YOU’VE BEEN ACCEPTED!

WELCOME PACKET

Congratulations on your acceptance to Carson-Newman University!

In this packet, you will find the documents needed to complete the enrollment process and directions for class registration.
WELCOME!

Congratulations on your admission to Carson-Newman University! I am pleased that you have decided to pursue your educational goals here. You will find Carson-Newman lives up to its reputation among employers for producing solid, well-rounded, and well-educated graduates who are prepared as experts in their disciplines.

Please read the information in the packet carefully. It includes enrollment information and all the forms you will need to complete the enrollment process at C-N. If after reviewing all of the materials you still have questions, please feel free to contact me at any time at 865-471-4652 or rmckinney@cn.edu. You may also contact the Office of University Admissions at 865-471-3223.

Again, congratulations on your acceptance! I look forward to welcoming you to the Carson-Newman Eagle Family.

Sincerely,

Robin McKinney
Graduate and Adult Admissions and Services Advisor
Carson-Newman University
C-N Box 72025 | 1646 Russell Ave. | Jefferson City, TN  37760
865-471-4652 | rmckinney@cn.edu
BEFORE YOU BEGIN CLASSES CHECKLIST

Class Registration:

To notify the Office of Admissions of your intent to enroll and to begin the class registration process, please complete the **Intent to Enroll Form** online at [www.cn.edu/adult](http://www.cn.edu/adult). Upon receipt of your form, your academic advisor will contact you and proceed with officially registering you for classes and finalizing your course selections. You may review the Graduate Course Catalog online for policy and course information.

Biographical Student Data Form

Fill out and return the enclosed Student Data Form to the Office of Admissions. This information is used for financial and U.S. Census reporting. It is critical to have accurate information. This form may also be completed online at [www.cn.edu/adult](http://www.cn.edu/adult).

Financial Assistance

If you wish to explore federal and state financial assistance and student loan opportunities, please complete the Free Application for Federal Student Aid (FAFSA) at [http://www.fafsa.ed.gov](http://www.fafsa.ed.gov). Please be sure to include Carson-Newman’s code, 003481, as your university choice. Please also visit the Carson-Newman University Office of Financial Assistance website at [http://www.cn.edu/administration/financial-assistance](http://www.cn.edu/administration/financial-assistance). Contact the C-N Office of Financial Assistance with questions at [financialaid@cn.edu](mailto:financialaid@cn.edu) or 800-678-9061 | 865-471-3247.

Log On to C-N Connect Student Information Account

Upon the completion of the class registration process (once you have a class schedule), you may access C-N Connect to view your class schedule, semester bill, financial assistance, etc. Instructions for logging onto C-N Connect can be found at: [https://cn-connect.cn.edu](https://cn-connect.cn.edu)
Registration Confirmation

Prior to the beginning of each semester, all students must complete the Registration Confirmation process. Graduate and Adult students simply need to complete the Registration Confirmation Form at www.cn.edu/adult.

If you do not confirm by designated date listed on the Registrar’s page late enrollment and registration fees of $25.00 will be charged to your account and financial aid will be cancelled.

Please note our policy concerning class attendance: Students who do not report to class by the second class period will be administratively dropped from the course(s) not attended. Students taking online classes must log in and submit an assignment for class on C-N Online/e360 during the first week of class to be counted as attending. Any decrease in registered hours may impact student enrollment status and may result in the cancellation of financial aid.

Log On to C-N Email Account

Upon the completion of the class registration process, access your C-N email account. (Username: first initial, middle initial, last name @cn.edu) (Password: last 6 digits of your SSN). C-N email is an official form of University communication. Please check your C-N email regularly. https://webmail.cn.edu/owa See www.cn.edu/it for information about all network accounts, usernames, passwords and other computing and network information

Log On to EagleNet

Upon the completion of the class registration process, you will have access to the Carson-Newman intranet: EagleNet. You may access EagleNet by logging on with your complete C-N email address as your user name and use the same password. Here you can read full daily announcements as well as have access to academic documents, policies, and procedures. You will also find information on graduation rates and retention rates on the Quick Facts document in the Student’s Documents area.
FERPA (Family Educational Rights and Privacy Act)

Carson-Newman University provides for the confidentiality of student records in accordance with the Family Educational Rights and Privacy Act, as amended. This act provides for the right of access by a student to his/her files and records with certain limited exceptions and prohibits the disclosure of information without the student’s written approval, with certain limited exceptions, other than for disclosure of directory information. Information concerning FERPA along with Student Consent to Disclosure forms can be found on the C-N Registrar’s webpage.

Pay

You have several payment options:

- Online at https://cn-connect.cn.edu
- Telephone using Visa, MasterCard, or Discover Card: 865-471-3209
- Mail: Carson-Newman University, Treasurer’s Office, PO Box 557, Jefferson City, TN 37760.
- UPS or FedEx: Carson-Newman University, Treasurer’s Office, 1646 Russell Ave., Jefferson City, TN 37760
- Tuition Payment Plan: https://tuitionpay.salliemae.com spread your tuition payments over a period of several months.

Books and Supplies

Purchase books and supplies online at: www.cn.edu/current-students/bookstore

Register for an Online Student Orientation

Online students should register for the Online Student Orientation which covers a general overview of resources as well as the learning management system C-N Online/Edvance360. Register at: www.cn.edu/online
CONTACT

INFORMATION

Adult and Graduate Admissions .......................................................... 865-471-3223
  Toll Free ....................................................................................... 800-678-9061
Registrar ......................................................................................... 865-471-3240
Financial Assistance ......................................................................... 800-678-9061
....................................................................................................... 865-471-3247
Treasurer’s Office ............................................................................. 865-471-3209
Information Technology (I.T.) Helpdesk ........................................ 865-471-3506
Library ............................................................................................ 865-471-3335
Campus Safety .................................................................................. 865-471-3559
....................................................................................................... 865-548-9067
Campus Ministry .............................................................................. 865-471-3537
Career Services ................................................................................ 865-471-3483
Student Counseling Services .......................................................... 865-471-3533
....................................................................................................... 865-471-3535
Student Access Services (Disability) ............................................... 865-471-3268
International Student Services ....................................................... 865-471-4777
FREQUENTLY ASKED QUESTIONS

Q. What is C-N Connect and how is it different from C-N Online?

A. C-N Connect is the portal you will use to access your course schedule, tuition billing and payment information, confirm your registration and view your official grades. C-N Online, also known as C-N Online/Edvance360 or just Edvance360 is the course/learning management system. You will use this to actually “attend” your online courses.

Q. My log in doesn’t work. What should I do?

A. If you are trying to log into C-N Connect and NOT your email, EagleNet, or Edvance360 your password is most like different that your network account. You may try to reset your password using the link on the left side (in red) on the Connect screen. If this still does not work contact the I.T. Helpdesk at: 865-471-3506 or ithelpdesk@cn.edu

Q. How do I interact with my professor?

A. Most of your contact with your instructor/professor will be through C-N Online/Edvance360 messaging, discussion boards, and CHAT. Your instructor will have posted their contact information on the course syllabus. If it is not clear to you exactly what time/method preferences the instructor has do not hesitate to ask. If you have not heard from your professor within two days of the first date of classes, please leave a message with Valerie Stephens, Carson-Newman University’s Chief Information Officer at 865-471-4727 or vstephens@cn.edu.

Q. Can I start my online classes anytime?

A. See the Academic Calendar at www.cn.edu/registrar for the begin date of classes. Unless the instructor/professor has contacted you prior to the first official day of class and told you otherwise, this is usually when the course is open and available for students.
Biographical Student Data Form

This form may also be filed electronically at: www.cn.edu/adult
Or submit to:

Adult and Graduate Studies
Carson-Newman University
C-N Box 72025 Jefferson City, TN 37760
FAX: 865-471-4817
Email: Please DO NOT email this information.

*STUDENT ID NUMBER: ______________________ *

Name of Graduate or Degree Completion Program: ____________________________________________
Starting Term: ___ Fall ___ Spring ___ Summer                         _________ Year

STUDENT INFORMATION

Legal Name ________________
____________________________________________________________________
Last                                   First                         Middle                                Other

Address ____________________________
____________________________________________________________________
Street                                                                                               APT/PO BOX
City                                                                State                                       Zip/Postal Code

Telephone   ____________________________________  Best time to be reached ____________________

PERSONAL DATA (For Institutional Reporting Purposes)

Social Security Number: __ __ __ - __ __ - __ __ __ __     Gender: ___ Male ___ Female   Birth Date: ___ / ___ / ___

Religious Affiliation: ____________________________  U.S. Citizen: ___ Yes ___ No   If no, Country: ______________
Ethnic Background:   ___ African American ___ Asian or Pacific Islander ___ Caucasian ___ Hispanic
                       ___ Native American ______________________ Multi-ethnic ______________________ Other

Veteran of U.S. Armed Forces: ___ Yes ___ No ___ Active Duty

Related to Alumni: ___ No     Yes: __________________________________________

Will you need special accommodations due to a disability? ___ No     ___ Yes ____________________________
If yes, please explain.