

DISTANCE LEARNING

The School of Adult and Continuing Education (ACE) at Barry University is committed to the principles and best practices of adult education. Therefore, we provide opportunities for students to engage in coursework in an online environment in which learning activities can be conveniently scheduled. ACE online courses follow the same course start and end dates as the face to face classes and use the same textbooks. Some instructors may require proctored exams, such as a midterm or a final. These proctored exams may be paper or computer based and can be taken at most of our ACE locations across the state or from a variety of test providers located close to you.

ACE's online courses do include required synchronous sessions as well as asynchronous activities. Synchronous sessions (real-time) are conducted via web-conferencing and require students to participate in lectures and group discussions at scheduled times during the course, using their own computer's webcam and microphone. Synchronous sessions simulate the experiences of the traditional classroom; they are used to conduct class meetings in real-time with instructor and students in different locations — at home, at the office, or anywhere in the world with fast access to the Internet. This promotes spontaneous class discussions and peer interaction and helps build an online Barry community. Students are expected to arrange their schedules in order to attend the synchronous sessions.

Asynchronous sessions allow students to interact with the learning materials through readings, videos, projects, discussion forums and interactive activities in accordance with the student's schedule. In addition, students have the 24/7 ability to interact with their instructor and peers through chats, email and cyber cafés.

ONLINE COURSES AND PROGRAMS

ACE offers more than 40 online graduate and undergraduate courses. In addition, ACE offers two fully online graduate degree

programs – Master of Arts in Administration (MAA) and a Master of Public Administration (MPA). ACE also offers an undergraduate degree in Emergency Management. Many undergraduate Distribution Courses can be taken online. To see a description of ACE's fully online courses and programs, please visit: <http://www.barry.edu/online/>

MAXIMUM NUMBER OF ONLINE CREDITS

ACE accommodates even the busiest student schedules, since students can choose to combine online courses with face to face campus classes. Undergraduate students not enrolled in a fully online undergraduate program are limited to taking a maximum of 27 undergraduate online credits (nine courses) of the total 120 credits required for completion of a Barry University degree. Online credits taken at Barry University in excess of 27 will not count toward undergraduate degree completion.

There are no restrictions for graduate students.

Students should consult with their academic advisor for availability and policies for undergraduate and online graduate courses and programs. Undergraduate students should review the New Student Requirements in the ACE Bulletin (refer to Table of Contents) in reference to English and Math assessments and Computer Proficiency.

The minimum requirement for taking an online course is the completion of the Moodle Training Module and the English Placement Assessment. Students must place into ENG 202 or ENG 302. It is highly recommended that students complete the required English course before taking an online course. Only students with strong writing skills should take the ENG 202 online.

It is also strongly recommended that students complete CAT 102 before taking an online course. Only students with excellent computer literacy skills should attempt CAT 102 online, as students must have sufficient

computer literacy skills to navigate through an online course. Additionally:

- Students enrolling in the Math online course, must have taken the Math placement before or during the student's first semester of study.
- ORI 202 Fundamentals of Adult Learning is required for new students who transfer 45 credits or less. Online students must complete the ORI 202 within the first semester of study or at first opportunity after evaluation of transfer credits.
- Students not transferring the equivalent of CAT 102 who wish to take this course online should take this class in the first semester of study.

NEW STUDENT REQUIREMENTS

Please see the information regarding New Student Requirements under Academic Advising and Resources in the ACE Student Bulletin. These requirements will apply to students who are enrolling in any of ACE's fully online bachelor degree programs.

- Students may need to complete ORI 202 Fundamentals of Adult Learning if transferring 45 college level credits or less.
- All students are required to complete the English Placement Assessment.
- Students who do not transfer college level mathematics are required to take the Mathematics Skill Assessment.
- All students are required to demonstrate computer proficiency through successful completion of CAT 102. The requirement may also be satisfied through equivalent computer coursework accepted in transfer or through a Computer Proficiency Assessment.

All assessments must be completed before or during their first semester of enrollment (Session A or B).

Students should consult with their academic advisor regarding the ORI 202 and the Placement Assessments.

IS ONLINE LEARNING FOR ME?

Distance learning can be a great alternative for students who cannot attend classes on campus. Distance learning is also a wonderful opportunity for those who enjoy working independently. However, online classes are not "easier" than traditional classes. Online courses are reading- and writing- and technology-intensive. They require excellent organizational and time management skills.

To take online courses at Barry University, students should have a PC, Pentium or greater processor (2000, XP, Vista, Windows 7) or, Macintosh Power PC G3 Processor or greater. Students should also have a reliable high speed connection to the Internet (DSL, Cable Modem), reliable printer, and speakers and/or headphones. To accommodate the synchronous (real-time) meetings online, students may need a webcam and a microphone. Tablets and SmartPhones can be used to access online courses but students will still need a desktop or laptop computer to submit assignments. It is strongly suggested that students have access to their own computer.

Students should work with their advisors to determine if the special requirements of online learning suit their learning style and schedule.

WHAT DOES AN ONLINE COURSE LOOK LIKE?

ACCESSING YOUR ONLINE COURSES

Online learners at ACE use 'Moodle', an easy to use industry standard course management system, which contains all of the student's course tools and resources. Students can access the Moodle Portal at <http://barry.learninghouse.com/>. Once students have registered for online classes they will be able to log in using their Barry University username and password (firstname.lastname@mymail.barry.edu (all lower case).

To see what an online course looks like at ACE, please visit the Student Demonstration Course at: <http://barry.learninghouse.com/course/view.php?id=411>. Students do not need to be a registered Barry student to explore the online course.

- A typical week in an online course might look like this: Reading through the current week's assignments and lecture materials
- Thoughtfully reading the textbooks for the class as assigned and identifying main points and supporting details
- Responding by a deadline to discussion questions as posted by the instructor
- "Discussing" through a discussion board (by a deadline) the responses of fellow classmates
- Participating in a synchronous (real-time) web conferencing session with your professor and classmates
- Completing and sending (by a deadline) an assignment to be graded by the instructor
- Completing an assignment by deadline in a work group comprised of four or five classmates

Moodle Training and Resources

Prior to the online course start date, students are encouraged to participate in a series of short training modules – video and text – that will help them with the understanding the tools used in their online course using the Moodle platform. These tutorials are found on the Moodle Portal under "Student Tutorials" at: <http://barry.learninghouse.com/>. Students can also access these training modules directly at: <http://content.learninghouse.com/training/student-tutorials/tutorial.html>

STUDENT RESOURCES FOR TECHNICAL SUPPORT

Login/Password Problems

If students have problems with logging with their password and/or username, contact the Barry Help Desk at 305-899-3604 or email them at helpdesk@mail.barry.edu. The Barry Help Desk is open Monday – Friday from 7:30 AM to 9:00 PM. The Barry Help Desk can assist students only with password or log-in issues.

Moodle Problems

If students have problems with any of the Moodle tools such as quizzes, forum postings,

assignment submissions, accessing any of the course links or anything related to Moodle, they can call the Learning House Help Desk at 800-985-9781 or email them at help@tlh-support.com. The Learning House Help Desk is available around-the-clock. Live chat is also available weekdays 8:30 am – midnight EST, and weekends 10:00 am – midnight EST.

TUITION AND FEES FOR ONLINE COURSES

The tuition for an online course is the same as a face to face course. However, a distance learning fee of \$125.00 is assessed for each online course enrollment. This distance learning fee offsets the costs of hosting and administering Moodle and providing the 24/7 Help Desk for student and faculty support.

Students may be responsible for proctored exam fees if they choose to use a fee-based testing center.

As per federal regulations, students receiving financial aid must authorize, electronically through WebAdvisor, the use of financial aid funds to pay for anything other than tuition. This includes the online course fee, books, graduation application, etc. Students only need to do this once while pursuing their degree. Log in to WebAdvisor at <https://webadvisor.barry.edu>, click on Federal Student Aid Authorization and follow the prompts.

PROCTORED EXAMS

Many online courses will use proctored exams for "high stakes" testing such as a midterm or final. A proctored exam is one that is overseen by an impartial individual (called a proctor) who monitors or supervises a student while he or she is taking an exam. The proctor ensures the security and integrity of the exam process. Proctored exams may be computer based or paper based. Proctored exams can be taken at most of our ACE locations across the state and from a variety of test providers located close to you. Proctored exams can be taken within a range of times and scheduled at your convenience. To see if your online course requires a proctored exam, check your course syllabus as soon as you can or contact your instructor. Your

instructor will provide you with additional details regarding the proctor exam process.

ONLINE COURSE ATTENDANCE POLICY

Students are expected to log in the first day of class, thoroughly read the syllabus for each course and participate in any activities as described in the individual course syllabus. Students should log into class on a routine basis (best practice is once a day) and be actively engaged with their instructor and fellow classmates. Logging into a class without engaging in class activities does not constitute participation. Online courses are **not** self-paced. Although students can log in and complete their course work at times that are convenient for their schedule, instructors will require that students meet deadlines for the submission of assignments and tests, as well as to reply within a given time frame to discussion board posts.

WITHDRAWING FROM AN ONLINE COURSE

Students are not automatically withdrawn from a class for non-attendance. The withdrawal dates are listed in the Academic Calendar. Students who wish to withdraw from an online course(s), should first contact the Financial Aid Office at 305-899-3355 or by email at ace-finaid@mail.barry.edu to see how withdrawing from a class will affect student aid. There are several issues that may impact eligibility including status changes from full time to part time and satisfactory academic progress. Some students may even need to return financial aid funds. After this discussion, students should contact their advisor to complete and sign the Withdrawal Form.

DROPPED COURSES/REFUND POLICY

Students who wish to change their registration status before the semester begins or during the first week of class must complete the Add/Drop Form with their Academic Advisor. A full refund will be given to students who drop their courses prior to the

beginning of the term. Students who drop individual courses during the drop/add period will be charged 20%. There is no refund given after the first week of classes. Students should always consult with the financial aid office to see how dropping a class could impact student aid.

CODE OF CONDUCT

Students are required to maintain a high standard of conduct at all times. Hazing, bullying, inappropriate language in communication and sexual harassment conflicts with the mission of Barry University and therefore, will not be tolerated.

STUDENT ETHICS/ACADEMIC DISHONESTY POLICY

Students are expected to submit their own work for credit. Please refer the comprehensive Academic Dishonesty Policy in the ACE Bulletin.

Cheating is defined as the attempt, successful or not, to give or obtain aid and/or information by illicit means in meeting any academic requirements, including examinations. Cheating includes falsifying reports and documents.

Plagiarism is defined as the use, without proper acknowledgements, of the ideas, phrases, sentences or larger units of discourse from another writer or speaker. Plagiarism includes unauthorized copying of software and the violation of copyright laws.

Distance Learning Complaint Process for Out of State Students

In compliance with U.S. Department of Education (USDOE) rules, an institution offering distance education must provide enrolled and prospective students with contact information for filing complaints with its accrediting agency and with the appropriate state agency for handling complaints in the student's state.

Barry University is committed to resolving student grievances, complaints and concerns in an expeditious, fair and amicable manner. Students residing outside of the State of Florida while enrolled in online courses