

Cameron University
Student Information Sheet and Syllabus Attachment
Spring 2011, 16 Week Session

IMPORTANT DATES (16 WEEK SESSION)

Classes Begin	1/7/11
Last date to enroll or add	1/14/11
Last date to drop with no transcript entry	1/17/11
Last date to drop with full refund	1/21/11
Penalty for late payment begins	2/28/11
Last date to withdraw with an Automatic W	4/8/11
Last date to apply for May Graduation	4/12/11
Last date to withdraw from a class	4/22/11
Session Ends / Commencement	5/6/11
Final grades posted to AggieAccess, 4 p.m.	5/10/11

SPRING SEMESTER HOLIDAYS

Martin Luther King Holiday	1/17/11
Spring Break	3/14/11-3/20/11

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
Financial Assistance	581-2293
Ft. Sill Office	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 Educ. and Beh. Sci.	581-2339
School of Liberal Arts	581-2491
School of Science and Tech.	581-2308
Student Activities	581-2217
Student Housing	581-2392
Student Services	581-2244
Student Support Services	581-2352
Student Wellness Center	581-6725
Testing Center	581-2502
Veterans Affairs	581-2301

TOBACCO-FREE CAMPUS POLICY

The University's Board of Regents recently approved a Tobacco-Free Campus Policy that will go into effect on August 1, 2011. Cameron's Tobacco-Free Campus Policy bans the use, sale or distribution of tobacco products on campus. The policy can be viewed in its entirety at <http://www.cameron.edu/policies>.

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 copy of the Weather Policy and a listing of media outlets used for weather notices is available in the online Student Handbook under the heading University Policies at <http://www.cameron.edu/student-services/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 **AggieAccess**, on the **My Info** tab in the **My Personal Info** channel. Emergency messages from CU will display caller ID (580) 581-2200 and the email sender will be notice@cameron.edu.

STUDENT WELLNESS CENTER

The Student Wellness Center, located on the first floor of North Shepler, offers both acute medical care and mental health counseling for students at no charge. Contact the Student Wellness Center at (580) 581-6725 if you are experiencing a medical condition that is interfering with your ability to attend class or a mental health condition that is interfering with your functioning in daily life.

Counseling services are available to students enrolled in at least six hours at any location. Physical health care is available to all students enrolled on the Lawton campus.

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 CU Code of Student Conduct <http://www.cameron.edu/student-services/handbook/codeofconduct>

AGGIEACCESS

Students are expected to log in to **AggieAccess** regularly. Use **AggieAccess** to check your grades, access your enrollment schedule, email, transcript, university account and financial aid information and other campus announcements. You may also modify your access code and view closed and cancelled classes. To access your account you must enter the same username and password that you use to access campus computers. For more information about **AggieAccess** contact the Student Help Desk at (580) 581-2338 or (580) 581-2829. For information about user names and passwords, please see http://www.cameron.edu/aitc/user_name.html.

STUDENT EMAIL

Every student enrolled at Cameron University is issued a CU email account. Students are responsible for the information transmitted to the CU email account and are expected to check this account on a frequent and regular basis in order to stay current with University-related communications, particularly those that may be time sensitive. Please note that CU email accounts are distinct from BlackBoard accounts. Changing an email address on BlackBoard does not change the University email address. Students may easily access their CU email through **AggieAccess** by clicking on the email icon in the upper right corner after login. Please refer to http://www.cameron.edu/aitc/user_name.html for information about email addresses, user names and passwords.

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 Student Services, North Shepler 324, (580) 581-2244.

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, including Administrative Withdrawal, 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.