



Online Student Handbook 2017-2018

This is the online addendum to the Alderson Broaddus University Student Handbook. Students are responsible for policies in both the Student Handbook and this addendum. Go to www.ab.edu for a complete copy of the Student Handbook.

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Introduction

Welcome to the Alderson Broaddus University

Located in Philippi, West Virginia, Alderson Broaddus University has for over 140 years been providing a quality education for its students. Overlooking the picturesque Tygart River Valley, in Philippi, West Virginia, Alderson Broaddus University students learn and grow in a faith-based learning community. Deeply rooted in the liberal arts, Alderson Broaddus University is a health-related and professional educational institution. Alderson Broaddus University is affiliated with the American Baptist Churches, USA, and the West Virginia Baptist Convention

We are pleased that you have joined the ABU family.

Academic Information

Academic Calendar

Online courses span the period of 5-16 weeks with rolling admissions.

Academic Information

Academic Information is in the Alderson Broaddus University Undergraduate Catalog. Please visit <http://www.ab.edu/secondary-links/academics>.

Academic Integrity

See Academic Integrity Policy at ABU in Student Handbook at www.ab.edu. During the first week of online course, you the student are required to take an academic integrity quiz. By completing this quiz and answering all the questions, you are accepting the Alderson Broaddus academic integrity policies. You must accept the academic integrity policies in order to receive credit for the work you complete throughout each course.

Acceptance of Academic Integrity Policies

Example:

Student Obligations

Students should recognize their responsibility to uphold the *Academic Integrity Policy* and to report apparent violations to the appropriate persons. Students who do not understand the *Policy* or its application to a particular assignment are responsible for raising such questions with their professor. By enrolling in the University, each student agrees to abide by the *Academic Integrity Policy*. In signing the pledge, the student indicates his/her knowledge of the *Academic Integrity Policy* governs his/her academic activities at the University.

Academic Integrity Pledge:

I HAVE ABIDED BY THE ABU ACADEMIC INTEGRITY POLICY ON THIS ASSIGNMENT

Signature _____ Date _____

Academic Responsibility

The student is expected to commit to the highest level of academic integrity when involved in and fulfilling requirements for all online courses. Academic dishonesty on any level and in any form will not be tolerated. This applies not only to active involvement but also to passive knowledge. Any student involved in academic dishonesty may be assigned a grade of “F” for the course. Furthermore, academic dishonesty may result in the dismissal or expulsion of the student from the program and/or the university.

Advisor

Each student is assigned a faculty advisor to assist you in your academic program.

Assignments

Assignments must be submitted through the course learning management system and according to policies detailed in the course syllabus. Late submissions will be accepted at the discretion of the faculty, and will be subject to the penalties outlined in the syllabus. Once established, weekly submission deadlines will remain in place and be consistent for the length of the course. i.e. Discussion posts will be due by Thursday at 5pm, responses postings by Saturday at 5pm, and Assignments by 5pm Sunday. Refer the course syllabus for the deadlines for each of your courses.

Attendance Policy

Students should refer the individual course syllabus for policies relating to class attendance and participation and any penalties invoked for failure to follow those policies.

Authentication

National attention has been focused on the identity of students who take online courses. The 2008 reauthorization of the Higher Education Opportunity Act requires that institutions ensure that students who receive credit in online courses are the same students who complete the work. One method that ABU has introduced to ensure this is by requiring every student to login with a unique username and password assigned to them when they are enrolled in the University.

Students and administrators automatically receive email notifications any time their username or password is changed in the LMS. This security measure helps to prevent unauthorized password changes, or to alert the student if their password changed without their permission. Online instructors are required to use Moodle as the entry point to their online courses so that this integrity is maintained. Furthermore, every click that a student makes in the LMS is logged with a timestamp and the student’s IP address. This helps to ensure that the student is not logging in from multiple locations simultaneously.

Change of Registration

- Any change in registration for a student in an online program must be processed through the Registrar’s Office.
- “Dropping” a course within the first three days will not be entered on the permanent record but must be properly processed.
- If a student “withdraws” from a course following the Add/Drop period, but within forty-one days of the term, he or she receives a grade of W. (This matches the ratio with traditional full semester courses.)
- Withdrawal after the 41st day of a session will result in a grade of “F” unless the Provost/Vice President for Academic Affairs deems that a health or other emergency exists.
- Students need to contact the Financial Aid Office prior to withdrawing to be advised on the financial consequence of withdrawing.

Definitions and Policies

For purposes of this document, online distance education is defined as instruction delivered via (1) the Internet on a Learning Management System (asynchronous and synchronous), (2) interactive teleconferencing, (3) audio/video media, and (4) other emerging technologies.

Asynchronous – Delivery methodology using online learning resources to facilitate information sharing outside the constraints of time and place. Asynchronous tools, such as e-mail and discussion boards, allow participants to communicate without having to be online at the same time.

Class Attendance – Requires active participation in the course not just logging into the learning management system. Attendance in online courses is determined by active participation of the student through the completion of class discussions, assignments, quizzes, exams and posts to discussion forums. Students at a minimum must log in at least once a week but multiple log-ins are highly recommended and may be necessary to successfully complete course requirements.

Delivery Mode - The primary method or technology used to deliver instructional information to the student and used for communication between the instructor and the students. At ABU University, courses are delivered in the following modes:

Online courses are defined as 100% of the course being taught online using a combination of asynchronous and synchronous activities. This provides a greater flexibility of participation and convenience of access to students, while meeting the same student learning outcomes and level of rigor achieved in the traditional classroom.

Blended courses are defined as a combination of face-to-face instruction and online learning opportunities. Students will meet in the classroom \leq 50% of the class time with the remainder of course work conducted via online.

Traditional courses are taught in a face-to-face classroom setting. The syllabus and course materials can be posted on the LMS and assignments may be submitted electronically.

Distance Learning/Online Distance Education terms are used interchangeably. This includes fully online and blended courses and is a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. Interaction between the instructor and the student is regular and substantive, and can be initiated by the instructor or the student.

Learning Management System (LMS) – Learning Management System (LMS) is a web accessible software application that provides for the administration of course content, delivery of assessments and communication with students and instructors, and the ability to track grades and other relevant assessment data. ABU is currently using Moodle 3.2.1 as the learning management system. Moodle can also be accessed as an app on mobile devices. However, students are strongly encouraged to complete all course work on a laptop.

Synchronous – is delivery methodology occurring at the same time. Synchronous tools at ABU include live classroom, text chat, audio chat or video chat, which requires all participants to be online at the same time. All of these modes are performed in “live classroom” which can be archived and available only to class participants after link and password is sent from instructor to view at student’s convenience.

Email

ABU provides each student with an ABU e-mail account. All course-related correspondence must be sent using the University-provided email account. Students are required to use their ABU e-mail account. A personal e-mail account (i.e. not a student’s official account) should not be used when contacting University employees or for submitting assignments. See Appendix A and B for assistance using the Battler Portal.

Holidays

Students will follow the official ABU academic calendar. If the University is scheduled to be closed online courses will continue to meet that day unless otherwise stated in the course syllabus.

Honor Code

It is part of the mission of Alderson Broaddus University to prepare students to “fulfill their roles in a diverse society as well-rounded and responsible citizens.” Outstanding personal integrity must be the hallmark of a community which depends on mutual trust and respect for satisfactory relationships. In order to support its mission the University has instituted this Academic Honor Code, Policy and Procedures.

The Honor Code applies to all students, staff and faculty, regardless of academic standing, from the moment they enter the campus environment, physically or online. It is the responsibility of every member of Alderson Broaddus University to understand the rights and expectations listed in the honor code. Every member of the Alderson Broaddus community is not only responsible for their own behavior, but also for reporting infractions of the Honor Code. Individual syllabi may impose stricter rules or regulations than this Honor Code and are the final authority in such cases of stricter rules or regulations. In all other cases, the Honor Code is the final authority.

For more information please refer to:

<http://ab.edu/wp-content/uploads/2016/07/StudentHandbook-2016-2017.pdf>

Leave of Absence

- Under unavoidable situations and for justifiable reasons a student may be granted a Leave of Absence. A leave is granted only when the absence seems necessary and the student definitely plans to return when the period of absence expires.
- A student needs to notify the Registrar that he or she seeks a Leave of Absence.

Make-Up and Retake Work

Make up work will be accepted only at the discretion of the Faculty. Please refer to each course syllabus for more information. In the event of a technical issue, students must contact IT services to report the problem. They will record the date and time of the event and investigate the instance. Late/Make up work may be accepted due to a technical failure. These cases are determined on a case by case basis. Refer to the individual course syllabus for complete policies.

Student Evaluation of Courses

Student course evaluations are completed at the end of each course and have NO impact on grade(s)! Instructors do not receive results until after final grades are submitted. Additionally, all evaluations are completely anonymous. Completion of the evaluations by students provides an important opportunity to have a voice regarding the quality of teaching and learning at ABU.

Weather

When the ABU Campus is closed due to inclement weather, online courses are generally not be cancelled unless otherwise notified. Faculty and students are expected to follow course assignments as scheduled.

Blended courses - the online component of a blended course is not affected when University campuses are closed for inclement weather. If a scheduled face-to-face class time is cancelled, faculty will notify students and reschedule accordingly.

Withdrawal from University

- A student withdrawing from the University, either during an academic term or at the completion of an academic term, must complete a Withdrawal Form available from the Registrar's Office or the program director.
- Failure to comply with this procedure will result in the recording of an "F" on the student's permanent record.
- Withdrawing from the University during the semester means withdrawing from all registered courses and must happen before the last day to withdraw from courses.

Campus Resources

Academic Center for Educational Success (ACES) found on the ABU homepage at <http://www.ab.edu/current-students/ACES>

ACES offers a combination of services designed to support students during their tenure at ABU. Its mission is to strengthen learning, enhance retention, and promote the overall success of our diverse student population with the tools needed for academic success. ACES provides 4 primary categories of service:

Services for Students with Disabilities

ACES supports students with disabilities and coordinates provision of accommodations between students and faculty members, during fall, spring, and summer semesters. Services for students with disabilities are designed individually. Please contact Amy Hopkins Mason for assistance at: masonar@ab.edu or (304) 457-6274 to discuss required documentation and planning at the beginning of each semester service is requested.

Academic Coaching

ACES assists students in developing or enhancing the general learning skills necessary to be successful in college. Services are targeted to students' individual needs and are available during fall, spring, and summer semesters. Current learning skills development assistance includes, but is not limited to:

- Test taking strategies
- Managing test anxiety
- Note-taking (including active listening strategies and textbook usage)
- Time management
- Effective study techniques
- Memory enhancement
- Learning styles and processes

Students taking classes remotely are encouraged to contact Amy Hopkins Mason directly for assistance: masonar@ab.edu or (304)457-6274.

Subject Matter Tutoring

ACES offers peer-to-peer subject matter tutoring for many courses, during fall and spring semesters, using a "Peer-to-Peer" tutoring model and arranged as students request assistance. (Math tutoring is provided via the math department.)

Students taking classes remotely are encouraged to contact Amy Hopkins Mason directly to arrange assistance via telephone or Skype: masonar@ab.edu or (304)457-6274.

ABU Writing Lab*

* The following information is posted on the homepage of each online course

The Alderson Broaddus University Writing Lab is a virtual lab that operates as a service of ACES. If you would like to have a written assignment reviewed please follow the process below:

1. Using MSWord, drafts should be submitted to aces@ab.edu (fall and spring semester) and masonar@ab.edu (summer semester.)
2. [In the email subject, indicate your course.](#)
3. Submit drafts no less than 3 working days prior to when the assignment is due.
****Remember to plan in enough time to make any changes you must make prior to assignment deadline! ****
4. Provide a brief synopsis of the assignment (assignment instructions and purpose, citation style required, etc.) to ensure that the reviewer can offer the best input possible.
5. Drafts will be returned, via email, with suggestions indicated via the Review function in MSWord.
6. Questions will be addressed primarily by email, although telephone meetings can be arranged if necessary.

Bookstore

Textbooks for students can be purchased at the ABU Bookstore. A Link [to the bookstore](#) is available on the ABU homepage at <http://www.ab.edu/bookstore-fan-shop>. The bookstore will mail the requested materials to the student.

Counseling Services

Personal Counseling Services are available to promote the emotional and psychological well-being of all ABU students, and students are encouraged to use these services proactively. The Counseling Center is located on campus at 219 Burbick Hall. Office hours are 9am-4:30pm, Mon-Fri, with flexible scheduling available if normal hours do not meet students' needs. For on-line students, e-mail sessions or video-chat can also be arranged as needed. Services include:

- A Licensed Professional Counselor (LPC) on staff to provide experienced counseling for a variety of emotional health issues
- Unlimited number of counseling sessions at no cost to ABU students (time and availability restrictions may apply)
- Confidentiality- No information will be given to parents, faculty, Residence Life, etc. unless authorized by you, or if "imminent harm to self or others" requires disclosure.
- Crisis assistance in conjunction with residence life, campus security, and other local agencies and hospitals. Referrals to other facilities are an option if off-campus services are preferred, or if a student lives out of state and/or medication management is the primary goal.
- Programming activities and presentations throughout the year including: General/Social Anxiety, Depression, Suicide, Eating Disorders, Stress Management, Sexual Assault, Grief, Therapy Dogs, etc.

Common Issues for College Students

- Stress, general anxiety, test anxiety, panic attacks
- Relationships/conflict
- Family expectations, dynamics, or problems
- Depression, hopelessness, being overwhelmed, loneliness
- Helping others in distress
- Eating disorders or body image issues
- Grief from the loss of a loved one or a relationship breakup

- Time management, perfectionism, procrastination
- Lack of confidence, assertiveness, self-esteem
- Addiction to substances, technology, gambling, etc.
- Victim of physical, sexual, or emotional abuse (past or present), sexual assault
- Suicidal thoughts or attempts
- Questions or concerns regarding sexuality or sexual identity
- Cutting or other self-harm behaviors

Setting Up An Appointment

To set up an appointment, e-mail the Director at hostetlercs@ab.edu, or call (304) 457-6320. You may leave a message and your call will be returned promptly. Additionally, feel free to stop by 219 Burbick Hall to see if the counselor is available. If normal hours do not meet your needs, after-hours appointments can be arranged. If emergency after-hours services are required, please first contact a member of ABU Residence life or ABU Security (304) 709-2696, Those staff members should be available 24/7, and can connect students with appropriate resources.

Financial Aid

To receive a financial aid package from Alderson Broaddus University, you simply need to be admitted to ABU (apply online at www.ab.edu) or be a returning student AND complete your FAFSA (or an Institutional Financial Aid Application if you are an international student). The Financial Aid Office is available to answer your questions Monday – Friday 9am – 4pm. You may reach us by phone at (304) 457-6354 or email us at fa@ab.edu.

Your financial aid package may consist of various types of aid. These may include scholarships, grants, loans and/or work study.

Scholarships

Institutional scholarships are awarded to eligible students at the time of awarding. More information regarding ABU Scholarships may be found at www.ab.edu

Promise Scholarship is a merit based scholarship for WV residents provided by the state. The scholarship requires certain requirements for initial awarding and renewal. More information may be found at www.cfww.com.

Grants

Institutional grants are awarded to eligible students demonstrating exceptional financial need. More information regarding ABU Grants may be found at www.ab.edu.

Federal Pell Grant is provided by the federal government and administered by the University. This grant is awarded on the basis of an eligibility index published yearly by Congress. The amount of each student's award is based upon the student's expected family contribution (EFC), the cost of attendance (COA) and the student's enrollment status. More information may be found at www.studentaid.gov.

Federal Supplemental Education Opportunity Grant is a federally funded and is awarded to students who demonstrate exceptional financial need. Funds are limited and are awarded to eligible students based on FAFSA submission date until funds depleted.

West Virginia Higher Education Grant is available to students who are residents of the state of WV and is based on financial need. More information may be found at www.cfww.com.

Pennsylvania Grant is provided by the state of PA. Eligible students attending ABU may receive a portion of their PA Grant while attending ABU. More information may be found at www.pheaa.org.

Loans

Federal Direct Student Loans are fixed rate student loans provided by the US Government for undergraduate and graduate students attending college at least half-time. Nearly all students are eligible to receive Direct Loans regardless of financial credit status. Eligible Direct Loans will be included in the student's financial aid package at the time of awarding. Direct Loans may be subsidized or unsubsidized, depending on the student financial need. Students may accept, deny or reduce the amount of the loans they receive. More information may be found at www.studentaid.gov.

Perkins Student Loan is a federal student loan. Since there is a limited pool of Perkins funding, these loans are awarded first to students who meet eligibility based on FAFSA submission date until funds are exhausted. The student may accept or reject the amount of Perkins Loan once awarded. More information may be found at www.studentaid.gov.

Private Student Loans are also available from various lenders. ABU does not recommend any particular private alternative lender. A good place to begin your research for private loan options is www.elmselect.com.

Work Study

Students eligible for work study, Federal or University, will be awarded work study as part their financial aid package. Work study is a job opportunity on or off campus allowing students to earn up to \$1500 per academic year toward their educational expenses. More information may be found at www.ab.edu.

Financial Aid Checklist

1. To complete and sign your FAFSA, you (and your parent if he or she is required to be on your FAFSA) must have your own, unique FSA ID. You can go to www.fsaaid.ed.gov to create your Username and Password. Write this information down and keep it in a safe location as you will use it throughout your college career.
2. Submit your FAFSA at www.fafsa.gov. ABU federal school code is 003806. Your FAFSA must be submitted each year for the financial aid office to prepare your annual financial aid package. FAFSA opens October 1 prior to the upcoming academic year.
3. Once awarded your financial aid package, you need to accept it. Incoming students will receive a copy via postal mail. Returning students will receive an email indicating they may view and accept their award on the student portal.
4. First time borrowers of Federal Direct Loans must complete BOTH the Entrance Counseling and Master Promissory Note at www.studentloans.gov. This is required by the Department of Education only once as an undergraduate student and must be completed prior to receiving Direct Student Loans.
5. Some FAFSAs are chosen by the Department of Education for a process called Verification. Should your FAFSA be chosen, the Financial Aid Office will contact you and instruct you as to the steps you need to complete. Should you be selected for Verification, no financial aid can be processed until Verification is completed. Therefore, it is pertinent that you reply to our requests immediately.

Library Resources

The ABU Pickett Library Website is located at <http://intranet.ab.edu:81/home/library>. You have access to many online academic databases from any computer with an Internet connection. You may access these databases on the library website using your ABU username and password.

The Picket Library provides internet access to 150,000 electronic books, 11,000 electronic journals, magazines, and newspapers, and the digital music content of 70,000 CDs anywhere on or off campus. All the resources needed to complete coursework at AB University can be found on the library's website or in the library. Research assistance is provided via email and in the library. Librarians are available days, evenings, and weekends to make sure students locate the information needed to complete class assignments. If you or a student is unable to get to the campus, please contact library staff: hoxiede@ab.edu; braceysk@ab.edu

The Pickett Library is open 78 hours per week during fall and spring semester.

Sunday 1:00pm-10:00pm
Monday-Thursday- 8:00am-10:00pm
Friday- 8:00am-5:00pm
Saturday-1:00pm-5:00pm

Notice of Non-Discrimination

Alderson Broaddus University is committed to providing and maintaining a learning and working environment that is free from any form of illegal discrimination or harassment in accordance with federal, state and local law, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI and Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, and their implementing regulations. Specifically, the University does not discriminate on the basis of sex, age, race, color, national origin, disability, religion, veteran status, or any other characteristic protected by federal, state and local law in recruitment, admission, educational programs, University activities or employment. There will be no retaliation against any individual who makes a good faith report of discrimination or harassment or participates in or cooperates with any investigation of alleged discrimination or harassment.

Online Student Orientation

Alderson Broaddus University uses the latest version of the Open Source Moodle LMS. Access to this system can be found from the University Home page www.ab.edu, or directly at www.moodle.ab.edu.

For technical assistance using the LMS please contact Mr. Nathan Fortney, Instructional Designer fortneynd@ab.edu. All efforts are made to address issues and respond within 24 hours. Question about course material or content should always be sent to your course instructor or professor.

Some courses may utilize third party publisher materials, in these instances please refer to your professor and the course for instructions, guides and assistance.

Several online training orientations are available to help you succeed as an online student. Each orientation is a short video tutorial designed to focus on a particular requirement of taking online courses. All students are strongly encouraged to watch the videos before beginning an online course. Any of the individual videos can

also be reviewed at any time if a student finds they need a refresher. For guidance in common Moodle procedures, please refer to the following tutorial videos.

[*What's my Login and Password, and how do I use them?*](#)

[*How Do I post in a discussion Forum?*](#)

[*How Do I complete Tests and Quizzes?*](#)

[*How to submit assignments and see my grades.*](#)

Table of Frequently Used Numbers

Role	Name	Phone Number	Email
Academic Center for Educational Success (ACES)	Dr. Amy Mason	304-457-6274	masonar@ab.edu
Bookstore	Mr. Ed Burda	304-457-6238	burdaep@ab.edu
Business Office	Mr. Jeff Conley	304-457-6340	conleyjj@ab.edu
Chaplain	Dr. Carl Gittings	304-457-6243	gittingscw@ab.edu
Dean of Student Affairs	Mr. Bruce Blankenship	304-457-6213	blankenshipba@ab.edu
Financial Aid Office	Mrs. Amy King	304-457-6354	kingal@ab.edu
Informational Technology Department	Ms. Carol Weaver	304-457-6331	rominec@ab.edu
Office of Admissions	Ms. Erika Thon	304-457-6256	thonel@ab.edu
Office of Registrar	Mrs. Sandra Hoxie	304-457-6227	hoxiese@ab.edu
Online Administrator	Dr. Andrea Bucklew	304-457-6438	bucklewaj@ab.edu
Instructional Designer	Mr. Nathan Fortney	304-457-6350	fortneynd@ab.edu
Picket Library	Mr. David Hoxie	304-457-6229	hoxiede@ab.edu
Professional Counselor	Mr. Chad Hostetler	304-457-6320	hostetlercs@ab.edu
Provost/Executive Vice President for Academic Affairs	Dr. Joan Propst	304-457-6201	propstjl@ab.edu
RN-BSN Director	Ms. Denise Campbell	304-457-6210	campbelldl@ab.edu

