



VINCENNES
UNIVERSITY

Division of Continuing Studies

Distance Education Program
Military Education Program
Experiential Learning Credit

Internet Semester-based Courses

Internet 8-week Courses

Internet Open Enrollment (6 months) Courses

Open Enrollment Correspondence (12 months) Courses: (Paper/CD/Video)

Catalog 2008

Vincennes University
Division of Continuing Studies
Classroom Building A
1002 North First Street
Vincennes, Indiana 47591

812-888-5900
800-880-7961
800-468-7480
Fax (812) 888-2054

www.vinu.edu/distance
www.vinu.edu/military

TABLE OF CONTENTS

| | |
|-----------------------------------------------------------------|-----------|
| Distance Education Program | 3 |
| Admission & Registration Processes | 4 |
| Tuition/Fees & Military Assistance Plans..... | 5 |
| Financial Aid..... | 6 |
| Policy for Withdrawal, Drops and Credit Adjustments..... | 7 |
| Proctor Selection & Approval..... | 9 |
| Distance Education Information..... | 9 |
| Degree Programs and Certificates..... | 12 |
| Accessing Your Online Courses | 13 |
| Library Resources | 14 |
| Continuing Studies Staff..... | 16 |

The policies and procedures of Vincennes University are defined in the official University catalog. This supplemental catalog highlights those topics particularly applicable to distance learners. Revised 1/2008



Welcome to
Vincennes University

Your Institution for Distance Learning
(<http://www.vinu.edu/distance>)

Founded in 1801, at a time when higher education was generally reserved for a privileged few, Vincennes University's doors were open to anyone who wanted to learn.

That original mission has survived over 200 years, and today VU remains an open-admission institution. The Distance Education and Military Education programs at Vincennes University carry the mission to non-traditional students seeking to continue their education, but unable to spend extended periods of time on a college campus. Vincennes University has developed programs that bridge the desire and means for higher education by extending the walls of the college campus.

New technology solutions are vastly changing and improving the way we teach and learn. The Vincennes University Distance Education and Military Education programs are continually in the process of developing additional opportunities using new and creative approaches to teaching and learning. We trust your learning experience with us will be enriching. Welcome!

Distance Education Program

The Vincennes University Distance Education Program serves a variety of student educational needs throughout the State of Indiana, the United States and to internationally located students. A variety of associate degree programs, general education and special interest courses are available. Courses are delivered widely by the Internet and through traditional correspondence. Within the State of Indiana, two-way video courses are offered on demand.

Internet courses are offered with three different term options:

- On a regular semester basis (16 weeks in the fall and spring; 10 weeks in the summer);
- On an 8-week term schedule, beginning six times each year;
- On a 6-month term schedule, open enrollment beginning at any time.

Students enrolling for independent study correspondence courses have one year for course completion.

When a student registers for a class, the Distance Education Office provides the student information applicable to the course, including how to purchase textbooks, student ID and password for internet access to the course, and key administrative details. This information is conveyed to the student by email, postal service, fax, or phone. The Distance Education Office is available during regular business hours for any additional assistance a student may need.

ACCREDITATION

Vincennes University is accredited through the North Central Association of Colleges and Schools and is a Servicemembers Opportunity College (SOC) partner. Distance learning courses are developed and conducted by credentialed faculty members with the approval of the appropriate academic departments and divisions.

ADMISSIONS REQUIREMENTS

Students are eligible for admission to the Vincennes University Distance Education Program on the basis of graduation with a diploma from accredited high schools, successful completion of the General Education Development Test (GED), or transfer in good standing from accredited colleges. Students graduating from schools not yet accredited, or completing home schooling programs are also eligible for admission. These students are required to provide an academic portfolio or detailed transcript annotated with the graduation date. Home schooled students must submit scores from either the SAT, ACT or GED.

Application Process

- 1. Admissions Application** – A non-refundable matriculation fee of \$20 must accompany the completed application. The form may be completed online at www.vinu.edu, or may be obtained by contacting the Distance Education Office at 800-880-7961. (*Acceptance and completion of your application is not based on the receipt of the \$20 application fee.*)
- 2. Transcript of High School Record** – An official transcript and/or the test score results for the GED must be provided directly from the high school or granting agency.
- 3. Placement Test Scores** – Placement test scores are required for enrollment in English, Math and protected courses. The Accuplacer College Placement Test (CPT) is the University's primary assessment and placement test. Scores from the CPT, Compass, or ASSET tests may be used to determine course placement. Students may arrange to take the exam through the VU Assessment Center by sending an email to tcronk@vinu.edu. Arrangements can be made to take the placement tests at a site convenient to the student, providing an approved test administrator oversees the testing.

All above noted credentials, transcripts and information must be sent to:

Distance Education
Vincennes University
1002 North First Street
Vincennes, IN 47591

ENROLLMENT

Enrollment is open to students currently admitted to the University who are in good standing, and junior or senior high school students with permission from the respective principal or guidance counselor and parent.

Enrollment Process

- 1. Registration** – Complete the registration form which may be obtained online at www.vinu.edu, or by contacting the Distance Education Office at 812-888-5900 or 800-880-7961. The online Indiana College Network (ICN) registration form may be used.
- 2.** The registration form should be forwarded to the following address. Payment of tuition and fees should accompany the registration form. A payment plan is available. Financial Aid, tuition assistance or other third-party payment arrangements may be used. Forward your registration form and payment to:

Distance Education Program
Vincennes University
1002 North First Street
Vincennes, IN 47591

3. Allow approximately two weeks for your registration to be processed. You will be notified by postal service or email with specific instructions regarding your course(s).
4. Students may order textbooks, study guides, lab kits and other required course materials from the Vincennes University Bookstore (1-812-888-5995), and pay by credit card, pre-arranged financial aid, check or money order. You may also submit your order online and pay by credit card at <http://vubookstore.vinu.edu>. The Bookstore staff will inform you of the text and course materials required, shipping arrangements, and cost.
5. Date of enrollment and length of time to complete courses may be restricted for those using financial aid or tuition assistance. Contact the Financial Aid Office or Distance Education Office for more information.

COURSE PREREQUISITES

Students may enroll in courses when the necessary prerequisites have been satisfied. Prerequisites include, but are not limited to, completion of college placement tests, completion of appropriate developmental courses, and completion of basic skills core courses prior to enrolling in reading, writing, speaking and math intensive courses. Refer to the current University catalog to determine prerequisites and intensive requirements.

TUITION, FEES & PAYMENT PLANS

Program Costs Per Credit Hour

The cost per credit hour for Distance Education courses:

| Distance Education Tuition 2008-09 | |
|--------------------------------------------------|----------|
| Developmental, 100, and 200 level courses | |
| Indiana Residents (per credit hour) | \$153.18 |
| | |
| Out-of-State (per credit hour) | \$190.00 |
| | |
| 300 and 400 level courses | |
| Indiana Residents (per credit hour) | \$176.92 |
| | |
| Out-of-State | \$220.00 |

Payment of all relevant tuition and fees is due at the time of registration, or specific arrangements for payment must be approved before registration is official. Payment should be forwarded to the Distance Education Program Office by check or money order (made payable to Vincennes University), or by authorization of charge to VISA or Master Card. An additional charge of \$25 will be assessed for checks returned by your bank. Tuition and fees are subject to change without notice.

A Payment Plan is available by paying one-third tuition plus all fees at the time of registration. Additional payments of one-third tuition are due in 30 days and 60 days following registration. A payment plan worksheet may be found on the reverse side of the Vincennes University Distance Education Registration form.

Fee Rates

Videotape Use Fee - \$50

Course Extension - \$50

Course Change - \$50

Credit by Examination testing fee (CBE) - \$75

Experience Based Education – 1/3 of the regular tuition rate per credit hour assessed

Technology Apprenticeship - \$25 per credit hour awarded

Payment Plan - \$10 (1-11 credit hours)

\$30 (12 or more credit hours)

Military, Veterans Administration, and DANTES Tuition Assistance

Courses taken through the Vincennes University Distance Education Program have been approved for educational support to military personnel. Department of Defense tuition assistance must be requested through the Education Services Officer (DA form #2171), or base Education Center/Navy College Office (Navy form #1560). The tuition assistance authorization form must accompany the registration form when students enroll. Veterans Administration (VA) assistance is also available. Students should contact the VU Veteran's Affairs Office at 812-888-4433 or email at veterans@vinu.edu.

Financial Aid

Financial aid is available for eligible students taking distance education courses. The eligibility for receiving financial assistance is determined by comparing the cost of attending Vincennes University with the parents' and the student's ability to contribute toward his/her expenses. Financial aid is viewed as being supplemental to all other resources to meet these costs. The goal of the Financial Aid Office is to meet the evaluated need of all eligible students.

Semester-based Distance Education courses are eligible for full consideration for most types of financial aid. For Distance Education courses scheduled for terms longer than a semester, special rules apply. These may only be eligible for one-half funding consideration under certain circumstances. The Financial Aid Office or Distance Education Office will be able to provide you more specific financial aid information for courses lasting longer than a semester.

Continued eligibility for the various financial aid programs will require the following: (1) continued enrollment; (2) satisfactory academic standing and progression toward a degree or eligible certificate; (3) properly completed and timely filed applications; (4) all university accounts due and payable being current; (5) satisfactory employment if previous student worker; (6) remain eligible by the individual program guidelines; (7) sign an affidavit that all federal financial aid funds received will be used for the applicable payment period for educational expenses; (8) sign necessary documents for the receipt of aid awards; (9) not be in default on a Federal Family Education Loan Program loan; (10) not owe a refund on a Pell Grant, Perkins Loan, or Supplemental Educational Opportunity Grant previously received.

All federal aid that is awarded and disbursed to pay a student's expenses must be earned. A student earns this by staying enrolled and attending classes. Until the student attends no less than 60% of the semester, his/her aid is earned in a direct proportion of the days attended to the number of days in the semester. Once a student attends classes through 60% of the semester, the student is deemed to have earned 100% of the awarded aid.

The only costs that can generally be included in the student's cost of attendance are tuition and fees and, if required, books and supplies. Travel and room and board costs can only be included if they are incurred specifically in fulfilling a required period of residential training. A student cannot receive aid

from two different schools for the same enrollment period. Military and Vocational Rehabilitation payments may affect your financial aid. Federal aid consists of Pell & SEOG Grants, Subsidized and Unsubsidized Stafford Loans, Parent PLUS Loans, and Perkins Loans.

Applying for Aid:

You may obtain the FAFSA application form by calling the Vincennes University Financial Aid Office. For additional assistance regarding your Financial Aid application and eligibility at Vincennes University call 800-742-9198 or email financialaidoffice@vinu.edu or swerne@vinu.edu.

The online application can be found at www.fafsa.ed.gov. Check on the status of your application at the same URL address or call 800-433-3243. For additional assistance or information regarding completion of the FAFSA application, visit www.studentaid.ed.gov.

POLICY FOR WITHDRAWALS, DROPS AND CREDIT ADJUSTMENTS

All withdrawals from Distance Education courses must be approved and processed by the Distance Education staff. Withdrawals may be initiated by the student, the course instructor or a University administrative staff member.

All student-initiated drop or withdrawal requests must be in writing by email, fax, U.S. Mail, or hand delivery to the Distance Education Office.

Withdrawal from Semester-based Courses

For all semester-based distance education courses, approved withdrawals with a grade of “W” that are initiated by the student may be made up to and including Friday of the tenth calendar week of each fall or spring semester, and Friday of the sixth calendar week for the ten (10) week of the summer distance education term.

Withdrawal from 8-week Courses

For all 8-week distance education courses, approved withdrawals with a grade of “W” that are initiated by the student may be made up to and including the Friday of the fifth calendar week of the distance education term.

Withdrawal from Independent Study or Open Enrollment Courses

A student may withdraw from an Independent Study or Open Enrollment course at any time prior to four months after the students assigned start date with no academic penalty for withdrawal. For example (start date) September 5th (last day to withdrawal) January 5th. A “W” grade will be recorded.

Withdrawal from School

To receive honorable dismissal, a student who voluntarily withdraws from the University and who is enrolled in distance education courses must notify the Distance Education Office, as well as the Dean of Students Office. Instructors will be notified when withdrawal procedures are complete.

Withdrawal from Courses by Partnership (IPSE/ICN) Students

Students taking courses at Vincennes University through the Indiana College Network may initiate a withdrawal by providing written notification to their home institution. Withdrawal notification must be made in accordance with the policies and procedures of the student’s home institution. A copy of the notification should also be forwarded to the Distance Education Office at Vincennes University.

Drops for Non-participation in Distance Education Courses

Semester-based Courses - In the fall and spring semesters, students who do not participate in course activity or who do not respond to online course assignments and exams by end of the fourth week, *may* be dropped by the instructor or the Dean of Continuing Studies. In the 10-week summer term, students who do not participate in course activity or who do not respond to online course assignments and exams by end of the third week *may* be dropped by the instructor or the Dean of Continuing Studies.

8-week Courses - Students who do not participate in course activity or who do not respond to online course assignments and exams by end of the second week, *may* be dropped by the instructor or the Dean of Continuing Studies.

Open Enrollment (six month) Courses - Students who do not participate in course activity or who do not respond to online course assignments and exams by the end of 90 days *may* be dropped by the instructor or the Dean of Continuing Studies, unless a 3-month extension is approved and the \$50 Extension Fee is paid.

Open Enrollment Correspondence (12 month) Courses - Students who do not complete any assignments or exams within one year of the initial registration *may* be dropped by the instructor or the Dean of Continuing Studies, unless a 6-month extension is approved and the \$50 Extension Fee is paid.

Students will be notified that they have been dropped from classes if the Distance Education Program has the student's current contact information. The Vincennes University current catalog provides the full policy statements for drops and withdrawals.

CREDIT ADJUSTMENT SCHEDULE

Semester-based Courses

Students who drop one or more courses during the first week of semester-based courses will receive a 100 percent credit adjustment of tuition and student activity fees; during the second week, a 75 percent credit adjustment; during the third week, a 50 percent credit adjustment; during the fourth week, a 25 percent credit adjustment; and no credit adjustment thereafter. The University credit adjustment policy will be pro-rated for those courses that meet less than a sixteen-week semester.

8-week Accelerated Courses

Students who drop one or more courses during the first 3 business days of an 8-week term will receive a 100 percent credit adjustment of tuition and student activity fees; during the fourth through the sixth business days of a term, a 75% credit adjustment; during the seventh through the ninth business days of a term, a 50% credit adjustment; during the tenth through the twelfth business days of a term, a 25% credit adjustment; and no credit adjustment thereafter.

Independent Study or Open Enrollment Courses

Students who provide notice of withdrawal during the first 30 days after official enrollment in Independent Study (12 month) or Open Enrollment (6 month) courses, are eligible to receive a 100 percent credit adjustment of tuition if no lessons have been completed during that period. If the student has completed less than 50 percent of the lessons during this 30-day period, an administrative fee of 10% of the tuition for the course plus any amount(s) paid to the faculty for evaluation of lessons may be charged. Credit adjustments will not be made if enrollment exceeds 30 days and/or 50 percent or more of the lessons have been completed.

COURSE CHANGE

A student may transfer a registration from one course to another (course change) provided the transfer is requested within 60 days following the date of enrollment for “independent study” correspondence courses only. The fee for course change is \$50 plus any excess in costs for the new course. A course may be transferred only once. The initial enrollment date remains effective.

LESSONS & EXAMS

Students should begin submitting lessons immediately following enrollment and receipt of course materials. Lessons should be submitted in the fashion directed by the instructor. This may include email transmission, fax transmission or by postal service. Students should read the course syllabus carefully for instructions on lesson submissions. Students should plan on a one-week turnaround time for lessons transmitted by email, two weeks for fax submissions, and three weeks for postal service. Students should expect occasional delays during university holidays and closures.

PROCTOR SELECTION & APPROVAL

Distance Education instructors may from time to time require that students secure a proctor to oversee the performance of certain assignments and examinations. As soon as students receive their course materials, they should read the course syllabi carefully to determine if and when proctors will be required. Students should identify an appropriate proctor, complete the proctor approval form, and forward it to the instructor as soon as possible. The proctor may not be related to the student, nor live at the same residence. Possible proctors include:

- A work or military supervisor
- A library or school professional
- An employee of an adult learning center
- A member of the clergy

Once approved, the instructor will forward appropriate assignments or exams to the proctor for administering to the student. For correspondence courses, the student must request each independent study exam using the request form provided with the initial course materials. The proctor and student must follow assignment and exam instructions carefully to assure the integrity of the work.

COURSE TIME LIMITS

Distance education courses are designed to be completed in specific time frames. Semester-based courses are to be completed 16 weeks in the fall and spring semesters, and 10 weeks in the summer term. Accelerated courses are available in an 8-week format. Open enrollment courses are to be completed in 6 months, and independent study (correspondence) courses are designed for 12 months of study.

Students are encouraged to read their course syllabi immediately upon receipt of the course materials to determine the specific schedule of assignments and exams. While some instructors are very structured with regard to when assignments are due and how many assignments can be completed at one time, others allow students to self-pace through a course. It is the student’s responsibility to read and understand the course requirements, and then to establish a discipline to assure successful completion in the time permitted.

For semester-based and accelerated 8-week courses, instructors may choose to grant students an incomplete grade, permitting students another 50% of the original term to complete a course. These arrangements must be made directly with the instructor before the end of the original term.

For open enrollment and independent study courses, students must request a time extension through the Distance Education Office. Students may be granted an additional 50% of the original term to complete the course. A \$50 fee is assessed for extensions on open enrollment and independent study courses.

CREDIT BY EXAMINATION

Students who wish to pursue the Credit by Examination option must first enroll in the desired course and pay the standard tuition and fees. When enrollment is complete, it is the student's responsibility to study the material required for the course and prepare for a single, comprehensive examination that covers the course content (English Composition I utilizes a two-part examination process: a grammar exam and an essay). The results of this examination provide the sole basis for determining whether credit is earned for the course. If the student's examination score is determined to be insufficient for granting course credit, the student will be allowed the option of completing the course through the Distance Education Program after paying a special examination fee of \$75. The maximum time allowed between the enrollment date and the course completion date is one year. A student is allowed only one attempt for credit by examination for each course. Contact the Distance Education Program Office for more information. (Credit by examination may not be available for all courses.)

STUDENT APPEALS

Appeals by students regarding participation, performance, grades, drops and other related issues should first be addressed directly to the instructor. Appeals and issues that cannot be resolved with the instructor may be addressed to the Director of Distance Education, the Dean of Continuing Studies, or the Dean of Students.

DISABILITY SERVICES

The Office of Disability Services reviews requests and determines appropriate accommodations for students with disabilities. Students with psychological, physical, sensory, communicative and/or learning disabilities should seek out this office as soon as possible after admission to VU if they require academic accommodations. The student will be required to provide copies of medical or psychometric evaluations that document the presence of a disability and the impact of the disability on the student's level of functioning. The Office of Disability Services also coordinates the availability of assistive technology at various campus locations to provide accessible classroom materials and equipment. Vincennes University complies with the requirements set forth by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act to assure the rights of individuals with disabilities to fair, non-discriminatory treatment. The Office of Disability Services is located at the South Entrance of Vigo Hall. The phone number is 812-888-4501. Specific procedures for requesting an accommodation for a disability may be found at the Office of Disability Services website at www.vinu.edu/student-services/disability-services/index.aspx. Students that will be requesting accommodations should view the Disability Services website for documentation requirements.

ACADEMIC HONESTY

The University expects students to adhere to the principles of truth and honesty in their academic work. Academic dishonesty includes plagiarism, cheating, submitting another person's material as one's own, or doing work for which another person will receive academic credit.

For violations under this section, the professor will provide written notification of the circumstances and punitive actions taken to the Director of Distance Education. Professors' alternatives may include, but are not limited to, recording a failing grade for the assignment or a failing grade for the course. The student shall have the right to appeal the professor's decision according to the appeals process outlined above.

RESIDENCY REQUIREMENTS

All students, unless served under a Servicemembers Opportunity College (SOC) program agreement, must complete at least thirty semester hours from Vincennes University in order to be eligible for graduation. Of the total number of hours required for a specific degree, only six of the last fifteen hours may be transfer hours.

All SOCAD, SOCNAV, SOCMAR, and SOCGUARD students must complete at least fifteen semester hours in courses from accredited colleges and universities. Of these fifteen, at least six credit hours must be earned through Vincennes University. Course credits earned through the Distance Education Program satisfy these residency requirements.

CREDIT OPTIONS

In addition to earning college credit through courses offered by Vincennes University, students may receive college credit through the following options:

| | |
|-----------------------------------|---------------------------------------|
| College Transfer Credits | Evaluated Military Experience Credits |
| College Level Examination Program | Life Experience Credit |
| DANTES Subject Standardized Tests | Credit by Certification |

Contact the Distance Education Program office for assistance.

DEGREE REQUIREMENTS FOR GRADUATION

Vincennes University confers the degrees of Bachelor of Arts, Bachelor of Science, Associate in Arts, Associate in Science, Associate in Applied Science, and offers certificate programs in selected areas. To qualify for the baccalaureate degrees, a student must have accumulated at least 124 quality credit hours. To qualify for any of the associate degrees, a student must have accumulated at least sixty-two credit hours. Students must have achieved at least a 2.0 grade point index (C average), and completed courses that fulfill the major program and General Education requirements as prescribed.

GENERAL EDUCATION POLICIES

The General Education core at Vincennes University is designed so that students pursuing baccalaureate and associate degrees develop a common set of basic skills and competencies in the areas of reading, writing, speaking and mathematics. Specific courses within each degree program are designed to satisfy these requirements. A complete description of the General Education and assessment requirements may be seen in the current Vincennes University catalog or the General Education Student Handbook. You may also refer to the Vincennes University Web page

www.vinu.edu and the Vincennes University campus network www.myvu.vinu.edu for additional information.



DEGREE PROGRAMS & CERTIFICATES

Programs for which all or most courses are available by distance education:

| <u>Associate in Arts</u> | <u>Associate of Science</u> |
|---------------------------------------------|--------------------------------------------------------|
| 1050 Behavioral Sciences | 1050 Behavioral Sciences |
| 1053 Behavioral Sciences–Psychology Option | 1053 Behavioral Sciences – Psychology Option |
| 1054 Behavioral Sciences – Sociology Option | 1054 Behavioral Sciences – Sociology Option |
| 1450 Liberal Arts / Social Science Conc. | 1450 Liberal Arts / Social Science Conc. |
| | 2250 General Studies |
| <u>Associate of Applied Science</u> | 5050 Business Administration |
| 2250 General Studies | 7501 Law Enforcement Studies Option |
| 5900 General Studies-Business Studies | 6150 Health Information Management |
| 7501 Law Enforcement Studies Option | 6050 Funeral Service Education |
| 8901 Technology Apprenticeship Option | 8901 Technology Apprenticeship Option |
| 6050 Funeral Service Education | 1500 Social Work |
| 5250 Accounting | 5510 Information Technology |
| 5400 Business Management | |
| 4832 Pharmacy Technician | |
| | |
| <u>Degree Completion Programs</u> | <u>Certificates of Program Completion</u> |
| 6030 Emergency Medical Services | 1056 Behavioral Sciences – Community Rehabilitation |
| 7350 Fire Science & Safety Technology | 1055 Behavioral Sciences – Substance Abuse Certificate |
| 6550 Surgical Technology | 3350 Recreation Activities Leadership |
| 6551 Surgical Technology, First Assist | 2255 General Studies – Customized Certificate |

The Associate of Arts (A.A.) and the Associate of Science (A.S.) Degrees are intended primarily for students wanting to transfer to a baccalaureate degree program. One component of the A.A. degree is an eight-hour foreign language requirement. The A.S. degree serves as both a transfer or an occupational degree. Students receiving this degree do not have a foreign language requirement. The Associate of Applied Science (A.A.S.) degree is designed primarily for students who intend to enter the world of work after completing their degree. It does not have a foreign language requirement. To qualify for any of the associate degrees, a student must accumulate at least sixty-two credit hours as outlined in the program pages of the catalog. In order to receive a degree in a particular major course of study, the number of required hours may exceed sixty-two. In addition, all such students must satisfy the associate degree general education requirements.

Vincennes University

Welcome Guide to E-Learning Internet Courses

(<http://www.vinu.edu>)

ACCESS TO YOUR COURSE(S)

All VU Internet courses are accessed through VU web pages as indicated in the following information. The host courseware program is **Blackboard**.

STEP 1 You may access Blackboard from the Vincennes University home page. Click on the **Bb** icon at the bottom of the home page. Please be sure you are logging into Blackboard and not MyVU, the University's communication system.

STEP 2 Click on the "LOGIN" button on left side of the screen.

STEP 3 On this screen type in your username in the "USERNAME" box.

- A username and password were sent to you by the Distance Education office.
- Your VUBlackboard password will be your student ID number (begins with "A")
- If you have not received your username, contact the Distance Education office.

STEP 4 Once you have logged in, you should see Welcome "your name" on the Institution page.

STEP 5 Under the heading *Courses*, you will find the courses for which you are enrolled.
(*Note: You will be able to access your courses 2-3 days before they are scheduled to begin.*)

STEP 6 Click on the link which has the name of the course you wish to access

RECOMMENDED HARDWARE & SOFTWARE

It is assumed that students enrolling in online courses will be able to use computer hardware and software capable of accessing the instructional materials for the course. We recommend that students have access to computers with the following minimum capabilities:

A computer processor with a minimum CPU speed of 400 Mhz

A minimum of 128 MB RAM

Windows 98 or newer

Microsoft Office 98

Browser - Internet Explorer 6.0 or Netscape 5.0 or newer

It may be necessary to download a recent copy of Acrobat Reader for some files. Specific courses may require additional hardware or software, such as a CD drive.

COURSE RELATED CONTACTS

Distance Education: General Information – ssimmons@vinu.edu
Registration - dlady@vinu.edu, or amood@vinu.edu,
sscott@vinu.edu, or krenshaw@vinu.edu

Lessons, exams, proctor, or grades – bpinkstaff@vinu.edu

Your Course Instructor: Please use the instructor's e-mail and phone numbers provided online at your course website.

Instructional Technology: For technical assistance accessing Blackboard, call: 812-888-5611, or email dstanczak@vinu.edu.

LIBRARY SERVICES FOR DISTANCE EDUCATION STUDENTS

Library services are available to students enrolled in Vincennes University distance education courses. Online access is available to catalogs, databases, reference and other materials.

Catalogs & Databases

Access Using the University Network

This method is for computers connected to the University network. To access the databases on the University network, go to the University's web site:

- <http://www.vinu.edu> – Select the link to Shake Library which is located on the page.

Access Using a Different Internet Service Provider

The second method is using a computer connected to the internet through a different service provider (AOL, MSN, Army, Navy, Earthlink, etc.). To access using a different internet service provider, go to the MyVU web site (<http://myvu.vinu.edu>) and follow these procedures:

- Enter **user name** and **password** to login to your MyVU account.
- Select Shake Library from list of links on left side of page on the **MyVU** page.
- From the **Welcome to Shake Library** page, select **Find Books & Articles** found in upper right corner of page. This will take you to a list of the following database resources:
 - [VU WebCat](#) - The online catalog identifies books, e-books, magazines, Internet sites, and other materials in the local collection and also in the other VU libraries at the Jasper Campus and at the Indianapolis Aviation Technology Center.
 - [INSPIRE](#) - State-supported service linking user to full-text articles. **Indiana residents only.**
 - [LexisNexis Academic Universe](#) - Suite of databases covering news, business, legal research, medical information and general reference sources.
 - [Literature Resource Center](#) - A premier resource for information on literary figures from all time periods writing in such genres as fiction, nonfiction, poetry, drama, journalism and more.
 - [Opposing Viewpoints Resource Center](#) - This resource helps researchers find, learn and evaluate the many viewpoints surrounding today's complex social issues.
 - [ProQuest](#) - Emphasis is on career & technical education, nursing & social science.
 - [NewsBank](#) - Includes full-text articles from newspapers & magazines.
 - [SIRS](#) - Emphasis is on contemporary issues, government documents, and arts & humanities.
 - [Facts.com](#) - Authoritative source for full-text coverage of world news, science & controversial issues.
 - [Britannica Online](#) - Encyclopedia Britannica Online includes the complete encyclopedia, as well as Merriam-Webster's Collegiate Dictionary and Thesaurus, Britannica Student Encyclopedia and the Britannica Book of the Year. You can also use Encyclopedia

Britannica Online to search an Internet directory that includes more than 300,000 links to Web sites selected, rated, and reviewed by Britannica editors.

- [Biography Resource Center](#) - Biographical resources from Gale publications with full-text periodical articles and web links. **Indiana residents only.**
- [LitFinder](#) - This includes full text material from Poem Finder, Story Finder and Essay Finder. **Indiana residents only.**

Databases labeled **Indiana residents only** are part of INSPIRE and are provided by the State of Indiana. By law, these are only available to Indiana residents. Indiana residents who use a national, regional, or out-of-state internet service provider will need a **password** to access the INSPIRE databases (to obtain an INSPIRE password go to <http://www.inspire.net/pass.html>).

Library Materials

Books, photocopies (small fee), and other library type materials from the VU Shake Library and also from other libraries may be requested at the following email address: libref@vinu.edu

Reference Assistance

- Phone 812-888-5810 (Reference Desk) or 812-888-4165 (Lending Services Desk) during regular library hours.
- You can ask a reference question by sending an e-mail request to libref@vinu.edu.



VINCENNES
UNIVERSITY

Vincennes University

Continuing Studies

Donald Kaufman, *Dean of Continuing Studies*

dkaufman@vinu.edu

(812) 888-5329

Julie Napier, *Secretary, ICN/Portfolio Administration*

jnapier@vinu.edu

(812) 888-5329

Vickie Burgess, *ICN/Special Programs Administration*

vburgess@vinu.edu

(812) 888-5984

Helena Cummins, *Div. Receivables & Payables*

hcummins@vinu.edu

(812) 888-5423

Michelle Small, Clerk Typist

msmall@vinu.edu

(812) 888-4091

Distance Education

800-880-7961

Shanni Simmons, *Director, Distance Education*

ssimmons@vinu.edu

812-888-4026

Antonio Sistelos, *Course Designer*

asistelos@vinu.edu

812-888-4215

Advising Center

Diane Lady, *Advisor*

dlady@vinu.edu

(812) 888-5610

Ashley Moody, *Advisor*

amoody@vinu.edu

(812) 888-5421

Sara Scott, *Advisor*

sscott@vinu.edu

(812)888-5746

Kristi Renshaw, *Advisor*

sscott@vinu.edu

(812) 888-5746

Becky Pinkstaff, *Secretary*

bpinkstaff@vinu.edu

(812) 888-5746

Military Education Program

800-468-7480

Matthew Schwartz, *Director, Military Education*

mschwartz@vinu.edu

(812) 888-5832

Deanna Brian, *MEP Assistant*

dbrian@vinu.edu

(812) 888-5983

Lori Johnson, *Evaluator*

ljohnson@vinu.edu

(812) 888-5861

NCPACE

Sandy Donnoe, *NCPACE Assistant*

sdonnoe@vinu.edu

(812) 888-5048

Bookstore

(812) 888-5995

<http://vubookstore.vinu.edu>

Financial Aid

800-742-9198

(812) 888-4361