Missouri Baptist UNIVERSITY

THE ONLINE STUDENT'S

GUIDE TO SUCCESS

WELCOME TO
MBU ONLINE

FIND YOUR LIGHT AND SHINE ON

Welcome to MBU Online! My name is Natalie Taylor and I am the Director of Online & Graduate Enrollment Services. As a former online student myself, I recognize and value the importance of a collaborative learning environment that offers flexibility and support. Our online programs are designed for working professionals who strive to expand their education and grow both personally and professionally. I hope that you find this guide useful and empowering as you begin your journey toward graduation.

Natalie Taylor
Director of Online & Graduate Enrollment Services


ASYNCHRONOUS LEARNING

Our online programs engage students with the same rigorous education they can expect from our traditional on-campus programs, but through a convenient online format! Many educational institutions, including Missouri Baptist University, use a Learning Management System (LMS) called Canvas to deliver online course content. As a student, you will log into Canvas to access all of your classes! Online courses are asynchronous, so you will never be required to log on at a specific time. Deadlines are given for each assignment, so you cans set aside the time that works best for you.

TIME SPENT IN ONLINE COURSES

Distance learning requires at least as much time as on-campus courses. On-line courses give students convenience and flexible scheduling, but also require more self-discipline than on-campus classes. It is vital to avoid procrastination. Your success as an online student depends on your motivation and time management! Although it will vary based on the class, and the assignments that are due that week, as an online student you should expect to spend 5-10 hours per week on each 8-week course. Full time students typically take two 8-week courses at once, while part-time students take one class at a time. The time commitment will also vary based on your personal learning style.

WHAT'S THE MAIN DIFFERENCE BETWEEN
FACE-TO-FACE AND ONLINE CLASSES?

FACE-TO-FACE	ONLINE
Scheduled time & place.	24/7 access to your course.
In-class lectures.	Multimodal approach - using discussions, forums, lecture recordings, reading, etc.
Synchronous - requires strict times & dates for testing and in-class assignments.	Asynchronous - flexible courses that allow you to take tests & complete assignments when it's convenient for you.
Communicate and collaborate face-to-face.	Communicate and collaborate through email, discussion, forums, etc.
Classroom is located on campus.	Online classroom in Canvas.
Mandatory attendance & your instructor help you to stay on track.	Discipline & self-motivation are necessary to avoid procrastination.
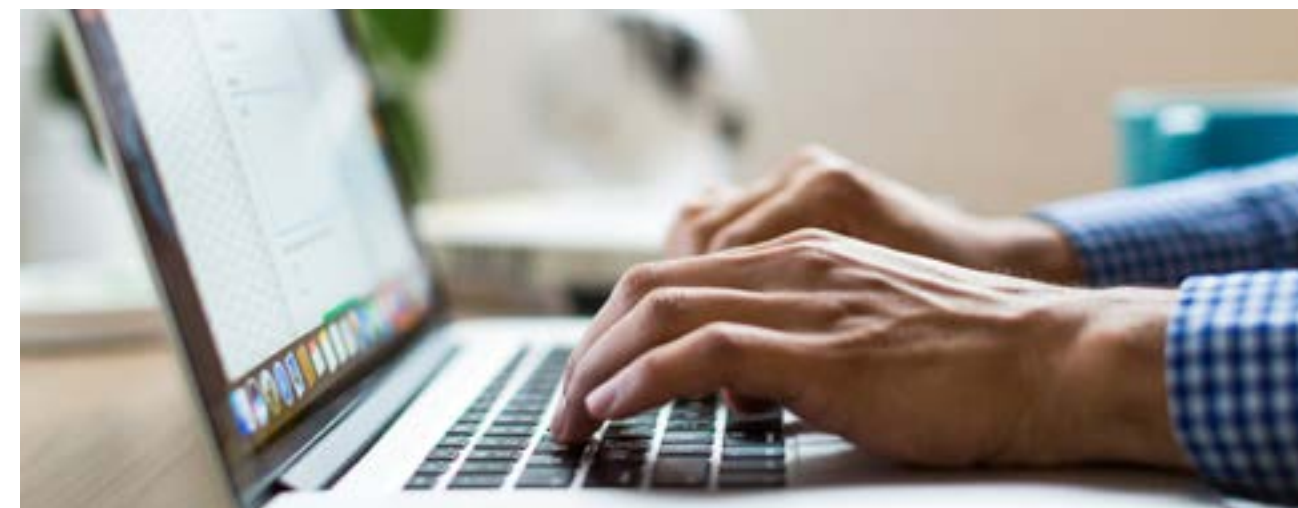
SUPPORT/ADVISING

Here at Missouri Baptist University, we strive to provide you with caring, personalized support as you finish your degree. We are committed to helping you achieve your goals. You will have a dedicated advisor to guide you on the path to success and answer any questions you may have along the way! Each semester you will work with your advisor to enroll in the appropriate classes. Your advisor is here to support you if you need to make changes to your schedule, drop a class, apply for graduation, and more.

Please contact online@mobap.edu or 314-392-2327.

CANVAS BASICS

What is it?
The Learning Management System (LMS) is the platform that provides access to all of your online courses. At Missouri Baptist University, we use Canvas. You may also be familiar with other LMS such as Blackboard, Moodle, or ConnectedU.

Who can help me?
Students have access to support and guidance while using Canvas. If you need assistance at any time, call the 24/7 Student Support Hotline at 1 (855) 651-7800.

TECHNOLOGY REQUIREMENTS

Missouri Baptist University uses Canvas by Instructure for its online courses. The following hardware, software and computer settings are the minimum specifications to work with the application. Canvas by Instructure is designed for maximum compatibility and minimal requirements.

Operating System: Windows 8.1 and newer; Mac OSX 10.6 and newer; Linux—Chrome OS; Chromebook—Chrome OS

Computer Speed and Processing: Use a computer 5 years old or newer when possible; 1GB of RAM; 2GHz processor.

Internet Speed: Minimum of 512 kbps.

Canvas Mobile App Support: iOS 13.0 and newer; Android 6.0 and newer.

Screen Size: Studio is best viewed at a minimum resolution of 800×600.

Screen Readers: Macintosh: VoiceOver. PC: JAWS. PC: NVDA. There is no screen reader support for Studio in Chrome.

Supported Browsers: Canvas supports the current and first previous major releases of the following browsers: Chrome, Firefox, Edge, Respondus Lockdown Browser, Safari 14 and 15.

You should always use the most current version of your preferred browser. Your browser will notify you if there is a new version available. Visit this Canvas help page for the list of currently supported browser versions: Canvas Supported Browsers.

TECHNOLOGY PLAN

You will need a lifeline computer--that is a computer that you can use if your home computer is not working, or if you lose your Internet connection. Any of the campus computer labs may serve as your lifeline.

Not participating in or submitting an assignment late because your Internet is down is not a valid excuse for online learners. Have a plan to access anoth-er device should your device have technical difficulties. This may be access to another device in your house or a friend or family member or local library.

Always remember to save materials frequently. Keep a record of all corre-spondences that you send to your Instructor, including emails and assign-ment submissions.

Technology failures are not an automatic excuse for late or missed work.

NETIQUETTE

As an online student, it is important to recognize that there are expectations for your behavior as you interact with your peers and your instructors. The term **"netiquette"** refers to guidelines for your online interactions. Here at Missouri Baptist University, we strive to create a respectful environment for all students.

How you communicate online determines how your peers and instructors will perceive you. Always attempt to use correct grammar and spelling. As you interact with your instructor, remember to use the proper title (For example, Dr. or Prof.). Unless you have been specifically invited, do not refer to your instructor by their first name. Your communication in the online classroom should be formal and professional.

Many online courses require frequent discussion between students to facilitate a deeper level of thought and examination of a topic. **In a discussion forum you must be respectful of your peers' opinions.** When you disagree, you may express your differing opinion in a respectful and courteous manner. Insults or personal remarks will not be tolerated.

TIPS FOR ONLINE COMMUNICATION

• **Tone can be easily misunderstood in an email or discussion post.** Be cautious of using humor or sarcasm, because your message could be taken seriously or offensively.

• **Avoid text abbreviations** such as "u" instead of "you", "TY" instead of "thank you", etc. **This language is too informal for classroom use.**

• Whether you are writing an email, an essay, or a discussion post, **always use clear and concise language.**
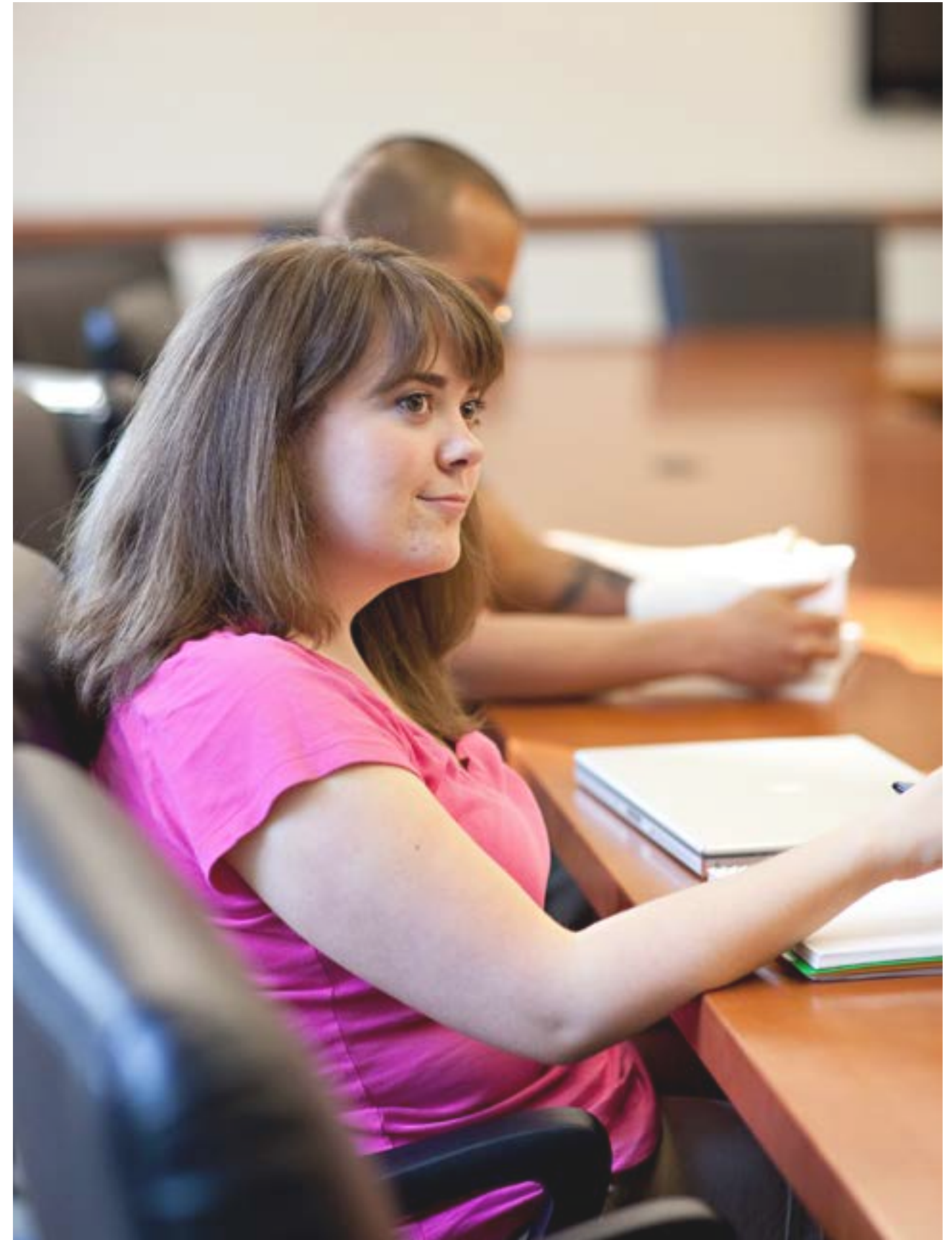
THE ROLE OF YOUR INSTRUCTOR

In every online course that you enroll in, your instructor will provide you with a clear, up-to-date copy of the syllabus. This will include due-dates for your assignments. There will be clearly set goals for the semester or term, and the instructor will articulate the course expectations. The role of the instructor is to frame and guide conversations within the online classroom as you build your understanding and knowledge of the course topics.Your instructor will also provide timely and detailed feedback on the assignments that you submit.

STUDENT FINANCIAL SERVICES

We are committed to working closely with you so that you can afford an MBU education. We believe the price of tuition shouldn't inhibit great students from attending our University. That's why we offer a wide range of financial assistance for prospective students. If you plan on using any financial assistance including federal loans, you should start by filling out the FAFSA online at https://studentaid.gov/h/apply-for-aid/fafsa.

Contact Financial Services at 314-392-2366 or financialservices@mobap.edu.

ONLINE STUDENT RESOURCES

Writing Lab
The Writing Lab is free for all MBU students. Meet with a writing coach to receive feedback on any part of your writing process from brainstorming to revision. We believe you are a writer, so we treat your writing as meaningful scholarship in the Writing Lab. Students may schedule a writing lab appointment, or they may walk-in for an appointment. Contact the Writing Lab at 314-392-2364 or writing@mobap.edu.

Tutoring Center
The Student Success Center (SSC) offers free tutoring for MBU students. Students can meet with a tutor to receive individualized help with various disciplines. Contact the SSC at (314) 392-2364 or tutoring@mobap.edu.

Career Services
Career Services assists students and alumni in their search for their ideal career and provides access to databases of employers, information about graduate degrees, and resources to internships. Career Services offers help with resume and cover letter writing, and hosts job recruiters, seminars and career fairs throughout the year. Contact the Career Services office at careerservices@mobap.edu.

TECH SUPPORT

The IT Department is here to provide you with technological assistance as you complete your degree online. Helpdesk tickets can be submitted by email to helpdesk@mobap.edu, or by phone at (314) 392-2377. You can also stop by the main campus office!
The IT office is located in the basement of the Muncy Gymnasium, and the hours are:

Monday – Thursday: 8:00 a.m. – 6:30 p.m.
Friday: 8:00 a.m. – 4:30 p.m.

Phone: (314) 392-2377
Email: helpdesk@mobap.edu

LIBRARY SERVICES

At the main campus, our Jung-Kellogg Learning Center provides quality resources and exemplary information services to stimulate intellectual curiosity
and facilitate lifelong learning and research. We value access, service, collaboration, and mutual respect and civility. Our goals include providing library services and resources in multiple formats that meet our users' needs; educating users about the library's services and resources; and increasing collaboration opportunities with students, faculty and staff. As an online student, you will have access to many online resources including databases and library archives! Without ever coming to campus, these resources will allow you to research and discover information and articles to assist you in your online courses. Visit the library's website for more resources including:

• An A-Z index of more than 100 research databases that you have access to, including popular databases such as ProQuest and EBSCOhost!
• Digital Archives
• Interlibrary Loan

You can also contact a reference librarian for assistance!

ACADEMIC POLICIES

Academic Honesty & Integrity
In keeping with school policy and our Christian heritage, academic honesty is strictly enforced. Unless an assignment is specifically designated as a group project, all assignments are to be the student's own work. In this course, academic dishonesty includes (but is not limited to) unapproved assistance on examinations, copying the homework of others, plagiarism or other use of published materials without complete citations, free-riding in group work, or fabrication of referenced information. Academic dishonesty of any nature will result in disciplinary action, which may include receiving a failing grade on the work in question, failure of the course, or dismissal from the University. Additional information is available in the Missouri Baptist University Student Handbook.

Testing
Students are required to take all exams and tests. If an emergency situation arises and a student cannot take a test on the date specified, the student must make arrangements with the instructor to take the test another time. Make-up tests and exams are to the discretion of your instructor and require extenuating circumstances. Questions about this policy should be directed to the instructor.

Course Communication
It is the student's responsibility to have a working email address in Canvas. Assignments, important deadlines, and other class-related information will be posted on Canvas. It is the responsibility of the student to routinely check Canvas. Failure to do so may cause confusion or other problems that are beyond the professor's control.

If you need to request an exemption or explain a situation to the professor, please use email or Canvas. Due to the number of students dealt with on a daily basis, the professor cannot be responsible for verbal agreements that are not confirmed in writing. Also, it is wise to keep copies of all communication with the professor so that if there is a misunderstanding you have documentation of the agreed arrangement.

GRADUATION

Students who complete their degree online have the option to participate in the spring commencement ceremony, alongside students who completed their degree on-campus!

Regardless of whether or not you choose to participate in commencement, all students must complete a graduation application. Your advisor can assist you if you have any questions.

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