

GENERAL INFORMATION



Automobile Registration

All vehicles operated on the Cornerstone University campus must be properly registered with the PGS office. Registration permits will be issued to students on the date of orientation. Permits must be properly placed. Students may park in the general parking lots. Students may not park in Ketchum Lot V, Administration Lot B, or any parking space marked "reserved;" Campus Safety staff will cite vehicles in these areas.

Career Services

Career services are available to current Cornerstone University students and its alumni. Available services include career counseling, self-assessment, resume assistance, advice for job seeking, interviewing, self-presentation skills and preparing for graduate schools.

The Career Center is located on the main campus in the upper level of the Corum Student Union and is open Monday through Friday from 8 a.m. to 5 p.m. Students may contact Career Services at 616-222-1433 or e-mail to career@cornerstone.edu.

Job Search

Search the Cornerstone University Web site at www.cornerstone.edu/departments/career_services. To view recent job postings received by the Career Services office, click on "Students/Alumni." Select "Job Posting Links." Links for job search Web sites are also available on this Web page.

Career/Job Fairs

Career Services offers two (2) job fairs each year as part of a consortium with four (4) other colleges in the Grand Rapids area. The "CareerFest" job fair is held in the fall, while the "West Michigan Career Connections" job fair is held in February or March. Specific dates, times and locations for job fairs are posted on the Career Services Web site. Job and career fairs are free for students and alumni of Cornerstone University.

Graduate School Preparation

Visit or contact the Career Services office or search the Career Services Web site for more information about graduate schools.

Change of Address/Personal Information

Applicants and enrolled students must notify the Student Services office of changes to address, telephone number or name in order to ensure that important communication and materials are received by the student. This information can be updated by mail, e-mail or on the PGS Web site (pgs.cornerstone.edu/current_students/forms). Name change requests require the student to contact the Student Financial Services office. A copy of the student's Social Security card must be provided in order to verify the name change.

Computer Access

Computers are available to students in general use computer labs and Miller Library. Lab hours are the same as the building opening and closing hours in which they are located. Building hours are set by the departments in each building, in coordination with Campus Safety.

Copy Center

Students needing copies may have their materials duplicated for a minimal fee at the Copy Center on the main floor of the Corum Student Union. Various paper colors and sizes are available. Other available services include folding, 3-hole punching, coil binding, transparencies, booklets, programs and full-color copying. The Copy Center hours are Monday through Friday from 9 a.m. to 4 p.m. Summer hours may vary. Additional copy machines are available for student use in the Miller Library.

Counseling Services

The experience of higher education is exciting, but also stressful, filled with transitions, challenges and growth. Low cost counseling is available at Counseling Services, located in Miller Hall on the Cornerstone University main campus. Self-evaluation tools and links to information that can help with many of these issues can be found on the Counseling Services Web site at www.cornerstone.edu/departments/counseling_servies. Call 616-222-1441 to schedule an appointment or to discuss a referral to an off-campus professional who may be located in the student's area.

E-mail Forwarding

Cornerstone University provides a university e-mail address to all students. Students may choose to have their Cornerstone e-mail forwarded to another address by logging onto: www.cornerstone.edu/departments/information_systems/. Under Request Forms select "Set E-mail Forwarding" and follow instructions. From this site, students can also select "Network Password On-line Reset."

Emergencies

ON-CAMPUS

If an actual, potentially life-threatening or other type of emergency arises, call 9-1-1 first and Campus Safety second. To report an incident, request a service or make an inquiry 24/7 contact Campus Safety by dialing 0 from an on-campus telephone or 616-949-5300 from an off-campus phone. When reporting an emergency, please state the location of the emergency, the nature of the emergency, and remain on the line to answer dispatcher questions. Do not hang up the phone until you are instructed to do so by the dispatcher.

Occasionally there may be an emergency at home in which it will be necessary for someone to reach a student while in class on the Grand Rapids campus. Family members should be advised to call 616-949-5300 (switchboard). The person calling should clearly state that this is an emergency followed with the name of the person he/she needs to contact, the building, and the room number where the student can be reached. It is recommended that this number be left by the phone at home along with the room number and building. The switchboard is staffed 24 hours per day, 365 days a year.

OFF-CAMPUS LOCATIONS

Follow posted procedures.

Fire Safety

When an alarm sounds, doors and windows must be closed and the building must be evacuated immediately. After leaving the building, individuals should remain at least 200 feet away from the building – particularly the entrances and glass windows. Individuals may return to the building when the alarm has stopped and permission to re-enter has been given by fire department personnel.

Fire protection equipment such as extinguishers and alarms are located in each building on the Grand Rapids campus and off-site locations.

Food Service

The university Food Service in Corum Student Union is open September through May for dinner hours (except during school breaks), Monday – Friday from 4:30 to 7 p.m. Meal tickets for dinner on campus can be purchased at the Accounting and Finance office in the Administration building or at the desk in the foyer of the Corum Student Union for \$6.75.

Identification Cards

All students will be issued a Cornerstone University identification card within the first three weeks of class. Students must show a current Cornerstone University identification card when checking materials out of Miller Library or requesting tickets or entry to any Cornerstone University athletic, music, or drama event. Replacement identification cards may be obtained at the Campus Switchboard in Warren Faber Hall for a nominal fee.

Inclement Weather Conditions

In case of inclement weather, students should check announcements on the Professional & Graduate Studies Web site: www.pgs.cornerstone.edu/about/announcements after 3 p.m. the day of class. If students are still uncertain, they may call the Professional & Graduate Studies office between the hours of 3 and 6 p.m. on the day of class. Announcements of school closings may also be posted on the GRAIL (Grand Rapids only), which provides information to television and other media outlets. Even if day classes on the main campus are cancelled, students should not assume that night classes are also cancelled. In addition to posting announcements, PGS makes every effort to contact students by phone.

In case of a tornado alert, the following procedure will be carried out:

Tornado Watch

If a tornado watch forecast is given via TV, radio, or telephone, an official officer of the university will declare what immediate action is to be taken. Students will be notified by Campus Safety if class is to be canceled.

Tornado Warning

(A tornado warning is usually signaled by a continuous siren from the fire station.) Due to the nature of the buildings on Cornerstone's campus, safety can best be secured by getting to an inside hallway, kneeling with head down, hands crossed over the back of the head.

Lost and Found

On the main campus in Grand Rapids, the primary lost and found is located in the Spiritual Formation office located in the upper level of the Corum Student Union. All unclaimed items are disposed of at the end of each traditional semester. Miller Library, Bernice Hansen Center and the Campus Safety office in Faber Hall also maintain lost and found items.

Posting of Signs

University policy in regard to posting signs in buildings on the main campus (including PGS) states that approval must be sought from the office of the Provost when the sign, advertisement, or announcement is for an outside organization. The Spiritual Formation office must approve postings for inside activities (dramas, musicals, etc.). Postings at off-campus locations must be approved by a PGS administrator.

Recreational Facilities

The gym, racquetball courts and fitness center are located in the Bernice Hansen Athletic Center on the Cornerstone University campus in Grand Rapids and are available to current students. Availability and hours may be obtained by calling the Athletic Department at 616-222-1425.

Open Gym

Specific times for open gym are available by contacting the Hansen Center at 616-949-5300 Ext. 1368. While the Mol Arena is reserved for athletic competition, students are welcome to use the field house at regularly scheduled open times.

Fitness Center

The fitness center contains Cybex and free weight equipment along with aerobic equipment, such as Stair Masters and exercise bikes. The weight room is open to all currently enrolled students. Hours and specific regulations are published and posted.

Lockers

Items stored in lockers should always be secured with a lock.

Right of Censorship

The university reserves the right to censor any materials published or distributed on its campuses or made available to the student body. This right is to ensure that materials distributed are consistent with the philosophy and standards of Cornerstone University.

Solid Grounds Coffee House

This specialty eatery has a wide variety of snacks, sandwiches and an assortment of beverages. It is located in the Corum Student Center.

Hours (summer hours vary):

Monday – Thursday..... 10:00 a.m. – 10:00 p.m.

Friday..... 10:00 a.m. – 5:00 p.m.

Vending Machines

Several vending machines are located on the first floor of Warren Faber Hall. Selections feature coffee, hot chocolate, soda, water, candy and snacks. Other vending machines are located in the lower level of the Hansen Center and on the main floor in the Wood Seminary building.

Weapons

Cornerstone University enforces a zero tolerance policy campus regarding weapons. The following items are strictly forbidden on all CU properties and campuses, including motor vehicles:

- The possession and/or storage of any and all firearms including plastic or metal BB or pellet, no matter the caliber (operable and inoperable), and firearms ammunition including BBs and pellets
- The possession of and/or storage of any type of bow and arrow on the properties of Cornerstone University is forbidden
- All fixed blade knives. The only non-kitchen utility knives allowed on campus are the jackknife single-edge folding style with a total maximum blade length of three (3) inches
- Unlawful chemical sprays
- Laser, paint ball, cap and toy guns are not permitted on any campus unless they are being used in theater or other officially authorized university activity.

To report an incident, contact Campus Safety at 616-222-1555.