

WELCOME TO CORNERSTONE!

*This packet includes
important information
concerning your
enrollment this fall.*

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 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



Cornerstone
UNIVERSITY®
BUILD A LIFE THAT MATTERS

SETTING UP YOUR CORNERSTONE EMAIL & STUDENT ACCOUNT

From your MyCornerstone account, you will be able to access your university email, pay your bill online and access important campus announcements.

*Please activate your account by visiting **my.cornerstone.edu** and following the steps below.*

STEP 1: LOCATE YOUR STUDENT ID NUMBER

- Your student ID number can be found on the upper right-hand corner of your financial aid award package. If you have misplaced your financial aid package please contact your Admissions Counselor to request your ID number.

STEP 2: LOG-IN (EMAIL, USERNAME & PASSWORD)

- At the first login prompt, enter in 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 in your username and default password.
Your username is first initial + ID number.
Example: John Smith, ID # 0123456 would have username j0123456. The username must be eight characters long.
- Your temporary password is first initial of your last name + 4 digit birth year + 2 digit birth month + 2 digit birth day + #.
Example: John Smith, date of birth Feb. 18, 1998, would have password s19980218#.

STEP 3: CHANGE PASSWORD

Permanent passwords must meet the requirements below:

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

STEP 4: ENROLL IN OUR ONLINE PASSWORD RESET SYSTEM

- After resetting your password, you will see a window that says more information is required.
- 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 and you will be signed in. You will be prompted to enroll upon your next sign-in.

If you need further assistance to set up your online account, please contact Technology Support at 616.222.1510 or technology.support@cornerstone.edu.

ENROLLMENT CHECKLIST DUE JULY 1

IMPORTANT: *The following items must be completed prior to July 1.*

CLASS REGISTRATION PAPERWORK

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

- Final high school transcript (*sent in the high school's sealed envelope*).
- Final college transcripts, including Dual Enrollment credits (*sent in the college's sealed envelope*).
- AP and/or CLEP scores (*requested and sent through College Board*).
- Pre-Registration form (*This form will be sent to your personal email address if it is not completed at a CU event.*).

HEALTH SERVICES PAPERWORK

Complete and 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.
- ◆ Forms can be submitted via fax to 616.222.1541 or mailed to:
Attn: Health Services
Cornerstone University
1001 E. Beltline Ave NE
Grand Rapids, MI 49525

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

ADDITIONAL HEALTH 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 Athletic 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.

Please see back for additional information.

CAMPUS SAFETY

- Student ID photos will be taken on Arrival Day at Campus Safety, located in Warren Faber Hall.
- Submit your Vehicle Registration Form (*This form is also required if you will NOT have a car on campus to remove the registration fee from your bill.*)
 - 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.

CAMPUS SAFETY

- Commuter students are not required to have a campus mailbox. However, should you like to have one assigned to you, please bring \$10 (cash or check) to the Mailroom (located in the Corum Student Union). This \$10 deposit is refundable and will be returned to you upon completion of your time at Cornerstone.

RESIDENTIAL STUDENTS

- You will receive your housing assignments from the Student Development office prior to your arrival. This information will be emailed to your cornerstone.edu email account which can be accessed through MyCornerstone.



Cornerstone
UNIVERSITY®
BUILD A LIFE THAT MATTERS

ENROLLMENT CHECKLIST DUE AUG. 15

IMPORTANT: *The following forms must be submitted by Aug. 15.*

FINANCIAL AID PAPERWORK

You can access the forms below by logging into myCornerstone using your new Cornerstone username and password, clicking Groups, then Student Services. In the drop- down menu, click Student Financial Services, then 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 this summer.

- 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

STUDENT SERVICES PAPERWORK

You can access the form below by logging into myCornerstone, clicking Groups, then Student Services. In the drop- down menu, click Student Development, then Resources, then click Release of All Claims.

- Release of All Claims Form

NOTE: Your fall semester tuition bill will be mailed early July or as soon as you are registered for fall classes. All outstanding balances must be paid prior to the start of the semester.

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
- Mailing Assistants
- Overnight Hosts
- Tour Guides
- Application Assistants
- Social Media Photographer

ATHLETICS

- Weight Room Attendant
- Athletic Team Managers
- Social Media Intern

CAMPUS SERVICES

- Grounds Crew
- Housekeeping Crew

CENTER FOR STUDENT SUCCESS

- LIFEPAATH Peer Advisors
- Tutors
- Note-takers

FOOD SERVICE

- Golden Eagle Café
- Dining Commons Servery

LIBRARY

- Circulation Desk Student Workers
- Writing Center

PRINTSHOP/MAILROOM

- Mailing Assistants
- Printshop Assistants

MARKETING OFFICE

- Marketing & Communications Assistant
- Event Coordinator Intern
- Graphic Design Intern

STUDENT DEVELOPMENT

- Resident Assistants
- Terra Firma Student Leaders
- Cornerstone University Student Offices
- Front Desk Assistant

TECHNOLOGY SUPPORT

- Data Integrity Specialist

SEE BACK FOR STEPS ON SETTING UP YOUR HANDSHAKE ACCOUNT.

HOW TO APPLY FOR A JOB ON HANDSHAKE

1. Visit cornerstone.joinhandshake.com and log in with your Cornerstone username and password.
2. Once logged in, click 'Jobs' from the menu on the left side of the page.
3. On the "Jobs" page, begin browsing for jobs that are interesting, or use the search tools on the left to filter the results.
If searching for on-campus jobs, search for Cornerstone University in the search box in the upper left corner of the screen.
4. Once a job of interest has been located, click on the job and read the details on the job description page.
5. When you are certain that you want to apply for the job, click the green "Apply Now" button on the right side of the page.
6. 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 from the job poster, 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 once filled out, ****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.
7. Once you are prepared to apply with all appropriate documents as requested by the job poster (Resume, Cover Letter, On Campus Application, etc.) direct your attention to the "Upload Files" section of the window that appeared.
8. Select the appropriate type of file that you wish to upload from the "Document type" drop down menu.
9. Once selected, click "Browse" and find the file that you wish to upload and click "Open."
*****Note***In order to upload a file from here, 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 to 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 organization website separately from Handshake. Make sure you read the requirements of the opportunity carefully to ensure you are considered.**
- **You will receive your Cornerstone University user name and password after submitting your tuition deposit.**
- **Whether you're working on campus or off, Federal guidelines require that you must show a passport or drivers license and social security card to Human Resources. Photocopies or expired documents aren't allowed. Be sure to bring these with you to campus this fall.**
- **You must be at least 18 years old before you may begin working an on-campus job.**

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 and Media Studies division to confirm technology requirements specific to your program.
- **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 personal devices, hardware and software need to be addressed by a third-party repair or support center.

**For questions, 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 (XL Twin), pillow, bedspread and towels.

PERMITTED ITEMS

- Power-strip outlets (*must have surge protection*)
- Lamps (*incandescent or LED bulbs only*)
- Personal refrigerator (*4 cubic feet or smaller*)
- Plastic storage organizers
- 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*)
- Electric kettle without open heating element
- White sticky tack or blue tape for hanging items in rooms

PROHIBITED ITEMS

-  Extension cords or multiple outlets without surge protection
-  Open-coiled/plate heating elements (such as space heaters and hot plates)
-  Non-incandescent/fluorescent 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 (can be used in laundry rooms, but not in personal rooms. Ironing boards are provided.)
-  Coffee makers with open heating elements (hot plates)
-  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
-  Furniture (futons, couches, bookshelves, bean bag chairs, etc.)

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.

CAMPUS STORE

The Cornerstone University Campus Store is your resource for textbooks, class supplies, CU-branded apparel, gifts and more.

THIS IS YOUR CAMPUS STORE.

Wear your school spirit on your sleeve with popular, quality brands like Nike, Under Armour and Columbia.

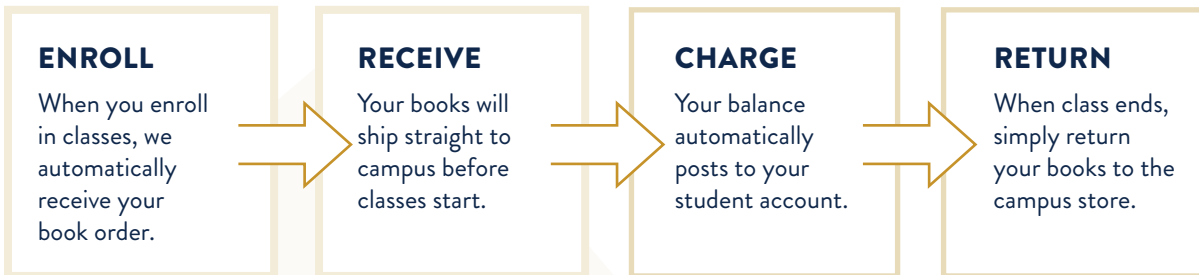
OnMission Clothing Company is our in-house brand, a socially conscious line of clothing that is milled in the US by a family-owned cotton mill and sewn in Haiti at the GoEx facility. GoEx employs individuals transitioning out of the orphanage system and pays them a living wage, which is many times the average daily income in Haiti.

Visit cornerstone.treeoflifebooks.com to see how we can serve you.

CORNERSTONE UNIVERSITY TEXTBOOK BUTLER

Textbook Butler is a service designed to help streamline the beginning of the school year. Instead of waiting in line for an hour, or clicking around online and hoping your shipments come in on time, we pull and package all of your textbooks according to the preference you choose (new, used or rental) and deliver them to campus for you before classes start. Your textbooks are then charged to your student account.

HOW IT WORKS:



TEXTBOOK BUTLER FAQs

Am I signed up for Textbook Butler automatically?

Yes. In order to make sure that every student has every required textbook, your school has decided that the default option for students is to be opted-in. Any student can opt-out or return unneeded books, but we can't guarantee we have books for students that are opted-out.

How can I view and change my Textbook Butler status and preferences?

Once you've enrolled in classes, you can manage your Textbook Butler preference at textbookbutler.com. There will be a section for textbook options that will allow you to set whatever preference fits your needs.

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 and we usually can. Sometimes, however, 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 want to buy instead of rent?

You can choose “buy new” or “buy used” as your Textbook Butler 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 add or drop a class?

If you add a class, we will automatically be notified and will deliver your new book. If you drop a class, return that book to the campus store and we will then 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 already own a book?

You can return any book during the first week of class without penalty. After that, a 20% restocking fee will be assessed to books returned during the add/drop period.

What if I don't want to use Textbook Butler?

Nobody is forced to be a Textbook Butler student. Simply opt-out online. Please bear in mind that you are then fully responsible to source all of your educational resources—which will not always be available at the campus store.

QUESTIONS?

Stop by the campus store, or contact the Tree of Life Customer Support team at **888.392.2930**. You can also submit a question at www.treeoflifebooks.com/customersupport.

