

Online Student Handbook

DEPAUL



SNLONLINE

School for New Learning

Course Registration

You can register for courses on Campus Connect at <http://campusconnect.depaul.edu> or by filling out a registration form at <http://www.snlonline.depaul.edu/WebMedia/StudentResources/RegistrationForm.doc> and emailing it to snlregistration@depaul.edu. Most courses can be taken for up to two competences, but not more than two. All SNL Online courses have an enrollment limit. Instructors are not able to grant permission for students to register over the limit.

Campus Connect

Your Campus Connect Credentials are mailed to you after your admission to SNL. Please keep that information in a safe place as you will refer to it often. If you do not have your Campus Connect information, you can call DePaul's Technology Support Center (TSC) at 312-362-8765.

Course and Syllabus information

You can find course and syllabus information on the SNL Online website at <http://www.snlonline.depaul.edu/Current/registration.asp>. The page is updated on a regular basis to reflect any updates in the registration schedule as well as quarterly deadlines.

Books

You can order your books at <http://www.mbsdirect.net>. Visit <http://snlonline.depaul.edu/multimedia/howtobuybooks/howtobuybooks.html> for an interactive tutorial on how to order your books on MBS Direct. **Please note: books for SNL online courses are not available at the on-campus bookstore.**

Accessing Your Online Course in Desire2Learn

NOTE: Beginning winter quarter 2010-11 all SNL Online courses will be offered in Desire2Learn (D2L). Blackboard is no longer being used.

You can login to your course at <https://d2l.depaul.edu/> using your campus connect username and password.

Desire2Learn Tutorial and Training

If you are new to using Desire2Learn, this SNL Online Orientation will provide an overview of how to take your course. Visit <http://www.snlonline.depaul.edu/Prospects/newtonline.asp> to view Taking Online Courses in D2L.

You may also refer to the Desire2Learn Quick Guides available at <http://www.itd.depaul.edu/website/students/trainingmaterials.asp>. Click on Desire2Learn link to access the Quick Guides. You can sign up for training by clicking on the "training" tabs on the left hand navigation bar.

Desire2Learn Features

This platform has some different features, including a discussion format that shows where you are in context, and a Drop Box to manage your work and faculty feedback. The materials are grouped together by module, so everything you need for Module 1 will be within Module 1. Look for resources on how to use D2L in the Student Resources box on the home page of your course.

You should use the Content tab, and just go step by step through the module contents, clicking on each reading and link. All the discussions you need, and all the assignment directions, should be there in order. Just start each module at the top and work your way through. Your instructor will use a checklist with due dates and links to help you manage your progress through the course.

Email Address

You will be receiving important information via email at your “Preferred” email address listed on Campus Connect. If your email address has recently changed, you **must update your email address** under the “Home” and “Preferred” fields on Campus Connect. Log into Campus Connect at <https://campusconnect.depaul.edu> go to 'Demographic Portfolio' and update your email address. You can find more information about obtaining a DePaul student email account at <http://is.depaul.edu/communication/email/student.asp>.

Contact with your instructor

If you have course specific questions regarding assignments, course discussion, or projects you should contact your instructor via e-mail. Your instructor’s contact information can be found at <http://snl.depaul.edu/People/Faculty/index.asp>.

Your instructor may choose to designate “office hours” when he/she will be online and available and will immediately respond to questions. Depending on the instructor, this response may be by e-mail, instant messenger or telephone.

Technical Requirements

Consistent access to a computer with an Internet connection and an email account is a requirement for all online courses. Please be certain your hardware and software requirements are met throughout your course. Please see <http://snlonline.depaul.edu/TechRequirements> for technical requirements your computer systems must meet.

Technical Support

Please contact the DePaul Technology Support Center for technical support with using Desire2Learn or for general technical support including questions about Campus Connect. DePaul's Technology Support Center (TSC) can be reached at 312-362-8765. TSC's hours of operation are Monday through Thursday 8am to 8pm, Friday 8am to 5pm, Saturday 8am to 4pm and Sunday, Noon to 4pm.

SNL Online Support

SNL Online staff are available to assist current students with administrative questions related to the online courses. You can reach SNL Online Support Services via phone at 1-866-SNL-FORU or 312-362-8001, or via email at snlonline@depaul.edu.

DePaul Central

Visit <http://depaulcentral.depaul.edu/> for help with questions related to financial aid, tuition, grades and other student service related questions. You can get live online help on the DePaul Central website.

The Learning Center

Visit The Learning Center at <http://depaul.edu/learningcenter> for learning how to perform important transactions through Campus Connect. The navigation videos at the Learning Center will show you step-

by-step videos on how to view and update your demographic information, add or drop classes, accept or decline your financial aid, view your grades and many other transactions.

Academic Integrity

You can find information on academic integrity at <http://academicintegrity.depaul.edu/>. The website has information on policy, resources and frequently asked questions regarding academic integrity.

Student Advising

If you have any questions or need assistance with the registration process, you can contact the SNL Advising Center. Advisors can help make course selections, clarify correct competencies, and plan for future quarters. Feel free to contact the Advising Center by email at snladvising@depaul.edu or by telephone at 1-866-SNL-FORU.

DePaul ID Card

SNL Online students who reside outside the Chicago area are also eligible to receive a DePaul Card to show their affiliation with DePaul, access library resources and apply for student discounts. For information on obtaining a DePaul ID card, please visit http://is.depaul.edu/systems/cards_passes/depaul_id.asp.

Library Services

Online students have immediate access to many electronic resources from library databases. They are eligible to have books from the DePaul Libraries mailed directly to their home or office. All students living in the state of Illinois can check out books in person at more than 70 I-Share libraries. Some encyclopedias, dictionaries, and other e-books are available in full text through the library web site. Visit <http://library.depaul.edu/> for more information.

Grades

Grades for all five and ten week courses are submitted by faculty at the end of the term and can be accessed in Campus Connect. For more information on grades, visit <http://sr.depaul.edu/catalog/catalogfiles/Current/Undergraduate%20Student%20Handbook/pg28.html>.

Financial Aid and Scholarships

Online students have access to Financial Aid and scholarship opportunities at DePaul. Students can apply online at <http://depaul.edu/admission/FinancialAid/OnlineStudent/index.asp>. For questions and assistance, students can contact Financial Aid office by phone, email and by live chat from 9:00am-5:00pm CST. In addition to assistance offered through the DePaul Financial Aid office, SNL offers scholarships for students. For more information and application, please visit: http://www.snل.depaul.edu/StudentResources/Scholarships/Undergraduate_Scholarships.asp.

Writing Centers

SNL's online Writing Guide, at <http://snل.depaul.edu/writing/index.html>, has a great deal of information to help SNL students write a variety of papers.

In addition, DePaul's Center for Writing-Based Learning provides assistance to students who need individualized help in writing. Online students can use the Writing Center's online services – including Feedback-by-Email and online appointments via IM as well as conferencing using a webcam. Students may schedule up to 3 hours worth of appointments per week, and all writing center services are free. For more information visit: <http://www.depaul.edu/~writing>.