



Student Informed Consent for Online Classes

Expectations for MC's Online Students

- Be a self-starter: have the maturity and motivation to work independently.
- Use time wisely: be organized, be self-directed, and be willing to use new modes of communication and learning.
- Be willing to put in the needed time: read the text carefully, and actively participate in online class activities.
- Check communication frequently, submit all assignments on time, and discuss any concerns and questions with the instructor.
- Have regular access to a computer that meets the minimum requirements.
- Have basic computer skills and be able to navigate the Internet.

How to Begin Online Classes

- Confirm that you have your username/password for Populi and watch the tutorial.
- Be sure to check in for the first time within 1-2 days of the start of a session/semester.
- Reserve ample time to check course communications and participate in course activities. Students need to login to class at least 3 times a week.
- Read the course syllabus and check for any special instructions from the instructor. Be aware of any instructor expectations as well as any assignment/activity deadlines.
- Tour the online class to become familiar with where to find assignments and activities.
- Follow the assignments and associated deadlines as identified on the syllabus and/or special course instructions.
- If you have a question or concern, contact the instructor through established course communication via Populi.

Note: Online courses are just as difficult and time-consuming than traditional courses. Online courses typically require much more reading and writing than traditional classes.

Minimum Required Computer Equipment & Skills

Hardware and operating system requirements

- Internet Connection
- Computer capable of internet browsing
- Computer capable of (or accessories that enable) webcam/microphone interaction
- Email and word processing capabilities



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Software: Recommended Applications and Viewers

- Web browser (Google Chrome or Mozilla Firefox recommended)
- Microsoft Office Suite (Word, PowerPoint, Excel, Access) compatible with Microsoft Word 2016
- Adobe Acrobat Reader
- Flash Player
- Additional media players may be required by instructors

If students need information on how to obtain recommended software, they can contact the library at mthomason@messengercollege.edu.

Minimum Computer Skills Required

- Ability to download and install files from the Internet.
- Knowledge in navigating the Internet.
- Proficient in the use of search engines for research.
- Ability to send and receive email with attachments.
- Word processing skills such as: how to create files, open files, save files, print files, and edit documents.

Minimum Student Behavioral Expectations

Students taking an online class will log in as requested by the instructor. At a minimum, students will log in to the class three times a week. Students should be aware that Messenger College may administratively withdraw a student for non-attendance or impose other consequences for failure to meet this login requirement. Instructors may also impose additional login requirements.

Students taking an online class for the first time should complete the online tutorial before the start of the class. Students must confirm that they have the necessary computer skills, a familiarity with essential online class functions, and an awareness of strategies for online student success.

As of July 2011, to comply with new requirements for students receiving federal financial aid, students must check into the class within the first two days of class and must engage in at least one substantial activity (e.g., sending a course communication to the instructor, participating in a discussion and/or completing a quiz) each week of the class. This minimum level of participation only satisfies the federal regulation and does not supersede the additional requirements that may be set by the instructor of the course.



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Online Education Etiquette – Netiquette

Even though instruction occurs online via the internet, students need to ensure they are using professional etiquette in their interactions. Practically, students should use bold or italicized words to emphasize a word or idea in a sentence. Avoid using ALL CAPS, various text colors, and/or sarcasm in making a point. Always use proper spelling, punctuation, and grammar, and be consistent. If you are unsure about a grammar rule, research it! In addition, follow the professor's template; if one is not provided, always submit assignments according to the format required for the class as stated in the Research & Resource portion of the syllabus (depending on what is required for the class).

Before submitting assignments or asking questions, make an effort to find the answer in the syllabus, course announcements, and/or dashboard. In drafting e-mails, be direct and concise. When posting on the discussion board, do not overshare or include personally identifiable information (i.e., DOB, SSN, ID, etc.). Be kind to your classmates and always be respectful in your comments (even if you disagree with your classmates' assertion).

Messenger College students are expected to uphold and maintain high levels of professionalism in all assignments and communications, including discussion board posts. Some courses, such as Healthy Sexuality, Human Anatomy, and Counseling Children & Adolescents, may discuss sensitive subject matter. Crude or disrespectful content will not be tolerated.

Proctor Requirement

All online examinations (including open-book exams) require a proctor to verify a student's identity (i.e., that the student is the individual actually taking the test) and integrity (i.e., no unauthorized sources are used). Visit: <https://populi.co/blog/2015/12/test-proctoring/>

- The proctor should be a professional person (pastor, librarian, teacher, etc.).
- The proctor should not be a member of the student's immediate family.
- The proctor will monitor the student to be sure that he/she completed the exam without assistance or the use of aids. Eules residents or on-campus students who are enrolled in Distance Education may be proctored by a member of the MC staff.

Please make arrangements with a proctor for your test dates at the start of your class. The inability to locate a proctor will not be an adequate excuse for not completing an exam. If you have any difficulty securing a proctor, contact enrollment@messengercollege.edu.



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Student Relocation

Online students who are considering moving to a different state must notify the Enrollment Services Counselor at enrollment@messengercollege.edu or the Vice President of Academic Affairs, Dr. Candace Rayburn-Scaif, at crayburn@messengercollege.edu **PRIOR TO** moving.

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Students may receive Populi Support by using the “Help” tab in Populi, by calling 877-476- 7854, or by visiting <https://support.populiweb.com/hc/en-us>.

Students may also contact the Enrollment Services Counselor at enrollment@messengercollege.edu or the Librarian at mthomason@messengercollege.edu.

Academic Support & Resources

Students may receive academic advising, academic support and request additional resources, such as tutoring, by contacting the Enrollment Services Counselor, at enrollment@messengercollege.edu or the Vice President of Academic Affairs, Dr. Candace Rayburn-Scaif, at crayburn@messengercollege.edu.

For questions regarding registration and records, please contact the Director of Records/Registrar, Carolyn Dowd, at cdowd@messengercollege.edu.

For research assistance, please contact the Librarian, Mary Thomason, at mthomason@messengercollege.edu.