How can I receive extra help in my class?

- + **Talk to your professor!** Don't be afraid to ask for assistance. Send an email, or stop your professor after class. Your professor wants you to succeed and will be happy to work with you. *Keep in mind that you are enrolled in a college course, and the professor will have the same high expectations of you as they do the full-time college students.*
- + **Visit the Center for Academic Success.** Located in the Verna Miller Center for Student Success, the Center for Academic Success is an excellent resource for free tutoring and extra help.
- + **Stop by the Writing Center.** Receive some extra help writing your papers, including having your papers proofread or finding references. You can locate the Writing Center in Miller Library.
- + **Talk to a Research Assistant in Miller Library.** They can provide assistance with finding scholarly sources and other materials that may be helpful for your class. Visit their website at library.cornerstone.edu.

02. How do I receive a copy of my Cornerstone college transcript?

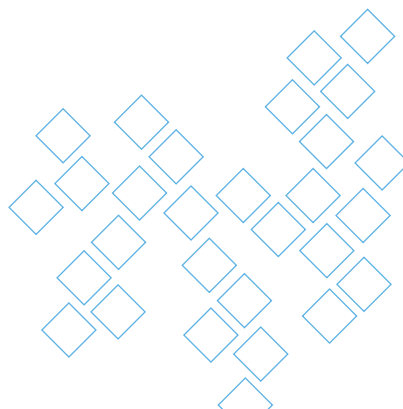
- + If you only need an **unofficial copy** of your transcript, you can access your grades using Moodle.
- + If you are in need of an **official transcript**, it can be requested from the Registrar's Office (616.222.1431), or you can fill out the Transcript Request Form. The form can be accessed at cornerstone.edu/registrar.
- + Note: Due to privacy laws and regulations, **parents are not allowed to request transcripts on behalf of their student**. Additionally, grades cannot be released to parents unless an educational FERPA form is completed. This form can be picked up from the Registrar's Office and returned to them.

03. What if I want to take another course next semester?

Information about class registration for fall and spring semesters can be found on the dual enrollment web page at cornerstone.edu/dual-enroll.

04. I am considering attending CU as a full-time freshman next fall. What do I need to do?

Contact your admissions counselor as soon as possible, and complete a free application online as a student interested in the traditional undergraduate program as a full-time freshman.



GET CONNECTED

16

WEBSITES TO VISIT

- + Continue to check back for information regarding future dual enrollment semesters at cornerstone.edu/dual-enroll.
- + Join us for chapel each week on Monday, Wednesday and Friday at 10 a.m.
- + Download the MyCU app to stay informed about upcoming events, dual enrollment updates and more!

FOLLOW CORNERSTONE UNIVERSITY!

- + Facebook: Cornerstone University
- + Instagram: @CUadmissions
- + Twitter: @CornerstoneU
- + ZeeMee App: Cornerstone University



ACADEMIC CALENDAR

17

FALL 2023

Aug. 30	Classes Begin
Sept. 4	Labor Day (no classes)
Oct. 16-17	Fall Break
Nov. 22-24	Thanksgiving Break
Dec. 8	Final Day of Classes
Dec. 11-14	Final Exams

SPRING 2024

Jan. 16	Classes Begin
March 4-8	Spring Break
March 29-31	Easter Break
April 26	Final Day of Classes
April 29-May 2	Final Exams

CAMPUS MAP

18

ACADEMIC BUILDINGS

1. Bolthouse Hall
2. CU Experimental Psychology Lab & Hesse Archaeology Lab
3. Daverman Hall
 - Mary De Witt Center for Nursing
 - CIHI Suite
4. De Witt Center for Science & Technology
5. Faculty Office Building
6. Gordon Hall
7. Grand Rapids Theological Seminary 3000 Leonard NE
 - Matthews Performing Arts Center
 - Pirsig-DeBruyn Chapel
 - Urban Church Leadership Center
8. Miller Library
9. Sanaa 139: Art/Play Studio
10. Verna Miller Center for Student Success

11. Warren Faber Hall
 - Bookstore
 - Campus Safety

ADMINISTRATIVE BUILDINGS

12. Facilities
13. Engineering Lab
14. WCSG
15. Welch Administration Building
16. Welcome Center/Ketcham

STUDENT LIFE

17. Christ Chapel
18. Corum Student Union
19. Gainey Conference Center
20. Hansen Athletic Center/Mol Arena
21. Theatre Club House & Rentals
22. Steven J. Cochlan Wrestling & Training Center

Athletic Fields

23. De Witt (Baseball) Field
24. Practice Soccer Field
25. Soccer Field
26. Softball Field

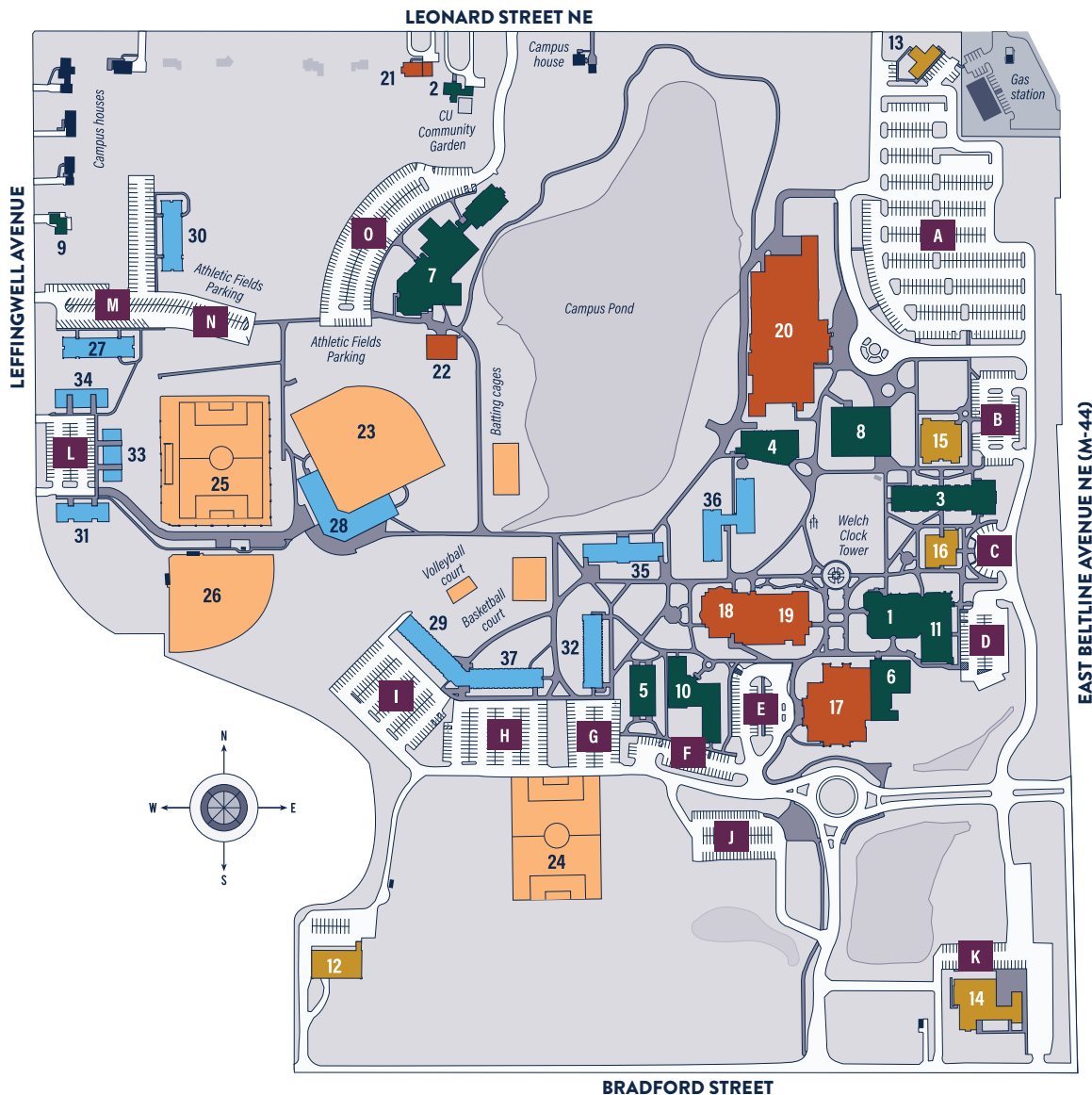
RESIDENCE HALLS

27. Babcock Hall
28. Central Hall
29. Cook Hall
30. Crawford Hall
31. Fuller Hall
32. Keithley Hall
33. Knol Hall
34. Morris Hall
35. Pickitt Hall
36. Quincer Hall
37. Van Osdel Hall

PARKING

- A. Hansen Athletic Center*
- B. Welch Administration Building
- C. Welcome Center/Traditional Undergraduate Admissions
- D. Warren Faber Hall/Campus Bookstore*
- E. Christ Chapel*
- F. Faculty Parking
- G. Keithly Hall
- H. Van Osdel Hall
- I. Cook Hall
- J. Commuter Parking*
- K. WCSG Parking
- L. Fuller, Knol & Morris Parking
- M. Babcock & Crawford Parking
- N. Athletics Fields Parking*
- O. GRTS & Athletics Fields Parking*

*Indicates open parking.



NEXT STEPS

Register for next semester.

We encourage you to be proactive in signing up for dual enrollment classes. Registration opens in mid-October for the spring semester and mid-April for the fall semester.

We will provide an updated list of 100- and 200-level courses each semester that is based upon the available seats in each course. Upon reviewing this list, you can complete the Class Preferences Form online. If you have additional questions about registering, contact your admissions counselor.

Seniors

Are you considering attending CU as a full-time student after graduation? Submit a new application as a full-time freshman for the traditional undergraduate program at cornerstone.edu/application.

GRAB A DRINK ON US

20

Use the coupons below to receive a free drink at the CU Golden Eagle Café which is located in the Corum Student Union.



**ONE
FREE
DRINK**

At the Golden Eagle Café



Redeem this coupon at the
Golden Eagle Café
located in the Corum Student Union.

15111-66146

**ONE
FREE
DRINK**

At the Golden Eagle Café



Redeem this coupon at the
Golden Eagle Café
located in the Corum Student Union.

15111-66146

**ONE
FREE
DRINK**

At the Golden Eagle Café



Redeem this coupon at the
Golden Eagle Café
located in the Corum Student Union.

15111-66146

**ONE
FREE
DRINK**

At the Golden Eagle Café



Redeem this coupon at the
Golden Eagle Café
located in the Corum Student Union.

15111-66146

**ONE
FREE
DRINK**

At the Golden Eagle Café



Redeem this coupon at the
Golden Eagle Café
located in the Corum Student Union.

15111-66146

**ONE
FREE
DRINK**

At the Golden Eagle Café



Redeem this coupon at the
Golden Eagle Café
located in the Corum Student Union.

15111-66146