Concordia University Ann Arbor is a Lutheran higher education community committed to helping students develop in mind, body, and spirit for service to Christ in the Church and in the World.
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On behalf of the entire university community, I am pleased to welcome you to Concordia. You have come to a special place. Concordia’s history is a rich and interesting one, and you follow in the path of some remarkable predecessors. Hopefully, you will soon gain an appreciation for the stories and traditions that have shaped this university so far.

As much as I enjoy reflecting upon Concordia’s past and the blessings that the university has enjoyed, it is really the future for CUAA that is most compelling. You have come to campus at a truly exciting time, and you will experience that future right now. More than that, you have an opportunity to help shape that future by your involvement, along with the rest of Concordians, in the life of this university. I encourage you to make the most of your Concordia experience and trust that the same Lord who has blessed us in the past will be with and among us now and in the future.

If your experience is anything like that of most others who have walked these halls before you, it will feel like time flies by. I hope that you are ready for the ride! Get set for an educational experience and learning opportunity that will have a significant shaping influence on your life. We are counting on you to grow, as Concordia’s mission describes, “in mind, body and spirit for service to Christ in the Church and world.” You will be blessed at Concordia, and from Concordia we know that you will be a blessing to others.

Yours in Jesus,

Rev. Patrick T. Ferry, Ph.D.
President
LETTER FROM DEAN OF STUDENTS

As the Dean of Students, I join with the entire Student Life Office to enhance the quality of student life at Concordia University. Our aim is to facilitate an intentionally relational, safe and vibrant community, “helping students develop in mind, body and spirit for service to Christ in the Church and the World.”

It is our hope that as a student you will take advantage of the multiple opportunities that challenge, inspire, and expand your worldview through connections with faculty, staff, student peers, and the surrounding Ann Arbor area. We want you, as a student, to be an active partner in your educational journey, willing to transform our world.

We encourage you to apply yourself in the faith development, volunteer opportunities, leadership, and activities offered at Concordia. We believe you will live up to a very high standard of personal behavior, respecting the community standards inherent to a Lutheran higher education community. We are willing to serve in any way we can so you will learn to make wise and responsible decisions based upon communication with others and our loving God.

As fellow Cardinals, we invite you to drop by our office in the Student Services Center to say “hello”, share highlights of your CUAA experience, seek advice, or present any concerns.

See you on campus!

Rev. John Rathje
Dean of Students
Every year, our student leaders select a focus for the upcoming year – a theme to guide our life together. **This year, our school theme is All Things New, based on Revelation 21:5.** In these verses, Jesus said:

“And he who was seated on the throne said, “Behold, I am making all things new.”

Also, he said, “Write this down, for these words are trustworthy and true.”

Jesus Christ indeed makes all things new. Even as we begin a new year, a new set of classes, new teams, and new experiences, trust that God is with you every step of the way.

As the Campus Pastor of Concordia, it is my privilege to serve you by developing and leading worship experiences for the entire campus, fulfilling the pastoral duties of the campus, as well as overseeing the programs and development of Campus Ministry (more about that on the next page with Pastor Duncan).

We know that college can quickly become a time when students disengage in their faith. We desire to see students more regularly engage in worship and experience a dynamic and active faith in Jesus. Therefore, daily chapel services take place in the Chapel of the Holy Trinity, located in the center of our campus, from 10:30am-10:50am, Monday – Friday during the Academic Year. Daily chapel serves a vital role in fulfilling the mission of Concordia University to “develop students in mind, body, and spirit for service to Christ in the Church and world.” When students participate in Chapel, they will experience a Christ-centered, consistently excellent, engaging and participatory environment.

In addition to Daily Chapel, there are MANY opportunities for students to gather for other worship experiences and to take next steps on their journey of life and faith. Pastor Duncan describes them well on the next page.

*Remember – Jesus makes all things new. We live from that reality, even as we serve others in a broken world. Get ready for the new year ahead, and be prepared for the many challenges and opportunities Jesus will put before you.*
Campus Ministry essentially has one goal: to love CUAA students towards Jesus so that they may know Him more fully and make Him more fully known! We see this happening through four basic actions:

**GATHER**

We gather together in the Chapel for worship every weekday at 10:30am for 20-25 minutes to connect together with God. We also have a student led gathering called “Tuesday Night Worship” at 10:15pm every Tuesday evening.

**GROW**

No matter where students are in their faith journey, we have settings for them to grow in their faith. We hold an Alpha Omega House Party in one of the halls nearly every month. This is a fun time filled with food, games and dancing, with a spoken testimony of faith from a student. We are excited about Community Groups developing in the Fall Semester 2016. These are designed to help students grow in faith, but also strengthen relationships with each other.

**GIVE**

Students have numerous opportunities to give back to their Creator by using their gifts. Students may serve as Campus Ministry Coordinators in the hall, as Community Group Leaders, or become a part of a Campus Ministry Strategic Team as they lead in an aspect of ministry such as worship, missions, athletics, etc....

**GO**

A very big part of the Concordia Experience is our emphasis on missions. Each month we focus on a local mission with which to partner. We have provided food and clothing for the homeless, made blankets for children who are ill, and provided Christmas gifts for kids who have a parent in prison on behalf of that parent. We also engage in domestic and international mission trips. This past year, we sent students to Haiti, Appalachia, New Orleans and South Africa.

Each year, we watch transformation happen as students lacking community, growing complacent in their faith, or who have had no faith in Jesus, find new life in Jesus and begin positively impacting CUAA. Then, as these students graduate, we watch how their life transformations begin to impact the world. Campus Ministry is absolutely critical, and we invite you to join us as we look forward to another academic year in Christ!
The Department of Campus Safety provides 24/7, 365 day coverage of the Concordia University Ann Arbor Campus. The Campus Safety Department consists of the Director of Campus Safety and highly motivated Campus Safety Officers. Campus Safety Officers are trained in emergency medical procedures and conduct foot and vehicular patrols of the campus and residence hall areas. Campus Safety Officers enforce the rules and regulations outlined in the Code of Student Conduct handbook as well as all Vehicular Rules and Regulations. The Campus Safety Department maintains a good working relationship with local, county and state police agencies. Other services provided by the Campus Safety Department are:

- Unlocks for academic buildings and residential halls
- Vehicle jump starts and unlocks
- Student escorts to any location on campus
- Management of the University fleet
- Monitoring campus surveillance cameras
- Collaboration with law enforcement agencies if criminal activity is observed or reported
- Notification of the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of persons on campus.

*Parking Permits are purchased in the Academic Office & issued by the Campus Safety Office.

Student IDs act as cafeteria, library and residence hall pass cards.

Problems?

- A BROKEN ID card will be replaced for free, as long as you bring in the pieces; however, a $25 fee will be issued before a replacement for a LOST Student ID can be created.
- If paying by cash or check, you may pay in the Academic Office. If using a credit card, please call 800-243-7899 to make your payment.
- If you have an outstanding balance with Concordia University, your meal plan may be put on HOLD until a payment plan is set.
- If for any other reason, your ID card is not working, please stop by Campus Safety in the Student Service Center and we will help you through the problem.
The Center for Counseling and Wellness empowers, encourages and educates students towards physical, mental, and spiritual health. College is a time of significant transition. Not all students come to college fully prepared to manage the complexities of navigating an entirely new way of being along with balancing more freedom and responsibility than ever before.

The Center for Counseling and Wellness provides educational and outreach programming for students, faculty and staff. Programming and education include topics such as stress management, overwhelming feelings and burnout, relationship conflicts, sleep issues and general principles of wellness.

We also provide excellent individual and group counseling services to our students. Both individual and group counseling sessions are free and confidential. Some of the reasons individuals seek counseling services are:

- Suicidal thoughts or intentions
- Stress, overwhelming feelings
- Depression, lack of motivation, procrastination
- Feelings of hopelessness and/or worthlessness
- Relationship issues
  -(Family, friends, romantic relationships)
- Anxiety
- Drug or alcohol use and/or abuse
- Eating or body image issues
- Grief and loss
- History of trauma, abuse or bullying

### LOCAL HEALTHCARE

#### CLINICS IN THE AREA

IHA - Internal Medicine & Specialty Clinic
Domino's Farms
4200 Whitehall Dr., First Floor, Suite 130
Ann Arbor, MI
734.995.0303
ihacares.com

The Hope Clinic
518 Hornet St.
Ypsilanti, MI
734.481.0111
thehopeclinic.org

#### HOSPITALS IN THE AREA

University of Michigan Health System
1500 Medical Center Drive
Ann Arbor, MI
734.936.4000 (general information)
734.936.6666 (emergency department)

St. Joseph Mercy Hospital
5301 McCauley Dr.
Ypsilanti, MI
734.712.3456 (general information)
734.712.3000 (emergency department)
Payments:
For your convenience, you can check your account balance and make payments online. In the portal, (my.cuaa.edu) under the student tab, check the My Statement channel to view your account balance and your statement and bill history. You can pay your bill with the provided link in the Pay Your Bill Online channel or in the Banner Self-Service Channel with a debit card, Visa, MasterCard or Discover card. Payments may also be made by cash or check. If paying by check, please include your student ID# in the memo section of the check. If a credit balance exists on your account, please read the Cash Release Policy. If paying by credit card over the phone, please call CUW at 800-243-7899.

Financial Aid for Undergraduate Students:
Once you have been accepted, are registered for full-time credits, and have submitted all the necessary financial aid documents, the Financial Aid Office will create your financial aid award. You will be notified via your Concordia email account once your award letter is ready for review online in the portal. Undergraduate students must take 12 credits each semester to qualify for financial aid.

Adding and Dropping classes:
• Always check with your financial aid counselor before adding and dropping classes.
• Remember to register within the semester dates!
TUITION REFUND

Students who withdraw from the University will receive a pro-rated refund of educational fees and board fees, according to the following schedule (a week runs Monday to Sunday):

<table>
<thead>
<tr>
<th>Duration</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>During first week of classes</td>
<td>80%</td>
</tr>
<tr>
<td>During second week of classes</td>
<td>75%</td>
</tr>
<tr>
<td>During third week of classes</td>
<td>60%</td>
</tr>
<tr>
<td>During fourth week of classes</td>
<td>40%</td>
</tr>
<tr>
<td>During fifth week of classes</td>
<td>20%</td>
</tr>
<tr>
<td>After fifth week</td>
<td>0%</td>
</tr>
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Students who are charged for Summer and Winterim class but then withdraw will receive refunds on a pro-rated basis as follows:

<table>
<thead>
<tr>
<th>Duration</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>During first day of class</td>
<td>80%</td>
</tr>
<tr>
<td>During second day of class</td>
<td>75%</td>
</tr>
<tr>
<td>During third day of class</td>
<td>60%</td>
</tr>
<tr>
<td>During fourth day of class</td>
<td>40%</td>
</tr>
<tr>
<td>During fifth day of class</td>
<td>20%</td>
</tr>
<tr>
<td>After fifth day of class</td>
<td>0%</td>
</tr>
</tbody>
</table>

ONLINE CLASS TUITION REFUND

Students who withdraw from an online class will receive a pro-rated refund of educational fees and board fees, according to the following schedule:

Prior to the submission of the first assignment 100%

After submission of one (1) assignment, see table on Page 16 of the Continuing & Distance Education Student Handbook;
https://falcon.cuw.edu/portal/OCDEStuHndbk1.pdf

EDGT - Professional Development Courses: Students who begin to submit work for an EDGT course will be ineligible to receive a refund. A full refund is only possible if no work has been submitted to the course.
BILLING AND PAYMENTS

Location.............................Academic Office
Email.................. ashley.helmreich@cuua.edu
Phone.................................734-995-7586
Hours........ Monday–Friday 8:00am–4:30pm

Please contact Ashley Helmreich in the CUAA Academic Office for assistance or directly contact CUW: (By last name of Student)

- A-G  Victoria Mann  262-243-4556
- H-O  Catherine Cielak  262-243-4360
- P-Z  Eileen Grenfell  262-243-4352

Withdrawal: Upon complete withdrawal from the University, refunds will be calculated by the Business Office.

Questions: For questions regarding your student bill, please contact your CUW Business Office contact or Ashley Helmreich in the Academic Office.

Tuition: The cost of tuition, fees, room and board, established prior to each academic year, is due at the beginning of each semester. Concordia asks that every student arrange to bring your student account to a zero balance by the time classes begin.

A=Charges:
- (Tuition, Fees, Room and Board)

B=Credits/Anticipated Credits:
- Scholarships & Grants
- Loans (Federal/private student loans and/or Federal Parent Plus loan)
- Joyful Response Program (automatic payment plan)
- Payment (cash/check/VISA, MasterCard, and Discover)

Note: *A-B should = $0.00

*If, two weeks after the beginning of classes, you still have an unresolved balance remaining on your account, your One Card (ID) will be disabled. If this happens to you, please stop by the Academic Office or call the CUW Business Office, for a private conversation. Upon discussing your situation, the Business Office can extend your card so you can use it as normal while you make arrangements to pay your balance. Setting up the Joyful Response Program will automatically extend your card to the end of the semester.
ACADEMIC INFORMATION

Concordia’s undergraduate program offers over 60 majors and minors, with degrees in church work, education, pre-professional studies, business, nursing, the arts, communications and sciences. In addition, CUAA offers accelerated and graduate degrees for adult learners through the School of Adult and Continuing Education.

The University course catalogs are available on the website at http://www.cuaa.edu/Academics/catalogs.html to supply students with academic information, course descriptions, policies, and schedule of classes. Consult this catalog when you have questions concerning academic matters. If you are unsure about something in the catalog, please first refer to the registrar’s office to get your question answered.

The graduate, undergraduate and accelerated learning catalogs can be accessed by going to: www.cuaa.edu and selecting course catalogs in the Academics drop down menu.

Advisor:
Upon acceptance into a degree program, you will be assigned an advisor within the area of your major.

To see who your advisor is, login to the portal (my.cuaa.edu). Under the Student tab is a channel titled Academic Profile (left-hand side)

Grades:
To view your grades, login to the portal (my.cuaa.edu). Under the Student tab is a channel titled Student Grades (left hand side). Students are able to print an “UNOFFICIAL” transcript from the portal under Student Services > Banner Self-Service.
TRANSCRIPTS

Kendra Ernst
Assistant Registrar

Unofficial Transcripts: An unofficial transcript is one given to the student whose credits/grades are listed thereon and is marked “unofficial” or “Student copy”. Concordia University accepts no responsibility for the accuracy of an unofficial transcript after it has been issued. Students are able to print an “UNOFFICIAL” transcript from the portal under Student Services > Banner Self-Service.

Official Transcripts: An official transcript is one bearing the seal of the University and the signature of the Registrar to his representative. Official transcripts are not normally given to students or alumni, but are mailed directly to institutions or persons considering the applicant for admission or employment. To order an official transcript, go to: http://www.cuaa.edu/Departments/registrar/assets/TranscriptRequestForm.pdf and print, complete, and sign the Transcript Request Form for Concordia University and fax or mail to the Registrar’s Office.

Cost: Official: $7.00.

GRADUATION REQUIREMENTS

Graduation ceremonies are held at the close of the spring semester. If you are an undergraduate student, you must meet the following requirements in order to participate in the graduation ceremony.

• Undergraduate students who have earned a minimum of 96 credits at the end of the Fall semester, who meet the minimum grade point standards for their degree, and are registered for their final requirements for graduation by April 1 are eligible to participate in the May commencement ceremony.

• Fill out and turn in “Application to Graduate form” to the Registrar’s Office by March 1st.

• Pay all fees and tuition due to Concordia University in full. Your diploma will not be released until this is completed.

• All graduating students are responsible for ordering their own regalia through Jostens. Further information regarding this will be sent to students once they submit their application to graduate to the Registrar’s Office.

Additional graduation information can be found in the portal under the Student tab or on the CUAA website in the Academics dropdown menu.
ACADEMIC CALENDAR

August 28......................... First Day of Classes
September 4 ...................... Labor Day- No Classes
September 8 ...................... Last Day to Add a Regular Semester Class
October 19-20 ..................... Fall Break- No Classes
November 3 ....................... Last Day to Drop a Semester Class
November 22 ..................... Thanksgiving Vacation Begins- No classes meet that start after 4:00pm
November 27 ..................... Classes Resume
December 11-15 ................. Final Exams- Christmas Recess Begins After Last Exam

January 8 ......................... Winterim Classes Begin
January 26 ....................... Winterim Exams

January 29 ....................... Spring Semester Classes Begin
February 9 ....................... Last Day to Add a Regular Semester Class
March 12-16 ....................... Spring Break
March 29 ......................... Easter Break Begins- No classes meet that start after 4:00pm
April 2 ........................... Classes Resume at 4:00pm
April 6 ........................... Last Day to Drop a Regular Semester Class
May 14-18 ....................... Final Exams
May 20 ........................... Baccalaureate and Commencement

TEXTBOOKS: From the CONCORDIA ONLINE BOOKSTORE

concordiauniversity.bkstr.com

Log into my.cuaa.edu. Click on the student tab. Once redirected, in the second box down on the left (Registration Tools) a link is called “My Books.” Select this and it opens a new tab with the title Registration Term. Then select the current term. After, select “Continue to the Bookstore.” As you scroll when the new screen opens, all books for the classes you are registered for are listed down the page with ISBNs provided.

TEXTBOOKS: From Other Sources

Amazon.com; Chegg.com; Half.com

Facebook: https://www.facebook.com/groups/1460598404192508/.

Students also often find their books using the ISBNs provided by CUAA, on sites like Amazon, Chegg, and Half.com. Some students use a Facebook page that was created to share, buy, or sell books that are used by specific programs or professors on our campus. Students run this page independently. It is not a CUAA sponsored Facebook page. You can request to join the group (you will need to sign in) by following the link above.
Residence Life at Concordia University aims to nurture a Christ-first living and learning community that contributes to whole-person growth. Student learning, leadership development, interpersonal connections, service to others, and purposeful living are areas of emphasis for the office of Residence Life.

The office of Residence Life is located in the Student Life Office within the Student Service Center. Professional collaboration within Student Life and with offices across campus is critical to developing the sort of community described above.

The Residence Life staff is led by Dauthan Keener, Director of Campus Life and Danielle Cook, Resident Director.
Student activities are provided on campus through the office of Student Life. The overall mission of student activities is to provide CUAA students with opportunities to learn and develop outside of the classroom. Through social, educational, and spiritual programming, Student Life staff seeks to assist students in their holistic development. As a Cardinal, you will find numerous ways to get involved on campus through the various events that take place. In addition to student activities, students are encouraged to get involved through joining a student organization.

Are you a creative, energetic, and outgoing person? Do you like to have fun and meet new people? You should consider joining the Student Activities Committee (SAC) this year! SAC’s job is to host campus-wide events and make sure that they run smoothly. SAC wants to provide fun and exciting activities to keep Concordia’s campus active and lively. This is a great way to get involved, meet a lot of great people, and create life-long memories! Please consider joining the Student Activities Committee for the 2017-18 school year.
CAMPUS MINISTRY OPPORTUNITIES

Tuesday Night Worship
Alpha & Omega
Community Groups
Daily Chapel
New Crew
Tool Time & Lock-Ins
Mission Trips
Mission of the Month
Leadership Opportunities

Student Government is a chance to share your voice on the campus. If you are interested in becoming a Senator, talk to any Executive Board member today!

Senator: Student Government Representative

Senator:

Joel Werner
Secretary

There are still opportunities to get involved with Campus Ministry for the 2017-2018 school year. Talk to Pastor Ryan or Pastor Duncan for more information!
STUDENT LEADERS

Barnabas
RA: Joshua Berry
CMC:

David
RA: Hallie Williams
CMC: Courtney Russell

Esther
RA: Allyson Sovis
CMC: Alex Spear

Hannah
RA: Jay Koski
CMC:

John Mark
RA: Angela Knickelbein
CMC: Sarah Roth

Jonathan
RA: Brianna Rowe
CMC: Dayna Schroeder

Luke
RA: Fred Watts
CMC:

Miriam
RA: James McKane
CMC:

Rebekah
RA: Emily Racey
CMC: Grace Stadler

Ruth
RA: Micah Penhallegon
CMC:

Sarah
RA: Bobby De Santis
CMC:

Silas
RA: Stephanie Johnston
CMC: Jenna Lipinski

Timothy
RA: Royden Pett
CMC:

RA – Resident Assistant
CMC – Campus Ministry Coordinator

STUDENT ORGANIZATIONS

CUAA has several registered student organizations that you can get connected to. Students are able to join academic, professional, social, and spiritual groups on campus. Current groups include:

Black Student Union
Circle K
Early Childhood Society
Life Team
Pre-Seminary Student Association of Ann Arbor
Spanish Club
Concordia Child Life Association
CUAA C.A.R.E.S
Haab School of Business Team
Pre-healthcare Professionals Club
Table Tennis Club

*If you do not find a group that appeals to you, we invite you to start a new group. To learn more about this process, you can contact the Treasurer of Student Senate who you will walk you through the application process.
Career Engagement exists to equip our students to discern and obtain work that is a calling, empowering them to steward their strengths for service to Christ in the Church and the world. The Career Engagement Studio will be a full-service career center to our undergraduate students, graduate students, alumni and employers.

Career Engagement strives to expand our exceptional services in areas of identifying God-given uniqueness, career/vocational exploration, and connecting students with workforce readiness and professional development opportunities. Moreover, Career Engagement is committed to helping all students and alumni assess key aspects of their design that will impact career choices; explore and reality test career options; make career decisions and develop action plans; prepare for their chosen career; make the college to career or grad school transition successfully; and, effectively induct into their first career destination as well as subsequent jobs. Additionally, the University has tasked Career Engagement on building culture that blends and strengthens academic and industry relations both in and out of the classroom. This vision will guide Career Engagement efforts to develop access and opportunity for our students to connect with and learn from alumni and potential employers in an intentional way. The success of these services in collaboration with other factors in the University, like committed faculty participation, will greatly impact our overall campus culture and perceptions for preparing our students confidently and positively for service to Christ in the Church and in the world.

Proverbs 3:6 - In all thy ways acknowledge him, and he shall direct thy paths.
Barb Walther is the Human Resource Generalist for CUAA’s campus. If you are looking for an on-campus job opportunity, she is the one who can help you out. Some on-campus job options include: Maintenance/Housekeeping, Zimmerman Library, Welcome Center, The Gallery, THE EGG, Admissions, Athletics, and many more. Please join us for our “Concordia Fest” which is held the Tuesday after school begins. This is a carnival event which has opportunities to find jobs, join clubs, and have a lot of fun!

We are happy to announce CUAA is now a Handshake University. Handshake is our online job board which lists local jobs and internships as well as jobs nationwide. Look for the Handshake link on my.cuaa.edu.

For further details please contact the Career Engagement Office.
It is the purpose of the Academic Resource Center (ARC) to offer FREE services, programs, and support which promote the development of students into independent learners and critical thinkers.

The ARC provides key academic support to Concordia students in the following areas:

- Tutoring – individual and/or group tutoring is available for many classes, especially for the general studies classes you will take during your time at Concordia.
- Writing help – writing consultants are available to assist you with all aspects of the writing process, online or in-person!
- Study groups – join an informal study community to prepare for exams and learn new concepts.
- Academic coaching – visit the ARC to pick up valuable tips on everything from how to take notes to reducing exam anxiety.
- Exam proctoring – if you miss an exam, you can schedule time to make it up.
- Disability support services – if you need accommodations due to a disability, make an appointment with the ARC to create a tailored plan that will be communicated with your instructors.
- Textbook and calculator borrowing – the ARC has textbooks and calculators available for use while working with a tutor.
- School supplies – free highlighters, pens, pencils, notebooks, binders, flash drives, and hand sanitizers are available to qualified students.
- Quiet and collaborative study spaces – you can reserve space in the ARC to work on projects or assignments with your classmates, or utilize the comfortable and quiet study space for studying.
- To make an appointment with a tutor or writing consultant or to check the study group meeting times, please contact the ARC by phone or by email.

**Know your sheep by name; carefully attend to your flocks**

*(Prov. 27:23 – The Message)*

ARC Concordia University Academic Resource Center  @ARCCUAA
The mission of the Student Success Office is to provide support, direction, and services designed to empower students and to connect them with the resources needed to achieve both academic and personal goals.

Our goal is to assist CUAA students as they
• become active, informed, and confident learners
• learn to manage themselves
• accept responsibility for their choices
• make positive contributions to the campus community

Student Success & Retention helps students achieve success through balancing lifestyle with academic requirements.

This approach addresses the needs of the whole student and encompasses the intellectual, emotional, physical, social and spiritual areas. The student success areas embrace balance, capability, critical thinking, emotional intelligence, goal setting, healthy relationships, motivation, and responsibility. CUAA and community resources are explored and provided to help the student address challenges.

Student Success & Retention is pleased to be a resource for current students.

Even though we are a small campus, it can sometimes be hard to figure out:
• how to do something
• who to ask if you have a question
• where to turn if you have a problem
• who to tell if you have a complaint

The office of Student Success & Retention is here to help! Located in the Academic Resource Center, we are eager to assist you however possible. You are welcome to drop in anytime. You can also call 734-995-7325 or email earl.schumake@cuaa.edu.
The Zimmerman Library provides print and electronic resources for our students, faculty and staff in the schools of: Business, Computer Science, Education, Music, Kinesiology, Family Life/Psychology, Liberal Arts, Medicine/Science, Nursing, Pre-Medicine/Science, and Pre-Seminary. The Library provides computer workstations on the main floor as well as wireless access on all three floors for laptop users and other electronic devices. The Library is also home to the Academic Resource Center (ARC) and the Computer Science Lab. Quiet study areas, group study rooms and areas for collaborative study are also available.

### Hours of Operation:

- **Monday - Thursday**: 8am-Midnight
- **Friday**: 8am-5pm
- **Saturday**: 8am-5pm
- **Sunday**: 2pm-Midnight

*(Holiday Hours will be announced as they approach)*

**Interlibrary Loan**: Concordia University has a partnership with libraries in Michigan and out of state to request books and articles our library does not own. Contact the Circulation Desk if you need help requesting an interlibrary loan.

**Resources**: Library materials generally are checked out for 3 weeks. Reserves and audio-visual items have a shorter check-out time. Items may be renewed once online or in person. Electronic resources may be accessed from the library’s web page. A Curriculum Library and Children’s Collection are maintained for our teacher education students.
The information technology department maintains all of the network and computing devices on campus. Our goal is to maintain a reliable network to enable a rich academic experience, and to provide support and guidance on the management of university technology.

**Personal Network Devices:** No personal routers, hubs, switches, or wireless access points are allowed in the resident halls as they can strongly interfere with normal network operations. If there are not enough network connections available in the resident hall room, please contact the IT office for assistance. The IT department will work to assist with additional network connections.

**Printing Changes:** Concordia is in the process of updating printing on campus, and all details are not yet known. With the new changes, students will be able to print from personal devices to most publically accessible printers on campus, making it more convenient and reliable. Students will also enjoy some other new capabilities.

**Please visit IT for help with any of the following:**
- Network accounts (username & password),
- Wireless Access (WiFi), Email, Printing,
- Basic help with software and technology concerns in general

Requests for help can be made online by visiting [http://helpspot.cuaa.edu](http://helpspot.cuaa.edu).
ATHLETICS

Fall Sports
- Men’s & Women’s Cross Country
- Men’s & Women’s Soccer
- Men’s Football
- Women’s Volleyball

Spring Sports
- Men’s Baseball
- Men’s & Women’s Outdoor Track & Field
- Women’s Softball
- Men’s & Women’s Lacrosse

Winter Sports
- Men’s and Women’s Basketball
- Men’s & Women’s Indoor Track & Field

Fall & Spring
- Men’s and Women’s Golf
- Men’s & Women’s Tennis

Year-Round
- Cheer
- Dance Team
- Men’s & Women’s Bowling

Match Locations:
Cardinal Stadium: Home to the Men’s Football team, Men’s/Women’s Soccer & Lacrosse teams.
Located across from campus (Geddes Rd) on the East side of Earhart Rd.

Concordia Field House: Home to the Women’s Volleyball, Men’s/Women’s Basketball teams.
Located on the West side of campus.

Visit: www.concordiacardinals.com or download Concordia athletics' app “Go Cardinals” to stay up to date with schedules and much more.

INTRAMURAL SPORTS

Intramural sports or intramurals are recreational sports organized within a particular institution, usually an educational institution. The term has historically been used to describe sports matches and contests that take place among teams from "within the walls" of an institution or area.

IM’s Offered: Basketball, Kickball, Spikeball, Softball, Flag Football, Volleyball

If you would like to learn more about Intramurals or how you can join please contact Cassidy Tirmenstein 734-995-7321 or email her at cassidy.tirmenstein@cuaa.edu.
Mailboxes:
Mailboxes are available for on-campus students, free of charge. All mail-including campus mail deliveries will be delivered to your mailbox, except for large packages. Packages that do not fit in your mailbox are held in the mailroom located in the basement of the Student Union. You will receive a notice – either in your mailbox or email, if you receive a package. Check both your mailbox and CUAA email frequently.

New students living on campus will receive an assigned mailbox key as a part of the Registration process.

All keys are issued for the duration of time you are a student here. You will keep your key from semester to semester and from year to year until you graduate as long as you are living on campus. When leaving CUAA as a student, or moving off campus, you must turn in your mailbox key as a part of the checkout process – with an RA or in the Student Life Office. At that time, you also must notify the mailroom of your forwarding address.

Failure to turn in your mailbox key will result in a $75 lost key fee assessed to your student account. Should your mailbox key be lost, a $75 replacement fee must be paid before a new key can be issued.

Note: Because Concordia is a “drop” location, the US Post Office cannot accommodate mail forwarding. When you graduate, be sure to notify everyone that sends you letters/bills/subscriptions/etc.

Mail Room Hours:
Monday-Friday:
9:00am-10:30am
11:00am-5:00pm

Addressing Mail:
Here is your Concordia address:
Your name, #___ (your mailbox number)
Concordia University
4090 Geddes Road
Ann Arbor, MI 48105

It is important that your mailbox number is included in the address. The absence of your mailbox number will delay the delivery of your mail.

TRANSPORTATION

Don’t have a car on campus? No worries, The Ride will take you anywhere for a low cost.

Find the bus schedule at: http://www.theride.org/routes.asp
Call: 734-973-6500 Route #3 Huron River $1.50 per ride

The Ride will take you to the following locations:
• (Downtown) Ann Arbor
• UM Central Campus
• UM North Campus
• The Link
• (Downtown) Ypsilanti
HIGHLIGHTS OF ANN ARBOR

Downtown Ann Arbor has so much to offer! Here are a few ideas:

- Ashley’s – sign up ahead of time for a free pizza on your birthday
- Bubble Island – a different sort of drink
- Cultivate – a quaint coffee shop in Depot Town, serving flavorful drinks
- Farmers’ Market – fresh veggies, fruit, flowers
- Fleetwood Diner – late night snacks
- Hands on Museum – fun for all ages
- Kerry Town – unique shops
- Law Quad – a beautiful place to relax
- Michigan Theatre – concerts and movies
- Museum of Natural History – has a planetarium with daily shows
- Nichols Arboretum (the Arb) – The Arb is a haven for students and visitors year-round. Open sunrise to sunset 7 days a week, it's home to the beautiful peony garden.
- Sava’s – locally-sourced eclectic cuisine. One of the largest & most vibrant restaurants in Ann Arbor
- Seva – vegetarian restaurant
  - Spin the “Cube” near the Michigan Union
- State Theatre – indie movies
  - Stroll downtown during Midnight Madness (two Fridays a year; summer/winter)
  - Stroll South University Ave – (Hit Pinball Pete’s on your way through)
- Ten Thousand Villages – non-profit store which sells free trade items from all over the world. Cool affordable jewelry, other artsy & affordable items
- The Original Cottage Inn Pizza – Grab a bite at Ann Arbor’s first restaurant ever to serve pizza
  - Walk the Diag – One of the liveliest places on U of M’s campus composed of many sidewalks, green grass, and various events
- Zingerman’s Deli – Pricy, but an excellent and unique experience

To learn more about what’s happening in Downtown Ann Arbor, visit this link: www.downtownAnnArbor.org
### WHERE TO GO NEARBY

**Pizza:**
- **Cottage Inn:** 2407 Washtenaw Ave 734.528.1515
- **Domino's:** 2601 Plymouth Rd 734.663.3333
- **Jet's:** 1749 Plymouth Rd 734.332.1300
- **Pizza Hut:** 3045 Carpenter Rd 734.971.6500

**Sandwiches:**
- **Jimmy John's:** 3365 Washtenaw Ave 734.477.0000
- **Panera Bread:** 3205 Washtenaw Ave 734.677.0400
- **Potbelly:** 3785 Washtenaw Ave 734.973.6201
- **Subway:** 3384 Washtenaw Ave 734.971.6148

**Fast Food:**
- **Burger King:** 4885 Washtenaw Ave 734.434.8994
- **Chipotle:** 3354 Washtenaw Ave 734.975.9912
- **McDonald's:** 3325 Washtenaw Ave 734.975.0466
- **Qdoba:** 3279 Washtenaw Ave 734.973.6393
- **Taco Bell:** 2655 Washtenaw Ave 734.434.8620
- **Wendy's:** 2735 Washtenaw Ave 734.434.9533

**International:**
- **Haifa Falafel:** 4585 Washtenaw Ave 734.274.6868
- **King Shing:** 2865 Carpenter Rd 734.971.8999
- **Taco King:** 2231 W Liberty St 734.352.2071

**Coffee Shops:**
- **Biggby Coffee:** 3980 Platt Rd 734.368.9384
- **Starbucks Coffee:** 3601 Washtenaw Ave 734.477.0478
- **Sweetwaters Coffee:** 3393 Plymouth Rd 734.327.6330

**ATMs:**
- **Flagstar:** Student Union (Nest) 800.642.0039
- **Chase:** 3500 Plymouth/Green 734.995.8090
- **PNC:** 2901 Plymouth Rd 734.995.7870

**Everything Stores:**
- **Meijer:** 3825 Carpenter Rd 734.677.7110
- **Target:** 3749 Carpenter Rd 734.975.4396

**Miscellaneous:**
- **Best Buy:** 3100 Lohr Rd 734.741.1357
- **Briarwood Mall:** 100 Briarwood Circle 734.761.9550
- **Walgreens:** 3255 Washtenaw Ave 734.975.2902
- **Rave Cinemas:** 4100 Carpenter Rd 734.973.8424
<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Address</th>
<th>Phone #</th>
<th>Discounts Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ann Arbor Regent Inn &amp; Suites</td>
<td>2455 Carpenter Rd Ann Arbor, MI 48108</td>
<td>734.973.6100</td>
<td>Shuttle Service Available to Concordia University</td>
</tr>
<tr>
<td>Comfort Inn &amp; Business Center</td>
<td>2376 Carpenter Rd Ann Arbor, MI 48108</td>
<td>734.477.9977</td>
<td>None</td>
</tr>
<tr>
<td>Days Inn</td>
<td>2380 Carpenter Rd Ann Arbor, MI 48108</td>
<td>734.971.0700</td>
<td>None</td>
</tr>
<tr>
<td>Hampton Inn North</td>
<td>2300 Green Rd Ann Arbor, MI 48105</td>
<td>734.996.4444</td>
<td>Inform them you are coming to CUAA.</td>
</tr>
<tr>
<td>Holiday Inn North - North Campus</td>
<td>3600 Plymouth Rd Ann Arbor, MI 48105</td>
<td>734.769.9800</td>
<td>Upon vacancy. Mention CUAA. $99 before tax.</td>
</tr>
<tr>
<td>Red Roof Inn</td>
<td>3621 Plymouth Rd Ann Arbor, MI 48105</td>
<td>734.996.5800</td>
<td>20% college discount. Use code 543905.</td>
</tr>
</tbody>
</table>

**CUAA AREA PERKS**

**Birthday Deals-Pastor Ryan recommends..**

**Northside Grill on Broadway** - free meal with ID (get the most expensive thing!) **WHERE:** Plymouth-Green Crossing Shopping Center! 
**WHO:** CUAA students, faculty, and staff! 
**At this time:**
- **Umi Sushi** – 10% discount w/CUAA ID 
- **Subway** – 15% discount w/CUAA CUAA ID 
- **Olga’s** - 10% w/CUAA ID 
- **Sweetwaters Coffee & Tea** – Watch for events & discounts for CUAA students 
- **ANYTIME FITNESS** - by showing CUAA ID: $7 off standard monthly dues; half off enrollment/security fee; able to use any of the similar ANYTIME FITNESS centers

**Pocket Points** - Pocket Points is an app that gives students rewards for not using their phones during class. Open the app on campus, lock your phone, & start gaining points. Points can be used locally & online for discounts, coupons, or gifts!

**Hooked App** - Hooked is an app, providing students with exclusive deals from restaurants around CUAA. Users can discover which restaurants have deals nearby & their expiration. To use the deal, tap "Use it Now" & show the cashier your phone.
CONCORDIA UNIVERSITY GUILD

YOU can still be present with your child while they are away from home:

“Send a little love.” The CONCORDIA UNIVERSITY GUILD is happy to help you “send a little love” to your favorite student, faculty, staff, administrator, or friend! Our project benefits the Concordia community. We maintain our scholarship fund and help with small projects around campus.

We offer four choices:

1. **Special Occasion Cakes** - (birthday, Valentine’s Day, making the team, etc.) Delicious home-baked cakes are delivered on their special day.

2. **Fruit Baskets** - a fresh assortment of fruit and juices any time of the year.

3. **Finals Survival Kit** - brain food to munch on while studying for exams.

4. A colorful **bouquet of balloons** for that special event.

To place an order, please fill out the online form and return it to us NOW! It will be held until the specified date. Please make the check payable to the CONCORDIA UNIVERSITY GUILD. Your message will be written on a card and delivered with your order.

Mail the form and check to:

Attn: Concordia University Guild, Sarah Sankey

4090 Geddes Rd

Ann Arbor, MI 48105

Thank you for your support of this project and allowing us to bring your greetings to your student.

Questions? Call Sarah Sankey 734-995-7428 or email sarah.sankey@cuaa.edu.

ALL ORDERS ARE PREFERRED RECEIVED NO LATER THAN TWO WEEKS BEFORE THE DELIVERY DATE. Online information & forms can be found at: [https://www.cuaa.edu/friends/community/guild.html](https://www.cuaa.edu/friends/community/guild.html)

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THE EGG

Concordia University’s spirit gear and apparel store, THE EGG, is your one stop shop for all your school clothing, spirit gear and accessories. Located in The Nest in the Student Union Building, our hours are Monday through Friday from 11am to 4pm. We carry all of your school and personal necessities from notebooks, pens, gum, and lanyards, to mugs, sweatshirts, t-shirts, hats and gloves. Fun and fashionable, at an affordable price, we have what you need.

**Contact us:** 734-995-7395

**Hours:** M-F: 11:00am-4:00pm; Sat-Sun: Closed

We now accept Credit Cards:
CAFETERIA

Location: Student Union
Phone: 734-995-7571

We now accept Credit Cards:

VISA  DISCOVER

Monday-Friday

Breakfast  7:30am-10:30am
Closed  10:30am-10:50am
Lunch  10:50am-1:30pm
Dinner  5:00pm-7:00pm

Saturday/Sunday

Brunch  10:30am-1:00pm
Dinner  4:30pm-6:00pm

In Times of Emergency
Refer to weekend hours

THE NEST

The Nest is located in the Student Union and serves as a second dining location on campus where Students have the chance to order meals, snacks and beverages with their meal plan and flex dollars. With lots of room for seating, studying, and entertainment, this location will be your favorite late night hang out spot.

Monday-Friday

9:30am - 4:00pm
Chapel Break from 10:30-10:50
7:00pm-11:30pm

Saturday/Sunday

7:00pm-11:30pm

MEAL PLAN OPTIONS

Residents

Platinum: 19 meals/week + $50 Flex Dollars/Semester
Gold: 15 meals/week + $75 Flex Dollars/Semester
Silver: 10 meals/week + $100 Flex Dollars/Semester
Block: 200 meals + $75 Flex Dollars/Semester

Commuters

Platinum: $364.00 for 75 meals
Gold: $261.00 for 50 meals
Silver: $159.00 for 25 meals

*Meals will expire at the end of each semester

Purchasing Details:
Residents: Meal plans are required for those living on-campus.
Commuters: Grab a form from the Student Life office, pay in the Billing office, then return completed forms to Student Life with the receipt for the prepaid meal plan.
<table>
<thead>
<tr>
<th>Event</th>
<th>Residential Hall</th>
<th>Food services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester Begins</td>
<td>First-time students arrive the Thursday before classes. Returning students arrive the Saturday before classes, unless otherwise instructed.</td>
<td>Available when Fall sport student-athletes and student leaders arrive; in full swing by Orientation weekend.</td>
</tr>
<tr>
<td>Fall Break</td>
<td>Open</td>
<td>Closes after dinner on the Wednesday of the last class before break.</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>Close at 5pm Wednesday except for students with approval from the Office of Student Life; reopen at 1pm Sunday.</td>
<td>Closes after lunch Wednesday; reopens for dinner Sunday.</td>
</tr>
<tr>
<td>Christmas Break</td>
<td>Close: 24 hours after a student's last exam, or 5pm Friday, whichever comes first</td>
<td>Closes after lunch Friday of exam week.</td>
</tr>
<tr>
<td>Winterim</td>
<td>Open for students involved in University programs who are living on campus during either the preceding or successive semester, starting at 1pm the Sunday before classes begin.</td>
<td>No food service plans are offered during Winterim; students are responsible for providing their own food. Students should consult Sodexo about alternative arrangements.</td>
</tr>
<tr>
<td>Spring Break</td>
<td>Close at 5 pm Friday except for students with approval from the Office of Student Life; reopen at 1pm the Sunday before classes resume.</td>
<td>Closes after dinner on Friday, reopens for dinner the Sunday before classes resume.</td>
</tr>
<tr>
<td>Easter Break</td>
<td>Open</td>
<td>Closes after lunch on Thursday; reopens for dinner Monday.</td>
</tr>
<tr>
<td>Summer Break</td>
<td>Close 24 hours after a student’s last exam, or 5pm Friday, whichever comes first, unless the student is participating in graduation, not simply attending, in which case 5pm on the day of graduation.</td>
<td>Closes at lunch on Friday, except catered events through the weekend.</td>
</tr>
</tbody>
</table>
Acceptable Use Policy: Downloading of copyrighted movies and music for which you have not paid nor have received consent for is ILLEGAL! It is also considered a violation of our acceptable use policy. You can view the acceptable use policy on the portal, as well as directly at this link: Acceptable Use Policy (http://www.cuw.edu/Navigation/aup.html). ALL students, faculty, and staff are held accountable to this policy.

IT will be increasing usage logging as well as restricting access to some applications, games and utilities which provide access to illegal download software over the internet. IT will certainly work with individuals or groups to keep our network working efficiently.

Individuals involved in ILLEGAL downloading will be identified and referred to the Student Conduct System. See the Code of Student Conduct (http://www.cuw.edu/consumerinformation/assets/Code%20of%20Student%20Conduct.pdf)

Alcohol: Students are expected to comply with all University, state and local laws.

• The University will consider ALL individuals found in a location where an alcoholic beverage or drug is present to be in possession of an alcoholic beverage/drug. This would include locations off campus.

• Any person who is encountered by Campus Safety and is suspected of having consumed alcohol will be subject to a Preliminary Breath Test (PBT) for the purpose of determining if alcohol has been used by the student. Any student who refuses to provide a PBT breath sample will be considered in violation of this alcohol policy.

• Beer pong tables, Beer bongs and other items that contain alcohol residue are prohibited.

• Public intoxication is prohibited.

Arrest Policy: Any student that is arrested by any law enforcement agency is required to inform the Dean of Students within 72 hours of their release. Students arrested may be subject to University disciplinary action when their conduct violates University standards.

Aromas: Any aroma of such intensity that it becomes apparent to others is prohibited.
Children on Campus: The University values family life, but the classroom and residence halls should not be used in lieu of a childcare provider. Students are prohibited from bringing their children to the campus. (This includes activities such as class, work, sports, etc.). The University also does not allow baby-sitters on campus for student’s children.

Exceptions:
- A student can bring their child to come watch their sporting event (not practice, but a game) as long as they’re supervised by an adult, and this is approved through their coach.
- A student can bring their child to watch their class presentation, art exhibit, etc. (Academic function) as long as they are supervised by an adult and this is approved by their instructor.

Laundry Rooms are only for resident students, the use of residence hall laundry rooms by nonresident students is prohibited.

Misuse of Documents: Forgery, alteration or misuse of any document, record, or an officially issued identification is prohibited.

Pets are not allowed in the residence halls with the exception of fish. The capacity of the fish tank cannot exceed 15 gallons.

Posting Policy: Information about posting of any kind on CUAA campus:
- [Contact Student Life Office 734-995-7409 with any questions]
- All postings must be approved: See Code of Student Conduct for complete policy.

The approved venues for posting anything on campus:
- The bulletin board by the west entrance of the Student Service Center
- The pillar outside of the President’s Office, at the east entrance to the NEST
- Residence Hall Common Area bulletin boards (The hall’s R.A. is responsible for these)
- The TV monitors throughout the campus (see IT for this)

NOTE: The non-TV postings must be approved by the Dean of Students or the Coordinator of Student Engagement, with a time/date stamp on them. The Student Life Office will assist with this process. This stamp signals their approval and when they are to be removed by the originator who must take them down. All other postings put up on campus will be a violation of the Code of Student Conduct.
Protocol for Campus Bonfires: A controlled fire will be permitted in the portable fire-pit stationed by the docks when the following conditions and procedural steps have been met:

1. The student hosting the event is a leader on a campus in some capacity (Team Captain, RA, CMC, SGA, Student Organization Leader, etc.). For questions about this, please speak to the Dean of Students.

2. Request for hosting a bonfire will be made with the Coordinator of Student Engagement (or her designee if not available). Prior notice must be made in these business hours: 9am- 4pm. This can be done through phone call (734-995-7409), stopping in the Student Life Office, or by email to the Coordinator of Student Engagement.

3. When notified, the Coordinator of Student Engagement will inform Campus Safety of the date and time that the fire will take place and of the student assuming leadership of the event.

4. The student leading the event will be required to check in (in person) with Campus Safety prior to starting the bonfire. Safety will confirm that the individual leading the event is present and may hold the students ID until the event has concluded.

5. Upon conclusion of the bonfire, the student leader is responsible for ensuring that fire has been properly extinguished and is responsible for notifying Campus Safety that the event has ended. Campus Safety will then respond to the site of the bonfire, confirm that the fire has been properly extinguished and that the area has been cleaned up.

6. Failure to follow any and all requirements above will be considered a violation of the Code of Student Conduct and will be dealt with accordingly.

Public Welcome: We encourage "community" members (non-students) on campus.

- Gathering can occur in common areas on campus (nest, egg, café, gym, events)
- All others at all other times and places: Must be accompanied by a CUAA student, staff or faculty member while on campus.

Theft: Theft/attempted theft of any kind, including seizing/receiving/concealing property with knowledge it has been stolen, is prohibited.

Tobacco/Smoking: Use of smoking materials is prohibited within all rooms and buildings and outside within 100 feet perimeter of any building.

Water Safety: Concordia is located on the banks of the Huron River. Even though the water may appear inviting during the spring, summer, and fall, there is a strong undercurrent created by the dam located just beyond the campus property. Students are not to attempt to swim in the river. In the winter, the river freezes over at times and the ice appears to be safe, but, because of the current, it is not. Therefore, students must not walk, ice-skate, sled, etc. on the river in the winter.
**Access**: Failure to give access to a resident hall room when requested to do so by a University official is prohibited.

**Cohabitation** by the **opposite sex** is prohibited.

**Furniture**: The following are prohibited:
- The arrangement of furniture and other items which restricts the efficient egress from a room
- The stacking of university furniture
- Having more than two beds bunked on one fixture
- Removing any university-issued furniture from a room
- The construction of any loft, partition or mounted shelves

There are several **Laundry Facilities** on campus. Ruth, Rebekah, John Mark, Barnabas, and Esther Residence Halls each have washers and dryers available twenty-four hours a day.

**Locked Out**: If you lock yourself out of your residence hall or room, call Campus Safety (734-358-1340) to gain access or ask your RA.

**Meal Plans**: All residents are required to have a Meal Plan. If you have special dietary needs, please contact the housing office (734-995-7419).

**Opposite Sex Visiting Hours**:
Sunday—Thursday: 8am—1am, Friday—Saturday: 8am-2am

**Overnight Guests**: Guests under the age of 18 must have written permission to stay in the residence hall. For liability and security purposes students are responsible for notifying the Resident Assistant of ANY overnight visitors and complete an emergency notification form. In addition, all overnight guests must register their vehicles at the reception desk in the Student Service Center. Remember, your guests must follow all rules as specified in the student handbook, and you are responsible for your guest and any resulting fines or charges for behavior or damages.

**Quiet Hours**:
Sunday—Thursday: 10pm—9am, Friday—Saturday: Midnight—9am

**Room/Hall Change**: Unauthorized room/hall changes are prohibited. Residents must receive official authorization to occupy or change rooms. Any student who occupies a room without prior written authorization will be considered in violation of this policy and may incur a fee and must return to original room.

**Windows**: Tampering with, blocking or opening windows that require tools to open is prohibited. Throwing or dropping items from any window is prohibited.

-Refer to the Student Code of Conduct for all policies-
Residential Life/Housing:

- Ruth, Rebekah, Esther, John Mark, and Barnabas Residence Halls each have washers and dryers available.
- Males and females may visit in each other’s residence hall common areas (CA) and rooms between the hours of 8:00am and 1:00am Sunday through Thursday or 8:00am and 2:00am Friday and Saturday.
- If you lock yourself out of your residence hall or room, call Campus Safety (734-358-1340) to gain access or ask your RA for help.
- Guests under the age of 18 must have written permission to stay in the residence hall. For liability and security purposes students are responsible for notifying the Resident Assistant of ANY overnight visitors and complete an emergency notification form. In addition, all overnight guests must register their vehicles with Campus Safety. Remember, your guests must follow all rules as specified in the Code of Conduct, and you are responsible for your guest and any resulting fines or charges for behavior or damages.
- For any repair in your room, first talk to the RA of your residence hall. He or she will direct you on next steps for submitting a maintenance request.
- All residents are required to have a meal plan. If you have special dietary needs, please contact the housing office (734-995-7461).

Classes/Instructors:

- Most classes are scheduled for about an hour on Mondays, Wednesdays, and Fridays. Tuesday and Thursday classes generally run an hour and a quarter. Night classes vary depending on number of credits.
- Professors’ office hours vary. They will be happy to let you know when they are available. Often, they post their hours on their office door. You are also often encouraged to email your professor to set up an appointment.
- College classes will be more difficult than your high school classes were. They will be faster paced and will require more studying, reading, and problem-solving outside of class. Don’t be surprised if you notice a slight drop in grades while adjusting to the new, more independent learning style.
- The instructors, tutors, and ARC are ready to help – just ask!
- Tutoring services are free. When you sign up for a difficult class, it’s a good idea to arrange for a tutor right away. That way your tutor can give feedback on your assignments and you won’t fall behind.
HELPFUL HINTS

General:

• Take your student ID card with you everywhere. It serves as your meal card, library card, and the key to your residence hall.

• Chapel is every Monday through Friday from 10:30 am to 10:55 am. No classes are held during this time. There is a different style of chapel each weekday. Some are contemporary, some are traditional, and some are different every week.

• Packages that are too big to fit in your campus mailbox will be held for you in the mailroom. The mailroom will notify you by a slip in your mailbox, or an email to let you know to stop by in the student union basement, by the loading dock, to collect your parcel. You must have your notification to receive your package!

• The Welcome Center hours are 8:30am to 5:00pm every weekday. The number is 734-995-7300. The operator will forward your call to any office on campus.

• One of the best ways to make the most of your college experience at CUAA is to get involved on campus. There are many student organizations that you can join (Refer to the Student Activities Page to see the complete, up-to-date list). If you do not find an activity on campus that suits you, start your own! Do you want to see a judo club? We welcome you to create one! Student Senate can help you start an official campus organization. You can also contact the treasurer of Student Senate to learn more.

• Keep an eye on your campus e-mail. Check it every day. That’s how faculty and staff will contact you. That’s also how you will receive news about events on campus. If you have any problems with your email, just stop in and talk to I.T. The I.T. office is located on the west end of the Library.

• Getting around Ann Arbor is easy. The Ann Arbor Transportation Authority (AATA) bus system has a stop on campus. Or, you could find a friend with a car. Ann Arbor is full of things to do (For a suggested list, please refer to “Highlights of Concordia,” in this guide)… go exploring in your free time!

Lost & Found:

• The campus Lost & Found is at the Welcome Center in the Student Service Center. If you are missing something, check there to see if it has been turned in. If you find something, please drop it off at the Welcome Center as well.
Like every campus, CUAA has words and terms that may be new to you. Here are some used regularly:

- **Academic Advisor**: Assigned faculty member in your program that helps you choose classes and build an academic plan
- **ARC**: Academic Resource Center—Located in the library, the ARC is the place to go for help with papers or tutoring
- **Black Box**: Located in the lower level of the Kreft Center. Used for plays and large events
- **CA**: Common area in your residence hall. Each CA has a kitchenette with a stove/oven & full size refrigerator with freezer
- **Chapel Point**: Area behind the Chapel with a great view
- **CIT**: Concordia Invitational Tournament; a basketball tournament involving Concordia Ann Arbor, Chicago, Nebraska, and Wisconsin. CUNE will host CIT in January 2017
- **Corky the Cardinal**: The school mascot often found at sporting events
- **Drop/Add**: To drop or add classes to your schedule. Students may drop/add via the student portal or through the Academic Office, depending on the week
- **Formal**: Spring Formal, an annual formal dance usually held off-campus
- **IMs**: Intramural Sports
- **IT**: Information Technology, located on the West end of the library
- **Kreft**: The common name for the Kreft Center for the Arts. Kreft is the home of the Kreft Art Gallery, Black Box, and some classrooms and faculty offices
- **Manor**: Mansion that is home to the Admissions Office and Office of Advance- ment
- **Nest**: The Cardinal’s Nest, a dining location for quick meals, snacks & beverages
- **Rummel Field**: CUAA’s practice track and soccer field, located across Geddes by the barn
- **RD**: Resident Director – There is a resident director on each side of campus. RDs are in charge of residence life
- **THE EGG**: THE EGG, spirit wear store on campus— located in the back corner of the Nest.
I'd like to add my personal welcome to all of the new CUAA Cardinals! Many exciting things are happening on the main campus of CUAA as well as at our ancillary North Building on Plymouth and Green in Ann Arbor.

The Concordia University NORTH BUILDING....

In 2016, CUAA opened a new university building, known as the North Building, two miles due north of the central campus at the corner of Plymouth and Green Roads in Ann Arbor.

The North Building is home to the following university educational programs:

- Athletic Training educational program
- Health and Human Performance educational program
- Athletic Training Rehabilitation Clinic
- School of Nursing

Shuttle service is available for students who need transportation to/from Central Campus to the North Building. Daily schedules vary and information can be obtained from the Student Life Office.

Enjoy your CUAA experience.... we thank God for you being with us.

Curt Gielow

Campus Chief Executive