



WELCOME TO  
**CONCORDIA**  
*YOUR JOURNEY STARTS HERE*

CONCORDIA  UNIVERSITY  
W I S C O N S I N

# WELCOME FALCONS!

On behalf of the CUW faculty, staff, and greater Falcon community, I want to personally welcome you to Concordia. These next few years on the shores of Lake Michigan will be among the most formative in your life. Our commitment to helping you develop in mind, body, and spirit is one that we do not take lightly. Your time here will be filled with new opportunities and new challenges. It is likely to be tough, but we have no doubt you will persevere. Take the next few years to find inspiration in the unknown, to embrace new ideas and concepts, and to boldly proclaim your faith as you become a leader in your respective industry.

As a Concordia student, you have access to a multitude of resources designed specifically to enhance your academic and extra-curricular experience. My advice to you, use them early and often. Whether it be the Center for Academic Advising and Career Engagement, the Academic Resource Center, or any of our student services, you will find people eager to join you on your path towards a degree-exemplifying the utmost in hospitality and helpfulness.

Your active role in this development cannot be emphasized enough. We are all here to assist you, but YOU are the catalyst for the fulfillment of your hopes and dreams. To the extent I, or any on this campus, can be of assistance along this journey, please do not hesitate to ask.

Blessings on your vocational endeavors and again, welcome to CUW!

In His service,

**Dr. Elizabeth Polzin**

*Assistant Vice President of Academics for Student Success  
Assistant Professor of Education*

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# THE CONCORDIA CORE

The Concordia Core is a distinctive undergraduate experience that fosters a Concordia identity that equips students to pursue truth, and to live their vocations in a rapidly changing society. The Liberal Arts Core promotes engagement with literature and philosophy, history and art, exploration of the possibilities and limitations of science, and an increase in knowledge of the Christian faith. Students will acquire skills of analysis and persuasion, an understanding of the promises and shortcomings of humanity, learn about other cultures, and grapple with the necessities of self-government.

## DEGREE PROGRAMS

### School of Arts & Sciences

- Applied Theology
- Art
- Athletic Training
- Biblical Languages
- Biblical Studies
- Biochemistry
- Biology
- Biomedical Science
- Chemistry
- Christian Thought
- Classical Education
- Computer Science
- Data Science & Applied Analytics
- Director of Church Ministries
- English
- Environmental Health & Water Quality Technology
- Environmental Science
- Environmental Studies
- Exercise Physiology
- Graphic Design
- History
- Horticulture
- Illustration
- Information Technology
- Interior Architecture & Design
- Liberal Arts
- Liberal Arts Music
- Mass Communication
- Mathematics
- Missions
- Music Therapy
- Parish Music
- Pharmaceutical Sciences
- Philosophy
- Photography
- Political Science

- Psychology
- Spanish
- Technical & Professional Communication
- Theological Languages
- Theological Studies
- Theology

### Batterman School of Business

- Accounting
- Actuarial Science
- Business Analytics & Organizational Performance
- Business Communication
- Economics
- Entrepreneurship
- Fashion Merchandising
- Finance
- General Business
- Healthcare Administration
- Hospitality & Event Management
- Human Resource & Strategic Leadership
- International Business
- Justice & Public Policy
- Management
- Marketing
- Public Relations
- Sport & Entertainment Business

### School of Education

- Cross Categorical Special Education
- Early Childhood & Elementary Education
- Early Childhood & Special Education
- Elementary Education
- Elementary Education & Cross

- Categorical Special Education
- K-12 Education – *Art, Business, Music, Physical Education, Spanish*
- Secondary Education – *Broad Field Science, Broad Field Social Studies, English & Language Arts, Mathematics*

### School of Health Professions

- Communication Sciences & Disorders
- Diagnostic Medical Sonography
- Radiologic Technology
- Rehabilitative Science
- Social Work

### School of Nursing

- Nursing

### Pre-Professional Programs

- Pre-Deaconess
- Pre-Dental
- Pre-Law
- Pre-Medical
- Pre-Occupational Therapy
- Pre-Optometry
- Pre-Pharmacy
- Pre-Physical Therapy
- Pre-Physician Assistant
- Pre-Seminary Studies
- Pre-Speech Pathology



# TRANSFER CREDITS

CUW accepts up to 84 transfer credits (C- or above) from regionally accredited four-year universities or 70 transfer credits from two-year/technical schools toward a bachelor's degree. This means that you may be able to apply eligible credits toward your degree, even if you earned those credits years ago. Some programs may have specific grade or time limit requirements.

Transfer credits are not used in calculating the student's grade point average.

An official evaluation of transfer credits will only take place after all official transcripts have been received and acceptance to the university has occurred. Questions regarding your official credit evaluation should be directed to the Registrar's Office at 262.243.4345.

## TRANSFER CORE:

All students holding an accredited associate degree or presenting at least 60 acceptable transfer credits from an accredited college will be granted advanced transfer status. More information can be found in CUW's course catalog.

## AP CREDITS:

Advanced Placement is a great way to help you get a head start in college. A few things to know about AP exams: Generally, you must have a score of 3 or higher to receive credit. Some programs and courses require a score of 4 or better to receive credit. Please be sure to inform your advisor of any AP courses you have taken and passed to ensure no repeat courses are taken. Also, please have official scores from each test sent to CUW.

## CLEP/DSST CREDITS:

DSST and CLEP exams are administered at various Concordia University Wisconsin campuses. DSST exams are Internet Based Tests (IBT) and CLEP are Computer Based Tests (CBT). DSST or CLEP tests must not overlap course work for which the student already has credit. For more information, please visit: [www.cuw.edu/clep](http://www.cuw.edu/clep)

# TERMINOLOGY

Sometimes it may seem that college terminology is a different language. One key to being successful at Concordia University Wisconsin is to learn the university's lingo. Here is a list of must-know terms.

## CRN

This is a unique 5-digit course number used to register for classes. Each specific course section will be identified by its own CRN.

## DEGREE WORKS

This is an online platform found on the portal with which students are able to look into anticipated majors or run an inquiry to see what courses they will need to complete their degree.

## FOO NUMBER

This is your student ID number found on your Falcon ID card. It is used for access to email, the student portal, and when receiving assistance around campus.

## GOOD ACADEMIC STANDING

A student is in good standing if they meet specific GPA requirements. Both the university and some programs may have specific GPA requirements. A student must meet minimum academic requirements for their programs and be making satisfactory progress to receive financial aid. Please refer to the Academic Catalog for details.

## HOLD

A hold is often a financial or an academic note on a student's account which limits student access to register until the note is taken care of in the appropriate way.

## MAJOR/MINOR

A major is the main area of study a student is pursuing. A minor is a supplementary and often less course intensive area of focus. An example would be a student majoring in Elementary Education and minoring in Social Studies. Please note, some majors require students to also complete a minor.

## PORTAL

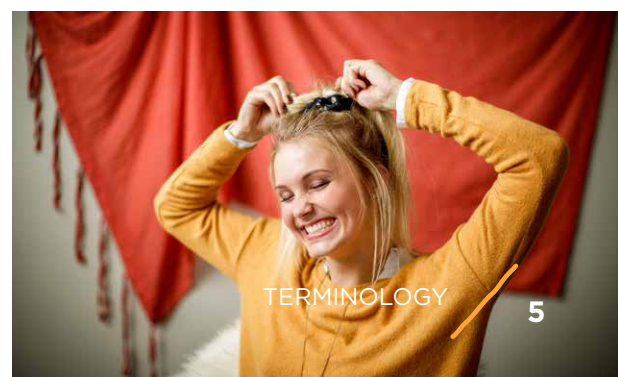
This is truly CUW's one stop shop, where student can check email, pay their bill, log into our online learning management system (Blackboard), register a car on campus, buy books, add or drop classes, and much more.

## PRE-REQ

This is the abbreviation for a pre-requisite which is a course that must be taken as a stepping stone before another higher level or compound course, or as part of a degree completion.

## REGISTRATION

This is when students sign up for the academic classes they intend to take each semester. It is an expectation that student's register themselves, after they've talked and received guidance from their Academic Advisor.



# FINANCIAL AID

Monday-Thursday, 8am-5:30pm | Friday, 8am-4:30pm | Stuenkel 103 | 262-243-4369

## What is financial aid?

Financial aid consists of scholarships, grants, loans and/or employment. The actual amount of aid that you can receive depends on your eligibility according to state and federal regulations, and the information you submitted on your FAFSA.

## How do I receive financial aid?

Apply. You must complete the Free Application for Federal Student Aid (FAFSA) to be considered for aid. The application is available online at [studentaid.gov](https://studentaid.gov). CUW's Federal School Code is **003842**

## When do I apply for financial aid?

The FAFSA is available October 1. Applications are accepted throughout the year. The priority date is March 1. If you have not submitted all your information by this date, it may be too late for certain aid programs.

## Will I need to supply more information than just my FAFSA?

Yes, this is possible. Typically 1 out of every 3 students are selected for a process called verification. Students are selected by the Department of Education or by Concordia University to verify some of the information that has been supplied on the FAFSA. In order to complete this process, the Financial Aid office may request some of the following documents: verification worksheet, tax transcripts or federal 1040's, and W2's. This documentation will be used to verify the accuracy of the information found on the FAFSA. The Financial Aid Office will be happy to assist you in navigating this federal process. Please feel free to reach out to your financial aid counselor with any questions.

## When will I receive an award?

You must be admitted to the university and submit all missing documentation before your application will be processed. Your initial award will be sent in the mail to your home. If you have made your tuition deposit, you will also be able to view your award via your Portal. Any revisions to your award would be sent via email and updated to the Portal. Be sure to read everything.

## When do I receive my aid?

Beginning the Thursday after the start of each semester begins, eligible financial aid is posted to your student account. Your housing status will be reviewed during the 2nd week of classes. If the status is different from what you listed on your FAFSA, your financial aid will be reviewed and adjusted accordingly.

## IMPORTANT INFORMATION

Complete a new FAFSA every academic year to receive aid for that year.

If your family's financial circumstances change; such as a loss of job, large medical expenditures, or a change in household you may be eligible for additional aid. Make an appointment with a financial aid administrator for any questions you may have.

Dropping a class may affect your aid. Be sure to inform the Financial Aid Office if you plan to take less than a full-time load (12 credits per semester).

In order to continue receiving aid, you must maintain satisfactory academic progress (SAP).

Once you are enrolled, the Financial Aid Office will communicate with you electronically through your CUW email.

## FINANCIAL LITERACY

Learn more about managing your finances before school begins, while in school, and after graduation by using the free tool GradReady.

**Paying for college (Module 1)** – understand what loans, grants, scholarships are, and learn the ins and outs of financial preparation for college

**Money Management and Budgeting (Module 2)** – balance a budget, learn to save

**Student Loan Repayment (Module 3)** – student loan debt and assists them with repayment plans



**OCTOBER 1**

FAFSA application opens for following academic year



**MARCH 1**

Priority application date for completing the FAFSA



**JUNE 30**

Last day to submit the FAFSA





# BILLING & CASHIER'S OFFICE

Monday-Thursday, 8am-5:30pm | Friday, 8am-4:30pm | Stuenkel 103 | 262-243-2609

## How do I receive my bill?

Billing statements/schedules are mailed to your current address on file approximately one month before the academic term begins, and again two weeks prior to the start of classes. Your bill is also available to you via your student account on the portal ([my.cuw.edu](https://my.cuw.edu)). Electronic statements are sent monthly to the portal (or as you make changes to your account). Check your email account regularly to ensure that you receive any communications about your account.

## Does CUW offer a payment plan?

Concordia University offers a payment plan for the fall and spring terms, known as One Run by Cashnet, open to traditional undergraduate students with a \$35 origination fee. Be sure to re-enroll prior to the beginning of each Fall and Spring semester.

## When is my payment due?

For traditional students, payment in full is due on August 15th for the fall semester, and January 15th for the spring semester. Students who enroll late are subject to the same day due dates even though they may not have received a bill because of the delayed enrollment. Students receiving financial aid are also subject to the same payment deadlines that apply to all students, so should submit necessary aid materials well in advance of the due dates. A financial hold is placed on any account with a past due balance and will prevent future registration as well as release of grades, transcripts, or diplomas.

## How do I pay my bills?

We offer seven ways to pay—In person, online, by telephone with a debit or credit card, wire transfer, and by mail.

- 1 Stop by the Cashier's Office (S103) to pay by check, debit or credit card, cash or money order.
- 2 Use the link included on your email notification to make online payments from your checking or savings account or using your debit or credit card. The system will accept VISA, Mastercard, or Discover cards. Please note that online payments take up to three days to post to your student account. Only after receipt of a payment posting will an outstanding balance "hold" be lifted.
- 3 Go to [my.cuw.edu](https://my.cuw.edu) to the student tab. Scroll down the page on the left side and click Concordia Payment Plan under "Pay My Bill Online" and set up your account.
- 4 Mail your payment to Concordia University Inc., 12800 N Lakeshore Dr., Mequon, WI 53097, Attn: Cashier's Office. Please make check payable to Concordia University Inc. or CUW, and make sure to include Student ID number on remittance line.
- 5 Go to [cuw.edu/billing](https://cuw.edu/billing) and click on the parent link—this will take you to the parent payment site.
- 6 Call (262) 243-2609 and follow the prompts to pay by telephone.
- 7 Wire the funds to our bank in U.S. dollars only. Please contact the Cashier's Office to obtain wire instructions.

## TERM DUE DATES

**Fall Term 2020:** August 15, 2020  
**Winterim Term 2021:** December 15, 2020  
**Spring Term 2021:** January 15, 2021



# EMAIL & TECHNOLOGY

## WHAT IS MY F00 NUMBER?

This is your student ID number found on your Falcon ID card. This is used for access to email and the student portal as well as when receiving assistance around campus.

## PORTAL

The Portal provides one stop access to all of the University's electronic resources. Use it to register for classes, print out a class schedule, find your book list, check on financial aid, pay your bill, and monitor grades. It also provides links to campus news, advising, housing, activities for the weekend...and much more. Use your F00 number and password to log in.

## EMAIL

As a CUW student, you are automatically given a CUW email account. CUW uses this account for all official communication with you, from wait list notifications to pending deadlines. As well as messages from your professors. This can be accessed by logging into your student portal and clicking on the mail icon on the top right of the page. Be sure to check it daily or have it forwarded to your preferred email address. Your new email address, username, and password were included in your admission material. If you need help with your account, contact the CUW IT Helpdesk at **262.243.4357** or [support@cuw.edu](mailto:support@cuw.edu).

## CHANGING PASSWORD

To change your account password log into [my.cuw.edu](http://my.cuw.edu). Click "Click Here for Help". There you will see a Change Your Password area for students and adjunct faculty. Next, enter your provided student ID number (F00), your current password, and then select "CUWS" from the drop-down box. If you have trouble, please contact the CUW IT Helpdesk at **262.243.4357** or [support@cuw.edu](mailto:support@cuw.edu)

## COMPUTER LABS

There are four computer labs on campus as well as computers for use in the library. Students can log into these computers using their F00 number and the password used for email and access to the Portal.

## WIRELESS NETWORK

CUW has wireless internet (Wi-Fi) virtually everywhere on campus. Our Wi-Fi is provided and serviced in house for free.

## PRINTING

All students have access to printer locations around campus through a wireless printing link located on the Student Portal. Students are welcome to bring a personal printer, but please be aware that most wireless printers cannot connect to your secure Wi-Fi. Any printer with a USB cord to connect to your computer will work. Printers with a data or Ethernet jack on the back are more practical since there are wired network jacks in every resident hall room. Every student gets \$35 in print credits. Credits are renewed after each semester. If you run out, you can purchase additional credits from the Cashier's Office.

## BLACKBOARD

Blackboard is a web-based course management system. Many instructors use Blackboard to post course announcements, store course material and conduct discussion and quizzes. In addition, instructors are required to keep an updated gradebook, which is viewable by the student at any time. Blackboard can be accessed through the portal or by going directly to [concordia.blackboard.com](http://concordia.blackboard.com)





# LIBRARY & FALCON ONE CARD

## Need a hand in your research?

Reference librarians are available from open until 9pm Sunday-Thursday and all day Friday and Saturday.

## Want to research from your room?

24/7 access to library article databases, e-journals and e-books.

## Want more?

CUW is part of SWITCH, an eight school consortium. The electronic catalog to access all this material is called PRIMO and it is available through the portal. Through this catalog you can see the holdings of the other schools; you can even request books, videos, and journal articles to be sent to CUW for your use.

## RESOURCES FOR YOUR SUCCESS

The library's collection includes over 400,000 volumes, including access to over 300,000 electronic book titles. CUW subscribes to approximately 200 periodical titles and has additional access to over 100,000 electronic journals that are available through our 150+ online databases and indexes.

## STUDENT ID (FALCON ONE CARD)

Falcon One cards are your official identification card at CUW. It is provided to you for the duration of your enrollment at CUW and serves as proof of your association with the university. Falcon One cards are made in the library office.

## Your Falcon One Card serves as your:

- Campus ID
- Meal plan card
- Residence Hall access card
- Library card

Lost cards are replaced with a \$25 fee paid in the cashier's office, bring the receipt with you. Broken cards are replaced for FREE as long as you bring in the identifiable pieces.

## RINCKER MEMORIAL LIBRARY

Upper Rincker Hall | 262-243-4330

### Regular Semester Library Hours

Monday	7:30am-2am
Tuesday	7:30am-2am
Wednesday	7:30am-2am
Thursday	7:30am-2am
Friday	7:30am-6pm
Saturday	9:00am-5pm
Sunday	12:30pm-2am



# THE CENTER FOR ACADEMIC ADVISING & CAREER ENGAGEMENT

Monday-Friday, 8am-4:30pm | Stuenkel 103 | 262.243.4499 | [CAACE@cuw.edu](mailto:CAACE@cuw.edu)

## MISSION

The Center for Academic Advising & Career Engagement (CAACE) bolsters the holistic development of Concordia students and alumni by providing comprehensive academic and career support toward the development, implementation, and fulfillment of academic, career, and vocational goals.

## PHILOSOPHY

The Center for Academic Advising & Career Engagement operates from a learning-centered paradigm; in essence, through your advising experience you will learn several skills which complement your academic and professional preparation. We recognize God created you on purpose, for purpose and thus strive to learn about your many talents, interests, and aspirations. Our goal is to help you develop an awareness of what makes you uncommon so you can harness those gifts to fully engage with meaningful learning opportunities in the classroom, in the community, and in the workforce. As with your academic experience, the ultimate responsibility is upon you—the learner—to fully engage in your educational and career pursuits. We will be with you every step of the way and simply ask that you keep us informed of questions, concerns, and changes to your plans as they arise so we may best assist you along your journey.

## STRUCTURE

We utilize a shared-model of academic advising, which means faculty and professional advisors work collaboratively to meet the needs of their advisees. These two roles are distinct and complementary to each other. Generally, you will spend your first two years with an academic and career advisor, making the transition to your faculty mentor by your junior year. Your advisor will continue to be a resource for your career engagement and professional development needs, helping to coordinate internships, professional networking, and interview preparations. Your advisor will provide you a more detailed outline of the structure for your academic program and advice for how to maximize the benefit of your advisor and mentor relationships.

## TOOLS FOR CAREER DEVELOPMENT

**Handshake** is a platform designed to help guide you through your career and internship search journey. Whether you know exactly what kinds of opportunities you're seeking or you're just starting out, Handshake has the tools to take you where you want to go.

**Career Document Series:** Visit this for a comprehensive list of information that will be helpful in preparing your professional documents, interviewing, and other aspects of your career.

**Focus v2** is an online assessment tool that guides you through a reliable, intuitive career and educational decision making model to help you choose majors offered at CUW, explore occupations and make informed career decisions.

**CUWConnect** is a tool for you to connect with current alumni in your field. Alumni can be an invaluable resource as you pursue your vocation. Create an account and begin searching for mentors and connections in your interest area.

## CAREER DEVELOPMENT SERVICES

- Career/Major Exploration
- Internship search guidance
- Grad school preparation
- Job search strategy
- Career coaching
- Resume review
- Cover letter assistance
- Interview preparation
- Networking opportunities
- Career Events
- Personal brand development
- Digital portfolio development

# RESPONSIBILITIES

In the development, implementation, and fulfillment of students' vocational aspirations...

## Students are responsible for:

- Taking the initiative to seek academic and career advising—meet with your advisor early in the semester and as needed
- Understanding and fulfilling all program requirements—use your academic catalog
- Staying apprised of curricular changes—you should read and respond to all emails from your support network within 24 hours (i.e. advisors, faculty, deans, etc.)
- Utilizing academic and career resources—your academic and career development work alongside each other

## Advisors are responsible for:

- Communicating regularly with each advisee—we will be responsive to phone calls and emails
- Keeping students apprised of curricular policies and changes—we will be in regular communication with both you and your program faculty
- Helping students evaluate their academic performance and vocational decisions—we will provide clear & honest feedback and will articulate options for decisions
- Referring you to campus and academic resources as appropriate—these are intended to aid in your academic success

## The University is responsible for:

- Communicating requirements and expectations for graduation—follow the academic catalog
- Providing a structure to fulfill those expectations in a timely fashion—use the advice of advisors and faculty; course sequencing and offerings are very important
- Providing appropriate access to academic and campus resources—we have a lot of people who want to see and help you succeed

## GENERAL TIMELINE

**First 4 weeks of semester:** Schedule appointment and meet with your advisor to discuss status of semester, adjust schedule as necessary, and start plan for semester success.

**After midterm grades are posted:** Schedule appointment and meet with your advisor to review midterm grades, adjust schedule and study habits as necessary, connect with campus resources as appropriate, and review/plan course schedule for the following semester.

*These meetings are the minimum expectation, please utilize your advisor as often as necessary.*

## Can't quite decide on a major?

Students who are undecided or unsure of their major are provided resources and advisors who are specifically trained to assist them in realizing their strengths, interests, and values. Your professional academic advisor is well equipped to help you navigate the early considerations for choosing and/or changing your major, while staying on track to graduate on time.

Undecided students will work with their advisor several times throughout the semester to discuss potential vocational pursuits. Though self-assessment, industry research, and action planning, this serves to help students find and realize their God given talents in pursuit of their academic, career, and vocational journey.

## The Center for Academic Advising & Career Engagement Staff

### Ty Landers

Director  
262.243.4520 | ty.landars@cuw.edu

### Stacy Tolomeo

Assistant Director of Industry Relations  
262.243.2216 | stacy.tolomeo@cuw.edu

### Whitney Boucher

Academic & Career Advisor  
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### Rachel Dietrich

Academic & Career Advisor  
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### Jill Gaschk

Academic & Career Advisor  
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### Thomas Grams

Academic & Career Advisor  
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### Devan Lenz-Fisher

Academic & Career Advisor  
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### Dana McCullough

Academic & Career Advisor  
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### Barb Tyler

Academic & Career Advisor  
262.243.2702 | barbara.tyler@cuw.edu





# ACADEMIC RESOURCE CENTER

Monday-Thursday, 8am-9pm | Friday, 8am-4:30pm | Luther 200

## PEER TUTORING

Students are typically matched with tutors who have taken the same class and instructor the prior year. Depending upon individual needs, either peer-to-peer or small group tutoring can be arranged.

## PEER ACADEMIC COACHING

Peer Academic Coaches (PACs) exist to help students develop healthy learning habits through a variety of strategies. PACs mentor their fellow students to develop the executive functioning skills necessary for success in college. PACs may also connect students to other campus support services.

## SUPPLEMENTAL INSTRUCTION

It's all about insider information. Supplemental Instruction (SI) sessions are led by students who've successfully completed your course—with the same professor. Simply put: they've been there!

## WRITING CENTER

Writing Consultants are available to help with all aspects of writing, including: generating ideas, conducting research, organization, editing, revising, and more. In person and online consultations are available for individual students or small groups. Stop by the ARC for information on how to schedule an appointment.

## MATH DROP-IN DESK

The Math Drop-In Desk offers free tutoring for most 100-200 level and some 300-400 level math courses at CUW. Students may seek assistance with math questions in relation to a math course, finance/business course, or even a science course, by just dropping by.

## ACCESSIBILITY SERVICES

Our office serves as a resource regarding issues of accessibility, by coordinating support services and programs that provide equal access to an education and university life.

## ALL SERVICES ARE FREE OF CHARGE TO CUW STUDENTS

For current offerings and schedules, stop by the ARC front desk (LU 200) or email [swarc@cuw.edu](mailto:swarc@cuw.edu)

To sign up for Tutoring, Peer Coaching or the Writing Center, visit: [TutorTrac.cuw.edu](https://TutorTrac.cuw.edu).

SI & the Math Desk do not require appointments.

# ACADEMIC POLICIES

## CLASSIFICATION OF STUDENTS

**Full-time:** Enrolled for 12 or more hours

**Part-time:** Enrolled for less than 12 hours

Furthermore, classification is determined by the total number of credits completed including those accepted by Concordia from other college or university and is established as follows:

<b>Freshman</b>	0 - 29
<b>Sophomore</b>	30 - 59
<b>Junior</b>	60 - 89
<b>Senior</b>	90 - graduation

## ACADEMIC PROBATION AND DISMISSAL POLICY

In general, a traditional undergraduate student is considered in good academic standing if they maintain a cumulative grade point average (GPA) of 2.0 or higher. Academic standing is assessed at the end of each semester. When a student's cumulative GPA dips below 2.0, they are placed on academic probation. The student remains on probation if subsequent semester GPAs are 2.0 or above, but their cumulative GPA remains below 2.0. However, if at any time on probation, the student's semester GPA again dips below 2.0, they will be dismissed from the University. Furthermore, students must have a 2.0 GPA or higher in order to graduate. It should be noted, however, that some undergraduate programs have their own standards for academic good standing and program completion, which work in conjunction with the aforementioned general standards.

## GRADUATION

Concordia University confers the degree of Bachelor of Arts, Bachelor of Science, Bachelor of Science Nursing, or Bachelor of Social Work on a student of good character who has met the following requirements:

- Accumulated a cumulative grade point average of 2.0 or better for all credited work completed at Concordia.
- Satisfied any program specific requirements.
- Met all financial obligations to the University.
- Students are expected to attend the graduation ceremony (either May or December) based on their graduation date. If an exception needs to be made, please direct questions to the Registrar's Office.

For additional information on academic ethics, finalexam exemptions, incomplete grades, auditing courses, academic dishonesty and more please refer to the academic catalog.





# REGISTRAR'S OFFICE

Monday-Thursday, 8am-5:30pm | Friday, 8am-4:30pm | Stuenkel 103 | 262-243-2609

## What is the Registrar's Office?

Our office is here to assist students with enrollment, transcripts and verifications, and graduation.

## TRANSCRIPTS

An official CUW transcript is a complete record of a student's enrollment at CUW. Student may order official transcripts of their academic record through the Registrar's Office. An unofficial transcript is one given to the student whose credits are listed thereon and is marked unofficial or student copy. Concordia accepts no responsibility for the accuracy of an unofficial transcript after it has been issued.

## CLASS ADDS-DROPS

A student may add a course before no more than 15% of the scheduled class periods have occurred. The table to the right is a guide for the various courses and the maximum times of meeting after which registrations are not permitted. Consent of the instructor must also be secured. A regular semester class may be dropped without penalty through the end of tenth week of class (for seven week classes - end of the fifth week). Failure to withdraw from a class will result in a WF grade. A full-time student may register through the last day of the first full week (5 days) of classes in the semester. The instructor's signature is required after the first week.

## FALL AND SPRING

Students have course enrollment options during the regular fall and spring semester. The full term session is 17 weeks with two eight week sessions available. There are also online and evening sections available. Students in good academic standing are allowed to register for up to 18 credits. The enrollment minimum to be classified as a full time student is 12 credits.

### WINTERIM 2020

January 6-24

### SUMMER 2020

Session 1, 3 Week – May 18-June 5

Session 1, 6 Week – May 18-June 26

Session 2, 3 Week – June 8-June 26

Session 2, 6 Week – June 8-July 17

COURSE CREDIT	VALUE CLASS PERIODS
1/2	1
1	2
2	4
3	6
4	8
5	10



## WITHDRAWAL FROM THE UNIVERSITY

Students who wish to cease coursework and withdraw completely from the University must notify their academic advisor and financial aid counselor prior to making changes as withdrawing from the institution may have implications on student status, financial aid, and future athletic eligibility or program progression.

If active in coursework at the time of the withdraw, the student will be removed from all coursework and last date of attendance will be used to determine course grades and financial responsibility following the Refund Policy. Prior to a withdraw being fully processed, any outstanding balance must be paid in full. Should a student wish to return to his/her program at a later time, he/she must reapply for University admission.

Students who are inactive from coursework for two consecutive semesters, and who have not notified the University of their intention to take a stop out, will be withdrawn from the University for inactivity. Students will be required to reapply to the University if they wish to resume coursework.

## MEDICAL WITHDRAWAL

Students who are seriously injured/ill and cannot continue in coursework due to medical necessity may be eligible for a medical withdrawal. Students must contact their academic advisor to request a withdrawal and discuss the extenuating circumstances. Medical documentation must be provided within 30 days of the student's notification of withdraw. Medical documentation will be reviewed by the Provost's Office.

If a medical withdrawal is authorized, the last date of attendance will be used to determine financial responsibility following the Refund Policy. The student will receive a "W" in all active courses. If a medical withdraw is not authorized, tuition, room and board responsibility and a grade for courses will follow the Refund Policy. Prior to returning following a medical withdraw, students must reapply to the University and complete a Health and Wellness Meeting. Students will not be authorized for a medical withdrawal more than once during their enrollment at CU.

## TEMPORARY STOP OUT FROM THE UNIVERSITY

Students who wish to temporarily cease coursework, but plan to register in the future, may request a temporary stop out for up to two semesters after the conclusion of a term. Students must contact their academic advisor and financial aid counselor prior to requesting a stop out, as stopping out of coursework may have implications on student status, financial aid eligibility, athletic eligibility, or program progression.

Prior to returning to coursework, the student may be required to reapply to his/her program. Students who do not return to the University within two consecutive semesters must reapply to the University. Students required to reapply will be subject to the program requirements and policies under the current academic catalog.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

FERPA stands for Family Educational Rights and Privacy Act of 1974. It is commonly known as FERPA, the Privacy Act, or the Buckley Amendment. It is a federal law designed to protect the privacy of educational records. The primary rights protected under FERPA are:

- Students' rights to review and inspect their educational records;
- Students' rights to have their education records amended or corrected;
- Students' rights to control disclosure of certain portions of their educational records.

Under FERPA, the following directory information may be made public unless the student desires to withhold all of this information. The student's name, address, email address, telephone number (excluding cell), dates of attendance and graduation, enrollment status, program of study (college, major and minor), classification, previous institutions attended, degrees, honors and awards received, and participation in officially recognized activities and sports.

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which Federal and State Authorities may allow access to your records and personally identifiable information—including your Social Security Number, grade, or other private information—without your consent. Examples of allowable access are:

- To any third party designate by a Federal or State Authority to evaluate a federal- or state- supported education program;
- To researchers performing certain types of studies, in certain cases even when we object to or do not request such research;
- In connection with Statewide Longitudinal Data Systems.

For more detailed information concerning the FERPA policy, please refer to the FERPA and Privacy of Student Records section of the Registrar's Office webpage. Questions or concerns regarding FERPA should be directed to the Registrar's Office.



# DINING OPTIONS

## What meal plans are offered?

Concordia University Wisconsin has four meal plan options:

- 10 weekly meals and 300 Falcon Points
- 15 weekly meals and 100 Falcon Points
- 19 weekly meals and 50 Falcon Points
- 200 semester meals and 200 Falcon Points

All meal plans cost the SAME amount of money. All resident students are required to have a meal plan as part of the Residence Hall and Food Service Agreement.

The two components of meal plans are:

1. **Meal swipes:** used in the main dining hall, the coffee shop (BBC), The Landing, or the Falcon's Nest
2. **Falcon points:** used just like cash in the BBC, The Landing, Falcon's Nest, or in vending machines

## How do I know which meal plan is best for me?

Whichever meal plan you choose is entirely up to you, but here are a few things to consider:

- If you plan to be on campus every weekend and never miss breakfast, the 19-meal plan allows you to eat every meal in a given week.
- If you plan to go off-campus on the weekends or just miss meals sometimes, consider the flexibility of the 10 or 15 meal plans, as points offer more of a grab-and-go and late night dining options.
- The 200 block plan allows you to use meals at your own pace and averages out to about 12 to 13 meals per week for a semester.

## Can I change my meal plan?

Meal plans can only be changed by the student in-person during the first week of either semester. To change your meal plan, please stop by the Residence Life Office during the first week of either semester between 8am-4:30pm and fill out a meal plan change request form.

Please remember, you are permitted only one change per semester, and the request has to be submitted within the first week of a semester.

**Allergy or Special Dietary Needs?** If you have a food allergy or special dietary needs, no worries! Talk with one of the chefs in Siebert Dining Hall or Sodexo Food Manager, Angela Jensen (262-243-4396), to discuss how we can meet your needs.

## SIEBERT DINING HALL

Siebert Dining Hall is a continuous service all-you-care-to-eat traditional dining hall featuring a variety of stations. Located centrally on campus, Siebert Dining Hall is sure to please for breakfast, lunch or dinner. Check out our daily menu online at [cuwdining.sodexomyway.com](http://cuwdining.sodexomyway.com) or download the Bite app.

## FALCON'S NEST

The Falcons Nest features a food court style dining venue offering American, Italian, Asian, and Mexican cuisines along with a variety of grab and go items. With lots of room for seating, studying and entertainment this location will be one of your favorite hangout spots on campus.

## THE LANDING

The Landing is located in the Commuter Lounge and next to the Pharmacy Building. The Landing is a great place to grab a quick bite to eat or kick up your feet and stay a while. The Landing offers a variety of hot or cold sub sandwiches, soups, salads and more.

## BBC

BBC (short for Books, Bagels & Coffee) the BBC is located in the Rincker Library and is a favorite hangout spot in-between classes. The BBC offers WPS Starbucks coffee, bakery, and grab-and-go sandwiches.

## THE COOP

The Coop offers fresh made smoothies, chillz, and frappe's with student favorites like "President Ferry's Berry Smoothie". They are gluten free and made from real, simple ingredients without artificial additives. The Coop also features grab and go snacks and lunch options like fresh salads.





# STUDY ABROAD

Concordia's study abroad program offerings are designed to meet the diverse academic and personal needs of our students and can be integrated into almost any major, minor, or curricular emphasis. Programs vary in location, length, academic level, academic focus, and cost. Traditional study abroad programs are offered by third party program providers, ranging from 4 weeks to a full semester. Typically the program providers arrange for students to take classes at foreign universities and provide all additional on-site services including housing, academic support, cultural programming, and excursions.

First year and transfer students are encouraged to meet with the study abroad coordinator or a peer advisor soon after arrival at CUW. Our staff are eager to hear about your purpose, passions, and vocational calling, and to help find a study abroad placement that is uniquely suited to you.

## GLOBAL EDUCATION COURSES

Global Education Courses involve participation in a CUW course both on-campus and abroad. Pre-departure lectures and coursework provide context for the travel component by exploring the culture, history, people, and politics of the country that will be visited. Courses and locations vary by semester so please check with the Study Abroad Office for current options. These programs are generally 7-21 days, making them an excellent choice for athletes or students with summer obligations.

## AFFORDABILITY

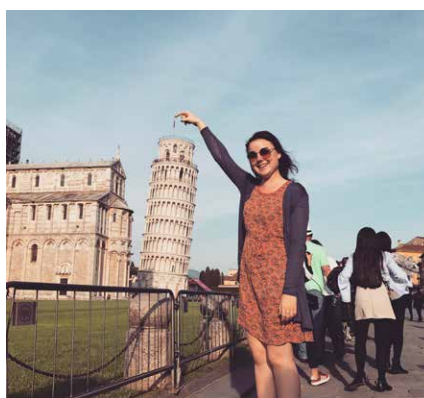
The top myth about studying abroad is that it is too expensive for most students. In fact, quite the opposite is true! There are many study abroad programs that cost the same or less than a semester on campus. Most regular financial aid is applicable to semester abroad programs, and there are many scholarships and grants available specifically for students who study abroad. For example, Concordia offers two study abroad scholarships that can provide eligible students with \$700 to \$2,500 toward any study abroad program, even Global Education Courses.

## BENEFITS OF STUDY ABROAD PROGRAMS

There are many excellent reasons to participate in an international education program:

- Gain intercultural competence and challenge stereotypes
- Adding international experience to your resume helps with grad school and job applications
- Become an active participant in the global community
- Expand and explore new career choices and options
- Improve foreign language skills
- Immerse yourself in a new way of life

Check out your options at [studyabroad.cuw.edu](https://studyabroad.cuw.edu).





# STUDENT LIFE

Monday-Friday, 8am-4:30pm | Albrecht 107 | 262-243-4328

## HEALTH CENTER | Albrecht 113

The Student Health Center is available to all students. The SHC is a convenient, efficient, confidential and affordable clinic right on campus. It is staffed by nurses, nurse practitioners and physician assistants who work in partnership with students to meet their healthcare needs. The SHC is open Monday-Friday 9am-4pm during the academic year. Appointments are encouraged and walk-ins are welcome, if available. Please call 262-243-4574 to schedule an appointment.

Most of the services provided are included in the student health fee assessed with your tuition fees. This means that visits, assessment by a licensed provider, access to our self-care station and minor procedures are *FREE* of charge. Lab work, procedures, specific program requirements and medications may be an additional expense, which is discussed with you and charged to your student account.

All students must complete health forms after registering for classes. To access these forms, login to the CUW portal ([my.cuw.edu](http://my.cuw.edu)). Select the "Student" tab and find "The Student Health Center" section. Select the link to patient portal and proceed to forms. Complete forms with a star\*\*\*.

## COUNSELING SERVICES | Albrecht 111

Confidential Christian Counselors are available on campus to meet with students. Counseling services are free to all enrolled students, faculty, and staff unless a referral to an outside source is made. Hours are Monday-Friday: 7am-5pm with evening hours available by appointment. Appointments can be arranged by contacting any of the counselors using their e-mail addresses or telephone numbers listed in the CUW Counseling Center section of the Resources tab on the Portal.

## CAMPUS SAFETY | Rinker 023

Sign up on the portal for Concordia SafetyNet to receive notifications via text message on your cell phone for campus emergencies, school closings, and cancellations. There is no charge for this service unless your cell phone provider charges for messages you receive. We have professional officers on hand 24/7. We encourage you to visit online at [www.cuw.edu/campusafety](http://www.cuw.edu/campusafety) for tips on staying safe at school as well as information on parking permits, crime statistics, and more. The campus safety office is open 24/7 all year round and can be contacted any time by phone at 262-243-4344.

## RESIDENCE LIFE | Albrecht 107

On-campus living will enhance your college experience, leaving you more time to devote to your studies and to get to know others in your residence hall community. Concordia offers several different options for rooms. Residence halls include single rooms, doubles, triples, quads and suites. To apply for housing, go to the Student tab on the CUW portal. Please visit our page at: [www.cuw.edu/residencelife](http://www.cuw.edu/residencelife) for hall information, what to bring, meal plan options, and more.

As a campus resident you'll find: All residence halls are equipped with cable and wireless Internet. Flexible meal plans and healthy food options. A safe, clean, comfortable and supportive environment in which to learn and grow in mind, body and spirit. The gym, the library, and all your favorite student activities right around the corner.

There is no residency requirement at CUW. Undergraduates may live on or off campus.

Residence halls open each year on the Thursday prior to fall semester for freshmen. Returning students check in on the Saturday prior to fall semester. Halls open the Sunday prior to spring semester. Our staff is available, reliable, helpful, and concerned about the well-being of resident students. Contact the Office of Residence Life at 262-243-4328 with any questions or needs.

## CAMPUS INVOLVEMENT

There are many groups on campus which students can become involved. Campus Activities Board (located in Albrecht 108) coordinates events put on for students can include movie nights, dances, trivia games, various performers brought onto campus, and more. Visit [www.cuw.edu/cab](http://www.cuw.edu/cab) to learn more. Additionally, there are numerous athletic opportunities, intermural sports, pre-professional clubs, multicultural groups, and other fun organizations. [www.cuw.edu/sga](http://www.cuw.edu/sga).

Campus Ministry (located in Albrecht 108) involves hundreds of students from many different faith levels and backgrounds. A group of over 50 campus ministry student leaders works to coordinate a wide variety of events helping students grow in faith and explore the blessing of being at a Christian university. [www.cuw.edu/campusministry](http://www.cuw.edu/campusministry)

Students can become involved in music through our instrumental or choral courses or also through groups such as pep band. [www.cuw.edu/music](http://www.cuw.edu/music)



# MUSICAL GROUPS

**\*\*All students are welcome to participate\*\***

## VOCAL

### Chapel Choir (MUS 182)

Large mixed voice ensemble that sings in several on-campus settings and for weekly chapel services; open to all students, faculty, and staff

### Concordia Civic Chorale (MUS 197)

Large mixed voice ensemble that sings for on-campus performances; open to all students, faculty, staff, alumni, and community members

### Selah (MUS 191)

Select women's ensemble that performs at a variety of campus and off-campus activities

### Kammerchor (MUS 184)

Highly select mixed voice ensemble that performs at a variety of campus and off-campus activities; touring ensemble

## INSTRUMENTAL

### University Band (MUS 192)

Concert band that gives students the opportunity to continue to use instrumental musical skills on campus

### Wind Ensemble (MUS 181)

Select concert band that performs for on-campus concerts throughout the year; touring ensemble

### String Ensemble/Chamber Orchestra (MUS 190)

Performs repertoire for string orchestra and full orchestra throughout the year

### Jazz Ensemble (MUS 188)

Performs repertoire of the various jazz idioms including swing, be-bop, blues, big-band, and contemporary fusion

### Falcon Pep Band/Drumline (MUS 187)

Performs high-energy, high-volume popular music at designated home football and basketball games; no audition required

## HANDBELLS

### Chapel Ringers (MUS 180)

Handbell choir that performs for on-campus chapel services and concerts

### Alleluia Ringers (MUS 185)

Select handbell choir which performs in worship and concerts both on and off campus; touring ensemble

Incoming musicians wishing to participate in any music ensemble must first sign up for the ensembles listed below. This does not guarantee acceptance into all groups, but with signing up for these ensembles, the Music Department can send you information regarding rehearsals and auditions. Band auditions take place during Band Camp before the fall semester begins; all other auditions for ensemble placement occur in the fall at the beginning of the semester.

## CHOIR

MUS 182 Chapel Choir or  
MUS 197 Concordia Civic Chorale

## ORCHESTRA/STRINGS

MUS 190 String Ensemble

## BAND

MUS 187 Falcon Pep Band/Drumline  
MUS 192 University Band

## HANDBELLS

MUS 180 Chapel Ringers

For more information, please contact:

### **Mrs. Johanna Anderson**

*Associate Director of Instrumental Music  
Music Department Recruiter  
(262) 243-4265  
johanna.anderson@cuw.edu*



# FALCON ATHLETICS

Concordia University Wisconsin is home to a highly successful athletic department that wins numerous conference championships yearly. The athletic department and its student-athletes compete in some of the best facilities in the region; including Kapco Park, Catalyst Park and the Catalyst Sports Training Center, while all outdoor athletic fields are turfed. Falcon student-athletes are consistently the leaders in the classroom, during competition and in the community.

## MEN'S SPORTS

- Baseball
- Basketball
- Cross Country
- Football
- Golf
- Ice Hockey
- Ice Hockey (ACHA DII)
- Lacrosse
- Shooting
- Soccer
- Tennis
- Track & Field (Indoor & Outdoor)
- Volleyball
- Wrestling

## WOMEN'S SPORTS

- Acrobatics & Tumbling
- Basketball
- Cross Country
- Field Hockey
- Golf
- Ice Hockey
- Lacrosse
- Shooting
- Soccer
- Softball
- Tennis
- Track & Field (Indoor & Outdoor)
- Triathlon
- Volleyball
- Dance
- Cheer

