Cameron University
Student Information Sheet and Syllabus Attachment
Spring 2010, 16 week session

IMPORTANT DATES (16 WEEK SESSION)
Classes Begin 1/11/10
Last date to enroll or add 1/19/10
Last date to drop with no transcript entry 1/25/10
Last date to drop with full refund 1/25/10
Penalty for late payment begins 2/26/10
Last date to withdraw with an Automatic W 4/12/10
Last date to apply for May Graduation 3/24/10
Last date to withdraw from a class 4/26/10
Final Exams 5/4-5/7/10
Session Ends / Commencement 5/7/10
Final grades posted, 4 p.m. 5/11/10

SPRING SEMESTER HOLIDAYS
Martin Luther King Holiday 1/18/10
Spring Break 3/15-3/19/10

HELPFUL NUMBERS (Area code 580)
See http://www.cameron.edu/info/contact.html for a complete listing.
Admissions Office 581-2289
Bookstore 581-2375
CU-Duncan 877-282-3626
Career Services 581-2209
Continuing Ed/Outreach 581-2610
Counseling Center 581-2244
Financial Assistance 581-2293
Ft. Sill Admissions 355-8211
International Students 591-8019
Library 581-2410
Online Help Desk 581-2338
Public Safety, Non-emergency 581-2237
Public Safety, Emergency 581-2911
Registrar 581-2238
School of Business 581-2267
School of Ed and Beh Sci 581-2339
School of Liberal Arts 581-2491
School of Science & Tech 581-2308
Student Activities 581-2217
Student Housing 581-2392
Student Services 581-2244
Student Support Services 581-2352
Testing Center 581-2502
Veterans Affairs 581-2301

CAMPUS SAFETY
Public Safety - The Office of Public Safety is located in Room 100, South Shepler Center. For non-emergency contact, please use (580) 581-2237. For an emergency, please dial x2911 (on campus) or (580) 581-2911 (off campus). Call boxes are also available at prominent locations around campus.
Weather – It is the policy of CU that classes will meet as scheduled. Inclement weather conditions may occasionally create problems for students. The potential inability to attend class, as a result of poor travel conditions, should be discussed between faculty and students before a problem arises. Should inclement weather conditions or other circumstances dictate closing of the university, a delay in start time or event cancellations, announcements will be made through various media. A listing of media outlets used for weather notices is available under the heading Weather Policy in the Student Handbook and online at http://www.cameron.edu/studentservices/handbook. In the absence of any announcement, classes will be held as scheduled. In all instances of inclement weather and/or hazardous travel, please use your best judgment concerning your own personal safety before coming to the university.
Emergency Communication System – The Emergency Communication System allows CU to send time-sensitive notifications via voice messages, emails, and text messages. The service will help us provide a safer environment, enhance emergency preparedness and keep our faculty, staff and students better informed. Students should update their contact information on MyCU. Emergency messages from CU will display caller ID (580) 581-2200 and the email sender will be notice@cameron.edu.

ACADEMIC INTEGRITY STATEMENT
Each student is expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of academic dishonesty, including cheating and plagiarism, will be subject to disciplinary action. Additional information is provided in the Cameron University Code of Student Conduct http://www.cameron.edu/student_development/student_conduct/
**MyCU**
Access your MyCU account to check your grades as well as your enrollment schedule, your current charges and payments, and your transcript. MyCU may also be used to pay university bills online through the “My Info” tab and then selecting “Online Payment”. You may also modify your access code and view closed and cancelled classes. To access your account you must use your access (student) ID number and your access code which was assigned when you completed the enrollment process. Your access ID is the unique 6 digit number found on your student ID. For more information about MyCU contact the Office of Admissions at (580) 581-2230.

**STUDENT EMAIL**
Student email accounts and other services may be found at [http://studentmail.cameron.edu](http://studentmail.cameron.edu) The User Name Construction link provides information about user names and passwords. Students should check their Cameron email regularly regardless of whether or not they have other email accounts. A student who wishes to be contacted at an address other than Cameron email should be sure to keep a current preferred address on record in MyCU. Please note that MyCU email addresses and accounts are distinct from BlackBoard accounts for online courses, changing an address in one location does not automatically change the address in the other location.

**DISABILITY STATEMENT**
It is the policy of Cameron University to accommodate students with disabilities, pursuant to federal and state law. Students with disabilities who need classroom accommodations must make their requests by contacting the Office of Student Development at (580) 581-2209, North Shepler Room 314.

**PRIVACY/FERPA STATEMENT**
Student records are filed in a variety of offices as listed in the Student Handbook. To protect the rights of students and graduates, CU releases restricted information to other persons or agencies only as provided by FERPA. A student may choose to release information to a third party by completing a FERPA waiver. Forms and information are available in the Office of the Dean of Student Services, North Shepler 324, (580) 581-2244.

**COUNSELING CENTER**
Any student enrolled in at least six hours may receive mental health counseling free of charge by contacting Student Services at 581-2244. All appointments and discussions are confidential and subject to the appropriate FERPA and HIPAA regulations.

**ATTENDANCE POLICY**
A student is responsible for the content of each course in which s/he is officially enrolled. At the beginning of each course the instructor will define and quantify attendance standards, procedures for verifying unavoidable absences, and methods of dealing with missed assignments and examinations. It is the student’s responsibility to note these instructions and follow them consistently and carefully.

**DROPPING OR WITHDRAWING**
All students should check with their advisor and financial aid before dropping or withdrawing from a class. Dropping or withdrawing from a class can be processed in North Shepler, Room 201 or at CU-Duncan.

**Dropping** - A student may drop a class on or before the last day to drop with a full refund. Classes dropped during this period will not appear on the transcript. Dropping before the last day to drop with a full refund can be processed by the faculty advisor.

**Withdrawing from a class with an automatic W** - A student may withdraw from a class on or before the last date to withdraw with an automatic W.

**Withdrawing from a class without an automatic W** - If a student drops after the last date to withdraw with an automatic W but on or before the last date to withdraw, it is the instructor’s discretion as to whether the grade assigned will be a W or an F. Students should obtain the instructor’s signature with the assigned grade on a drop slip.

**Complete Withdrawal** - A student may withdraw from all classes on or before the last date to withdraw. To process a complete withdrawal, obtain an OFFICIAL withdrawal form from the Registrar’s Office in North Shepler 2nd Floor. Obtain instructors’ signatures for all courses. Obtain Financial Assistance Office clearance and signature if receiving financial aid. Return to the Registrar’s Office to process the withdrawal; take the form to the Business Office Cashier or One Stop in North Shepler for final clearance. CU-Duncan students may complete the withdrawal process on the Duncan campus.

**INCOMPLETE GRADE**
An incomplete grade of “I” may be given at an instructor’s discretion to a student who is not able to complete work because of circumstances beyond the student’s control. The student must have satisfactorily completed a substantial portion of the required coursework for the semester. Students who receive an “I” will have until the time agreed upon between the instructor and the student to complete the required work for the course, not to exceed one year from the end of the semester in which the course was taken.