

Student Orientation And Registration

DEAR INCOMING STUDENT,

It is great to have you here! We are thrilled to have you on campus today and are even more excited to see you in August! Our goal for today is to introduce you to all the preliminary information you need to know as you transition to becoming a Highlander and answer any questions you may have. You will meet several people today, all committed to your success as a student. You will learn about the services provided to students, receive your fall class schedule, meet with the dean of your school, as well as numerous staff eager to serve you. Getting to know them today will serve you well come this fall.

We know that you are excited (maybe a little nervous) and will have many questions throughout the day. The Cairn staff is here to help you—if you have questions, we've got answers! This guide you've been given can provide you with important information on student services, what you should bring to campus, etc. We encourage you to look through it and use the resources within it. If any questions pop up after you leave, we are still here to answer.

Welcome to Cairn University!

*In Christ,
Rick Swift
Vice President & Dean of Students*



DEAR PARENT OR GUEST,

Thank you for accompanying your student to Student Orientation and Registration (SOAR). We look forward to serving you today. Your student needs your support for the journey that lies ahead, so be sure to let us know of any questions and concerns you may have.

There is much to be done, and SOAR puts your student in a position to take care of the necessary details. This booklet contains important information on billing, student services, health insurance, what your student should bring to campus, and much more. In the days and weeks following SOAR, you and your student may think of things you didn't get to ask or need more information from various departments across the University. The directory in Appendix B is available to help point you in the right direction to find the answers you are looking for.

Welcome to Cairn!



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SOAR SCHEDULE

Friday, April 21, 2023

9:00–9:45 am Check-in – Mezzanine of the Stearns Lobby

Start your day with a quick registration process, be welcomed by Cairn faculty and staff, smile for your ID picture, and, of course, enjoy some coffee and light refreshments.

Consultations

Consultation appointments will take place throughout the day.

Staff members from Business Services and Financial Aid will be available between 8:30–11:30 am for those who registered online for individual consultations.

9:45–10:30 am Welcome – Chatlos Chapel

We will explain what you can accomplish on this day and what you can expect as you anticipate your first day on campus.

10:50–11:30 am Chapel

Experience worship through Scripture, prayer, and music with the student body.

11:30 am–1 pm Open hours for residence hall viewing – Manor Residence Halls

Take time to visit a room in the Manor Residence Halls anytime throughout the lunch hour. We will be available to give tours of the room and answer any questions. (Heritage Hall will be open for viewing during the Information Fair at 2 pm.)

11:50 am–12:50 pm Lunch – Furman Dining Commons

1:10–2 pm Advisor meeting for students – Chatlos Chapel

Meet with your advisor to receive your tentative Fall 2023 class schedule.

Parent's Informational Session 1: *Financial Aid and Business Services Q&A* – BL 122A

A time for parents and guardians to meet with Financial Aid and Business Services staff to discuss issues and questions related to financial aid and billing.

OR

Parent's Informational Session 2: *From Parent to Coach: Supporting Generation Z Going to College* – BL 125

Although some aspects of the University experience remain the same, the current generation of students has different needs and expectations

compared to previous generations of students. This session provides perspective on the way in which Cairn develops its students and provides pragmatic suggestions on how to help your student succeed.

OR

**Parent's Informational Session 3: *Maximizing Academic Success*
– BL 222A**

Hear from the Academic Resource Center as they explain how your college student can maximize their time at Cairn to be fully prepared for vocation and ministry.

1:45–3:00 pm Information Fair – Heritage Residence Halls

This is your opportunity to walk around, gather information, and ask questions about all aspects of campus life at Cairn that pique your interest. Take the opportunity to view a resident room in Heritage Hall and take a tour of the G. Patrick Stillman Athletic Complex. 10-minute consultations with Business Services and Financial Aid will continue to be available at this time.



ACADEMICS

The core component of your university experience is your academic studies. You select a major and take courses in your program of study. It sounds simple, but there are things you should know. Start with the following list of terms and resources:

Registrar

The Registrar's Office publishes the course roster each semester and, along with your academic advisor, assists you with schedule planning and registration.

The Registrar's Office is the place to go when you have questions about grades or credits. For more information, visit **cairn.edu/registrar**.

Course Selection

Your first semester of courses has been carefully scheduled according to the requirements of your program. If necessary, adjustments can be made via the ADD/DROP process after meeting with your advisor. From your second semester on, you will be responsible to register for courses online; however, academic advisors will be available to help you select courses. For more information, visit **cairn.edu/registrar**.

Course Load

A full academic load is 12–18 credits per semester, which amounts to between 4 to 6 classes. There will be an additional charge for credits over 18.

Advising

Each student receives an academic advisor who is a faculty member assigned to assist a student in academic, professional, and personal decision-making.

FERPA: The Family Educational Rights & Privacy Act

Both federal law and University policy protect the privacy of student education records, including but not limited to, academic records, financial information, and disciplinary actions. Once a student attends a postsecondary institution, the rights regarding those records shift from the parents to the student, regardless of the age of the student. This means that in most circumstances, Cairn is not permitted to disclose education records to anyone, including parents, without the written permission of the student.

If you wish to waive these rights and specify who may access your education records, complete and sign a Waiver of Privacy of Education Records form. Forms are available here today for your convenience at check-in. You may also obtain a form at any time from the Registrar's Office or at **cairn.edu/registrar**.

Library

With access to more than 150,000 print titles, 1,000,000 e-books, and 80,000 e-journals, the Masland Library provides students with the resources necessary for academic study at Cairn. In addition to print and electronic books and journals, the library collection also includes media resources in CDs, DVDs, and over one million streaming titles.

The library has three collaboration/conference rooms with technology hookups, three group study rooms, a variety of spaces for individual and group study, as well as one computer lab. The library also offers Chromebooks for checkout. Two copiers, which utilize the University's print anywhere technology, are located within the library. Students can access the online library catalog, course reserves, and research databases at **lib.cairn.edu**. Some resources require additional authentication; when prompted to sign in, enter your Cairn email address and password. For questions on locating material, accessing resources, or getting started with research, contact the library at **library@cairn.edu** or **215.702.4370**. Appointments to meet with a librarian can be scheduled at **cairn.libcal.com** and can be conducted in person, via phone, or Zoom.

Campus Store

The Campus Store is located across from the Health Center in the Smith Administration Building and open during the hours listed below. You can also shop our online store 24/7 at **cairncampusstore.shop**.

Ordering Textbooks Online

Using the Cairn University Virtual Bookstore is easy! Just have your course information ready, visit **ecampus.com/cairn**, and click "Order Textbooks." Payment may be made by credit or debit card, Paypal, buyback credit, or student account.

Multiple Purchasing Options

Each textbook may list multiple options: purchase new or used textbooks or rent textbooks and eTextbooks. You can also order from our one-to-one Marketplace to save up to 90%!

Need to return a book? You may do so up to 30 days from your class start date. Visit your "My Account" section online or contact us at **1.877.284.6744** or **bookstore@ecampus.com** for more details.

Campus Store Hours:

Mon–Fri: 10 am–4:30 pm

Saturday: 11 am–3 pm

Sunday: Closed

Contact the Campus Store at **215.702.4300** or **campusstore@cairn.edu**.
SHOW THIS BOOKLET TO THE CAMPUS STORE TO RECEIVE 15% OFF ONE ITEM.*
**Excludes textbooks and clearance items.*

2023–2024 ACADEMIC CALENDAR

FALL SEMESTER

Welcome Week	Thurs–Sun	Aug 24–27
First Day of Classes	Mon	Aug 28
Last Day of Registration	Fri	Sept 8
Fall World Reach Week	Mon–Fri	Sept 11–15
Homecoming	Fri–Sat	Sept 29–30
Fall Break	Mon–Tues	Oct 16–17
Spring Course Registration Begins	Mon	Oct 30
Last Day for Course Withdrawal	Fri	Nov 3
Thanksgiving Break	Wed–Sun	Nov 22–26
Last Day of Classes	Fri	Dec 8
Final Examinations	Mon–Fri	Dec 11–15
Fall Commencement	Sat	Dec 16
First Day of Semester Break	Sat	Dec 16

SPRING SEMESTER

Students Return to Campus	Sat–Sun	Jan 6–7
First Day of Classes	Mon	Jan 8
Martin Luther King, Jr. Day (no classes)	Mon	Jan 15
Last Day of Registration	Fri	Jan 19
Spring World Reach Week	Mon–Fri	Jan 22–26
Spring Break	Mon–Sun	Mar 4–10
Last Day for Course Withdrawal	Fri	Mar 22
Fall Course Registration Begins	Mon	Mar 25
Good Friday (no classes)	Fri	Apr 29
Easter Monday (no AM classes)	Mon	Apr 1
Last Day of Classes	Fri	Apr 26
Final Examinations	Mon–Fri	Apr 29–May 3
Spring Commencement	Sat	May 4

SUMMER SESSION(S)

May 13–Aug 18

RESIDENCE LIFE

Students do not just *attend* Cairn; they live, grow, and make life-long memories during their time here.



There is no better way to enhance your college experience than living on campus. Being a resident helps grow your role as a stakeholder in Cairn's community, and Residence Life has a team to help you through each stage of your college journey.

The Residence Life Team

By serving as role models and mentors, the Residence Life team helps to shape an environment that is conducive to personal growth, academic success, and spiritual maturity. The team is composed of the following members:

Associate Dean of Students

- Leads the Residence Life team and Student Programs
- Oversees all matters of Residence Life and Housing policy and appeal

Resident Directors (RDs)

- Supervise and live on-site at each residential community
- Provide leadership to an on-site student Residence Life team

Lead Resident Assistants (LRAs)

- Provide administrative support to the Resident Director
- Assist with team coordination and communication

Resident Assistants (RAs)

- Peer-leaders trained to serve as the primary resource for students in the residential communities

Residence Hall Sites

Cairn offers single-room and suite-style living options on campus.

Manor Residence Halls

Located in the center of Cairn's campus, just north of the walkway, are the five buildings that make up Manor Residence Halls. These residence halls feature suite-style living. Each suite houses four students living in two bedrooms joined by a common bathroom.

Heritage Hall

Located on the south side of the campus on Manor Avenue is Heritage Hall. This residence hall has is comprised of six wings, three on each side of a central Great Room. Female students occupy one side and male students occupy the other side. Rooms are a mix of both suite-style and traditional rooms equipped with private bathrooms.

Room and Roommate Assignments

New students can request a specific residence hall, but first choice goes to upperclassmen and students who are continuing at Cairn. First-year students' residence hall preferences are processed according to the Housing Preference Form found at [**cairn.edu/life/housing**](http://cairn.edu/life/housing).

First-year students are assigned a roommate based on the information provided on the Housing Preference Form and/or the recommendations of the Residence Life team. Students can request a specific roommate, but there are no guarantees your request can be granted. Housing Preference Forms should be completed as soon as possible and can be submitted no later than June 21. If you haven't already filled one out, the form is available at [**cairn.edu/housing**](http://cairn.edu/housing). Admissions professionals can assist with any questions pertaining to room and roommate assignments. Assignments are emailed out during the second week of July to your Cairn email.

Moving In

New incoming students move in on the morning of Thursday, August 24, as Welcome Week begins. Several groups of students such as fall student-athletes may be asked to arrive a few days earlier.

What to Bring

Residence Life will notify you of your room and roommate assignment during the second week of July via your Cairn email account. Included in that correspondence will be the list of items you should bring.

A precise list for each residence area can also be found at **cairn.edu/life/housing**.

Welcome Week

Welcome Week 2023 is August 24–27. A tentative 2023 schedule is available online at **cairn.edu/SWO**.

Parents are invited to participate only on Thursday, August 24. Parents interested in staying overnight should consult the list of area hotels at **cairn.edu/visit/area**.

PAYING YOUR BILL

Here are some facts and key definitions to help you understand financial aid and student billing at Cairn:

2023–2024 Tuition & Fees

Full-time Tuition	\$ 31,881
Required Fees	\$ 394
Room & Board	\$ 12,234
Total Direct Expenses	\$ 44,509

First Year Fee (all programs) \$350

Go to cairn.edu/aid for the most up-to-date tuition information.

Other Costs That May Apply

Applied Music Courses	<i>12 half-hour private lessons</i>
Non–Music Majors	\$ 600 <i>per semester</i>
Music Majors	\$ 250 <i>per credit</i>
Lessons outside curriculum	<i>Fee approved by the School of Music</i>
Arts Fee	\$40–\$90
Ceramics Fee	\$90
Overload Credit	\$886 <i>per credit over 18</i>

Financial Aid

The Financial Aid Office helps students to identify and understand funding or financial aid to help pay for college expenses.

- Scholarships, grants, loans, and work study are all forms of financial aid.
- The **Federal Work Study Program** partially funds on-campus jobs and gives students with demonstrated financial need an opportunity to work to pay for school expenses. Student employment information is on the Student Resource Hub.

This is not a scholarship and these funds will not appear on the student’s tuition account. Students are compensated for the actual hours worked through the University payroll process.

- An **award** is the total amount of financial aid granted to a student through the Financial Aid Office.

To qualify for need-based scholarships, grants, and Federal loans, each student must fill out a **Free Application for Federal Student Aid (FAFSA)** online at **fafsa.gov** each year. Cairn's FAFSA priority date is February 15, but you should complete it as early as possible.

- The **Expected Family Contribution (EFC)** is an index of your family's relative financial strength. It is calculated from data reported on FAFSA including family income, assets, family size, and the number of family members in college.
- **Verification** is the federal process to confirm information on the FAFSA. Selected students will be asked to supply additional documents to the Financial Aid Office.
- Each year, Cairn determines students' **Cost of Attendance (COA)** by estimating educational expenses such as tuition, fees, housing, food, books, and travel.
- **Financial Need** is the difference between the COA and the EFC (Financial Need = COA - EFC). The Financial Aid Office uses Financial Need to determine eligibility for need-based financial aid.

It is important to know that an award is not normally enough to cover all expenses. Many families use a combination of current income, payment plans, and alternative or home equity loans to meet their net cost after financial aid.

Information regarding financing your education may be found at **cairn.edu/aid**. Financial aid counselors are available to help you through the financial aid process, including any changes or special circumstances your family may encounter. Please contact us at **finaid@cairn.edu** or **610.702.4245**.

Please be aware that Parent PLUS and alternative loan applications must be completed and have final approval from the lender by the payment due date for each semester.

Business Services

The Business Services Office is the business center of the University. At Cairn, all money goes in, out, or through Business Services, including funds students obtain through Financial Aid.

Cairn meets as much of the Financial Need amount as possible through a combination of scholarships, grants, loans, and on-campus employment. The costs not covered by the award are billed to the student's account. The balance on the student's account must be paid by the student and/or family by August 1 (fall semester) and December 15 (spring semester).

A **student account**, like any other account, is an itemized record of account billing, debits, and credits. Payments and/or financial aid funds for each student are credited to the student's account, where they are applied to the amount billed for tuition and fees.

Student Billing & Account Information

All student billing and account information can be accessed through Cairn's Self-Service website. This includes records of all charges, fees, and aid assessed to the student's account. In order to reduce paper and provide up-to-date cost and financial information, Cairn does not distribute paper bills.

How to Access Account Information

1. Log into Self-Service at **selfservice.cairn.edu**. (If you have questions about accessing your student account, please contact Technology Services at **215.702.4554**.)
2. Once logged in, move your cursor over the word "Finances" on the top of the page. Then click on "Balance" in the gray box.
3. On the right side under "Options", choose the semester you wish to view, then click on the toggle button labeled "Detail by Charges/Credits."
4. Scroll through and view the details of the student account. At the bottom of the page, look for the "Anticipated Balance" line for the balance for said semester.
5. To make immediate payments for this "Anticipated Balance," move your cursor over the word "Finances" on the top of the page. Then click on "Payment" in the gray box. This will navigate you to the **pay.cairn.edu** site. Enter the amount you would like to pay and follow the steps on this page.

Your balance reflects semester charges based on your housing status according to the information last available from the Offices of Admissions and Student Life. If changes need to be made to your housing status, please contact the Office of Student Life at **215.702.4215**, as well as Doug Simon at **dsimon@cairn.edu**, as soon as possible.

If you have questions about your financial aid, please contact the Financial Aid Office at **215.702.4245**. All anticipated aid shown on your Self-Service account reflects what has been approved by Financial Aid at this time.

Please be advised that all payment arrangements are to be completed by August 1 for Fall semester and December 15 for Spring semester.

Payment Options

Cairn offers several options for paying your tuition, room and board, and other fees:*

- Pay the semester balance in full.
- Mail a check to: Cairn Business Services Office / 200 Manor Avenue / Langhorne, PA 19047. Please include the student's name and Cairn ID#.
- Pay by credit card or eCheck (bank routing and account numbers) online by going to **pay.cairn.edu** or via phone by calling the Business Services Office at **215.702.4201**. Note: A 2% convenience fee applies for credit card transactions online or over the phone, but not eCheck or in-person transactions. Credit cards that are accepted are MasterCard, Visa, Discover, and American Express.
- Pay by bank ACH to: Cairn, Penn Community Bank ABA Routing #231373182 and Checking Account #9000733041. Please include the student's name and Cairn ID#, and also email **dsimon@cairn.edu** at the time of the transfer.
- Pay over several months by enrolling in NELNET. The student will receive an email invite to the Nelnet system at their Cairn email account so they can enroll. The student can then add others as an authorized payer to the account.

**All these arrangements should be made by August 1, 2023.*

Student Health Insurance Verification

The University requires that every full-time student have health insurance coverage. You, the student, will receive an email at your Cairn email account from Gallagher Insurance in several weeks with a link to an online waiver form. When you receive this email, go to the link to register and submit your insurance waiver. The waiver is not completed until you receive an "Approved Waiver" email.

- If you are covered on your parent's plan or have your own coverage, great! All you have to do is provide this information on the online form. You will be contacted at your Cairn email account if your carrier is not compliant with the Affordable Care Act.
- If you do not have coverage, Cairn University offers coverage through an outside insurance company for a cost of \$2,300 (this cost is established by our Insurance carrier and is subject to change) for the entire 2023-2024 school year (August 1, 2023–July 31, 2024). You would enroll in this plan using the link for the online waiver in the email from Gallagher Insurance.
- If you have not completed the online form by August 1, it is assumed you have no coverage, and the University will automatically charge your student account this cost of the insurance. Failure to submit the insurance waiver or respond to the follow up emails from Gallagher Insurance will also result in your enrollment in the University's student health plan.
- We recommend you complete the online form as soon as you receive the email from Gallagher Insurance.

TECHNOLOGY AT CAIRN

Wi-Fi Connectivity

Students may access online resources via the University's Wi-Fi system by connecting to the "Cairn-Student" wireless network. The student's Cairn account username and password are required for Wi-Fi authentication.

Email

Students are provided with a Cairn University email account via Google Apps. The Cairn Gmail account is the primary means for communicating University information about your program, courses, registration, class cancellation, or other important announcements. Students should check their email daily. The account username and password are used for all University web-based applications. To activate an email account, you will need the username and temporary password that was sent to the primary email account listed on your enrollment application.

- Go to **reset.cairn.edu**
- Sign in with the username and temporary password sent to your non-Cairn email account.
- Click on the Enrollment tab.
 - »Set up the account Security Questions & Verification Code information.
- Click on the Change Password tab.
 - »Set a New Password.
- Login to **gmail.cairn.edu** with your Cairn email address and new password.

Web Applications

- 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 **selfservice.cairn.edu**.
- 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 **elearning.cairn.edu**.
- Library Resources – Students access the library resources at **lib.cairn.edu**. If prompted to log in, use your Cairn email address and password. Any questions regarding library access or use can be directed to **library@cairn.edu**.
- Student Hub – The Cairn Student Hub, located at **cairn.edu/students**, provides community information specifically directed to the student population, including academic announcements, forms, policies, events, and more.

University Computers

Students may use University computers located in the Computer Lab in the Masland Library. Chromebooks are also available for checkout at the library front desk.

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 device with Internet connectivity. Instructions are available in the Technology section of the Student Hub.

Technology Awareness

Students are expected to exercise good judgment in safeguarding personal information.

- Protect your online password; never share it with anyone.
- Protect your Social Security number and date of birth. Do not provide this information to unknown websites or in online communication. Email is NOT a secure medium.
- Protect your computer with reputable antivirus/antimalware software.

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 am–4:30 pm; however, Technology Services personnel are on call 24/7 for urgent technical issues. A live chat feature is also available from 8–11 pm (Monday through Saturday) by clicking on the green “Live Help” button on eLearning. Support is provided in the following areas:

- On-campus wireless connectivity.
- Issues related to University technology applications: Email, Self-Service, eLearning, Student Hub, Internet, and the University website.
- Diagnostics and recommendations related to student-owned computers.

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 communication options. A notification may be presented as a pop-up screen message on University computers, a notification to classroom phones, an email message to Cairn email accounts, an audible announcement via the campus emergency broadcast system, or a text message to cell phones of those who have registered a cell phone number on the Cairn website.

The majority of the actions above will take place without any preliminary effort by the student; however, students are encouraged to sign up to receive text messages by entering emergency information at **cairn.edu/emergency-contact-information**.

STUDENT SERVICES

Academic Resource Center (ARC)

The Academic Resource Center seeks to provide academic support to all students and equal access to curriculum and facilities to all ADA qualified students.

Academic Support – Support services are available free of charge to all students desiring assistance. The ARC offers a variety of services related to different academic needs. These include strategies for organization, time management, study skills, as well as subject specific tutoring, the Writing Lab, Math Lab, and English Language Partners. Students can use a specific service or can work with the ARC staff to create a personalized plan for success. The ARC also has resources on the Cairn website for students to access on their own at **cairn.edu/arc**.

Disability Services – Students who have been diagnosed with a disability, or have had an IEP, 504 plan, or accommodations for any type of disability previously may be eligible for accommodations. Examples of a disability may include: visual impairments; mobility impairments; hearing impairments; mental health impairments; health conditions/chronic illness; attention deficit hyperactivity disorder; learning disorders; speech disorders; traumatic brain injury; and temporary conditions such as concussions, injury, and pregnancy. The ARC seeks to provide equal access to University curriculum and facilities. Students interested in receiving ADA accommodations must meet with the Coordinator of Disability Services, as well as complete and submit an Application for Accommodations along with documentation and any other required forms.

Individual appointments for Academic Support or Disability Services are available by emailing **ARC@cairn.edu** or stopping by the ARC, which is located on the 2nd floor Mezzanine of the Masland Library. You may also conveniently schedule an appointment on the ARC Web page that can be found at **cairn.edu/arc**. Follow the ARC on Instagram at **[@cairnarc](https://www.instagram.com/cairnarc)** for additional tips and resources.

University Health Services

Health Services at Cairn exists to provide for the physical, spiritual, and emotional health and well-being of our student body. Our efforts are designed to assist in the transition to becoming a University student and the professional life that will follow.

University Health Center

The Cairn University Health Center provides FREE primary health care. Students who become ill, injured, or are simply seeking information on health related topics can visit the University Health Center.

The Health Center exists to advance the health of students by providing primary health care, prevention-focused services, and learning experiences that develop health knowledge and practical skills. The Center is staffed by a registered nurse. Referrals for health care needs beyond the scope of practice for the Health Center are made to area doctors, specialists, and dentists by the Cairn nurse. The University Health Center also maintains all student health-related documents in a secure and confidential manner. All new incoming students should have a completed physical, immunization record, and a report of health history on file with the nurse. These forms are found on the health center website at **cairn.edu/health**.

Student Wellness Initiatives

In an ongoing effort to help students make wise choices, the University provides information through a variety of Student Wellness Initiatives. For more information, please stop by the Health Center or email the nurse at **nurse@cairn.edu**. For more information, visit **cairn.edu/health** or follow us on Instagram at **[@cairnuhealthcenter](https://www.instagram.com/cairnuhealthcenter)**.

Oasis Counseling Center

The Oasis Counseling Center is a safe place where students can seek assistance in the challenging circumstances of University life. Oasis staff members provide professional guidance that is biblically centered, supportive of each individual, and morally responsible before Christ. Oasis offers both individual and couple counseling services. Oasis counselors adhere to strict confidentiality and ethical guidelines. Cairn students receive their first four sessions scheduled at no cost, and a \$25 fee is implemented after that for ongoing counseling sessions (sliding fee scale available).

Oasis counselors are prepared to help students work through a wide range of issues, including anxiety, depression, body image, interpersonal concerns, relationship counseling, premarital counseling, family conflict, and adjustments to college. Visit **cairn.edu/oasis** for more information.

University Ministry Center (UMC)

The UMC assists in the spiritual formation of each Cairn student by hosting chapel programs multiple times a week, organizing student-led discipleship groups, planning mission trips, overseeing student ministries, and facilitating service opportunities. The UMC also provides students with a list on the Ministry Portal on eLearning of local churches where they can get connected. Follow the UMC on Instagram (**[@cairnUMC](https://www.instagram.com/cairnUMC)**) for announcements regarding chapel speakers, mission trips, worship nights, prayer times, and service opportunities.

Office of Safety and Security

Vehicle Registration

In order to register a vehicle, individuals must present a valid state vehicle

registration and University-issued ID card or state driver's license. You must visit **cairn.edu/safety/vehicleregistration** to complete vehicle registration online, after which your permit will be available to pick up from Business Services. An annual registration fee is charged as listed below; additional or replacement parking permits may be purchased for a nominal fee. For more information, visit **cairn.edu/safety**.

Annual Registration Fees:

Type	Color	Cost
Commuters	White	\$30/year
Manor Campus	Blue	\$50/year
Heritage Hall	Orange	\$50/year

Students who reside in a residence hall on campus will display a properly designated decal for their specific resident site. Vehicles must be registered within two days of the vehicle's arrival on campus. All fees are paid online.

Student Parking Designations

Students with parking permits can park in lots C, D, H, I, J, and K at all times, and lot E on weekends and between 5 pm and 6 am on weekdays. Students with Heritage Hall permits may use the designated lots A and B at their residence hall as well.

Fire Lanes

Fire lanes include areas marked with signage, yellow curbs, or yellow hash marks, as well as areas adjacent to any building not clearly marked for parking. Parking in fire lanes and/or within 15 feet of a fire hydrant is strictly prohibited.

Handicap Parking

Signs and/or blue painted lines designate handicap parking spaces. Vehicles parked in handicap spaces must display a state-issued handicap license plate or placard.

Fines/Appeals

Fines must be paid or appealed at the Business Services Office within 14 days of the date the citation was issued. All fines not paid or appealed within 14 days of issue will double in the amount owed. All fines are cumulative until paid. Fines not paid by the end of each semester will automatically be charged to the student's Student Account. Appealed citations are adjudicated by the Appeals Committee. All decisions of the Appeals Committee are final. Fines can be paid online at **cairn.edu/safety**.

Pioneer College Caterers/Dining Services

Cairn's campus dining services, which include Furman Dining Commons and The Highlands, are operated by Pioneer College Caterers. Pioneer specializes in

working with Christian campuses throughout the country, providing students with the highest quality food service at a reasonable cost. Well-balanced menus accommodate a variety of dietary needs and preferences.

Meal Plan for Resident Students

Continuous service is offered Monday through Friday in the Dining Commons. You won't miss meals due to class or work conflicts, because resident students enjoy unlimited servings throughout the day. In addition, thirty exchange meals at the Café are also included per semester.

Flex Dollars

In addition to your meal plan, you may establish a debit account in Business Services using your valid student ID card. Flex dollars may be used at The Highlands. Each deposit earns a bonus 12% credit, and your account is good for the duration of your academic life at Cairn. (Balances roll over from semester to semester, but are non-refundable when you leave Cairn). There is no minimum purchase, and you may open your account anytime. You may also put money on your card online at [**oncampusdining.com/cairn/product/flex-dollars**](http://oncampusdining.com/cairn/product/flex-dollars).

Per Meal All-You-Can-Eat Rates

- Commuters: Breakfast \$5.25 • Lunch \$6.25 • Dinner \$7.00
- Guests: Breakfast \$5.75 • Lunch \$6.75 • Dinner \$7.25

Program Highlights

We know that variety is important to your dining enjoyment. The Furman Dining Commons offers an ever-growing number of options, including the following:

- Made-to-order deli bar
- Three hot entrees every lunch and dinner
- Carved meat (5–6 meals per week)
- Pasta bar (includes gluten-free pasta)
- Soup and salad bar, featuring homemade soups
- Rotating demo bars (includes pizza/pasta station, grilled sandwiches, gyros, stir-fry, and more!)
- Self cook stations
- Belgian waffle bar
- Weekly Variety Specials (includes birthday cakes, Cairn creamery, and more!)
- Monthly specials (includes Italian Night, Student Appreciation Banquet, and more!)
- Monthly Culinary Creations

Takeout

Cairn Dining Services features a “Green on the Go” program that allows students and guests to take out food utilizing a reusable, propylene takeout container and a set of recycled stainless steel cutlery. Simply pay a one-time deposit of \$5 at the checker’s station. When you return your used kit, you can opt to receive another clean kit, keep a deposit card to exchange for a clean kit later, or turn in the card to receive a deposit refund at the end of the semester.

Treats Service

Surprise a friend with Survival Packages, fruit baskets, birthday cakes, cookies, or other treats during exams or other special occasions. See a Dining Services manager to order a special delivery on campus or visit **oncampusdining.com/cairn**.

ID Cards

Student Life presents a Cairn Student ID Card to each student who enrolls at Cairn. This card is your official school ID. You will need your Student ID to gain access to resident sites, print in computer labs, and check out books and other Masland Library resources.

Resident students must present a valid ID at the checker’s station to be admitted into the Dining Commons and make purchases in the Café. If you do not have your ID, you’ll need to pay cash and be reimbursed when you return with your card. This reimbursement is done through the dining commons.

If you lost or damaged your ID card, please visit **cairn.edu/id** to request a replacement card. The fee for a new ID card is \$10.

Business Services to Students

- An ATM is located in the commuter lounge (a \$2 fee may apply).
- Commuters may put money on their student ID cards and use as debit cards to pay for meals in the dining commons and The Highlands.

Employment Opportunities

Student employment through Dining Services not only assists students with school expenses, but also helps Pioneer stay in touch with the students who are served. Flexible hours are available for positions in the Furman Dining Commons, the Highlander Café, and catered events. Enjoy the convenience of working right on campus—no mileage on your vehicle or expensive fuel to buy!

To find out about current opportunities, contact Bryan Getz at **bgetz@cairn.edu**. We’d like to have you as part of our team!

Help Us Help You

In order to help Pioneer provide the best service to all members of the Cairn community, please do not carry cups, china, or silverware from the Dining Commons. Doing this creates a shortage, reduces our ability to serve the student body optimally, and increases the cost of providing you with the highest quality dining program for your money.

ATHLETICS

Mascot: Cairn Highlander

Colors: Burgundy, Black, and Gray

Home Arena: Mason Activity Center, G. Patrick Stillman Athletic Complex

Affiliations: National Collegiate Athletic Association (NCAA) III

Conference: NCAA III - Colonial States Athletic Conference (CSAC)

Men's: Baseball, Basketball, Cross Country, Lacrosse, Soccer, Tennis, and Volleyball

Women's: Basketball, Cross Country, Lacrosse, Soccer, Softball, Tennis, and Volleyball

Email: athletics@cairn.edu

Website: cairnhighlanders.com

Intramural Sports

The Cairn Intramural Program provides an opportunity for all undergraduate students, faculty, and staff—regardless of skill level—to participate in a well-organized program of sporting activities. All students are encouraged to participate in as many intramural sports as time, interest, and academic demands allow. Most intramurals take place in the afternoon or later in the evening.

Fitness Center

The Cairn Fitness Center (located on the lower level of the Mason Activity Center) is designed for aerobic and strength training, as well as recreational use by all members of the Cairn community. The Fitness Center serves Cairn students, alumni, employees, employee spouses, and their dependents (age 16 and above). Everyone using the Cairn Fitness Center must sign a liability waiver and sign in before gaining access to the room. Authorized alumni, employee spouses, and dependents may purchase an ID by paying a \$10 annual fee by visiting cairn.edu/id.

Semester Hours:

Monday–Saturday: 6 am–1 am

Sunday: 3 pm–1 am

COMMUNITY LIFE

The Office of Student Life is here to maximize the Cairn experience for every student by providing exciting opportunities for involvement, coordinating services that provide oversight and care to the student body, and building an atmosphere conducive to academic success. However, in the end, your student experience depends on YOU. But don't worry... Student Programs is here to help. Student Programs exists to provide each student with opportunities to engage with the community. Looking for something to do? Looking to experience new things? Student Programs has you covered. We have something for everyone.

Want to be a part of campus traditions? Come out to one of our annual events, including:

- » Christmas at Cairn
- » Highlander Games
- » Coffeehouses
- » Hoedown
- » Gala
- » Kick-off BBQ
- » Garden Party
- » and many more!

Want to be a part of a group that has similar interests? Join a club, organization, or publication:

Clubs & Organizations

ASCEND (Outdoors Club)	Student Cultural Association
Cairn Ultimate (Frisbee)	Student Government Association
ENACTUS	Student Missionary Fellowship
Health/Physical Education Club	Student Programs Association
Investment Club	Student Theological Society
Level Up (Gaming Club)	Student Visual Arts Society
Mu Kappa (Third Culture Kid Club)	Teacher Education Club (TEACH)
Pro-Life Club	The Scroll (Student Newspaper)

Performing Arts Opportunities

School of Music

All students are eligible to participate in worship teams, musical productions, choral groups and vocal ensembles, the Cairn Symphony Orchestra, the Cairn Wind Ensemble, small instrumental ensembles, jazz ensemble, and other music groups. All ensembles require a brief audition. Private music lessons are also available. Please contact the School of Music at music@cairn.edu for more information.

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APPENDIX A: Information Fair

Please feel free to stop by the Information Fair in the Heritage Hall Great Room. At the Information Fair, you will gather knowledge about the different departments and services available to you, including the ones shown below. Refer to the page where each of the following are discussed within this booklet.

Academic Resource Center	page 17
Athletics	page 23
Business Services	page 11
Campus Store	page 5
Financial Aid	page 10
Oasis Counseling Center	page 18
Office of Safety & Security	page 18
Registrar	page 4
Residence Life	page 7
School of Music	page 24
Student Organizations	page 24
Technology Services Support	page 15
University Health Center	page 17
University Ministry Center	page 18

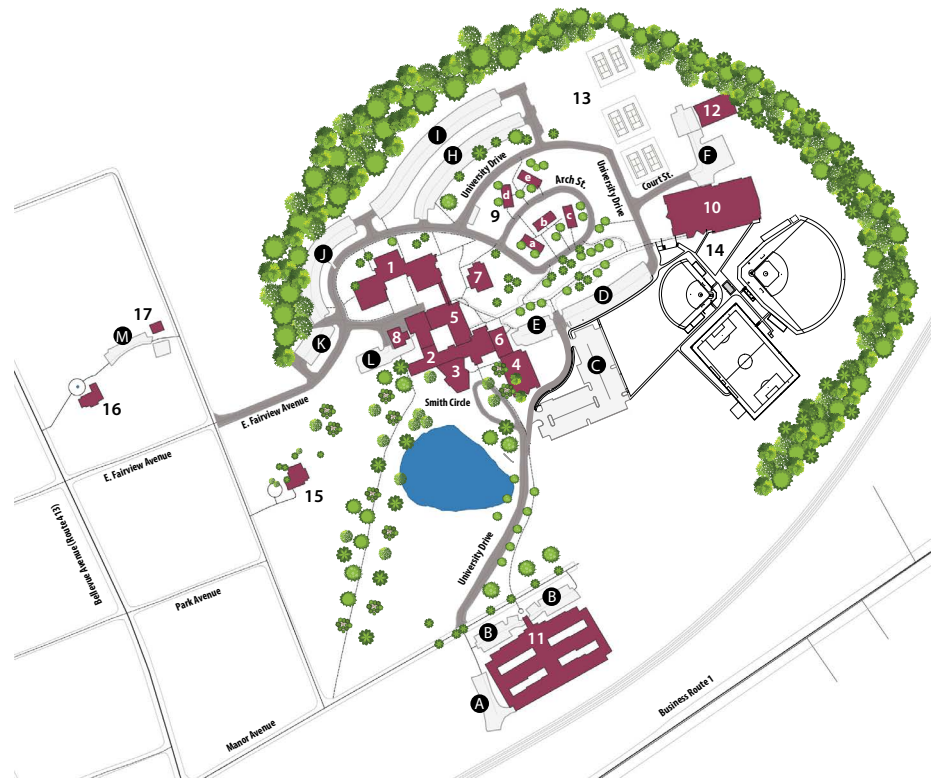
APPENDIX B: Phone, Email, & Web Directory

Department	Phone	Email
Academic Resource Center	215.702.4518	academic.resources@cairn.edu
Admissions	215.702.4235	admissions@cairn.edu
Athletics	215.702.4405	athletics@cairn.edu
Business Services	215.702.4207	accounting@cairn.edu
Campus Store	215.702.4300	campusstore@cairn.edu
Financial Aid	215.702.4246	finaid@cairn.edu
Health Center	215.702.4334	nurse@cairn.edu
Intramurals	215.702.4237	intramurals@cairn.edu
Masland Library	215.702.4370	library@cairn.edu
Mailroom	215.702.4320	mailroom@cairn.edu
Music Tickets	215.702.4351	tickets@cairn.edu
Oasis Counseling Center	215.702.4224	oasis@cairn.edu
Pioneer College Caterers	215.702.4257	pioneer@cairn.edu
Registrar's Office	215.702.4293	registrar@cairn.edu
Community Life	215.702.4215	communitylife@cairn.edu
Safety and Security	215.702.4350	security@cairn.edu
Student Life	215.702.4213	studentlife@cairn.edu
Technology Services	215.702.4554	ts@cairn.edu
University Ministry Center	215.702.4219	student.ministries@cairn.edu

Sites to Visit

Website:	cairn.edu
Student Hub:	cairn.edu/students
Cairn Athletics Website:	cairnhighlanders.com
Cairn Facebook Page:	facebook.com/CairnU; CairnULife
Instagram:	CairnU; CairnULife
Youtube Channel:	youtube.com/CairnU

Campus Map



Map Key

- | | | |
|--|--|------------------------------------|
| 1. Ellwood Cook Biblical Learning Center (BLC) | 9. Manor Residence Halls
a. Schofield Hall
b. Memorial Hall
c. Davis Hall
d. Souder Hall
e. Stillman Hall | 15. President's Residence |
| 2. Smith Administration Building
(includes Welcome Center, Health Center,
Admissions, Financial Aid, Commuter Lounge,
Mailroom, Campus Store, Pathway Center) | 10. Mason Activity Center
(includes Furman Dining Commons,
Gymnasium, and Fitness Center) | 16. Fairview Manor |
| 3. Chatlos Chapel | 11. Heritage Hall | 17. Safety and Security |
| 4. Masland Library
Academic Resource Center (ARC) | 12. Campus Services | Parking A – M |
| 5. Education Building | 13. McCurdy Tennis Facility | A–D. Student Parking |
| 6. The Highlands | 14. G. Patrick Stillman Athletic Complex | E. Visitor Parking |
| 7. Music Building | | F. Assigned Parking |
| 8. Technology Services | | H–K. Student Parking |
| | | L. Assigned Parking |
| | | M. Fairview Manor Parking |

ABOUT CAIRN

Cairn University invites students to walk a different path. A path that will challenge them, inspire them, and prepare them for life and work. One that is centered on Jesus Christ and the Word of God, one that will give them a broad perspective on the world that is engaging and purposeful, one that will change their life and take them in a direction that will make a difference in this world and the lives of those around them. We know these are important days. The need for men and women of character who are biblically minded, well-educated, and professionally competent is great. We believe that a Cairn education prepares graduates to meet that need. We believe this is a way worth traveling.

Cairns are piles of stones used as a memorial or a trail marker; they bear witness and point the way. This is who we are. This is what we do.

Cairn 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.

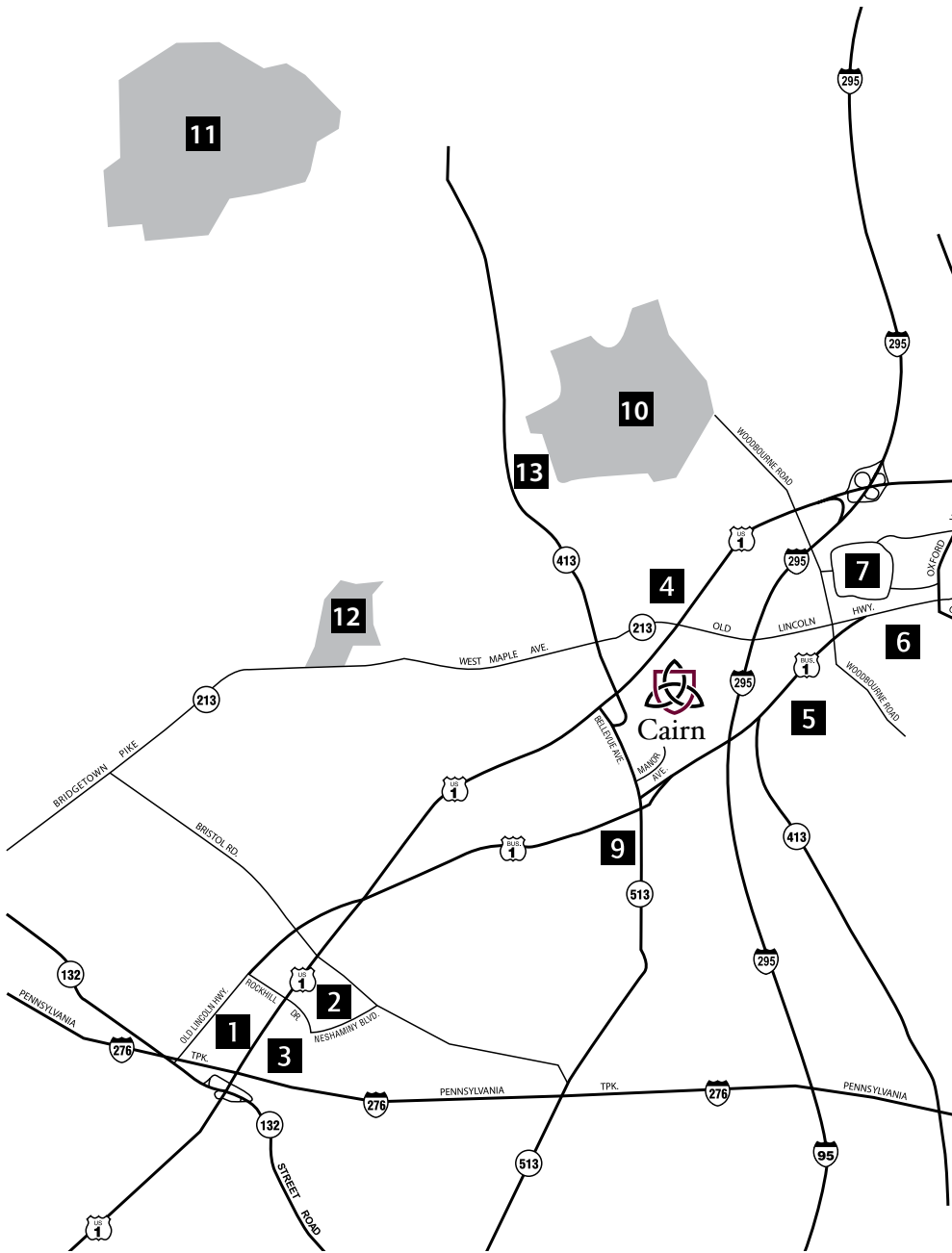
Institutional Objectives

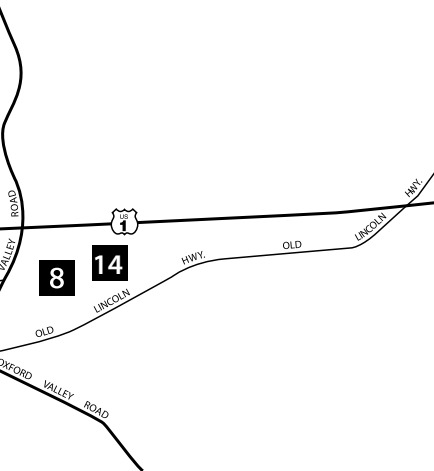
As an academic institution committed to intellectual development, the idea that all truth is God's truth, and the biblical truth that the fear of the Lord is the beginning of all wisdom, the University purposes to impart to its students a knowledge of God, themselves, and the world in which they live.

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.

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.

APPENDIX D: MAPS





1. HORIZON SHOPPING CENTER
2. NESHAMINY MALL COMPLEX
3. MARKETPLACE AT NESHAMINY
4. FLOWERS MILL SHOPPING CENTER
5. LANGHORNE SQUARE
6. TARGET CENTER
7. OXFORD VALLEY MALL COMPLEX
8. THE COURT AT OXFORD VALLEY
9. PENNDEL
10. CORE CREEK PARK
11. TYLER STATE PARK
12. PLAYWICKI PARK
13. SAINT MARY MEDICAL CENTER
14. JEFFERSON HEALTH: FRANKFORD HOSPITAL - BUCKS COUNTY CAMPUS

