

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:

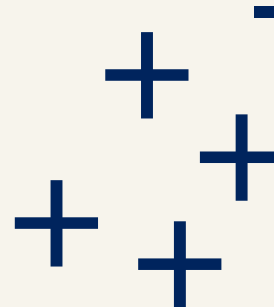
- + Remember to send the TB Screening form back, even if all answers are "No."
- + Look over the form carefully to make sure you have provided all required signatures.

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.

Continued on next page.



ENROLLMENT CHECKLIST *(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

- ☐ 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)
- ☐ Student Financial Agreement Form (mandatory for all students)

STUDENT RECORDS RELEASE

You can access the Student Records Release Form by logging into MyCornerstone and selecting Self-Service. Then, on the left-side panel, select User Options and then click Student Records Release.

- ☐ Student Records Release

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.

