



SIMMONS COLLEGE OF KENTUCKY

ONLINE & DISTANCE EDUCATION

*LEARNERS
REFERENCE GUIDE*

*A guide for students taking one or more online courses,
in the Executive Leadership Academy (ELA), and
declared Associate of Arts 100 Percent Online*



NAME: _____

DATE: _____

Online Learners Checklist

I Can...

- Access, read, and understand this *Online Learners Reference Guide*
- Access my Simmons email
- Access my Canvas account (after classes begin)
- Upload an assignment on Canvas (after classes begin)
- Submit a Help Desk Ticket (if unable to access email or Canvas)
- Reply to a discussion forum post on Canvas (after classes begin)
- Access my grades (after classes begin)

If classes have started, and you cannot view your course on Canvas, please contact your instructor right away. If you have any issues, comments, or concerns after completing this checklist, please contact DTAL at dtal@simmonscollegeky.edu

History of Simmons College of Kentucky

In August of 1865, twelve Black Baptist Churches met at Fifth Street Baptist Church in Louisville, Kentucky, and organized the state Convention of Colored Baptist Churches in Kentucky. Because there was no place in the state where Blacks could obtain a college education, members of the Convention soon discussed the need to create a “school for the training of Negroes”—many of whom were newly removed from slavery. Having first planned to locate in Frankfort, members of the Convention finally decided on Louisville. In 1873 the Kentucky Legislature approved the charter for the college. In 1879, on four acres of land between 7th and 8th and Kentucky Streets in Louisville, the school opened as the Kentucky Normal and Theological Institute.

The first president and co-founder was Rev. Elijah P. Marrs, who was born in 1840 enslaved, yet was taught to read the Bible and had a voracious appetite for learning. Later he organized and led a division of Black troops during the Civil War, being the only one in his community who could read and being promoted several times. After the Civil War, he became a minister and a much sought-after schoolteacher. He organized efforts to oppose the Ku Klux Klan and defend the rights and safety of newly freed Blacks. In 1880, having accomplished his objective of establishing the first all-black college in Kentucky, he encouraged the hiring of a successor, Dr. W.J. Simmons. For a brief period, the college was named State University of Louisville. Under Dr. Simmons' leadership, the institution began to flourish and was renamed Simmons University in honor of his contributions. During his ten-year tenure from 1880 to 1890, the school became a full university and expanded its offerings to include liberal arts, college preparatory courses, medical, law, business, music, and theological departments. Additionally, the school was home to competitive football, basketball, and baseball teams. Simmons University continued to grow and prosper until the effects of the Great Depression and segregation undermined its funding and scope.

In 1930, the college was forced to sell its campus due to foreclosure on its mortgage. The University of Louisville bought the campus for its segregated “colored” school, Louisville Municipal College, and in so doing, put Simmons University under a non-compete clause that forced it to scale back its offerings. By 1935 a new location was secured at 1811 Dumesnil Street in West Louisville (an impoverished area of the city), which allowed the school to continue with a narrowed mission to educate young men and women for Christian service. In 1982 the school was renamed Simmons Bible College to reflect more accurately its limited focus, although the college continued to offer basic liberal arts education so that its students could function fully in ministry positions.

In 2005, the school was renamed Simmons College of Kentucky, and in 2007, after 77 years of exile, Simmons College of Kentucky returned to its original Kentucky Street campus (1018 S. 7th Street, Louisville, Kentucky 40203)—thanks to the leadership of Dr. Kevin Cosby, who had caused his church to purchase the campus when it was put up for auction back in 1994. Because his grandfather had taught at Simmons University, Dr. Cosby knew of and treasured Simmons’ former prominence as a Black institution of higher learning and bulwark for leadership in civil rights, and his dream had long been to return the college to its comprehensive mission of building African American leaders in diverse fields. After becoming president of the college in 2005, Dr. Cosby began requesting donations, building up and expanding the curriculum, and then seeking accreditation. For over ten years, he, himself, refused to take a salary, despite his long hours and professional qualifications, so that all available funds could go to hiring staff and building a strong infrastructure.

President Cosby knew that if Simmons was to have a sustainable future, the school must attain accreditation with a body recognized by the United States Department of Education (USDOE). The College engaged in the accreditation process with the Association for Biblical Higher Education (ABHE) in Orlando, Florida. ABHE is one of few faith-based accrediting bodies recognized by USDOE and the Council for Higher Education Accreditation (CHEA). Simmons received candidate status in 2009 and accreditation in 2014. The College's curriculum was diversified so that it now offers degrees in business with an emphasis on entrepreneurship, communications, general studies, music, sociology, applied psychology, computer information systems, applied mathematics, and religious studies. The focus of its initial scope was to strengthen the five institutions critical to the Black community: church, family, business, media, and arts/culture.

MISSION STATEMENT

Simmons College of Kentucky is an institution of biblical higher education dedicated to educating people in the urban context through strong academic and professional programs so that they may become productive citizens and agents of change in society.

The College offers a rigorous curriculum, administered in an environment of academic freedom with its corollary obligations, that prepares graduates for work, professional or graduate studies, and viable careers in particular fields. The faculty at the College is dedicated to excellence in teaching, advising, scholarship, and service. Additionally, the college promotes an intellectually challenging atmosphere that stimulates and supports the growth of one's spiritual, ethical, and moral character as well as their appreciation of the arts, their global awareness, and their concern for the welfare of the community in which they live. The accomplishment of these overarching objectives will be evidenced by the student's skill in various kinds of communication and critical/analytical thinking, as well as their assurance and comfort with technology.

VISION STATEMENT

To be the premier Christian liberal arts institution of higher education in the region, known for the integration of faith and learning, whose graduates lead purposeful lives as productive citizens.

CORE VALUES

ACCESS AND QUALITY

Simmons will provide equal education opportunities to more students from underserved and unserved populations residing mainly among the economically and socially bypassed in the Metro Louisville community.

LEADERSHIP

Simmons will stimulate, initiate, and implement programs and services to inspire and guide its students, faculty, and staff in developing their self-confidence, self-discipline and self-empowerment to become productive leaders.

RELEVANCE

Simmons will respond to the evolving needs of the economic and political culture— highly literate, well-spoken, technologically competent graduates educated to excel in the 21st-century workforce.

DIVERSITY

Simmons will sustain and strengthen its commitment to recruit, enroll, educate, and graduate students and to employ faculty and staff that represent a diverse cross-section of the community.

SOCIAL RESPONSIBILITY

Simmons will promote active participation in constructive social exchange through volunteerism, leadership, and civic action on the part of its students, faculty, and staff.

HERITAGE

Simmons will honor its heritage as a historically black college and university ("HBCU") and will provide all students with a safe space in which to explore and express their history and culture, as they respect themselves and others.

The Digital Teaching and Learning Center (DTAL)

I. Introduction

Welcome to Simmons College of Kentucky's distance and online education program. The information found in this guide is intended to provide you with a brief introduction to the skills necessary for becoming a successful online learner. The Digital Teaching and Learning Center is committed to educational excellence and creating a positive learning experience for all students. Understanding that online learning offers a unique set of opportunities and challenges, this guide was designed to help you navigate your collegiate experience. Please use this handbook as a resource, but also remember that many dedicated employees at Simmons College of Kentucky are willing to assist you.

The College offers students the opportunity to earn college credit or complete certain degrees at a distance through two types of online courses: fully online or blended. Fully online courses are taught entirely over the Internet. Students sign into the course where they "meet" their instructor online, access the syllabus and other course materials, participate in discussions, collaborate with other students, turn in assignments, and may even take quizzes and exams. Blended courses require regular, predetermined classroom attendance and online coursework. Both types of online courses provide students with flexibility and convenience. Some online courses allow real-time interaction through chats or the virtual classroom. Online courses require the same prerequisites, admissions, and registration procedures as on-campus courses. Online courses have the same learning objectives as those taught in a traditional format. Distance Learning students have access to the same services as on-campus students, including online or walk-in counseling and advising sessions, and access to library databases and other resources.

You may also hear online learning referred to as:

- Distance learning
- Distributed education
- Online education
- E-learning

We hope that you will explore the resources and suggestions offered here and will find your online experience rewarding. Online courses offer the opportunity to attend classes at your own convenience at any time and any place. In an online course, the instructor and students are connected through a computer network. Using the Internet, you can receive instruction, compose, and submit assignments, ask questions of the instructor and other students, discuss issues, and actively participate in the class all from your home, your office, or the nearest campus computer lab. SCKY is committed to providing quality faculty, programs, and services.

II. Time

No matter how convenient or flexible online education may be, taking a course online requires time. You might save commuting time in an online course, but you might also spend more time with technology concerns.

Whether the time you spend on course-related work is more or less than you might experience in a traditional, classroom-based course, it is still time you need to reserve and manage carefully. When evaluating your online course options, consider how much time you have to dedicate to coursework every week during the semester, and estimate the time commitment the course will require.

Managing Time

Online learners often benefit from carefully structuring what time they have available. Identify what time of day or night you do your best work, and when you can access the Internet and your course materials. Set aside a certain time each day, or a few days during each week, to work on your course, and stick to this schedule. Be aware at the start of the course whether you are required to participate in activities at any specific time, and plan accordingly. If you are in a different time zone, remember to plan accordingly for your course submissions.

III. Balancing Responsibilities and Setting Priorities

Vital to a successful online learning experience is the ability to balance your responsibilities. Knowing how to set priorities is the key to getting the greatest benefit from your online education experience. Determine early in the semester exactly what work is required and do your best to plan. Do not hesitate to ask for advice or help from your instructor.

A. Managing Stress

Strategies for managing course-related stress include:

- **Know your deadlines**. These include course deadlines as well as deadlines and important events occurring elsewhere in your life while you are enrolled in the course.
- **Prioritize your Plan**. If you know that your time will be consumed by a non-course-related activity during a particular week, do your course-related activities ahead of time.
- **Know your available resources**, especially technological resources, and have physical copies when you are working on your course.
- **Keep in touch with your instructor**. If you do fall behind, let your instructor know immediately, and ask him/her for assistance in planning how you will catch up.

B. Student Accountability

The further you progress in higher and continuing education, the more responsibility you will need to take for your own learning.

C. Self-Directed Learning

As you explore the many avenues of learning available and begin to define your path, you will still need to work with your instructors to make sure you are meeting the requirements of the individual courses.

D. Understand Expectations

To meet course requirements and instructor expectations, you will need a clear understanding of these requirements and expectations. Instructors will provide a syllabus that acts as a contract between you and the instructor. Read through the syllabus carefully and print it out.

E. Seek Clarification

If you have questions regarding the content, contact the instructor immediately. In the online environment, instructors have fewer cues to alert them to your confusion. They cannot see your puzzled expression or hear you ask, "What?" If information is unclear to you, it may be unclear to the rest of the class. Your questions may help others in the learning process as well. So, ask, early and as often as necessary.

F. Become an "Active Learner"

To be successful in this environment, actively seek ways you can best understand the course material.

- Read, listen to, and participate in the course
- Become involved in discussing and defining course topics
- Critically evaluate the information you receive

G. Develop Self-Discipline

Self-discipline may be the most important characteristic of a successful online learner. With it, you have a tool that leads you to become an efficient time manager, and without it you may encounter difficulties. Here are some tips to help:

- Know when assignments are due; print your syllabus and course schedule/calendar

- Set up a schedule of when you will log in to the class and stick to it
- Minimize distractions while online
- Ensure consistent access to a computer
- Have an alternative plan in case you have computer problems

IV. Online Communication Skills

A. Writing Clearly

Being a productive member of an online learning community requires you to communicate clearly and concisely when you write. A few simple guidelines can help you produce clear, effective written contributions to your course. As always, review guidelines for assignments:

- Keep your sentences short
- Keep your paragraphs short
- Watch for careless errors; check your spelling and grammar
- READ your posting before you submit it
- Correct any awkward or unclear areas before you post the final version in quotation marks and identify the author so that you do not accidentally plagiarize someone

B. Discussions

In many courses, you will be required to join in class discussions and respond to classmates' comments. These discussions may become complex, intense, and even provocative. Here are some tips to help you with discussions:

- Know what the instructor expects of your discussion responses
- Think before you write
- Reread your response before sending

Before you send off a hastily written, emotionally based reaction to another's contribution, develop your ideas into a less emotional and more reasonable response. Then wait a few minutes and reread what you have written before you submit your response. Learning how to turn a reaction into a response will make your course contributions more meaningful – and may earn you a higher mark for participation if participation counts toward your grade. Pausing and rereading allow you to review your writing for organization, clarity, and correctness.

V. Online Community

Building a "Classroom" Environment

Online learning does not mean that you are learning alone. You will have a class consisting of instructor(s), fellow students, and perhaps others with whom you will interact. Your instructor will build a class environment through discussion questions, group projects, and other activities. You help build this classroom environment through your participation. Seeing and speaking to others is not a necessary component in getting to know someone. Through your messages and discussions, asynchronous (anytime/location) and synchronous (real-time), you can develop personal and professional relationships. The classmates you get to know online may come from very diverse situations and can offer a wealth of knowledge and experience. Your fellow classmates and instructors provide resources, information, and support. Look for areas where you may post reviews for books you have read on pertinent topics, links to online resources, and observations for specific topics. Within your 'classroom', you and your fellow classmates can build a collective knowledge base that may become invaluable even after your coursework is completed.

You can also connect with your classmates through our [Simmons Hub App](#). Which helps you stay connected with what is happening on campus.

[Simmons Hub on the App Store \(apple.com\)](#)

VI. Library Services

Distance Learning Library Services are available to Simmons College of Kentucky Students taking online classes. To learn more about Simmons College of Kentucky Distance Learning Library Services & Resources go to: <https://simmonscollegeky.libguides.com/home>

VII. Simmons College of Kentucky Catalog and Student Handbook

The complete Simmons College of Kentucky Catalog and Student Handbook can be downloaded from the web at: <https://simmonscollegeky.edu/learn/policies-procedures-and-reports/>

VIII. Technology Considerations

As an online student, your computer becomes your primary interface to your course(s), instructor(s), and your fellow students. To effectively use this interface, it will need to meet certain minimal requirements. If your computer cannot perform the functions you need to complete a class, you will have to make the effort to upgrade your equipment. It is not required that you own computer equipment; however, it is strongly recommended that you have a computer that will be available to you on a dedicated basis that will meet your study habits. Additionally, have a backup plan should your primary equipment fail or become unavailable. Many public libraries have computers as does the Library on the Simmons College of Kentucky Campus. Your cell phone is not an adequate interface for performing the work for your online course(s).

Suggested computer system requirements:

- Processor (CPU): Intel Core i7 with vPro
 - Operating System: Microsoft Windows 10 Enterprise x64
 - Memory: 16 GB RAM (or more)
 - Storage: 512 GB internal hard drive
 - Monitor/Display: 14" LCD monitor
 - Network Adapter: Dual-band WIFI-certified 802.11 a/b/g/n - compliant adapter
 - Built-in Network connector (RJ-45) 10/100/1000 (or via USB Network Adapter)
 - Other:
 - Internal or external Webcam, lock, carrying case
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- Your valid, working Simmons College of Kentucky email address is the only accepted email account. Please submit a ticket here: <https://simmonscollegeky.edu/learn/technology-assistance/form/> to ensure that your Simmons College of Kentucky email account is functional. If you use a spam block/filter or have a bulk mail area in your account, make sure you allow messages from the simmonscollegeky.edu domain into your account's Inbox.
 - Word processing software to create exchange and share written assignment documents. The Digital Teaching and Learning Center at Simmons College of Kentucky recommends that students have access to a Word Processor with the capability to save files in Microsoft Word 6.0 through 9.0 or RTF file format.
 - Depending on course requirements and/or your preference, you may need a printer that will allow you to print out documents, such as the syllabus, course schedule, or assignments.
 - Course-specific software/hardware: Check with your professor or campus to determine whether course assignments may require you to use additional software and hardware. Students who do not comply with the technical requirements may encounter limitations to their participation in the Simmons College of Kentucky distance learning course(s).

The Simmons College of Kentucky, Jenzabar, and Canvas platform is not an internet service provider. Your Internet Service Provider (ISP) is responsible for helping you configure your computer system so you can connect to the Internet/WWW. Your ISP will assist you with problems concerning connectivity to the Internet/WWW and the Simmons College of Kentucky website. If you have difficulty connecting or maintaining a connection to the College website, contact your ISP immediately to determine the source of the problem. If you are disconnected from the Internet or the SLN website without warning, contact your ISP immediately. If you have concerns about your system, contact the Simmons College of Kentucky HelpDesk, here: <https://simmonscollegeky.edu/learn/technology-assistance/form/>. Please note that you may have additional software required by your instructor. That information will be in the course description and/or the course syllabus.

Distance Learning Privacy Statement for Online Students

Simmons College of Kentucky is committed to protecting your privacy. The College has established this privacy policy for students taking classes online and is providing it to you so that you can understand how Simmons College of Kentucky collects and uses your information and the efforts we use to protect it. The College does not collect any personally identifiable information about you unless you affirmatively choose to make such information available to us. By personal information, we mean information that can be used to identify or contact an individual. Simmons College of Kentucky does not actively share personal information about website visitors or students. Personal information provided by visitors, such as email addresses or information submitted via online forms, is used by the College to assist individual visitors as necessary. This assistance may involve redirecting an inquiry or comment to another College individual or unit better suited to provide a resolution.

You will utilize a two-tier log-in to access your online courses. This two-tiered system ensures the confidentiality of you and your coursework. Simmons College of Kentucky also complies with the Family Educational Rights and Privacy Act (FERPA), which prohibits the release of educational records without student permission. For more details on FERPA, currently enrolled online students should consult the Simmons College of Kentucky Student Handbook. This information is also available through the Jenzabar SONIS through the FALCON NET portal when you are given your campus account.

IX. Study Habits and Skills

A. Know Your Learning Style

Not all online classes are presented in the same way. Instructors, both in a traditional classroom and online, use different techniques and methods for explaining concepts. Some may choose to present the course material in a visual format, others use a lecture format, and others enhance lecture formats with hands-on applications. Knowing your learning style can be beneficial whether you are taking a course in a classroom or online. There are many different styles of learning. Some of us are visual learners; we learn and remember by seeing things (seeing it). Some learn best by listening to a lecture (hearing it). Others are hands on learners; they need to manipulate objects to demonstrate learning (doing it).

These are some sites that offer free questionnaires to determine your individual learning style:

www.ldpride.net

www.howtolearn.com

www.metamath.com/multiple/multiple_choice_questions.html

www.longleaf.net/learningstyle.html

<http://literacyworks.org/mi/assessment/findyourstrengths.html>

There are many different theories and styles of learning, that have been categorized into three general styles - The Visual Learner (the seer), The Tactile Learner (the doer), and The Aural Learner (the hearer).

B. Three Types of Learning

1. The Visual Learner (the "Seer")

If you have identified that you are a visual learner, meaning that you learn best by "seeing" the course information presented in various ways, here are strategies to consider:

- Course information will usually be presented in a text format, so you will see and read the course information on the computer and textbook. Read the text, examine diagrams or pictures, and then relate what you see to what you read
- Textbook materials enhance written lectures by providing diagrams, maps, illustrations, etc.
- Research other Internet sites which could provide additional information about the topic
- Read the course description from the Simmons College of Kentucky course catalog or Simmons College of Kentucky website prior to taking the course
- Contact the instructor for further information

2. The Tactile Learner (the "Doer")

If you process information using a tactile, hands-on approach here are some suggestions that may help in your online course:

- Engage in discussions with other students in your online class
- Identify online courses that have a lab or other experiential component
- Find others who are taking the course and form study groups
- Contact the instructor for information prior to taking the course

3. The Aural Learner (the "Hearer")

If you learn best by listening to lectures and discussing in class, then online courses may present a challenge for you. You may need to adapt your learning style to the visual text-based format used in most online courses. Knowing what the course involves ahead of time, before the class begins, might be your best avenue for determining if taking an online class is for you. Here are some strategies that may help:

- Read the course description from the Simmons College of Kentucky Course Catalog or the Simmons College of Kentucky website
- Contact the instructor for information about teaching style and course content
- Talk with other students who have taken online courses, particularly the one you are interested in taking
- Identify courses that have a video component. Check out the website for further information.

X. Where to Get Help

A. Simmons College of Kentucky Helpdesk - Contact Information

The Simmons College of Kentucky HelpDesk is your primary resource for Technical Support. To get assistance you would need to submit a ticket. Here is the link: <https://simmonscollegeky.edu/learn/technology-assistance/form/>. Canvas technical support is provided later in this document and should be in the course syllabus.

If you do not find an answer to Frequently Asked Questions and need to contact the HelpDesk, please have the following information available.

- 1) Your name
- 2) Your course #
- 3) Name of your Internet Service Provider
- 4) Name and version number of your web browser software
- 5) Computer's operating system
- 6) Word processing software if the problem is related to assignment submission
- 7) Explanation of the technical problem you are experiencing and the Simmons College of Kentucky website location that you are using
- 8) For inquiries related to a course, include the course title and code and the professor's name.

B. Simmons College of Kentucky Learning & Resource Centers

Simmons College of Kentucky provides a learning and resource center where students with diverse interests and needs can receive assistance from faculty tutors, video instruction or computer software.

C. [Simmons College of Kentucky Homepage](#)

1. <https://simmonscollegeky.edu/falcon-net/>
 - a. Check your email
 - b. Examine your academic record via SONIS
2. Search Library Resources

D. Simmons College of Kentucky Student Services

The Office of the Vice President of Academic Affairs, and the Office of Academic Operations, are responsible for overseeing the following policies and procedures:

Academic Honesty
Academic Standards
Academic Honors List
Graduation Requirements
Student Attendance Policy

The following are managed in the Division of Student Affairs

Student Conduct Regulations
Student Grievance Procedure
Sexual Harassment Policy

XI. Your Next Steps

1. Register with Simmons College of Kentucky for your online course.
2. Beginning Spring 2024, most textbooks are available via Cengage and do not require purchase. However, you may need to purchase some textbooks and required material from your professor.
3. Access your [Canvas Student Orientation](#) at least 1 week before the start of the semester. To enroll into this course, contact DTAL directly at dtal@simmonscollegeky.edu
4. Attend and participate in your course on a regular basis (starting with the first day of the semester)
5. Refer to the Simmons College of Kentucky Distance Learning information in FALCON NET for answers to your ongoing questions.

XII. Conclusion

This document will help you get started as an online learner. Don't hesitate to ask when you have a question. Your first resource should be the instructor or department providing your course. If you still have questions or concerns, please contact the Digital Teaching and Learning Center (DTAL) at dtal@simmonscollegeky.edu

Enjoy your online learning experience!

Associate of Arts Degree 100 Percent Online

Summary

Our Associate of Arts Degree (AAO) is offered 100 percent online through the School of Foundational Studies in the Department of General Studies at Simmons College of Kentucky.

The courses for the traditional AAO degree are the same courses for the online degree.

This degree program offers an accelerated alternative to students allowing them to complete their Associate's degree online earlier than two years. We offer two types of online courses: Synchronous and Asynchronous. A synchronous course is held online via Canvas on a designated day and time taught by a Simmons faculty member. An asynchronous course does not have an online meeting day and time. This course is flexible and can be taken any day, time, and at any location. This is the ideal course style for nontraditional students who work or have full-time responsibilities. Depending on your interest, we offer two options for online courses: 8 weeks (about 2 months) or 16 weeks (about 3 and a half months).

Canvas, our Learning Management System (LMS), is the online platform where all courses are completed in a modular format by your designated instructor. There are many innovative digital features on Canvas designed to help you seamlessly navigate your course. For example, tools that we use in Canvas include, but are not limited to:

- Cengage
- Pinpoint
- Canvas Studio
- TurnItIn
- Grammarly
- LinkedIn Learning

All online courses are Quality Matters (QM) certified, as your instructors must create online courses designed with positive student learning outcomes in mind. As a result, your course lectures, assignments, engagements, and assessments are aligned with national standards in quality, culturally responsive, and inclusive teaching and learning practices. Our courses offer differentiated ways for the student to succeed in the classroom with multiple ways to participate in class discussions, as well as complete and submit class assignments.

This degree mirrors the college mission by educating students in a supportive environment featuring high-quality and culturally appropriate instruction grounded in an ethical worldview. This program is intended to equip students with competency in core content and appropriate skills for successfully continuing into bachelor's degree programs and/or suitable careers. To be eligible to apply for the AAO, a student will have to have a 2.0 GPA or better.

For more information, contact Dr. Javan Reed, the Chief Academic Officer at jreed@simmonscollegeky.edu

Financial Aid and Application Process

Any student wishing to apply for financial assistance should contact the Simmons College of Kentucky Financial Aid Office at 502-776-1443 ext. 5121.

To complete the FAFSA, visit the website <http://www.fafsa.ed.gov/> using the SCKY financial aid school code 041780. This must be updated each fiscal year to maintain a current FAFSA on file.

Tuition covers everything here at SCKY, thus eliminating surprises and giving a greater opportunity to budget appropriately. Unlike most universities, our tuition rate includes not only tuition but also all additional fees, and resources. Textbooks are not included. Tuition is always paid at the beginning of each term.

Tuition

<u>Term</u>	<u>Tuition Costs (\$667.00 per hour)</u>	<u>Semester Hours of Credit</u>
TERM I	\$8,004.00	12 semester hours of credit
TERM II	\$8,004.00	12 semester hours of credit including books
TERM III	\$8,004.00	12 semester hours of credit including books
TOTAL	\$24,012.00	36 semester hours of credit

The graduation application and associated fee of \$225 are due at the beginning of the third term. The fee includes the cost of the cap, gown, and diploma. *(Subject to change)*

TUITION PAYMENT SCHEDULE

Tuition for each term is due at registration and paid before the first session of class for the specific term. If a student is unable to pay the full amount of tuition due at registration, the three-payment installment plan may be used each term:

Each term

40% at registration

30% at the end of Course 2

30% at the end of Course 4

A signed promissory note will be required at registration each time this plan is used. All payment agreements must be met to maintain active enrollment status.



Course Cancellation

The SCKY administration reserves the right to cancel course sections for which there is insufficient registration or when necessary to meet changing situations. Students are encouraged to participate in advisement and pre-registration each semester to enable timely information and for planning for class schedules, course offerings, and program and curriculum adjustments.

Employer Assistance

If the employer covers full tuition costs, the applicant will need to pay tuition for the first course at registration.

- The student can use the reimbursement received from the employer for the first course and succeeding courses to cover tuition costs.
- The student is responsible for processing the funds available from the employer. Signed documents from the employer will also be required before registration, verifying eligibility, and the level of employer tuition assistance available.
- Some employers will pay course reimbursements on a term basis. Minimally, in such a situation, the student will be required to pay for the first course in each term.
- For special payment arrangements, please contact the Office of Student Accounts regarding an acceptable payment schedule for tuition costs at 502-776-1443-5159.

If the employer will cover partial tuition costs, the student may deduct the partial amount from the total tuition due each term.

- The resulting balance will be the amount due at registration for each term, and the student must pay it in full, or in three installments as described above.
- The student is responsible for processing the funds that will be available from the employer. Signed documents from the employer will also be required before registration, verifying the level of employer tuition assistance available and your eligibility.
- Contact your company's human resources office or the company website for information regarding this form of tuition assistance.

Visa, MasterCard, money orders, and cashier's checks are acceptable forms of payment of tuition and fees.

Financial Assistance

Federal and state grants are awarded based upon a variety of factors, but most often based on one's program and/or demonstrated financial need. Unless otherwise noted by the donor of an award, the student does not need to repay these funds. Listed below are some of the most common forms of gift assistance and resources:

- Federal Pell Grant – Provided by the federal government and administered by the College; this grant is based upon financial need for assistance call 502-776-1443 ext. 5121 (Financial Aid).
- Veterans' Benefits – Veteran's benefits are available to those who qualify. The Veterans' Administration (V.A.) determines eligibility. Students should contact their local V.A. representative regarding this form of tuition assistance, by calling 502-776-1443 or 5120 (Registrar Office).

Educational Loan

Federal Subsidized Direct Stafford Loan (formerly GSL-Guaranteed Student Loan) is available to qualified undergraduate students. Completion of the FAFSA online application is a requirement for loan program consideration.

Commercial Educational Loans

Students in high-income tax brackets should check with their bank or another lender for possible commercial loan options that may be available with tax-deductible interest, i.e., home equity loans.

Refunds

The student will normally be assessed tuition charges by the term. When a student withdraws during a term for any reason, the portion of the tuition considered earned by the college shall be in direct proportion to the number of courses in which the student was present. Due to the accelerated nature of the AAO degree, a student's presence for the first week of a course constitutes an obligation for the entire module.

If a student withdraws at the end of a course not concurrent with the end of a term, the tuition for the courses for which the meeting dates have passed shall be considered earned and those courses not yet started shall be considered unearned, and thus refundable. The date of withdrawal shall be the date on which the student completes and turns in the appropriate college forms as certified by the Registrar.

If a student fails a course, tuition will be assessed again for the course when repeating the failed course. Students dropping back to a later group will be assessed tuition at the time of re-entry, only for the required Courses at the time of enrollment.

Below is a chart of our Associate of Arts in General Studies whether traditional or Online Only. You are expected to take 20 courses.

Associate of Arts in General Studies 4 Semester Degree Plan

This document is a suggested four-year schedule of courses based on the degree requirements for the current catalog and is not a substitute for academic advisement. See the college catalog for a complete list of requirements and electives for the degree.

FRESHMAN YEAR	Fall I			Spring I		
	Course Number	Course Name	Credit Hours	Course Number	Course Name	Credit Hours
	CIS 100	Introduction to Computers	3	ENG 102	English Composition II	3
	ENG 101	English Composition I	3	MAT 101	Contemporary Math	4
	FRE 101	Foundations of Success	3	POL 101	American Government and Politics	3
	Fine Arts	See degree plan options	3	BTS 105*	Foundations of Ethics	3
	SCI Requirement	See degree plan options	3	Behavioral Science	See degree plan options	3
	Total Hours		15	Total Hours		15
Milestones						
Complete Year 1 with a minimum 2.8 GPA ■ Attend Chapel regularly for credit ■ Meet with FACE Advisor ■ Apply for graduation						
SOPHOMOR E YEAR	Fall II			Spring II		
	Course Number	Course Name	Credit Hours	Course Number	Course Name	Credit Hours
	Communications	See degree plan options	3	HIS 207 or 208	African American History/Experience	3
	PHI 200*	Critical Thinking & Moral Decisions	3	ENG 200	Introduction to Research	3
		Biblical/Ethical Requirement	3	PHI 201*	Introduction to Christian Ethics	3
		Elective	3		Elective	3
		Elective	3		Elective	3
	Total Hours		15	Total Hours		15
Total Degree Requirements						60

Below is an example of the Associate of Arts degree plan you would see with your Academic Advisor, during which you will track your courses and grades per semester.

Degree	Associate of Arts Degree				
Major					
Student Name					
Student ID#					
Student Phone					
Student Email					
Course Number	Course Name	Hours	Semester & Year	Grade	Xfer Course
AREA A - COMMUNICATION SKILLS (9 HRS)					
ENG 101	English Composition I	3			
ENG 102	English Composition II	3			
Choose One:					
ENG 103 or COM 100		3			
AREA B - QUANTITATIVE REASONING (6 HRS)					
MAT 101	Contemporary Math	4			
ENG 202	Introduction to Research	3			
AREA C - FINE ARTS (6 HRS)					
(Choose Two/Three) ART 101, ART 102, MUS 100, MUS130 OR (MUP 381, MUP 384 and MUP 386)					
		6			
AREA D - TECHNOLOGY AND NATURAL SCIENCE (6 HRS)					
(Choose One) SCI 101 or SCI 102					
		3			
CIS 100	Introduction to Computers	3			
AREA E - HISTORY AND SOCIAL SCIENCES (15 HRS)					
(Choose One) HIS 201, HIS 202, HIS 203, HIS 204, HIS 205, HIS 206, HIS 207					
		3			
(Choose One) HIS 207 OR HIS 208					
		3			
POL 101	American Government and Politics	3			
PSY 101	Foundations of Psychology	3			
SOC 101	Foundations of Sociology	3			
INSTITUTIONAL AND ELECTIVE REQUIREMENTS (6 HRS)					
FRE 101	Foundations of Success	3			
Elective		3			
TOTAL GS/CORE HOURS		48 HRS			
BIBLICAL/ETHICAL REQUIREMENTS (12 HRS)					
PHI 200	Critical Thinking and Moral Decisions	3			
		3			
		3			
		3			
TOTAL REQUIREMENT HOURS		12 HRS			
TOTAL DEGREE HOURS		60 HRS			
			Total Degree Hours	Total Completed	
				60	
Percentage of Degree Requirements Completed		0%			

AAO Course Descriptions

As listed in the Course Catalog (60 credit hour program)

CIS 100 | Introduction to Computers | 3 Credits

This course is intended to provide a hands-on introduction to computer hardware, operating systems, and application software (including word processing, electronic spreadsheets, presentation, and database software) to facilitate business productivity. The history of computers, Internet basics, current issues in technology that affect business, educational, and other modern settings are also studied.

Prerequisite(s): None

ENG 101 | English Composition I | 3 Credits

This course focuses on the study of the fundamentals of English grammar designed to provide the student with a working knowledge of syntax, punctuation, and the mechanics of effective written English. **Prerequisite(s):** None

FRE 101 | Foundations to Success | 3 Credits

This course is an introduction to the college experience and the opportunity to explore the skills and expectations necessary at the college level. In alignment with the student learning outcomes, students will explore the psychology of success, adapt to effective learning behaviors, and understand the science of learning. This course provides a learning opportunity for the student which includes communication skills, critical reasoning, problem-solving, study skills, time management, and goal setting. The content of the course is designed to help students in becoming more independent learners in order that they can make the most of their educational opportunities. Additionally, the course will expose students to the history, numerous resources, and services available at Simmons College of Kentucky. Students will learn how to enhance their current study skills toward developing a foundation for lifelong learning and career development.

Prerequisite(s): None

ENG 102 | English Composition II | 3 Credits

The course focuses on the practice of written composition that is designed to expose the student to the various forms and styles of composition: creative, analytic, expository, argumentation and others. All students must take this course within the first 24 hours of study.

Prerequisite(s): Successful completion of ENG 101 with a grade of “C” or better.

MAT 101 | Contemporary Math | 4 Credits

This course is designed to survey important ideas and practical applications in mathematics. The course provides students with an appreciation of how to use tables, graphs, and equations, as well as solve equations, linear functions and inequalities, systems of linear equations and inequalities, quadratic equations and functions, exponent properties, and polynomial and rational expressions. Particular emphasis is placed on achieving student proficiency in the application of fundamental algebraic concepts. A greater emphasis is placed on mathematical problem-solving skills that can be applied in everyday settings. This course must be taken in conjunction with the required lab component.

Prerequisite(s): None

POL 101 | American Government & Politics | 3 Credits

The course will deepen your understanding of the theory and practice of American politics. Our text and online activities will expose you to a variety of viewpoints on some of the most important aspects of political theory, political institutions, political actors and political processes in the United States. **Prerequisite(s):**

BTS 105 | Foundations of Ethics | 3 Credits

This course provides an examination of primary texts in the Hebrew Bible and Christian Scriptures and how they have impacted our understanding of ethics.

Prerequisite(s):

PHI 200 | Critical Thinking and Moral Decisions | 3 Credits

This course provides a study on identification, formulation, and evaluation of both inductive and deductive patterns of reasoning. Consideration of topics such as probability, reasoning about causes, fallacies, foundations of argument, and the issues in logical theory.

Prerequisite(s): Successful completion of ENG 102 with a grade of “C” or better.

HIS 207 | African American History | 3 Credits

This course provides a study of the role and contributions of African Americans in United States history their hardships and succession toward equal rights.

Prerequisite(s): Successful completion of ENG 102 with a grade of “C” or better.

HIS 208 | African American Experience | 3 Credits

This course will provide a brief survey of African American History. Students will discover the integrity, autonomy and agency of Africans that has been overlooked in most historical literature.

Prerequisite(s): ENG 102

ENG 202 | Introduction to Research | 3 Credits

This course examines the various approaches to thesis preparation and research. Emphasis is given to the development of effective note taking, organization, and thesis development skills in addition to the effective and efficient use of library resources.

Prerequisite(s): Successful completion of ENG 102 with a grade of “C” or better.

PHI 201 | Introduction to Christian Ethics | 3 Credits

The first section of this course deals with contrasting Christian ethics with philosophical ethical systems. The second section of this course deals with the application of the Christian Theology of ethics to social existence and social issues and problems.

Prerequisite(s): None

To learn more about our Associate of Arts Degree, visit us at:

<https://simmonscollegeky.edu/learn/general-studies/>

Course Attendance

Due to the concentrated scheduling and the emphasis on participatory learning, students must be present every week whether on campus or in blended e-learning. Absences or missed coursework due to illness or other emergencies require notification to the facilitator or the Chief Academic Officer, Dr. Javan Reed.

If absent for more than one class session in a course, the student must repeat the module unless special arrangements are made with the facilitator and the AAO Director. General guidelines for make-up work are:

- The facilitator of the course determines make-up assignments for absences.
- For make-up assignments in any module, students will discuss the missed class with the facilitator. The expectation for all missed coursework should be equivalent to four hours of class time or one instructional “e-learning week.”
- Students not completing all makeup coursework will receive an “I” (Incomplete) for the course. If the student does not clear the “I” in 15 days (about 2 weeks), an “F” (Fail) grade will be given for that course.
- Incompletes provide students with limited additional time to complete coursework after the course ends. To be considered incomplete, you should have completed approximately 75% of the coursework.

The AAO Office will monitor attendance records. Attendance records are essential to comply with regulations established by the Veterans’ Administration and Health & Human Relations for recipients of VA benefits or federally insured student loans.

Extenuating Circumstances

If long-term medical, family or employment concerns develop, the student needs to contact the AAO Director immediately to consider other options. The AAO Director will assist the student in addressing academic and financial matters related to the AAO Curriculum. Extenuating circumstances include, but are not limited to, personal/family member hospitalization, family member death, a severe weather event, a natural disaster, and an active military assignment that prevents internet connectivity. Your professor will determine whether an exception to the SCKY Late Policy is appropriate. The instructor may also require you to provide documentation of the reason. If the instructor determines that an extension is warranted, the AAO Director will create the documentation that outlines the completion dates and grading structure.

Cengage

Many instructors are using Cengage Unlimited for e-books and activities. You should be able to click on the links in Canvas and be taken to Cengage. You may have to create a Cengage account the first time you use it. Please complete only activities listed in the module in your course on Canvas.

For student assistance, access the following link:

https://www.cengage.com/coursepages/Canvas_Student_CengageUnlimited

For faculty assistance, access the following link:

https://www.cengage.com/coursepages/Canvas_FacultyResources

Faculty may also contact Dr. Janice Poston (jposton@simmonscollege.edu) for help with Cengage and integration into Canvas during course development.

You can contact Cengage for help at the links below and view the resources below:

"Have Questions? We're Here to Help!"

Our US-based support team delivers answers and advice via 24/7 live phone and chat support and through our self-service website which includes helpful articles, downloads, and tutorials."

[-How to Access your Cengage Unlimited Course Materials in Canvas](#)

Email Us Anytime: CUIescalations@cengage.com

Call Us Anytime: 1-800-354-9706

[Need More Information](#)

[Real-Time System Status Update](#)

Accelerated Canvas/E-Learning Courses

Compared to non-accelerated college courses, classrooms, or e-learning, these e-learning courses are "accelerated" in pace and structure. Imagine compressing a semester into five or eight weeks. Suddenly, you are reading at least 100 pages of material per week! It is unrealistic to think that one week in an accelerated course is equal to a "real" week in a normal course. Consider also that you will spend time interacting in "asynchronous" or threaded discussions each week as a member of a team. Finally, add time to "participating" by posting messages, reviewing team presentations, and posting replies to other classmates' work. The bottom line: plan to commit at least 10 -15 hours per week to each course.

The most common assumption about e-learning courses accelerated or otherwise, is that you can log on and do the assignments according to your own schedule. With an accelerated e-learning course, you have small, scheduled assignments due several days throughout the week. Another assumption is that students must figure out everything on their own, including how to navigate an e-learning course. This is an old paradigm! Not only do we have technical support, but also, we expect you to help each other with whatever expertise you bring to the group, technical, people-oriented, theoretical, or managerial.

Canvas/E-Learning Platform

SCKY uses Canvas as the e-learning platform. The Canvas community had discovered the value of an open, collaborative effort by one of the largest open-source teams in the world. The discussions, assignments, team projects, and seminars will be completed on the Canvas platform.

For Canvas Support Contact

Our Simmons College of Kentucky Canvas Contact: Please contact Ms. Alieshia Nunnally, our Instructional Technologist, using this [link](#). Please get in touch with Ms. Alieshia Nunnally, our Instructional Technologist, and provide as much information as possible. Ms. Nunnally is often available in the Technology Hub (Steward 307) as well.

Online Canvas Technical Support

If you have immediate technical issues with your course, please utilize one of the following Canvas Tech Support resources available 24/7.

- [Canvas Guides](#) – Find answers to common questions and guides based on all things Canvas.
- [Canvas Videos on Common Tasks](#)—Find out how to upload an assignment, reply to a discussion, or take a quiz
- [Canvas Chat Support](#) – Chat with a Canvas expert in real-time
- **Canvas Support Hotline:** 877-356-9405 – Speak with a Canvas expert in real time.

E-Learning Communication Infraction Policy

How and what you communicate in these e-learning courses will constitute a considerable part of your participation grade. If you send inflammatory, rude, and/or threatening messages, your participation grade will suffer. One offending message will be met with a warning from the facilitator. After the warning, points will be taken off your participation grade for each subsequent infraction. Depending on the severity of the offense, disciplinary action may be brought against you by the institution.

Attendance Evaluation

Attendance expectations are for you to “attend” the e-learning classroom by logging on at least 4 out of 7 days of each instructional week (excluding the week that you work on your Summary Paper or final project). The notes, replies, and other work posted to the system on those days measure your attendance. An absence does not excuse you from the responsibility of participation or assigned work.

Weekly Homework Assignments

Extensive reading, researching, evaluating, and writing assignments are required each week of the course. The assignments section of the course page provides outline details including due dates for all coursework. Identification of these assignments is often “Week One Assignments,” “Week Two Assignments,” and so forth. These assignments are often grouped into modules and clicking on the link will provide more detail. In some cases, clicking on the link will take you out to Cengage, another platform we use, to complete the assignments.

Quiz Assignments

The quiz assignments are designed to be open books. They are instructional in that they ensure each student digs deeply into the course materials and understands the academic content. They are not designed to be timed and full of pressure. They are designed to respect the wonderful qualities of students and the capacity for both reflection and critical thought.

Working in Teams

1. Team assignments are for the course. The facilitator will post the team membership list early in Week One. Teams are identified as Team One, Team Two, Team Three, etc. Each week there are typically two team assignments with each team member “participating” in achieving the goals of both assignments (see "Participation" below), and all members of the same team receive the same grade.
2. Each team will identify a team leader to summarize and post the products of team activities (e.g., the team presentations). The team leader position will rotate each week and/or each assignment. Team members are expected to evaluate each other’s work, participation, and contribution to the collaborative products that ensue from their work together. Submit these evaluations to the facilitator as part of your weekly self-assessment (see “Evaluation Forms” below).
3. Each team presentation (see "Team Presentations" below) receives a grade that applies to every member.

Team Presentations

The weekly team presentations should be a summary of the team’s findings and discussion gleaned from team discussion notes and other posts. However, it should not be a blow-by-blow account of the discussions. Instead, they present significant differences of opinion or perspective within the group. The final assignment posted by the team leader must comprise of an:

- A narrative-style presentation in an essay format must include three basic elements:
 1. Opening paragraph containing a thesis statement with supporting arguments.
 2. Body paragraphs including supporting facts, details, and arguments for each point after the thesis.

3. Closing paragraph restating the thesis statement and providing conclusive thoughts on broader questions about the topic.

The essay presentation should encourage further thought on the topic and be conducive to thoughtful questions from other teams. Be sure to enter in-text citations in parenthesis behind each point, so others may refer to the reading.

Participation

Because there is a significant team component to this e-learning course, timely participation in all its forms is especially critical. Teams will complete their work in weekly "asynchronous" discussion boards (though a "synchronous" chat tool is available). All members of the team are expected to contribute to the team assignment. Due to the tightly scheduled nature of these assignments, individual team members cannot "make up" any missed team activities. If one team member fails to submit his or her contribution to the team assignment, it not only affects their participation grade, but it can stall team progress or even penalize the entire team.

After teams have posted their presentations, team members are expected to post at least one response to each of the other team's presentations. A response involves more than visiting the appropriate Classroom discussion board (e.g., the area where presentations are displayed) to check in to say "hello" or "I agree." Rather, it should be a thoughtful analysis of the presentation or a substantial contribution to the discussion at that time.

The following general schedule explains the required weekly forms of participation, and submission guidelines dependent on your cohort's/group's instructional week:

- Monday: Post notes for team assignments on your team's weekly discussion board.
- Tuesday to Thursday: Work to accomplish team objectives.
- Friday to Saturday: Submit at least one response to each other team's presentations.

Criteria for evaluating team notes and replies each week include the following:

- Submitted on time
- Prepared notes thoroughly
- Related key ideas to own leader behaviors or the observed behavior of others
- Described specific examples from one's experience to support internalization
- Showed depth of thought/reflection/insight
- Compared/contrasted key ideas with those from another text/source
- Showed willingness to help your team and others achieve the goals
- Interpreted key or novel ideas
- Compared/contrasted key ideas with those from other groups
- Generated a new insight/principle

Academic Dishonesty

Academic dishonesty and plagiarism are very serious offenses. Each student is expected to do his/her own thinking on all quizzes, tests, class work, written reports, research papers, and homework assignments. If any student is found guilty of copying from another student, books, internet sites, or cheating during a quiz or test, he/she will be referred to the Vice President of Academic Affairs Office, for a conference with the instructor, and grade of "F" for the course will be awarded. The student may also be administratively withdrawn from the course.

The Use of Artificial Intelligence (AI)

Simmons College of Kentucky's Academic Integrity Policy emphasizes the importance of authenticity, critical analysis, and originality in academic work. The college recognizes the significance of analytical thinking, independent research, and academic integrity in fostering intellectual growth among its students. This policy, designed to uphold these principles, prohibits the use of any Artificial Intelligence (AI) technologies as a primary means for completing academic assignments, papers, and projects in any courses or programs facilitated by Simmons faculty and staff.

To prevent blatant and unintentional plagiarism, students at Simmons College of Kentucky are prohibited from utilizing generative AI for the creation of course assignments, essays, presentations, and projects, and to complete quizzes and exams. This includes AI-automated writing tools. Only spellcheck and grammar-check tools, such as Grammarly or editing features in Microsoft Word, are permitted.

Students at Simmons College of Kentucky are **only** allowed to use AI tools, such as ChatGPT, as a secondary resource. This means that students can use AI tools to brainstorm ideas and conduct research. However, these platforms cannot be used to generate texts such as answers for a quiz/exam, a short essay, discussion board posts, or a research paper. Furthermore, any information created by ChatGPT, or any other AI tool, should not be copied verbatim, passed off as the student's own words, and then submitted as a completed assignment or project. While Grammarly is a helpful tool for spelling and grammar, it should not be utilized to generate texts.

All assignment submissions must be the result of the student's own research, analysis, and intellectual property without AI-generated content. Any attempt to submit work generated or heavily influenced by AI technology will be considered a violation of academic integrity policies at Simmons College of Kentucky. Plagiarism and AI detection tools are employed to ensure compliance with this policy, one being the Turnitin feature of our LMS Canvas platform.

Students who violate this policy will be subject to disciplinary action following Simmons College of Kentucky's academic integrity policies. Penalties may include a failing grade for submitted work, course failure, academic probation, or other consequences outlined in the college's academic integrity policy.

Academic Suspension

A student who fails to meet the standards of satisfactory academic progress (SAP), after being on probation for one semester, will be placed on academic and financial aid suspension for one semester. A student who has been suspended, and wishes to return to the University, after one semester, must apply for readmission.

Academic Warning

When a student fails to achieve a minimum semester grade point average required (2.0), he/she will receive an "academic warning" letter from the Registrar. Upon notification, a student must schedule an appointment with the Academic Advisor for these meetings to determine the specific problem(s) related to the student's poor or marginal academic performance and arrive at appropriate intervention strategies to remedy the problem(s).

Late Work

As a rule, late assignments will not be accepted for credit. Under special circumstances, the facilitator may agree to review late work subject to a penalty. Acceptance of late work is at the discretion of the instructor.

Orientation Night

Generally, orientation is one or more weeks before Term I of the course. Attendance and the writing sample are mandatory at orientation, preferably before orientation but are acceptable as late as orientation night. Orientation provides an opportunity for students in the group to become acquainted with each other, the

University, and course facilitators. All students must become familiar with the e-learning platform, communicating e-learning, posting written assignments, and taking quizzes.

Library

The library reference staff, in cooperation with the facilitators in the AAO Curriculum, will provide instruction in basic information gathering, including learning the basics of database searching and critical thinking skills. These life-long learning skills are essential preparation to effectively function in this "information society." The students are encouraged to use the services and resources of the library.

Writing Center

In-Person Help: Mondays, 12-1, Steward Hall, Room 202
Wednesdays, 12-1, Library (A & L Building)

Virtual Help: By appointment only.

(Email Professor Christian Lucas, the Director of the Writing Center at clucas@simmonscollegeky.edu)

Withdrawal from the College

To withdraw from the AAO Curriculum, the student must notify the Director and complete the Change of Status form. Withdrawal from the curriculum can jeopardize any financial aid for the rest of that academic year (Please see the Financial Aid Office for all related regulations).

For loan repayment, if you withdraw from the University consult with the Financial Aid office or private lender where applicable. Discuss all financial implications of discontinuing the B.A degree with the Financial Aid office. Dropping from the AAO Curriculum charges may cause prorated charges and refunds given to either the student or the government as determined by federal and/or state regulations.

When asking the Registrar's Office to verify full-time enrollment for a student, the office is required to use the last date in class as the last day of attendance.

Readmission to the AAO Curriculum

Students who have dropped out of their group, but wish to return to a new group must:

- Notify the ELA Office of their desire to return.
- Provide evidence that:
 - All work is up to date
 - Incompletes are removed
 - Grades below "C" will be repeated before continuing in the AAO Curriculum
 - Financial arrangements have been made
 - A new registration form with courses for the remainder of the term has been submitted
 - Readmission application submitted and payment of \$125 fee

The student can return to class upon application approval by the AAO Director and Director

Graduation Requirements and Participation in Commencement Exercises

Students must apply for graduation according to the deadlines outlined in the course catalog and pay all related graduation fees. The consideration for participation in commencement exercises, with cap, gown, and tassel, the student must be enrolled in the final courses that would complete the requirements for the degree.

Graduating students are expected to participate in the commencement ceremony. If unable to attend the commencement ceremonies, the students must petition the Office of the President for permission to graduate in absentia. Diplomas will be mailed to the student upon completion of coursework.

SIMMONS COLLEGE OF KENTUCKY ADMINISTRATORS



Dr. Javan Reed is the Vice President of Academic Affairs and the Founding Director of the Executive Leadership Academy (ELA) at Simmons College of Kentucky. He has served as the immediate past Assistant Vice President for Extended Education at Wiley College. Dr. Reed has also led distance learning at the nation's oldest Historically Black University (HBCU), Wilberforce University. He holds degrees from Edward Waters University and Nova Southeastern University. With a Ph.D. in Urban Higher Education from Jackson State University. Dr. Reed is a much sought-after speaker, workshop facilitator, host, and presenter. Dr. Reed can be reached at jreed@simmonscollegeky.edu



Dr. Tytianna Ringstaff, Director of the Digital Teaching and Learning (DTAL) Center at Simmons College of Kentucky is a visionary leader with over 12 years of teaching experience. She has pioneered programs such as the Women and Gender Studies Department, Dual Credit Program, and Black Film Institute (BFI). As a published author and CEO of Honey Tree Publishing, Dr. Ringstaff holds a Ph.D. in Curriculum and Instruction. She is a member of Delta Sigma Theta Sorority, Inc., an HBCU Faculty Fellow, and an Alex Trebek Fellow. Recognized for her impactful work, including the production of "Raising Simmons: Treading the Lanes" Episode 1 (2023), Dr. Ringstaff continues to shape innovative online teaching experiences. Dr. Ringstaff can be reached at tringstaff@simmonscollegeky.edu



Ingrid Bowman-Thomas is the Director of the Falcons Academic Center of Excellence at Simmons College of Kentucky. With degrees in business and education, she actively promotes HBCU education and conducts workshops in professional development. Ingrid is committed to criminal justice reform through the Second Chance Pell Program and volunteers for causes related to hunger, homelessness, and education. A member of Alpha Kappa Alpha Sorority, Inc., she is actively engaged in community service. Currently pursuing a doctorate in Public Policy and Administration/Criminal Justice, Ingrid holds certifications in Diversity, Equity, and Inclusion (DE&I) and Quality Matters (QM), dedicated to empowering the next generation through education and advocacy. Ms. Bowman-Thomas can be reached at ibowmanthomas@simmonscollegeky.edu



Dr. Janice Poston, Curriculum Designer at Simmons College of Kentucky, brings 31 years of higher education experience to her role. With a background encompassing academic librarianship, instructional development, technology integration, and adjunct faculty positions, she assists with course development, Quality Matters, Canvas, Cengage, Zoom, and Teams. Janice holds a BS in Elementary Education, a BS in Accounting, an MA in School Media Librarianship, an MS in Library Science, and a doctorate in Educational Leadership. Her research focuses on teaching presence, explored in her dissertation, "Has the Teacher Left the Classroom?" She is also interested in the flipped classroom model, with a publication in "Quick Hits for Adjunct Faculty and Lecturers: Successful Strategies from Award-Winning Teachers" in 2015. Dr. Poston can be reached at jposton@simmonscollegeky.edu



Alieshia Nunnally is the Instructional Technologist at Simmons College of Kentucky. She assists with technical support for students and staff. She holds a Master of Arts in Higher Education & Bachelor of Arts in Liberal Studies. She has over 5 years of experience working in Higher Education from being an advisor to teaching and has a plethora of knowledge with various Academia Technologies for Higher Education. Ms. Nunnally can be reached at anunnally@simmonscollegeky.edu

Netiquette Guide for Online Learning

Welcome to the world of online learning! Whether you're taking fully online classes, hybrid classes, or attending virtual sessions due to weather conditions, this resource guide is designed to help you maintain a level of professionalism and adhere to netiquette. Developing good netiquette not only enhances your learning experience but also prepares you for future professional interactions, including job interviews. Here's a comprehensive guide to help you navigate the digital learning environment:

1. Dress Code On Screen:

- Treat your virtual classroom like a physical one. Dress appropriately to create a focused and professional atmosphere.
- Avoid clothing that may be distracting or inappropriate for an educational setting.
 - Be fully clothed in attire that does not reveal cleavage or midriff.

2. Camera Etiquette:

- Turn on your camera during live sessions to establish a sense of connection with your instructors and peers.
- Ensure your camera angle is at eye level, and your background is tidy and non-distracting.

3. Timeliness:

- Join online sessions on time. Punctuality is crucial for creating a respectful and efficient learning environment.

4. Communication:

- Use clear and concise language in written and spoken communication.
- Be mindful of your tone and avoid using all caps, which can be perceived as shouting.

5. Active Participation:

- Engage actively in discussions and group activities. Contribute meaningfully to enhance the learning experience for everyone.
- Utilize features like raising your hand or chat to communicate during virtual classes.

6. Respect for Others:

- Be mindful of background noise and mute your microphone when you're not speaking.
- Respect diverse opinions and perspectives during discussions.

7. Technical Preparedness:

- Ensure your devices and internet connection are reliable and in working order.
- Familiarize yourself with the platform's features to minimize disruptions during class.

8. File Sharing and Collaboration:

- Follow proper file-naming conventions when submitting assignments.
- Respect copyright and intellectual property rules when sharing information.

Importance for Future Professional Environments:

Developing good netiquette is not only essential for your current educational experience but also sets the foundation for future professional interactions:

- **Job Interviews:** Employers may conduct virtual interviews, and practicing good netiquette prepares you for these situations.
- **Remote Work:** As more professionals work remotely, understanding digital etiquette is crucial for effective communication and collaboration.

- **Online Networking:** Engaging in online forums, webinars, and professional groups requires the same level of respect and professionalism as in-person interactions.

By embracing these netiquette guidelines, you not only enhance your online learning experience but also cultivate skills that will benefit you in the professional world. Remember, the digital world is an extension of the physical one, and treating it with the same level of respect will contribute to your success.

It is also important that as you respond to others via email or discussion boards you follow some guidelines as well. The following article about Netiquette and its importance will show you some basic guidelines and why they matter: <https://harappa.education/harappa-diaries/what-is-netiquette-and-why-is-it-important/>

If you have questions, contact the Digital Teaching and Learning Center (DTAL):
502-776-1443
dtal@simmonscollegeky.edu

FREQUENTLY ASKED QUESTIONS

Our Distance Learning Program

What is Distance Learning? Can anyone take these classes?

Distance Learning courses are designed for students who desire flexibility and convenience in their studies. Our courses are fully accredited and are considered equivalent to on-campus courses. Anyone eligible to take regular courses on campus may enroll in Distance Learning courses. Consult the Simmons College of Kentucky Schedule of Classes for registration information.

How do these courses work? How will I interact with my instructor?

Students in online courses communicate with their instructors and classmates electronically via the course management system. The instructor posts such things as lectures, assignments, announcements, and other information on the site. The class may respond with questions, comments, etc. Our instructors use our course management system.

Will I be required to attend class meetings on campus?

No. Our online courses are delivered completely online. If you are within driving distance of the Simmons College of Kentucky campus, you are always welcome to stop by to access on-campus student services. Instructors teaching entirely online will provide you with a syllabus online. The syllabus will include the course requirements and information about any on-campus sessions you will be expected to attend.

How are examinations administered?

Again, this is determined by the course instructor. Your instructor will provide you with details.

What software and hardware do I need? You must have at a minimum: - Regular access to the internet - a computer – either a PC with Windows and a Pentium processor or a Macintosh with at least System 9.0 - A recent version of a web browser such as Chrome - an Internet Service Provider – a Simmons College of Kentucky email address - current word processing software as required by the instructor. Some courses may have additional requirements. Your instructor will give you more information.

I don't have a computer at home. Can I still take an online course?

Yes, if you're sure you'll have regular access to a computer that's connected to the Internet. Chromebooks are available for checkout each semester in the campus library. There are also computer labs on campus with Internet access.

What kind of computer skills should I have?

To succeed in this type of course, you must be computer literate and have experience in computer communication. That is, you should have good word processing skills, and be familiar with sending and receiving emails. You should also feel comfortable navigating the World Wide Web. It is very important that you have these skills before enrolling in an online course because it will take some time for you to become accustomed to the way an online course works. Before you know it, you will need to concentrate on the course material, and you won't have much time to deal with technical matters.

I think I have the technical skills I need, but I've never taken a course like this. How do I know if this is right for me?

To succeed in a Distance Learning course, you must be self-motivated and be able to work well independently with minimum supervision. You do not meet regularly with your instructor in the classroom, so you must be able to manage your time effectively and stay on track with your coursework. It's also important that you have strong reading and writing skills. Distance Learning courses are every bit as challenging as on-campus courses. Some research studies reveal that some students find Distance Learning courses *more* difficult.

Will I have to be online at a particular time?

Some instructors require students to be online at a particular time to take quizzes or exams, or to participate in chat sessions. You may contact your instructor for details.

What do I do if I need help?

It's very important that you get in touch with your instructor as soon as possible if you're having trouble. You may contact them by phone or by email. Our full-time instructors hold weekly office hours, so you can visit them in person if you wish. A Faculty Directory is available at our office and on our website. If you find you need help with the course material, check out the Tutoring Program administered by the Simmons College of Kentucky Falcons Academic Center of Excellence. Tutors help students prepare for tests, learn new concepts, improve study techniques, and answer questions about assignments. Free tutoring for Simmons College of Kentucky students is available each semester. You may receive information about tutoring by calling 502-776-1443 ext-5902.

What do I do if I can't access my course online?

If for some reason you cannot access your course, email, or call your instructor or the Simmons College of Kentucky Instructional Technology Helpdesk by submitting a ticket by visiting:

<https://simmonscollegeky.edu/learn/technology-assistance/form/>

Course Textbooks (Cengage)

Will I have to buy books for the course?

Your instructor will give you information about the text materials you'll need for your course.

- Many instructors are using Cengage Unlimited for e-books and activities. You should be able to click on the links in Canvas and be taken to Cengage. You may have to create a Cengage account the first time you use it. Please complete only activities listed in the module in your course on Canvas. More details about Cengage are on page 20.

Do Distance Education courses transfer to other schools?

We advise you to check with the school you plan to transfer to so you are sure the course will be accepted. (By the way, your transcript will not specify that the course you took was delivered in a Distance Learning format.)

What if I find I can't continue in my course? Can I withdraw from it?

Yes, but to receive a "W" (Withdrawal), you must apply before the deadline. Consult the current Simmons College of Kentucky Schedule of Classes. Please note that dropping a course is your responsibility. Your instructor is not responsible for dropping you from your course!

For more information, contact: dtal@simmonscollegeky.edu

This Reference Guide is in effect beginning the academic year of 2022 as an overview tool only. It does not replace the Simmons College of Kentucky Catalog. The College reserves the right to make policy changes. Any such changes affecting Online, and Distance Education will be made available in subsequent issues of the Reference Guide and/or the Simmons College of Kentucky catalog.

Catalog Agreement

Students have the right to graduate by the requirements of the Catalog edition published for the academic year of first enrollment, provided the student had continuous enrollment. More than one semester of non-enrollment obliges a student to meet the requirements of the Catalog in effect upon his/her return to the College. All requirements of a single Catalog must be met, and requirements may not be arbitrarily selected from various Catalogs.

Accreditation

Simmons College of Kentucky holds member status with the Commission on Accreditation of the Association of Biblical Higher Education (ABHE), 5850 T.G. Lee Blvd, Ste. 130, Orlando, Florida, 32822, (407) 207-0808.