WELCOME TO CORNERSTONE!

This packet includes important information concerning your enrollment. All information is up-to-date as of January 2026.

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 your first semester at CU. As always, give us a call if we can give you any clarification or assistance as you complete your required paperwork.

— Cornerstone University 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, Brightspace 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

+ To enroll in our online password reset system, follow the prompts on screen to register a cell phone number. You will be sent a confirmation code via text or call.

+ Next, you'll be prompted to set up four security questions. There is a drop-down box for each question so you can choose the most memorable.

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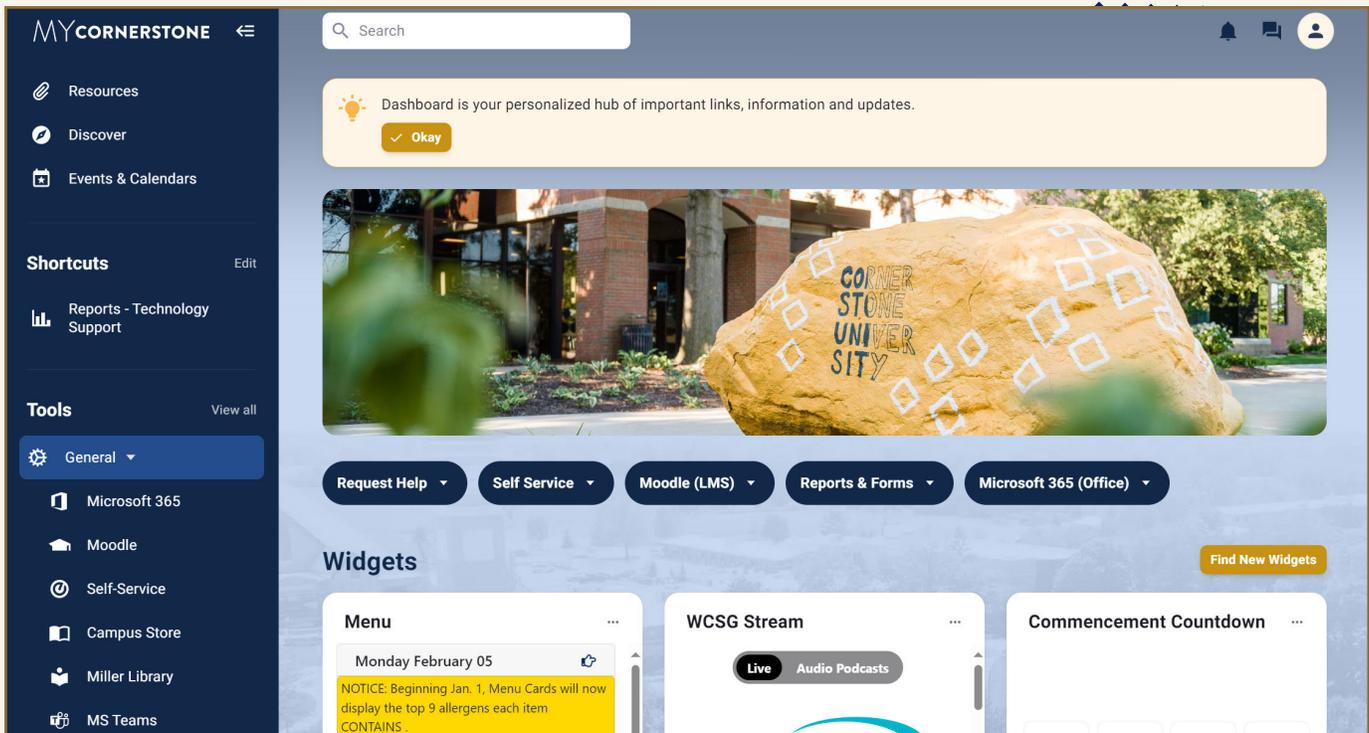
LOGGING INTO MYCORNERSTONE

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
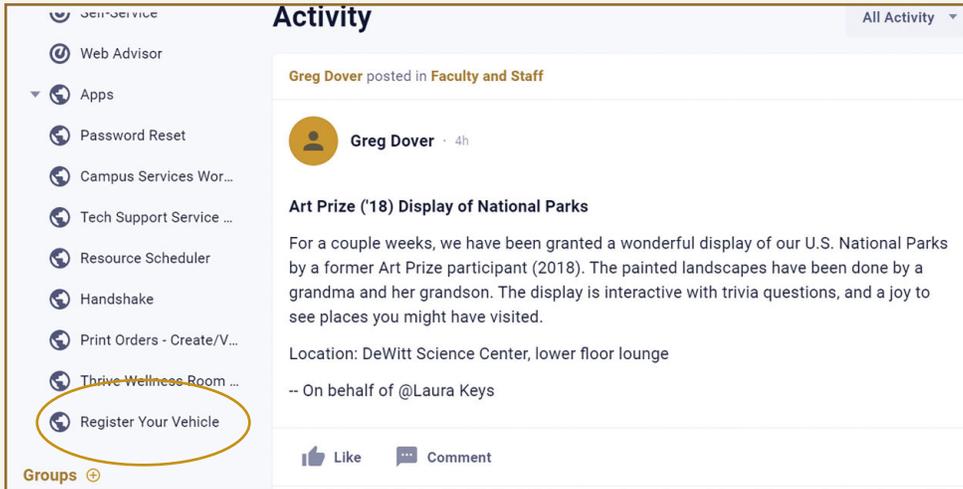
LOG IN TO YOUR MYCORNERSTONE ACCOUNT.

02

UNDER TOOLS, CLICK ON APPS.

03

CLICK ON REGISTER YOUR VEHICLE.

04

COMPLETE THE FORM.

Upon successful completion of your vehicle registration, you will receive an automated response stating that your registration has been accepted. You will receive a second email that states your vehicle registration has been **processed**. Please proceed to Campus Safety, located in the southwest quadrant of Corum Student Union, and pick up your sticker.

TO ACCESS YOUR CU EMAIL ACCOUNT

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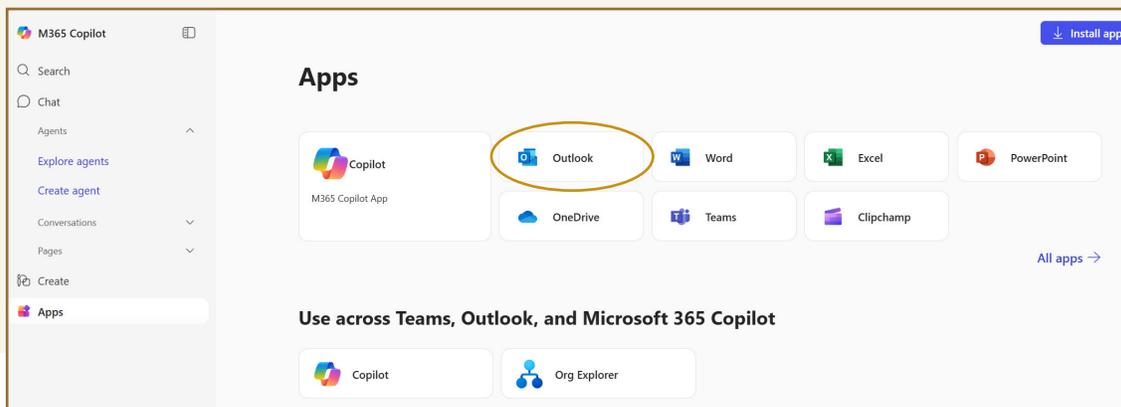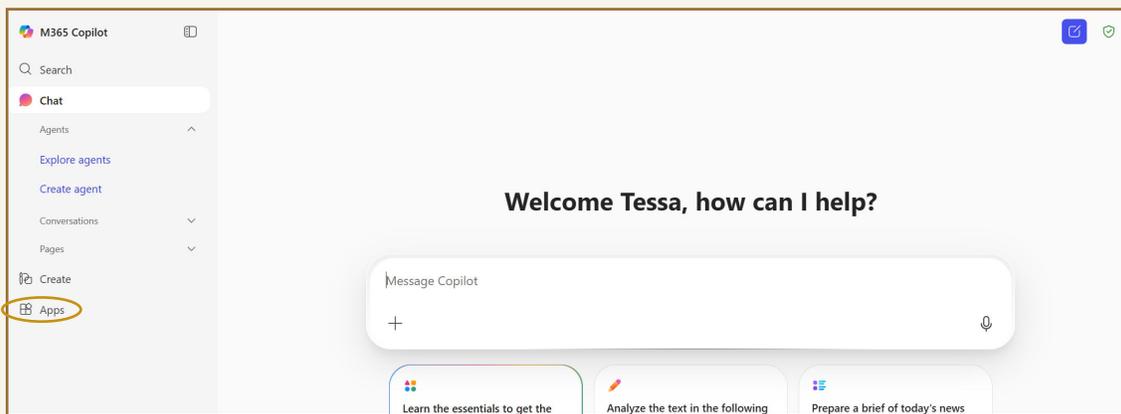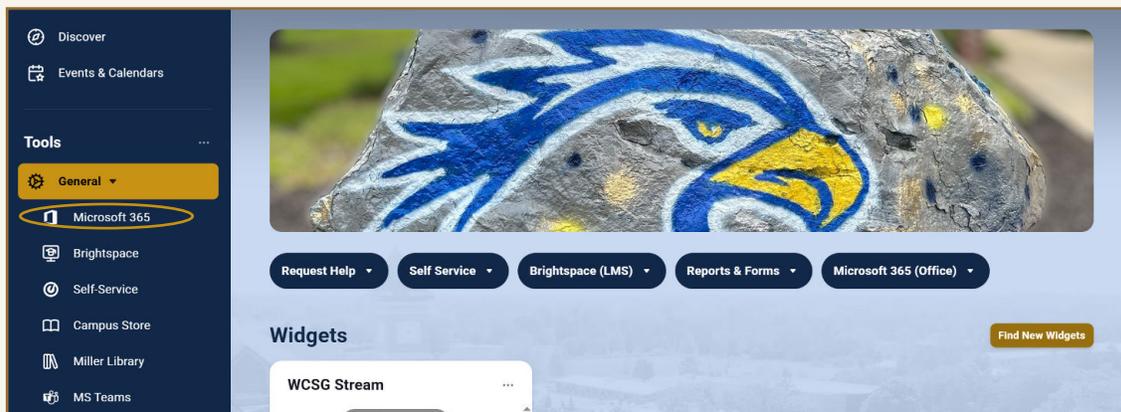
BRIGHTSPACE

Brightspace is Cornerstone's online learning management system. From Brightspace, 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.

+ Submit assignments, participate in discussions, and take assessments in many courses.

Log in to Brightspace.

Microsoft Edge, Google Chrome, Safari and Firefox are all acceptable browsers.

01

+ Type online.cornerstone.edu in your web browser's address bar.

+ Alternative: Brightspace can also be accessed from MyCornerstone. Click Tools, and then click Brightspace.

02

ENTER YOUR CU USERNAME AND YOUR PASSWORD.
This is the same username and password you use to access MyCornerstone.
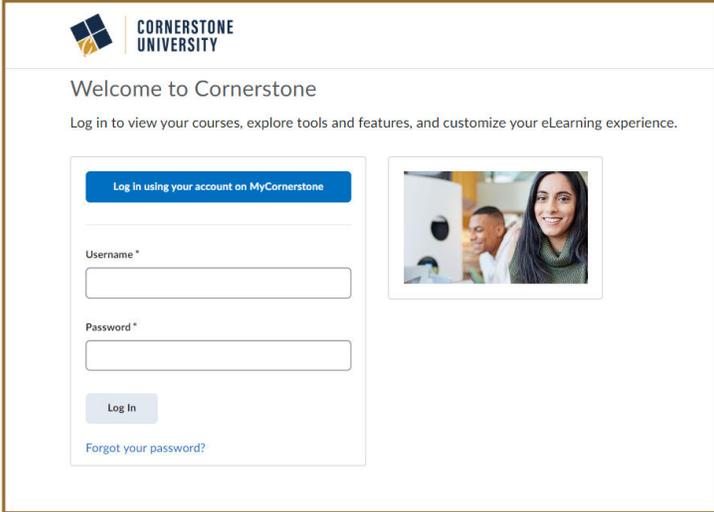
Once you are logged in, your current classes will be listed in the center panel under My Courses. Click on the course name to access course assignments, handouts and grade information.

GETTING HELP: If you have questions, click on the 💬 **icon located at the bottom right of any page or contact Technology Support at 616.222.1510 or technology.support@cornerstone.edu.**

CLASS SCHEDULES

Please plan to work with your CU academic advisor 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 LEFTHAND TOOLBAR.

02

LOGIN USING YOUR MYCORNERSTONE LOGIN INFORMATION.

03

CLICK ON STUDENT PLANNING.
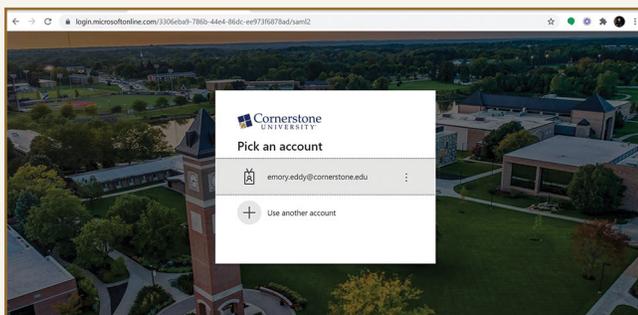
04

SELECT PLAN YOUR DEGREE & REGISTER FOR CLASSES.
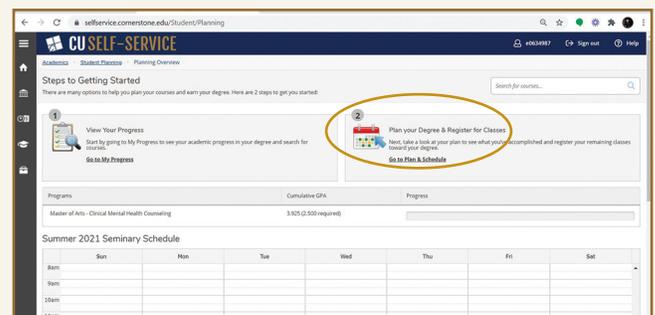
CLASS SCHEDULES *(continued)*

05

USE THE ARROWS IN THE TOP LEFT TO SCROLL TO THE APPROPRIATE UNDERGRADUATE SEMESTER (IF NECESSARY.)
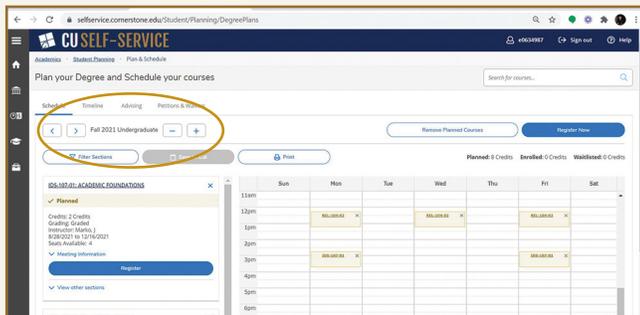
07

SELECT PRINT TO PRINT A HARD-COPY OF YOUR CLASS SCHEDULE.
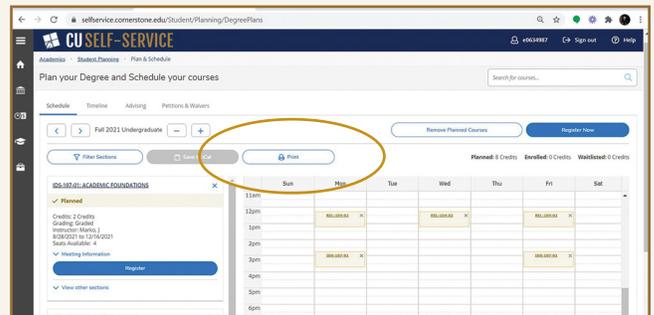
06

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

09

ENROLLMENT CHECKLIST

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
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 learn more about creating 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.
- [ ] (Optional) Authorization For Release of Protected Health Information

    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 as soon as possible. If any additional paperwork is needed, you will be contacted by Health Services.

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

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

- ☐ If you have already taken your Student ID picture, your ID will be available for you to pick up at Campus Safety located in the Corum Student Union. If you need to take your picture and get a student ID, Campus Safety is available to assist with photo IDs Monday through Friday from 8:30 a.m. to 3:30 p.m. There is no appointment necessary.

- ☐ Submit your Vehicle Registration Form *(This form is required for all vehicles brought to campus. Registration permits are generally available for pick up after the first two weeks of classes.)*
  - ✚ Log in to your MyCornerstone account.
  - ✚ Under Tools, click on Apps.
  - ✚ Click on Register Your Vehicle.
  - ✚ Your vehicle registration sticker will be available for pick up at Campus Safety located in Corum Student Union after the first two weeks of class. Be sure to watch your email as you will be notified via your CU 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

- ☐ To submit your housing application visit MyCU, under Tools, click on Apps, then click Housing Portal.

ENROLLMENT CHECKLIST *(continued)*

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

06

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)
  - ☐ *If you are choosing to decline or reduce your student loans, please email financial.aid@cornerstone.edu to confirm this information.*
- ☐ Entrance Counseling (if accepting student loans)
- ☐ Family Educational Rights and Privacy Act (FERPA) Release Form
- ☐ Student Financial Agreement Form (mandatory for all students)

PLEASE NOTE: Fall semester tuition bills will be mailed in July or later upon registration. Spring semester tuition bills will be mailed in December or later upon registration. 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.

If you have questions regarding these forms, please contact your admissions counselor at 616.222.1426.
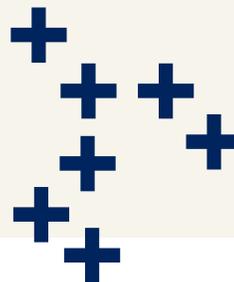
SETTING UP PAYMENTS AND PAYMENT PLANS

Cornerstone uses PayMyTuition to set up one-time payments and monthly payment plans.

See the information below for steps on how to begin this process.

ONE-TIME PAYMENTS*

**For one-time payments, you can choose the amount you would like to pay.
You do not need to pay the full amount that is due.**

01. Go to my.cornerstone.edu and log in using your CU username and password.

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

03. Click on the Menu dropdown on the upper left.

04. Select the Financial Information tab.

05. Select Student Finance.

06. Select PayMyTuition Payments and Payment Plans.

07. From this screen, you can make a one-time payment or set up a payment plan.
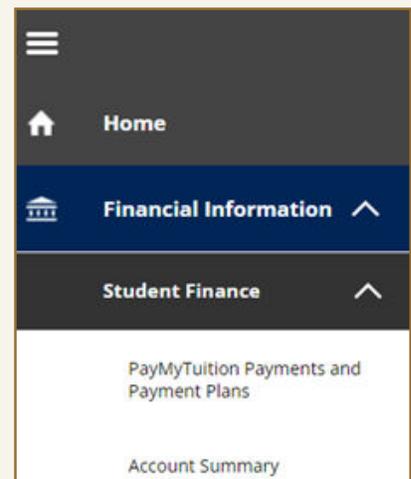
PAYMENT PLANS

+ Payment plans are set up on a per semester basis. Each semester's payment plan includes up to five months of payments. (The fall semester runs from August to December, and the spring semester runs from January to May).

+ An automatic withdrawal from your account will take place on the 20th of each month.

+ There is a $60 fee per semester to set up your payment plan.

Please note: You will have to disable the popup blocker the first time you access the site.

There is an added service charge for using a debit/credit card.

There is no added service fee for ACH/electronic checks.

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
+ Admissions Assistant
+ 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 Academic 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
+ Multicultural Affairs Leaders
+ International Peer Guides
+ Events
+ Spiritual Formation Intern
+ Student Government
+ Worship Intern

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 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.
+ You must be at least 18 years old before you may begin working an on-campus job.
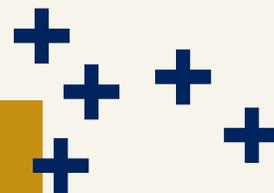
SET UP YOUR HANDSHAKE ACCOUNT

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, select the "Cornerstone Collections" ribbon at the top of the Jobs page and click on the on-campus jobs category.

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 School of Ministry, Media & the Arts 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 contact 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.

ACCESSIBILITY SERVICES

Citing the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and the Fair Housing Act, Cornerstone University is committed to ensuring all students have full access to their course work by providing reasonable academic and housing accommodations to qualified students with a documented disability.

For more information and to apply for accessibility services, visit cornerstone.edu/accessibility-services.
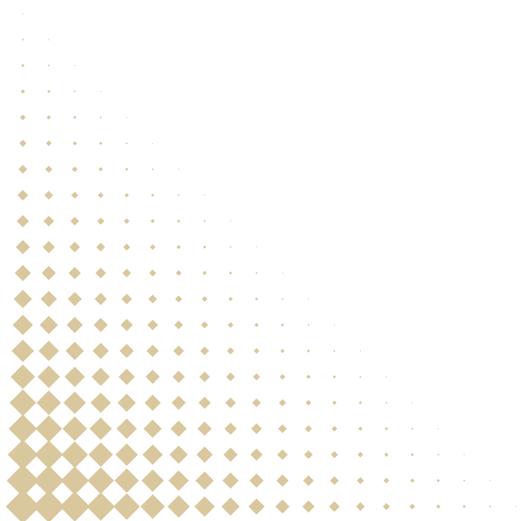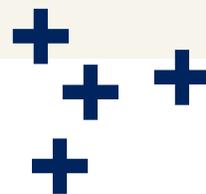
CORNERSTONE UNIVERSITY SLINGSHOT

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	RECEIVE	CHARGE	RETURN
When you enroll in classes, we automatically receive your order.	Your materials will be delivered to your campus residence, available for pickup in the campus store, or shipped to your preferred address.	Your balance automatically posts to your student account.	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 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 2026-27

FALL

AUGUST

Arrival for M/W Soccer and Women's Volleyball . . . . TBD

Arrival for M/W Cross Country . . . . TBD

New Student Arrival Day. . . . . Aug. 21

New Student Orientation Week. . . . . Aug. 21-25

Please note: all orientation events are required for residential and commuter students.

Classes begin. . . . . Aug. 26

SEPTEMBER

Labor Day (no classes) . . . . Sept. 7

OCTOBER

Homecoming & Family Weekend. . . . . Oct. 2-3

Fall Break.. . . . . Oct. 12-13

Mid-terms. . . . . Oct. 14-16

Class registration begins.. . . . . Oct. 14

NOVEMBER

Thanksgiving Break. . . . . Nov. 25-27

Classes resume. . . . . Nov. 30

DECEMBER

Final day of classes. . . . . Dec. 4

Final exams.. . . . . Dec. 7-10

SPRING

JANUARY

J-term . . . . Jan. 4-15

Martin Luther King Day (no class). . . . . Jan. 18

Classes begin. . . . . Jan. 19

MARCH

Spring Break. . . . . March 8-12

Classes resume. . . . . March 15

Mid-terms . . . . March 17-19

Easter Break. . . . . March 26-28

Classes resume. . . . . March 29

APRIL

Final day of classes. . . . . April 30

MAY

Final exams.. . . . . May 3-6

Commencement. . . . . May 8