

2009

LINCOLN MEMORIAL
UNIVERSITY



STUDENT GUIDE TO ONLINE LEARNING

Contents

Admission to LMU	4
Transfer Student Admission Status.....	4
Financial Aid.....	4
Tuition Management Systems Payment Plan Program.....	5
Pay Online.....	5
Registration	5
WebAdvisor	5
Student ID	6
Tips for Online Learners	6
Basic Computer Skills.....	6
Time Management	6
Tips for Success	7
Bookstore	7
Payment Methods.....	7
Library Resources	7
Additional Resources	8
Academic Grievance Procedure.....	8
Academic Integrity.....	8

Disabilities	8
Technical.....	9
Accessing Blackboard.....	9
Accessing your LMU Email Account.....	9
Technical Requirements.....	9
Technical Support	10
Username and Password	10
Extended Learning Sites	10
Testing Procedures	12

Admission to LMU

Regular Admission

The applicant qualifies for Regular Admission status if he/she meets the admission criteria and one of the following:

1. High school graduate with grade point average (GPA) of 2.3 or higher on a 4.0 scale
2. Minimum composite ACT score of 19 or SAT score of 910

Provisional Admission

The applicant not meeting the above GPA or test score criteria may receive Provisional Admission status if her/his GPA is 2.00-2.29 **or** the ACT composite score is at least 16 **or** the SAT composite score is at least 790. The freshman student with Provisional Admission status is allowed to register for no more than 12 credit hours the first semester of enrollment and is subject to the guidelines regarding academic probation and suspension applicable to all Lincoln Memorial University students. Further, applicants granted provisional admission are required to take developmental English (ENGL 100), developmental mathematics (MATH 100) and Strategies for College Success (UACT 100).

Transfer Student Admission Status

Regular Transfer Admission

The applicant qualifies for Regular Transfer Admission status if he/she has a cumulative GPA of 2.0 or higher on all college level course work.

Provisional Transfer Admission

The applicant with a cumulative GPA below 2.0 but equal to or higher than the appropriate cumulative GPA level appearing on the Suspension Scale qualifies for Provisional Transfer Admission status. The student with Provisional Transfer Admission status is allowed to register for no more than 12 credit hours the first semester of enrollment and is subject to the guidelines regarding academic probation and suspension applicable to all Lincoln Memorial University students.

Financial Aid

There are specific procedures you need to follow and many definitions you should know regarding financial aid. Please visit the LMU website at <http://www.lmunet.edu> and select

"Admissions" and then select "Financial Aid" to review important topics and to apply for financial aid. You can also contact the financial aid office by telephone at: 1.800.325.0900 ext. 6336.

Tuition Management Systems Payment Plan Program

To help you afford education expenses, Lincoln Memorial University is pleased to make the services of Tuition Management Systems available to you and your family. Tuition Management Systems' Interest-Free Monthly Payment Option allows you to spread your education expenses over smaller monthly installments for only a small enrollment fee. The enrollment fee is \$65 for the annual plan and \$45 for the semester plan. There is no interest and no pre-qualification or credit check for this service. Payments are due on the 15th of each month and easy monthly payments can be deducted directly from your checking or savings account, credit card, cash or by mailing a check. With this payment option you have 24-hour access to account information through the Lincoln Memorial University/Tuition Management System web site, toll-free automated account information through InfoLine, and personal account service Monday through Saturday. Education Payment Counselors are available to help you determine the best payment option for your education costs.

For more information on your specific payment options or to enroll in the Interest-Free Monthly Payment Option, visit www.afford.com/lmunet or call 1-800-722-4867 and speak with an Education Payment Counselor.

Pay Online

Convenient, secure online tuition payment is available to all current students. We accept all the major credit cards.

Registration

WebAdvisor

As an LMU student you will use WebAdvisor to:

- Access Your Username and Password
- Access Your Financial Aid Records
- Register, Drop, and Add Classes
- View/Request Transcripts

- View Your Class Schedule

Student ID

Requesting Your Student ID

*You must complete registration before you can receive your Student ID.

1. Register for classes in WebAdvisor
2. When you receive your registration confirmation email forward it to lesley.chumley@lmu.edu using your LMU email account.

Be sure to include the following:

- A personal photo in jpg format
- Name
- Address
- Home Phone Number
- Mobile Phone Number

YOU MUST SEND THIS FROM YOUR LMU EMAIL ACCOUNT!!!

Tips for Online Learners

Basic Computer Skills

- Send and receive email?
- Attach a file to an email?
- Locate, save, and retrieve files on my computer?
- Access the Internet?
- Search the Internet using a search engine? e.g., Google.
- Effectively use a word processing application?

Time Management

Be prepared to:

- ...develop a daily study routine.
- ...keep up to date with assignments, email, and discussion postings.

- ...troubleshoot technical issues on your computer.
- ...create a calendar with automatic reminders for assignments, assessments, and special meetings.

Tips for Success

- Add the WebAdvisor and Blackboard web addresses to your favorites.
- Send only complete email messages that are well written & well thought out.
- Stay in touch with your instructor.
- Get to know your classmates.
- Print submission receipts, and save assignments and discussion board postings in a word processing document on your computer.

Bookstore

Textbooks and many other items can be purchased online by visiting the LMU bookstore at <http://lmubooks.com/home.aspx>.

Payment Methods

The bookstore accepts cash, personal checks, money orders, Mastercard, Visa, Discover, American Express and financial aid vouchers.

You will need your student id number prior to making purchases online through the LMU bookstore.

Library Resources

The Lincoln Memorial University Carnegie-Vincent Library offers a variety of services for LMU students, faculty and staff. Services include:

- Research Assistance (Call or email)
- Online Catalog: <http://piper.lmunet.edu>
- Online Databases of journal articles, magazine, or newspaper articles: <http://library.lmunet.edu/databases>
- Inter Library Loan Services: <http://library.lmunet.edu/interlibrary-loan>
- Medical Library: <http://library.lmunet.edu/medlib>

- Library Archives: <http://library.lmunet.edu/archivesspecial-collections>

For help with library resources contact the library by email at library@lmunet.edu or phone at 423-869-7079.

Additional Resources

Academic Grievance Procedure

Grievances concerning any academic issues should first be taken to the instructor of the class. If a student feels he/she needs to take the matter further, the chair of the department in which the course falls should be consulted. The next appeal source is the Dean of the applicable and finally the Vice President for Academic Affairs. If the dispute involves an academic program, the academic advisor or the chairperson should be consulted as well.

Academic Integrity

It is the aim of the faculty of LMU to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present work as his/her own that he/she has not honestly performed is regarded by the faculty and administration as a very serious offense and renders the offender liable to severe consequences and possible suspension.

Cheating: LMU prohibits dishonesty of any kind on examinations or written assignments. These include: unauthorized possession of examination questions, the use of unauthorized notes during an examination, obtaining information during an examination from another student, assisting others to cheat, altering grade records, or entering any campus office without permission. Violations will subject the student to disciplinary action.

Plagiarism: LMU prohibits offering the work of another as one's own without proper acknowledgement. Any student who fails to give credit for quotations or essentially identical material taken from books, magazines, encyclopedias, or other reference works, 34 or from the themes, reports, or other writings of a fellow student has committed plagiarism. Some departments or schools maintain additional rules regarding plagiarism and students should become familiar with those policies.

Disabilities

All documentation related to the student's disability and accommodations shall be maintained by the Office of Enrollment Management and Student Services. Please take time to review the Students with Disabilities website at: <http://www.lmunet.edu/campuslife/disabilities.html>

For more information please contact LMU's ADA coordinator by telephone at 800.325.0900 ext. 6251 or by email at: donna.treece-paul@lmunet.edu

Technical

Accessing Blackboard

1. Go to: <http://lmunet.centertech.com> or
Go to the LMU webpage and select Current Students and Faculty. Next select "Blackboard".
2. Enter your username: firstname.lastname
3. Enter your initial password: Birthdate (mmddyy)e.g., 010168
4. When you first login, select "Personal Information" then "Change Password" to change your password.

Accessing your LMU Email Account

To access your email open your web-browser and go to: <http://mail.lmunet.edu>

- Your initial username is: firstname.lastname
- Initial Password: Birthdate (mmddyy) e.g., 010168

Technical Requirements

PC-Based - Minimum Standards

- Microsoft Windows 2000, Windows XP, or Windows Vista Desktop
 - Internet Explorer 6 or higher, Netscape 7.1 or higher, or Mozilla Firefox 2 or higher
 - Speakers or a headset
 - In some courses you may need a web-cam
- Broad-band internet connection

Mac-Based - Minimum Standards

- Mac Operating System 10.3 or higher
- Mozilla Firefox 1.5 or higher
- Speakers or a headset

- In some courses you may need a web-cam
- Broad-band internet connection

Technical Support

Help Desk

Hours of operation:

24 hours a day 7 days a week

Email

ishelpdesk@lmunet.edu

Telephone:

Helpdesk: 423.869.7411

Mail:

Information Services
Lincoln Memorial University
6965 Cumberland Gap Parkway
Harrogate, TN 37752

Username and Password

- Username: firstname.lastname
- Initial Password: Birthdate (mmddy)e.g., 010168

Extended Learning Sites

LMU is committed to serving students of the Appalachian area, and technology extends our reach simply and effectively to a great number of off-site graduate and undergraduate students. Locations of the extended learning sites are as follows:

Alcoa (Blount County), TN (Alcoa City Center, 235 Howe Street); 865.273.1544
ASN degree
Post Baccalaureate Licensure Courses

Cleveland, TN (Church of God Theological Seminary)
MEd degree - CI, EAS
EdS degree - CI, EAS

Corbin, KY (Baptist Regional Medical Center, 1 Trillium Way); 606.523.8654
ASN degree

Cumberland, KY (Southeast Community College, 700 College Road); 606.589.3077
BBA - General Business; selected undergraduate courses

Ducktown, TN (Copper Basin area, near Blue Ridge, GA) at Copper Basin High School
EdS degree - CI, EAS

Kingsport, TN (approximately 100 miles NE of Knoxville, TN) at Regional Center for Applied
Technology, 222 W. Main Street 423.384.3571
EdS degree
Post Baccalaureate Licensure Courses

Knoxville, TN
St. Mary's Medical Center (900 E. Oak Hill Avenue; 865-545-8489 or 8491
ASN degree
BSN degree

West Knox (140 Hayfield Road; 865.693.1570)
Selected undergraduate courses
MBA degree
EdS degree - CI, EAS
Post Baccalaureate Licensure Courses
BS - Management and Leadership Studies

Maryville, TN (near Knoxville, TN) at Maryville High School; 865.983.2348
MEd degree - CG, CI, EAS
EdS degree - CI, EAS

Morristown, TN (40 miles east of Knoxville, TN) at Walters State Community College, 500
South Davy Crockett Parkway; 423.318.2750)
BS - Management and Leadership Studies
MEd. degree - EAS
EdS degree - EAS

Sevierville, TN (1720 Old Newport Highway in Sevierville approximately one-half mile from
Highway 411; 423.869.6280)
BS - Management and Leadership Studies
MBA degree

Testing Procedures

"In our efforts to verify student identity and to discourage cheating during online assessments, Lincoln Memorial University requires all online course participants to authenticate using a secure login and password to access the Blackboard course management system. As well, all online assessments created using the Blackboard assessment feature will be administered with the following criteria:

1. All assessments will be password protected.
2. All assessments will be presented one question at a time to deter printing of assessments.
3. All assessments will be timed, and
4. All assessments will be administered with questions being randomized.