



As an online learner with Troy University you are expected to:

Make sure you are ready for online learning – Online courses at Troy University work on nine week terms. Does your learning style match an accelerated course pace? Do you have the time to dedicate to an interactive course? TROY courses are not self-paced courses, you must meet all the timelines established by the instructor and participate in all activities assigned.

Make sure that your computer meets the technical requirements and that you have an adequate Internet connection. Students must have access to a working computer that they have administrator rights on and access to the Internet. Students can use University computer labs, a public library, etc. to access the Internet but some courses may require the ability to download course related software. Not having a computer or access to a computer is not an excuse for submitting late assignments.

Be sure to register during the registration timeframes – There are four weeks of registration for each term. Register early and order your books. Waiting until the first week of classes to register and order books is too late. Students who register after the term has begun will be responsible for any assignments or material already covered. It is the online learners' responsibility to be prepared for the first day of the term. The official bookstore for Troy University is Barnes and Noble (B&N). Students can now order textbooks within Trojan Web Express or on the B&N website – <http://shoptroytrojans.com/>. For further instructions on how to order your course materials go to "How to Order Textbooks". Students should have their textbook by the first week of class. Not having your textbook is not an acceptable excuse for late work. Students who add this course late should refer to their syllabus for further guidance.

Go through the orientation – the orientation for both undergraduate and graduate online learners has been designed to assist students to have a successful educational experience with their online programs. Information on how to access Canvas and other learning tools are included in the orientation along with valuable resources on how to learn in the online environment.

Meet all appropriate deadlines – from the application process to the course assignment deadlines to preparing for graduation, there are deadlines every step of the way that have been established to make the process easier for students to achieve their goals. It is the student's responsibility to meet all appropriate deadlines. Acceptance of late work and any penalties for late submissions are up to the discretion of the instructor, based on the expectations outlines in the course syllabus. Routinely review the Academic Calendar and adhere to the deadlines.

Use your Troy email – Troy University email is your official notification for all that goes on with your online program and events and notices related to the University. **Be sure to read your email** and keep all correspondence with TROY staff and faculty for future reference.

Review the course syllabus and other preliminary course materials thoroughly as early as possible during the first week of class. Be responsible for raising any questions or seeking clarification about these materials, if necessary, within the first week of the term.

Work with your instructor – while in an online course, the online learners are expected to work with the faculty who teach the course when questions arise related to the course and the grades. The staff cannot “fix a grade.” Once the course is completed for a grade and there are still issues, there are appropriate procedures that online learners must follow to address their concerns.

Be courteous, polite and respectful – to faculty, staff and fellow students. Inappropriate behaviors and comments will not be tolerated.

- Act in accordance with standards of reasonable behavior, respect and civility. This standard would prohibit behavior that is disruptive or interferes with the teaching/learning process, including:
 - The posting of inappropriate materials in chat rooms, emails, discussions, or Web pages;
 - Use of obscenities;
 - Personal attacks on fellow students or faculty;
 - Sexual harassment; or
 - Comments that are demeaning or disrespectful to another’s ideas and opinions.

Be ethical in your coursework – Cheating, plagiarism, and other such behaviors will not be tolerated at Troy University. Specific penalties will be determined by the faculty and the consequences will adhere to Troy University policy. Please read the Standards of Conduct in the Oracle @ <http://trojan.troy.edu/oracle/>

Notify the University re: American with Disability Act - Eligible students, with appropriate documentation, will be provided equal opportunity to demonstrate their academic skills and potential through the provision of academic adaptations and reasonable accommodations. Further information can be found at: [Disabilities Services](#).

TIPS FOR SUCCESS

1. Be motivated, organized, and self-disciplined. With the freedom and flexibility of the online environment comes responsibility. The online process takes a real commitment and discipline to keep up with the flow of the process. Check your email and the class site on Canvas daily.
2. Communicate effectively online. Be open-minded about sharing life, work, and educational experiences as part of the learning process. Be able to communicate through writing. In the virtual classroom, nearly all communication is written. If a student is experiencing difficulty on any level (either with technology or with the course content), he or she must communicate this immediately. Otherwise the instructor will never know what is wrong.
3. Keep **quality learning** in mind. Learning in an online classroom is different than a face-to-face class.

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- a. Accept critical thinking and decision making as part of the learning process. The learning process requires the student to make decisions based on facts as well as experience.
 - b. Be able to think ideas through before responding. Meaningful and quality input into the virtual classroom is an essential part of the learning process. The testing and challenging of ideas is encouraged; you will not always be right, just be prepared to accept a challenge.
 - c. Feel that high quality learning can take place without going to a traditional classroom. If the student feels that a traditional classroom is a prerequisite to learning, they may be more comfortable in the traditional classroom. Online is not for everybody. A student that wants to be on a traditional campus attending a traditional classroom is probably not going to be happy online.
 - d. Write in an academic tone.
 - i. Organization
 - ii. Grammatical solidarity
 - iii. Good paragraph formation
 - iv. Solid argument structure – support your claims with observations, materials from the readings, logical reasoning or a combination of these things.
4. Complete ALL of your weekly assignments.
 5. Be proactive – contact your instructor or other classmates if you are uncertain about something.
 6. Don't do the bare minimum. A person who does "A" work is someone who goes above and beyond the minimum requirements.
 7. **Read your academic catalog** – your academic catalog is your "bible" for your online degree program. Please familiarize yourself with your degree program. The undergraduate and graduate catalogs can be found online at <http://www.troy.edu/catalogs/>. Pay close attention to admission requirements and prerequisite courses. Know the requirements for your degree plan. If you have questions your academic counselor will assist you.

Remember: Academic quality is a hallmark of Troy University. The University's policies and procedures are designed to ensure that students' educational experiences are of the highest caliber possible.