

**CIU** | Columbia  
International  
University

# GRADUATE & SEMINARY ORIENTATION



2018-2019



# 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
- Set up Tree of Life bookstore account
- 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 Online to find courses







# ACADEMIC CALENDAR

## FALL 2018

- August 27 Semester Begins (Fall Semester, Virtual Session 1)
- August 31 Last day to Add/Drop classes for Virtual Session 1
- September 3 Labor Day
- September 4 Last day to drop/add classes for Fall Semester
- September 19 Prayer Day
- October 18-19 Fall Break for Residential Students
- October 19 Virtual Session 1 ends
- October 22 Virtual Session 2 Begins
- October 26 Last day to Add/Drop classes for Virtual Session 2
- October 30 Prayer Day
- November 1 Spring Registration Opens
- November 2-3 Homecoming
- November 13 Prayer Day
- November 21-23 Thanksgiving Break; CIU Closed Thursday and Friday
- December 14 Semester Ends (Fall Semester, Virtual Session 2)  
Commencement Ceremony

## SPRING 2019

- January 14 Semester Begins (Spring Semester, Virtual Session 1)
- January 18 Last day to Add/Drop classes for Virtual Session 1
- January 21 Martin Luther King, Jr. Day
- January 22 Last day to drop/add classes for Spring Semester
- February 6 Prayer Day
- February 28 Prayer Day
- March 1 Summer Registration Opens
- March 8 Virtual Session 1 Ends
- March 11 Virtual Session 2 Begins
- March 11-15 Spring Break for Residential Students
- March 15 Last day to Add/Drop classes for Virtual Session 2 and
- April 1 Fall Registration Opens
- April 2 Prayer Day
- April 19 Good Friday
- May 3 Semester Ends (Spring Semester, Virtual Session 2)
- May 4 Commencement Ceremonies

## SUMMER 2019

- May 6 Semester Begins (Summer Semester, Virtual Session 1)
- May 10 Last day to Add/Drop for Virtual Session 1
- May 27 Memorial Day
- June 28 Virtual Session 1 ends
- July 1 Virtual Session 2 Begins
- July 4 Independence Day
- July 5 Last Day to Add/Drop for Virtual Session 2
- July 21 Last Day to apply for Graduation
- August 23 Semester Ends (Summer Semester, Virtual Session 2)

# 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
- 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](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

 [ciu.treeoflifebooks.com](https://ciu.treeoflifebooks.com)

Textbooks are available to purchase or rent through Tree of Life Bookstore. Books will be delivered to your home prior to your course beginning. If you prefer, you may opt out of Tree of Life services and purchase your books from another provider.



## FINANCIAL AID

- 📍 2nd Floor Administration Building
- 📞 (803) 807-5036 ✉️ [finaid@ciu.edu](mailto: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.**

### Important Dates

- **October 1 – 2019/2020** FAFSA is available
- **March 15** – CIU Donor Scholarship Deadline

### Eligibility Requirements

- You must be enrolled full time in a degree-seeking program to receive CIU scholarships and grants.
- Federal loans require a student to be enrolled at least half time 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](mailto: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 scholarships, 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.





# CAMPUS

## STUDENT LIFE

- 📍 Lower Level Rossi Student Center
- 📞 (803) 807-5234 ✉️ [studentlife@ciu.edu](mailto:studentlife@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 Thespians** - Student theatre
- **Military Veterans Fellowship**
- **Wives Fellowship**

### Student Publications

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



## LIBRARY

- 📍 G. Allen Fleece Library
- 📞 (803) 807-5109 ✉️ [library@ciu.edu](mailto: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 ✉️ [jud.brooker@ciu.edu](mailto:jud.brooker@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](mailto: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](http://pineview.ciu.edu) for rates, floor plans and photos.



## POST OFFICE

📍 Lower Level Rossi Student Center  
📞 (803) 807-5251    ✉️ [jw.hayes@ciu.edu](mailto:jw.hayes@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](http://my.ciu.edu), select the "Residence Life" tab, and "My post office box." The post office operates under limited hours, refer to [my.ciu.edu](http://my.ciu.edu) for hours of operation.

### CIU Resident Address Format

Name  
CIU Box #\_\_\_\_  
7435 Monticello Road  
Columbia, SC 29203






# CAMPUS

## CAFETERIA

 Upper Level Rossi Student Center

 (803) 807-5280

 [ciu.hallmarkdining.com](http://ciu.hallmarkdining.com)

The Cafeteria offers continuous service from 7am through 7pm daily Monday through Friday.

- Traditional Hot Breakfast is available from 7am – 10am
- Continental Breakfast from 10am-11am
- Traditional Hot Lunch 11am-1:30pm
- Lite Lunch 1:30pm-5pm
- Dinner 5pm – 7pm

### Meal Plans

- Commuter students are welcome to purchase Declining Balance Dollars that are added to the student ID for use in the dining room. Declining Balance Dollars (DB) can be purchased in any amount with a minimum of \$25. A 10% bonus will be added to your account as additional savings. The Dining Service website will have the ability to re-load your card at your convenience at any time. Additionally, you are welcome to add DB to your account at any time through the cashier in the Dining Room.
- Family members are also welcome to purchase DB for your account through the convenience of our website at [ciu.hallmarkdining.com](http://ciu.hallmarkdining.com) Meals at the Dining Room are priced at \$4.50 for Breakfast; 5.00 for Lunch and \$5.50 for dinner. Come and enjoy the community of the Dining Room and all of the wonderful selection of foods that have been prepared for you!

### Tree of Life Bookstore

 Lower Level Rossi Student Center

 [ciu.treeoflifebooks.com](http://ciu.treeoflifebooks.com)

 (803) 807-5290

The Tree of Life Bookstore offers a variety of snacks and general merchandise including college essentials like school supplies and CIU gear.

## SECURITY

 Ridderhof

 (803) 807-5555  [security@ciu.edu](mailto:security@ciu.edu)

The Campus Security Department patrols the campus 24 hours a day, seven 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/or reserved for select campus visitors. Reserved parking spaces will be marked with appropriate signage or a traffic cone. Campus parking is first come, first serve.

For more information on parking regulations, see “Campus Parking and Driving Regulations” on the Campus Life page of MyCIU.

### 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](http://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 notification system, providing urgent information via text message, email or both. Messages may include information on severe weather, lockdowns, or fires. To opt-out of this service go to [my.ciu.edu](http://my.ciu.edu) and select “CIU Alert” on the home page.



## ACADEMIC SUCCESS CENTER

- 📍 2nd Floor of G. Allen Fleece Library
- 📞 (803) 807-5611 ✉️ academicsuccess@ciu.edu

The Academic Success Center (ASC) is all about your success.

Our services:

- Accommodations for students with disabilities
- Test proctoring
  - Including College-Level Examination Program (CLEP) exams
- Tutoring for all CIU students

## HEALTH SERVICES

- 📍 Memorial Hall
- 📞 (803) 807-5056 ✉️ sally.kennedy@ciu.edu

Health Services provides nursing assessment and recommendations, referrals, over-the-counter medication, screening, and weekly doctor's appointments to enrolled students Monday 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](http://www.HealthCare.gov) and non-U.S. citizens at [www.InternationalStudentInsurance.com](http://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](https://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](https://my.ciu.edu) log in, select "I forgot my password," and complete the security questions or contact RamTech at (803) 807-5199 or visit [RamTech.ciu.edu](https://RamTech.ciu.edu) and submit an e-ticket.

### CIU Email Account

 [mail.google.com](https://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](https://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, and use your meal plan in the cafeteria. Replacement IDs can be printed in the library and cost \$10 for everyone.

### Student Computer Labs

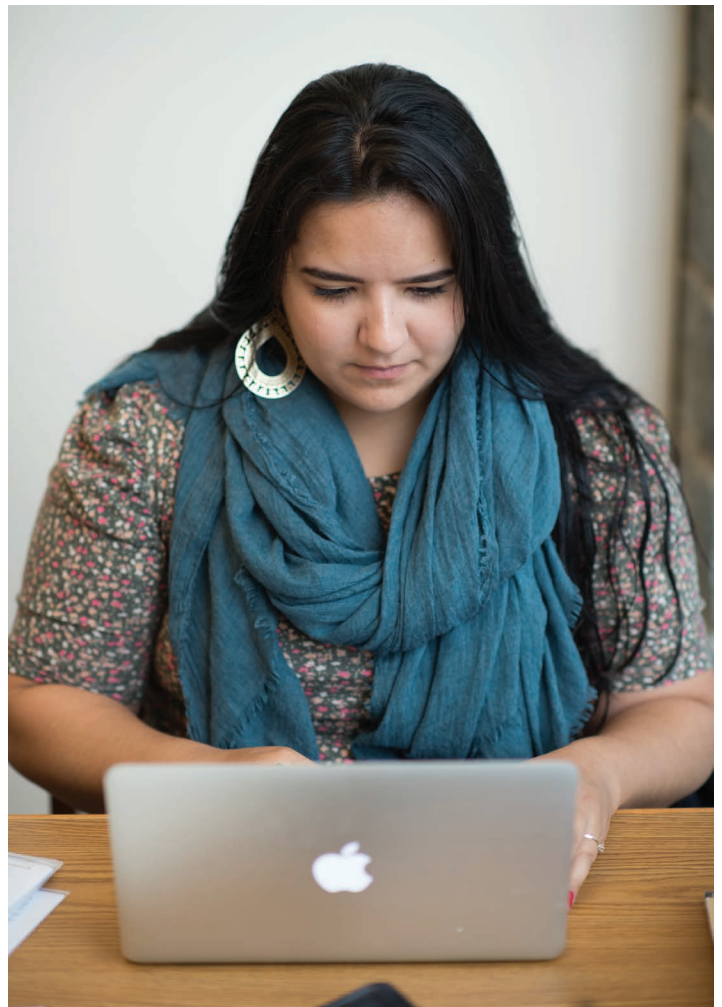
 Library, Memorial and Founders

 (803) 807-5147

The computer lab facilitates educational assignments, providing the tools that assist you in getting the most out of your time at CIU.

### Printing

Each semester, you will receive \$10 of printing credit. You can refill your printing account through PayPal. Students have access to black and white (\$0.02/page) and color (\$0.05/page) printers in each of the labs, or you can print wirelessly from any internet connected device by selecting "Student Web Print" on MyCIU.





## DISCOVER COLUMBIA

### Places to Go

#### Columbia Museum of Art

 [www.columbiamuseum.org](http://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](http://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](http://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](http://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](http://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](http://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) 807-5555 |
| 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>         |



# 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
- Tree of Life Bookstore
- Post Office
- 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
- Pamplin Auditorium
- University Communications

**22. Schuster Building**

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





**CIU** | Columbia  
International  
University

*Educating from a Biblical Worldview*

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

 (800) 777-2227, ext. 5024

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

**#DiscoverCIU**