PACE ONLINE! 🌎

Barry University PACE • Professional And Career Education

DISTANCE EDUCATION
Student Handbook

Contents

INTRODUCTION

The School of Professional And Career Education (PACE) 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 where students interact with the learning materials through readings, videos, websites, projects, discussion forums, and interactive activities in accordance with weekly assignments and deadlines. In addition, students have the 24/7 ability to interact with their instructor and peers through chats, email, and cyber cafés. PACE's online courses required synchronous sessions (real-time) which are conducted via web-conferencing and allow 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. PACE 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 our PACE locations across the state, from a variety of test providers located near you, or for fully online exams, utilizing the services of ProctorU®.

ONLINE COURSES AND DEGREES

PACE offers more than eighty-five online graduate and undergraduate courses and the following fully online degrees:

Two fully online graduate degree programs:
- Master of Arts in Administration (M.A.A.)
- Master of Public Administration (M.P.A.)

Five fully online undergraduate degree programs:
- Bachelor of Science in Information Technology (B.S.)
- Bachelor of Science in Administration (B.S.)

- Bachelor of Science in Emergency Management (B.S.)
- Bachelor of Public Administration (B.P.A.)
- Bachelor of Science in Health Services Administration (B.S.)

Many undergraduate Distribution Courses can be taken online. To see a list of PACE's fully online courses and programs, please visit: *http://www.barry.edu/online/.*

HARDWARE AND SOFTWARE REQUIREMENTS

To take online courses at Barry University, students should have a PC, Pentium or greater processor (Windows 7 Home Premium/Professional or later) or Macintosh Power PC 2.7GHz Processor or better (Lion 10.7 or later). Students should also have access to 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 (these are built-in to some computers, please check your computer user manual. If not built-in, they may be purchased separately).

Tablets and Smart Phones 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. Tablets and Smart Phones are great for checking email, watching videos, participating in discussions, viewing and participating in synchronous sessions and taking quizzes. However Tablets or Smart Phones will not allow you to do word processing and file storage which is needed to complete assignments in your online course.

Students should visit *http://guides.instructure.com/s/2204/m/4214/l/41056-which-browsers-does-canvas-support* to check for browser compatibility.

MAXIMUM NUMBER OF ONLINE CREDITS

PACE accommodates even the busiest student schedules, since students may 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. The 27 credits consist of successful completion of 9 online courses (3 credits each) with qualifying grades as per University requirements for Distribution courses, English writing, CAT 102 and/or Core program classes. "F" grades and "W" are not counted as attempts toward the 27 credits.

PACE students enrolled in the Bachelor of Science in Emergency Management, Bachelor of Science in Administration, the Bachelor of Public Administration, and the Bachelor of Health Services Administration (as of Spring 2016) programs are not limited to the 27 credit hour restriction since these programs are approved for online delivery. Students in all other PACE undergraduate programs must adhere to the 27 credit limitation. 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 Student Bulletin (*http://www.barry.edu/pace/bulletin.html*) in reference to English and Math assessments and Computer Proficiency.

The minimum requirement for taking an online course is the completion of the Digital Coursework Canvas Training activities (see section on "Canvas Training and Resources") and the English Placement Assessment. Students must place into ENG 202 or ENG 302. It is highly recommended that students complete the required English writing course before taking an online class. 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. Students can also attempt the test out.
  Refer to the Computer Proficiency Test Out section of PACE Student Bulletin (*http://www.barry.edu/pace/bulletin.html*).

NEW STUDENT REQUIREMENTS: UNDERGRADUATE STUDENTS

Please see the information regarding New Student Requirements under Academic Advising and Resources in the PACE Student Bulletin. These requirements will apply to students who are enrolling in any of PACE'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 or through selected industry certifications

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.

NEW STUDENT REQUIREMENTS: GRADUATE STUDENTS

Some students are required to take the ADM/PUB 511W Graduate Writing & Research workshop as part of their provisional admission to the MAA or MPA program in their first term of enrollment. Those required to take this workshop, must successfully complete it to continue in the graduate program. The workshop is a practical study of academic and professional writing and research for adult learners, focusing on the mastery of the communication skills needed for success in graduate school. This is a pass/fail course. This course is not assessed a distance learning fee.

LATE REGISTRATION POLICY

Following the Add/Drop period, students may be allowed to enroll in an online course by permission of instructor only.

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 with the exception of any non-credit course. For the writing workshop PUB-511W, tuition fees are also waived. The 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. Locate your syllabus to determine if proctored exams are part of your course or contact your instructor.

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* and click on Federal Student Aid Authorization and follow the prompts.

ONLINE PAYMENTS FOR TUITION AND FEES

Students not relying on financial aid, who are paying out of pocket, must make their payments within published deadlines provided by your advisor. Electronic payments can be made through WebAdvisor by clicking on "Make a Payment" under the heading "Financial Information".

PHOTO ID CARDS FOR ONLINE STUDENTS

Online students can provide information to their advisor electronically so that a photo identification card (student ID card) can be issued. Students are expected to carry their ID at all times when visiting the main campus or off campus sites. The card is the property of Barry University and is intended solely for its use. The Follett Bookstore accepts the Barry ID card as a mode of payment. However, money must be added to the ID card prior to making any purchases with your card. Students may send a standard passport picture or photo taken using the guidelines below. The photo should be

approximately 500 x 600 pixels and in JPG format. In addition to the standard photo, students are required to send a copy of their driver's license.

Standard guidelines:
- Taken within the last 6 months to reflect current appearance
- Taken in front of a plain white or off-white background
- Taken in full-face view directly facing the camera
- With a neutral facial expression and both eyes open
- Taken in clothing that is normally worn on a daily basis:
  - Uniforms should not be worn in the photo, except religious clothing that is worn daily.
  - Do not wear a hat or head covering that obscures the hair or hairline, unless worn daily for a religious purpose. The full face must be visible, and the head covering must not cast any shadows on the face.
  - Headphones, wireless hands-free devices or similar items are not acceptable in the photo.
  - If you normally wear prescription glasses, a hearing device or similar articles, they may be worn for the photo.
  - Dark glasses or non-prescription glasses with tinted lenses are not acceptable unless needed for medical reasons (a medical certificate may be required).Glare on glasses is not acceptable in the photo. Glare can be avoided with a slight downward tilt of the glasses or by removing the glasses or by turning off the camera flash.

Students who live in the Miami Metro area may visit the R. Kirk Landon Student Union at the main campus to obtain photo identification cards, parking decals and purchase their books. The Student Union Office number is 305-899-4900. Call ahead of time for office hours.

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 *PACEfinaid@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 wishing 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. The add/drop dates and the final withdrawal date are found in the PACE Bulletin or contact your Advisor.

FINANCIAL AID & DIRECT DEPOSIT FOR FINANCIAL AID REFUNDS

If you have questions regarding Financial Aid you may contact the PACE Financial Aid Department at 305-899-3355 or via email at *PACEfinaid@barry.edu*.

To have refunds directly deposited to your checking or savings account, please log on WebAdvisor at https://webadvisor.barry.edu. Log in using your Barry email username and password. Click on "Students". Under Financial Information, click on "Bank Information", complete the information on the page and click "submit".

Also, as per federal regulations, you must authorize the University, via electronically, to use your student loan to pay for anything other than tuition. This includes books, online course fee, graduation application fee, etc. You only need to do this step once while pursing your degree. Please go to WebAdvisor, click on "Federal Student Aid Authorization" and follow the prompts.

SUBMITTING AN ONLINE PORTFOLIO

Online students are encouraged to submit an online portfolio that describes, explains, and documents their college-level learning from work experiences and community activities. The portfolio will expedite students' degree completion thus saving them time and money. Most important, the portfolio development process augments students' communication, critical thinking, and organization competencies. It also serves as a career and life-long learning tool underscoring where students have been, where they are now, and where they hope to advance in the future.

Please take a few minutes to go over the Portfolio Orientation and other tools on this page for online portfolio submission. An online advisor is available throughout the development process.

1. The Portfolio Orientation can be accessed by prospects, new, and current students by going to *www.barry.edu/pace* and clicking on the "Portfolio" in the "Quicklinks" or by visiting (*http://www.barry.edu/pace/current-students/portfolio.html*). This Power Point portfolio orientation presentation covers the basic content and format of the portfolio and answers FAQ's concerning the benefits of portfolio development for adult learners.

2. The Assessment of Prior Learning Fact Book is online for current students and staff. Staff are also to download a PDF copy for their site. It describes all the prior learning credit options available to PACE students. To view the online version go to *http://www.barry.edu/pace* and click on PACE Current Students. Click on the Student Fact Book link or visit directly at *http://www.barry.edu/pace/current-students/fact-book/*.

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.

All students are expected to support the university's commitment to provide an effective learning environment. Any behaviors and/or events determined to the detrimental to success in any Barry University related academic pursuit, at a location where the Barry University learning process takes place is prohibited, including online. This includes, but is not limited to, language used in online forums, timely postings to forums, and responding to forum postings as outlined on the course website.

STUDENT ETHICS/ACADEMIC DISHONESTY POLICY

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

Barry University's School of Professional And Career Education has a license agreement with Turnitin.com, a service that helps prevent plagiarism in student assignments. Faculty may use Turnitin to help review some or all assignments in any online course. By taking an online course you are agreeing that your assignment submissions can be submitted to and screened by Turnitin for originality rating and notation of possible text or contextual matches with other source documents.

STUDENT PRIVACY

Barry University's School of Adult and Continuing Education abides by the Family Education Rights and Privacy Act (FERPA) in protecting the confidentiality of student records. Written information about this act, and the School of Adult and Continuing Education's process for complying with its provisions, is published on the institutional website and is publicly available to all students at: https://www.barry.edu/student-handbook/handbook/ferpa.html

Barry University is in compliance with Family Educational Rights and Privacy Act of 1974 (PL 90-247). Complete information regarding this act may be found in the Student Bulletin online at:

http://www.barry.edu/pace/bulletin.html and a summary of the University's compliance appears in the schedule of classes published each term and/or semester.

STUDENTS WITH DISABILITIES

Barry University is committed to ensuring that students with physical and learning disabilities receive protections and equal access to programs and services as outlined by the 1990 Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. This policy includes the design and delivery of online courses so that the access to a curriculum of learning for the disabled student is reasonably equivalent to that which is provided for the non-disabled student.

To be eligible for disability-related services, students must have a documented disability as defined by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Students must request assistance first from Barry University's Office of Disability Services at: http://www.barry.edu/disabilityservices/default.htm

The Office of Disability Services at Barry University will arrange for any accommodations that are reasonable and do not compromise academic standards or places a prohibitive financial burden on the University. Accommodations might include:

1. Adaptive technology
2. Enlargers
3. Textbook scanning
4. E-book adaptation

Moodle, as a course management system, is designed to meet a variety of world accessibility requirements, including Section 508, Section 504 and W3C. Moodle supports the use of assistive technologies such as screen readers, text magnifiers and speech-to-text solutions.

Additional information is found in the Disability Services section of the PACE Student Bulletin.

NON-FLORIDA RESIDENTS

PACE is only authorized to deliver distance education courses to students residing in certain states that have granted authorization. For a current list of states in which we are authorized to deliver online courses, please visit *http://www.barry.edu/online/state-authorization-status/*. If you live in a state that does not appear on the list posted, we are not currently authorized to deliver online courses in your state. International students please contact PACEdistance@barry.edu with questions or for more information.

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 who want to resolve a grievance should follow the University's Academic Grievance and Appeals found in the PACE Bulletin. However, if an issue cannot be resolved internally, you may file a complaint with your State at: http://www.sheeo.org/ for phone numbers, emails and/or links to individual state education agencies. Unresolved complaints may also be filed with the Southern Association of Colleges and Schools Commission on Colleges, the University's regional accrediting agency at: http://www.sacscoc.org, once all internal avenues have been exhausted. For more information and direct links, please contact the Distance Learning Office at 305-899-5235.

OBTAINING AND SETTING UP YOUR BARRY EMAIL

The Barry e-mail system is the official means of electronic communication with staff and faculty at the university. **New students should wait at least 24 hours after registration before attempting to set up their Barry e-mail account password.**

To set up your Barry e-mail password for the first time:

Go to https://www.barry.edu/password/ in the Faculty, Staff, and Students section click Reset my password

1. Enter your e-mail address (ex. john.doe@mymail.barry.edu, and click **I Agree,** to accept the **Privacy Policy and Terms of Use**
2. If a box appears requesting a password, please contact the IT Support Desk (see below) otherwise click **Forgot Password**
3. Enter your **Barry ID number** and click **Continue**
4. Enter your **Date of Birth** (MM/DD/YYYY) and click **Continue**
5. Set up 3 challenge questions and provide respective answers
6. Click **Continue** once you are done
7. Verify that your primary email is correct, and then click **Continue**.
8. Create your password by clicking **Forgot Password**
9. Once you are done, click **Sign out**.

The Support Desk is staffed weekdays between 7:30 a.m. and 9:00 p.m.

Call (305) 899-3604, and press option 3 to speak with a Support Desk representative.
OR
Call (800) 756-6000, ext. 3604. Once you hear the menu, press option 5 to speak with a Support Desk

representative. Please note the 800 number is only available weekdays between 8:30 a.m. and 5:00 p.m.

Or you can e-mail them at helpdesk@barry.edu.

Once you have successfully set up your Barry e-mail account password and can access the secure network, you should consider setting one of the following pages as a favorite in your browser:

http://student.barry.edu or https://www.barry.edu/mybarry/login.aspx

ACCESSING YOUR ONLINE COURSE

Online learners at PACE use 'Canvas', an easy to use industry standard course management system, which contains all of the student's course tools and resources. Students can access Barry's Canvas Portal at *https://barry.instructure.com/*. Once you have registered for online classes you will be able to log in using their Barry University username (firstname.lastname@mymail.barry.edu -- *all lower case*), and password.

Courses are not available to students until the first day of class. Courses are not opened early.

CANVAS TRAINING AND RESOURCES

Prior to the online course start date, students are asked to complete a series of short "Digital Coursework" training modules – videos and text guides – that will help them understand and manage the tools used in their online course using the Canvas platform. Students may self-enroll and complete the "How-to" activities for digital coursework by visiting *https://barry.instructure.com/courses/1561479*. For additional resources from Instructure, students may visit *https://community.canvaslms.com/community/answers/guides*.These modules may also be accessed directly from within Barry's instance of Canvas (*https://barry.instructure.com/*) by clicking the "Help" menu.

STUDENT RESOURCES FOR TECHNICAL SUPPORT

Canvas Problems

If students have problems with any of the Canvas tools such as quizzes, forum postings, assignment submissions, accessing any of the course links or anything related to Canvas, they can call the Canvas help line at 855-976-8669. Students may also chat live with a Canvas representative at any time (accessed through the "Help" menu from within Canvas (*https://barry.instructure.com/*). Students may also ask questions at

https://community.canvaslms.com/community/answers . Use the following as a guide when trying to decide whom to contact for help. Also, always remember your instructor may also assist in guiding you to the correct help resource:

Problem	Contact
I have not received my Barry email to log into my courses	Barry University Help Desk Tel: 305-899-3604 email: helpdesk@barry.edu
My password or username will not work	Barry University Help Desk Tel: 305-899-3604 email: helpdesk@barry.edu
I can't post to a forum (discussion) topic	3 options: Canvas Help Desk - Tel: 855-976-8669 Log-in at *https://barry.instructure.com/* and click "Help" for Live Chat Consult: *https://community.canvaslms.com/community/answers*
I click on a course link but nothing happens	3 options: Canvas Help Desk - Tel: 855-976-8669 Log-in at *https://barry.instructure.com/* and click "Help" for Live Chat Consult: *https://community.canvaslms.com/community/answers*
My quiz function will not allow me to complete the quiz on time	3 options: Canvas Help Desk - Tel: 855-976-8669 Log-in at *https://barry.instructure.com/* and click "Help" for Live Chat Consult: *https://community.canvaslms.com/community/answers*
A video will not play	3 options: Canvas Help Desk - Tel: 855-976-8669 Log-in at *https://barry.instructure.com/* and click "Help" for Live Chat Consult: *https://community.canvaslms.com/community/answers*
I have problems using Adobe Connect	Go to: *https://helpx.adobe.com/adobe-connect/connect-support.html* and follow instructions for help

TEXTBOOKS AND COURSE MATERIAL

All textbooks and additional required material for online courses are located at http://www.barry.edu/ace/current-students/booklist/. Students are responsible for purchasing the latest textbooks and other course materials before the start of the term. Students can download the course syllabi posted on the courses schedule page at: http://www.barry.edu/acescheduling/ or request them from their advisor. Students are also encouraged to contact their professors for the appropriate textbook for the course in cases where multiple textbooks may be an option.

Required textbooks for online courses can be purchased or rented from the Barry University Bookstore (https://www.barry.edu/bookstore/) in text or digital format. Books can be purchased in person or online.

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 PACE locations across the state. Proctored exams can also be taken at non-PACE sites and from out of state or out of country locations. 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. PACEdistance@barry.edu may provide you with additional details regarding the proctor exam process.

ProctorU® may be used for fully online exams (fee-based). Please see the link for more information. Use of this service must be coordinated with your instructor. Note: webcam and microphone are required for ProctorU®, see technical requirements listed on website.

Keep in mind that proctored exams may incur additional expenses that are the student's responsibility.

Proctored exams which are taken at any statewide PACE location (http://www.barry.edu/ace/locations) will incur no additional expense.

ProctorU® may be used for fully online exams. Please see the link for more information. Use of this service must be coordinated with your instructor. Note: webcam and microphone are required for ProctorU®, see technical requirements listed on website.

LIBRARY SERVICES

Online students have access to Barry University's Monsignor William Barry Memorial Library. The extensive Library research collections include more than 950,000 physical items, over 40,000 print and on-line journal subscriptions, and several thousand online books and streaming video resources. The collection is balanced to meet the research needs of the wide variety of undergraduate through doctoral programs offered at Barry University. The collection of Roman Catholic research materials is especially significant and is one of the largest collections of its kind in the area.

Access to the library's online resources can be accessed from off-campus by navigating to http://access.barry.edu, logging in, and selecting the Library Web link. Additional information is found in the Library Resources section of the PACE Student Bulletin.

WRITING TUTORING
As part of *PACE'*s commitment to **ensuring student success**, we offer individualized Writing Tutoring at assigned sites. Our Writing Tutors assist students with writing assignments and writing skills related to both *PACE* coursework and the written portions of the *Experiential Learning Portfolio.* Tutors meet with both undergraduate and graduate students and make recommendations toward improving the overall quality of both the current and future assignments**.**   We highly encourage students to take full

advantage of the benefits of personalized attention by scheduling an appointment. **Attendance at tutoring sessions is chronicled and vouchers are issued.**

NETIQUETTE

Netiquette is a word to describe the do's and don'ts of online communicating. Basic courtesy and common sense are generally the rule of the day when communicating whether it is face-to-face or through the Internet. However, online communication does have a few guidelines that are particular to itself.

Rule 1: Remember the human
Keep in mind that you are communicating with real people. Don't say something online that you wouldn't feel comfortable saying to their face.

Rule 2: Adhere to the same standards of behavior online that you follow in real life
Remember to be ethical in all your interactions.

Rule 3: Know where you are in cyberspace
Just as rules vary from place to place, Netiquette rules will vary from cyberplace to cyberplace. Take the time to learn the rules and follow them.

Rule 4: Respect other people's time and bandwidth
Remember that emails and postings take up not only bandwidth but also time. Don't waste people's time by sending them unnecessary emails, filling your online communication with needless graphics, or by filling it full of unnecessary chatter. Be respectful of others' time.

Rule 5: Make yourself look good online
Remember that communication online is almost 100% text based. This means that your written word is the only representation of you. Make sure that you make yourself look as good as possible by checking your grammar and spelling. Also make sure that your thoughts are coherent and to the point.

Rule 6: Share expert knowledge
If you want to participate in online communities, be willing to share your expertise. This is one of the things that makes online learning so great: So many experts are available to answer questions like never before.

Rule 7: Help keep flame wars under control
Unfortunately, we do not live in Utopia. It's more than likely that people will get upset with each other in cyberspace. This is where flaming comes in to play. Flaming is the practice of expressing exactly what you feel without regard to tact or the feelings of others. Invariably, someone will take exception to this free expression of opinion and a flame war ensues. As cybercitizens, it's our duty to not egg on these little displays of temper.

Rule 8: Respect other people's privacy
Do not read others' email. Do not forward private emails without permission of the sender. Be respectful of others.

Rule 9: Don't abuse your power
If you happen to be a person who has some power in an electronic environment, don't abuse that power.

Rule 10: Be forgiving of other people's mistakes
Remember that everyone is human and may make mistakes. Just as you would like to be forgiven for an occasional mistake, you should be willing to forgive mistakes in others.

Some other useful Netiquette rules:

Don't send an attachment when you could put the text in the body of the message. Not everyone can open your attachment and in these days of viruses, many are afraid to open attachments.

DO NOT USE ALL CAPITALS. On the Internet, this is the equivalent of screaming at someone.

Do not spam your classmates. Spam in this context is not a canned luncheon meat. In this case, it is the practice of sending unsolicited emails usually trying to sell something. This is not an ethical practice.

Use fonts that are easy to read. While Curlz MT may be an interesting looking font, it is very difficult to read if used for more than a few words of text. On the same note, **colors** may be difficult for people to read. It is best to use colors in your text for emphasis only.

BARRY UNIVERSITY INTRANET SITES

http://webmail.barry.edu/	Barry University Webmail
https://webadvisor.barry.edu	Site which you can check financial aid, make a payment, view a program evaluation, apply for graduation, see grades, add emergency contact information, register for classes (with advisor approval)
http://apps.barry.edu • BucWis • Library • Webmail • WebAdvsior	Cloud environment for remotely using internal online resources and software found on PC's in the computer labs from off campus. Data Storage: S: Drive to which students can save information in a cloud environment. Virtual Lab: Microsoft products, Adobe Acrobat Pro 10, SPSS, etc.

PACE DISTANCE EDUCATION UNIT CONTACT INFORMATION

For additional information contact:

Dr. Peter W. Brewer
Associate Dean of Distance Education
School of Professional And Career Education (PACE)
Barry University
Tel: 305-899-7559
pbrewer@barry.edu

For Admissions -- Graduate Students:
Janice Dowsett
Director - Academic & Student Support Services
School of Professional And Career Education
Tel: 305-899-3459
jdowsett@barry.edu

For Advising--Undergraduate Online and Graduate Students:

Ginger Greenstein
Academic Advisor and Recruiter
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BEFORE YOU BEGIN CHECKLIST

Complete this checklist for you begin your online course:

1. **Meet with your Advisor**
   Academic Advisors are available in all locations and for fully online students. Academic Advisors assist students in attaining educational goals and in fulfilling Barry University requirements. Advisors work with students in selecting appropriate coursework each semester, registration, add/drop, withdraws, evaluating a student's progress, and referring students to appropriate institutional services and resources,

2. **Review the Distance Learning Student Handbook.**
   Spend some time looking over the sections. Be familiar with the policies and procedures. If you have any questions, contact your Academic Advisor or the Distance Learning Office.

3. **Complete the Online Readiness Assessment.**
   Taking a course online takes special skills, aptitude, and learning styles. To help you determine if online learning is a good option for you take this 20 minute online readiness assessment. The results will not prohibit you from taking an online course; rather, the information can be used to identify areas that need improvement for success in an online course. Go to:
   http://www.unc.edu/tlim/ser/\

4. **Access your Barry Student Email Account.**
   See the directions found in this handbook. All communication regarding your online course will be through the Barry email system. If you are new student to Barry, it may take 2 – 4 days for an email to be issued to you following registration. Check your Barry email regularly!

5. **Verify That You Have Required Software and Hardware Needed.**
   Review the Required Hardware and Software section of the Distance Learning Student Handbook to make sure that you have the correct hardware and software to begin your online course.

6. **Self-enroll in the Barry "Digital Coursework How-tos" Canvas training course and complete the practice activities so as to become familiar with the Learning Management System (LMS).** This may be accessed at https://barry.instructure.com/courses/1561479**.**

7. **Download the Syllabus for your Course.**
   Go to the Course Schedule site at http://www.barry.edu/acescheduling/ and search for your course. You will be able to download the syllabus for the course. Review course requirements, materials needed and note special requirements such as proctored exams and synchronous (real time) sessions. Contact your professor if you have questions or concerns. If you have any questions, it is suggested that you contact your instructor or advisor right away.

8. **Make Arrangements to Acquire your Books.**
   Go to the PACE Booklist site at http://www.barry.edu/ace/current-students/booklist/ to search courses to see what textbooks are needed for your course. All books can be purchased or rented, text or digital, from the Barry Bookstore. Please plan ahead to make sure that you have them before classes begin. Instructors will not provide you with extra time to complete assignments because you do not have your textbooks.

9. **Explore the demonstration courses by visiting https://canvas.instructure.com/courses/1016172.**
   The Demonstration Courses do not require you to log in.

10. *Visit the Canvas Portal and Log In.*
    If you have your Barry email, go to www.barry.edu, click on "Current Students", then click "Canvas" to log and see if your email and password work. Remember, you won't have access to your course until the first day of class, but you will be able to see if your credentials work in logging in. If your log in does not work, contact the Barry Help Desk at 305-899-3604 or toll free at 1-800-756-6000 x3604. Do not wait until the first day of class to contact the Help Desk since they are typically busy and you may not get your issue resolved right away. Explore the links and locate the resources available to you on the Canvas Portal by clicking "Help" within the Canvas portal.. Don't forget that you can also access publicly accessible Canvas help resources without logging in at https://community.canvaslms.com/welcome.

11. *On the First Day of Class.*
    Log in and access your course at https://barry.instructure.com/. Spend some time looking over the syllabus and identifying what assignments are due in the next few days and get used to the look and feel of the course.

    Important: During the first few days of the course, your instructor might require you to complete an Orientation Module which will require you to complete several short assignments and a quiz in order to gain access to the first module. Do this right away-most students will be able to complete the orientation readings and activities in less than an hour. Failure to complete the Orientation Module will delay access to the course content.

12. *Questions?*
    Contact your Advisor, your Instructor or anyone in the Distance Learning Office (PACEdistance@barry.edu).