



CLUB SPORTS USER PASS PROCEDURE

1. An officer must e-mail the Club Sports Staff to provide the name and e-mail address of the individual seeking membership.
2. Within two business days of contacting a member of the Club Sports staff, the staff will reply with a confirmation e-mail to the club officer and the prospective club member indicating that they are eligible to purchase a Club Sports User Pass.
3. The Club member must go to any Department of Recreational Sports business office during business hours and purchase a Club Sports User Pass for \$60.
4. If the club member does not have an M-Card:
 - a. Once the pass has been purchased, the prospective club member will receive the necessary paperwork to obtain an M-card.
 - b. The prospective club member must take the paperwork to an M-card office and obtain an M-card. M-card offices are listed below.
 - c. Once the M-Card has been obtained, the club member must send an e-mail to the Club Sports Staff with his/her full M-Card number (it begins with 600847).
5. If the club member already has an M-Card:
 - a. The club member must send an e-mail to the Club Sports Staff with his/her full M-Card number (it begins with 600847).
6. Within two business days of receiving the M-Card number, the Club Sports Staff will input the information to activate the M-Card.

Note: Club member should carry their receipt for the first 48 hours until the card scans valid. M-cards will be activated from the first day of class until the last day of class each semester.

M-CARD OFFICE LOCATIONS

Central Campus	<u>Entrée Office</u>	734-763-4632	100 Student Activities Bldg
	<u>Mcard Center</u>	734-936-2273	1000 Student Activities Bldg
	<u>Rec Sports</u>	734-763-3084	3269 CCRB
North Campus	<u>Entrée Office</u>	734-763-6294	B430 Pierpont Commons
Off Campus	<u>Human Resources</u>	734-763-7725	250G Wolverine Tower

DEPARTMENT OF RECREATIONAL SPORTS BUSINESS OFFICE HOURS (FALL AND WINTER)

	Monday	Tuesday	Wednesday	Thursday	Friday
CCRB	8:30 AM – 7:00 PM	8:30 AM – 4:30 PM	8:30 AM – 7:00 PM	8:30 AM – 4:30 PM	8:30 AM – 4:30 PM
IMSB	9:00 AM – 5:00 PM	9:00 AM – 7:00 PM	9:00 AM – 5:00 PM	9:00 AM – 7:00 PM	9:00 AM – 5:00 PM
NCRB	8:30 AM – 4:30 PM	8:30 AM – 4:30 PM	8:30 AM – 7:00 PM	8:30 AM – 4:30 PM	8:30 AM – 4:30 PM

CLUB SPORTS STAFF CONTACT INFORMATION

Cheryl Jendryka	734-763-7302	cjendryk@umich.edu
Meggie Allen	734-764-0578	megallen@umich.edu
Jacqueline Swanson	734-764-0578	jalicias@umich.edu