

Colorado Christian
UNIVERSITY
Admitted Student Checklist
College of Undergraduate Studies

Congratulations on being admitted to CCU's College of Undergraduate Studies! We look forward to welcoming you to our community and are excited about the contributions you will make during your time at Colorado Christian University. To help you through the enrollment process we have put together some information about being a student at CCU. We hope you find this Web site helpful as you prepare to experience your faith at CCU. **Note:** Dates shown are suggested and/or priority deadlines. It is to your advantage to submit the necessary requirements to CCU as soon as possible.

If you are interested in transferring to CCU for the Fall 2012 semester, please contact your [Transfer Student Enrollment Counselor](#).

ADMISSIONS

Submit Tuition Deposit

If you are admitted to Colorado Christian University and plan to enroll, you must submit a non-refundable **tuition deposit** (see [Tuition and Fees](#) at <http://www.ccu.edu/finaid/tuition.asp>) to reserve your spot and secure your financial aid and scholarships. For your convenience, you may submit the [tuition deposit online](#) (<http://www.ccu.edu/finaid/tuition.asp>).

Submit Final High School or College Transcript(s)

Whether you have just completed high school or are transferring from another university, you must submit a final transcript from your high school or the previous institution you attended. Please submit this to the Admission Office as soon as possible.

FINANCIAL AID

Submit 2012/2013 [FAFSA](#) (<http://www.ccu.edu/finaid/tuition.asp>)

File your [FAFSA online](#) for accurate and quick results. Include CCU's Title IV Code (009401) to ensure we receive your FAFSA report from the government. This year we are asking that families use the Data Retrieval tool when completing your FAFSA application.

Accept Financial Aid Package Online Via [WebAdvisor](#) (<http://www.ccu.edu/finaid/tuition.asp>)-

Once you have been awarded financial aid, you will receive an e-mail advising you to log into [WebAdvisor](#) and view the financial aid that is available to you. You will need to accept or decline your awards online.

Complete Stafford Loan Entrance Counseling

As a result of the Health Care and Education Reconciliation Act, all federal student loans come directly from the U.S. Department of Education under the Direct Loan Program. If students are eligible for a Federal Stafford loan (Subsidized or Unsubsidized), they need to complete an [Entrance Counseling session](#) (<http://www.ccu.edu/finaid/tuition.asp>). **This session covers the rights and responsibilities of a Direct Stafford Loan borrower and is a federal requirement prior to obtaining the loan funds.**

Make Final Payment Arrangements for Fall Semester

[Payment Options](#) (<http://www.ccu.edu/finaid/tuition.asp>) include financial aid, FACTS payment plan, check, credit card, and/or electronic check. See our [Online Payment FAQ](#) (<http://www.ccu.edu/finaid/tuition.asp>) for more details. Payment arrangements for all semester charges must be made by **July 1** for the fall semester and by December 1 for the spring semester. To discuss your financial aid award and payment options, call Service Central at 303-963-3230 or 800-44-FAITH, ext 3230. You may also e-mail Service Central at financialaidsupport@ccu.edu.

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REGISTRATION

Your CCU Account

To register for classes at CCU, students must have a Digital Services Account (DSA). The DSA is the student's digital identity at CCU, and grants access to CCU email, CCU intranet site and the CCU Web Registration interface.

- Your student ID number was printed on your acceptance letter.
- If you cannot find your ID number, please contact your Enrollment Counselor in the Admissions Office.
- You created your password when you applied for your Digital Services Account (DSA), which would have been created when you viewed your financial aid award letter. If you have never applied for a DSA or you cannot remember your DSA password, please go to <https://secure.ccu.edu/DigitalServicesAccount/> and either complete the application or click the [password reset link](#).
- In order to register for classes, your Emergency Contact Information must be up-to-date. **Even if your address has not changed, you must still do this!**
- To do this, go to <https://secure.ccu.edu/AddressChange/login.aspx> and login with your Student ID and password.
- If you experience any difficulty, contact the IT help desk at 303.963.3444

Register for Classes

CCU's [Life Direction Center](http://www.ccu.edu/lifedirections/) (LDC) (<http://www.ccu.edu/lifedirections/>) will send you an e-mail to start the registration process. You will be directed to complete an online course registration worksheet. The information you provide on that worksheet will be used by LDC Advisors to recommend the best courses for your fall 2012 schedule. After you have completed the survey, the LDC will call you to set up an appointment with a LDC Advisor. During this meeting, you will be provided a list of recommended classes and resources for registering for those classes. (If you attend SRW or an on-campus registration event, this meeting will take place on campus, otherwise most appointments are by phone) Also, have your final transcript sent to CCU as soon as possible so we have the most up-to-date information on previous credits you may transfer into CCU.

If Applicable Request [ADA Accommodations](#)

If you will be requesting accommodations for a diagnosed disability, please visit our Disabilities website for information on applying for accommodations. This website provides information on the kinds of accommodations that CCU provides as well as forms to apply for accommodations. The website is <http://www.ccu.edu/lifedirections/disabilityservices/>. We advise turning in this paperwork at your earliest date possible to allow enough time for processing.

Other Details

Students who have been admitted as CAD (Conditionally Admitted), will be attending a Student Success Class Friday mornings. In addition you will be limited on the number of credit hours you can enroll in. Please talk to your Admissions Counselor if you are unsure about your status.

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HOUSING

Submit Housing Deposit

A **housing deposit** (see [Tuition and Fees](http://www.ccu.edu/finaid/tuition.asp) at <http://www.ccu.edu/finaid/tuition.asp>) is required for students who plan to live in University housing. Students in their first and second year of college after graduation from high school (under 21 years of age) from outside the Denver metro area are required to live on campus. Students in their first and second year of college that are from the Denver area may live on campus or with their parents. In order to be eligible to live with parents, students in the Denver area must complete the residency requirement waiver portion of the housing application. You may also submit the [housing deposit online](https://secure1.ccu.edu/OnlinePayment/studentPay.aspx) (<https://secure1.ccu.edu/OnlinePayment/studentPay.aspx>).

Submit [Housing and Meal Plan Application](http://www.ccu.edu/studentlife/forms/housing-app.pdf) (<http://www.ccu.edu/studentlife/forms/housing-app.pdf>) and [Housing Lease](http://www.ccu.edu/studentlife/forms/housingcontract.pdf) (<http://www.ccu.edu/studentlife/forms/housingcontract.pdf>)

Please note that because CCU views living on campus as an important part of a student's complete educational experience, full-time (12 credit hours or more), unmarried students (under the age of 21) in their first and second year of college after high school graduation, who are taking courses in the College of Undergraduate Studies (traditional program) are required to reside on campus.

If you are planning to live **on campus**, fill out the entire housing application and sign and return the housing lease along with the [housing deposit](http://www.ccu.edu/finaid/tuition.asp) (<http://www.ccu.edu/finaid/tuition.asp>). Sign and return both documents to the Residence Life Department (fax: 303-301-8360 or e-mail documents to CCUResidenceLife@ccu.edu)

Students in their first and second year of college that are from the Denver area may live on campus or with their parents. In order to be eligible to live with parents, students in the Denver area must complete the Residency Requirements Waiver portion of the housing application. If you are planning to live **off campus** and are under the age of 21, please submit the Residency Requirement Waiver to the Residence Life Office (fax:303-963-3472 or e-mail: ccureslife@ccu.edu). All meal plan options are available to students living off campus. If you would like a CCU meal plan, the option for selecting one is included in the housing application.

If you would like to request a specific roommate, you may indicate that on your application. Otherwise, CCU will match you **with someone based on the answers in your application and placement form**. If you would like to request a specific stairwell to live in, please indicate that stairwell on your housing application and register for the correlating Freshman Year Integration course associated with the [Learning Community](http://www.ccu.edu/residencelife/learningcommunities.asp) (<http://www.ccu.edu/residencelife/learningcommunities.asp>) in that stairwell.

If you have already signed a housing contract and need to be released from it, you will need to submit the [Lease Cancellation Request](http://www.ccu.edu/studentlife/forms/contractrelease.pdf) (<http://www.ccu.edu/studentlife/forms/contractrelease.pdf>). Please note the deadlines for receiving full and partial reimbursement of your housing deposit. If you have already signed up for a meal plan, and wish to change or cancel your plan, you must submit the [Meal Plan Selection Form](http://www.ccu.edu/studentlife/forms/mealplan.pdf) (<http://www.ccu.edu/studentlife/forms/mealplan.pdf>).

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STUDENT LIFE EXPECTATIONS

- Submit [Lifestyle Covenant](http://www.ccu.edu/studentlife/community/covenant.asp)** (<http://www.ccu.edu/studentlife/community/covenant.asp>)

Once you have submitted your tuition deposit, you will receive an e-mail regarding CCU's Lifestyle Covenant. Each CCU student is required to sign this document. By signing this document, students make a commitment to each other and to the University that they will pursue the challenge of living out biblical standards. This form is due by the Add/Drop date (September 5, 2012) of each academic year; however, it is important information that should be reviewed prior to your arrival at CCU. Forms can be returned via e-mail at CCUStudentLife@ccu.edu, faxed to 303-301-8362, or mailed to CCU Student Life, 8787 W. Alameda Ave, Lakewood, CO 80226. It can also be turned in to the Student Life Office when you arrive on campus.

HEALTH SERVICES

All Health Services forms can be returned via e-mail at aewilliams@ccu.edu, faxed to 303-301-8365, or mailed to CCU Health Services, 8787 W. Alameda Ave, Lakewood, CO 80226.

Learn more about [University Health Services](http://www.ccu.edu/studentlife/health.asp) (<http://www.ccu.edu/studentlife/health.asp>) and immunization requirements at CCU.

- Submit your [Immunization Form](http://www.ccu.edu/studentlife/forms/Immunization.pdf)** (<http://www.ccu.edu/studentlife/forms/Immunization.pdf>)

The State of Colorado requires college students to have a certified record of two doses of the Measles, Mumps and Rubella (MMR) vaccine. The MMR record must be signed by a physician, nurse, county health department official, or school health authority. This form must be submitted to the CCU Health Services Office by the add/drop date (September 5, 2012) of the first semester of enrollment. Failure to submit the form will result in a hold being placed on the student's account.

The **Meningitis vaccine** is **recommended** by the CDC, the Colorado State Health Department, and the American College Health Association. The State of Colorado **does not require** that students have the meningitis vaccine, but the state requires signed documentation that each student has read the information about the disease and the vaccination. The student must show proof of either:

- Having received the Meningococcal Vaccine within the last five years;
- Having read the Meningococcal Disease information sheet and completed the [request form](http://www.ccu.edu/studentlife/forms/meningitis.pdf) (<http://www.ccu.edu/studentlife/forms/meningitis.pdf>) to receive the vaccine;
- Having read the Meningococcal Disease information sheet and declined the vaccine via [waiver](http://www.ccu.edu/studentlife/forms/meningitiswaiver.pdf) (<http://www.ccu.edu/studentlife/forms/meningitiswaiver.pdf>).

This information must be submitted to the CCU Health Services Office by the add/drop date of the first semester of enrollment. Failure to submit the form will result in a hold being placed on the student's account.

- Submit your [Health Insurance Waiver](http://www.ccu.edu/studentlife/forms/InsuranceWaiver.pdf)** (<http://www.ccu.edu/studentlife/forms/InsuranceWaiver.pdf>) **or** **[Enrollment Form](http://www.ccu.edu/studentlife/forms/HealthInsuranceEnrollment.pdf)** (<http://www.ccu.edu/studentlife/forms/HealthInsuranceEnrollment.pdf>)

As a condition of enrollment, all CCU traditional undergraduate students living on or off campus, carrying six credits or more are required to have health insurance coverage. All full-time students will be billed (\$697 per semester—this was the charge for 2011-2012—the new cost will be available by the end of April 2012) for

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the [University health insurance plan](#) (2011-2112 version-
<http://www.ccu.edu/studentlife/forms/HealthInsuranceBrochure.pdf>) until they provide proof of insurance coverage. If you are already covered under another plan and want to waive the University health insurance plan, you must complete the [Health Insurance Waiver](#) and show proof of insurance to the CCU Health Services Office. If the insurance waiver has not been submitted to the Health Services Office by the add/drop date of the first semester of enrollment, the billing of the CCU insurance plan will become final.

If you will no longer be covered for health insurance under a parent or guardian, you may obtain [health insurance](#) through CCU by completing the University [Health Insurance Enrollment Form](#).

All forms can be returned via e-mail at aewilliams@ccu.edu, faxed to 303-301-8365, or mailed to CCU Health Services, 8787 W. Alameda Ave, Lakewood, CO 80226.

Note: Athletes must submit a health insurance waiver to University Health Services. Athletes **are not** eligible for the University sponsored health insurance plan. Please see your coach for further information.

Learn more about [health insurance options and costs](#) (<http://www.ccu.edu/finaid/tuition.asp>) through CCU.

- If you are under 18 years old your parent/guardian must complete the [Consent to Treat Minors Form](#)** (<http://www.ccu.edu/studentlife/forms/minorconsent.pdf>).

WEEKEND OF WELCOME

- Register for [WOW](#)** (<http://www.ccu.edu/wow/>)

Each year CCU provides an orientation program for students entering the University. Taking part in the Weekend of Welcome is an important part of your transition into the CCU family. If you have any questions, please contact the Student Activities Office at wow@ccu.edu or 303-963-3364.

IMPORTANT ACTIVITIES OF NOTE

In addition to documentation needed, new students should be aware of a few important dates:

- August 22—Weekend of Welcome (WOW) begins. WOW is an important part of a student's introduction to the University. Please make every effort to attend. More information can be found at <http://www.ccu.edu/wow/>.
- September 7-9—New Student Retreat. All new students are required to attend this retreat. This is a free weekend and a lot of fun, but unexcused absences are fined \$125. Please see <http://www.ccu.edu/studentlife/retreats/nsr.asp> for more information.
- Discipleship Groups (D-Groups)—All freshmen will be divided into small d-groups that will meet Wednesday evenings 8:00 p.m.-9:00 p.m.(except for one group which will meet 5:00 p.m.-6:00 p.m. Wednesday evenings). This is a requirement for the FYI class that each freshman will enroll in.
- In addition, the FYI classes will require out of class activities including workshops, social activities and service projects. Freshmen should be aware of this and find out the dates for these activities the first day of class to plan work schedules accordingly.