

OZARK

**CHRISTIAN COLLEGE
ONLINE LEARNING HANDBOOK
2019-2020**

January 2020

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Welcome!

This handbook is your resource for guidelines and principles to help shape your conduct and experience at OCC. We emphasize your growth and maturity in your relationship with God and people. The information and policies found here should be viewed in light of OCC's educational mission and theological distinctives. All applications of this policy are governed by the bylaws, **institutional goals**, **doctrinal statement**, and standards of conduct as adopted and amended by our **Board of Trustees**, who serve as the final interpretive authority on these matters. Any discrepancies should be resolved in favor of these controlling documents of the college, which reserves the right to make decisions to carry out its mission consistent with biblical principles. **OCC Grievance Procedures** and **Student Concern Forms** are also available to all students.

Mission Statement

The mission of Ozark Christian College is to train men and women for Christian service as a degree-granting institution of biblical higher education. The vision of Ozark Christian College is to glorify God by evangelizing the lost and edifying Christians worldwide.

The mission of the Online Learning Department is to promote innovative teaching and learning experiences within the Ozark Christian College community.

Online Learning & Academic Technology Department

This is the team that runs the Online Learning Department. Shawn leads the team and faculty and acts as the lead problem-solver. Chris builds the classes and troubleshoots Canvas. Jeff produces the media content for the classes. Jason is the go-to guy for all of your questions and academic advising needs.



Shawn Lindsay, Associate Dean of Online Learning and Academic Technology

417.626.1278/lindsay.shawn@occ.edu



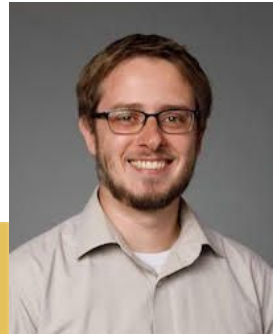
Chris White, Director of Online Course Development

417.680.5627/white.chris@occ.edu



Jeff Phillips, Educational Technology Manager

417.626.1293/phillips.jeff@occ.edu



Jason Donato, Assistant Director of Online Learning

417.626.1217/donato.jason@occ.edu

Online Student Covenant

When adult students partner with Ozark Christian College to be trained for Christian service, they join both a residential and an online community that is guided by the authority of Scripture and a desire to imitate Christ. This community is conscientious about the pursuit of holy living and honoring the image of God in all humankind. It is also dedicated to nurturing a culture of grace that will facilitate personal and spiritual growth as students develop their God-given talents and callings.

Paul's instructions to Timothy accurately summarize OCC's student expectations: Be an example to one another, your families, and your churches in speech, conduct, love, faith, and purity. Pay attention and be devoted to Scripture, as well as the proclamation of it. Grow the gifts God has given you. Watch your life and doctrine closely. Be diligent in all these matters and persevere in them (1 Tim 4:12-16).

By enrolling at OCC, adult students agree to uphold the values of this community in all of their behaviors, inside and outside the classroom by:

- Abiding by the college's mission, statement of faith, positions on the sanctity of human life, gender, marriage and sexuality, and program policies (1 Pet 2:13).
- Communicating in ways that build one another up (inside or outside the classroom), avoiding discriminatory (including theological, racial, ethnic or national origin, gender, or disability) and offensive language (profanity, vulgarity, inappropriate jokes, obscenity, or general insensitivity and incivility), not lying, not participating in gossip or slander, all the while being attentive to one's tone and attitude (1 Cor 12:12-13:13; Eph 4:29; 5:4; Col 3:8-9; 2 Tim 2:15-16).
- Striving to live holy lives, exercising both wisdom and physical stewardship, not using their freedom in Christ as an excuse for selfish or sinful behaviors, but instead, refraining from the abuse of alcohol, and the use of illegal drugs (including marijuana and narcotic drugs not authorized by a physician) (Gal 5:22-26; Eph 5:15, 17-18; Heb 12:14; 1 Pet 1:15-16).
- Honoring one another through acts of service, encouragement, kindness, patience, forgiveness, trust, humility, mutual edification, respect, compassion, and sympathy (Jn 13:34-35; Rom 12:10-11, 16, 18; 14:19; 1 Cor 13:4-7; Eph 5:1-2; Phil 2:1-4; 1 Pet 2:1, 17; 3:8).
- Participating consistently in corporate worship, Christian service, Bible study, and habits that foster spiritual maturity (Heb 10:19-25; 2 Pet 1:3-11).
- Studying God's word wholeheartedly, striving to accurately understand, apply, and proclaim it (Ez 7:10; Ps 119; Rom 12:1-2; 2 Tim 2:15; Jas 1:22).
- Pursuing a biblical sexuality, refraining from any form of sexual immorality, pornography, and immodest speech and behavior (Matt 5:27-30; Rom 6:11-14; 1 Cor 6:12-20; Gal 5:22-26; Eph 5:3; Phil 4:8; Col 3:5, 1 Thess 4:1-8).

For more on OCC's online community expectations, consult the [**OCC Online Student Conduct Process**](#).

I'm Accepted...Now What?

Once you are officially accepted by Ozark Christian College, it's time to settle in to the online campus. This includes:

- Set up your OCC student email
 - Once you are a student, you will receive an invitation to your new my.occ.edu email address via your current email. Check this email frequently. You will receive important information from the Online Learning Department and your instructors through your student email.
- Login to the OCC student portal
 - The student portal will be active for you once your application has been processed. As a student, your portal will show you your class schedule, book list, financial aid, and school bill. Familiarize yourself with the layout of the portal.
- Login to Canvas and complete the Intro course
 - The course, Intro to OCC Online, is your first taste of the online classroom. You must complete this prior to the first week of class. As you work your way through the course you will learn how to use Canvas, our learning management system.
- Complete your FAFSA
 - Make sure your FAFSA is complete and up-to-date at fafsa.gov. OCC's code is 015569.
 - The FAFSA is completely free to fill out. If a website asks you to pay for your FAFSA, do not trust it. Do not use any other websites for your FAFSA other than the government website listed above.
 - Return to your FAFSA each year to update and resubmit it to OCC.
- Ask questions
 - Contact Jason Donato at donato.jason@occ.edu or 417.626.1217. He is the one-stop shop for all your questions and needs.

Start of School Checklist

Here's a checklist for you to run through before the start of each module. This will help you make sure you are ready to go.

✓ Register for Class

- We will send out an email when each registration period opens. Be watching for this email and quickly respond to sign up for an advising time. Your advisor will register you for classes.

✓ Order Books

- Once you have registered for classes, check your portal for your course list. To do this:
 - Click on the "Academics" tab.
 - Click on "My Course Schedule."
 - Make sure the correct term is selected in the drop-down menu at the top of the page.
 - Next to each class in your schedule is a small "+" in a box. Click that box to open the booklist for that class.

- You can purchase all your books from the OCC Bookstore by emailing them your booklist at occb bookstore@occ.edu. Include your name, student ID#, and mailing address. The OCC Bookstore will mail you the books and charge your student account.
- If you buy your books through the OCC Bookstore, pay your bookstore bill the same way you would pay your school bill on the portal.

✓ Pay Your Bill

- o Once your school bill is posted, you can view it on the portal. Financial aid will be automatically applied.
- o You will find it under the “Student Financial Services” tab.
- o Click “Account Balances/Make a Payment” on the right-hand side of the screen.
- o You will see charges listed for both your account and the bookstore.
- o Click “Make a Payment.”
- o Enter the amount(s) you would like to pay for each account.
- o Fill out the page that opens with your credit/debit card information.
- o Click “Pay Now” at the bottom of the page when you are done.

✓ Submit Week 1 Assignments by Thursday

- o Don’t wait too long to get involved in your classes each module. Log in and complete your first assignment(s) by Thursday of that week. Failure to do so can result in being administratively dropped from the course (see [Online Attendance Policy](#)).

Tips for Success as an Online Student

Several important factors will help you be successful as an online student.

- Commit to your vision
 - o Keep the reason you decided to pursue your bachelor’s degree online at the forefront of your mind. If you experience tough moments throughout the program, your vision will help you press on.
- Create enough time
 - o Online class means there isn’t a time of day your professor is waiting for you to arrive. The freedom from a class schedule can be challenging for some. Make sure you set aside enough time throughout each week for class. If you don’t have a plan each week, life will slip in and eat up your school time.
- Communicate, communicate, communicate
 - o Check your student email often as you will receive important information from the college. When you run into an issue or challenge, don’t hesitate to ask your professor or Jason Donato for help. If you communicate regularly and openly, we can better help you.

Student Services

Library

The Seth Wilson Library is named for OCC's first academic dean. Library access is 24/7 via email (reflib@occ.edu) or online (occ.edu/library). Electronic resources such as the Christian Periodical Index, Academic Search Premier, ATLA Religion Database and over 170,000 e-books are available for research. MOBIUS (a consortium of libraries in Missouri, Kansas, Iowa, Oklahoma, and Texas) is another option for online students to access books and articles. For more about accessing research materials see [page 12](#).

Academic Resource Commons

OCC's Academic Resource Commons (ARC) exists to help all students succeed academically. The ARC offers academic tutoring, writing support, resources and learning accommodations for students. Tutoring and writing support for all OCC courses are free. You can set up an online appointment with the ARC at occ.mywconline.com.

Ministry Center

The Ministry Center provides professional assistance to OCC students in the areas of Christian service, internships, and vocational placement as they prepare for a life of ministry. You can find quality internships and receive advice through the job hunting, application and hiring process. If you need help finding any of these opportunities, contact the Ministry Center at ministry.center@occ.edu.

You can also post ministry job, internships, and residency opportunities to the college website by contacting the Ministry Center or by visiting the Job Search area of the college website.

Academic Information

Christian Formation and Service

A valuable part of Christian education is to be continuously formed into the shape of Jesus Christ. Part of this formation process is growing your heart for service. That is why Ozark Christian College requires all students to submit an accountability form to help you grow in these crucial areas. The Christian Formation and Service requirement is:

- ✓ A zero-credit requirement (that means you don't pay for it)
- ✓ To be completed each module you take classes
- ✓ Graded (Pass/Fail)
- ✓ Transcribed (will appear on your transcript)

You will need to spend one hour a week in Christian formation and one hour a week in service. You are likely already meeting this requirement. This could look like worshipping with your local church, serving within the church or in the community, being in a small group, being mentored, and personally practicing spiritual disciplines. In each module for which you enroll, you will be required to complete the Christian Formation and Service requirement. The only "course work" is to fill out a Google form located within the course Christian Formation and Service toward the end of the module.

Academic Integrity

Due to the commitment of training men and women for Christian service and of educational excellence, academic integrity is our natural expectation. Compelling evidence of academic dishonesty will be reported

to the Associate Dean of Online Learning and Academic Technology. Academic dishonesty includes, but is not limited to:

- Providing false information regarding completion of course assignments
- Plagiarism
- Cheating on examinations

The penalties of being dishonest academically are serious. Penalties may include the following: failure of the assignment involved, requirement of additional work, failure of the course, academic probation, suspension from school, or dismissal from school.

Evidence of academic dishonesty must be submitted to the Associate Dean of Online Learning and Academic Technology. When there is evidence of academic dishonesty, the college will communicate this to the student via email using school email addresses, campus LMS, or by phone. For more information, see [page 214](#) of the 2019-2020 OCC Academic Catalog.

Online Attendance Policy

Online courses often demand greater discipline than on-campus courses because they are condensed into eight weeks. Attendance in online courses will be taken on a weekly basis. Students will be expected to actively participate according to the course syllabus throughout the week. Participation typically includes, turning in assignments, commenting in the class forum, and communicating with the instructor. In short, make sure you are active in your class throughout the week by the assigned due dates. You do not have to “go to class” every day, but make sure you finish all your work each week. **If you do not participate for seven consecutive days, you will be marked absent.** Students are permitted a maximum of one absence. Absences are not an excuse to turn in late homework. They are there for when emergencies arise. As a general rule, always be in contact with your professors. They will be understanding if a situation outside of your control affects your attendance.

The following scenarios are important to keep in mind regarding absences:

1. If you don't log in within the first four days of an online course, you will be administratively dropped. You will receive a 100% refund but will be assessed a drop fee. We (the Online Learning Department) will contact you via your OCC student email account and/or current phone number to assist you prior to this deadline.
2. If you miss twelve consecutive days, you can be failed from the class.
3. If you acquire two non-consecutive absences, you will fail the course. For example, if you miss week 3 and week 6, you will fail the course.

For more info, see [pages 226-227](#) of the OCC 2019-2020 academic catalog.

Academic Standing

Academic Standing is a spectrum of levels you can be placed on based on your grades. Some are positive and others are negative. Read more about the various types of standing on [pages 224-226](#) in the 2019-2020 OCC Academic Catalog. Here are brief descriptions:

- Dean's List: The student completes at least 12 credit hours in a semester with a GPA of at least 3.670.
- Academic Honors: The student earns a cumulative GPA of 3.670 the semester before graduation.

- Academic Concern: The student's previous semester GPA falls below 1.670 for the first 59 hours earned or 2.000 for 60 hours and above.
- Academic Warning: The student's institutional GPA falls below 1.670 or 2.000 respectively (as stated above). We strongly recommend the student does everything possible to temporarily focus more attention on his/her studies if placed on Academic Warning.
- Academic Suspension: The student's GPA is still below 1.670 or 2.000 after 1 semester of Academic Warning. The student will not be allowed to enroll in OCC courses for 1 semester.
- Academic Re-Admittance: This is for students returning to OCC after being on Academic Suspension. Written evidence which demonstrates the student will achieve academic success must be submitted to the Associate Dean of Online Learning and Academic Technology.
- Academic Probation: If the student experiences a significant life circumstance during the semester on Academic Warning, he/she may appeal in writing to the Associate Dean of Online Learning and Academic Technology. Academic Probation is given after a successful appeal.
- Disciplinary Suspension: If a student is suspended for disciplinary reasons within the fifth week of an online module, the student will be withdrawn from school. After the fifth week, all grades will be "F."

Online Tools

Netiquette¹

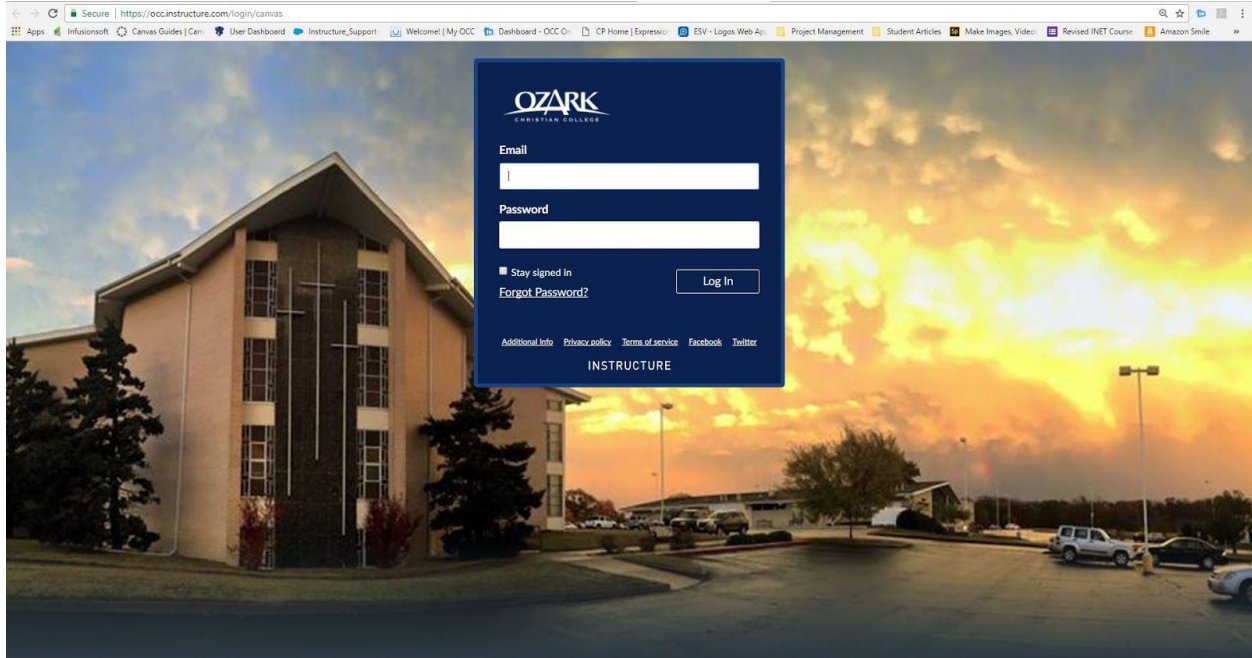
Netiquette (Network-Etiquette) are the rules and standards of proper online behavior. These practices are recommended for a positive online experience. It is important to remember that failure to adhere to these standards may result in disciplinary action. Here are nine principles to guide you online:

- Remember the Person
 - Don't forget that another person posted what you are reading. They deserve dignity and respect. Remember there is no way to take back what you say on the internet.
- Do Unto Others...
 - Be ethical in the software you use, the sites you visit, and in the sources you cite (don't plagiarize).
- Context
 - Always consider where you are because certain behaviors are acceptable in some contexts but not in others. For example, you may talk a certain way with your friends, but that may be too casual and considered disrespectful to other students.
- Respect Time
 - When you post online, other students (and professors) are taking time to read and review what you say.
 - Also, just because you can message other students in a class doesn't mean you always should. Use good judgment.
- Make Yourself Look Good
 - Use spell check.
 - Read and reread everything you post, out loud if necessary.
 - Swearing, racist, or sexist language is never acceptable in OCC online courses.
- Share Expert Knowledge
 - Whenever possible, add something of real value to the conversation. Share something you have researched, and always, always, always cite your sources.
- Do Not Fan the Flames
 - The term "flaming" is used online to describe when someone expresses their opinion passionately, and often without tact.
 - Avoid this behavior and certainly do not direct it towards your fellow students.
- Respect Privacy
 - Use good judgment when disclosing personal information online.
 - Don't pry into the lives of your fellow students.
- Forgive Mistakes
 - Be kind when you see errors from other students or professors, and always give the benefit of the doubt.
 - If you feel the need to inform a student or professor of an error, please do so in a private message or email and not publicly.

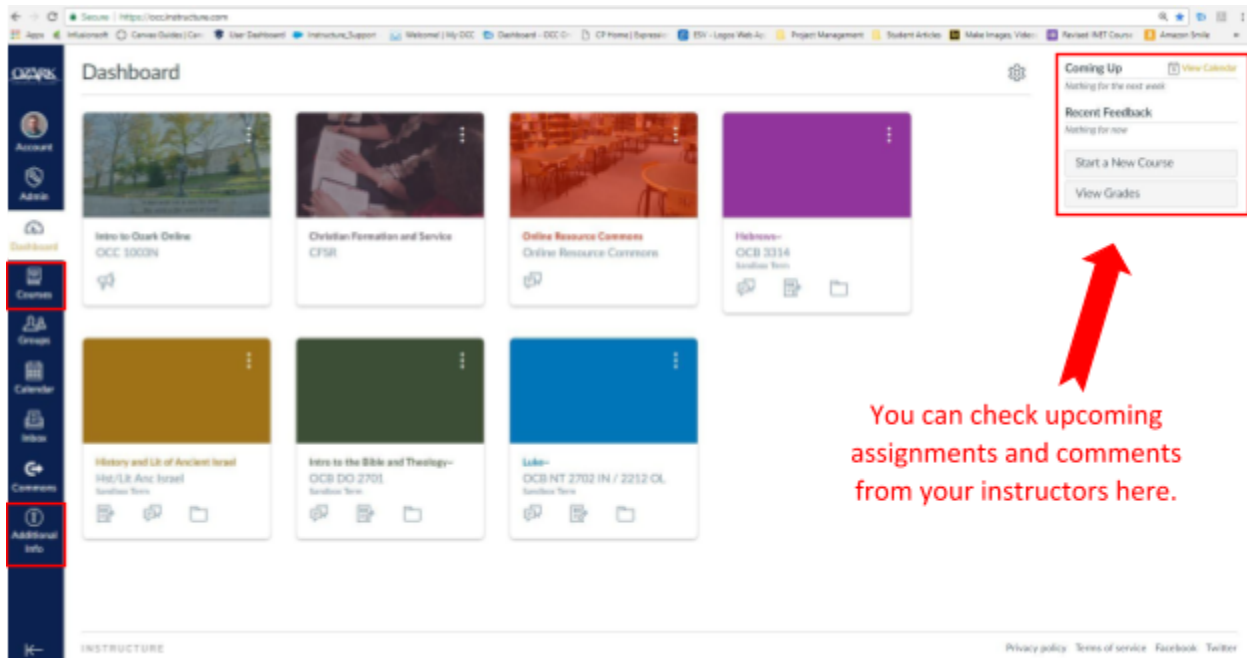
¹ Virginia Shea, *Netiquette* (San Francisco: Albion Books, 1994).

Canvas

Canvas is our digital learning environment. You can access occ.instructure.com from any computer with an internet connection and through the Canvas Student app for your phone or tablet. (We recommend using the web version because not all features work in the app.) You will watch video lectures, take quizzes, interact with peers, and submit assignments all through Canvas.



Log in in with your OCC student email address. Click “Forgot Password?” if this is your first time logging in, or if you’ve forgotten your password, and a password reset link will be sent to your OCC student email address.



You can check upcoming assignments and comments from your instructors here.

The Dashboard view shows your favorite classes as “cards” or as a To Do list.

Clicking “Courses” then “All Courses” shows a list of all your enrollments; past, present, and future. Clicking the star next to them will add that course to your Dashboard.

Additional Info is the place to go when you need to report a problem or search the Canvas Guides. Canvas Guides will allow to go deeper into the features of Canvas. The Student Guides have videos of how to use several key features of Canvas. If you are struggling to grasp a feature, watching these videos can help. You can also get to the guides at community.canvaslms.com/docs/DOC-10701.

Student Portal

The portal at my.occ.edu allows you to:

- Pay your bill
- Access your financial aid
- See your **class schedule and book list**
- View your **unofficial transcript**

Primarily, you will use the portal for financial aid, paying your bill, and getting your book list.

Login to the portal using your OCC ID# and not your email address.

The home page presents you with tabs to make navigation easy. (Don't worry—you won't have as many tabs.)

See **Order Books** for instructions on finding your book list.

Online Research

Being an online student means getting creative with research methods. There are a variety of ways to complete the research you need for class. The “Tools for Research” page at the top of every class in Canvas has links and log in info for several online research options. Our online classes are designed so you can do all your research using your textbooks and EbscoHost. Here are just a few ways you can do research in the online world.

EbscoHost

EbscoHost is an online database with thousands of e-books and journal articles. You can read them online and download PDF copies to take notes. Scholarly journal articles, like what you will find through EbscoHost, are essential for some of your research projects.

Mobius

OCC is a member of Mobius, which is a network of libraries throughout Missouri. Several libraries outside of Missouri are Mobius members as well. As an OCC student, you can request books from any Mobius library to be delivered to another member library near you. For example, if you live in Kansas City, you could request a book from the OCC library and have it delivered to the closest Mobius library to you. Your OCC ID card will also give you access to other Mobius libraries.

OverDrive

In collaboration with Mobius, OCC students have access to OverDrive resources. OverDrive is a reading platform that gives students access to more than 250,000 electronic resources. Students can check out both traditional and audio e-books. Additionally, students can access these materials on their phones or tablets by using the Libby app.

Local Libraries

You can also search for libraries near you. You may even have a theological library in your area that you can use.

Accordance Bible Software²

All students are required³ to have Accordance Bible Software when they take Principles of Interpretation. This software gives you basic tools to do biblical research. You will learn how to use the software as part of Principles of Interpretation. Accordance offers thousands of online resources that you can choose to purchase to add to your digital library. See more at accordancebible.com/.

Unauthorized File Sharing

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at up to \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties and fines of up to \$150,000 per offense. For more information, please see the website of the U.S. Copyright Office at copyright.gov, especially their FAQs at copyright.gov/help/faq.

Students who engage in illegal downloading or unauthorized file sharing of copyrighted materials, including distribution of music and movies to others through the college’s information technology system, will be subject to disciplinary sanctions, including suspension and dismissal from the college. While the college takes disciplinary action against those who violate copyright law and employs a variety of technology-based deterrents to prevent or reduce such illegal acts, each member of the Ozark community is responsible for complying with laws and policies of use of electronic resources and intellectual property. The Information and Technology (IT) Department may disclose network usage and other information to legitimate law enforcement agencies or monitoring entities. The college allows downloading of copyrighted material through recognized channels such as Amazon, iTunes, and other legal alternatives. A link to legal sources of online content is provided by EDUCAUSE at educause.edu/legalcontent.

² Prior to the 2018-2019 academic year, all students were required to have Logos Bible Software. OCC made the decision to switch to Accordance because of the increasing cost of Logos.

³ The cost of the software is paid for by the course fee associated with Principles of Interpretation.

Important Dates for 2019-2020

Fall Registration: April 1-Aug 9

Fall Mod 1 Payment: Aug 18

Fall Mod 1: Aug 19-Oct 13

Fall Mod 2 Registration: Sept 30-Oct 4

Fall Mod 2 Payment: Oct 11

Fall Mod 2: October 14-Dec 8

Spring Registration: Oct 30-Jan 3

Spring Mod 1 Payment: Jan 10

Spring Mod 1: Jan 13-Mar 8

Spring Mod 2 Registration: Feb 24-28

Spring Mod 2 Payment: Mar 6

Spring Mod 2: Mar 9-May 3

Summer Registration: Mar 30-May 22

Baccalaureate Service: Thursday, April 30, 9:30 a.m.

Commencement: Saturday, May 9, 10:00 a.m.

Summer Payment: May 29

Summer Mod: June 1-July 26