Degree Completion Student Handbook

2012-2013

Cairn UNIVERSITY

Mission Statement

Cairn University exists to educate students to serve Christ in the church, society, and the world as biblically minded, well-educated, and professionally competent men and women of character.

Institutional Objectives

1. As an academic institution committed to intellectual development, the idea that all truth is God's truth, and the biblical truth that the fear of the Lord is the beginning of all wisdom, the University purposes to impart to its students a knowledge of God, themselves, and the world in which they live.
2. As an academic institution committed to spiritual maturation, the University purposes to develop the character of its students according to the teaching and example of the Lord Jesus Christ, as set forth in Holy Scripture.
3. As an academic institution committed to Christian ministry, the University purposes to prepare students to the highest degree of professional competency and to instill in them a commitment to an intentional and obedient life of service to Christ in the church, society, and the world.

Purpose of the Degree Completion Program

The Degree Completion Program is designed to educate students in an accelerated and accessible format so they may finish their college degrees. The program is intentionally centered upon the Lord Jesus Christ and his Word.

Message from the Provost

Dear Student,

We rejoice that you have chosen to pursue the Degree Completion Program at Cairn University, a unique institution with a very special purpose. This University exists to educate and equip you to serve the church and society by providing a university education that is distinctly biblical. Here you will receive an education that is designed to challenge and inspire you as a servant of the Lord Jesus Christ in your vocational calling.

This handbook has been developed as a resource for you. It provides the information you need to successfully negotiate your way through the program. I encourage you to read through this handbook at least once before you begin your studies. It will acquaint you with important policies and procedures that will guide you while a Cairn student.

Finally, please know that we believe God will, by His grace, use your time here to accomplish His purposes in your life, and that we take very seriously our responsibility to provide you the best degree completion program possible. It is the University's intention that you be well served by each member of the faculty, staff, and administration.

We thank God for bringing you to Cairn. We trust your experience will meet and exceed every expectation you have for your studies.

Sincerely,

Brian G. Toews, Ph.D.
Provost
Cairn University

Updated September 2012

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This handbook is neither a contract nor an offer of a contract.
All information is subject to change at any time and without notice.

Introduction

Degree Completion Student Services

Cairn is committed to providing quality services to students through continual evaluation of policies, procedures, and programs. That commitment can be seen through the relationship management approach to Degree Completion admissions and student services. Each applicant is assigned to the Assistant Director. The Assistant Director serves as the primary contact for students as they move through their academic program from applicant, to student, to alumnus. The Assistant Director works closely with the Program Chair on issues that pertain to student advising. This approach provides continuity of contact and service from the point of entry through graduation.

Contact Information

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215.702.4306

Pam Enmond
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Degree Completion
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Dr. Gary Schnittjer
Director of Degree Completion Program
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Dr. Larry Schmalbach
Director of Academic Services
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215.702.4352

Office Hours

The Admissions staff has offices in and operates from the University Admissions Office, located on the first floor of the Smith Administration Building. This office retains flexible hours during the semester in order to accommodate the needs of a very diverse population of learners.

Monday, Wednesday, and Friday:	10:30 a.m. – 7:00 p.m.
Tuesday, and Thursday:	11:30 a.m. – 8:00p.m.

University Information

Mailing address:	Cairn University Admissions 200 Manor Avenue Langhorne, PA 19047
Website:	www.cairn.edu
Email:	degreecompletion@cairn.edu
Phone:	800.423.8262
Fax:	215.702.4248

Student Life

Community Life Covenant

Cairn is an academic community of Christian students, faculty, and staff. As such, and in keeping with the mission and vision of the University, members of the Cairn community are to exhibit biblical wisdom and Christian maturity regarding their personal conduct and behavior toward others. They should be sensitive regarding the testimony of their personal lives in representing the Lord Jesus Christ, His Church, and the University. Members of the University community should live according to 1 Corinthians 10:31: "Whatever you do, do all to the glory of God."

Christian community involves covenantal responsibility and mutual obligation to one another as members of one body living together before a righteous and holy God. Therefore, members of the University community are to be guided by biblical admonitions to demonstrate Christian love and concern for others, honesty, fairness, justice, kindness, forgiveness, mutual edification, self-control, deference, respect, and social responsibility toward one another and all people.

Because Christian community exists in social and cultural context, members must be careful to demonstrate civility and respect for those with whom they disagree, while exercising wisdom in evaluating the ideas and activities of others. Christians living in harmony share a deep concern for the Body of Christ, defer to one another, reason together, and express genuine Christian love, as outlined in Romans chapter fourteen.

Degree Completion Student Standards of Conduct
The following standards apply to all University students enrolled in Degree Completion programs at Cairn. These standards are established on the bases of state and federal laws, biblical teaching, and University policy and tradition. Students registered in dual-level programs are classified as traditional undergraduate students regarding standards of conduct.

The administration is responsible to, and reserves the right to exercise judgment in interpreting and enforcing these standards and all matters related to them based upon the totality of the circumstances.

1. University students are subject to the responsibility of academic integrity which demands honesty and giving credit to the proper sources.
2. Hazing is classified as a crime by the Commonwealth of Pennsylvania; the University will not allow this type of activity. Hazing is defined as any type of initiation process which includes actions that may potentially cause bodily harm, physical exhaustion, personal embarrassment, loss of dignity, emotional trauma, or mental duress.

3. Harassment or discrimination against others on the basis of race, national origin, age, sex, or handicap is not tolerated. Intimidation and violence through words or action are prohibited. This includes but is not limited to threats, verbal attacks, vandalism, stalking, acts of hatred and physical attack.
4. Students are to be highly selective in their choices of entertainment. Biblical standards and discernment should serve as guidelines in making personal decisions. Pornographic materials including electronic media and sexually explicit internet sites and email are not to be viewed, possessed, distributed, or transmitted on or away from campus.
5. Cairn affirms the biblical teachings that a sexual relationship is intended only within a heterosexual marriage of husband and wife. Students are to abstain from any type of sexual activity or immoral relationship outside of the marriage of a man and a woman.
6. Tobacco, alcohol, illegal drugs, including illegally obtained prescription drugs, and gambling are prohibited on the Cairn campus. All state and federal laws concerning these are to be strictly observed.

When Do Standards Apply?
Degree Completion Student Standards of Conduct apply during the entire time that the student is enrolled in a semester or term of study. Note the following clarifications:

- Standards apply to students on University-sponsored trips and internships in this country or abroad.
- Standards apply to residents and commuters during the time periods noted above.

Behavior during non-enrolled periods of time should reflect the Community Life Covenant that all in the Cairn community are to exhibit biblical wisdom and Christian maturity regarding their personal conduct. Conduct of a student while not enrolled may have impact on the ability of the student to continue enrollment at the University.

Students Violating the Law
Cairn reserves the right to pursue disciplinary or enrollment action against an enrolled student who has been arrested, indicted, or charged with a violation of law. Such action is not dependent on the conclusion of legal investigation or trial. A violation of law that occurs when a student is not currently enrolled could jeopardize future enrollment.

Students Seeking Help and Repentance
Students may wish to seek help through counseling, accountability, and repentance related to activities which are in violation of the Degree Completion

Student Standards of Conduct. When students voluntarily confess to actions of which the University has no previous knowledge, the following guidelines will apply:

- The student may seek confidential spiritual guidance from a member of Student Life, an Oasis counselor, or a faculty/staff member within the guidelines of state and federal law.
- Students should know in advance that there may be certain situations where the behavior involved poses such a threat to their self, others at the University, or other non-members of the Cairn community that promises of confidentiality cannot be made. Students must trust the discretion and discernment of the University personnel whom they seek out for help.
- Students should realize that the goal of the University is that the students will cease all involvement in the activity that is in violation of the Student Standards of Conduct. Failure to do so within a reasonable time frame, established by the person they sought for help, cancels confidentiality and may result in discipline.
- If Student Life becomes aware of the student's misconduct through a personal confession, the student's voluntary act of repentance and acts of restoration will be taken into account when determining discipline.
- Voluntarily seeking help from University personnel does not void a Student Life investigation or University discipline.

Student Responsibility

Members of a healthy community who love one another will be willing to confront one another when needed. If you are aware that another student has violated the Degree Completion Student Standards of Conduct you should speak to that person in a spirit of humility and concern. If the alleged violation is true, it is the responsibility of both students to ensure that the matter is resolved with the University. If the student who has committed the violation is unwilling to admit the infraction to University authorities, you are encouraged to discuss the matter with a member of Student Life after first informing the student who committed the violation.

Commitment to Sexual Purity

Cairn is committed to relationships that are sexually pure. Keeping relationships pure is the responsibility of all students, faculty, and staff. Conduct between all members of the community should be respectful and conform to biblical standards. To avoid tempting situations, students are asked to limit physical contact. Inappropriate displays of public affection are not tolerated. Students are urged to avoid placing themselves in a scenario where standards are lowered or accountability is nonexistent. Students are not to

spend the night directly in the presence of members of the opposite sex on or off campus.

Students that have struggled with past sexual purity, sexual addictions, or dependency on pornography are urged to seek help through the Student Life or Health Services staff. You will be counseled toward accountability and living a life of choices that are in obedience to God and His scripture.

Students that have struggled with sexual purity and have confessed it to the Lord while seeking guidance from the University will be dealt with in a redemptive manner. A goal of repentance and willingness to live in a pure lifestyle is established for the student. This established goal, however, does not preclude the possibility of disciplinary action.

Sexual Harassment

Cairn University is committed to be a campus free of any form of sexual harassment, intimidation, or exploitation. Sexual Harassment is defined as any form of unwanted sexual advance, offering benefits in exchange for sexual favors, making threats or reprisals after a negative response to sexual advances, visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, verbal conduct such as comments, epithets, jokes or slurs, verbal advances or propositions, sexually degrading words notes or letters, and any type of touching, assaulting, or impeding movement.

All members of the community should know that the university will not tolerate such behavior and those that engage in any of the above mentioned will be subject to discipline and potential dismissal.

Students desiring to lodge a formal complaint or receive further information regarding these statutes may contact the Vice President and Dean of Student Life. Upon that contact with the Dean, the appropriate administrator will investigate the incident and take action as needed. At all times the student reporting the incident will be protected. When the health and safety of a student is involved, it may be necessary to involve the Office of Safety and Security.

Each year the University reviews the Sexual Harassment Policy. Students who would like to review the official policy may get a copy from the Office of Student Life.

Modesty Statement

As individuals we enjoy the freedom that we have to dress in a style that expresses our personality. While each of us develops a personal style, we also recognize the need to dress in a manner that reflects our appreciation of the Cairn University community. Cairn is a Christian academic community

dedicated to developing professional competency in students. As such, we need to develop expectations of dress to which all students can adhere and which are conducive to an academic setting. The development of our expectations on student dress center on two terms: modesty and professionalism.

Modesty reflects a desire by the person to dress in a manner that does not accentuate the body, displays decency, and reflects the standards of a Christian community. Professionalism reflects a person's willingness to abide by a standard that has been established for a particular community or entity. Note the following:

- Classroom clothing should be neat, clean, and not tattered.
- Clothing should not advertise products or activities contrary to a biblical lifestyle.
- Faculty and staff reserve the right to use discretion regarding the appearance of a student on campus; students could be asked to leave a class or campus area until appropriate dress is obtained.
- Faculty or staff reserves the right to establish additional expectations for participation in events.

Modesty begins not with a list but with the desires of the heart. Our hope is that choices made by students in their apparel will reflect the true nature of their heart.

Discipline

Learning within a community brings joy and heartache. In our daily affairs with one another, we will occasionally be disappointed by the actions of community members. When those actions violate the standards of the community or other guidelines, the University must respond in order to maintain order in the community. Discipline is intended to be an opportunity for personal growth. The Office of Student Life is responsible for the administration of discipline.

Anyone who witnesses a violation of University standards should first approach the student(s) involved, if at all possible. If the alleged violation is true, reports from members of the University community should be forwarded to a member of Student Life.

When a discipline situation develops you will always be dealt with directly. The person who you deal with will talk with you face to face. They will explain why they need to talk with you and give you an opportunity to explain your actions. In many cases, that conference might be the end of the process. A student who responds well to correction and encouragement in a minor incident is accepting biblical training.

When a major infraction has been reported, an appropriate Student Life official will meet with the student(s) against whom a complaint has been filed to review the alleged charges. The student(s) will be given a full explanation of the charges. If the charges are determined to be true, disciplinary action will be taken. Disciplinary actions for infractions require the approval of the Vice President of Student Life. Discipline for infractions normally takes one of the following forms:

Formal Conference and Letter – Students will be called into the office of a member of the Resident Life or Student Life staff and confronted regarding behavior which must be curtailed. An explanation of the event leading to the conference will be required from the student. An action plan for corrective behavior will be written and a timeframe will be established. This letter is placed in the student file and serves as a covenant between the student and the administration.

Disciplinary Probation - Students may be placed on disciplinary probation for non-compliance with University standards set forth in the Student Handbook. The length of the probationary period will be communicated at the time of the decision. In such cases, Student Life will structure an individualized program of counseling for the student.

Disciplinary Dismissal - Students may be dismissed from the University for serious and/or repeated violations. A student dismissed for disciplinary reasons may be prohibited from visiting on campus or attending University functions. The student may submit, after one year, a written request to Student Life for advance permission to visit on campus. To gain re-entry to the University, such students must follow regular admission procedures.

Expulsion/Permanent Dismissal - In extreme cases, a student may be permanently dismissed from the University. A student who has been expelled may not apply for readmission or return to the campus for any reason. Expulsion/permanent dismissal requires approval of the Provost or President.

Following a disciplinary decision, a student has the right to appeal the disciplinary action. The first action of an appeal is to approach Student Life within 24 hours of the disciplinary decision. Further appeals must be made in writing, within three calendar days of the disciplinary decision, to the Provost. A copy must also be sent to the Vice President of Student Life. The Vice President of Student Life will submit a written response to the Provost concerning the appeal. The Provost will provide a written determination to the student within five working days.

Disciplinary Appeal Process

When a disciplinary response is made a student is informed, verbally and in writing, of the nature of the conduct that constitutes the violation in question

and the disciplinary outcome based upon that conduct. The University practices due process, and therefore, all students have the right to appeal a disciplinary decision to the appropriate University personnel. All appeals are evaluated on the merit of evidence and due process as noted in the conditions below. Consequently, an appeal is an evaluation or review of a final disciplinary decision on the grounds of one or more of the conditions found below. It does not constitute a secondary opinion of the conduct of a student, only an evaluation of the disciplinary decision.

Therefore, the first action of an appeal is to approach Student Life within twenty-four hours of the disciplinary decision (except in the event of a dismissal or expulsion; see note, below). Appeals are normally made when the student believes:

- The discipline imposed is disproportionate to the offense (including consideration of the student's prior offenses or willingness to cooperate).
- The student was not accorded his/her rights as outlined in the Student Handbook, and this failure significantly affected the student's right to receive a fair hearing.
- The decision was not supported by sufficient evidence.
- New evidence has become available that would have significantly altered the results.

The level at which a disciplinary response is initially made will determine the Student Life staff member to whom the appeal is addressed. Appeals will be addressed to the supervisor of the individual making the disciplinary response (e.g., disciplinary responses made by a Resident Director will be appealed to the Director of Residence Life; responses made by the Assistant Dean of Student Affairs will be appealed to the Vice President of Student Life). An appeal must be submitted to the supervisory staff member within two (2) days of the disciplinary response. All appeals must be written and include copies of all documentation, information, and written support statements to be considered in the appeal.

The Vice President of Student Life is the final authority for all Student Life disciplinary appeals with the exception of a dismissal or expulsion from the University. A dismissal or expulsion may be appealed to the university Provost. However, in order to appeal this form of disciplinary response, a student must submit notification of their appeal by 4:00 p.m., one school day after notice of the decision to the Office of the Provost. A copy must also be sent to the Vice President of Student Life. This letter should address the following items:

1. The student's desire to appeal the decision
2. Specific objections to the disciplinary decision

3. Any material relevant to meet the appeal conditions (see the four grounds for an appeal listed above).

The Vice President for student life shall provide the Office of the Provost the record of the case maintained by the Office of Student Life, as well as other materials deemed relevant to the appeal. The University Provost shall decide the appeal on the basis of the written materials submitted by the student and the record submitted by the Office of Student Life and shall notify the student involved and the Vice President of Student Life of the decision in writing within five business days after receipt of the record of the case. The decision of the university Provost is final and not subject to further appeal.

In most cases, any disciplinary action will be placed on hold during the appeal process; however, if the University decides that the student is a threat to himself/herself, the community, or to the peaceful existence of the campus, the student could be temporarily removed until the appeal process has been resolved.

Inappropriate Student Behavior Policy

There are times when the University must act on behalf of all members of the community, students, staff and faculty, to prevent the further disruption of the campus community. Any student who behaves inappropriately, including one who has mental disabilities or disorders, is subject to disciplinary action by the university in accordance with the procedures set forth in this handbook.

Inappropriate behavior by a student consists of actions or words that: violate the Degree Completion Student Standards of Conduct or handbook expectations, endanger the health and safety of that individual or others, interfere with that student's or others' opportunity to participate in or fully benefit from academic, administrative, co-curricular, or extracurricular activities or make inordinate or inappropriate demands on the time or attention of faculty, staff or other students.

The University’s response to any student who behaves inappropriately will be prompt and in accordance with the disciplinary procedures set forth in this handbook. Students who are mentally disabled or disordered will be subject to the same disciplinary consequences at Cairn as any student who behaves inappropriately. These can include, but are not limited to, disciplinary probation, suspension from classes, suspension, temporary or permanent removal from University housing, and or full dismissal from the University. This full policy is available for review in the Office of Student Life.

Notice of Non-Discrimination

Cairn University admits students of any race color or national and ethnic origin to all rights, privileges, programs and activities made available to students at

the school. The University does not discriminate on the basis of race, color, sex, qualified students with disabilities or national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs or athletic and other school-administered programs (Compliance with Title IX of the Educational Amendments of 1972).

Community Relationships

Cairn is a community of students, faculty, and staff located in the Borough of Langhorne Manor and Penndel. Cairn's neighbors include local residents, the Woods School, a facility dedicated to the service of disadvantaged and trauma persons, and Langhorne Gardens Rehabilitation and Nursing Center. It is very important that all members of the Cairn Community respect the rights and concerns of those who live in the broader community.

Drug Prevention Policy

In light of the widespread abuse of drugs and alcohol in contemporary society, the University has instituted a practice of disseminating appropriate information to students and employees to help them both personally and professionally. This information is made available at the time of registration at the beginning of each semester in accordance with federal law, and is also available on the Cairn website.

Academics

Course Enrollment

Academic Load
Students in all Degree Completion are classified as full-time when enrolled for twelve (12) credit hours or more during an academic semester. Students are classified as part-time when enrolled for less than a full-time load.

Academic Advising
The Director of Academic Services for Degree Completion and the Assistant Director of Degree Completion Admissions are available to assist students in course planning, but it is ultimately the responsibility of the student to ensure that all course and program requirements are satisfactorily met. It is recommended that a student contact the Director of Academic Services and/or the Assistant Director of Degree Completion Admissions at least once each semester to check on his or her academic progress.

Late Registration
All students are expected to complete registration within the deadlines established by the Registrar's Office. A $50 late fee is charged to students who enroll after the deadline (see course rosters), or who attend class but fail to complete the registration process. The registration deadline for courses is one week prior to the start of class, unless otherwise specified.

Drop/Add Policy

If a student does not attend a course for the first two class sessions the student is automatically dropped from the course by the Degree Completion Assistant Director.

When a student attends a course in which she or he is enrolled and the student decides to drop or withdraw from the course, it is the student's responsibility to drop or withdraw. All drops and/or withdraws must be done in writing (email or paper). Students may complete the paper forms in the Registrar's Office, or may email or send a letter to the Assistant Director in the Admissions Department. Student requests in writing for drops and/or withdraw must be received before the deadlines or the student is financially responsible to pay for the entire course.

A student may drop a course at any time before the second week of the course. After the second week of the course a student may withdraw from a course at any time before the course is two-thirds complete (see withdraw policy for details).

A student may add a course before the second week of the course. Course adds must be submitted in writing (email or paper) before the deadlines. The students may complete the paper forms in the Registrar's Office, or may email or send a letter to the Assistant Director in the Admissions Department.

Audit/Credit Status

Students may change classification from audit to credit or credit to audit in a course during the first half of the course with the permission of the professor. A form for this is available in the Registrar's Office. Permission will be given only if the student is maintaining a passing grade at the time of the request. The Registrar's Office will notify Student Accounts to make the appropriate adjustment to the student's account.

Independent Studies

Credits earned by independent study are allowed if the student can demonstrate a need for this provision. Students must have a cumulative grade point average of at least 3.00 in order. Independent study guidelines are:

Timely Registration: Independent study requests must be submitted to the Registrar's Office prior to the end of the second week of each semester. Independent studies must be officially registered before studies begin.

Required Documentation: Two documents are required at the time of registration:

1) The Independent Study Request form, including authorizing signatures
2) Documentation of independent study objectives and requirements (i.e., syllabus) approved by the cooperating Program Chair and professor

Fee for Independent Study: An independent study fee, consisting of $67.00 per credit, is required in addition to the regular tuition amount. Students are expected to pay this fee at the same time as the tuition payment. In cases where an Independent Study is required due to circumstances for which the student is not responsible, the Director of the Program may approve a waiver of the fee.

Grading System

Cairn University follows the 4.0 grade point system and requires a 2.0 cumulative grade point average for graduation.

Grade	Interpretation	Grade Points per Semester Credit
A	Outstanding	4.00
A-		3.67
B+		3.33
B	Above Average	3.00
B-		2.67
C+		2.33
C	Average	2.00
C-		1.67
D+		1.33
D	Below Average	1.00
D-		0.67
F	Failing	0.00

Grade	Interpretation
S	Satisfactory (in Non-Credit Courses)
U	Unsatisfactory (in Non-Credit Courses)
AU	Audit
WA	Audit - Official Withdrawal
IA	Audit - Insufficient Attendance
NR	No Grade Reported
I	Incomplete
CR	Credit Granted
NC	No Credit
W	University Withdrawal
WF	Course Withdrawal While Failing
WP	Course Withdrawal While Passing

Incomplete Grades
An Incomplete (I) grade is given in unusual circumstances only. An Incomplete Grade Contract must be completed by the faculty member and signed by the student with an agreed upon deadline date. A maximum of twelve (12) weeks (from the date the course grade was due) may be allowed for completion of course requirements. An I grade is automatically changed to an F if a new grade is not submitted by the deadline date. Removal of an I or NR (No Grade Reported) is the student's responsibility. No student may graduate with an I or NR in any course.

Academic Standing

Student Progress
Students can access grades online at any time through the Self-Service system. If a student requires a hard copy of the grade report, he or she must submit a written request to the Registrar's Office. Due to the Family Educational Rights and Privacy Act (FERPA) restrictions, the Assistant Director in the Admissions Department is not permitted to provide grade reports requested by students over the phone.

Good Academic Standing
A student is considered to be in good academic standing when he or she meets the following qualitative criteria:

Attempted Credits	Minimum GPA
1-36	1.75
37-60	1.90
61+	2.00

Students who fall below these thresholds will be placed on Academic Probation.

Class Attendance

Attendance Requirement
Regular class attendance is essential for satisfactory academic performance. Students are responsible for class content and experiences – vital components of course work. Faculty members evaluate each student's record of attendance in determining the student's final grade. Each student is expected to attend and be a participating member of each class session. In the event an absence is unavoidable, it is the student's responsibility to acquire what was missed in class. The University requires attendance at a minimum of 70 percent of class sessions, whether for credit or audit. Students who do not attend 70

percent of class sessions will receive a failing grade for the course. Professors are free to set attendance requirements higher than the 70 percent established by the University. Class attendance requirements are stated in the course syllabus.

Class Cancellation
An unexpected class cancellation will be announced as soon as possible. The University will attempt to notify students of the class cancellation via email or phone. Should weather warrant cancellation of classes, students may call the Cairn weather hotline at 215.702.4416, or check the "School Closing and Class Information" section of the Cairn Intranet (**http://intranet.cairn.edu**) for cancellation information.

Class Dismissal
Students are required to wait 30 minutes after the scheduled start of the class for an instructor who has not arrived unless otherwise notified of a cancellation or unexpected delay due to illness or emergency.

Class Visitors
Students who wish to bring visitors to class must obtain permission from the instructor before the beginning of class.

Academic Integrity

In a university professing faithfulness to Jesus Christ and biblical standards, a high value is placed on academic integrity. Faculty members are expected to maintain personal integrity and likewise insist on integrity in the academic performance of their students.

Academic integrity is violated by cheating on examinations and quizzes, plagiarizing written work, fabricating or altering data used in an assignment, submitting the same work multiple times, or disregarding other rules of academic honesty established by a faculty member.
Academic integrity is also breached by knowingly assisting another student in dishonest academic practices.

Students who repeatedly violate standards of academic integrity do not fulfill the character prerequisite for graduation from the University. Dishonest academic practices will be monitored, and repeated offenses will result in increasingly severe consequences.

- Upon the discovery of academic dishonesty, the faculty member in whose class the infraction occurred will promptly confront the offender and adjust the grade as follows:

    (1) A student who confesses to dishonesty in a course already completed will be given a semester grade of "D" in the course in which it took place.

    (2) A student who confesses to dishonesty in a course still in progress must make up, within two weeks of the date of the confession, the particular quiz(zes), exam(s), assignment(s), or paper(s) in question and will receive a grade not higher than "D" for the made-up requirements. The student also will not receive a grade higher than "C" for the course.

    (3) A student detected committing academic dishonesty will receive a grade of "F" for the part of the course in question and a grade not higher than "D" for the course.

- The faculty member will file a report of each incident of academic dishonesty with the Office of Student Life and notify the student that this has been done. A first offense should also be an occasion for counseling, correction, and ethical growth.

- The Office of Student Life will maintain a central record of occurrences of academic dishonesty and monitor further violations. Second offenses (in the same or other courses) will bring, in addition to the above academic consequences, disciplinary action.

- Students with third offenses are subject to disciplinary dismissal from the University.

- Any dispute arising out of charges of academic dishonesty should be resolved through the process set forth in the Academic Grievance Procedure.

Termination Policies

Withdrawal from Course

Registration adjustments before the second week of a course are handled via the drop/add process. Following this period, students may withdraw from a course. Course withdrawals must be completed and submitted by two-thirds of the way through the course. Students who withdraw from a course must continue to attend class until they receive official notification that the request

has been approved. The course from which a student withdraws will be graded with a “WP” (withdrawal while passing), “WF” (withdrawal while failing), or “WA” (audit -official withdrawal). Any student who stops attending class without submitting required paperwork within the official deadline will receive an “F” (see Drop/Add Policy for details). It is recommended that students meet with the Director of Academic Services for Degree Completion and the Assistant Director prior to course withdrawal.

Withdrawal from University

Students are considered “students on record” until they officially withdraw or are notified that by default they have withdrawn themselves. All pertinent school regulations are binding until there has been an official withdrawal or notification by the University of unofficial withdrawal.

The preferred procedure is to complete the University Withdrawal form, which includes an interview with the Program Director, and submit it to the Business Services Office. However, an oral statement of intent to withdrawal from the University made to the Registrar’s Office will also be considered official.
Upon official withdrawal from the University, the student’s academic record will show a “W” for courses in progress. Failure to complete the necessary withdrawal procedures results in a final grade of “F” for all courses in progress. It is recommended that students meet with the Program Director or Director of Academic Services for Degree Completion prior to University withdrawal.

For financial regulations affecting withdrawals, see Withdrawal Refund Policy.

Academic Dismissal

Students whose cumulative grade point average is below the academic minimum at the end of a semester will be subject to academic dismissal and will be notified if dismissal action is taken. The minimum requirements are as follows:

Attempted Credits	Minimum GPA
1-18	no minimum
19-36	1.50
37-48	1.62
49-60	1.75
61-75	1.82
76+	1.90

If extenuating circumstances are present, the student may appeal an academic dismissal decision in writing to the Director of the Program within two weeks of receipt of the dismissal letter.

Graduation Requirements

The University confers degrees on students who meet the following conditions:

- Completion of the degree completion program offered by the University with a grade point average of 2.00 or above.
- Approved Christian character as evidenced by stability, maturity, and cooperation
- Approval of the faculty and Board of Trustees
- Submission of a completed application for graduation

Commencement Participation

In order to participate in the December or May commencement exercises, students must complete program requirements with a cumulative grade point average of at least 2.00 by the graduation date and have completed all other graduation requirements. All transfer credit, including planned transfer credit and credit for prior learning, must be completed prior to the semester in which a student will graduate. In addition, official transcripts of transfer credit and/or other required paperwork must be received by the Registrar's Office prior to the graduation application deadline for that semester. Students who are unable to complete all graduation requirements by the specified deadlines must defer graduation to the next scheduled commencement.

Students who have completed the requirements must submit a graduate graduation application by March 15 for May graduation, August 1 for August graduation, and October 15 for December graduation. Applications must be submitted by the deadline to ensure proper processing. Applications are available in the Registrar's Office and on Cairn's website. The fee of $120.00 will be charged to the student's account during their final semester prior to the graduation date. Because graduation expenses are shared equally by all graduates, the graduation fee is not reduced for absentia graduates.

Candidates for graduation must meet all financial obligations to the University by the graduation application deadline for that semester in order to participate in commencement. In addition, those with unpaid student account balances and/or outstanding fines will not receive their academic regalia, diploma, certificate, or transcript until full payment is made.

Academic Grievances

Academic Policy Manual
The University rules, regulations, and procedures relating to academic policies are described in the Academic Policy Manual. Copies may be found in the Provost's and Registrar's Offices.

Grievance Procedures
If a conflict occurs between a student and faculty member, the two parties should make every effort at resolution. If the conflict cannot be resolved, the student may make a written appeal to the chair of the program in which the faculty member serves. In the case of a disagreement related to a specific course, the appeal should be made to the chair of the program in which the course is offered. The appeal process may proceed to the Dean/Chair of the appropriate School, and finally to the Provost who will make the final determination in such conflicts. In this process an appeal to the next level must be submitted within two weeks of the written outcome of the previous level of appeal. All appeals must be in writing and include a brief statement of the problem and previous steps taken to resolve it. All administrative decisions will be sent to the student in writing.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) provide students certain rights with respect to their education records. These rights include:

- **The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.** Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- **The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.** Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify

the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

- The University considers some information to be directory information which may be disclosed to others without student permission. This includes items such as name, address, telephone number, e-mail address, dates of enrollment, classification, degree(s) received, awards, honors, program of study, previous institutions attended, date and place of birth, participation in activities, height/weight of members of athletic teams, and photographic image of the student. However, any student who does not want this information released must fill out a “Request to Withhold Directory Information” form. This form must be filled out each year by October 15 in order for the University to withhold this information.

- **The right to file a complaint with the U.S. Department of Education** (Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington DC, 20202-5920) **concerning alleged failures by Cairn University to comply with the requirements of FERPA**.

Student Education Records

The student's academic records are maintained in the Registrar’s and Admissions Offices. Included are both college transcripts from transferring institutions and Cairn academic records. Application to the University, recommendations, correspondence and other admissions documents are also maintained by the Admissions Office.

Inspection and Review of Education Records

Cairn University allows past and present students to inspect and review their education records by appointment. Students wishing to inspect their education records must complete a "Request to Review Records" form available in the Registrar's Office. The registrar will notify the student within a period of not more than 45 days from the date of receipt of this form as to when the student may come to the office to inspect his or her records. Any correspondence or recommendations for students who have waived their review rights will not be available for student review.

Financial Information

Student Accounts

All students are responsible for payment in full of all tuition by the start of the student's first class each semester. **Please note that Cairn does not use paper billing.** The University accepts payment by cash, check or credit card. Credit card payments can be made online on the University website at **cairn.edu/complete**, on **Self-Service** or by telephone at 215.702.4522 or .4201. Visa or MasterCard are accepted. A 3% convenience fee applies to all credit card transactions.

Tuition payment plans are also available through Tuition Management System (TMS). For more information, contact the Student Accounts Counselor in the Business Services Office at 215.702.4522 and ask for a TMS brochure. The TMS webpage can be accessed via the Cairn website at **cairn.edu/businessservices**.

It is the student's responsibility to notify his/her employer if tuition reimbursement is available. If employer reimbursement payment is not received by Cairn on or before the start of class, the student is responsible to make payment for said class in full at the start of that class. Employer reimbursement payments received after the student has paid in full can be refunded to the student. Refund requests must be submitted to the Business Services Office in writing via signed check requests, signed letter, or email.

Students with credit balances on their accounts (after all costs for the current semester are paid) may withdraw those monies by making application through the Student Accounts Counselor. Otherwise, the credit will remain in the student's account for use against future billings.

Any student account that has to be forwarded for outside collection because of an outstanding balance will be assessed collection costs and fees. Therefore, the student will then be responsible for the full balance of their account including all collection charges and fees.

Diplomas, transcripts, and academic regalia will be withheld until all financial obligations to the University are satisfied. Candidates for graduation must meet all financial commitments to the University by November 15 (for the December ceremony) or by April 15 (for the May ceremony) in order to participate in commencement.

Students are responsible to know the status of their account at all times. Information is available from the student's Self-Service account and the Student Accounts Counselor at 215.702.4522.

Financial Aid

Students may apply for federal and state grants and loans by completing the Free Application for Federal Student Aid (FAFSA) online at **www.fafsa.ed.gov**. For more information and assistance, contact the Financial Aid Office at 215.702.4247, or email **financial.aid@cairn.edu**.

Spouse Discount
Spouses who register for degree completion classes in the same semester are eligible for a tuition discount. The spouse taking the greater number of credits will pay full tuition, while the spouse taking the lesser number of credits will receive a 50% discount. This discount applies only during semesters that both spouses are registered. Students must submit a Spouse Discount form available online at **cairn.edu/TuitionDiscount** before the deadline.

Deadline: Fall Semester: August 1st Spring Semester: December 1st

Church Matching Grant Program
This matching grant program is designed to encourage churches to provide support for their members preparing to serve Christ in the church, society, and the world by matching up to $500/year for full-time students. This scholarship is not designed to match wages, internship monies, or gifts from individuals for specific students. Further guidelines and application for the Church Matching Scholarship can be found online at **cairn.edu/ChurchMatching**, or a hard copy application may be obtained from the Financial Aid Office.

Deadline: Fall Semester: December 1st Spring Semester: August 1st

Financial Aid Eligibility Requirements

In order to receive financial aid, a student must meet the following eligibility requirements:

- Enrollment as a regular (matriculating) student in a degree, certificate, or certification program.
- Maintenance of satisfactory academic progress as defined below. Note that satisfactory progress standards for receipt of financial aid may differ from minimum University academic standards for continued enrollment.

- For Federal Title IV aid programs, status as a U.S. citizen or eligible noncitizens, and certification that funds will be used only for educational expenses.
- For Federal Title IV, certification that the student is not in default on any federal student loan and does not owe repayment on a federal student grant.
- Any other specific requirements of the program providing the aid.

Satisfactory Academic Progress

Students must meet both quantitative and qualitative standards in order to remain eligible for aid. The University evaluates student academic records annually following the end of spring semester.

Students who lose eligibility for aid because of unsatisfactory academic progress will have eligibility reinstated following the semester in which they again make satisfactory progress.

Students who wish to appeal the loss of aid eligibility may do so by writing a letter of appeal to the Director of Financial Aid. In cases where unusual extenuating circumstances exist, eligibility may be reinstated.

Quantitative Academic Progress Students must pass a minimum of 67% of the cumulative number of credit hours attempted. Course and/or University withdrawals during the drop/add period will not be counted in the calculation of academic progress.

Qualitative Academic Progress Students must achieve a minimum cumulative GPA based on the number of credit hours earned as follows:

Level I (1-23 hours)	1.50
Level II (24-47 hours)	1.65
Level III (48-71 hours)	1.85
Level IV (72 or more hours)	2.00

For a complete listing of grades and their equivalents, see the Grading policy in the Academic Information section of the catalog.

Maximum Time Frame The maximum time frame for which a student may be eligible for Federal Title IV aid is 150% of the normal time for degree completion, measured in the number of credit hours attempted. Transfer hours are included in calculation of total hours completed and used in determining an individual's maximum time frame.

Withdrawal Refund Policy

University Refund Policy

Students who withdraw from the University are entitled to a proportionate tuition refund on their semester bill as follows, provided they notify the

University in writing of their intention. A personal interview with the Program Director is also recommended before a withdrawal becomes complete and final.

If a withdrawal then follows, the official date of withdrawal shall be that on which the Assistant Director signs the withdrawal form. Merely ceasing from class attendance or giving an oral statement of intention does not constitute a basis for official withdrawal. No refund is made until withdrawal forms are properly signed and submitted to the Business Services Department. University withdrawal forms are available from an Assistant Director and must be completed before a refund will be issued.

Refunds for tuition are made in accordance with the following schedule:

If the Student Withdraws	The University Retains	Refund to Student
Prior to beginning of classes	0%	100%
Within 1st 10% of enrollment period	10%	90%
Within 25% of enrollment period after 1st 10%	50%	50%
Within 50% of enrollment period after 1st 25%	75%	25%
After 50% of enrollment period	100%	0%

Course Withdrawal/Refund Policy
Refund from course withdrawal applies only when the withdrawal is official. Refunds for tuition are made in accordance with the refund policy schedule. The date of official course withdrawal is the student's last date of attendance in the course. Notification of course load adjustment is given to the Business Services Office and the Financial Aid Office by the Registrar's Office, and refunds are applied to the student's account in accordance with the policy stated above. *Students who withdraw from some but not all courses during the course of a semester will not have federal financial aid reduced, but may be subject to other financial aid reduction if tuition is reduced.*

Reduction of Financial Aid upon University Withdrawal
When a student withdraws from the University prior to completion of a semester, financial aid will be reduced or returned according to the stipulations of each individual program. Aid from private and other sources will be governed by the conditions of the donors.

Return of Federal Title IV Funds Upon Withdrawal
A "Return of Federal Title IV Funds Calculation" will be done for students receiving federal financial aid upon withdrawal from the University during the first 60% of a semester. The federal financial aid programs include: Pell Grant,

Federal Supplemental Educational Opportunity Grant (FSEOG), Direct Subsidized and Unsubsidized Stafford Loans and Direct PLUS Loans. Federal aid funds are considered "earned" based on the percentage of the semester actually completed. In some cases, funds already disbursed to the student need to be returned to the federal program. For more information about this calculation, contact the Financial Aid Office.

The "Return of Federal Title IV Funds Calculation" is applicable only when a student drops or withdraws from all courses in a semester before completing any of the courses. Once a student completes a modular course within a semester this federal calculation no longer applies, but financial aid may be adjusted based on the number of credits for which the student remains registered.

See below for more information about **Reduction of Financial Aid upon Dropping or Withdrawing from a Course**

Reduction of Financial Aid upon Dropping or Withdrawing from a Course
Financial aid will be adjusted when a student changes enrollment by dropping or withdrawing from a course or courses during a semester. When a student drops courses within the drop/add period, financial aid eligibility will be calculated based on the new enrollment level. A student that withdraws from a course will have aid reduced according to guidelines of the individual aid program.

Other Expenses
Tuition charges do not include books, supplies, room, board, or personal expenses.

Adjustment of Expenses
If necessary, Cairn University reserves the right to make adjustments in charges with notification to those affected.

Student Services and Resources

Security

As part of efforts to bring you responsible care, the University has an Office of Safety and Security (OSS) which patrols all grounds and facilities, and supervises the oversight of video monitoring around campus and within Cairn's facilities. This security force is made up of several full-time employees who direct the services provided. Students are hired to fill the role of security officers throughout campus. Security officers are prepared to handle most student and campus emergencies or incidental needs. They work in connection with neighboring municipal police and fire officials to provide efficient services and protection.

Officers post at several locations during certain hours and patrol the grounds of the campus 24 hours a day. Their office is located on the Fairview Manor property just north of the intersection of East Fairview Avenue and South Pine Street.

Security Phones

Courtesy phones are located throughout each building for dialing an on-campus line. The number to reach the Office of Safety and Security is posted at each location. In the case of an emergency, security call boxes are located at the entrance of Stillman, Memorial and Penndel G residence halls. Additional emergency call boxes are strategically placed in the parking lots on campus.

Fire and Emergency Safety

All educational institutions must practice for fires and other emergencies. The OSS takes the lead in helping prepare for your safety. Regular drills and exercises will be scheduled. Drills are required by law and help us be prepared in case of emergency. These drills will be both announced and unannounced. Although these exercises can be at awkward times and in inconvenient weather, they must be held and all community members must participate. A fine could be issued to anyone who willfully fails to evacuate a building or follow other fire drill instructions.

Any tampering or defacement of fire equipment is a serious offense and will result in a fine or penalty of $150.00. Equipment includes automatic door closers, fire extinguishers, and fire alarms. Violating state and local fire codes, including pulling fire alarms, propping open fire doors (except in cases of emergency), and/or placing false 911 calls from a phone on campus are subject to fines and disciplinary sanctions. Further, students are not to attempt to dismantle or take batteries out of smoke detectors.

Student ID Cards

Each student, faculty, and staff member is issued a photo identification card by the Office of Student Life upon entry into the University. The student's ID card does not have to be visibly displayed at all times throughout the day, but does need to be carried at all times in order to assure access rights to the campus and facilities. Specifically, these cards are required for resident students to gain entrance to their building, as well as for all students to be able to check books out of the Library, scanning attendance at Chapel and some classes, and for the use of the meal plan in the dining commons. As the University's official form of identification, it is important to provide this ID in the event you are requested by any University official. Failure to provide identification to a University official upon request will result in as disciplinary sanction(s) and potentially the immediate removal of campus. In the event that a student loses or damages and ID card (to the point of not operating), they may purchase a replacement within the Student Life office. The replacement cost us as follows: lost ID cards, $20; damaged ID cards, $15; a loss of a temporary ID card, $15.

Vehicle Regulations and Parking

Students are welcome to bring a car onto campus. During your initial orientation and subsequently at the start of every semester, the Business Services Office will facilitate the registration of vehicles. This process is accomplished with the completion of a registration request form. There are set fees for different types or locations of registration. You will receive a parking permit decal which must be posted on the driver's side rear window of the vehicle. If you have more than one car that might come on campus, you may obtain a no cost decal for a temporary vehicle.

As you drive on campus please be aware of the following:

- OSS is responsible for enforcing the motor vehicle rules and regulations. Any violation of parking regulations, speeding, recklessness, or other prohibited actions will be enforced by citation from security.
- All motor vehicles on campus must be insured with coverage meeting the requirements of the no-fault law. The name of the insurance company is to be submitted to campus security during registration.
- All fines should be directed to the Business Services Office.
- Any appeals or questions concerning a motor vehicle rules and regulations should be directed to the Office of Safety and Security.
- Parking is limited at the Penndel and Heritage Hall residence halls and is permitted only by the proper color decal granted by campus security.
- The University currently has more than enough parking spaces. Be reminded that you might not be able to park as close to the destination you desire.

Students are urged to read the OSS annual publication on Motor Vehicle Rules and Regulations. This publication is made available each August in preparation for the new undergraduate term. Additional information is also available on the **Cairn website.**

Crisis Preparation

Critical Incident Response

Over the past decade Cairn has been actively planning and preparing for any type of critical incident that could cause disruption to the campus or danger to the members of the campus community. Crucial in this planning has been the organization of systems and procedures that would be implemented the moment any type of crisis has been declared. University personnel have been trained to follow a critical incident plan that is constantly evaluated and practiced to ensure that the plan will work.

In the event of any type of emergency, students should immediately contact 911 and the Office of Safety and Security. This will set in motion the proper internal and external emergency responses. In the event that the emergency constitutes a critical incident, the University will immediately implement the Critical Incident Response Team and communication messages will be promptly launched. At the time of a declared critical incident, the students, faculty and staff will need to be prepared to take immediate action, following the orders of those in command, whether they be civil authorities or campus officials.

Emergency Communication

Cairn utilizes a comprehensive strategy for emergency communication during any type of campus crisis, severe weather event or infrastructure failure. The goal of this emergency system is threefold:

- To notify as many individuals and locations as possible using conventional communication tools in normal situations.
- To notify as many individuals and locations as possible without normal communication systems being operable.
- Have constant updates of emergency information to specific groups.

With these goals in mind, the University uses a combination of phone, text, email, and web-based messages as the first tier of notification. When an emergency message needs to be communicated, a brief audio message will be sent to Cairn office and classroom phones, a written message will be sent to Cairn email clients on computers, a text message will be sent to the cell phones of those who have registered their cell phones and a written alert will appear on the Cairn intranet. The majority of the actions above will take place without any preliminary effort of the student. In order to receive text messages, the student must give the University their cell number and consent to be part of the text notification system. Students are encouraged to sign up to be a part of

the text notification service through the “Update your emergency information” link on the **Cairn Intranet**.

When an emergency message has been received, the students should quickly obey the message that has been communicated. Further updates will follow by way of conventional means and additional resources. These systems are tested each academic year to ensure their efficiency and effectiveness.

Policies

Firearms and Weapons

Students may not have on campus, in their private vehicles, or in the residence halls any weapons (or “toys” which resemble weapons), including but not limited to, registered and unregistered guns, live ammunition, fireworks or other explosive devices, pellet guns, BB guns, airsoft guns, paint ball guns, CO2 guns, bow and arrows, crossbows, wrist rockets, water balloon launchers, swords, martial arts devices, whips, spears, dangerous chemicals, and knives over three inches long. This regulation also includes malicious use of any instrument capable of inflicting bodily harm to any person. Cairn reserves the right to confiscate these or other devices which are deemed dangerous to the students. Confiscated items may be returned at the end of the semester or disposed of at the discretion of the University. Students who have a question about a particular item should ask a member of Student Life before bringing it to campus.

Personal Property

The University cannot assume responsibility for loss due to theft of money, valuables, or personal property left in private rooms or public areas. Students are urged to lock their doors whenever they leave their residence hall room or apartment in order to protect their property. Any and all thefts should be promptly reported to the Office of Safety and Security.

Students should not keep any sizable sum of money in their residence hall room or apartment. Several banks are near the campus for convenient banking and an ATM machine is available in the Student Lounge located in the Smith Administration Building. Information regarding local banks may be obtained from the Business Services Office.

University insurance does not cover the property of students for loss by fire, theft, or other natural disasters. Most family homeowner’s/tenant’s insurance covers students’ property away from home up to a specified limit as written into the policy. Students should check with their insurance company to see that they are adequately covered for the value of their property while living on campus.

Federal Campus Security Act (Clery Act)
Each year the Office of Safety and Security releases a document that is in compliance with the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.** Published in this document are statements of current campus policies regarding safety and security. The University must publish any incidents in the past 3 years in specific crime statistic categories and violations of substance abuse.

Soliciting
For the protection of students, no soliciting of any nature by outsiders, commercial or otherwise, is permitted in the buildings without permission of the Office of Student Life.

Technology Services

The purpose of the Technology Services department is to support the institutional goals of Cairn University and to provide a University-wide technical strategy that empowers students and employees in the use of technology for instruction, research and service. Technology Services supports the design, development, and implementation of technology solutions, and it is the commitment of each staff member to apply successful methodologies that enhance the experience of each computer user through the responsible, ethical, legal, and secure use of technical resources.

Student Computing
Students are granted access to a broad base of technology applications. As a member of the University community, the student exercises the rights, privileges and responsibilities of conduct that conform to the Student Standards of Conduct and the policies set forth by the University. Impropriety may result in the curtailment of technology privileges.

Email – Students are provided a University email account via Google Apps. The student must activate the account at the **http://eagle.cairn.edu** login page by clicking on "What's my username and password?" Upon entering the required information, the username will be displayed. Students will use the Eagle Mail account and password for all University web-based applications. Instructions for forwarding emails are on the Eagle Mail site. Your Eagle Mail account will be the primary means that the University uses to communicate with you about your program regarding registration deadlines, cancellation, or other important announcements.

Self-Service – Students are provided secure, real-time access to academic and financial information via the Self-Service web application. Access to class schedules, grades, online registration and financial activity are just a few of the many options available at **https://selfservice.cairn.edu.**

Intranet – The University Intranet provides community information specifically directed to the student population, including academic announcements, forms, policies, events and more. Visit **http://intranet.cairn.edu.**

Internet – Students may access the Internet via the University's wireless network. Hotspots are located throughout all buildings on the Langhorne Manor Campus. To activate a wireless connection, be sure the wireless adaptor in the computer is activated and connect to the Cairn-Internet wireless network.

eLearning– Online course management is provided by the eLearning web application. Instructors may use eLearning to produce online courses in conjunction with traditional classroom instruction. Students may be required to retrieve course material and/or submit assignments via eLearning at **http://elearning.cairn.edu.**

Library Resources – Students are provided access to the online library catalog, course reserves and research databases at **http://library.cairn.edu.** Certain resources will require additional authentication; enter your name and 14 digit barcode as it appears on your student identification card.

University Website – Students are typically familiar with the University website prior to enrollment. In addition to supporting prospective students, the website provides information and resources for current students. The University website can be accessed at **http://cairn.edu.**

University Computers
Students may use University computers that are located in the Student Lounge, the central lounge in Heritage Hall and the Computer Labs in the Masland Library. Please be mindful of others who may be waiting to use this equipment during peak periods.

Student Print/Copy Allowance
Students are provided a per-term print/copy allowance to assist with academic requirements. The student's identification card provides secure access to print/copy jobs, and printing to on-campus equipment may be initiated either in a computer lab or from any location with Internet connectivity. WebPrint tutorials are available on the University's Intranet.

Technology Awareness
The use of technology is unprecedented. It is, therefore, important for each student to understand the benefits and hazards of using networked technology. While the academic application of technology is subjected to

numerous safeguards, the social use of technology has the potential for vulnerability. Students are expected to exercise good judgment in all areas of life, and one must be especially careful when sharing personal information on any system (e.g. Internet) that communicates beyond the immediate, personal computer.

- Protect your password; use a unique combination of letters and characters.
- Protect your social security number and birth date. Do not provide this information to web sites or in online communication.
- Protect your computer with reputable Anti Virus software.
- Protect your computer by restricting Internet downloads. Do not install any application that contains a Peer-to-Peer (P2P) architecture.
- Downloading and distributing copyrighted material is a legal infringement, unless express permission is granted by the copyright holder.
- Backup your data; use a USB flash drive or free online service to safeguard your data.

Use of Social Media and University Technology

Cairn University supports the use of social media by its students as a way to facilitate communication. However, social media tools, uses, and challenges are evolving rapidly. Blogs, social networks, and web sites such as Wikipedia, Facebook, Flickr, Twitter, Blogger, and YouTube, etc. are exciting new channels for you to share knowledge, express your creativity and connect with others who share your interests. However, students should be aware of the content that they are uploading online. Acceptable content may be positive or negative in context to the conversation, regardless of whether it is favorable or unfavorable to Cairn. However, language that is illegal, obscene, defamatory, threatening, infringing of intellectual property rights, invasive of privacy, profane, libelous, threatening, harassing, abusive, hateful or embarrassing to any person or entity, or injurious or objectionable, as well as behavior inconsistent with Cairn's Community Life Covenant is unacceptable and may result in a disciplinary response from the University. Students are granted access to a broad base of technology applications. As a member of the University community, the student exercises the rights, privileges and responsibilities of conduct that conform to the Community Life Covenant and the policies set forth by the University. Impropriety may result in the curtailment of technology privileges, and/or disciplinary sanctions.

Further, please be reminded that how we use the particular forms of technology mentioned above is telling of our Christian character within our University. Fundamentally, as is noted within the Community Covenant, the University expects that students understand that technology is a privilege and

not a right. As students use technology and the network at Cairn, the University expects they will do so in ways that are not only lawful and ethical but responsible and courteous as well. That requires respect be given to the principles maintained with our Community Covenant. Consequently, inappropriate use of university technology, including, but not limited to, Cairn's network, email, internet services, etc. may result in disciplinary sanctions.

Emergency Contact Information

Students are encouraged to provide emergency contact information to allow University systems to alert subscribed students in the event of an emergency, school closing or class cancellation. Students may subscribe at **http://intranet.cairn.edu/emergency_contact/view.**

Student Communication

The University wants you to feel connected to the community at all times. The University will utilize the following procedures in order to make students aware of vital information:

- Email and the intranet are the primary resources for the University to communicate daily announcements to students.
- Students wishing to make announcements to the University family via email should submit them to the office coordinator in Student Life at **studentlife@cairn.edu**. All email/notices are subject to editing by Student Life, who also reserves the right to limit the number of notices per event.
- Bulletin boards and plastic sign holders are provided for signs, posters, and advertisements. Advertising for events should not be posted on doors, windows or walls. All notices and posters for designated display areas need to be approved and signed by a Student Life staff member before being placed in the proper area. Misplaced or unauthorized announcements will be removed.

Technology Services Support

Technology Services provides support for student computing needs. If a computer-related issue is encountered, students may either send an email to **ts@cairn.edu** or call the Technology Services Help Center at (215) 702-4554. Office hours are daily from 8:00 A.M. through 5:00 P.M.; however, Technology Services personnel are on call 24/7 for urgent technical issues.

Support is provided in the following areas:

- On-campus wireless connectivity.
- Issues related to University technology applications; Email, Self-Service, eLearning, Intranet, Internet, Library Resources and the University Website.
- Diagnostics and recommendations for student-owned computers.

Facilities

Students are asked to help maintain a quiet atmosphere conducive to instruction in the classroom, business, and office areas. Student cooperation is needed in maintaining the cleanliness and orderliness of University facilities. The simple act of placing trash in the appropriate containers will make a difference. Any damage to public areas in any University building should be reported to the Campus Services Office during business hours or the security guard on duty after business hours. This also includes custodial services-type matters such as food or drink spills.

Reservation of Facilities

The number, variety, and overlap of events requiring facilities reservation occurring on the University's campus significantly increases each year. Consequently, in order to maximize the success of coordinating these events and enhance our ability to efficiently and effectively meet staff, faculty, and student needs it is important to properly and promptly reserve your desired facilities.

Consequently, any event or activity must be approved through the Campus Events and Facilities Coordinator by filling out and submitting a "Campus Event Scheduling Form" (obtain this form in the Office of Student Life) one month before the event will be scheduled and rooms may be reserved. Keep in mind that reservations will be made based on the availability of space and the nature of the activity. Room reservations for semester-year activities (e.g. Senate meetings) must be re-requested, or reconfirmed, at the beginning of each semester. Special room configuration or seating arrangements, as well as all technology needs, may be made through Campus Services and Technology Services, respectively, once an event is confirmed. Minor room changes may be made by the reserving party as long as the room or area is restored to its original set-up and cleanliness.

Accessibility

Disabled Students

The facilities of Cairn University conform to Section 504 of the Rehabilitation Act of 1973 regarding provisions for the disabled in existing buildings. All locations within the Main Education Building, the Biblical Learning Center, and Mason Activity Center are accessible to disabled students by way of service elevators. Designated male and female residences also have appropriate accommodations for the disabled. The Library has Bibles in Braille and listening facilities for the blind. A branch of the Bucks County Library especially designed for the disabled is located within one mile of the University. Every effort to accommodate disabled students is made by all faculty and staff through the coordinator of the Academic Resource Center.

Building Use and Closure Times
Many of our buildings are open for you to use from the early morning through late night. Actual hours of closure are posted below and are subject to change. Students must arrange for permission to use a facility after the normal operating hours. Forced entry into a building or facility will be viewed as criminal behavior and may result in criminal prosecution and/or disciplinary sanctions.

Students who need access to an office when a faculty or staff member is not present should make the necessary arrangements with the person involved. Maintenance, housekeeping, and security staff members are not permitted to provide entrance without written authorization.

Building Hours

Smith Administration Building	Monday through Saturday	6:00 a.m. - 11:00 p.m.
	Sunday *Library and Student Lounge only*	12:00 p.m. - 11:00 p.m.
Biblical Learning Center	Monday through Friday	6:00 a.m. - 10:00 p.m.
	Saturday	7:00 a.m. - 8:00 p.m.
	Sunday	CLOSED
Music Building	Monday through Sunday	6:45 a.m. - 1:00 a.m.
	Monday through Saturday*	*8:00 p.m. - 1:00 a.m.*
	Sunday* **building accessible by student or faculty ID only*	6:00 a.m. - 1:00 a.m.
Mason Activity Center	Monday through Sunday	6:00 a.m. - 1:00 a.m.

Campus Facilities
Biblical Learning Center
The BLC is Cairn's primary classroom building. Its nineteen classrooms are equipped with SMART technology for educational purposes. The BLC also houses the Lewis Holmes Recital Hall, a conference room available for reservation, and the Connie A. Eastburn Gallery, which hosts art exhibits on a rotating basis.

Smith Administration Building
The majority of Cairn's offices are housed in the Smith Administration Building. Administrative offices, Student Life, Communications and Marketing, and the OASIS Counseling Center are housed in the Administrative Wing, while Admissions, Financial Aid, Business Services, the Registrar, the Schools of

Liberal Arts and Sciences, Education, Divinity, and Business and Leadership, and the Departments of Christian Counseling and Social Work comprise the Educational Wing of the building. The two wings are joined by the Stearns Mission Center lobby and Chatlos Chapel.

Masland Library

The Masland Library supports the institutional mission and objectives of the University by providing access to information, materials, and services that are integral to the instructional, research, and community service activities of the University. The library provides a varied collection of research materials, circulating books, CDs, DVDs, and online databases. The online databases and the library catalog can be found at **library.cairn.edu**; you will need your student ID to access the online databases from off-campus. Also housed within the library are 2 computer labs, a curriculum lab.

Books and other materials may be checked out according to library procedures and policies, which are posted on the library's website. Reserve materials are available within the library for a two-hour loan. They may also be checked out one hour before closing time and are due back in the library by 10:00 A.M. the next morning. Overdue reserve materials will result in a charge of $0.25 per hour. Overdue circulating materials will result in a charge of $0.10 per day. The maximum overdue fine is $5.00 per item. Unreturned, damaged, and lost materials will be replaced at a minimum cost of $50.00 plus an additional $15.00 processing fee. Students can renew items online via the library website.

Regular library hours, as well as any changes to library hours, are posted outside the library entrance and are also available on the library website. Up-to-date information on the library's hours, policies, and services can be found on the library's website.

Music Building

The School of Music and Performing Arts is housed in the Music Building next to the Biblical Learning Center. Offices and classrooms are used by the SMPA faculty and students. Non-music students are welcome to request time in the practice rooms. Cairn is one of only a handful of evangelical colleges or universities in the United States to be designated an "All Steinway School." This designation indicates that approximately 90 percent of all pianos are Steinway.

Lounges and Recreational Areas

Lounges and recreation rooms are to be regarded as places of relaxation for groups of students. Students are expected to use good taste consistent with biblical principles in using the lounge and recreational facilities. Students should clean up the lounge after each use. Items left in the lounge, Library or

lobby will be temporarily placed in the “Lost and Found” closet, located in Student Life.

Athletic Fields
The athletic fields exist primarily for use by the Cairn intercollegiate teams. Other individuals and groups wishing to use the athletic fields must make arrangements through the Athletic Department.

Campus Pond
Due to concern for the safety and protection of students and visitors, swimming, wading and skating are prohibited on the pond. Fishing is permitted with the proper local and state licensure. Permission for any other use of the pond must be obtained from the Office of Student Life.

Student Lounge
Located on the lower level of the Smith Administration Building is an area designated as a Student Lounge. This area has vending machines, microwaves, refrigerators, and tables for student use. In addition to these commodities, there is a section of the room with sofas and chairs for students to relax. The room also houses computers open to all students for email and internet use. Commuters are able to use lockers which are located outside of the Office of Student Life. You may arrange for a locker by contacting the office coordinator in Student Life. There is a nominal annual fee for lockers.

IF SIGNS ARE IMPROPERLY POSTED THEY MAY BE REMOVED AT ANY TIME, AND THE “POSTER” MAY LOSE POSTING PRIVILEGES.

Cairn Fitness Center
The Fitness Center is designed for fitness and athletic training and recreational use by members of the Cairn community. Basically, it offers a facility that provides a quality fitness area that services Cairn students, alumni, employees, and their spouses and dependants age 16 and above. Although open specifically to the Cairn community, authorized non-matriculated guests may purchase an ID by paying a small annual fee to the Business Services office. As a community-oriented facility, the rules of Fitness Center are designed for the protection of our Fitness Center users, employees and facilities. Please observe all posted signs and directions given by Fitness Center staff. The Fitness Center staff are university employees, and all Fitness Center patrons are expected to comply with their requests. For more information regarding specific Fitness Center policies and procedures please contact the University's Athletic Department.

Fitness Center Rules:

1. Individuals must check in with a valid Cairn ID.
2. Unauthorized use of the Cairn Fitness Center is strictly prohibited.
3. Allowing access to unauthorized persons is strictly prohibited.
4. No one under the age of 16 is allowed to use the Fitness Center at any time.
5. Proper attire must be worn at all times (no halter tops, sports-bras only, half shirts, plastic or rubberized suits, cut-offs, or street clothes are allowed). Proper attire includes proper footwear (closed toe athletic shoes only; sandals, bare feet, street shoes, flats, boots, etc. are unacceptable) and shirts. Jeans, slacks, and skirts are unacceptable.
6. Physical education classes, as well as athletic teams, will have priority on all machines during scheduled class/practice time(s), which may include private use of the facility.
7. The equipment is to be used properly at all times. Any violation of abuse will result in the revocation of Fitness Center privileges.
8. Weights are to be re-racked after use.
9. Users are required to clean the machines/benches/weights after each use. Cleaning stations are available throughout the Fitness Center for your convenience.
10. Personal towels will not be supplied at any time. If you wish you use a towel while you work out you need to bring one with you.
11. No food or drinks are permitted in the Fitness Center, with the exception of water bottles and fitness drinks with closable lids.
12. At no time will an unauthorized public stereo system be allowed in the Fitness Center. However, you may bring personal listening devices (e.g., iPod) and utilize the charging stations on the aerobic equipment.
13. At no time will Fitness Center users be permitted to operate the televisions. Access to the remote will be restricted to the Fitness Center student worker at all times.
14. Yelling, abusive language, or any other behavior that disturbs other users of the Fitness Center will not be permitted.
15. Please utilize the cubbies along the wall for storing personal items. Whenever possible, users should utilize the locker rooms. Cairn is not responsible for any lost or stolen items.
16. Report any inappropriate activity, problems, or injury immediately to the Fitness Center student worker or contact the office of Student Life.

Accessing Fitness Center

To gain access to work out you must:

1. Present a valid Cairn ID to the front counter of the Fitness Center.
    - A valid Cairn ID is issued by the University and is operational. Any non-operational ID cards must be replaced prior to student using the Fitness Center.
    - For alumni, spouses, and dependents the membership card is required and must be presented.
2. Scan valid Cairn ID card at front desk.
    - The Identification system will acknowledge if a user has filled out a liability form. In the event that a liability form has not been completed, it must be completed in its entirety prior to use of the Fitness Center.
3. Be wearing the proper workout attire.
    - Please refer to the Fitness Center rules and regulations above for further clarification regarding attire.

The Cairn University Fitness Center staff reserves the right to deny access to Fitness Center users who do not follow the above policies and rules. Repeated violations of the above expectations may result in the loss of Fitness Center privileges and/or disciplinary sanctions.

Student Health Services

Health Center

The University Health Center exists to advance the health of students by providing primary health care, prevention-focused services, and learning experiences which develop health knowledge and skills. The center is staffed by a registered nurse. Hours are set according to campus needs; Monday through Friday, 8:00 am to 4:30 pm. The following services are provided:

- Outpatient nursing care and first aid to students with medical concerns.
- Over the counter medications as ordered by a physician.
- Nebulizer treatments as ordered by a physician
- Tb testing
- Flu shots
- Inpatient beds for observation during daytime hours when needed
- Blood pressure screening
- Health promotion and disease prevention information
- Weight management information
- Wellness initiatives

Referrals for health care needs that are beyond the scope of practice for Cairn University's Health Center, such as referrals to area specialists, radiology facilities, urgent care facilities, or local emergency departments will be made by the Health Center nurse.

In order to assist our Health Center and be in compliance with health regulations, all students are required to complete a health form which documents medical history and immunization records. Students are to report any changes in health information or newly prescribed medications to the nurse for inclusion in his/her health record. Students who have not completed the health form will not be permitted to attend classes or live in the residence halls. Be aware of the following:

- Medical services are rendered for illness or accidents that occur at the University during a semester or alternate session.
- Spouses and children of students along with alumni are not eligible to receive treatment.
- Any student under the age of 18 must have a parent sign a consent and release form allowing the student to receive health services.
- Students who are on prescription medication should inform the Health Center of the medication, the dosage, and the diagnosis.
- Students who must use syringes or any other "sharps" must report this to the Health Center immediately upon arrival. Medical documentation is required. Proper disposal of this equipment must be maintained. A disposal container must be arranged through the nurse. Students must deliver containers back to the nurse upon completion or in order to exchange containers.
- The Health Center does not dispense prescription medications.

There are occasions when a medical condition may prohibit you from attending classes, living in the residence halls, or being on campus. Any outbreak of Chicken Pox, Measles or Mumps will bring about immediate care and isolation issues. There are scenarios when you might be required to leave and other scenarios when you would be quarantined and not permitted to leave or travel.

Students will be evaluated on an individual case by case basis in the event that a medical condition interrupts the semester. When possible, the University will work with you and your professors to allow additional time to get work accomplished. There may be scenarios when the best course of action will be for you to withdraw from the university for the semester until your health is stabilized.

After-hours Health Related Issues
Health situations that develop during non-office hours can be addressed through resident life personnel or the Office of Safety and Security. Life-threatening medical emergencies should be handled by dialing 911, the Office of Safety and Security at 215.702.4350, and the responsible Student Life staff.

OASIS Counseling Center
Our counseling center is responsible for providing personal, spiritual and emotional care to students. These services are provided at no cost to the student. Counselors are prepared to help you work with a wide range of issues including anxiety, depression, body image, eating disorders, relationship counseling, pre-marital counseling, family conflict, adjustments to college, and many more areas. Most of the resources of the center are focused on individual counseling needs.

The mission of OASIS is to provide care, support and guidance for the emotional, spiritual, social, and psychological growth and well-being of the students of the University.

- The OASIS Center is a safe place where students can seek assistance in the challenging circumstances of life.
- OASIS Center staff will provide professional guidance that is biblically centered, designed to support the students and morally responsible before God.
- All conversations with OASIS Center Staff are kept in strictest confidence as defined by the American Association of Christian Counseling Code of Ethics and the Commonwealth of Pennsylvania.
- The ultimate goal of the OASIS Center is to assist all Cairn students along the path of growth and sanctification, making each student better prepared to live out God's calling upon their life.
- The OASIS Center will strive to assist the student to the limit of their abilities and expertise. When the needs of the student exceed the limits of the counseling staff, partnerships with both internal University services and qualified external resources will be explored.

You can make an appointment by stopping in at the Center located on the first floor of the Smith Building. For more information call 215.702.4224 or email **oasis@cairn.edu.**

Food Services

Food Service Venues

Pioneer College Caterers offers a variety of dining options to Cairn students. The Furman Dining Commons and The Café is located on the

upper level of the Mason Activity Center. The Café is a coffee-house-style gathering place for students, providing mixed coffee drinks, hot and cold beverages, snack selections, and fast food meals. A coffee stand, located in the Biblical Learning Center second floor lounge, offers beverages, snacks, and Seattle's Best coffee on Monday, Tuesday, and Thursday evenings.

Hours of Service

Fall and Spring Cafeteria Hours

The cafeteria is open from 7:15 a.m. until 7:00 p.m. Monday through Friday. Full cafeteria offerings are available during traditional breakfast, lunch, and dinner hours. More information can be found at **cairn.edu/life/dining** or on the intranet.

Summer Cafeteria Hours

The cafeteria offers breakfast, lunch, and dinner for most of the summer. Contact the cafeteria at 215.702.4257 for summer hours or additional information.

Café Hours

The Café is open during the spring and fall semesters as follows:
Grille: Monday – Friday 11:00 a.m. – 9:00 p.m.
Café: Monday – Friday 9:00 a.m. – 9:30 p.m.
Additional hours may be scheduled for special events.

Payment Options

Cafeteria meals for students are priced as follows: Breakfast - $4.25; Lunch - $5.25; Dinner - $6.00. Café items are priced a la carte.

Students may pay with cash or with Flex $$$. Flex $$$ can be purchased from the cashier in the Business Services Office and are spent by presenting your University ID. Purchased Flex $$$ will carry over from semester to semester, and from academic year to academic year, until the student graduates or withdraws from the University at which time the balance is non-refundable.

Food Service Procedures

Flex $$

Members of the University community may purchase Flex $$ which can be spent like cash in the cafeteria and the Café. You may purchase $50.00 in Flex $$ for $44.00 or $25.00 in Flex $$ for $22.00 (a 12% discount) from the University Cashier in the Business Services Office.

Purchased Flex $$ carries over from semester to semester and from academic year to academic year until the student graduates or withdraws from the University. Once graduated, any Flex $$ left on the student's account is non-refundable.

Green on the Go

The new "Green on the Go" containers are available to use for takeout meals in both the Furman Dining Commons and the Café. These "green" friendly containers are provided to students in the event that they are unable to eat in the cafeteria. The cost of the container is a $5 deposit which will be refunded at the end of the semester when a student returns either a "Green on the Go" card or the complete "Green on the Go" take out container (which includes the container a fork, knife, and spoon). This container can be purchased at the register in either the Furman Dining Commons or the Eagle's Nest.

Other Student Services

Mail Service

Degree Completion students will receive most of their graded papers, exams, or other assignments through the University's class page system. However, after the semester has concluded and in other special cases, the papers may be mailed to the student in a self-addressed stamped envelope provided by the student.

Permission must be obtained from the Office of Student Life before any advertising or promotional material may be distributed in mailboxes.

Changes in home address, email address, or telephone number during the semester should be reported to the Assistant Director and the Registrar's Office.

Cairn Bookstore
The Cairn Bookstore, operated by Follett, serves the needs of the campus community and offers textbooks, trade books, clothing, gifts, snacks and other items. The bookstore staff is eager to meet your needs. The store is open from 10:00 A.M. to 6:00 P.M. on Monday, Tuesday and Thursday; from 10:00 A.M. to 5:00 P.M. on Wednesday and Friday; and 10:00 A.M. to 1:00 P.M. on Saturday. Hours are extended as requested to meet the needs of the Degree Completion programs, at the beginning of the fall and spring semesters and for special occasions. Texts and other items can be purchased online, 24/7 at **www.cairnbookstore.com.** You can contact the bookstore after hours by leaving a voice mail at 215.702.4300 or by email at **bookstore@cairn.edu.**

Copy Services
A copy machine is available in the Masland Library. Students are not to use the machines in designated office areas without permission from the appropriate supervisor.

Lockers
Lockers are available to a limited number of students for a nominal annual fee through the Office of Student Life.

Lost and Found
A lost and found area is maintained by the Office of Student Life. Unclaimed articles left in lounges, halls or classrooms will be taken to that office.

Contact Information for Degree Completion

Departments and Services

Contact information for Degree Completion Student Services can be found on page 1.

Business Services Office
Smith Administration Building (Rm. 123)
B.J. Brown
Student Accounts Counselor
bbrown@cairn.edu
215.702.4522

Counseling Center (OASIS)
Smith Administration Building (1st Floor)
oasis@cairn.edu
215.702.4224

Financial Aid
Smith Administration Building (Rm. 115)
financial.aid@cairn.edu
215.702.4246

Technology Services/Help Desk
200 Fairview Avenue
ts@cairn.edu
215.702.4554

University Health Center
Smith Administration Building
Alison Kikendall
Nurse
akikendall@cairn.edu
215.702.4334

Masland Library
Smith Administration Building
library@cairn.edu
215.702.4370

Cairn Follett Bookstore
Mason Activity Center (Lower Level)
bookstore@cairn.edu
215.702.4300

Registrar's Office
Smith Administration Building (Rm. 215)
registrar@cairn.edu
215.702.4293

Office of Safety and Security
Carriage House (708 N. Pine St.)
security@cairn.edu
215.702.4350

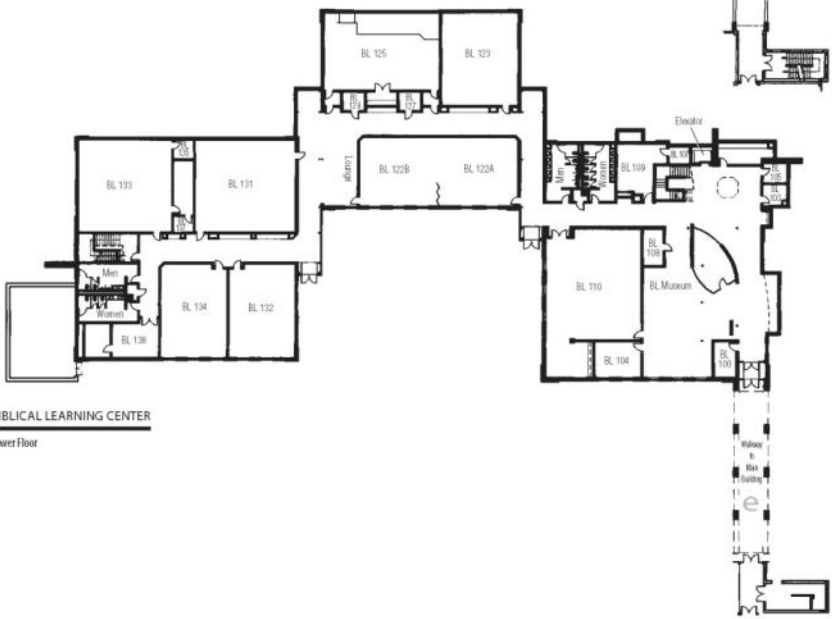
Cairn Building Maps

Building Maps

Biblical Learning Center

BIBLICAL LEARNING CENTER

Upper Floor

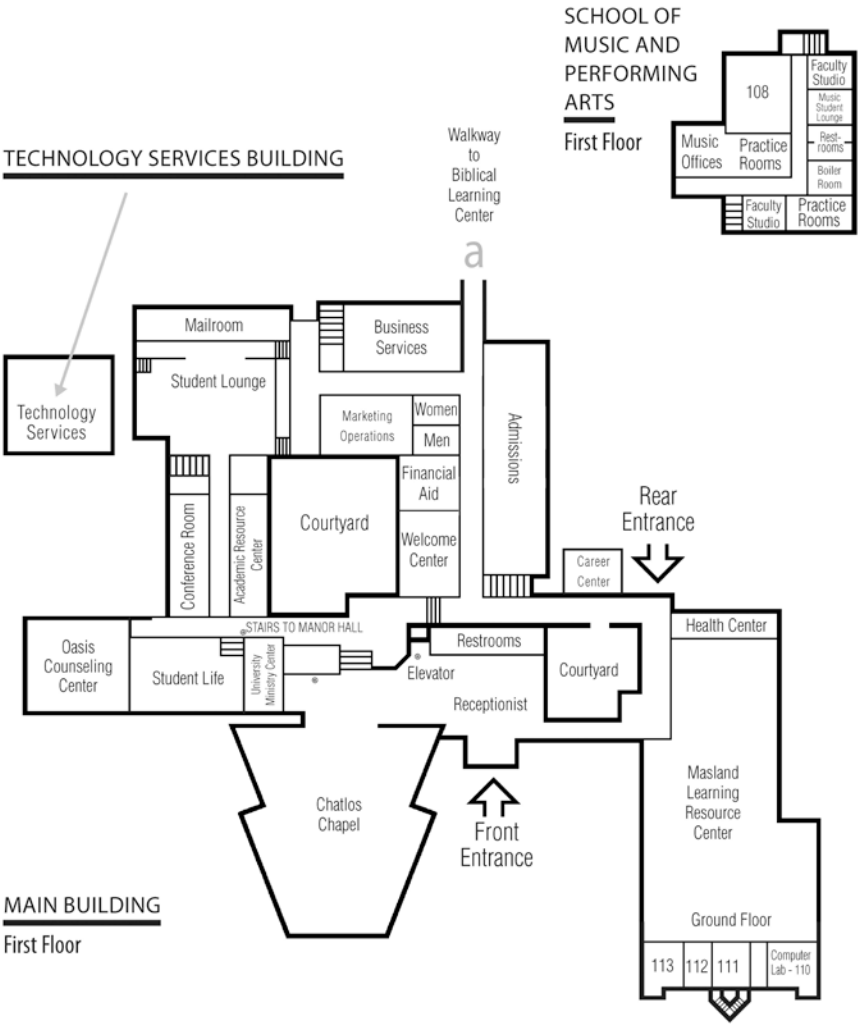


BIBLICAL LEARNING CENTER

Lower Floor

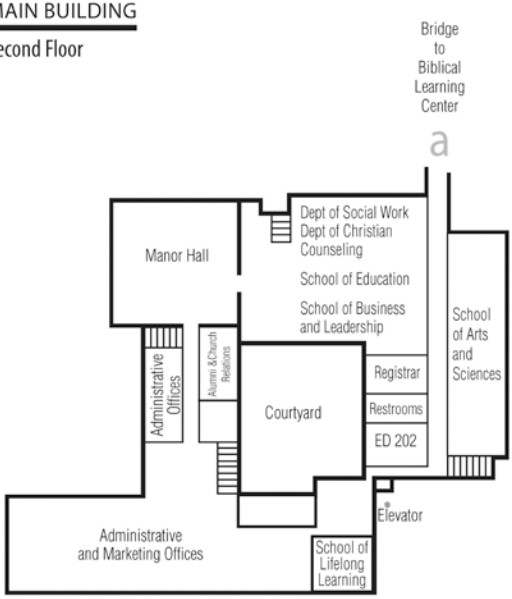
Building Maps

Technology Services Building, Main Building, Masland Learning Resource Center, and School of Music and Performing Arts



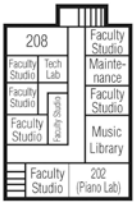
MAIN BUILDING

Second Floor



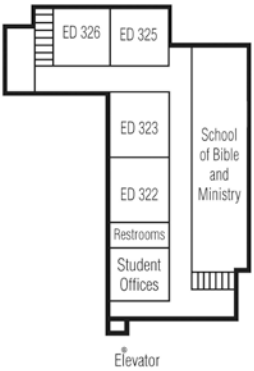
SCHOOL OF MUSIC AND PERFORMING ARTS

Second Floor



MAIN BUILDING

Third Floor



Building Maps

Mason Activity Center

MASON ACTIVITY CENTER

Upper Floor

MASON ACTIVITY CENTER

Lower Floor

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