SUCCESS
GUIDE
FOR ONLINE
LEARNING

Atalecia Anderson
2014 Graduate
Business Administration
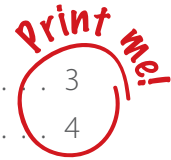
COLUMBIA
SOUTHERN
UNIVERSITY

FLEXIBLE. AFFORDABLE. **ONLINE.**

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COLUMBIA SOUTHERN UNIVERSITY
QUICK **REFERENCE**
PHONE LIST

PRINT ME!

My Academic Advisor

email   ext

800.977.8449

info@columbiasouthern.edu

ACCOUNTING/BUSINESS AFFAIRS
accounting@columbiasouthern.edu
877.323.4472

ADMISSIONS
admissions@columbiasouthern.edu
877.347.6050

BOOKSTORE
bookstore@columbiasouthern.edu
877.323.4474

CAREER SERVICES
careerservices@columbiasouthern.edu
877.297.6192

DISABILITY SERVICES
disabilityservices@columbiasouthern.edu
888.785.3005

FINANCIAL AID
financialaid@columbiasouthern.edu
877.316.8396

LIBRARY SERVICES
library@columbiasouthern.edu
877.268.8046

OFFICE OF THE REGISTRAR
registrar@columbiasouthern.edu
877.316.0219

STUDENT AFFAIRS
VPSA@columbiasouthern.edu
888.758.8614

**ACADEMIC ADVISING
AND STUDENT SUPPORT CENTER**
students@columbiasouthern.edu
877.323.4471

SUCCESS CENTER
teamsucceed@columbiasouthern.edu
877.875.0533

TECHNICAL SUPPORT
techsupport@columbiasouthern.edu
877.399.1063

NEW STUDENT
CHECK LIST

☐ Ensure my computer and internet are working properly.
For assistance, contact Technical Support at 877.399.1063 or techsupport@columbiasouthern.edu.

☐ Check my browser to confirm it is Blackboard compatible.
Blackboard's list of compatible browsers can be found online.

☐ Choose a calendar to keep track of assignments and deadlines.

☐ Designate a quiet place in which I can study and complete assignments.

☐ Create a folder on my computer to store school-related files.

☐ Develop a back-up system for my school-related files.
External hard drives, file storage websites or flash drives are a few viable options.

☐ Print and display the quick reference phone list from pg 3.

☐ Learn to navigate Blackboard and all upcoming courses.

☐ Explore the student portal—myCSU—and the available resources.

☐ Understand plagiarism and study the APA style guide.

☐ Review and understand my evaluation.

☐ Print course syllabus.

☐ Receive textbooks.
Please be aware that some classes do not have a required textbook.

☐ Research the final exam process and proctors.

☐ Begin the selection process of a proctor for final exams.

DID YOU KNOW?
You can visit the Success Center online at ColumbiaSouthern.edu/Success.

PREPARING FOR YOUR
FIRST DAY OF CLASS

BIOGRAPHY
Often, the first task in a course will be to write a short introduction about yourself. If time allows, prepare your statement prior to your first day. Include on-topic, professional and educational experience. Your biography should be brief and avoid over-sharing.

EXPLORE YOUR ONLINE ENVIRONMENT
Take some time to navigate Blackboard and your available courses. Take note of the design and layout. Locate each unit and print the course syllabus. Also, in case of internet outage, it is advisable to save your professor's contact information offline.

GET STARTED
Stay ahead of the curve—begin your first assignment and readings as soon as your schedule allows.

STUDENT **RESOURCES**

Earning your online degree can sound complicated, but Columbia Southern University (CSU) can make the transition easy. We encourage you to fully utilize CSU faculty and staff as educational resources during pursuit of your online degree.

Throughout your academic journey, you have the ability to be supported by a wide range of resources that can make online learning more convenient and effective.

In addition to encouragement from faculty, many student support service options are provided, including:

- Academic Advising and Student Support Center
- Registrar
- Student Resolution and Conduct
- Career Services
- Success Center

ACADEMIC ADVISING AND STUDENT SUPPORT CENTER

The Academic Advising and Student Support Center at Columbia Southern University engages, inspires, encourages and supports students through personal, purposeful advising strategies and exceptional, responsive student-centered services, always focused on student success.

The role of your Academic Advisor is to serve as a facilitator. Your Academic Advisor will help guide you through your degree program from beginning to end by assisting with:

- ongoing and regular advising sessions
- course selection
- degree program inquiries
- course pairing and sequencing
- course load
- making sound academic decisions
- resolving issues

The role of the Student Support Specialist is to serve as point of contact for general student inquiries. Specialists are able to provide assistance with a wide range of questions related to CSU policies, courses, graduation, and much more. Student Support Specialists are available to assist you via telephone, email, and chat. Other Student Support Specialists work diligently to ensure that you remain enrolled throughout your educational career. CSU understands that sometimes submitting an enrollment is not your first priority, so this group is here to offer a reminder that an enrollment is needed to keep your degree plan on track.

Student Support Processors are responsible for processing online requests submitted for:

- Final Exams
- Proctors
- Incomplete Course Requests

This group also facilitates the Remote Proctor Now (RP Now) process and will assist students who wish to be proctored onsite.

To contact the Academic Advising and Student Support Center, email students@columbiasouthern.edu or call 877.323.4471.
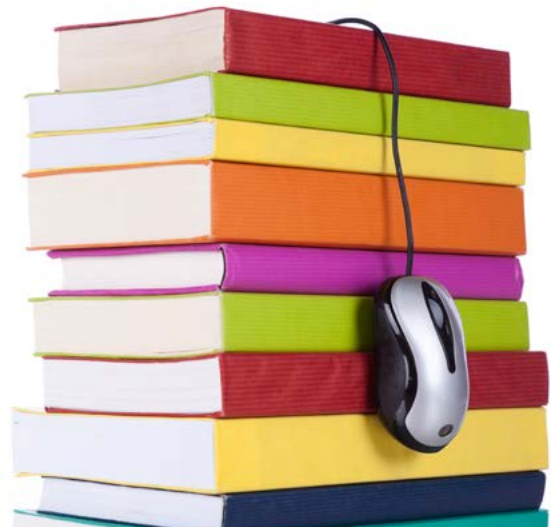
ONLINE LEARNING

COURSE SYLLABUS
For online learning, it's important to take the time to review your course syllabus prior to the first day of class. If you have any questions, contact your professor or the Success Center.

INTERNET ETIQUETTE
Following proper internet etiquette is important for successful online learning. Please always self-identify in all correspondence with your full name and student number. Also, the use of proper grammar and courteous language is appreciated when emailing professors, posting to discussion boards or corresponding with any CSU personnel.

FEEDBACK
In an online learning environment, you set your own schedule. And as such, email responses or feedback may not be immediate or align directly with the schedule you've set. Please, take this into consideration and plan in advance when setting aside time to work on assignments where you may require assistance.

TIME MANAGEMENT
Time management is key to online learning success. Inevitably, unexpected internet outages or computer problems can happen at very inconvenient times. Whenever time allows, plan for these unexpected setbacks by working ahead of deadlines and managing your time well.

COMPUTER SOFTWARE
Online learning can be difficult when attempting to tackle assignments and new computer programs at the same time. Microsoft Word, Excel and PowerPoint are commonly used software programs at CSU. Familiarize yourself with these and any other course-related software prior to completing coursework, when possible. If you find yourself needing assistance, don't hesitate to contact the Success Center.

OFFICE OF THE **REGISTRAR**

The Office of the Registrar maintains student records and monitors FERPA (Family Educational Rights and Privacy Act of 1974) compliance. Additional responsibilities include evaluating traditional and non-traditional transfer credits, assessing academic requirements, conferring degrees and processing student requests.

The Office of the Registrar provides student support through the following teams:

- **Evaluation Team**
  Maximizes transfer credits while meeting accreditation and state requirements

GOAL SETTING

USE THE S.M.A.R.T. METHOD
Set goals that are:

- Specific
- Measurable
- Attainable
- Relevant
- Time-Bound

For instance, an attainable goal would be to complete your first course one week early. However, be careful of goals that are too ambitious, like completing a course in three weeks.

MAKE CHECKLISTS
Write down your goals daily. These goals can be anything—as long as it is possible to achieve within the course of that day—such as "read chapter 5" or "complete research paper outline". As you complete the goals, check them off your list. This process allows you to visualize your accomplishments and provide motivation for the next day.

REWARD YOURSELF
When you complete a big milestone, treat yourself. Whether it's finishing a research paper or wrapping up a course, don't hesitate to take the opportunity to do something you love or simply take some time for yourself. Some good ideas for rewards are going to the movies, getting a pedicure or indulging in a nice meal.

- **Degree Auditor Team**
  Processes commencement registrations and verifies the completion of each student's academic requirements before graduation
- **Registrar Support Team**
  Responds to official transcript requests, maintains student records and monitors student status including: probation, suspension, conditional and temporary.

To contact the Office of the Registrar, email registrar@columbiasouthern.edu or call 877.316.0219.

DIVISION OF **STUDENT AFFAIRS**

The Division of Student Affairs delivers student support services. Our goal is to effectively remove barriers to student success and build strong, meaningful relationships that will foster life-long learning and provide each student an opportunity to earn degree course credit. CSU's student-centered support services are personal, responsive, and geared toward assisting students achieve their educational goals.

To contact the Division of Student Affairs, email VPSA@columbiasouthern.edu or call 888.758.8614.
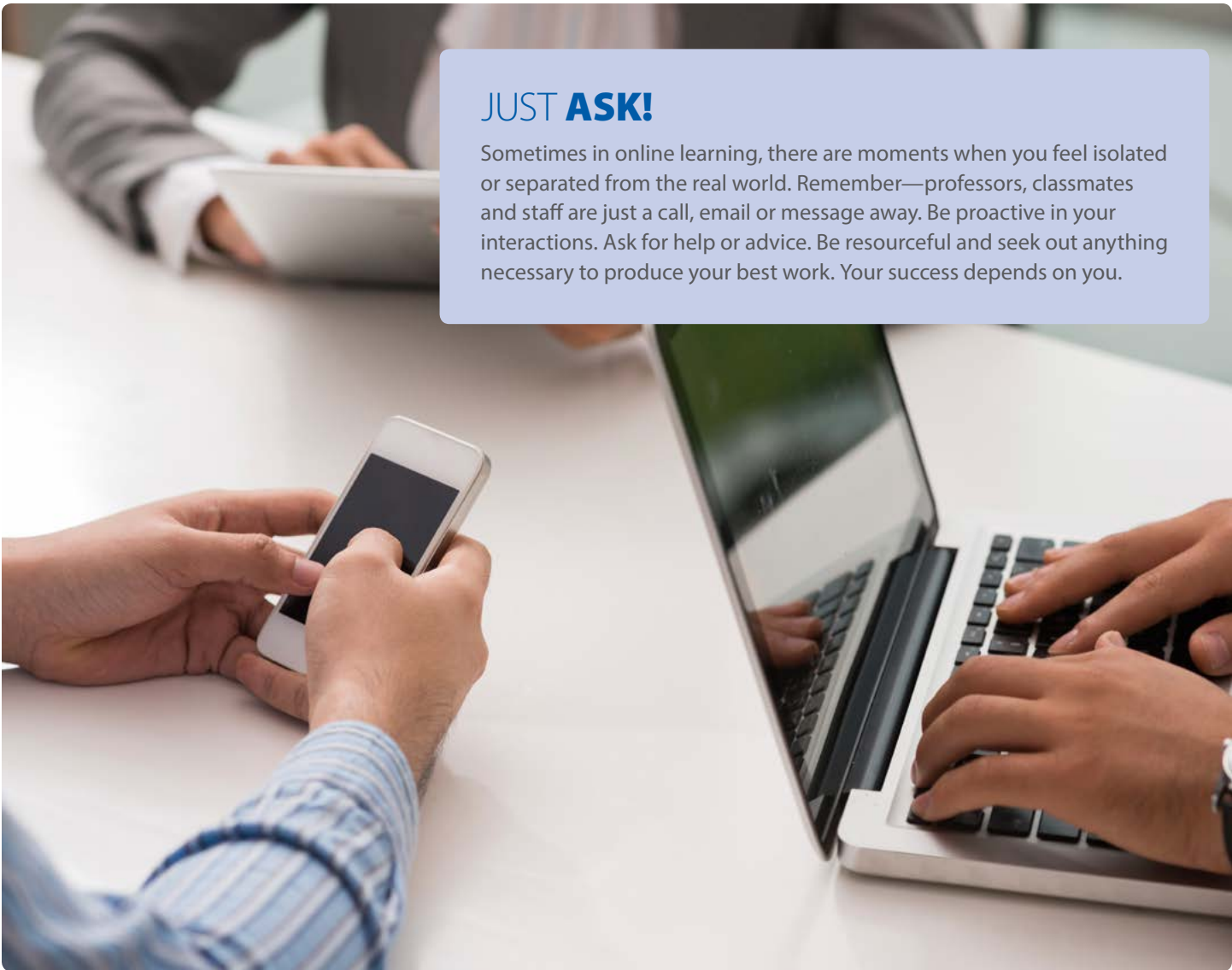
JUST **ASK!**

Sometimes in online learning, there are moments when you feel isolated or separated from the real world. Remember—professors, classmates and staff are just a call, email or message away. Be proactive in your interactions. Ask for help or advice. Be resourceful and seek out anything necessary to produce your best work. Your success depends on you.

OFFICE OF **STUDENT RESOLUTION** AND **CONDUCT**

The Office of Student Resolution and Conduct is available to students who may need assistance in resolving issues related to their CSU educational experience. It is our goal to listen and discuss questions, concerns, and complaints that may impact your student experience and work collaboratively across university departments to provide resolution.

The Office of Student Resolution and Conduct strives to provide guidance in solving issues informally through directed facilitation. For students who remain dissatisfied, mediation can be provided as well as advisement regarding formal and administrative options of complaint resolution.

To contact the Office of Student Resolution and Conduct, email studentresolution@columbiasouthern.edu.

CAREER SERVICES

The mission of Career Services is to provide students and alumni with resources to reach their career-related goals.

Services are provided to all students and alumni at no additional charge and include assistance with:

- Job search strategies
- Interview preparation
- Professional correspondence review
- Networking techniques
- Personal, online branding guidance
- Direct access to employers worldwide via CareerQuest

Career Services is neither a placement office nor a resume writing service. Career Services provides general information and support to students and alumni to assist in the achievement of career related goals.

To contact Career Services, email careerservices@columbiasouthern.edu or call 877.297.6192.

COLUMBIA SOUTHERN UNIVERSITY
STUDENT **REFERENCES**

CSU ONLINE **LIBRARY**

The CSU Online Library is designed to provide students with a broad scope of research options and reference assistance.

- Professional librarians available seven days a week to help with research
- Short video tutorials demonstrate a variety of library and research skills
- Subject Research Guides—organized by CSU degree programs—identify the best sources for starting research on a chosen topic
- A collection of scholarly, online resources is available via the CSU Online Library web page. This collection includes:
  - Databases that contain articles from academic journals, magazines, newspapers, reference works, and other authoritative sources
  - Over 100,000 online, academic e-books
  - E-journal subscriptions in specialized fields of study
  - CSU doctoral dissertations and research projects
  - Other tools for research support such as compiled information on the APA Style

To contact CSU Online Library, email library@columbiasouthern.edu or call 877.268.8046.

CAREER**QUEST**

CareerQuest is a comprehensive tool hosted by Career Services and located in the myCSU Student Portal. It allows students and alumni to set up a profile, choose their privacy settings and gain access to Career Services resources. You can even set up an appointment to speak with a Career Development Counselor, keep all career related documents organized and housed in one area, research companies, set preferences and save searches for a strategized job search. Take the time to post your resume for employer viewing, access the global job bank, and apply for jobs directly through CareerQuest. Put your resources and education to use in securing your dream career.

To contact Career Services, email careerservices@columbiasouthern.edu or call 877.297.6192.

TECHNICAL SUPPORT

Technical Support is available for general or emergency assistance, open Monday through Saturday. The following resources are available to students in the myCSU Student Portal.

- "How to" tutorials:
  - How to submit a unit assessment
  - How to upload BlackBoard assignments
  - How to upload SafeAssign assignments
  - How to respond to a discussion board question
  - How to comment on another student's discussion board post
  - How to view feedback to essay questions
- Common SafeAssign errors
- Browser tools
- Supported browsers for BlackBoard
- Frequently asked questions

To contact Technical Support, email techsupport@columbiasouthern.edu or call 877.399.1063.

STUDENT AND **ALUMNI** ENGAGEMENT

The mission of Student and Alumni Engagement is to engage alumni and students in mutually beneficial relationships within a shared community that results in the achievement of career related goals and lifelong connections to each other and their alma mater.

Student and Alumni Engagement provides support through the following:

- Coordination of co-curricular communication between students, alumni, faculty and staff
- Creation and management of clubs and organizations
- Planning and implementation of alumni events in collaboration with the Alumni Association
- Career Services programs and activities

To contact the Student and Alumni Engagement, email csu-alumni@columbiasouthern.edu or call 251-981-3771.

BOOKSTORE

The Bookstore operations include shipping textbooks to students, processing incoming and outgoing mail for the university, as well as managing the online bookstore and physical store located in the CSU administrative building in Orange Beach, AL.

To contact the Bookstore, email bookstore@columbiasouthern.edu or call 877.323.4474.

MILITARY SUPPORT GROUP

With over half of CSU students being military, it is important to us that service members receive the proper support and respect as they move forward in completing their degree with CSU. This support center is available specifically for military students who need assistance with any of the following:

- Tuition assistance
- Enrolling at the GoArmyEd Portal and AI Portal
- VA benefits

To contact the Military Support Group, email militarysupportgroup@columbiasouthern.edu or call 800-977-8449 ext. 6533.

OFFICE OF FINANCIAL AID

The Office of Financial Aid is responsible for awarding Federal Student Aid to qualifying students.

Federal Student Aid (FSA) offers federal grant and loan programs administered by the U.S. Department of Education. CSU participates in the following grant and loan programs:

FEDERAL GRANT PROGRAMS

Federal Pell Grants are awarded to students who demonstrate financial need and who have not yet earned a bachelor or professional degree. A Pell Grant, unlike a

TIME MANAGEMENT

KEEP A COMPREHENSIVE CALENDAR

Whether it's studying, taking a test, writing papers, appointments, working, eating or relaxing—set aside time for everything in your day and schedule it in a calendar. There are different methods for everyone, but some common calendars include: desk or wall calendar, agenda planner or even phone apps.

TRACK YOUR DAYS

As you adjust to being a student again, keep track of your time. Be more aware of the short blocks of time that go underutilized each day. If you recognize and plan for these, you can re-purpose this time into studying opportunities, like reviewing notes or skimming chapters.

BLOCK YOUR TIME

Plan your day by blocking out what you should be working on by half hour increments. This should include time for eating, showering, commuting, working, studying, relaxing or simply personal time. Try to stick to the time block as much as possible. However, moderation is key; avoid being too rigid. Too much restriction can lead to more stress.

PRODUCTIVE TIME

Whether you are a morning or evening person, make sure to set aside some of that time for studying or working on coursework. If you know when you are most productive, you can work more efficiently. If you don't already know what time of day is best for you to focus, now is the perfect time to find out! Set aside blocks of time during both morning and evening, and see which one works best for you.

KNOW WHEN TO SAY "NO"

It's easy to take on tasks that bog down your schedule without realizing it. For many, saying "no" is not easy. However, if you explain the importance of your studies in advance, people are more likely to understand your newly restricted time schedule.

PROCRASTINATION

Even though, some students feel they work better under pressure, putting off work until the last minute can be highly detrimental when online learning. You cannot expect immediate help from professors or staff when you have failed to plan ahead.

loan, does not have to be repaid. The maximum award for the 2015–2016 award year (July 1, 2015 to June 30, 2016) is $5,775. The amount of Federal Pell Grant funds you may receive over your lifetime is limited by federal law to be the equivalent of six years of Pell Grant funding. Since the maximum amount of Federal Pell Grant funding you can receive each year is equal to 100%, the six year equivalent is 600%.

FEDERAL DIRECT LOANS PROGRAM

Direct Loans, from the William D. Ford Federal Direct Loan Program, are low-interest loans for eligible students to help cover the cost of higher education at a four-year college or university, community college, trade, career or technical school. Eligible students borrow directly from the U.S. Department of Education at participating schools.

Direct Stafford Loans include the following types of loans:

- Direct Subsidized Loan—A federal loan awarded on the basis of the student's financial need and other specific eligibility requirements. The federal government does not charge interest on these loans while borrowers are enrolled at least half-time, during a six-month grace period, or during authorized periods of deferment.
- Direct Unsubsidized Loans—A federal loan not based on the student's financial need, but students must also meet specific eligibility requirements. Interest is charged throughout the life of the loan. The borrower may choose to pay the interest charged on the loan or allow the interest to be capitalized (added to the loan principal).

- Direct PLUS Loans—A federal loan that graduate or professional degree students and parents of dependent undergraduate students can use to help pay education expenses. The U.S. Department of Education makes Direct PLUS Loans to eligible borrowers through schools participating in the Direct Loan Program.

To contact the Office of FInancial Aid, email financialaid@ columbiasouthern.edu or call 877.316.8396.

STRESS MANAGEMENT

ASK FOR HELP
From professors to support specialists, CSU offers a plethora of help right at your fingertips. Reach out for assistance to any CSU professional when you need it. If a staff member is unable to assist you themselves, they can direct you to the proper individual for your situation.

TAKE BREAKS
If you have an extensive research paper to write, avoid attempting to compose the entire paper in one sitting. Create an outline and dedicate segments of time to each section. Allowing yourself rest between each section can increase productivity.

DEVELOP HEALTHY HABITS
Basic healthy habits have the potential to play a tremendous role in positively managing stress. A lack of sleep or poor nutrition can cause sluggishness and an increase in stress. In contrast, exercise has proven to boost energy and decrease stress.

KEEP YOUR EYES ON THE PRIZE
Certain assignments have the potential to increase stress if you lose sight of your ultimate goal—getting closer to your degree. Avoid letting a single assignment or course derail your desire to succeed.

RELAX
Managing stress is important when attempting to balance a full schedule of work, school, family, friends, etc. Try some relaxing activities—such as yoga, meditation, running or massage therapy—whatever works best for you to be a successful student.

CSU **GRADING RUBRIC**

Columbia Southern University has established functional scoring rubrics for all assignments types (e.g., research paper, case study, article critique). The rubrics are located in Blackboard units with the assignments and are available for student review. Faculty apply the rubrics to evaluate the assignments and enter the scores and feedback directly into the rubric located with the assignment. There are also non-functional scoring rubrics for written response assessment items and discussion forums. The written response rubric is found in the unit assessment directions, and the discussion forum rubric is found in the Unit 1 Discussion Board. Faculty apply these rubrics in scoring the items and provide summative feedback in the "Feedback to Learner" which is found in the gradebook.

The grading system for CSU is weighted. Each assignment is pre-assigned a weight and identified in the syllabus. The table below provides an example from a syllabus.

Assignment Type	Weight	Number of Assignments	Total Percentage
DISCUSSION BOARD	2%	8	16%
UNIT ASSESSMENTS	4%	8	32%
ARTICLE CRITIQUES	10%	2	20%
CASE STUDY	12%	1	12%
FINAL EXAM	20%	1	20%
			100%

Assignments are graded on a scale of 100%. Multiplying each score by the assignment type's weight produces the weighted score. The sum of all your weighted scores equals your final grade. The final grade cannot be calculated until all assignments have been graded—this includes missing assignments.

SAMPLE **STUDENT'S GRADES**

Assignment Number	Weight (%)	Grade (%)	Weighted Score
1	2%	100	2
2	4%	85	3.4
3	2%	75	1.5
4	4%	81	3.24
5	10%	75	7.5
6	2%	50	1
7	4%	44	1.76
8	2%	75	1.5
9	4%	88	3.52
10	12%	88	10.56
11	2%	100	2
12	4%	75	3
13	2%	100	2
14	4%	82	3.28
15	2%	100	2
16	4%	84	3.36
17	10%	85	8.5
18	2%	100	2
19	4%	92	3.68
20	20%	92	18.4

TOTAL WEIGHT
100%

FINAL GRADE
84.20%

GRADING SCALE

A	B	C	D	F
EXCELLENT	GOOD	AVERAGE	PASSING	FAILING
100−90	89−80	79−70	69−60	59−0

AVOID **PLAGIARISM**

TRACK SOURCES
Stay organized and cite sources in APA style as you write. Avoid waiting to create a reference list until the paper is complete.

CITATION GUIDE
This Citation Guide provides you with an overview of APA formatting. It includes examples of in-text and reference citations as well as instructions for how to format formal papers. In addition, this guide provides you with a sample of an essay and research paper and information on library resources.

APA GUIDELINES
Cite borrowed information and ideas whether they are paraphrased or directly quoted. When in doubt—cite it. The Success Center's online tutorials can help you with the proper formats.

ASK FOR HELP
The Success Center has many APA Style resources. Let us work one-on-one with you to apply the correct formating.

APA STYLE

The American Psychological Association (APA) is a professional organization that created a set of rules to assist with writing and citing sources, which helps to prevent plagiarism and acknowledges the original author of information used in your writing. APA Style originated in 1929, when a group of psychologists, anthropologists, and business managers convened and sought to establish a simple set of styles to increase the ease of reading comprehension. Columbia Southern University uses the APA Style rules and guidelines found in the sixth edition of the Publication Manual of the American Psychological Association.

As with other editorial styles, APA Style consists of rules or guidelines that a publisher observes to ensure clear and consistent presentation of written material. It concerns uniform use of such elements as:

- selection of headings, tone, and length
- punctuation and abbreviations
- presentation of numbers and statistics
- construction of tables and figures
- citation of references
- many other elements that are a part of a manuscript

ACADEMIC **INTEGRITY**

Academic integrity demonstrates intellectual honesty by avoiding incidents of cheating, plagiarism, self-plagiarism and poor scholarship.

- Plagiarism is defined as representing the words, ideas or other works of another individual or entity as your own without giving proper credit to the original author or source.
- Cheating is defined as using or attempting to use unauthorized materials, information, study aids or computer-related information.
- Self-plagiarism is defined as submitting previously submitted course work that may or may not have received academic credit, without prior approval of the instructor.
- Poor scholarship is defined as an incorrect attempt to give credit to or document the use of an external source.

Ethical conduct is foundational to a successful academic career at CSU. Students, faculty, and staff must commit themselves to the highest standards of honesty, trust, fairness, respect, and responsibility. Therefore, any deviation from these standards is a breach of the ethics that ensure the quality of CSU's academic programs, and thus, is a violation of CSU's Academic Integrity Policy.

my**CSU**
STUDENT PORTAL

1   my**CSU** STUDENT PORTAL

Featuring tools and resources to assist you in your courses, the myCSU student portal hosts course information, online forms, policies, resources, technical support and more.

2   **COURSES**

The courses tab allows you to view your enrollment options, the academic calendar, term course schedule and grade book.

3   UNIVERSITY **FORMS**

The university forms tab allows you to access any form a CSU student might require. Enroll in courses, ask to take a final exam, complete a proctor request, apply for a course extension, submit requests for feedback to the Writing Center or Math Center, update your account information, submit a payment and more.

4   **RESOURCES**

The information found within the resources tab can help you through all of your courses at CSU. It is advisable to become familiar with all of the resources in order to fully take advantage of what CSU has to offer. Within this tab, you can access the Success Center, Career Services, CSU Online Library, CSU Citation Guide and more.

5   CSU ONLINE **LIBRARY**

The online library is a valuable resource available throughout your academic career and following graduation. Resources include: scholarly peer reviewed journals, periodicals (trade publications, newspapers, magazines, newswires etc.), reference e-books, e-journals and multi-media. You can contact a librarian by email, phone or 24/7 reference chat. Contact a librarian to assist you at any stage of research.
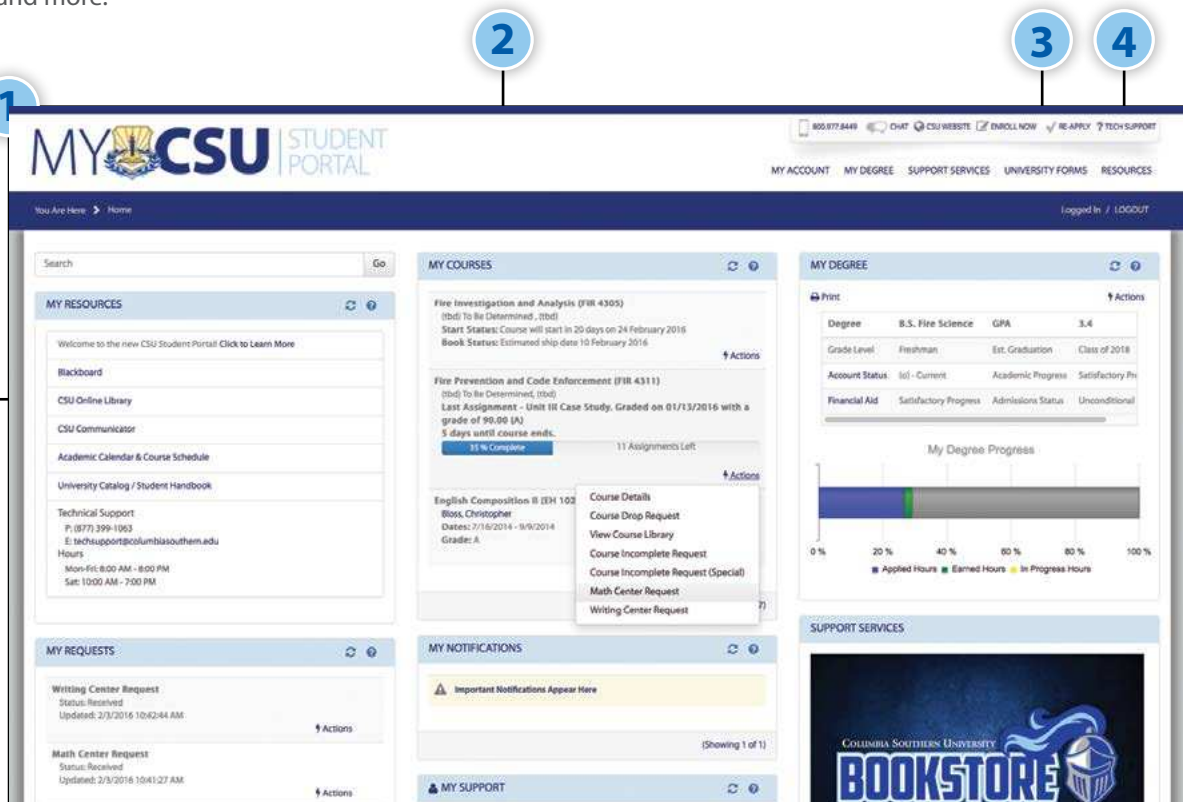
NAVIGATING
BLACKBOARD

1 **BLACKBOARD**

A Learning Management System (LMS), Blackboard administers e-learning courses and tracks student progress. Once enrolled in a course, Blackboard is your main resource for all course-related material.

2 STUDENT **LEARNING RESOURCES**

The resources tab houses important information about the Success Center, Office of Disability Services and more. The *My Library* link redirects to the CSU Online Library homepage located within the myCSU Student Portal.

3 COURSE **CONTENT**

Nested under the Course Content section is a list of each class unit where all assignments are completed. Each unit is comprised of a task checklist, textbook study guide and unit assessment. Once an assessment receives a final grade, an email notification is sent to students. Graded assessments are available for review—along with professor feedback—through the course content section.

COURSE SYLLABUS

The first item requiring your attention when beginning a new course is the corresponding syllabus. The syllabus contains an outline of each unit's requirements, diagram of grading weights, any textbooks needed for the course listed in proper APA format and the course schedule.

It's highly recommended to print a syllabus for each of your enrolled courses for easy offline access to important course information.

WRITING QUESTIONS

Professors set submission requirements for numerous types of assignments throughout a course. Below is a list of these assignment types with some information on how to submit them in Blackboard.

WRITTEN RESPONSE ASSESSMENT QUESTIONS

Students will find written response questions such as essays in their assessments. It's strongly recommended that written responses be composed within a word processor—such as Microsoft Word—before being transposed into the text box available in Blackboard. There are various ways to move text into the text box, but the quickest method is using hot keys—a combination of keys providing quick access to a particular function within a program. Below are instructions on how to select all, copy and paste using hot keys. For Mac users, please utilize the command key—⌘—instead of *CTRL*.

SELECT ALL   CTRL + A

COPY   CTRL + C

PASTE   CTRL + V

UPLOADED ASSIGNMENTS

Work submissions can be uploaded in Blackboard by selecting the browse button—a new window will open, navigate to the document saved on your computer and upload.

DISCUSSION BOARDS

Embedded in the course units—Unit Discussion Boards are an efficient way to communicate with classmates and participate in professor-initiated conversations. Specific guidelines are set by each professor; however, the general time requirements are:

- Reply to the unit discussion question by Saturday at 11:59 pm
- Reply to a student post by Tuesday at 11:59 pm

LET THE
SUCCESS CENTER
AID IN YOUR ACADEMIC ENDEAVORS

The Success Center encompasses the Writing Center, Math Center and the Office of Disability Services. Together they provide services that can consistently lead to success throughout your academic career at Columbia Southern University.

In addition to your professor, the Success Center has resources readily available, regardless of the degree you are seeking.

The Success Center provides:

- Writing and APA assistance—including grammar and paper organization
- Assistance with math concepts, calculations and problem solving in math related courses
- Guidance regarding the university's academic integrity policy
- Support in the development of learning styles and study skill techniques
- Proactive advisement and coaching for new and continuing students

DID YOU KNOW?

You can check the status of a previously submitted request:

1. Login to the myCSU Student Portal.
2. Click *My Account.*
3. Click *Online Requests.* The status should be *Received, In Process,* or *Processed.*

WRITING CENTER

The Writing Center offers services to help you in writing your assigned papers, such as essays and research papers. Writing specialists will help you understand the demands of your assignment and identify areas in your writing that need attention, provide guidance in proper APA formatting, and assist you in developing your assignments.

There are tutorials available within the student portal that will help give you a better idea of how we work with students. These tutorials cover our policies, processes, and tips to assist you throughout your educational career at CSU.

ENGLISH-LANGUAGE LEARNER SERVICES

At the Writing Center, we understand non-native English speakers have the unique experience of learning, understanding and writing in a new language.

English is one of the most difficult languages to learn because there many conflicting rules and for each rule there are often several exceptions. You are not alone in this journey, though. English-Language Learner (ELL) Services within the Writing Center is here to help you with your goals and support you in your success as a CSU student. Contact a Writing Specialist or click here to email the Success Center.

MATH CENTER

The Math Center offers services to help you with math based courses. Math specialists will help you identify and understand the steps of math processes, assist you with the correct usage of formulas, help you properly read and create graphs and assist with Microsoft Office functions.

The Math Center will also provide additional forms of assistance by collaborating with faculty to best assist you with your math needs. In any course that includes math elements, you can receive assistance from a Math Specialist who will help you understand the math processes used in the course.

HOW TO REQUEST SUPPORT

To receive writing or math support, you can submit a request through the student portal:

1. Login to the myCSU Student Portal.
2. Click *Online Forms* and then *Courses.*
3. Complete either a *Writing Center Request* or *Math Center Request* and submit.

Please allow two business days for the completion of each request.

OFFICE OF DISABILITY SERVICES

The Office of Disability Services (ODS) is here to provide the services you may need if you have a disability. We understand students with disabilities can experience obstacles that can make it more difficult to succeed, so this office was designed to help.

If you have a disability, ODS offers educational accommodations, providing extra support and resources. CSU recommends students who suffer from a physical or mental impairment contact the disability services coordinator to see if there are resources and strategies that could help you. The Office of Disability Services can also provide assistance if you are dealing with a temporary health condition, such as surgery complications, emergency surgery/hospitalization, or pregnancy complications.

Some impairments that are covered under ODS include but are not limited to the following:

- Physical Impairment, including any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic, and lymphatic, skin and endocrine.
- Mental Impairment, which is any psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and traumatic brain injuries.
- A learning disability, which is a disorder in one or more of the basic psychological processes involved in understanding or in using language, spoken or written, that may manifest itself in an imperfect ability to listen, think, speak, read, write, spell, or to do mathematical calculations, including conditions such as perceptual disabilities, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia.

ODS can not only give accommodations to those with physical and psychological challenges, but also serves as a liaison between students and professors. ODS is able to provide textbooks in PDF format for those students who may have certain restrictions or give counselor referrals if you need to talk out personal issues.

For more information or if you wish to receive accommodations, contact the Office of Disability Services at 888-785-3005 or disabilityservices@columbiasouthern.edu. Registration information and documentation forms are available online at www.columbiasouthern.edu/consumer-information/office-of-disability or may be obtained from our offices. All accommodations are made on a case-by-case basis.

For more information, contact the Success Center at ext 6538 or teamsucceed@columbiasouthern.edu.