

# FORT GORDON CENTER REGISTRATION NEWSLETTER



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## SUMMER SEMESTER 2009

### ALL Summer Registrations (Online and Face-to-face classes at Fort Gordon)

April 6 - April 17, 2009

Registration is easy! Log onto the CMU portal at <https://portal.cmich.edu>. The portal site is available to you 24 hours a day, seven days a week.

**\*\*Our Army students using tuition assistance to pay for courses MUST register through the GoArmyEd portal ONLY. Your designated registration period is available to you within that portal.\*\***

Registration is open on the CMU portal during the following designated dates:

<u>Undergraduate</u>	<u>Graduate</u>	<u>Registration</u>
<u>Hours Completed</u>	<u>Hours Completed</u>	<u>Dates</u>
102 or more	30 or more	Apr 6—17
81 or more	24 or more	Apr 7—17
63 or more	18 or more	Apr 8—17
39 or more	12 or more	Apr 9—17
30 or more	9+ credits	Apr 10—17
Open to all admitted students		Apr 11—17

## SUMMER 2009 COURSE OFFERINGS

Summer I 2009 (registration: 4/6/2009 - 4/17/2009)					
<i>Course</i>	<i>EPN</i>	<i>Course Title</i>	<i>Instructor</i>	<i>Center</i>	<i>Dates/Times</i>
<a href="#">HSC 507</a>	<a href="#">22090777</a>	Introduction to Health Service Organizations and Systems	Mercer, L.	Fort Gordon Center	5/9, 5/10, 5/30, 5/31, 6/13, 6/14/2009 Sat 8:00AM-5:00PM; Sun 8:00AM-12:00PM
<a href="#">MGT 649</a>	<a href="#">22091002</a>	Seminar in Organizational Development	Slack, F.	Fort Gordon Center	5/9, 5/10, 5/30, 5/31, 6/13, 6/14/2009 Sat 8:00AM-5:00PM; Sun 8:00AM-12:00PM
Summer II 2009					
<i>Course</i>	<i>EPN</i>	<i>Course Title</i>	<i>Instructor</i>	<i>Center</i>	<i>Dates/Times</i>
<a href="#">HSC 570</a>	<a href="#">22049525</a>	Financial Aspects of Health Services Organizations	Miller, G.	Fort Gordon Center	6/27, 6/28, 7/18, 7/19, 8/1, 8/2/2009 Sat 8:00AM-5:00PM; Sun 8:00AM-12:00PM
<a href="#">MSA 660</a>	<a href="#">22091003</a>	Marketing Administration	Chekwa, E.	Fort Gordon Center	6/27, 6/28, 7/18, 7/19, 8/1, 8/2/2009 Sat 8:00AM-5:00PM; Sun 8:00AM-12:00PM
<i>Comments: All CMU classes meet in Room 229 A, B or C in Darling Hall, Soldier Service Center, Bldg. 33720, corner of Chamberlain &amp; Kilbourne, Fort Gordon.</i>					

**\*\*\* FACE-TO-FACE STUDENT ADVISING AVAILABLE IN JUNE! MAKE YOUR APPOINTMENT EARLY...SEE IMPORTANT UPCOMING DATES ON PAGE 3 FOR MORE INFORMATION! \*\*\***

## WHAT HAPPENS AFTER I REGISTER?

This check list is designed to prepare you for what to do after you have registered for course(s).

- Verify your registration using the online registration system site at <https://portal.cmich.edu>. Select "Academics" from the top menu.

Under "My Records & Registration" select "My Class Schedule." **CMU does not mail printed registration confirmation slips.**

- **Get the syllabus!**

Go to [www.cel.cmich.edu/courses](http://www.cel.cmich.edu/courses) and click "View the online term schedule"

As you scroll through the schedule, you will notice that the EPN numbers are listed in the second column after the course number. Click on the EPN number to pull up the syllabus as a .pdf document. You will need Adobe Acrobat Reader to do this. If you don't have Adobe, you may download a free copy at: [www.adobe.com](http://www.adobe.com)

**Quick tip:** If you know the EPN number, you can quickly access your syllabus by going to [www.cel.cmich.edu](http://www.cel.cmich.edu); click on "current students"; then click "course syllabi" under the "taking courses heading." Select the CMU term and EPN and click "go."

- **It is your responsibility to obtain a syllabus.** If you have difficulty downloading your syllabus, please contact your program administrator for a hard copy.
- **\*Note that most courses have pre-class assignments.** Order your textbooks from MBS Direct by phone (1-800-325-3252) or online at <http://direct.mbsbooks.com/cmuh.htm>
- If your course requires a supplemental course pack, the materials have been made available electronically and can be found on our Blackboard Web course site. Please browse the course shell or consult your instructor for the specific location of the documents. Most items will require Acrobat Reader from Adobe. If you find you are unable to open the course pack files, you may obtain the necessary software for free at [www.adobe.com/products/acrobat/readstep2.html](http://www.adobe.com/products/acrobat/readstep2.html).

## ELECTRONIC BILLING STATEMENTS

All billing statements and correspondence will be sent electronically to your CMU e-mail address. If you have not set up your CMU e-mail visit <https://myaccount.cmich.edu/newaccount> or call the help desk for assistance 800-950-1144 x 3662. No other statements are issued.

**NOTE:** All refunds or disbursements will be made to a CMU Money Card or directly deposited to a bank of your choosing. You can change the refund method through the student portal This applies to refunds, overpayments, and financial aid disbursements.

<http://portal.cmich.edu/finances/default.aspx>

## DUE DATES

**Email Statement Sent**

**April 3, 2009**

**May 3, 2009**

**June 3, 2009**

**Statement Due Date**

**May 1, 2009**

**June 1, 2009**

**July 1, 2009**

## REGISTRATION POLICY

If you are not registered for a course and you attend a class meeting you will not be registered and you will not receive any credit for the course. You must register for class before attending. Please note that instructors cannot make decisions on whether or not you will be officially registered. This will be strictly enforced.

You cannot register for classes if you have an existing account balance. Please pay promptly.

If your account has a hold you must speak with an operator directly (the Center staff cannot assist you). For operator assistance call (800) 664-2681. Operators are available Monday through Friday from 7:15 a.m. to 5 p.m. This number is only active during scheduled registration dates.

## IMPORTANT UPCOMING DATES

**Monday June 1st**...last day to apply for summer student loan.

**Tuesday June 2nd**...face-to-face student advising will be available with Dr. Elwell in the CMU Fort Gordon office. Appointments available from 1 p.m. through the evening hours. Call (706) 798-5739 to reserve an appointment time!

**Wednesday June 3rd**...Fort Gordon Colleges & Universities Graduation Recognition Ceremony at 2 p.m. in Alexander Hall auditorium.

**July 13th—July 24th**...registration for fall I term.

### Are you on track to graduate?

MSA students should not delay the statistics and accounting competencies for required core courses: MSA 600, 635 and 640. You cannot register for MSA 685 until you complete the prerequisite courses! Many students miss their expected graduation deadline by not heeding this advice.

### Graduation Application

You **must apply for graduation** or your degree will not post to your transcript. All diplomas are mailed. Download the form at [http://www.cel.cmich.edu/forms/72\(fillable\).pdf](http://www.cel.cmich.edu/forms/72(fillable).pdf). Mail with \$50 payment to the address on form. Due Dates are:

December 1st for May Graduation

April 1st for August Graduation

July 1st for December Graduation

### Career Services

Mid-career job postings for our experienced students and alumni are available on our Off-Campus Career Services Web site. Visit [www.cel.cmich.edu/careerservices](http://www.cel.cmich.edu/careerservices), click "Job Postings" and "Mid-Career Job Postings" to view what is available or to post job listings. Entry level postings are also available. CMU offers the following career services to students and alumni:

Help with resumes

Career and leadership articles

Career transition tips

Workshops

Career and leadership coaching

Extensive professional development opportunities

### Off Campus Library Services (OCLS)

1-800-274-3838

#### **Check out our Off-Campus Library Services!**

Request research assistance through our Ask-a-Librarian form online at [www.ocls.cmich.edu/reference](http://www.ocls.cmich.edu/reference). You can request full-text articles and books using our Document Delivery system. Contact us by phone at 1-800-274-3838 or visit us online, <http://ocls.cmich.edu/delivery>, for more information. **Research labs are offered at the Atlanta and DeKalb Centers.** Off-campus students completing capstone research are encouraged to drop into regularly scheduled sessions with OCLS librarians for one-on-one assistance with refining research topics, selecting appropriate resources, conducting database searches, citing references, and more. Go to <http://ocls.cmich.edu> to view upcoming labs in your area or call 800-274-3838 for more information.

### Math Tutoring Available for Off-Campus Students

CMU Mathematics Assistance Center (MAC) now offers math and statistical assistance services to off-campus students. The MAC tutors will answer questions and provide guidance on assignments related to mathematics, statistics, and data analysis.

To learn more about this service or to sign up visit [www.cst.cmich.edu/units/mth/mthcenter/offcampus.html](http://www.cst.cmich.edu/units/mth/mthcenter/offcampus.html).

### Student Bloggers

Read what your fellow students are up to or sign up to start your own blog at [www.cel.cmich.edu/bloghome](http://www.cel.cmich.edu/bloghome).

### Tuition Rates

**Graduate \$425/credit hour - \$1275/course**

**Military \$250/credit hour - \$750/course**

**USPS Employees receive 15% discount**

### Be true to your school...Tell a friend about CMU

Do you have a friend who might benefit from a degree at CMU? To fill out the form online, go to [www.cel.cmich.edu/referafriend](http://www.cel.cmich.edu/referafriend). Once your friend completes their first midterm, you'll receive **your choice of a CMU 128Mb USB drive OR Central Michigan University hooded sweatshirt!** \*Form must be received before or no more than 3 months after your friend applied to be eligible to receive the Refer A Friend gift.

