



The Connecting Link

Dear Participant,

Thank you for choosing a Connecting Link Online course. We trust that your experience with us will be meaningful and enriching. **Please thoroughly review the following information.**

We know that an important part of your TCL experience is the receipt of credits from our academic partners. In the state of Michigan, you must be admitted to CMU in order to receive credit for your course. If you are currently not admitted to CMU, you will be admitted as a non-degree graduate student. **Please note that all course participants seeking credit from CMU must have a Baccalaureate degree from a regionally accredited U.S. institution, or in the case of degrees from non-U.S. schools, the equivalent from institutions of recognized standing as determined by the graduate dean in order to be admitted to the CMU Graduate School.** If you have registered for a TCL course but do not have a Baccalaureate degree, please contact TCL immediately.

If this is your first course through CMU, you will need to send a copy of your **unofficial undergraduate transcript** to the university. If you have previously completed courses through CMU, you will need to send a copy of your **official undergraduate transcript** to the university (if you have previously sent your official transcript to CMU, then you do not need to send another copy). Transcripts can be sent directly to CMU via mail or email.

You can send your transcript to: Central Michigan University, Global Campus, Attn: Transcript Department, 802 Industrial Drive, Mount Pleasant, MI 48858 or email transcripts@cmich.edu. If you require more information about this particular CMU requirement, please contact The Connecting Link.

Before Starting Your Course

In order to facilitate the registration and grade submission process to CMU, the following documents must be completed and returned to The Connecting Link:

- CMU Registration Form (Please Note: The form asks for CRN and DRT numbers. These are not required and should be left blank. For Location: please enter Online.)
- CMU Non-Degree Graduate Admission Application
 - You only have to submit this form with your FIRST online or site-based TCL course (or if it has been three or more years since you have completed a CMU course.)

Please mail, email, or fax your completed forms to: The Connecting Link, Attn: Registrar, 28 W. 3rd #100, Spokane, WA 99201, fax 805-654-0738, or email info@connectinglink.com.

**Transcripts should be sent to CMU, as noted above, not to TCL.*

Please note: Our academic partners cannot issue grade reports or transcripts without receiving your registration paperwork. We recommend that you send your university registration forms to The Connecting Link as soon as your course starts. The Connecting Link will forward your forms to our partner along with your final grade.

Accessing your Course

Connect to the Internet. In your Internet browser's (e.g. Internet Explorer, Mozilla Firefox, Google Chrome) address bar type: www.connectinglink.com and press Enter. This will take you to the TCL website where you can choose to **Login** to access your course. You will enter the email address and password you used when you registered for the course.

Please note: Self-paced online courses may be accessed upon receipt of this notice. We suggest you wait until you receive your course textbook/material(s) to log in. If applicable, you will receive these items within seven to ten days.*

Structured-online courses have specific start and end dates; therefore, you will not have access to your course until the course start date. If there are textbooks or other printed materials associated with your course, you will receive those items one to three days before your course start date.*

*** Not all courses require textbooks; please refer to the course syllabus.**



The Connecting Link

Completion of Your Course

Grades are typically posted within one-three weeks of course completion. A completion letter containing the course details, grade and a tuition receipt will then be made available on the TCL Student Portal. TCL will notify you by email when your grade is posted and the completion letter is available for download.

If you require transcripts, those should be requested directly from CMU at:

www.cmich.edu/ess/registrar/RegistrarRecords/Pages/Transcript_Request.aspx

Depending on the partner, transcript processing time may take up to three weeks.

Please note: Our academic partners will record your course as taking place at the time that they **receive** your grade and registration forms. In other words, your course will be transcribed as a fall course if you complete the course in the summer term, but your grades or registration items are not received by them until the fall term. Please check the university's website to determine semester start and end dates.

For further assistance or information, please contact info@connectinglink.com or 888-550-5465.



Central Michigan University's Academic Standards

Central Michigan University's Academic Standards policy requires graduate students to maintain a 3.0 GPA and that each student's academic record be reviewed after each course has been completed.

If a student's GPA falls below 3.0, he/she will be placed on academic probation. If a student is placed on academic probation, he/she has the opportunity to raise their GPA by completing two (2) additional courses beyond the course for which they received the grade that put them on probation. It is the student's responsibility to limit their registration to the probation criteria. If a student is not successful in raising his/her GPA beyond the two (2) additional courses, he/she will be dismissed and will be required to wait one (1) year before applying for readmission to Central Michigan University. Any combination of grades that lowers a student's GPA below 3.0 can cause a student to be placed on academic probation.

Central Michigan University

Credit Registration Directions



The CMU Credit Registration Envelope Includes

- Registration Directions
- CMU Credit Registration Form
- Non-Degree Graduate Admission Application
- Grade & Transcript Information

To Register for CMU Credit for a TCL Course ~ 4 Steps

Step 1: Complete the *CMU Credit Registration Form*. Individuals need to complete a CMU Credit Registration Form for each TCL course.

Step 2: Complete the *Non-Degree Graduate Admission Application*. **You must be admitted as a graduate student at CMU in order to receive credit for a TCL course (see admission requirements below)**. The admission application needs to be completed if:

- You have never taken graduate-level classes through CMU.
- It has been three (3) years or more since you last took a course through CMU. The application will reactivate your admission status and be used to update your personal information.

(If you are taking more than one TCL course from their current catalog, you only need to complete the admission application once.)

Step 3: If this is your first course through CMU, you will need to send a copy of your unofficial undergraduate transcript to the university. If you have previously completed courses through CMU, you will need to send a copy of your official undergraduate transcript to the university (if you have previously sent your official transcript to CMU, then you do not need to send another copy). Transcripts can be sent directly to CMU via mail or email.

Mail to:
Central Michigan University
Attn: Transcripts
802 Industrial Drive
Mount Pleasant, MI 48858

Email to:
transcripts@cmich.edu

Step 4: Return the *CMU Credit Registration Form* and *Non-Degree Graduate Admission Application* to The Connecting Link. TCL will send CMU your registration materials after you have completed your course.

Admission Requirements

Applicants must have a baccalaureate degree from a regionally accredited U.S. institution, or in the case of degrees from non-U.S. schools, the equivalent from an institution of recognized standing as determined by the graduate dean in order to be admitted to the CMU Graduate School.

International students should be aware that they cannot take any courses until regular or conditional admission is granted and that admission to CMU may not satisfy student visa requirements.

REGISTRATION — CENTRAL MICHIGAN UNIVERSITYAre you admitted to CMU Yes No

DATE OF BIRTH _____

You are Undergraduate

CMU STUDENT ID # (if known) _____

 Graduate Not enrolled in courses in the past 3 years**OFFICE USE ONLY**

\$ _____ ¢ _____

TUITION _____**ADM.** _____**OTHER** _____**TOTAL** _____**SEMESTER** Fall _____ Spring _____ Summer I _____ Summer II _____

NAME (Last) (First) (Middle Initial) (Former)

MAILING ADDRESS (Street) (City) (State) (Zip Code)

MAILING ADDRESS

HOME TELEPHONE NO.

(Area Code)

BUSINESS TELEPHONE NO.

(Area Code)

E-MAIL ADDRESS

COURSE TITLE

DEPT.	COURSE NO.	SEM. HRS.	EPN NO.	LOCATION
EDU	508	3		

INSTRUCTOR

Class Begins

Class Ends

DRT NO.

Special Notations:

Registration Date

Non-Degree Graduate Admission Application

PLEASE PRINT OR TYPE

Name _____
(as it appears on your Social Security card or Passport, if applicable) (last/family) (first/given) (middle initial) (former/maiden, if any)

Social Security Number _____ (optional) CMU Student ID Number _____

Address _____
(street/apt. #) (city) (state) (zip)

(Michigan county/Michigan residents only) (country) Fax Number () _____
(area code)

Evening Phone () _____ Day Phone () _____
(area code) (area code)

E-mail Address _____ Date of Birth _____ Sex _____
(mm/dd/yyyy)

Preferred Starting Semester: Fall 20____ Spring 20____ Summer 20____

Are you currently or have you ever been active in the United States military? No Yes, I'm an active member Yes, I'm a veteran

Are you currently employed as a faculty or staff member at CMU? Yes No

Have you ever applied for graduate study at CMU? Yes No If yes, indicate the year _____

Did any of your parents or grandparents graduate from CMU? Yes If yes, please provide details below: No

First Name: _____ Last Name: _____ Year of Graduation _____
(at time of graduation)

Citizenship: Are you a U.S. Citizen? Yes No Native Language: _____ Birth Place: _____
(country)

If born outside the U.S. you must provide proof of U.S. citizenship (copies of immigrant visa, permanent resident card, naturalization papers, or passport)

Country of Permanent Residence: _____ Country of Citizenship: _____

Although optional, the ethnic/racial information is requested to fulfill reporting obligations to the U.S. Department of Health and Human Services.

Ethnic/Racial Identification:

Do you consider yourself to be hispanic/Latino? Yes No

In addition, select one or more of the following racial categories to describe yourself:

- American Indian or Alaska Native Asian
 Black or African American Native Hawaiian or Pacific Islander
 White

Applicants should carefully read and comply with the admission requirements found on the credit directions sheet.

List in order, all community colleges, junior colleges, colleges or universities (including CMU) you have previously attended, beginning with the earliest.

Name of Institution and Location (i.e. City/State)	Month and Year of Attendance		Cumulative GPA (Required)	Degree Received (eg. BA, BS)	Date Received (month/year)
	From	To			
	From	To			
	From	To			
	From	To			
	From	To			
	From	To			

All colleges or universities attended are listed above? Yes No Additional colleges or universities were attended. Please attach additional information.

Employer: _____
(company/agency) (unit/department)

(job category) (job title)

Address: _____
(street/mailling) (city, state/region, zip/postal code, country)

Business Phone: _____ Business Fax: _____

Graduate Applicants – To be admitted to CMU’s graduate programs, applicants must have a baccalaureate degree from a regionally accredited U.S. institution, or in the case of degrees from non-U.S. schools, the equivalent from an institution of recognized standing as determined by the graduate dean. International students should be aware that they cannot take any courses until regular or conditional admission is granted and that admission to CMU may not satisfy student visa requirements.

Background Check – Central Michigan University seeks to admit students who provide evidence of solid academic performance and good character. CMU recognizes that a secure environment enhances learning opportunities. In order to provide the best possible learning environment, we require, as part of the admissions process, applicants to respond to the following statements:

Have you ever been expelled, suspended, disciplined, or placed on probation by any college you have attended because of academic dishonesty, financial impropriety, or an offense that harmed or had potential to harm others? Yes No

Have you ever been convicted of a criminal offense other than a minor traffic violation, or are there criminal charges pending against you at this time? Yes No

If you answered “yes” to the question above you will be sent a form to collect your explanation and signature.

I certify I have read and understand the instructions, and the statements made in this application are accurate and complete to the best of my knowledge. If I attend Central Michigan University, I agree to comply with the rules and regulations of the university. Failure to provide full documentation or falsification of credentials will result in cancellation of admission to the university.

Applicant’s Signature _____ Date _____

If circumstances change between the time this application is submitted and when you begin taking classes you must provide updated information to the address below:

*Central Michigan University
Global Campus
802 Industrial Drive
Mount Pleasant, MI 48858*

Central Michigan University

Grade & Transcript Information



To view your grade and to request a transcript, it will be necessary for you to access the CMU Student Portal.

Your CMU Global ID

If you have previously taken a course through CMU (including non-TCL courses), you have already been assigned a global ID. New students will be assigned a global ID once CMU receives your registration from TCL. CMU receives your registration from TCL after you start the course.

Accessing Your Global ID

Log on to <https://myaccount.cmich.edu/newaccount> and follow the prompts to set up your account. If you need assistance, you may contact the CMU HelpDesk at 800-950-1144, ext. 3662, or by email at helpdesk@cmich.edu.

Accessing Your Grade(s) Online

Log into the CMU Student Portal at centrallink.cmich.edu using your CMU global ID and password. Once at the Student Portal follow these instructions (the Student Portal can be accessed 24 hours a day 7 days a week):

- Click on *My Account* in the upper right corner, just above the search box
- Under the heading *Academics*, click on *View My Grades*
- Select the term and academic year in which the course ended
- Select Doctoral/Graduate for the level
- Click *View Grade Report*

Transcript Request

You can access an **unofficial** copy of your transcript in the Student Portal. To request an **official transcript**, please visit registrars.cmich.edu.

Please note: Grades are posted approximately 4-6 weeks after the course end date. You will receive an email from CMU once your grade is posted and your transcript is available. Please wait to request a copy of your transcript until your grade is posted.

CMU Student Identification Number

All students are assigned a student identification number upon admission to CMU. New students will be assigned a student identification number after CMU receives your registration from TCL. CMU receives your registration from TCL after you start the course. You can find your CMU student ID number at the Student Portal.

*The CMU Student Portal offers access to a number of features. Individuals who take Connecting Link classes will be able to access the portal once they obtain their global ID. Students who take Connecting Link classes **will not** use the portal to register. Please use the registration packet provided by The Connecting Link.*