



# PARENT-STUDENT GUIDEBOOK

**CULVER**  
**STOCKTON** COLLEGE

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# CALENDAR

## Fall 2022 Semester

AUGUST 6	CATALYST CLASS STUDENTS MOVE IN
AUGUST 6	FALL ATHLETES (FOOTBALL, MEN'S AND WOMEN'S SOCCER, WOMEN'S VOLLEYBALL) MOVE IN
AUGUST 10	MARCHING BAND MOVE IN
AUGUST 19	NEW STUDENT CHECK IN AND MOVE IN
AUGUST 19-21	WILDCAT WELCOME
AUGUST 21	RETURNING STUDENT CHECK IN AND MOVE IN
AUGUST 22	CSC CLASSES BEGIN (BRCN, 12 WK, 1ST 6WK, T1 & G1 CLASSES), 8 AM
SEPTEMBER 5	LABOR DAY (NO CLASSES CSC OR BRCN)
OCTOBER 3	MID-TERM BREAK (NO CSC CLASSES)
OCTOBER 17-21	ADVISING WEEK FOR SPRING 2023 FOR CSC
OCTOBER 21-23	HOMECOMING
OCTOBER 24-27	REGISTRATION WEEK FOR SPRING 2023 FOR CSC
NOVEMBER 4-5	FAMILY WEEKEND
NOVEMBER 15	READING DAY, CSC - NO CLASSES OR FINAL EXAMS
NOV 16-18	FINAL EXAMS FOR 12 WK CLASSES
NOV 19-27	THANKSGIVING BREAK (NO CSC OR BRCN CLASSES)
NOVEMBER 28	CSC 3 WEEK CLASSES BEGIN
DECEMBER 16	LAST DAY OF 3WK CLASSES
DECEMBER 16	RESIDENCE HALLS CLOSE, 6 PM

## Spring 2023 Semester

JANUARY 7	NEW STUDENTS FOR SPRING 2023 MOVE IN, 8-10 AM
JANUARY 8	RESIDENCE HALLS OPEN FOR RETURNING STUDENTS, NOON
JANUARY 9	CLASSES BEGIN (BRCN, 12 WK, 1ST 6 WK, T3 AND G3), 8 AM
JANUARY 16	MARTIN LUTHER KING, JR. DAY, NO BRCN OR CSC CLASSES
MARCH 4-12	CSC & BRCN SPRING BREAK
MARCH 20-24	ADVISING WEEK FOR FALL 2023 FOR CSC
MARCH 27-30	REGISTRATION WEEK FOR FALL 2023 FOR CSC
APRIL 6	LAST DAY OF 12 WK CLASSES
APRIL 7-10	EASTER BREAK (NO BRCN OR CSC CLASSES)
APRIL 11	READING DAY (NO CSC CLASSES OR FINAL EXAMS)
APRIL 12-14	FINAL EXAMS FOR 12 WK CLASSES
APRIL 17-18	TERM BREAK (NO CSC CLASSES)
APRIL 19	CSC 3 WK CLASSES BEGIN
MAY 10	LAST DAY OF 3 WK CLASSES
MAY 10	RESIDENCE HALLS CLOSE FOR THOSE NOT INVOLVED IN COMMENCEMENT, 6 PM

# CONTACT NUMBERS

The college main phone number is 573 288-6000. For other numbers at C-SC (such as below), dial 573-288 and the four-digit extension. If the information needed is not listed here, directory information and email addresses are also available on the College's website, [culver.edu](http://culver.edu). We encourage browsing through C-SC's website to learn more about the wealth of services and programs provided by the College.

## ACADEMIC

### Office of the Provost

573-288-6000, ext. 6512

[provost@culver.edu](mailto:provost@culver.edu)

### Student Success

Program Director

573-288-6000, ext. 6366

[studentsuccess@culver.edu](mailto:studentsuccess@culver.edu)

### Disability & Tutoring Services

573-288-6000, ext. 6366

[tutoring@culver.edu](mailto:tutoring@culver.edu)

[disabilityservices@culver.edu](mailto:disabilityservices@culver.edu)

### First Generation Specialist

573-288-6000, ext. 6464

[firstgen@culver.edu](mailto:firstgen@culver.edu)

### Academic Advising

573-288-6000, ext. 6464

[advising@culver.edu](mailto:advising@culver.edu)

### Diversity, Equity, & Inclusion

573-288-6000, ext. 6714

[DEI@culver.edu](mailto:DEI@culver.edu)

### Career & Internship Center

573-288-6000, ext. 6536

[internships@culver.edu](mailto:internships@culver.edu)

## ADMINISTRATION & FINANCE

### Student Billing

573-288-6000, ext. 6492

[studentbilling@culver.edu](mailto:studentbilling@culver.edu)

## ADMISSION

573-288-6000

[admission@culver.edu](mailto:admission@culver.edu)

## ATHLETICS

573-288-6000, ext. 6443

[cscwildcats.com](http://cscwildcats.com)

[patwell@culver.edu](mailto:patwell@culver.edu)

## DINING SERVICES

573-288-6000, ext. 6565

[dining@culver.edu](mailto:dining@culver.edu)

## FINANCIAL AID

573-288-6000, ext. 6307

[financialaid@culver.edu](mailto:financialaid@culver.edu)

## PHYSICAL PLANT

573-288-6000, ext. 6313

[facilities@culver.edu](mailto:facilities@culver.edu)

## CAMPUS SAFETY

573-288-6000, ext. 6300

[campussafety@culver.edu](mailto:campussafety@culver.edu)

## REGISTRAR

573-288-6000, ext. 6540

[registrar@culver.edu](mailto:registrar@culver.edu)

## STUDENT LIFE

573-288-6000, ext. 6334

[studentlife@culver.edu](mailto:studentlife@culver.edu)

### Student Engagement

573-288-6000, ext. 6719

### Wellness & Counseling

573-288-6000, ext. 6720

### Fraternity & Sorority Life

573-288-6000, ext. 6719

### Residence Life

573-288-6000, ext. 6710

### Career and Internship Services

573-288-000, ext. 6536

# BUILDING HOURS

## CARL JOHANN MEMORIAL LIBRARY

The library is more than just books, it is a hub for learning and contains study rooms, online databases, open spaces for group work, and an incredible staff who are willing to assist students, faculty, staff, and alumni. Johann is also home to the Lab Cafe, which includes two additional study rooms.

### REGULAR OPERATION HOURS

The library is open at the following times during the academic year:

Monday - Thursday: 8 a.m. - 11:30 p.m.

Friday: 8 a.m. - 5 p.m.

Saturday: 1 - 5 p.m.

Sunday: 1 - 11:30 p.m.

Special hours around holidays and breaks are noted in announcements and on signage around the building.

## J.E. & L.E. MABEE RECREATION & WELLNESS CENTER

All students, faculty, staff, and alumni must register and fill out waivers before using the facility for the year. Rec Center Forms are found online at MyCulver on the left-hand side when logging into the site.

### REGULAR OPERATION HOURS

The J.E. & L.E. Mabee Recreation & Wellness Center are generally open seven days a week per the academic calendar. Times may vary according to recognized holidays and breaks. See campus announcements and visit [culver.edu/campus-life/mabee-recreation-wellness-center/](http://culver.edu/campus-life/mabee-recreation-wellness-center/) for operating hours.

## PREPARING TO LIVE IN A RESIDENCE HALL

This may be a student's first opportunity to share a living space with someone. Though living with a roommate can be intimidating at first, it provides great opportunities for students to learn about themselves and develop important independent living skills. Parents, when helping your student prepare and pack, remind him/her about the need to be considerate of the roommate's need for space. Students should contact their roommates before they move in to introduce themselves and discuss the items they plan to bring. Remember that over-packing (bringing too much stuff) can lead to unnecessary crowding, which can cause tension for both students and their roommates.

Give thoughtful consideration to the items the student must have in the room, and consider leaving out-of-season clothes and minimally used items at home to avoid clutter in closets and drawers. When students arrive on campus, they should discuss with the roommate how the room will be arranged before anyone begins unpacking. We even recommend coordinating arrival times on move-in day so that students and their roommates can strategize together in person. If students and their roommates have brought duplicate items and are willing to share, send items home with parents to free up space! After parents have departed, we encourage students to discuss with their roommate things such as cleanliness, "pet peeves," and which items (if any) can be borrowed.



**Dr. Angie Royal**  
**Dean of Student Life**  
**573-288-6334**  
[studentlife@culver.edu](mailto:studentlife@culver.edu)

Our staff can facilitate this discussion by assisting roommates in completing a roommate contract. If students hit a bump in the road, we encourage him/her to speak up about the concern(s). We suggest that students start by asking a question in order to understand why something happened rather than accusing or attacking the roommate. Listening and reflecting on the feedback is critical. The way students approach conflict can have a significant impact on how it is resolved. Resident Assistants can be very helpful by giving students advice on how to handle roommate issues.

## WE'RE HERE TO HELP!

Residence halls are staffed by individuals who care deeply and want students to have a great experience at C-SC! RA's (Resident Assistants) and professional staff members are always connected to each residence hall community. Each student can expect the staff to want to get to know them, check up on them, and be around to help with any questions or concerns they might have.

## CELEBRATING YOUR WILDCAT

Help your student celebrate a special occasion on "the Hill" by sending a 9-inch cake or 12-inch round cookie. The cost is \$15 and can be ordered online at <https://conta.cc/3RTydk6>.

## HOW TO GET INVOLVED ON "THE HILL"

The student experience goes beyond the classroom and is best developed when individuals participate in student life activities, and campus organizations. When they engage in student involvement opportunities, they develop leadership skills, which convert in-class learning to out-of-class experiences! Culver-Stockton College offers a variety of student organizations to meet the needs of diverse populations while providing unique cultural and educational programming. Membership in these organizations is open to all students.

Each fall, Student Life hosts a student organization fair to learn more about campus groups and student leadership opportunities. It's a great way to learn how to get involved on campus! For questions regarding student organizations and student leadership opportunities, please contact [studentlife@culver.edu](mailto:studentlife@culver.edu).

There is always something fun & FREE to do on campus! Wildcats Connect is the centralized place for Culver-Stockton College students to get involved on "the Hill!" Students and parents can access Wildcats Connect by visiting [csc.campusgroups.com](http://csc.campusgroups.com). Students can log in with their Culver credentials for full access. Parents can still click on Events and Groups without logging in to see ways that students can get involved on campus.



Follow the Campus Programming Council (CPC) on social media:

Twitter: [@CPC\\_CSC](https://twitter.com/CPC_CSC)

Instagram: [@culver\\_stockton\\_cpc](https://www.instagram.com/culver_stockton_cpc)

## HOW TO SEND MAIL/ADDRESS FOR STUDENT PACKAGES

MSC# (insert mailbox number)

Student Name

1 College Hill

Canton, MO 63435

# MYCULVER

MyCulver is where students can find:

- Their schedule which shows courses, room numbers, course times
- Their financial aid information
- Campus calendar
- Their student account
- Room information (not available until July)
- Cat Tracker (within Canvas)

## TO USE MYCULVER, LOGIN AT THE TOP RIGHT CORNER OF THE SCREEN.

On the left side, students will see links for:

- o Insider (information/stories)
- o Campus Calendar
- o Campus Help Desk Requests
- o Get Your Theatre Tickets
- o Password Change
- o Rec. Center Forms – (to register for using the J.E. & L.E. Mabee Recreation & Wellness Center)
- o Timeclock – (to log on and off as a student worker)

## THERE ARE QUICK LINKS ALONG THE LEFT SIDE FOR:

- o Main Website
- o Canvas LMS – (link to access each of their classes)
- o Google email – (access to their Culver-Stockton email)
- o Carl Johann Library – (quick access to search for materials in the C-SC library)
- o Course Schedules – (link to all classes for each term)
- o TASC Schedule and Tutor Information
- o Order Textbooks – (access to MBS site)
- o Canton Weather forecast
- o Home
- o Alumni Login for Rec Center

Students' Culver-Stockton email is accessed through a link on the MyCulver home page. Students will need to get into the habit of checking their email account daily as we near the start of school. It is highly recommended that students check into the account several times during the day once school begins. All official information from the school and professors will be through their Culver-Stockton email account.

## MYCULVER: ACCESS FOR PARENTS

FERPA is the student's protection against their educational or financial information being distributed to anyone. Students must give permission on MyCulver to their parents to see information online or to talk to administrators or faculty about their educational experience. The information may be about students financial account or their educational performance. Students may log back in at any time and change the permission between yes and no. To allow parent access:

1. Log into MyCulver
2. Click on the Student tab
3. Click Yes or No on the FERPA status located on the left-hand of the screen to give or deny access to student information.
4. Click OK

Parent access provides the ability to view/pay/update information:

- o Student account information
- o Student class schedule
- o 1098T form for taxes
- o Grades
- o Financial assistance
- o Emergency contacts (especially for text messaging)
- o Email addresses for support offices

There is no access to the student's school email account

## REGISTERING THE STUDENT'S CAR & PARKING PERMITS

Students wishing to park on campus must register for a parking permit each year and provide any changes to vehicle registration during the year. The Regular Resident or Commuter permit is \$75.00. There are NO REFUNDS for parking permits. Students can register for their parking permit after July 4.

Students may request a Temporary Permit (good for 24 hours) from the Campus Safety Office located in the Gladys Crown Student Center (building with the dining hall).

PLEASE NOTE: Students assigned to Stone Hall will have a designated parking lot (orange permits). Please make sure to select Stone Hall Resident Permit from the dropdown to receive the correct parking tag.

To register for a parking permit, students should complete the following steps.

1. Login to the student's MyCulver account
2. Click on the "Campus Life" Tab
3. Click on "Register your Vehicle" on the left-hand side
4. Read the information and follow the prompts on the screen (all driver and vehicle information are required information).
5. The permit charge (\$75.00) will appear on the student account after registering their vehicle.
6. Pick up the student's parking sticker from the Campus Safety Office located at the Gladys Crown Student Center, Room 201

Updates and changes to vehicle information can be made online until September 15. After that time, changes must be made by contacting the Campus Safety Office.

Visit [culver.edu/future-students/student-resources/parking-map/](http://culver.edu/future-students/student-resources/parking-map/) for a Parking Map.



# HEALTHCARE, WELLNESS & IMMUNIZATIONS

## CONVENIENT HEALTHCARE FOR YOUR WILDCAT



### BENEFITS

- \$75 for the entire school year
- Convenient drive thru access for care
- Clinically certified Nurse Practitioners

## MEMBERSHIP COVERS

- |                       |                            |
|-----------------------|----------------------------|
| + Allergies           | + Sinus Infections         |
| + Cold & Flu Symptoms | + Sore Throats             |
| + Ear Infections      | + Urinary Tract Infections |
| + Rashes              | + Testing for STDs         |

### EXPRESS CLINIC

34TH & BROADWAY, QUINCY

Monday - Friday: 8 am - 8 pm

Saturday - Sunday: 8 am - 5 pm

**217.214.9626**



For more information or to register,  
contact the **Dean of Students Office**  
at **573.288.6334**



Program only valid to those actively enrolled at Culver-Stockton. Must present C-SC Student and membership ID at time of visit. Medications and vaccines will be paid at own expense. Any service outside of Convenient Care and Express Clinic will be billed to student's primary insurance. Services subject to change due to the COVID-19 pandemic and CDC guidelines.



All full-time Culver-Stockton College campus students are required to provide proof of immunizations. Culver-Stockton College uses the Med+Proctor platform to process immunization paperwork.

The immunization requirement is for measles, German measles, mumps, tetanus/diphtheria, meningitis, and then a tuberculosis screening. Students must satisfy this requirement before they will be eligible to register for classes in the following semester.

To meet the requirement each student must have two doses of the MMR vaccine and tetanus/diphtheria booster within the past 10 years. Any exemptions from the requirement for medical or religious reasons must be sought in writing and require the approval of the Dean of Student Life at [studentlife@culver.edu](mailto:studentlife@culver.edu).

Any questions about the immunization policy should be directed to the Dean of Student Life at [studentlife@culver.edu](mailto:studentlife@culver.edu) or by calling 573-288-6334.

To provide proof of immunizations, students must:

1. Ensure that they have a working culver.edu email address. They must be able to receive and check their culver.edu email account in order to complete this process.
2. Visit Med+Proctor's website - <https://secure.Med+Proctor.com/Account/SignIn>
3. Select "Register" from the top right corner.
4. Create an account in Med+Proctor using the student's C-SC email address. They will continue to have access to Med+Proctor even after they leave Culver-Stockton College.
5. Complete the Med+Proctor profile.
6. Download and print the Immunization Certificate form.
7. Have the student's medical provider complete the Immunization Certificate form. Note that the health care provider who originally vaccinated them does not need to sign the form; any licensed provider is acceptable. If they are having difficulty accessing a health care provider for signature on the student form, they may upload their own copy of immunization records, however, additional documentation may be needed.
8. Upload an image of the Immunization Certificate form to Med+Proctor.
9. The student will receive an email from Med+Proctor within 7-14 days letting them know if the immunization requirements have been met. Be aware that non-compliant submissions require additional time.

### Contacting Med+Proctor

Student Life is unable to provide Med+Proctor technical support. If students have difficulty using the Med+Proctor platform, we encourage the following:

- Browse the help topics at [support.medproctor.com](https://support.medproctor.com)
- Use the chat feature on the lower right side of the screen
- Email [help@medproctor.com](mailto:help@medproctor.com)

# IMMUNIZATION CERTIFICATE



PRINT CLEARLY WITH DARK BLACK INK.

This form will be read by a computer.

Upload to medproctor.com

University: \_\_\_\_\_

Student: \_\_\_\_\_

DOB: \_\_\_\_\_

Green = Required

Blue = Recommended

Black = Optional

**MMR** Measles, Mumps, Rubella **Required**

1st	M	M	D	D	Y	Y
2nd	M	M	D	D	Y	Y

**MENINGOCOCCAL** **Required**

1st	M	M	D	D	Y	Y
2nd	M	M	D	D	Y	Y

**COVID - 19** **Recommended**

1st	M	M	D	D	Y	Y
2nd	M	M	D	D	Y	Y

**MENINGOCOCCAL B** **Recommended**

1st	M	M	D	D	Y	Y
2nd	M	M	D	D	Y	Y

**HEPATITIS B** **Recommended**

1st	M	M	D	D	Y	Y
2nd	M	M	D	D	Y	Y

**HPV** - Human Papillomavirus **Recommended**

1st	M	M	D	D	Y	Y
2nd	M	M	D	D	Y	Y

**TDaP** - Booster **Required**

Within 10 yrs.	M	M	D	D	Y	Y
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**VARICELLA** - Chicken Pox **Required**

1st	M	M	D	D	Y	Y
2nd	M	M	D	D	Y	Y

**HEPATITIS A** **Recommended**

1st	M	M	D	D	Y	Y
2nd	M	M	D	D	Y	Y

**POLIO** - Inactivated **Recommended**

1st	M	M	D	D	Y	Y
2nd	M	M	D	D	Y	Y

**POLIO** - Inactivated **Recommended**

3rd	M	M	D	D	Y	Y
4th	M	M	D	D	Y	Y

**INFLUENZA** **Recommended**

1st	M	M	D	D	Y	Y
-----	---	---	---	---	---	---

**Typhoid** - Inactivated **Optional**

One	M	M	D	D	Y	Y
-----	---	---	---	---	---	---

**Yellow Fever** **Optional**

One	M	M	D	D	Y	Y
-----	---	---	---	---	---	---

**RABIES** - Pre-Exposure **Optional**

1st	M	M	D	D	Y	Y
2nd	M	M	D	D	Y	Y
3rd	M	M	D	D	Y	Y

**REQUIRED - Immunization History Signature (Please clearly complete ALL and place office stamp at bottom of page.)**

LICENSED CARE PROFESSIONAL SIGNATURE	PRINT LICENSED HEALTH CARE PROFESSIONAL FIRST AND LAST NAME	SIGNATURE DATE
NON-PARENTAL		
NPI NUMBER <small>not required for U.S. service members or international students</small>	NPI NAME OF LICENSED HEALTH CARE PROFESSIONAL	OFFICE PHONE NUMBER

**RECOMMENDED - Tuberculosis Test Results**

<p><b>Tb Skin</b> pPD</p> <p>Placed: <table border="1"><tr><td>M</td><td>M</td><td>D</td><td>D</td><td>Y</td><td>Y</td></tr></table></p> <p>Read: <table border="1"><tr><td>M</td><td>M</td><td>D</td><td>D</td><td>Y</td><td>Y</td></tr></table></p> <p>actual induration in MM only <table border="1"><tr><td>m</td><td>m</td></tr></table></p>	M	M	D	D	Y	Y	M	M	D	D	Y	Y	m	m	<p>mm and range <b>REQUIRED</b> (fill bubble)</p> <p><input type="radio"/> 0 mm</p> <p><input type="radio"/> 0 to &lt; 5 mm</p> <p><input type="radio"/> 5 to &lt; 10 mm</p> <p><input type="radio"/> 10 to &lt; 15 mm</p> <p><input type="radio"/> 15 mm or larger</p>	<p><b>OR</b></p> <p><b>Tb Blood</b> T-Spot QuantiFERON</p> <p>Test <table border="1"><tr><td>M</td><td>M</td><td>D</td><td>D</td><td>Y</td><td>Y</td></tr></table></p> <p><b>Results</b></p> <p><input type="radio"/> Positive</p> <p><input type="radio"/> Negative</p>	M	M	D	D	Y	Y
M	M	D	D	Y	Y																	
M	M	D	D	Y	Y																	
m	m																					
M	M	D	D	Y	Y																	

**Tuberculosis Test Results Signature (Please clearly complete ALL and place office stamp at bottom of page.)**

LICENSED CARE PROFESSIONAL SIGNATURE	PRINT LICENSED HEALTH CARE PROFESSIONAL FIRST AND LAST NAME	SIGNATURE DATE
NON-PARENTAL		
NPI NUMBER <small>not required for U.S. service members or international students</small>	NPI NAME OF LICENSED HEALTH CARE PROFESSIONAL	OFFICE PHONE NUMBER

OFFICE STAMP





# FINANCES & MORE

## BILLING STATEMENTS

- Statements are mailed in June for the fall, and December for the spring to student's listed home address.
- Payments or payment arrangements are due August 5 for the fall, and January 5 for the spring semester.
- Payment plan information and enrollment instructions are mailed home with student statements in June and December.
- Up-to-date account information is available any time on MyCulver.

Student balances must be paid in full prior to registering for the next semester, ordering transcripts or receiving a diploma.

## OPTIONS FOR PAYING THE STUDENT'S BILL

- Options include: Cash, Check, Credit Card, Customized Payment Plan or Loan Options

## CUSTOMIZED PAYMENT PLAN

- Payment plans are interest free and are due monthly
- No convenience fees for credit card payments
- Per semester charge of \$50 for payment plans
- For more information about payment plans, visit Student Accounts on the 2nd floor of Henderson: [studentbilling@culver.edu](mailto:studentbilling@culver.edu) or 573-288-6492
- Payment plan information and enrollment instructions are mailed home in June and December.

## FINANCIAL AID CHECKLIST

These documents are required to be completed before the start of the student's first semester:

☐ **Dependent Housing Agreement**

☐ **Signed Award Letter**

\*\*If Applicable

☐ **Athletic/Fine Arts Agreement\***

☐ **Entrance Counseling\***

☐ **Master Promissory Note\***

## FINANCIAL AID

Individual financial aid information can be obtained using student's MyCulver login. For additional details, and a step-by-step guide to understanding the financial aid process, please visit [culver.edu/videos/registration-day-resources/](https://culver.edu/videos/registration-day-resources/). For more questions regarding financial aid, email [financialaid@culver.edu](mailto:financialaid@culver.edu).

## USING FINANCIAL AID FOR TRAVEL STUDY

Travel opportunities, both domestically and internationally, are great opportunities for students.

The following assistance is available:

- Students can accrue up to \$1,500 in four years of continuous enrollment as a part of tuition, as follows:
  - \$100-1st semester,
  - \$400-3rd semester
  - \$500 on both the 5th and 7th semesters

Students may apply for and receive an international study abroad scholarship up to \$2,000. Students may only be awarded the international study abroad scholarship one time during their college career.

## FINANCIAL AID FOR NURSING STUDENTS

- Financial aid is processed by C-SC for freshman and sophomore years. Missouri residents are eligible for Missouri state funding during these years.
- Blessing-Rieman processes the financial aid during the junior and senior years.
  - Illinois residents are eligible for Illinois funding during the junior and senior years.
  - C-SC aid is pro-rated based on BRCN guidelines.
  - Talent scholarships are not available from C-SC during junior and senior years, but students can still participate.

## USING FINANCIAL AID TO BUY BOOKS

- There must be a credit on the student account after paying tuition, room/board, and fees.
- Contact [studentbilling@culver.edu](mailto:studentbilling@culver.edu) to request a book voucher. They will verify eligibility and email a book voucher to the student's Culver-Stockton email.
- Use [www.mbsdirect.net](http://www.mbsdirect.net) or the link on MyCulver's main page to select books and apply the book voucher.
- Vouchers will be available beginning on July 15.

## FINANCIAL AID & ACADEMIC PERFORMANCE

Financial aid will be impacted if students do not meet certain academic requirements as explained below.

- **S**atisfactory **A**cademic **P**rogress (SAP) is required for eligibility for federal financial aid. SAP requires students to pass 67% of all classes attempted each semester – checks are made at the conclusion of each semester to determine the student's standing.
- Students must also complete 48 credit hours by the end of their sophomore year.
- Students must also stay in good academic standing based on the following:
  - 1-30 hours                      1.75 cumulative GPA
  - 31-45 hours                    1.80 cumulative GPA
  - 46-60 hours                   1.90 cumulative GPA
  - 61+ hours                      2.00 cumulative GPA

- Note that certain majors may have a higher required GPA to remain in that field, but that does not impact the ability to use federal financial aid .
- Missouri residents must have a 2.50 GPA to renew state funding

Keep grades up and think before any drop or withdraw from a class. Students should meet with tour advisor to discuss their options.

If students fail to meet the SAP requirements:

- 1st time they receive an SAP warning and are given one semester to make up the deficits. There are no financial repercussions.
- 2nd time they receive an SAP suspension resulting in a loss of all federal and state financial eligibility until deficits are met.

C-SC aid continues as long as they are allowed to remain enrolled in the college.

## ON-CAMPUS JOBS & STUDENT WORK OPPORTUNITIES

- Many students apply and are hired to work in various campus jobs. Students seeking jobs on campus are encouraged to contact the department they are interested in working for. Students may work no more than 20 hours per week in campus jobs. Freshmen may work no more than 10 hours per week during their first semester.
- Campus jobs for students are paid Missouri minimum wage.
- Email the Career & Internship Center at [internships@culver.edu](mailto:internships@culver.edu) to inquire about open jobs in our local community or regarding campus job openings.

## TEXTBOOKS

There is **NO** physical bookstore on our campus so students must order their books either through the College virtual bookstore or a third-party vendor such as Amazon. Students should order their books about 2-3 weeks before their class begins through our Culver-Stockton virtual bookstore or another vendor such as Amazon. Students can order books and have them delivered to campus or to their home.

## MBS DIRECT—ONLINE BOOK BUYING

It is important to know that books are not typically available to purchase until late June. Historically, MBS offers a free shipping week so check regularly to take advantage of that savings.

### **Q: How do students order course materials?**

Students will need to order their books online at [MBS Direct](#), call 800-325-3252, or go to MyCulver or [culver.edu](#) and click on the “Bookstore” link on the bottom of the page. This will take the student to the MBS website.

### **Q: How do students pay for books?**

Major credit cards, check cards, or a book voucher (which is only available if the student has a credit on their student account).

### **Q: How do students know if they have a credit on their student account?**

Students will need to log into MyCulver. Under the Students tab click on the “My Student Account” link on the left side. From there, click on “My Account Balance.” Here, the student will see if they have a credit balance on their account. If there is a credit balance, contact Student Accounts at 573-288-6492 to request a book voucher.

**Q: How do students determine which textbooks/course materials to order?**

To ensure order accuracy, on the MBS website, click on “Let’s Get Started.” Choose the term from the drop-down menu. From there they will select the classes they are enrolled in and MBS will then provide them with a list of required materials for each class.

**Q: When should students place their orders?**

The virtual bookstore will open 3-4 weeks prior to the class start date and students may begin placing orders at this time. All orders are shipped within 24 hours of receipt, excluding weekends, unless specifically noted during the checkout process.

**Q: If necessary, how do students return a book to MBS Direct?**

Students may return course materials for a 100% refund, excluding shipping. Return policies and procedures are printed on each invoice. Students may call MBS Direct Customer Service at 800-325-3252 with any questions related to their order.

*PLEASE NOTE: Make sure students order course material in a time-conscious manner. It is important for students to have ALL course materials before classes begin. If the student does not order books before he/she arrives on campus, he/she will need a credit card to order books if they don't qualify for a book voucher! Students also have the option to purchase books through other sources or rent books if they choose. Please contact Student Accounts for more information on those options. If books are shipped to the college, they can be picked up in the mail room, located in Johnson Hall.*

**TO ORDER BOOKS THROUGH THE C-SC VIRTUAL BOOKSTORE IN MYCULVER:**

- Student should login to MyCulver using the login provided to them. Their login will work for all access including MyCulver, their email and their Canvas learning system.
- To order books through the online bookstore:
  - Click on Heading "Students"
  - Click on “Order Textbooks”
  - (See Picture Below) Choose Term – “Current Semester”
    - o Choose the format – “On Campus”
    - o Choose Site “On Campus”
    - o Enter course code, e.g. ENG 101
  - Click the Blue arrow to “View Your Materials”.
  - Select the type of materials, e.g. “print,” “rental,” “online.” NOTE: Some professors require online access codes for their class work. These CANNOT be rented and must be purchased
  - Enter voucher or credit/debit card information to pay
  - Click “Add Selected to Cart”
  - Repeat by entering the student's other courses
  - Click “Proceed to Checkout”
  - Click “Check Out Now”
  - Enter Personal Information, Billing and Payment Information.  
Enter voucher or credit/debit card information to pay.
  - Choose Your Shipping Method



- Select Your Payment Option
- Review Your Order (Carefully)
- Enter in Payment or Voucher #
- Review & submit the order
- The student may also want to search other sources to obtain the best price, but be aware that if a class requires an online code, they may not be able to order that code through typical discount sites. Visit the MBS site to obtain the correct edition of their book – write down the ISBN number to verify they are purchasing the right book.
- If the student needs a lab book for a science course or a music course, be sure they are **buying new**. A completed lab book will not help.

Remember to purchase other supplies that the student will need for their courses such as binders, notebooks and folders that will help them stay organized.

## WILDCAT EXPECTATIONS

Creating a safe learning and living environment for all students means each of us has responsibilities in creating the best atmosphere possible on campus. In order to provide clear expectations to our students, the **ACADEMIC CATALOG** ([culver.edu/academics/academic-catalog/](http://culver.edu/academics/academic-catalog/)) and **CAT TRACKER** ([culver.edu/campus-life/student-handbook/](http://culver.edu/campus-life/student-handbook/)) define College policies and procedures in a clear manner to assure consistency for everyone. From the time students are admitted, they are indicating their willingness to be governed by these policies and acknowledge the right and responsibility of the college to take disciplinary action for failure to abide by them.

## WILDCAT WISDOM

### TIPS FOR STUDENTS FIRST SEMESTER ON CAMPUS

- Before classes start, walk around campus and locate the student's classrooms.
- The syllabus for each class will be posted in Canvas. There is a link for Canvas on the left side of MyCulver. Click on the link and login. Look in Canvas for class requirements and assignments.
- Decide on a study space that works for the students needs – in their room, in the library stacks, in the TASC (located in Johann 2nd floor).
- Get a planner – Google calendar, paper planner, their phone calendar or app – write down tasks and due dates.
- Manage time:
  - o Make to-do lists.
  - o Schedule study time and don't get sidetracked and allow new friends to distract from study time.
- Pay attention to overall health – good eating and sleeping habits will help in class.
- Use campus resources which are a part of the student's tuition and available at no additional cost.
- Ask professors for help in classes.
- Ask the student's advisor for help on anything about their college experience. They can help the student connect with the resources they need.
- Get involved in campus activities and student organizations

- Students will be automatically signed up for **Emergency Text Messages** which are used in the event of an imminent threat to students, faculty, staff or facilities – as long as students have provided an active cell phone number. If we need to immediately notify the campus community about a threat, a text message will alert the student to the situation and provide appropriate directions. Examples of reasons students might receive an emergency text message include tornado warnings, intruder warnings, violent events and/or hazardous materials incidents. Students may also submit their parent(s) cell phone, or parents can ask to be enrolled, through the Parent MyCulver portal.

## LOCAL RESOURCES

### TRAVELING TO AND FROM CAMPUS

For those students that don't bring a vehicle to campus, Student Life provides shuttle service to the Quincy Airport and the Quincy Amtrak Station during Thanksgiving, Christmas, Spring and Summer breaks. Students should keep an eye on their Culver email and campus announcements during the weeks prior to these breaks for more information on signing up for a shuttle. Tickets must be purchased prior to signing up for the shuttle. The deadline for free shuttle signup is typically a week before break.

For more information on the Quincy Airport or Quincy Amtrak Station, please visit the following links:  
[www.quincyil.gov/explore/quincy-transportation](http://www.quincyil.gov/explore/quincy-transportation)

## LOCAL INFORMATION AND BUSINESSES

### EMERGENCY

**Canton Police Department**  
 573-288-4412

**Lewis County Sheriff**  
 573-767-5287

**Missouri Highway Patrol**  
 573-767-5430

**Hannibal Regional Medical Group  
 - Canton**  
 573-288-5360

**Gregory Collier, DC**  
 573-288-3245

**Hannibal Regional Hospital -  
 Hannibal**  
 573-248-1300

**Lewis County Health Department**  
 573-767-5312

**Quincy Medical Group - Canton**  
 573-288-5949

**C. Clark Todd, DD**  
 573-288-5833

**County Market Pharmacy**  
 573-288-0355

### PLACES OF WORSHIP

**Bluff Springs Church**  
 573-288-3760

**Canton Christian Church**  
 573-288-3018

**First Baptist Church**  
 573-288-5583

**Immanuel United Methodist  
 Church**  
 573-288-3427

**Life Tabernacle Ministries**  
 573-288-3948

**St. Joseph Catholic Church**  
 573-288-3198

**Wyaconda Baptist Church**  
 573-288-3981

### LODGING

**Oak Hill Inn & Suites**  
 Canton, Mo.  
 573-288-8800

### MEDICAL

**Advance Physical Therapy**  
 573-288-3311

**Blessing Hospital - Quincy**  
 217-223-1200

Please visit the following links to find more information on local lodging, restaurants, shopping and tourist attractions: [www.showmecanton.com](http://www.showmecanton.com)