Campbellsville UNIVERSITY

# CU Online Student Handbook

CU | ONLINE
CAMPBELLSVILLE UNIVERSITY

# Table of Contents

**Introduction to Campbellsville University. . . . . 4**
Welcome from the Dean
Campbellsville University Mission & Core Values
Online Education Mission
Accreditation

**Overview of Online Learning . . . . . 7**
Benefits of Gaining a Degree Online
Responsibilities of the Online Student
Online Netiquette
Technology Requirements

**General Information . . . . . 9**
Moodle
Registration
Student Accounts
Financial Aid
Online Advising
Student Information
TigerNet
Academic Calendar
Satisfactory Academic Progress (SAP) Policy

**Policies and Procedures . . . . . 14**
Attendance Policy
Academic Honesty
- Definitions
- Plagiarism
- Consequences
Schedule Changes (Drop/Add)
- Course Withdrawals
- Term Withdrawals
Leave of Absence
Course Grades
Transfer Courses
Graduation
Transcripts

**Student Resources . . . . . 21**
New Student Orientation
Technical Support
Bookstore
Online Library
Chapel Online

**Student Services . . . . . 23**
Tutoring Services
Disability Services
Career Services
Counseling Services
Mentor Collective

Student Life
- CU Online Serve
- CU Sports Network
- WLCU FM 88.7 The Tiger

**Privacy Information/FERPA . . . . . 25**

# Introduction to Campbellsville University

## Welcome from the Dean

Welcome to Campbellsville University Online. We are excited you have chosen to study with us. We look forward to helping you achieve your educational goals.

Your success is our mission. This handbook is designed to provide fully-online learners with specific information about Campbellsville University student services, technical support, tutoring, and policies.

Please use this handbook as a resource, but also remember that there are many dedicated faculty and staff at Campbellsville University that are willing to assist you.

Don't hesitate to use the contact information in this handbook and in your course information materials to find assistance with the questions you may have.

We want to provide you with the knowledge and skills you need to find your calling.

Thank you again for choosing CU Online.

Sincerely,

***Dr. Shane Garrison***
Dean of Campbellsville University Online

# Campbellsville University Mission & Core Values

**About the University**

Campbellsville University is a widely-acclaimed Kentucky-based Christian university located in Campbellsville, Ky. and was founded in 1906.

The university is based in Campbellsville, Ky, but has regional centers in Harrodsburg, Hodgenville, Louisville, and Somerset with instructional sites in Elizabethtown, Owensboro, Summersville, KY, Encino, CA, and Windsor, Canada. The university has a large complement of fully-online programs.

Campbellsville University is fully committed to providing you with the most innovative, sought-after online bachelor's and master's degrees to elevate you personally and professionally. An online degree from Campbellsville University reflects your commitment to increasing your knowledge, impacting your community, and building a meaningful, fulfilling career.

Campbellsville University combine academic excellence with social responsibility and personal enrichment. In today's competitive job market, an advanced degree can make the difference in growing your career. A fully-online degree makes earning advanced credentials possible for the working professional.

Campbellsville University Online means you can pursue your degree whenever and wherever it is most convenient for you.

**University Mission Statement**

Campbellsville University is a comprehensive, Christian institution that offers non-credit technical programs, along with certificates, associates, undergraduate and graduate programs. The university is dedicated to academic excellence solidly grounded in the liberal arts that fosters personal growth, integrity and professional preparation within a caring environment. The university prepares students as Christian servant leaders for life-long learning, continued scholarship by linking discovery research to knowledge at the doctoral level, and active participation in a diverse, global society.

**University Core Values**

- To foster academic excellence through pre-professional certificates, associates, baccalaureate, and graduate programs through traditional, technical, and online systems.
- To achieve academic excellence through rigor and relevancy in undergraduate, master's and doctoral level programs.
- To provide an environment conducive for student success.
- To value diverse perspectives within a Christ-centered community.
- To model servant leadership and effective stewardship.

# CU Online Mission

Campbellsville University Online exists to recruit, enroll and retain fully-online students who desire to achieve their academic goals in becoming graduates of the university.

# Accreditation

Campbellsville University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, master's, and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097.

The schools of Business & Economics, Music, Nursing, Education, and Carver School of Social Work are additionally accredited through discipline-specific professional accreditation.

- The School of Business & Economics is accredited through the International Assembly for Collegiate Business Education. www.iacbe.org
- The School of Music is accredited through the National Association of School of Music. www.nasm.arts-accredit.org
- The School of Nursing is accredited through the Accreditation Commission for Education in Nursing. http://www.acenursing.org
- The School of Education is accredited through National Council for Accreditation of Teacher Education. https://caepnet.org/
- The Carver School of Social Work is accredited through Council on Social Work Education. http://www.cswe.org

# Overview of Online Learning

## Benefits of Earning an Online Degree

1. The associated costs of earning a fully-online degree is almost always more affordable than earning a degree in a traditional, in-person learning format.
2. While the coursework and degree requirements are the same between online and in-person programs, fully-online students report a greater ability to concentrate and more opportunities to participate in class discussions.
3. The convenience and flexibility of fully-online courses allow working adults to easily plan their study time around work and family commitments.
4. Students who earn their degree in a fully-online program will have the same academic and career credential as traditional students.

## Responsibilities of the Online Student

The following items apply students enrolled in a fully-online program or completing a fully-online course.

1. The student is responsible to have consistent and easy access to a computer with a reliable high-speed internet connection.
2. The student is responsible to access online courses through the learning management system (LMS) called Moodle.
3. The student is responsible to acquire all required course materials (i.e., textbooks, software, etc.) in a timely manner.
4. The student is responsible to know and abide by all applicable policies and procedures as prescribed in the Bulletin-Catalog, CU Online Student Handbook and individual course syllabi.
5. The student is responsible for acquiring and maintaining the knowledge base needed to operate successfully in an online course/program as set forth in the CU Online Student Handbook.
6. The student is responsible for communication to and from the instructor via the LMS and the CU student e-mail address. Personal, private and/or work email accounts are not permitted for school-related communication.
7. The student is responsible to access the online course regularly and complete course activities on time regardless of equipment/technology problems.

# Online Netiquette

Effective written communications are an important part of learning. In a face-to-face situation, body language along with verbal responses and questions help communicate with one another.

In an online environment, however, misunderstandings can easily occur when basic rules of netiquette (online etiquette) are not followed, such as using texting abbreviations or using capital letters in written communication.

Therefore, please use the following guidelines when communicating in online courses:

1. Using ALL capital letters in online communication indicates you are yelling. Limited use of capitalized words is acceptable when emphasis is needed.

2. Emoticons should be avoided. They can easily be misunderstood or the email might not display them properly. Examples include: :) = happy, :( = sad, ;) = wink

3. No derogatory comments, ranting or vulgar language is acceptable in any form of communication in the course.

4. When communicating with your professor using email, please include your name and course number. Instructors cannot tell who you are or what class you are enrolled in based on your email address alone.

# Technology Requirements

Please visit the following web address to access CU's technical requirements for all fully-online students:

https://www.campbellsville.edu/academics/schools-and-colleges/online-education/

# General Information

## Moodle

Moodle is a learning management system (LMS) designed to provide educators, administrators and learners with a single robust, secure and integrated system to create personalized learning environments. You can check course announcements and grades, submit assignments, take quizzes, contact your instructor, and more.

All online courses are accessed through Moodle by visiting http://courses.campbellsville.edu.

Moodle is designed to function using your Campbellsville University issued student email address. Please do not edit your preferred email address in Moodle as it will inhibit your ability to access your account. Email communication should also be conducted via the Campbellsville University issued student email account. Professors do not have access to personal email accounts nor are the permitted to correspond with students via personal accounts.

Campbellsville University provides all students with a student ID number and link to create a password to access the Moodle learning management system. Student passwords are created and managed by the student in TigerNet and in conjunction with the Office of Information Technology.

Campbellsville University does not apply any additional charges associated with verification of student identity.

## Registration

Students can register for courses directly through TigerNet. Students may also contact their Online Adviser for guidance on selecting courses for which to register.

## Student Accounts

Through Campbellsville University Student Accounts you will make payment arrangements for your tuition along with any other fees for which you may be responsible.

Visit “Pay My Bill” on TigerNet to access your personal account. You can also receive help at (270) 789-5203 or by emailing businessoffice@campbellsville.edu.

# Financial Aid

There are a variety of financial aid resources available to fully-online students, such as federal and state grants, academic, minority, and need-based scholarships, and student loans. A combination of these resources make college affordable.

To view your options or contact a financial aid representative, visit here. You can receive more information and help by calling (270) 789-5013 or emailing finaid@campbellsville.edu.

# Advising

Online advisers provide assistance with student program information and CU resources. They maintain continuous contact via phone and email throughout students' academic careers to ensure they are doing well in classes and are aware of upcoming deadlines. They guide students in degree planning and registration by helping them understand their degree plans and help register them for courses.

Whenever a question needs to be addressed by another office such as Financial Aid, Student Records Office, or Academic Affairs, the online advisers connect students with the appropriate office and follow-up to ensure issues have been resolved.

Online students must be proactive in preparing for future semesters and academic terms. Students should seek to keep track of their academic process, knowing the degree program requirements and prerequisites.

Individual academic progress can be tracked by using the TigerNet degree completion functions. These can be found by going to:

TigerNet > Academic Affairs > Degree Progress > View all details

Within this academic portal, students can find their degree audit, degree worksheet, and their unofficial transcript.

# Student Information

Key pieces of student information can be located through the student information system, which is also known as TigerNet. Through this site, students can access the following:

- Course schedules and registration
- Course grades and unofficial transcripts
- Degree audit and checklists
- Financial information

# TigerNet

TigerNet is a one-stop shop to meet all of your Campbellsville University information needs. You can access TigerNet through CU's homepage.

# Academic Calendar

Click the following link to view Campbellsville University's current academic calendar: Academic Calendar

# Satisfactory Academic Progress (SAP)

**What is Satisfactory Academic Progress (SAP)?**

Federal regulations require that all students who receive any federal or state financial assistance make measurable academic progress toward a degree at Campbellsville University. Progress is determined quantitatively (hours attempted versus hours earned and time frame) and qualitatively (GPA). Progress is monitored at the conclusion of each term.

**Undergraduate Policy**

**Enrollment**
A minimum standard for full-time enrollment at the undergraduate level is 12 credit hours per semester. A minimum standard for part-time enrollment (at least half-time) at the undergraduate level is 6 credit hours per semester.

**Quantitative**
The maximum time frame in which a student must complete his or her degree cannot exceed more than 150% of the published length of the student's major. All undergraduate majors at Campbellsville require a minimum of 120 hours to complete the degree. Campbellsville undergraduate students can therefore attempt up to 180 hours and still be eligible for aid. Once 180 hours are exceeded, eligibility for aid would be suspended.

All semesters and credit hours attempted are used toward the maximum time frame allowance regardless of whether the student received financial aid. All repeated courses, failed courses, withdrawals, courses taken from a change of major and transferred hours will count as credit hours attempted toward the maximum time frame.

In order to complete the necessary number of credit hours to complete a degree at Campbellsville at an acceptable rate, students must complete two-thirds (2/3) of all hours attempted. All attempted hours will be totaled and multiplied by 67% (.67) to determine the number of credit hours a student must have earned. Grades of W, I, and F and transfer hours

are counted as attempted hours, however grades of W, I, and F will NOT be counted as earned hours. Retaking courses will add to the attempted total but will count only once as an earned credit.

**How to Regain Eligibility**
To regain eligibility, take courses at your own expense in a subsequent term or terms and meet the standards according to the cumulative credit hours completion ratio outlined above under the heading Quantitative. Once you have taken the courses and earned passing grades, you will need to notify the Office of Financial Aid to complete a clearance form.

**Right to Appeal**
If there were extenuating circumstances (injury, illness, death of a relative) that prevented you from meeting the standards of our Satisfactory Academic Progress Policy, then you have a right to file an appeal with the Committee for Financial Aid Appeals.

In this appeal you must explain the following items:

1.) The reason why you did not meet Satisfactory Academic Progress and
2.) What has changed now that will allow you to make satisfactory academic progress at the next evaluation?

If you appeal is approved, you will be placed on probation for one term, and after the probationary period, you must be making satisfactory academic progress or successfully following an academic plan that has been developed for you. You will be notified via mail or email the results of your appeal.

**Graduate Policy**

**Enrollment**
A minimum standard for full-time enrollment at the graduate level is 6 credit hours per term. Part-time enrollment (at least half-time) at the graduate level requires a student to be taking at least half of the course load of a full-time student. The definition of full-time used for student financial aid purposes can differ from the definition used for other purposes at the institution, such as the definition used by the Office of Student Records.

**Quantitative**
The maximum time frame in which a student must complete his or her degree cannot exceed more than 150% of the published length of the student's major. Graduate majors at Campbellsville vary in length so an average of the program length for Master degrees is used. Please refer to the information below for the correct calculation for your program. All terms and credit hours attempted are used toward the maximum time frame allowance regardless of whether the student received financial aid. All repeated courses, failed course, withdrawals, courses taken from a change of major and transferred hours will count as credit hours attempted toward the maximum time frame.

The Master's level programs at Campbellsville require an average of 33 hours to complete the degree. Campbellsville Master's level program students can therefore attempt up to 50 hours and still be eligible for aid. Once 50 hours are exceeded, aid would be suspended. In order to

complete the necessary number of credit hours to complete a degree at Campbellsville at an acceptable rate, students must complete two-thirds (2/3) of all hours attempted.

All attempted hours will be totaled and multiplied by 67% (.67) to determine the number of credit hours a student must have earned. Grades of W, I, and F and transfer hours are counted at attempted hours, however grades of W, I, and F will NOT be counted as earned hours. Retaking courses will add to the attempted total but will count only once as an earned credit.

**Qualitative**
The minimum acceptable grade point average for graduate students is 3.0.

**Notification of Results**
Students that do not meet the Satisfactory Academic Progress requirements will be notified via mail within two weeks of the conclusion of the semester.

**How to Regain Eligibility**-Same procedures as undergraduate policy.

# Policies and Procedures

## Attendance Policy

Students must actively participate in their online class each week. Depending on the instructor's attendance policy, this may be defined as

- Logging into (accessing) the course a specified number of times each week
- Completing a specified number of assignments each week
- Both

**Bi-term and 8 week terms:** Online students must participate weekly as defined by the professor in the syllabus. After 1 week (12.5%, 1/8th of the scheduled classes) without contact the student will be issued an official warning. After the second week (25%, 1/4th of the scheduled class) without contact the student would fail the course and be administratively withdrawn from the course.

**16 week terms:** Online students must participate weekly as defined by the professor in the syllabus. After the second week (12.5%, 1/8th of the scheduled classes) without contact the student will be issued an official warning. After the fourth week (25%, 1/4th of the scheduled class) without contact the student would fail the course and be administratively withdrawn from the course.

If after seven (7) days from the start of the course an online student has still not logged into the course, they will be administratively withdrawn from the course.

In the case of exceptional circumstances that prevent a student from classroom activity during this time frame, the student may appeal to the instructor. The instructor must then submit approval to Office of Student Records in order for the student to be readmitted to the course.

## Academic Honesty

All CU students are expected to demonstrate and uphold to academic honesty in all of their coursework. Academic dishonesty, such as plagiarism or cheating, can result in academic and enrollment consequences.

**Definitions**

**Plagiarism** – Copying from another source or individual without attribution; copying large sections or large percentages of a paper from another source or individual.

**Cheating** – Utilizing source materials or notes, including electronic sources, for closed-book tests or assignments; working with other students on individual tests or assignments.

Plagiarism is considered a serious academic offense at Campbellsville University. It undermines the educational process and, when done intentionally, violates the integrity of the learning community.

Plagiarism occurs when a writer uses someone else's language, ideas, or other original material without acknowledging its source. Plagiarism includes unattributed use of any source, in any medium, published or unpublished.

Some examples of plagiarism include:

- Quoting or paraphrasing material without attributing it to its source
- Copying segments from the work of others without giving proper credit
- Submitting as original work something written entirely by someone else

Additional points to consider…

- Widely known facts do not require citation and do not count as plagiarism so long as they are communicated in the writer's own words.
- Ideas and observations original to the writer also do not require citation.
- Work already submitted for a grade in another course may not be resubmitted unless the professor specifically states otherwise.

The consequences for plagiarism or other acts of academic dishonesty include…

- A grade of F on the assignment
- A grade of F for the course
- The student is withdrawn from the course by the instructor (with a W grade)

Repeated acts of academic dishonesty can result in suspension or expulsion from the University.

Students in online courses should not collaborate on assignments (including quizzes) unless instructed to do so by the instructor. If you are approached/contacted by another student with a request or offer to collaborate or "help," inform him or her to stop. If the contacts persist, contact your instructor.

# Schedule Changes (Drop/Add)

## Course Drops or Additions

For any course changes or additions please contact your CU Online Adviser. Changes to your schedule can impact financial aid and delay completion of your program. Always ***check before you change*** your schedule.

### Drop/Add Courses Policy

**Dropped Class Policy**

There will be no partial refunds for dropped classes. Students who drop individual classes before the published last day to register, "census date," will receive no grade and a full refund. Classes dropped after this date will receive a grade and no refund. Adding a second eight-week course even after dropping a class may result in additional tuition charges. When a student drops all his/her classes, he/she has withdrawn and the withdrawal and refund policy is applied.

**Add Class Policy**

Courses added after the census date of each term will increase the current credit hour load and may result in additional charges. Students must have approval from their academic advisor to add a class, and a Student Schedule Change Form must be filed in the Office of Student Records for any class added after the census date.

## Course Withdrawals

Students may drop a course from their schedule if circumstances makes it necessary to do so. Dropping a course before the close of term registration results in no charges to your account or notations on your transcript.

Dropping a course after the "last day to drop with W" will result in full charges for the course and a grade of WA will appear on your transcript. Dates impacting schedule changes appear on the academic calendar.

To withdraw from a course, you must complete the Schedule Change form available from Academic Adviser.

## Term Withdrawals

If you wish to withdraw from all courses in a term and/or fully withdraw from CU, you must complete a Withdrawal Form for each semester and summer term for which you have scheduled courses.

For example, if in the fall you scheduled both spring and summer courses and later wish to withdraw from CU fully, you must submit two Withdrawal Forms, one for spring courses and one for summer courses.

**Note:** If you do not enroll in courses for more than two consecutive 8-week terms, you must reapply to CU to be readmitted as a student or submit a Leave of Absence request.

Undergraduate withdrawal forms are available via TigerNet. Graduate withdrawal forms are available via the online adviser.

**Refund Policy**

Tuition charges are refundable according to the following schedule:

| Undergraduate Semester/Bi- Term Programs | | | | | |
|---|---|---|---|---|---|
| Tuition Refund Table | | | | | |
| Withdrawing during this day/week of the term: | Number of Weeks in Term | | | | |
| | 16 | 8 | 4 | 3 | 2 |
| | Percentage of Tuition Refund | | | | |
| Within 3 days of course start date | | | 100% | 100% | 100% |
| 1st Week | 100% | 100% | 60% | 40% | 20% |
| 2nd Week | 80% | 60% | 40% | 20% | 0% |
| 3rd Week | 60% | 40% | 0% | 0% | 0% |
| 4th Week | 40% | 20% | 0% | 0% | 0% |
| 5th Week | 20% | 0% | 0% | 0% | 0% |
| Thereafter | 0% | 0% | 0% | 0% | 0% |
| Note: The first day of the week begins on Sunday | | | | | |

Fees are not refundable.

Once the withdrawal period is over, any student who withdraws from the University will be held responsible for tuition, fees and room/board charges in full. Please investigate the financial effects of withdrawal before you make a decision.

A student's withdrawal may require that part or all of his/her financial aid be repaid. All financial aid that is not federally funded Title IV aid will be refunded at the same percentage as tuition and room/board charges.

All federally funded Title IV financial aid programs are administered according to specific program guidelines and regulations. A student's eligibility for future federal financial aid can be adversely affected by dropping classes and withdrawing from the University after financial aid funds have been disbursed based upon a particular enrollment status. This is particularly true for the grant programs which have limitations placed upon the number of semesters a student can receive aid. The federal refund policy guidelines can be found in the Federal Student Financial Aid Handbook located in the Office of Financial Aid.

Students should also be aware of the effect that altering their enrollment status may have on their measurable "satisfactory academic progress" status. All students receiving financial aid are advised to seek academic counseling and financial aid advisement before deciding to change their enrollment status. The satisfactory academic progress policy can be found on the Campbellsville University website under Financial Aid.

# Leave of Absence

One leave of absence can be granted for the duration of the student's program.

For students seeking to take a leave of absence, a leave of absence request must be completed before the census date of the term.

To request a leave of absence, students must submit a leave of absence application. The leave of absence application must be submitted to the Assistant Director of CU ONLINE for consideration and review.

A leave of absence will significantly impact students' financial aid status. Students receiving any financial aid are required to consult with a financial aid counselor prior to submitting the application.

If approved, the Assistant Director of CU ONLINE will notify the Office of Student Records and the Office of Academic Affairs

**Leave of Absence Guidelines**

1. Students can request a 16-week leave of absence.

2. Students can "sit out" for 8 weeks as long as that term is preceded and followed by 8 weeks of course registration.

3. Summer terms do not require a leave of absence request, only fall and spring terms (Undergraduate students only).

4. If a student does not take any courses during the summer, they must register for courses starting fall (August) and spring (January) terms.

5. Summer term leave of absence: If the student will not be enrolled during the 16-week summer term, they are not required to submit a leave of absence request, but they must be enrolled in the terms just prior to, and immediately following, the summer term (i.e. Spring B and Fall A).

6. Students are permitted one (1) leave of absence during their academic program of study.

7. When possible, students will be registered for future courses to begin after the completion of the leave of absence.

8. If students fail to return after the leave period, they will be withdrawn and will be required to reapply for future admissions.

9. If students' requests are denied, they must register for the upcoming term or forfeit their places in the program.

10. Academic advisers will remain in contact with students during the leave of absence period to notify them of upcoming registration information. Students will communicate as needed with the academic advisor during the leave of absence.

11. Online advisers will monitor student registration and attendance based on 16-week requirement.

# Course Grades

Grades for all assignments are posted in Moodle throughout the duration of the course. The final transcript grades are posted in TigerNet.

# Transfer Courses

Transfer work must be submitted on an original official transcript received by the online enrollment team. Your enrollment counselor can help you with the process of requesting your transcripts or you can request to have them sent to:

Campbellsville University
Attn: CU ONLINE
1 University Drive UPO 937
Campbellsville, KY 42718

# Graduation

You should apply to graduate when you have completed 60% of the required course work. An application to graduate is required before a degree can be conferred upon completion of all graduation requirements.

The graduation application is located on TigerNet. Log into TigerNet, click on the Academic tab. On the left side, click on “Graduation Application” and submit your information.

NOTE: If you transferred to CU with several credit hours earned, you may be eligible to apply to graduate during your term at CU. Contact your Academic Advisor or Success Coach for additional information about applying to graduate.

Graduation Notes:

- A $25 graduation fee is charged to graduates regardless of your participation in commencement activities.
- Cap and gown can be ordered and picked up through the CU Bookstore, when they are available, which is usually one month before the ceremony. Upon request, the CU Bookstore will mail your cap and gown.

- A student's balance must be zero, including the graduation fee, in order to receive your diploma or obtain a transcript.

# Transcripts

Campbellsville University transcripts can be ordered at here or in person in the Office of Student Records.

- Transcripts can be mailed or sent electronically.
- Currently enrolled students can print an unofficial transcript from TigerNet.
- An unpaid balance on a student account prohibits release of the official transcript.

To receive transcripts from other institutions, please contact your enrollment counselor.

# Student Resources

## New Student Orientation

The new student orientation is for new and current CU students. The orientation contains four sections:

Part I: Welcome Center – welcome videos from the Dean & CU Online team
Part II: Student Union – university resources and online learning best practices
Part III: Academic Support – online advisor's biographies and contact information
Part IV: The Moodle Classroom – Moodle FAQs and demonstrations

This is a self-paced course within Moodle. A direct link to the course is provided below. The course provides institutional policies and procedures alongside best practices to achieve success in the online learning environment.

Students can also learn more about their online advisers within this course.

Students can prepare for their first online classes by practicing with Moodle features at CU NSO

## Technical Support

Campbellsville University is committed to providing a reliable online course system to all users. Students should report any classroom problems to their instructor and contact our Help Center by selecting the link in Moodle.

For access issues and course visibility you can reach out to the CU ONLINE team at onlinesupport@campbellsville.edu.

## Bookstore

You can order books through the CU Barnes & Noble Bookstore here.Through the bookstore, you can purchase, rent, and sell back your used books as well as purchase CU merchandise.

If you need help with an order please email onlinebookstore@campbellsville.edu and include your name, ID and order number.

If you plan to use financial aid funds to pay for your textbooks, contact the Office of Financial Aid by calling 270-789-5013 or emailing finaid@campbellsville.edu.

# Online Library

The CU Montgomery library offers a wide variety of resources for fully-online students such as books, databases, and journal articles.

You will also have access to a librarian to aid you in your search for sources using LibChat – available in every online class.

# Chapel Online

The Chapel Online is a virtual chapel experience for Campbellsville University students.

The Chapel Online provides Christ-centered teaching and worship opportunities for all students, no matter their location, as part of the vision and mission of Campbellsville University in preparing Christian servant leaders.

# Student Services

## Tutoring Services

Campbellsville University Online provides free online tutoring services to any fully-online undergraduate student through Tutor.com, an online tutoring service.

Fully-online undergraduate students can access tutoring via their Moodle course shell or can request tutoring information by contacting the CU ONLINE team at onlinesupport@campbellsville.edu

Tutoring services are offered for the following subject areas: Math, English, Science, Business, Social Sciences, and Nursing/Allied Health

## Disability Services

Campbellsville University is committed to the provision of reasonable accommodations for all students with learning and/or physical disabilities, as defined in Section 504 of the Rehabilitation Act of 1973 and with the American with Disabilities Act (ADA) of 1990. This legislation guarantees educational rights for the physically and learning disabled.

Students with medical diagnoses that qualify them for accommodations must contact Disability Services by calling 270.789.5000.

Services provided are:
- Disability services
- Academic accommodations
- Testing services

## Career Services

Through the office of Career Services, Campbellsville University Online students have free access to the Handshake™ career resource platform.

Through the Handshake™ platform, you can create a profile that will showcase your achievements, resume, cover letter and more. Employers can review your information and reach out to you directly. You can also direct message employers to explore potential employment. Handshake™ allows for high-level networking, and discovery of exactly what employers are looking for in future employees.

# CU Well Counseling Services

At CU, we are committed to making mental health services affordable and accessible. Between clinical counseling, mental health assessments, webinars, and other tools, our support services aim to meet the needs of every student.

Virtual and face-to-face counseling services are available to fully-online students who reside in the state of Kentucky.

For more information, visit the CU Well homepage.

# Mentor Collective

CU Online partners with Mentor Collective™ to empower our online students by connecting them with trained, peer mentors. Students will be invited to pair with someone invested in their success - a mentor who is ready to listen, inspire, help navigate challenges, and recognize opportunities.

By connecting online students with relevant peer mentors, they can help them navigate the online education journey and achieve greater self-efficacy. Our peer mentors are qualified, CU Online students and alumni, trained in active listening skills to help students navigate the college experience.

# Student Life

**CU SERVE**

Campbellsville University is committed, not only to the academic excellence of our students but, to their personal growth, integrity, and servant leadership. The CU ONLINE team believes these qualities are not limited to in-person students, but extend to our fully-online students. Our goal for CU Online Serve is to provide a space to encourage our fully-online students to participate in and showcase acts of service.

**CU SPORTS NETWORK**

For those students who do not have the opportunity to support the Tigers on campus, you access athletic content live stream and on-demand by clicking here.

**WLCU – 88.7 The Tiger**

Campbellsville University offers family-friendly contemporary Christian music via its own regional broadcast radio station. Listen live from our website.

# Privacy Information FERPA for Online Students

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Eligible students have the right to inspect and review their education records maintained by Campbellsville University. CU is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records.

Eligible students have the right to request that CU correct records which they believe to be inaccurate or misleading. The student in this case, may appeal in writing to Office of Student Records concerning the issue.

Generally, CU must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. CU notifies students annually of their rights under FERPA.