

CIU | Columbia
International
University

GRADUATE & SEMINARY ORIENTATION



2016-2017

WELCOME TO CIU

Congratulations on your acceptance to Columbia International University! We are happy to have you join us this semester. This booklet is meant to serve as a guide as you prepare for your classes at CIU and contains information about academics, campus life, campus safety, support services and more.

If you have questions about CIU, being a student or living in Columbia, or if you just don't know who to turn to - call, email, or stop by the Student Life Office.

Looking forward to knowing Him and making Him known with you,

Rick Swift
Dean of Student Life

STUDENT CHECKLISTS

- Complete FAFSA, review and accept Financial Aid
- Register for classes
- Purchase textbooks
- Pay bill or set up a payment plan
- Start using CIU email account
- Read CIU Student Handbook

On-Campus Students

- Submit Pre-Registration Medical Form
- Get Parking Decal

Online Students

- Visit CIU eCampus to find courses





ACADEMIC CALENDAR

FALL 2016

August 22	Main Campus, Virtual Session 1 Classes Begin, Payment Due
August 26	Last Day to Drop Virtual Session 1 Classes
August 29	Last Day to Drop/Add Semester Classes
September 5	Labor Day
September 14	Prayer Day
October 13-14	Fall Break/Virtual Session 1 Classes End
October 17	Virtual Session 2 Classes Begin
October 25	Prayer Day
November 4-5	Homecoming
November 15	Prayer Day
November 23-25	Thanksgiving Break
December 9	Semester Ends, Commencement Ceremony

SPRING 2017

January 9	Main Campus, Virtual Session 1 Classes Begin, Payment Due
January 16	Martin Luther King Jr. Day
January 17	Last Day to Drop/Add Classes
January 25	Prayer Day
February 23	Prayer Day
March 3	Virtual Session 1 Ends
March 5	Summer Registration Opens
March 6	Virtual Session 2 Begins
March 6-10	Spring Break
March 28	Prayer Day
April 1	Fall Registration Opens
April 28	Semester Ends
April 29	Commencement Ceremony

ACADEMICS

YOUR ACADEMICS

 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
- View unofficial transcript
- Complete FERPA form (Permission for responsible party to access student account information)

ADVISOR

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

REGISTRAR

 Administration Building

 (803) 807-5059  registrar@ciu.edu

The Registrar's Office seeks to provide 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

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

📍 2nd Floor Administration Building
☎ (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 for the Financial Aid Office to award grants, loans, and need-based scholarships.
- **CIU FAFSA school code = 003429.**

Important Dates

- **October 1 – 2017/2018** FAFSA is available
- **March 15** – CIU Donor Scholarship Deadline

Eligibility Requirements

- You must be enrolled full-time (9 credit hours) in a degree-seeking program to receive CIU scholarships and 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

📍 1st Floor Administration Building
☎ (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. The bill includes the amount due as well as anticipated scholarships, loans, grants, or other financial assistance.
- Pay your bill or set up a payment plan online at 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, select “Student Accounting,” and “Sign up for a Payment Plan.”

Excess Funds

- If you are eligible for excess funds, Direct Deposit is required. Submit your bank information on 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

STUDENT LIFE

- 📍 Lower Level Rossi Student Center
- ☎ (803) 807-5234 ✉ bstevens@ciu.edu

Student Life provides programs, services and leadership opportunities that enrich the student experience, foster personal and spiritual growth, promote civic responsibility, embrace differences, and connect students to the campus and the community.



Student Organizations

- **African American Student Association**
- **International Student Association**
- **Married Student Association**
- **Mu Kappa** - Missionary and third-culture kids
- **Student Government Association**
- **Student Mission Connection**
- **Student Union** - Facilitates campus social events
- **Grad Life Council** - Specific events and support for graduate students

Student Clubs

- **Adventure Club**
- **Ambassador Choir**
- **CIU Players** - Student theatre
- **Image Bearers** - Performance and drama
- **Military Veterans Fellowship**
- **Wives Fellowship**

Student Publications

- **Credo** - Publication pursuing truth in community
- **The Finial** - Yearbook
- **The Rambler** - Newspaper



LIBRARY

- 📍 G. Allen Fleece 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 library also provides study resources such as photocopiers, study rooms, private work stations, laptops and headphones.



MOORE FITNESS CENTER

- ☎ (803) 807-5249 ✉ jbrooker@ciu.edu

The Moore Fitness Center has a full range of amenities that include free weights, cardiovascular room, indoor gym, and locker room with showers.

PINE VIEW APARTMENTS

☎ (803) 834-4452 ✉ pineview@ciu.edu

Pine View Apartments offer on-campus housing options with efficiency, one, two, and three bedroom apartments. The apartments also include a clubhouse with game rooms, outdoor grills, and porch with rocking chairs and beautiful views.

Visit pineview.ciu.edu for rates, floor plans, and photos.



POST OFFICE

📍 Lower Level Rossi Student Center
☎ (803) 807-5251 ✉ jhayes@ciu.edu

CIU operates a full-service post office. Students attending the Columbia campus are assigned a post office box for receiving mail. To get your box number and combination, log in to my.ciu.edu, select the "Residence Life" tab, and "My post office box."

CIU Resident Address Format

Name
CIU Box # ____
7435 Monticello Road
Columbia, SC 29203



CAMPUS

CAFETERIA

- 📍 Upper Level Rossi Student Center
- ☎️ (803) 807-5276

The [Cafeteria](#) offers breakfast, lunch, and dinner with a variety of stations.

Meal Plans

- Commuter students have 25, 50, or 75 meals/semester options and can be purchased at the Cafeteria office.
- Meals may also be purchased by you or your family members at the student rate. Contact the [Cafeteria](#) for current pricing.

Ram Shack

- 📍 Lower Level Rossi Student Center
- ☎️ (803) 807-5263

The Ram Shack offers coffee, pizza, chicken wings, a variety of snacks and college essentials like school supplies and CIU merchandise.

Flex Dollars

Flex Dollars may be added to your ID card to be used in the Cafeteria and Ram Shack. Flex Dollars do not expire and can be added at the Cafeteria office or online at ciu.pconline.net. For every \$10 purchased, \$11 is added to your account.

SECURITY

- 📍 Ridderhof
- ☎️ (803) 513-3967 ✉️ bregister@ciu.edu

The Campus Security Department patrols the campus 24 hours a day, 7 days a week ensuring the safety of the campus. Campus Security locks and unlocks facilities, enforces parking and traffic regulations, and reports all criminal activity, emergencies, and safety issues to the appropriate officials.

Parking

Parking regulations are enforced to provide safety, convenience, and adequate parking for all CIU community members.

Certain parking spaces are designated and reserved for separate campus groups. Designated parking spaces are marked with paint at the rear of the space and/or with a sign. Undesignated (not marked) parking spaces are available for use by any CIU community member.

Vehicle Registration & Decal

Students are required to register all vehicles driven/parked on campus within the first week of classes.

Registration: Log in to my.ciu.edu and go to the "Student Life" tab to register your vehicle online.

Cost: \$40/year or \$25/semester

Decal: Pick up your decal in the Student Life Office located in the lower level of Rossi Student Center.

Free Guest Parking Passes are available from Campus Security for campus visitors and members of the CIU community using a vehicle on campus for two weeks or less.

CIU Alert

CIU Alert is CIU's emergency alert system, where you can receive alerts via text, email, or both. The alerts include emergency notifications such as tornado warnings, building fires, lockdowns, or weather related school closings. To register for CIU Alert, log in to my.ciu.edu and go to the home tab.



ACADEMIC SUCCESS CENTER

- 📍 2nd Floor of G. Allen Fleece Library
- ☎ (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

- 📍 Memorial Hall
- ☎ (803) 807-5056 ✉ skennedy@ciu.edu

Health Services provides nursing assessment and recommendations, referrals, over-the-counter medication, screening, and weekly doctor's appointments Monday-Friday in the Spring and Fall semesters when classes are in session.

Health Reminders

- Complete the [Pre-Registration Medical Requirements Form](#) and submit it to Health Services with proof of health insurance coverage before starting classes.
- Keep a copy of your health insurance card in case medical care is needed.

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 and non-U.S. citizens at www.InternationalStudentInsurance.com.

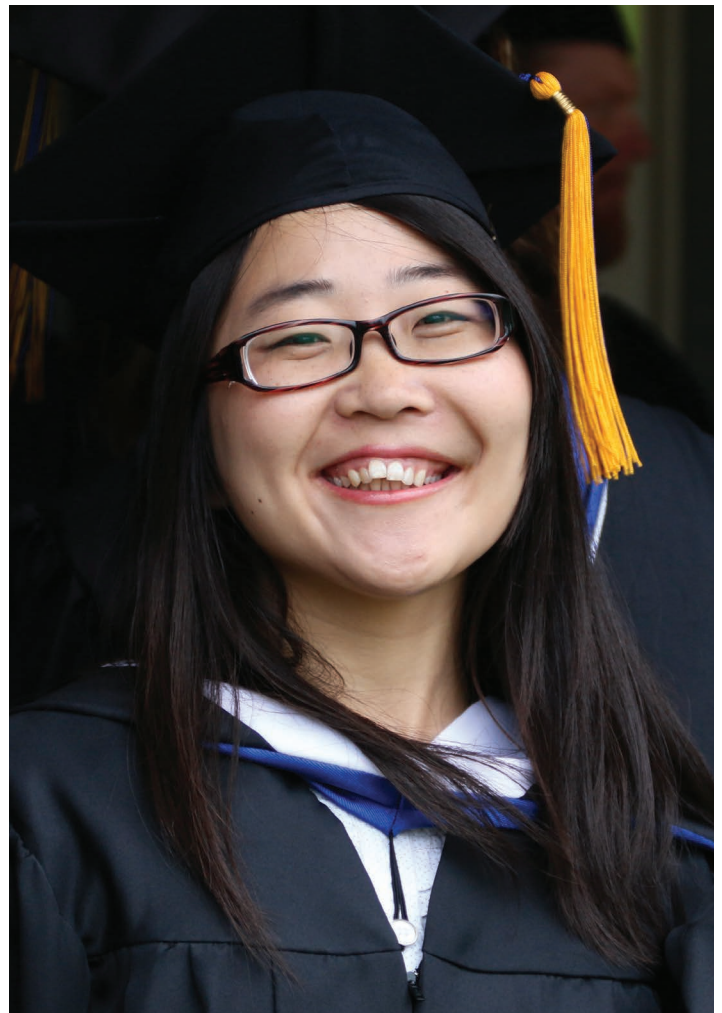
CAREER SERVICES

- 📍 Lower Level Rossi Student Center
- ☎ (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

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

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. 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 Computer Lab

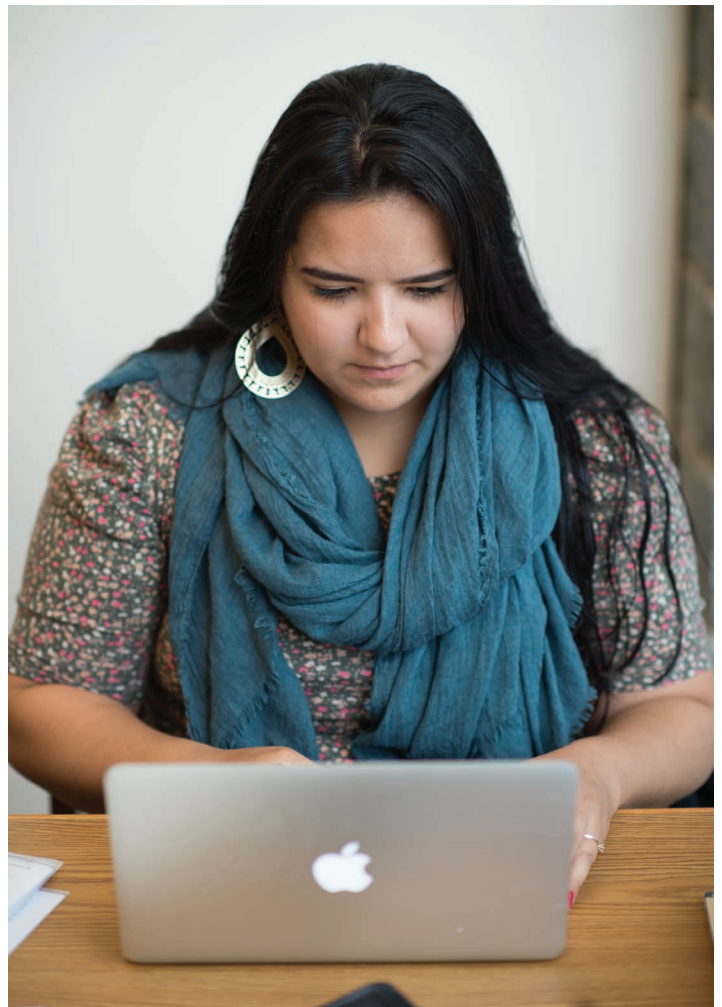
 Ridderhof

 (803) 807-5147

The computer lab facilitates educational assignments of CIU students currently enrolled at the University by providing you with the tools that will assist you in getting the most out of your time at CIU.

Printing

Each semester, you will receive \$20 of printing credit. You can refill your printing account at a self-service kiosk in the SCC. The SCC computers have access to Black & White (\$0.05/page) and Color (\$0.25/page) printers, or you can print wirelessly from any internet-connected device to any of the Lab printers.



DISCOVER COLUMBIA

Places to Go

Columbia Museum of Art

 www.columbiamuseum.org

The museum houses a mix of both old and new art, with impressive traveling exhibits.

Frankie's Fun Park

 www.frankiesfunpark.com

Frankie's features go-carts, laser tag, mini-golf, batting cages, and a whole lot more.

Riverbanks Zoo & Botanical Gardens

 www.riverbanks.org

Riverbanks is an award-winning zoo and a must see for anyone visiting Columbia.

The Statehouse

The Statehouse is the hub of South Carolina politics. To take a free tour call (803) 734-2430.

Shopping & Restaurants

Harbison/Columbiana Centre

 www.columbianacentre.com

Harbison Boulevard is an oasis of shopping, restaurants and movie theaters. The Columbiana Centre Mall features dozens of stores.

Congaree Vista

 www.vistacolumbia.com

The Vista is Columbia's shopping, arts, dining and entertainment district. Located along and above the Congaree River up to South Carolina's Statehouse in a beautiful and historic area.

Five Points

 www.fivepointscolumbia.com

Five Points is an alternative shopping and dining district near the University of South Carolina.

PHONE NUMBERS

Admissions	(803) 807-5024
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	ciu.edu/catalog
Campus Life	ciu.edu/campuslife
Career Services	ciu.edu/careerservices
Disability Services.....	ciu.edu/disabilityservices
Financial Aid	ciu.edu/finaid
Health Services	ciu.edu/healthservices
Library	library.ciu.edu
Online Bookstore	bookstore.ciu.edu
Registrar	my.ciu.edu/academics
Residence Life	my.ciu.edu/residencelife
Security.....	ciu.edu/security
Student Accounting ...	my.ciu.edu/studentaccounting
Technology Issues	my.ciu.edu/itsupport
Tuition & Fees.....	ciu.edu/tuitionandfees

CAMPUS MAP



1. Administration Building

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

2. Fisher Building

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

3. Alumni Relations

4. Prayer Towers

5. Shortess Chapel

6. Physical Plant

7. East Residence Hall

8. Memorial Residence Hall

- Health Services
- Residence Life

9. West Residence Hall

10. Pine View Apartments

11. Rossi Student Center

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

12. Sessions Soccer Field

13. Lake and Hiking Trails

14. Ridderhof Building

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

15. G. Allen Fleece Library

- Academic Success Center

16. Walker Residence Hall

17. Founders Residence Hall

18. Petty Residence Hall

19. Moore Fitness Center

20. McQuilkin Building

- Classrooms
- Marketing
- Pamplin Auditorium

21. Schuster Building

- Classrooms
- Dean - Counseling
- Dean - Education
- Dean - Seminary



CIU | Columbia
International
University

Educating from a Biblical Worldview

 www.ciu.edu

 (800) 777-2227, ext. 5024

 yesciu@ciu.edu

#DiscoverCIU