NEW STUDENT ORIENTATION

#ITSTARTSWITHYOU #ITSTARTSWITHYOU

CONCORD U
This is the beginning of a new journey in your life, and no matter what your goals and aspirations are, the faculty and staff of Concord University are here to help you succeed. Some of you have declared a major. You know exactly what you want out of your time on “The Campus Beautiful.”

Some of you haven’t figured out where you fit in just yet, but let that uncertainty fuel your excitement. Concord University has a program of study to help you make your mark on the world, so explore your options and let our experienced faculty show you how to make the most of your education. After all, our success begins with you.

Dr. Kendra Boggess
Concord University President
### CALENDAR  Spring 2021

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 11, Monday, 4:00 pm</td>
<td>Last Day to Submit a Financial Aid or Academic Appeal for Spring 2021</td>
</tr>
<tr>
<td>January 12-15, Tuesday-Friday</td>
<td>New Student Registration by Appointment</td>
</tr>
<tr>
<td>January 18, Monday</td>
<td>Holiday – Martin Luther King, Jr. Day</td>
</tr>
<tr>
<td>January 19, Tuesday, 8:00 am</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>January 19-22, 4:00 pm</td>
<td>Schedule Changes (Add/Drop) without any Academic Penalty and Only Require the Signature of the Advisor</td>
</tr>
<tr>
<td>January 20, Wednesday, 8:00 am</td>
<td>Late Registration Fee Begins</td>
</tr>
<tr>
<td>January 22, Friday, 4:00 pm</td>
<td>Last Day to Pay Fees</td>
</tr>
<tr>
<td>January 22, Friday, 4:00 pm</td>
<td>Last Day for Changing Course Status to Audit “AU”</td>
</tr>
<tr>
<td>February 26, Friday, 4:00 pm</td>
<td>Last Day for Making Application for Undergraduate and Graduate May Graduation without Late Fees</td>
</tr>
<tr>
<td>March 10, Wednesday, 12:00 pm</td>
<td>Mid-Semester Reports of Grades Due</td>
</tr>
<tr>
<td>March 15-March 26</td>
<td>Advising for Course Selection, Summer &amp; Fall 2021 Semesters</td>
</tr>
<tr>
<td>March 19, Friday, 4:00pm</td>
<td>Last Day for Making Application for Undergraduate and Graduate July Graduation without Late Fees</td>
</tr>
<tr>
<td>March 22-March 26</td>
<td>Course Selection, Summer &amp; Fall 2021 Semesters</td>
</tr>
<tr>
<td>March 26, Friday, 4:00 pm</td>
<td>Last Day to Apply for Fall 2021 Professional Semester (Year-long Residency)</td>
</tr>
<tr>
<td>March 29-August 13</td>
<td>Transfer/Re-admit Advising for Summer &amp; Fall 2021 Semesters by Appointment</td>
</tr>
<tr>
<td>April 30, Friday</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>April 30, Friday, 4:00 pm</td>
<td>Last Day to Drop Courses with grade of “W” (Requires Signature of Advisor)</td>
</tr>
<tr>
<td>April 30, Friday, 4:00 pm</td>
<td>Last Day to Officially Withdraw from the University</td>
</tr>
<tr>
<td>May 3-7, Monday-Friday</td>
<td>Spring Semester Exams</td>
</tr>
<tr>
<td>May 8, Saturday</td>
<td>Commencement 10:00 am &amp; 2:00 pm</td>
</tr>
<tr>
<td>May 11, Tuesday, 12:00 pm</td>
<td>Final Grades are due in MyCU</td>
</tr>
<tr>
<td>June 30, Tuesday</td>
<td>Last Day for Refunding Room Reservation Fee for Students Who Will not be Resident Students</td>
</tr>
</tbody>
</table>

**PLEASE NOTE:**

All students who have pre-selected courses for Spring Semester must make payment by 4:00 pm, December 22, 2020. Students who have not paid by this date may be dropped from their pre-selected courses.

Registration for a class does not guarantee a student’s seat in that section. If a student does not attend the first class meeting, he or she may be dropped from the roll to provide room for other students.
To the newest members of our Mountain Lion Family:

We are pleased to welcome our new students to Concord University! One meaningful part of the college experience is the learning that comes from living with others in a residence hall setting. A good deal of adjustment occurs in the transition from high school to college and from home life to residence hall life, and even from freshman to sophomore year. Concord’s Residence Life Staff members are here to help you make personal, social, and academic adjustments in as healthy a way as possible, and to make your living experience both educational and enjoyable.

We believe a residence hall is more than a place to relax between classes. Ideally, it is a vibrant and active community, the center of student life. The residence life staff encourages you to develop an awareness of the many opportunities that this special living arrangement presents daily, and challenges you to utilize this setting to increase strength in citizenship and leadership.

All unmarried students (traditional age undergraduates) who have not received prior permission to commute are required to reside on campus in the University’s residence halls as long as space is available. Permission to commute is granted only to those students who will reside with their parent(s) or legal guardian(s) in their parents’ primary place of residence within a reasonable driving distance (45 minutes or less according to MapQuest or Google Maps) from Concord University. You can find the Room Reservation Form at www.concord.edu/residence-life, or through your MyCU Account.

Additionally, Off-Campus Exception/Commuter Request Forms may be obtained at the same places. For more information on our Residence Life Program go to our webpage at www.concord.edu/residence-life. There you can find information on our facilities and staff, as well as our policies and procedures within the residence halls. There are also links to lists of items you will need to bring with you (and also leave at home) to be successful in the residence halls. This page also provides links to meal plan selection, room dimensions, and various services provided within your residence hall.

If you have any questions or concerns that are not addressed on our webpage, or you would just rather have more personal interaction, feel free to contact us via email at housing@concord.edu or via telephone at 304-384-5231 and any of our staff will be happy to help you. We look forward to helping you have a successful college experience.

Sincerely,
Bill Fraley
Director of Residence Life
The initial evaluation of transfer credit will be completed on a course-by-course basis referencing the course title, course level, grade received, and/or supporting course descriptions. Courses required for the major, teaching field, area of emphasis, etc. may be initially accepted as elective credit by the Registrar’s Office but will be modified once written approval is granted by the appropriate department chair. It is the responsibility of the student to provide the necessary evaluation forms and documentation (Supporting catalog documentation and the course syllabus must be for the specific course at the time the course was completed.) to the department chair for the petition review.

Credit transferred to Concord University from an in-state institution will have an additional level of evaluation based upon the Core Coursework Transfer Agreement (CCTA) - see Registrar’s website for agreement details: http://www.concord.edu/academics/registrar

Students transferring credit from an out-of-state institution of higher education will be evaluated in a similar manner and the CCTA will serve as a reference document.

Any student denied specific course credit at the department level may petition the Provost of Concord University to request a final review at the institutional level. If the appeal for course credit from an in-state institution is not granted by the Provost, the student then has the right to appeal to the Joint Recommending Committee for Transfer and Articulation at the state level. Any in-state student wishing to utilize the final appeal process at the state level may contact the Registrar’s Office for additional information and forms (registrar@concord.edu or phone 304-384-5236 or 5237).
What is Required Reading?

Many colleges and universities have a required reading for all incoming freshmen and transfer students. The required reading serves several purposes, including: providing a shared experience for all first-time CU students, and establishing the expectation that you must read as a college student.

How Do I Get a Copy of the Book?

You may purchase this book at the CU Bookstore. New, Used, and Rental copies are available. You may also order your book via phone by calling 304-384-5314 or online at www.concord.bkstr.com. The Bookstore will also mail this book to you, if you choose. You may also choose to order this book from a website such as Amazon.com or another reputable source. Your local library may have a copy.

Why should I read the book and When?

The reading is required and is part of your UNIV 100 grade! We want you to begin college with a positive first experience, so please read the book and be prepared to discuss it in your UNIV 100 course. Discussion and possible assignment will take place as some point during the semester (instructor dependent). Begin college with good study habits: don’t wait until the last minute to start!

Mindset: The New Psychology of Success
By Carol S. Dweck, Ph.D.
ISBN: 978-0345472328
The Family Educational Rights and Privacy Act (FERPA) requires that the student authorize the University prior to release of any academic record information to a third party. Students may consent to disclose educational records to third parties at their discretion. Consent is limited to particular instances, as allowed by the student and by law. To facilitate the consent process, students may complete an electronic FERPA release, granting consent to third parties. Students are encouraged to sign FERPA releases in advance for individuals who may need on-going permission, including parents; spouses; legal dependents; employers; and third-party agencies that may need financial aid or grade information. Students may rescind consent or change the type of information to be released through the same process as permitting consent. To allow the release of information electronically, students should follow the steps below:

1. Go to the MyCU homepage; Click on FERPA Release button

2. Enter your MyCU information, as requested (Username & Password)

3. Complete the form, assigning a PIN number for the individuals to whom you are granting permission for release of your indicated university information. Click “Add User.”

4. Provide the PIN number to the person(s) to whom you are allowing information access.

PLEASE NOTE: Information will not be released to an authorized individual without the person knowing the PIN. This is for your protection.
From the Concord University

STUDENT ACCOUNTS OFFICE:

Important Information on Installment Plans

Concord University’s Student Accounts Office is available to assist students and their families in managing their financial obligation. Payments can be made at the Student Accounts Office during regular office hours either in person or by phone. Payments can also be made online by visiting the Student Accounts Office website and selecting Online Payments. Please have the student’s Concord ID number (774xxxxxx) available when making a payment.

The Student Accounts Office is pleased to offer an installment plan to help students and parents make their education affordable. Payments can be made in monthly installments for tuition, fees, room and board.

1. The initial installment payment must be equal to or greater than 25% of the account balance after application of all financial aid.

2. A one-time, non-refundable service fee of $50 will be added to the initial installment payment.

3. The monthly installment plan requires payments to be made July through October for the fall term and December through March for the spring term.

4. The amount of tuition, fees, room and board assessed is the amount you are obligated to pay. Changes to fees and/or financial aid awards after the initial payment will be reflected in the final payment.

5. Email reminders are sent each month to the student’s MyCU email account prior to the payment due date.

6. The Installment agreement is valid for only one semester. A new contract must be requested each semester. Payment plans should be requested by December 6th for the spring term.

Confirmation of Attendance

Students will receive email requests to confirm attendance from the Student Accounts Office through their MyCU email account. Financial aid will not be released until attendance is confirmed. Please refer to the billing instructions listed on the back of the student invoice/schedule for more information.
Books

Students expecting to receive a financial aid refund may purchase textbooks, in advance of receiving the refund, through the Campus Store. The Campus Store offers three options to purchase textbooks: new, used and rental. Any amount used towards books will be charged to the student’s account and paid when the financial aid awards are released. The advance is limited to $750. Students will receive an email from the Campus Store, approximately three weeks prior to the term start date, letting you know when you begin purchasing your textbooks based on your pending financial aid refund at www.concord.bkstr.com. Please refer to the billing instructions listed on the back of the student invoice/schedule for more information.

Financial Aid Refunds

Financial aid refunds are released on a daily basis, as the financial aid awards are posted to the student’s account at BankMobile. BankMobile will send you a notice when funds are received on your behalf and a second notice when those funds have been processed based on your individually selected refund method: ACH to an existing bank account or open a VIBE checking account with BankMobile. BankMobile will send you an enrollment kit, in a bright green envelope, prior to the start of the semester. Follow the instructions to make your refund selection. All students are encouraged to make a selection even if they are not currently expecting a financial aid refund. You just never know when a new or late award could create a refund.

Parking Decals

The Student Accounts Office distributes student parking decals. To register for a parking decal, please visit www.concord.edu/parking. You will receive an email confirming your request to your MyCU account. A second email will be received when the decal is available to be picked up; typically, within 15 minutes. Parking decals are $25 per semester and will automatically be added to your tuition account when the decal is requested.

From the Concord University

OFFICE OF FINANCIAL AID

ACCEPTING AWARDS

Scholarships and Grants:
• NO action required.
• Send copies of outside/private scholarship awards or checks to the Financial Aid Office.

Direct Subsidized/Unsubsidized Stafford Loans:
• Login in to your MyCU student portal
• Click “Financial Aid”, “Award”, “Award By Aid Year”, select year, and “Accept Award Offer”
• First-time borrowers must complete entrance counseling and sign a Master Promissory Note (MPN) at www.studentaid.gov  NOTE: Loans cannot be disbursed until 30 days into the semester.
Federal Work-Study (if awarded):
• Awarding does not guarantee a job. Available positions can be found at www.collegecentral.com/concord. After you secure a job and submit the employment forms necessary, your workstudy will be accepted.

Additional Resources
• Parent PLUS loan – Go to www.studentaid.gov and complete application (parent is borrower). Credit approval is required. If application is denied, an additional Direct Unsubsidized Stafford Loan will be offered to student.
Federal regulations require CU to establish and apply reasonable standards of satisfactory academic progress (SAP) for eligible students to receive financial assistance under the programs authorized by Title IV of the Higher Education Act. SAP is a federal student aid (FSA) eligibility requirement and is administered by the university in addition to the academic standards of performance required under the CU academic progress policy. The SAP policy is reviewed annually by the director of financial aid.

Students are evaluated at the end of every academic term. All students are evaluated on three standards: (1) grade point average (qualitative measure), (2) credit hour completion ratio (quantitative measure), and (3) maximum time frame. To maintain eligibility under SAP, students must meet all three standards.

**Standard 1: Grade Point Average (Qualitative Measure)**

Students must maintain a minimum qualitative measure of progress defined as the cumulative grade point average (GPA). The requirements are listed below:

- Students in undergraduate programs:

<table>
<thead>
<tr>
<th>Hours Earned</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-14</td>
<td>1.357</td>
</tr>
<tr>
<td>15-29</td>
<td>1.690</td>
</tr>
<tr>
<td>30-44</td>
<td>1.795</td>
</tr>
<tr>
<td>45-59</td>
<td>1.847</td>
</tr>
<tr>
<td>60-74</td>
<td>1.919</td>
</tr>
<tr>
<td>75-89</td>
<td>1.933</td>
</tr>
<tr>
<td>90-112</td>
<td>1.973</td>
</tr>
<tr>
<td>113+</td>
<td>2.000</td>
</tr>
</tbody>
</table>

- Students in graduate programs

must maintain an overall GPA of 3.0 or better. In addition, candidates must earn the minimum grade of “C” to successfully complete a course.

**Standard 2: Credit Hour Completion Ratio (Quantitative Measure)**

Students (either full-time or part-time) must maintain a minimum incremental progress (pace) by completing (earning) a percentage of all credit hours attempted. Progress is evaluated at the end of each term. All courses are used in the credit hour completion ratio including repeated, transferred, withdrawals and incompletes. **All students must successfully complete (earn) 67 percent of all cumulative credit hours attempted.**

**Standard 3: Maximum Time Frame**

Students must complete their degree program within 150 percent of the credit hour requirements for the degree. Students who are unable to complete their degree program within the time frame limitation will be ineligible for federal student aid. For students who change majors and have not completed the new program requirements but have reached the maximum time frame limit may submit a request to be re-evaluated on a case by case basis.

**Additional Degrees**

Students pursuing additional undergraduate degrees are required to maintain a 2.0 GPA and complete (earn) 67 percent of the remaining courses for the additional degree. Maximum time frame will be calculated based on 150 percent of the remaining requirements to complete the additional degree. Students pursuing additional graduate degrees are required to maintain a 3.0 GPA and must earn the minimum grade of “C” to successfully complete a course. Completion of 67 percent of hours attempted and 150 percent maximum time frame of the remaining courses for the additional degree is also required.

**SAP Notification**

Students are notified of the SAP policy via the CU academic catalog and website. All periods of enrollment at CU are calculated in SAP, including periods of enrollment during which a student did not receive federal student aid. Cumulative GPAs are calculated in accordance with CU academic policies. Students receiving federal student aid who do not meet minimum SAP requirements will be notified by mail and/or email by the Office of Financial Aid.

**Transfer Credits**

Transfer credits accepted toward the student’s degree program will be included when calculating the SAP credit hour completion ratio (in both completed [earned] and attempted hours) and the 150% maximum time frame. This includes credit for English as a Second Language (ESL) and remedial courses, if accepted toward the degree program.

**Remedial Courses**

Students may receive federal student aid for up to 30 credit hours of remedial coursework. If more remedial courses are required, credit hours taken will not be considered for determining the amount of
Repeated Courses
Students receiving federal student aid may repeat a course, as allowed under CU academic policy. Repeated courses will be included in the credit hour completion ratio calculation (in attempted hours) and the 150% maximum time frame requirements for SAP.

Incomplete Grades
Students receiving federal student aid may receive incomplete grades, as allowed under CU academic policy. Incomplete grades will be included in the credit hour completion ratio calculation (in attempted hours) and the 150% maximum time frame requirements for SAP. Zero quality points will be assigned, as stated in the academic catalog, for financial aid SAP determination until an earned grade is posted. If the student has an incomplete grade and is not meeting SAP, he/she may request another SAP review after posting of the earned grade.

Withdrawals
Students receiving federal student aid may withdraw from a course, as allowed under CU academic policy. Courses from which a student has withdrawn will be included in the credit hour completion ratio calculation (in attempted hours) and the 150% maximum time frame requirements for SAP.

Financial Aid Warning
Students who do not maintain SAP under this policy will initially be placed on financial aid warning and will be notified by mail, email or via MyCU of their status. While on financial aid warning, the student will be eligible to receive federal student aid for the next period of enrollment; an appeal is not required. Students on financial aid warning will be reviewed at the end of the next period of enrollment. If the student does not meet all conditions of SAP they will be ineligible for federal student aid.

Federal Student Aid Ineligibility
By statute, students who do not maintain SAP and students on financial aid warning who do not meet SAP requirements after the warning period are ineligible for federal student aid program funding. Students not eligible for federal aid will be notified by mail, email or via MyCU.

SAP Appeal Petition
Students ineligible for federal student aid program funding may appeal by completing the SAP appeal petition. The form is located on our web site at www.concord.edu/admissions/financial-aid under Forms and Applications. Requests for reinstatement of eligibility must be submitted to the appropriate CU Office by the deadline date listed on the form. Students may appeal their ineligibility under SAP if they were unable to maintain SAP as a direct result of hardship, injury or illness of the student, death of a relative, or other special circumstance. Per federal regulations, the student must include in the appeal why he/she failed to make SAP and what has changed that will allow the student to meet SAP at the next evaluation.

Completed SAP appeal petitions will be reviewed by the Concord University Appeals Committee. The Committee’s decision is the final determination. Students are notified of the committee’s decision in writing by the Office of Financial Aid.

If the appeal is approved, the student will have a probationary period of one semester during which he/she will receive federal student aid. If the appeal is not approved the student is responsible for paying college charges or can withdraw from classes.

Continued Financial Aid Probation
Students granted an approved appeal, may be given an academic plan. If at the end of the probationary period the student is not meeting the conditions of SAP but did meet the academic plan requirements, the student can appeal again submitting documentation of meeting the academic plan. At the end of the probationary period, if the student did not meet all conditions of SAP or requirements of the academic plan, the student is ineligible for federal student aid.

Reinstatement of Federal Student Aid
A student may be reinstated for federal student aid once they have successfully met all of the conditions of the financial aid SAP policy. Students on warning or probation have reinstatement of their federal student aid for one semester only. Sitting out a semester is not sufficient to re-establish eligibility for federal student aid.
Intramurals

Concord’s Intramural Program provides a great opportunity for those who do not have time or the abilities to play collegiate level sports to compete in organized leagues and events. Participating in Intramurals not only motivates participants to exercise through competition but helps develop and maintain a positive self image, stronger social interactive skills, enhanced physical fitness and mental health. Participants are more likely to develop and maintain healthy lifestyles that will last after graduation, and there is some evidence that participants do better academically. Sports include Beach Volleyball, Disc Golf, Flag Football, Dodgeball, Indoor Soccer, 5 on 5 Basketball, 7 on 7 Volleyball, Ultimate Frisbee, Cornhole, Muggle Quidditch, and more. The Intramural Program also helps conduct the Greek Games.

For scores, highlights, and other great information follow us at:

Facebook: Concord University Intramurals
Instagram: @cu_intramurals
Twitter: @CUIntramurals

Fitness Center

Concord’s Fitness Center is located in North Towers. Our Fitness Center offers Matrix Equipment, exercise mats, free weights, heavy bag, speed bag, medicine balls, kettle bells, a power lifting rack, and more. It is a great place to work out between classes with your friends. Concord also invites the community to use the Fitness Center free of charge. Students, faculty, staff, and community members may also use the football field, the tennis courts, our beautiful new outdoor track located in Callaghan Stadium and both gyms located in the Carter Center when these facilities are not being utilized by varsity sports teams.

Fitness Center Hours:

Sunday: 12:00 pm – 11:00 pm
Monday through Friday: 6:00 am – 11:00 pm
Saturday: 12:00 pm – 6:00 pm

Track & Gyms

Monday-Friday: 8:00 am – 2:00 pm; 6:00 pm – 10:00 pm
Saturday and Sunday: 10:00 am – 5:00 pm

For the most current information and announcements, follow us on Facebook at Concord University Recreation & Wellness.
Every student at Concord University has a faculty academic advisor. These are additional academic resources to help ensure student success.

Center for Academic and Career Development

The Center for Academic and Career Development at Concord University is a place for students to come for assistance with coursework, advising, financial aid, or other reasons. We are a one-stop-shop and are here to help! In fact, we LOVE to help students.

If you are struggling in one—or all—of your courses...The CACD has many resources to help you with your coursework, including:

- **Concord Essay Center**—see sidebar;
- **Khan Academy**—see sidebar;
- **Academic Coaching**—free one-on-one assistance with study skills, organized study groups, mentor program;
- **Success Skills** – access to resources to develop good academic habits.

The CACD collaborates with students individually to help define and achieve their academic, personal, and career goals.

Stop by the CACD office in the Student Center, Suite 1 (ground floor), call 304-384-6074, or email cacd@concord.edu. We would love to help you in any way we can!

Student Support Services

Student Support Services (SSS) is a federally-funded TRiO grant program that helps students meet the challenges of academic life. All TRiO programs have the same goals—to make college education more attainable and to increase the likelihood of a student’s success.

Each year the Concord SSS program serves and helps 200 qualified students with many things including (but not limited to) finding their way around campus, assigning a peer mentor, registering for classes, tutoring, counseling for academic or social problems, choosing a career, and helping with financial aid and financial literacy.

All participants must meet the qualifying criteria of either being first-generation, low income, or having a documented physical or learning disability. To apply for SSS you must completion an application. Apply online at [http://www.concord.edu/sss/application](http://www.concord.edu/sss/application).

The SSS staff desires to make sure that every one of our students has the support to successfully navigate college. Our goal is to provide academic and support services until graduation.

Stop by the SSS office in the Student Center, Room 202, call 304-384-6088, or email support@concord.edu!

Beckley students can check with the Beckley office (304-384-5614) or the ASC for resources.

Drop-In Tutoring

Our group of peer tutors are available to help with your classes! With both in-person and virtual options, the schedule is sent out via email and posted on the website at the beginning of the semester. No appointment needed!

Essay Center

Students can upload their papers for review to the Concord Essay Center. Our peer tutors provide feedback to help students improve their writing skills.

Khan Academy

A free online resource with thousands of videos with instruction on everything from arithmetic to physics, finance, and history and hundreds of skills to practice at your own pace. [www.khanacademy.org](http://www.khanacademy.org).

PARENTS - JOIN the CU REMIND.COM app to get important text message reminders!

Text @MyCU2025 to the number 81010
Public Safety Officers patrol all campus areas and buildings daily. Uniformed foot and vehicle patrols are utilized, and the University police vehicle is well marked for easy identification by all persons. All Public Safety Officers carry a handheld radio while on duty. The Concord University Office of Public Safety exists to help maintain the safety and welfare of all members of the University community. If students observe a suspicious incident or person, or are the victim of a crime, they should immediately notify Public Safety.

Emergency telephones are located behind Marsh Hall, Beasley Center, Parking Lot #19 and Parking Lot #13. Emergency telephones can be identified by the flashing blue light and will provide the user with a direct link to Public Safety or 911 at the press of a button. In case of an on-campus emergency, call 911.

From the Office of

PUBLIC SAFETY:

Rahall Technology Center
Non-Emergency Number 304-384-5357
Emergency Number: 911
cupd@concord.edu

EMERGENCY #’S

<table>
<thead>
<tr>
<th>Office/Department</th>
<th>Phone Number(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADA/504 Compliance Issues Office of Disability Services</td>
<td>304-384-6086</td>
</tr>
<tr>
<td>Athens Medical Center</td>
<td>304-384-7325</td>
</tr>
<tr>
<td>Athens Police</td>
<td>304-384-3525</td>
</tr>
<tr>
<td>Athens Fire Department</td>
<td>911/304-384-7333</td>
</tr>
<tr>
<td>Career Counseling</td>
<td>304-384-5325 or 304-384-6311</td>
</tr>
<tr>
<td>Concord University Counseling Center</td>
<td>304-384-5290 or 304-384-6087</td>
</tr>
<tr>
<td>Concord University Emergency Police Line</td>
<td>911</td>
</tr>
<tr>
<td>Concord University Office of Public Safety non-emergency</td>
<td>304-384-5357</td>
</tr>
<tr>
<td>Concord University Student Center</td>
<td>304-384-5310</td>
</tr>
<tr>
<td>Concord University Switchboard/Lost and Found/Information Desk</td>
<td>304-384-5246</td>
</tr>
<tr>
<td>County Emergency Dispatch</td>
<td>911</td>
</tr>
<tr>
<td>CVS Pharmacy</td>
<td>304-384-7851</td>
</tr>
<tr>
<td>Director of Housing and Residence Life</td>
<td>304-384-5231 (office); 304-384-4212 (home)</td>
</tr>
<tr>
<td>Mercer County Health Department Clinic</td>
<td>304-384-8851</td>
</tr>
<tr>
<td>Mercer County Sheriff</td>
<td>304-487-8362</td>
</tr>
<tr>
<td>Princeton Community Hospital</td>
<td>304-487-7000</td>
</tr>
<tr>
<td>S.A.F.E. (Victims’ Advocate)</td>
<td>304-324-7820; (Beeper): 304-320-2547</td>
</tr>
<tr>
<td>Sexual Assault Response Team</td>
<td>8:00 am – 4:30 pm; 304-384-5231; (Night Emergency) 304-384-5378</td>
</tr>
<tr>
<td>Southern Highlands Crisis Counseling Line</td>
<td>1-800-615-0122 or 304-425-0122</td>
</tr>
<tr>
<td>Suicide Hotline (Jed Foundation)</td>
<td>1-800-273-TALK (8255)</td>
</tr>
<tr>
<td>WV Poison Center</td>
<td>1-800-222-1222</td>
</tr>
<tr>
<td>WV State Fire Marshal</td>
<td>1-800-233-FIRE(3473) or 1-304-558-2191</td>
</tr>
<tr>
<td>WV State Police</td>
<td>304-425-2101</td>
</tr>
<tr>
<td>Women’s Resource Center</td>
<td>1-304-255-2559 (Confidential Reporting Resources)</td>
</tr>
</tbody>
</table>
Evacuation Procedures Structural Fires

- Know at least two escape routes.
- When exiting a room close the door behind you.
- If the hallway is filled with smoke, drop low to the ground, cover your nose and mouth with a damp cloth, if possible, and crawl quickly to the nearest exit. If the smoke is overwhelming or fills the entire hallway, return to and remain in your room, and follow the procedures in the section below this one.
- Pull the closest fire alarm on your way out.
- Never use the elevator during a fire alarm; always use the stairs.
- Only take personal items (e.g., cellphone, purses, etc.)
- Always ask someone requiring additional assistance how you can help before attempting any emergency evacuation assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.
- Walk calmly but quickly to the nearest emergency exit.
- Proceed to the designated Emergency Assembly Area as instructed by Emergency Personnel.
- Faculty in active classes conduct a headcount of students while in EAA.
- Never reenter a building for any reason; wait until you get the “all clear” from the CUPD, University staff member, (ie housing, maintenance, etc.) or fire department.
- If you are not able to get out due to thick smoke and fire, you will need to “shelter in place”
- If you are able, move to a room with an outside window.
- Call 911 if possible and let them know where you are trapped.
- Block the cracks around the door to prevent smoke from coming in.
- Stay by a window where rescuers can see you; rescue in large buildings may take some time.

Response to Active Shooter

- If in a room, lock down and collect information. If possible evacuate, if not, attempt to further secure the room and remain out of sight.
- If outside, move off campus and continue away from the threat and campus until you feel safe. Remain off campus until Emergency Personnel have advised you it is safe to return.
- Do not use your vehicle. This will result in a traffic jam, keeping you from getting off campus and slow Emergency Personnel’s response time.
- If you are in the immediate area, contact 911 with information, location, and if possible description of shooter, number of shooters, if more than one.
- Attend a Run, Hide, Fight Class for Active Shooter. Contact the University Police Department to schedule a class.

Shelter in Place Hazardous (HAZMAT) Release

- If advised to shelter for a HAZMAT incident, immediately seek shelter in nearest facility.
- Close and lock all windows, exterior doors, and any opening to the outside.
- If possible, move to an interior room above ground floor with fewest windows and vents.
- Do not leave the building until authorized by public safety officials.

Inclement Weather

- Refer to handbook for updated information about University policy relating to Inclement weather.

How You will be Notified CUAalert

- **Text Messaging.** Concord University faculty, staff and students may sign up via [http://sms.concord.edu](http://sms.concord.edu) to receive emergency notifications via text message.
- **E-mail.** An email will be sent out to all Concord email accounts. You can also sign up for an off campus email via the website [http://sms.concord.edu](http://sms.concord.edu).
- **Phone Call.** If you do not have text messaging on your phone the system will call you on your cellphone and read you the text message that went out. Signup is on [http://sms.concord.edu](http://sms.concord.edu).
- **Twitter.** Follow us on twitter as cualert.
- **Concord Home Page.** The home page ([www.concord.edu](http://www.concord.edu)) is updated immediately as information is available.
- **Residence Life.** University Residences have procedures for alerting people in individual halls via their resident assistants, phones, and signage.
- **Local Media.** The University works with the news media, radio, TV, newspapers, and Internet to help spread the word.

All emergencies: Call 911

Non-emergency: Call Campus Police - 1-304-384-5357
INSTRUCTIONS ON HOW TO SUBSCRIBE TO THE
CU EMERGENCY ALERT SYSTEM

Emergency Alert allows communication with the CU community in case of inclement weather delays/closings and other security and safety notices. If you have subscribed to the Emergency Alert System and you do not receive the test message, please contact the Technology Help Desk at 304-384-5291.

There are two ways to subscribe:

(1) Create an account by visiting http://sms.concord.edu/ with a web browser; or (2) send a text message to 79516 containing the message cualert and the channels you wish to subscribe to. The channel definitions are emerg Police Emergency, other Police non-emergency, and schedule for changes to the Universities hours. An example text to subscribe to all the channels would be “cualert emerg other schedule” without the quotes. If you subscribe via the website you have additional options available to you including adding a personal email. Please note the information posted to the SMS service is also sent to your MyCU email and to our alert twitter feed (@cualert). Please note while Concord does not charge for this service you are still bound by your contract with your cellphone provider regarding the receipt of SMS/Text messages.

As noted on the Emergency Alert System website, “In an effort to increase safety and security on our campus, Concord University encourages everyone to register for instant text message alerts. Alerts will only be used for security and safety notices. All students, faculty, and staff are eligible to receive text message alerts on their cell phones or email alerts.”

If you wish to discontinue this service you may do so by sending a text to 79516 with the text of “OPTOUT” without the quotes.

Contact the CU Technology Help Desk at 304-384-5291 for more information. The Emergency Alert System is provided as a free service to our Concord University community.
MEAL PLAN OPTIONS

On Campus Options
Residential students may choose from any of the three meal plan options below. Each meal plan comes with meal swipes that can be used in Libby Alvis Dining Hall and Flex Dollars that can be used at all dining locations!

- The Mountain Lion: 19 meals/week + Flex/semester
- The Concord: 12 meals/week + Flex/semester
- The Athens: 7 meals/week + Flex/semester

Students have a set number of meals for the Dining Hall and a set amount of Flex Dollars for use at the food court. The number of meals a student has each week resets every Thursday morning.

Off Campus Options
Commuter students may purchase any of the three block meal plans to be used in Libby Alvis Dining Hall and/or any amount of Flex Dollars for use in the Dining Hall and Food Court. Simply swipe your Student ID at the register when you visit the dining hall!

- 60 block meals
- 40 block meals
- 20 block meals

Flex Dollars represent a declining balance of money that is loaded to your Student ID Card. In this way, your Student ID Card acts as a debit card. Also, when you pay with Flex Dollars, you don't pay tax! Flex Dollars and block meal plans may be purchased at any time during the school year. Prices and times are subject to change.

Hours of Operation
Libby Alvis Dining Hall:
Monday – Friday:
- Breakfast 7:15 am - 9:30 am
- Continental 9:30 am - 10:30 am
- Lunch 11:00 am - 1:30 pm
- Light Lunch 1:30 pm - 3:30 pm
- Dinner (Sun-Thu) 4:00 pm - 7:00 pm
- Dinner (Friday) 4:00 pm - 6:00 pm
Saturday:
- Brunch 10:30 am - 1:30 pm
- Dinner 4:00 pm - 5:30 pm
Sunday:
- Brunch 10:30 am - 1:30 pm
- Dinner 4:00 pm - 7:00 pm

Wingspan:
- Monday – Thursday: 11:00 am - 7:00 pm
- Friday: 11:00 am - 4:00 pm

Subway:
- Monday – Friday: 7:30 am -10:30 pm
- Saturday: 5:00 pm - 10:00 pm
- Sunday: 5:00 pm -10:30 pm

Beasley Café (Starbucks):
- Monday – Thursday: 7:30 am -10:00 pm
- Friday: 7:30 am - 1:30 pm

Dining Highlights
www.concord.campusdish.com
The Concord Dining website is a great resource to answer any of your questions. Daily menus for the Libby Alvis Dining Hall are provided online, as well as the nutritional information for all menu items.

Mobile Nutrition App Available for your phone!! Search Campusdish in your app store!

Also, check out our website for dining news and events, information on how to eat well, sustainability, and our catering department. Always stay informed!

Questions?
Please direct all questions about the pricing of residential meal plans to the Concord University Business Office:
Phone: 304-384-5212
Monday – Friday 8:30 am-3:30 pm

All other questions about dining can be directed to:
Randy Keaton
Food Service Director – Concord Dining
Phone: 304–384-5433
Email: keaton-randy@aramark.com
Student Center – Second Floor

Always stay connected with us on Instagram!
@concorddining

Concord University
Advisor Faculty member who assists students in selecting classes for each academic term and is a resource for questions of all kinds

Appeal Request by student for reevaluation of academic or financial status; approval not guaranteed

CACD Center for Academic & Career Development; Student assistance with coursework, advising, and financial aid

Bachelor of Arts Four-year degree that usually requires core courses in a variety of subject areas and may require a foreign language

Bachelor of Science Four-year degree that requires more intensive math and science courses but does not usually require a foreign language

Blue Book A small blank notebook required for many written exams (can be purchased in the Campus Store)

Progression Sheet List of courses required for a major; used to keep track of a student’s academic progress

Blackboard Online resource used by instructors and students to post class materials and hold online courses

Clickers Remotes used to answer questions in some classes so that everyone can participate in the lecture.

Commuter Student who does not live on campus

Corequisite Course that must be taken during the same term as another; often linked for registration purposes

Course Schedule List of courses offered each semester, including times, locations, instructors, etc.

Credit Hours The number of hours earned for completing a course

CRN Course Reference Number; a five-digit code assigned to each section of each class, used to identify and register for classes

Cumulative GPA Average of all grades from all semesters

Dean Highest ranking academic officer in academic or student affairs area

Dean’s List Awarded each semester to full-time students who earn a 3.5 GPA or higher with no incompletes or withdrawals

Elective Optional class; may not count toward major requirements but most likely will count toward hours for graduation

FAFSA Free Application for Federal Student Aid; must be completed each year in order to receive financial aid; helps the government determine how much aid a student is eligible to receive

FERPA Family Educational Rights and Privacy Act; form that allows a student to choose who can receive his or her academic and financial information

Four-Year Plan Outline of the classes a student plans to take in order to graduate

Full-Time 12 or more credit hours in a semester

General Education Curriculum Designed to ensure that students develop a foundation of skills that incorporates coursework from across the disciplines

“I” Incomplete; a temporary grade given to students who do not complete the assigned work for a class; must have contracted with the instructor to complete the work by a specific date

Internship Work experience often related to an academic area of interest; can be paid or unpaid.

Minor Area of emphasis outside the major; typically 15-18 credit hours of coursework
MTWRF Monday, Tuesday, Wednesday, Thursday, Friday; how the days of the week are indicated on the Schedule of Courses

Plagiarism Using someone else’s work without properly citing them; carries serious consequences

Prerequisite Course that must be completed before another class; Ex: ENGL 101 must be completed before enrollment in ENGL 102

Probation Academic probation is a warning for students who fall below a 2.0 GPA; financial aid probation is a warning for students who fall below certain grade and course completion requirements set by that office

Progression Sheet List of courses required for a major; used to keep track of a student’s academic progress

RA Resident assistant; an upperclassman who lives in the residence for students living in the hall

RD Residence Director; manages residence hall and staff

Registrar Office that deals with all student records, such as transcripts, and with all registration policies and procedures

Scantron A sheet often used to take multiple choice exams; can be purchased at the Campus Store

SGA Student Government Association; serves as a voice for students on campus

Suspension Academic suspension is removal from courses for one academic year for not meeting academic standards; financial aid suspension is removal from financial aid for a period of time based on requirements set by that office

Towers Residential Complex; two connected residence halls

Tutoring Free; academic assistance for students in specific subjects

“W” Shows up on a transcript when a student drops a class after the first week of classes; okay to get a few but not make a pattern of it

Work Study part of a financial aid award; on-campus work that can be used to help pay tuition