



**“PRESERVING THE PAST, CULTIVATING FUTURES.”**

*College of the Muscogee Nation*

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Muscogee Nation  
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April 27, 2020

Dear Students,

Since I last communicated with you on April 15, 2020, several matters have arisen and I want to keep you informed. One of the major items I need to address has to do with the Federal Government’s CARES Act, which is allowing the College of the Muscogee Nation (CMN) to disburse emergency aid funding to CMN students who are Title IV Financial Aid eligible.

**In order to pick up your check or sell your books back you must have a current CMN ID or driver’s license and sign for your check. Students may begin picking their checks up starting Wednesday, April 29 through Friday, May 1 from 9:00 a.m. to 4:00 p.m. at the CMN Administration Building.**

#### **Instructions for Returning Books and Picking up Checks**

When you come on campus, follow the signs and the directions of CMN employees directing traffic for book buyback or check pickup. **Stay in line, do not get out of your vehicle.** Book buyback will take place at the Student Center parking lot while the emergency aid check disbursement will be at the Administration Building parking lot. In each situation an employee will come to your vehicle so you will not need to leave your vehicle to complete your transaction.

#### **Emergency Aid Check**

In order to receive a disbursement, students **must sign an agreement** to use the stipend for *expenses covered under your cost of attendance or related to the interruption of studies from on-campus to online*, which includes any of the following: food, housing, course materials, child care, technology, health care, and transportation.

Full-time students (12 or more credit hours) will receive \$800, and part-time students (less than 12 credit hours) will receive \$400. Enrollment status (full-time, part-time) is based on hours enrolled as of Tuesday April 21, 2020.

#### **Textbook Buyback**

Be prepared to give your textbooks and CMN ID or driver’s license to the employee who will come to your vehicle. The employee will take your textbooks and form of ID to the bookstore and obtain your refund to bring back to you. This process may take a few minutes, so we are asking for your cooperation and patience; you may be asked to move your vehicle to a parking space while waiting for your refund.

#### **Summer Enrollment/Class Schedule/Textbook Purchase**

CMN will conduct the Summer trimester on campus. The summer term will be 10 weeks Monday through Thursday beginning June 1 and ending August 7, 2020. *I will send you an update if classes will be held online instead of on campus.*

Summer trimester enrollment will be held Monday, May 4 through June 3, 2020. Enrollment can be completed online or by appointment through your academic advisor or student success staff. All students who enroll in 9 credit hours or more for the Summer trimester only, will receive a laptop with internet access. The process for summer textbook purchases will be relayed at a later date. For students who have an enrollment appointment, we will follow the CDC recommendation of 6 feet social distancing among our staff and students.

**Instructions for Housing Students**

Housing students may begin reserving their rooms for the Summer trimester beginning Monday, May 4, 2020 by contacting the Resident Manager at (918) 549-2863.

We encourage our students to be mindful of key preventive measures. The CDC offers tips on their website that can be useful in avoiding the spread of COVID-19 Coronavirus. Staying at home is critical to prevention. We are monitoring this situation closely and will provide updates to our CMN community should further steps become necessary. Mvto for cooperating with us to keep our students, faculty, staff and campus healthy and safe.

Sincerely,



Robert Bible, President  
College of the Muscogee Nation