

**CIU** | Columbia  
International  
University

**ONLINE BUSINESS PROGRAMS  
NEW STUDENT ORIENTATION**

2017-2018



# WELCOME TO CIU

Welcome to CIU Online!

Whether you study here face to face or join our university as an online student, we want to extend a warm welcome to you as a member of the CIU community!

While you may not live close enough to CIU to “stop by” in person, we want you to know that we are “here” to answer any questions you may have! Simply touch the help tab in the lower left hand corner of your Canvas home page.

“See” you online!

**Dr. Brian S. Simmons**

*Associate Provost for Online Studies*

## STUDENT CHECKLISTS

- Review and accept Financial Aid
- Register for classes
- Purchase textbooks
- Start using CIU email account
- Read CIU Student Handbook
- Visit CIU eCampus to find courses



# ACADEMIC CALENDAR

## FALL 2017

- August 22 Classes Begin, Payment Due
- August 28 Last Day to Drop/Add Classes
- September 4 Labor Day
- October 12-13 Fall Break
- November 3-4 Homecoming
- November 22-24 Thanksgiving Break
- December 8 Semester Ends  
Commencement Ceremony

## SPRING 2018

- January 8 Classes Begin, Payment Due
- January 15 Martin Luther King Jr. Day
- January 16 Last Day to Drop/Add Classes
- March 1 Summer Registration Opens
- March 5-9 Spring Break
- April 1 Fall Registration Opens
- April 27 Semester Ends
- April 28 Commencement Ceremony

# ACADEMICS

## YOUR ACADEMICS

 [my.ciu.edu/academics](https://my.ciu.edu/academics)

- Access advisor information
- View available courses, add/drop courses
- View degree audit
- View grades and GPA projection
- Apply for graduation
- Request official transcript

## ADVISOR

You are assigned an advisor according to your program preference. CIU's academic advising program is intended to foster developmental relationships between you and your advisor as you progress toward your academic, spiritual and vocational goals.

## REGISTRAR

 (803) 807-5059

 [registrar@ciu.edu](mailto:registrar@ciu.edu)

The Registrar's Office provides quality and efficient educational support to CIU students, alumni, faculty, and staff and preserves the integrity, confidentiality and security of academic records.

### Services

- Supports students and departments during registration
- Schedules classrooms for courses and academic events
- Records and reports enrollment and final grades
- Certifies attendance
- Issues transcripts
- Verifies graduation and degrees



## ONLINE BOOKSTORE

 [bookstore.ciu.edu](https://bookstore.ciu.edu)

CIU's online Bookstore offers you access to high-quality, low-cost course materials. Browse new, used, rental, eBook, and marketplace options with free shipping on orders over \$49. Sell back your books through the marketplace at any time.

## FINANCIAL AID

(803) 807-5036

finaid@ciu.edu

The Financial Aid Office helps you secure the funds necessary to pursue your educational goals through the administration and implementation of federal, state, and institutional financial assistance programs.

### Financial Aid Reminders

- Submit the Free Application for Federal Student Aid (FAFSA) each year at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) for the Financial Aid Office to award grants, loans, and need-based scholarships.
- **CIU FAFSA school code = 003429.**

### Eligibility Requirements

- You must be enrolled full time (9 credit hours) in a degree-seeking program to be eligible for grants.
- Federal loans require a student to be enrolled in a degree-seeking program. A change in enrollment status after funds are disbursed may require repayment of all or a portion of your award.



## STUDENT ACCOUNTING

(803) 807-5016

ciuaccounting@ciu.edu

Student Accounting offers students and authorized users support in meeting their financial obligations.

### Paying Your Bill

- Settlement of all semester charges is due by midnight on the first day of each semester.
- An email notification will be sent to your official CIU email account when the bill is available to view and/or pay on [my.ciu.edu](http://my.ciu.edu). The bill includes the amount due as well as anticipated loans, grants, or other financial assistance.
- Pay your bill or set up a payment plan online at [my.ciu.edu](http://my.ciu.edu).

### Payment Plan

- Payment plans are available for the Fall and Spring semesters, breaking each semester into monthly payments with no interest. A new payment plan must be set up each Fall and Spring semester by midnight on the first day of the semester.
- To enroll in a payment plan, log in to [my.ciu.edu](http://my.ciu.edu), select "Finances" and then "Go to CASHNet."

### Excess Funds

- If you are eligible for excess funds, Direct Deposit is required. Submit your bank information on [my.ciu.edu](http://my.ciu.edu). Log in and select "Student Accounting," "My Student Account Info," and complete the "Direct Deposit" form before classes begin.
- If you need a book voucher from your excess funds to purchase books prior to classes starting, contact Student Accounting.

# CAMPUS

## LIBRARY

(803) 807-5109

library@ciu.edu

The library has over 100,000 books, media items, and print journals. Through our partnership with PASCAL, you can access over 120 databases (many of which contain full text access to thousands of articles) and 250,000 ebooks.

The Online Studies Library Support Services home page provides resources to assist you in finding, retrieving, and evaluating information that will support online coursework. To access the Online Studies Library Support Services page go to [my.ciu.edu](http://my.ciu.edu), click on the Library link at the top of the page, and select Online Studies from the menu options. You can access this page directly at [libguides.ciu.edu/online](http://libguides.ciu.edu/online).



The screenshot shows the CIU website with the following elements:

- Top navigation bar: HOME ABOUT HOURS HELP
- Secondary navigation: COLUMBIA INTERNATIONAL UNIVERSITY / LIBGUIDES G. ALLEN FLEECE LIBRARY / HOME
- Page title: G. Allen Fleece Library: Home
- Search bar: Enter Search Words Search
- Left sidebar: Home, Faculty & Staff Home, HR News, Employee Directory, HE Calendar, Links, Bulletin Boards, CIU Alert
- Main content area: HR NEWS, Welcome and Farewell, Farewell and prayers to:, Welcome new employees:
- Right sidebar: Ask Us (Chat), Ask Us (Question Form), Reserve a Librarian or Tutor, Reserve a Study Room, Call Us: 803-807-5109, TODAY'S HOURS: Library 10am - 5pm, Acad Success Cent. Closed, Bible Ebooks, Word Study Resources, How to Search, Research Process, Ebooks (How to Use), Citations
- Library services grid: Catalog, Library Account Login, Interlibrary Loan, E-Reserves, Course Print Reserves, Library Guides, Databases, Find Full-Text Journals, Online Students, Faculty, Library Resources, Copyright

## ACADEMIC SUCCESS CENTER

(803) 807-5611

academicsuccess@ciu.edu

The Academic Success Center (ASC) provides accommodations for students with disabilities based on individual needs, administers the College-Level Examination Program (CLEP), and has tutors available for all students to aid in study skills, time management, test preparation, writing and course assignments.

## HEALTH SERVICES

(803) 807-5056

sally.kennedy@mailbox.ciu.edu

### Health Insurance

You are required to have health insurance coverage under the federal government's health care law (the Patient Protection and Affordable Care Act), and are responsible to secure your own coverage.

Coverage is available for U.S. citizens at [www.HealthCare.gov](http://www.HealthCare.gov) and non-U.S. citizens at [www.InternationalStudentInsurance.com](http://www.InternationalStudentInsurance.com).

## CAREER SERVICES

(803) 807-5076

careerservices@ciu.edu

Career Services is your resource to help with employment while a student at CIU and for assistance in entering your career after graduation.


### Services

- Identifying interests, values and strengths
- Writing a strong resume and cover letters
- Developing interviewing skills
- Learning the best networking methods
- Utilizing resources to identify internship opportunities
- Job searching skills and job fair resources
- Hosts CIU JobBoard (online resource for all student worker positions, internships, national and international job opportunities)



# SERVICES

## COMPUTERS & TECHNOLOGY

 (803) 807-5199

Wireless internet is available in every building on campus. Residence halls have wired outlets in the rooms for physical connections if necessary.

### MyCIU

 [my.ciu.edu](http://my.ciu.edu)

MyCIU is the student's portal into administrative and financial functions such as review of course schedules, add/drop courses, viewing grades, or viewing your CIU account activity.

### Username & Password

Your username and password was sent to you from the Admissions Office when you applied. Your username is your preferred [firstname.lastname]. If you forget your password, enter your username on the my.ciu.edu log in, select "I forgot my password," and complete the security questions or contact the Admissions Office at (803) 807-5024.

### CIU Email Account

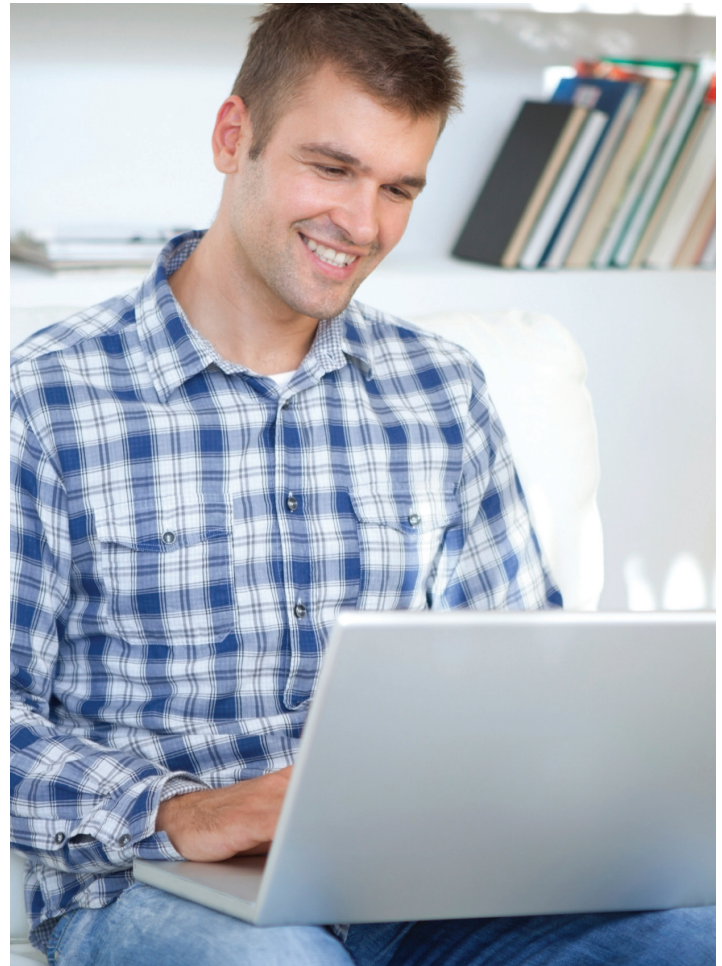
 [mail.google.com](http://mail.google.com)

The Registrar's Office will notify you of your CIU email account activation. All incoming students have a CIU email account through Gmail. All official correspondence from CIU will be sent to your CIU email account.

Access your email at [mail.google.com](http://mail.google.com). This will take you to a Gmail log in page. Enter your entire email address [firstname.lastname@mailbox.ciu.edu] to log in. If you forgot your password, select "Need help?" and follow the prompts. For additional assistance, contact IT at (803) 807-5199.

### Student IDs

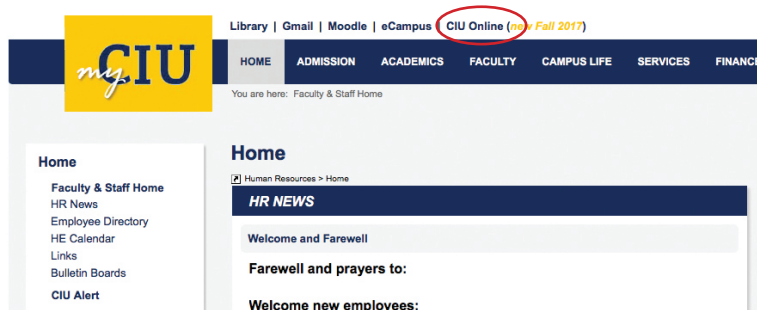
Student IDs are an important part of campus life. Your Student ID allows you to check out books from the library, print from CIU printers, use your meal plan in the cafeteria, spend Ram Bucks in the Ram Shack and access the Residence Halls. Replacement IDs can be printed in the library and cost \$10 for everyone.



### Course Access

Please access your online course sites via the **CIU Online** link after logging in to my.ciu.edu. Great news! Students have **24/7 Canvas technical support!** Just call **(844) 805-2219** at any time once classes have begun.

Interested in some of Canvas' features? [Click here](#) to view a video overview of the Canvas environment or check out the [Canvas Student Guide](#), which includes answers to most frequently asked questions about using the software.



The screenshot shows the top navigation bar of the CIU website. The navigation menu includes: Library | Gmail | Moodle | eCampus | **CIU Online (new Fall 2017)** | HOME | ADMISSION | ACADEMICS | FACULTY | CAMPUS LIFE | SERVICES | FINANCE. Below the navigation bar, the page content is divided into two columns. The left column is titled "Home" and lists links: Faculty & Staff Home, HR News, Employee Directory, HE Calendar, Links, Bulletin Boards, and CIU Alert. The right column is also titled "Home" and shows a breadcrumb trail: Human Resources > Home. Below the breadcrumb, there is a section for "HR NEWS" with the text "Welcome and Farewell" and "Farewell and prayers to:" followed by a blank space. At the bottom of the right column, it says "Welcome new employees:".



## PHONE NUMBERS

Admissions .....	(800) 777-2227
Career Services .....	(803) 807-5076
Disability Services.....	(803) 807-5611
Financial Aid .....	(803) 807-5036
Health Services .....	(803) 807-5056
Registrar .....	(803) 807-5059
Residence Life .....	(803) 807-5485
Student Accounting .....	(803) 807-5016
Student Life.....	(803) 807-5234
Security.....	(803) 513-3967
Technology Issues .....	(803) 807-5199

## WEBSITES

Academic Catalog .....	<a href="http://ciu.edu/catalog">ciu.edu/catalog</a>
Campus Life .....	<a href="http://ciu.edu/campuslife">ciu.edu/campuslife</a>
Career Services .....	<a href="http://ciu.edu/careerservices">ciu.edu/careerservices</a>
Disability Services.....	<a href="http://ciu.edu/disabilityservices">ciu.edu/disabilityservices</a>
Financial Aid .....	<a href="http://ciu.edu/finaid">ciu.edu/finaid</a>
Health Services .....	<a href="http://ciu.edu/healthservices">ciu.edu/healthservices</a>
Library .....	<a href="http://library.ciu.edu">library.ciu.edu</a>
Online Bookstore .....	<a href="http://bookstore.ciu.edu">bookstore.ciu.edu</a>
Registrar .....	<a href="http://my.ciu.edu/academics">my.ciu.edu/academics</a>
Residence Life .....	<a href="http://my.ciu.edu/residencelife">my.ciu.edu/residencelife</a>
Security.....	<a href="http://ciu.edu/security">ciu.edu/security</a>
Student Accounting .....	<a href="http://my.ciu.edu/ics/finances">my.ciu.edu/ics/finances</a>
Technology Issues .....	<a href="http://my.ciu.edu/itsupport">my.ciu.edu/itsupport</a>
Tuition & Fees.....	<a href="http://ciu.edu/tuitionandfees">ciu.edu/tuitionandfees</a>

# RESIDENTIAL CAMPUS MAP



**1. Administration Building**

- Accounting
- Admissions
- Financial Aid
- Human Resources
- President's Office
- Registrar

**2. Fisher Building**

- Classrooms
- Dean - Arts & Sciences
- Dean - Intercultural Studies
- Faculty Offices

**3. Alumni Center**

- Alumni
- Development

**4. Prayer Towers**

**5. Shortess Chapel**

**6. Physical Plant**

**7. East Hall**

**8. Memorial Hall**

- Health Services
- Residence Life

**9. Cassels Hall**

**10. Pine View Apartments**

**11. Pine View Community Center**

**12. Rossi Student Center**

- Cafeteria
- Career Services
- Post Office
- Ram Shack
- Student Life

**13. Sessions Field**

**14. Lake and Hiking Trails**

**15. Ridderhof Building**

- Classrooms
- Computer Lab
- Faculty Offices
- Hoke Auditorium
- Security

**16. G. Allen Fleece Library**

- Academic Success Center
- IT Help Desk

**17. Walker Hall**

**18. Founders Hall**

**19. Petty Hall**

**20. Moore Fitness Center**

**21. McQuilkin Building**




- Classrooms
- Marketing
- Pamplin Auditorium

**22. Schuster Building**

- Classrooms
- Dean - Counseling, Seminary
- Dean - Education
- Faculty Offices



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-  [ciu.edu](http://ciu.edu)
-  (800) 777-2227
-  [yesciu@ciu.edu](mailto:yesciu@ciu.edu)

**#DiscoverCIU**