

# ONLINE GRADUATE STUDENT SUPPORT HANDBOOK

# Table of Contents

<b>INTRODUCTION .....</b>	<b>3</b>
<b>SECTION ONE – OVERVIEW OF SPHIS .....</b>	<b>3</b>
About SPHIS .....	3
Mission.....	3
Vision .....	3
Accreditation .....	3
Policies.....	4
Technology Fees .....	4
Student Records .....	4
Transfer of Credit.....	4
Withdrawal from Courses.....	5
Student Leave of Absence .....	6
Student Complaint and Grievance Procedures .....	7
Course Instruction Complaint Process.....	8
Plagiarism and Cheating .....	8
Academic Standing .....	9
Grades and Grading Policies.....	9
Academic Course Loads.....	10
Repeating Courses.....	10
Completion of Degree Requirements.....	11
<b>SECTION TWO – GENERAL UNIVERSITY INFORMATION.....</b>	<b>12</b>
University Administration.....	12
<i>University Rules and Policies</i> .....	12
Online Orientation.....	12
Activate Your Student Accounts.....	12
Advising.....	12
Payment of Tuition .....	13
Complete Required Training.....	13
University Identification Cards .....	13
Library Locations.....	13
Applying for Degree and Graduation.....	14
University Policy on Work-Restricted Religious Holy Days.....	15
Work-Restricted Religious Holy Days .....	15
University Name Change Process.....	15
<b>SECTION THREE – UOFL ONLINE RESOURCES .....</b>	<b>16</b>
Online Class Registration Guide.....	16
UofL Online Learning Student Resource Page.....	16
Distance Learning Scholarships .....	16
Virtual Writing Center .....	16
Blackboard.....	16
University and Departmental Contact Information.....	16
Setting Yourself Up for Online Success Tips .....	17
Creating a Successful at Home Study Environment .....	18
Group Projects in Online Courses Tips for Success .....	19
Applications and Technology for Studying and Online Learning.....	19
Additional Online Learning Resources.....	20

# INTRODUCTION

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Welcome to the School of Public Health & Information Sciences (SPHIS) here at the University of Louisville (UofL)! We are excited to have you join the SPHIS family and look forward to working with you during your online degree. This manual is designed to offer tips and information that will set you up to be successful while completing your degree online.

## SECTION ONE – OVERVIEW OF SPHIS

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### **About SPHIS**

The name of our school is a clear indicator that we are a distinctive school of public health. Public health is more than restaurant inspections, flu shots and managing health departments. It is identifying emerging health threats and risks, monitoring health factors and status, understanding how people seek and respond to health information and preparing responses to events that can affect the public's health.

While we embrace the traditional tasks and roles of public health specialists, we recognize that protecting the public's health today requires much more. It requires a new approach that integrates how information about the public's health is acquired, evaluated, acted on and disseminated, and how these affect the public and its health. It requires preparing our students for careers in the 21st century by using 21st century knowledge and techniques.

### **Mission**

We are a metropolitan school that pursues excellence and inclusiveness through bold, strategic, and collaborative approaches to education, research, community engagement, policy, and practice. We strive to protect and improve public health and healthcare delivery systems in Louisville, the Commonwealth of Kentucky, the United States, and with our global partners.

### **Vision**

To be a leader in advancing health equity and social justice to ensure optimal health and well-being for all.

### **Accreditation**

The University of Louisville is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, bachelor, master, specialist, doctoral and first-professional degrees (DMD, JD, MD).

The Master of Science in Health Administration is accredited with the Commission of Accreditation of Healthcare Management Education (CAHME). CAHME is the accrediting body for graduate programs in health management in the United States.

In addition, SPHIS, is accredited by the Council on Education for Public Health (CEPH), an independent agency recognized by the United States Department of Education to accredit schools and programs of public health.

## **Policies**

The policies and regulations described in this handbook and the Graduate Catalog **CANNOT** be superseded or invalidated by either oral or written agreement with faculty, staff, or administrators, unless such agreement is confirmed in writing by the associate dean responsible for academic affairs.

Please refer to the [graduate catalog](#) for policies relating to graduate students that are not covered within this handbook.

## **Technology Fees**

The SPHIS has a technology fee of \$200 per year (\$100 for fall semester; \$100 for spring semester) for registered students regardless of the number of credit hours.

## **Student Records**

All official student records are housed in and maintained by the Office of Student Services at SPHIS. The privacy and confidentiality of all student records are preserved in accordance with FERPA (Family Education Rights and Privacy Act) and Universities records policy.

## **Transfer of Credit**

UofL generally accepts transfer credits earned at institutions of higher education accredited by the following institutional accreditors, which are recognized by the U.S. Department of Education:

- Higher Learning Commission (HLC)
- Middle States Association of College and Schools, Commission on Higher Education (MSCHE)
- New England Association of Schools and Colleges, Inc., Commission on Institutions of Higher Learning (NEASC-CHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Southern Association of College and Schools, Commission on Colleges (SACS-COC)
- Western Association of Schools and College, Accrediting Commission for Senior Colleges and Universities (WASC-SCUC)
- Western Association of Schools and College, Accrediting Commission for Community Colleges and Junior Colleges (WASC-ACCJC)

To check on the status of an institution's accreditation, please visit Department of Education. The number of credit hours transferable, upon request, is six (6). Up to six (6) additional credit hours may be petitioned, provided that these additional hours are not credits earned by extension, thesis or practicum and provided also that the residency requirement of 24 semester hours is maintained by the addition of University of Louisville credits to the total program.

Course work taken more than three years prior to the student's application to a graduate program will not normally be considered for transfer; however, such requests will be reviewed by the Vice Provost for Academic Affairs upon recommendation by the department chair and the unit dean.

The course work being considered for transfer must have been taken while the student was enrolled in an accredited graduate or professional school and must be evaluated for transfer by

the director of the graduate program in which the student is seeking additional graduate work. Six (6) credit hours may be transferred from a previously earned master's degree toward a doctoral degree or a second master's degree, subject to the approval of the degree program and the unit dean. Hours earned toward a culminating experience such as a thesis, practicum, or internship shall not be transferable to the second master's degree. Only courses in which the student earned grades of B or better will be considered for transfer. Hours and quality points earned at other institutions are not included in the calculation of a student's grade point average.

Courses in which grades of P were earned must have the approval of the unit dean in order to be transferred.

Transfers of credit from constituent schools and colleges of the University of Louisville are not subject to the above limitations on transfers but require the recommendation of the department chair and the approval of the unit dean. Upon approval of the graduate program, students may apply the coursework from no more than one certificate program towards a graduate degree program.

### **Withdrawal from Courses**

Students may *withdraw* from courses after the drop/add period up until the withdrawal deadline. A grade of W (withdrawal) will be posted to students' transcripts. The hours count as attempted hours but do not count as earned hours, and the grade will have no effect on the students' grade point averages. Students withdraw by using the registration link of the ULink online portal. No signature or other authorization is required if the change is made by the withdrawal deadline, but students should consult with academic and/or financial aid advisors to understand how withdrawing from a course will affect their academic plan status, their progress toward their degree, and their financial aid eligibility.

The withdrawal deadline for each semester is specified in the official registration calendar. The deadline typically occurs shortly after mid-term. Students who stop attending class without withdrawing will be given the grade of F for the course.

Students who make a *complete withdrawal* from all courses for a particular semester should contact their academic advisor to seek alternative solutions and/or to improve the possibility of returning to the university at a later date. A complete withdrawal must be processed in accordance with the procedures established by the academic unit.

In exceptional circumstances, students may petition for a *late withdrawal* after the withdrawal deadline. Students who intend to continue in other courses during the semester must petition the course *instructional unit* (the academic unit in which the course is taught). Students who intend to withdraw from all courses for which they are registered (*late complete withdrawal*) must petition their *enrollment unit* (the academic unit in which they are enrolled for their degree work). Proper documentation of the exceptional circumstances must accompany the petition for a late complete withdrawal. The enrollment unit shall request and consider all instructors' recommendations in deciding on the petition for a late complete withdrawal. Students should contact the advising office in the appropriate unit for guidance in the petition process.

### *Compassionate Withdrawal*

Students may request and be considered for a *compassionate withdrawal* when extraordinary circumstances prevent students from continuing in classes or completing academic requirements. If students are gravely incapacitated, the request may come from the student's spouse, family or legal surrogate. The office of the dean of students will gather necessary documentation to show that the situation is incapacitating. Such situations cover both physical and mental health issues, serious illness or injury, and extraordinary personal reasons. The office of the dean of students will review and evaluate the compassionate withdrawal request and take follow-up action to refer the case to the appropriate officer (e.g., unit dean) for review and decision.

The Office of the Dean of Students will coordinate the process with the unit dean's designee. An academic withdrawal does not remove a student's financial responsibility for his/her educational expenses. Students are responsible for payment of any outstanding charges including, but not limited to tuition, fees, parking, housing and other expenses, after the academic withdrawal is granted. The Office of the Dean of Students will assist with the identification and completion of all necessary business processes.

### **Student Leave of Absence**

A student who has been accepted into a graduate program is expected to remain in continuous enrollment, either full-time or part-time, throughout his/her matriculation. Students who fail to enroll for a period of more than 12 months will be considered to have withdrawn from the program. Once a student enters candidacy, he/she must maintain continuous enrollment in degree candidacy (fall, spring, summer) and pay the appropriate candidacy fee.

However, if circumstances arise that may cause an interruption in graduate study a student may apply for a leave of absence by requesting such a leave from the unit dean. A requested leave cannot exceed one year; however, under extreme circumstances, a second, subsequent request may be granted by the Vice Provost for Graduate Affairs. Students must be considered in good standing for the request to be considered.

A student may not be enrolled in the university during a leave of absence. A student on a leave of absence is not required to pay tuition, fees, or candidacy fees, but is not entitled to any services from the university during the leave, including mentorship from faculty.

If a leave of absence is granted to a doctoral student in candidacy, the time limitation of completing all other requirements within four years after passing the qualifying examination shall be extended by the same time as the length of the leave. However, an appeal for an extension of this time limit, specifying the exact circumstances, can be included in the request for a leave or submitted as a variance request submitted to the department for their review and recommendation to the unit dean, the final decision rests with the Vice Provost for Graduate Affairs.

No degree will be granted to a student on an official leave of absence. The student must re-enroll in the next term following the conclusion of the leave and be enrolled in the term in which a degree is granted. A leave of absence does not relieve a student from adherence to

policies regarding residency and candidacy (except that the time limit for candidacy may be extended, as indicated in the previous paragraph).

### **Student Complaint and Grievance Procedures**

The SPHIS programs follows the procedures for academic grievance as published in [The Redbook, Chapter 6, and Article 8](#).

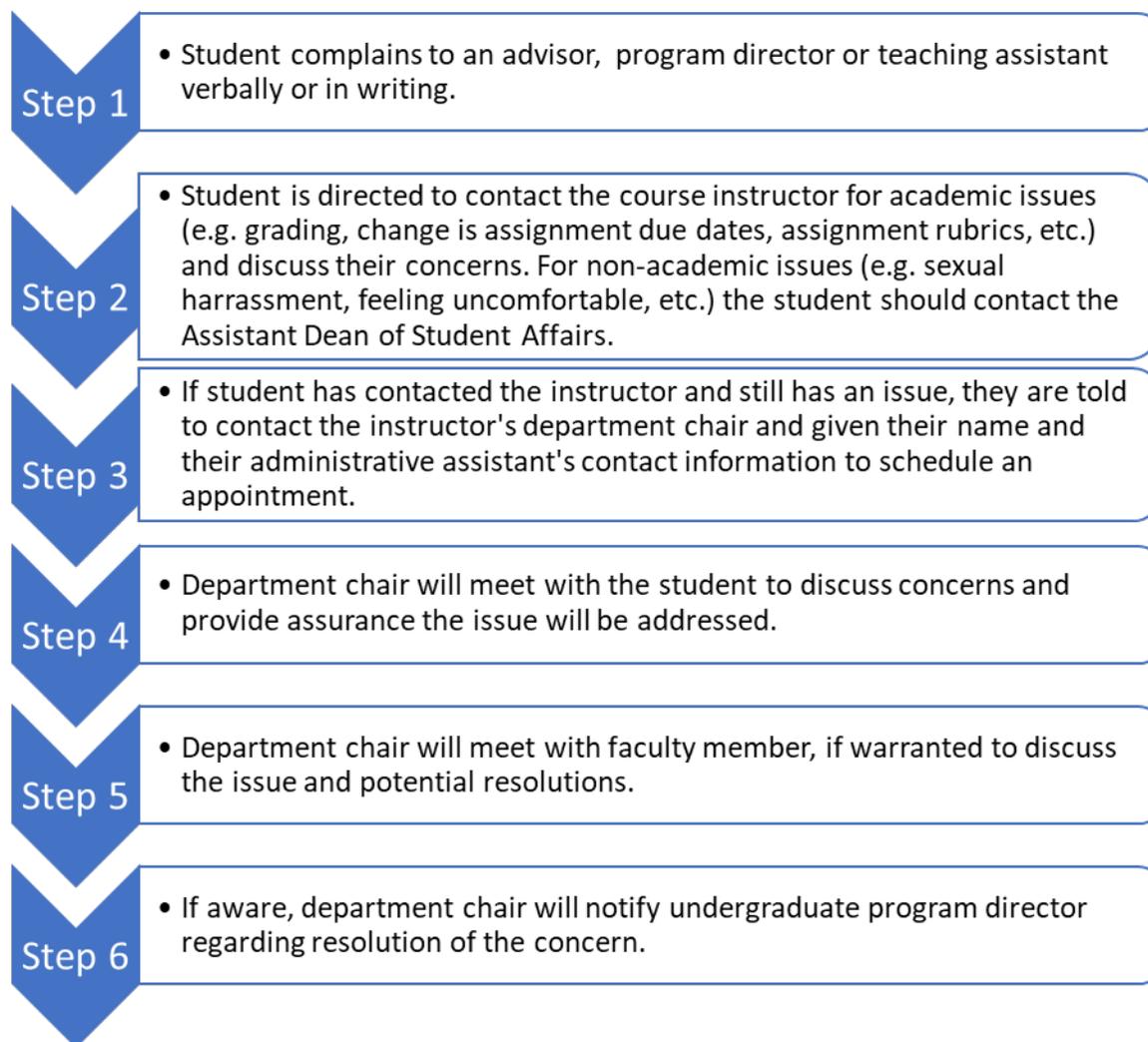
Any student considering filing such a grievance is advised to review the academic grievance procedure in the [University of Louisville student handbook](#) and then consult with the SPHIS Academic Grievance Committee.

The SPHIS Academic Grievance Committee has the power to hear all grievances of SPHIS graduate students involving academic matters other than substantive grade appeals. "Academic matters are defined as those concerning instructional activities, research activities, activities closely related to either of these functions, or decisions involving instruction or affecting academic freedom" (The Redbook, Section 6.8.1).

**Student Grievance Officer:** There will be a Student Grievance Officer appointed by the President from a list of three faculty/staff members nominated by the Student Government Association. The representatives of the Student Government Association will meet with the Office of the President to establish and review the duties and functions, the term and structure of the office, and budgetary arrangements necessary for the effective functioning of the Student Grievance Officer.

The Student Grievance Officer is responsible for informing students of their rights and obligations under the grievance procedure and especially the deadlines that have been established. The Student Grievance Officer will seek to resolve informally as many grievances as possible (The Redbook, Section 6.8.2).

## Course Instruction Complaint Process



### Plagiarism and Cheating

It is expected that a student in the graduate Program will refrain from plagiarism and cheating. Plagiarism and cheating are serious breaches of academic conduct and may result in **PERMANENT DISMISSAL FROM THE PROGRAM.**

Each student is advised to become familiar with the various forms of academic dishonesty as explained in the [Code of Student Rights and Responsibilities in the Student Handbook](#).

A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. Policy on Plagiarism-Prevention Software: The SPHIS has adopted a policy using Plagiarism-Prevention Software. The purpose of using plagiarism-prevention software is less to detect plagiarism and more to help students understand what constitutes plagiarism and train them to properly use and cite sources. [The policy can be accessed at here.](#)

## **Academic Standing**

### *Good Standing*

A graduate student is in good standing when their cumulative grade point average is 3.0 or higher. A student must be in good standing in order to receive their degree.

### *Academic Warning*

After the first 12 degree-applicable semester hours at the University for an undergraduate, students who have either a cumulative UPGA below 2.00, or a cumulative PGPA below the program requirement, will be placed on academic warning. Such students will be notified and strongly encouraged to seek assistance from their advising center.

### *Academic Probation*

A graduate student who has a grade point average which falls below a minimum level of academic quality (3.0 on a 4-point scale) will be placed on academic probation until the student regains a 3.0 cumulative grade point average. Students are ordinarily not permitted to continue on academic probation for more than one semester. Upon request of the students' academic department, the Program Director and/or the Associate Dean responsible for Academic Affairs may approve continuation beyond a single semester.

## **Grades and Grading Policies**

The University of Louisville utilizes a plus/minus grading system. It is at the discretion of the instructor or Course Professor to determine the use of plus/minus grading. The following is the grading scale:

<b>Grade</b>	<b>Quality Points</b>
A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

**PLEASE NOTE: All course grading scales are listed within the course syllabus and are at the discretion of the individual course instructor.**

## **Academic Course Loads**

### *Full-Time*

Full-time students are defined as being enrolled in 9 hours of credit during the spring or fall semester or 6 hours during the summer term or in candidacy status as a graduate student. To be considered in full-time residency for one year, a student must be registered for 9 hours in each of two consecutive semesters.

### *Part-time study*

Part time students for the graduate program are defined as being enrolled in a minimum of 4.5 hours during spring or fall semester or a minimum of 3 hours during the summer semester.

### *Course Loads*

The maximum number of hours that may be taken in a regular semester is 12 or 15 hours if 3 or more hours are research credit. The maximum number of hours that may be taken in the summer session are 12, including research hours.

### *Overloads*

Any student who wishes to enroll in more than the maximum number of hours must obtain the permission from their Department Chair and the Director of the graduate program who will then submit the request to the Associate Dean of SPHIS. Afterwards Student Services will send the overload form to the Graduate School for processing. Permission to enroll for excess hours is granted on a case-by-case basis. Approval of additional credit hours will be considered only after completion of the first semester of the graduate program. For consideration students must be in good academic standing (GPA greater than or equal to cumulative 3.0) and not have received a grade below B in any class. In no case will more than 3 additional credit hours be approved for a given semester. Request to take additional credit hours must be at the beginning of the registration period for the semester in which the desired class is offered. For questions regarding the correct process for initiating the additional course request, contact the Student Services.

### *Satisfactory Progress*

All graduate students are expected to make steady and satisfactory progress toward the completion of degrees. Students who fail to enroll for a period of more than 12 months will be considered to have withdrawn from the program. Students who seek to return after such a period of time are required to apply to their departments or programs for readmission. Based on the request of the department or program, the Associate Dean responsible for Academic Affairs will consider the student for readmission.

Satisfactory progress also requires maintaining the standards of academic and professional integrity expected in a particular discipline or program and, in some disciplines, may include demonstration of the ability to function as a professional practitioner. Failure to maintain these standards or demonstrate such abilities may result in the student's termination from the program.

### **Repeating Courses**

Students are allowed to repeat a course only once, with the most recent grade counting for grade point average calculation and towards degree requirements. Students are advised to

carefully weigh the tradeoff between 1) possibly improving their academic standing by repeating a course and earning a higher grade, and 2) the investment of time and money in repeating courses.

Students may petition to repeat a course more than once through a process determined by each academic unit.

Although all grades are displayed on the official transcript, repeated courses cannot receive double credit in hours required for the degree and count only once toward graduation.

Students may only receive federal and state financial aid funds one time for retaking previously passed coursework. Students should speak with a financial aid advisor about the impact on financial aid before making the decision to repeat a course that was previously passed.

### **Completion of Degree Requirements**

Candidates for the graduate degree must complete all required academic coursework with a minimum cumulative grade point average of 3.0 and receive any grade of C in no more than 6 credit hours. A student may repeat up to two courses in which they have received a grade of C+, C or C-. The replacement grade will be used to calculate the overall GPA; however, the original designation of C+, C, or C- will remain on the student's transcript.

## SECTION TWO – GENERAL UNIVERSITY INFORMATION

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### University Administration

General university administration and information can be found at the main university website <http://www.louisville.edu>. Information about the University central administration, financial aid office, Bursar's Office, can all be accessed through the main university website.

### *University Rules and Policies*

Rules and Policies affecting students are published in the [Student Handbook](#).

*Enrollment in the various graduate programs constitutes a commitment to abide by the practices and regulations of the University of Louisville as stated in catalogs or other published material. Enrollment also constitutes acceptance of the responsibility to know all academic requirements and a commitment to abide by the Code of Student Conduct and Code of Student Rights and Responsibilities.*

**IT IS YOUR RESPONSIBILITY AS A STUDENT TO FAMILIARIZE YOURSELF WITH UNIVERSITY POLICIES OUTLINED IN THE GRADUATE CATALOG.**

### Online Orientation

#### *Important Documents to Review*

- [Disability Resource Center Letter](#)
- [Technology Letter](#)
- [Health Insurance Information](#)

### Activate Your Student Accounts

Know your student ID# and include this on all emails to faculty and staff. You can find this number on your admissions letter, your university ID, and on your unofficial transcript.

Login to [ULINK](#) and set up your university email account and other online services.

- Look for info for first-time users and follow the steps.
- If you encounter an error, please contact the Help Desk at 502.852.7997.

### Advising

You will be assigned a faculty advisor, please contact your department support staff to determine your faculty advisor:

- Lisa Bell, Biostatistics, 502-852-1827, [libell02@louisville.edu](mailto:libell02@louisville.edu)
- Robin Newlon, Epidemiology, 502-852-3003, [rlnewl01@louisville.edu](mailto:rlnewl01@louisville.edu)
- Sam Fowler, Health Promotion and Behavioral Sciences, [sam.fowler@louisville.edu](mailto:sam.fowler@louisville.edu)
- Jordan Fries, Health Management and System Sciences, 502-852-2797, [jordan.fries.1@louisville.edu](mailto:jordan.fries.1@louisville.edu)

Consult the [Graduate Catalog](#) which outlines the curriculum for your degree program. The catalog also contains all policies related to graduate education coordinated through Graduate School. Be sure to take the time to review these and consult your faculty advisor or student services staff if you have any questions.

Here is a list of registration dates and a schedule of courses to help you determine course numbers when registering:

- [Registration dates](#)
- [Schedule of Courses](#)

Once you have been advised, please use the link to register for course(s): [ULINK](#)

If you encounter an error when registering, please contact Tammy Albers at [tammy.albers@louisville.edu](mailto:tammy.albers@louisville.edu) for help with the error.

### **Payment of Tuition**

Once you register for course(s), the Bursar will generate a bill for your course(s) (may take 48 – 72 hours). You WILL NOT receive a paper bill. Please visit the link for information on paying your bill. [Bursar](#)

### **Complete Required Training**

The Required Training tab is located on the left-hand side in this Organization. Open it up and follow the directions. If you have any questions regarding the information on this page, please contact Bryan Mathis at [bryan.mathis@louisville.edu](mailto:bryan.mathis@louisville.edu).

### **University Identification Cards**

University of Louisville identification cards will be issued during new student orientation or can be picked up at the Health Science Cardinal Card Office at a later time. The hours for the Health Science Cardinal Card Office are Tuesdays from 9:30am-11:30 a.m.

Lost identification cards must be reported as soon as possible to the [Cardinal Card Office](#). All found Cardinal Cards should be immediately returned to the Cardinal Card Office. If you have lost your card or it has been stolen, contact the Cardinal Card Office at (502) 852-7520 to see if your Cardinal Card has been turned in. If you have a meal plan, immediately contact the Cardinal Card Office to have a hold placed on your meal plan account to restrict further use. If you have used your card at the University Libraries, you should also alert them of the missing Cardinal Card. If the theft occurred on campus, it should be reported to the Department of Public Safety at (502) 852-6111.

**\*As an online student you are not required to have an identification card, but it is still available for those students that are within the surrounding Louisville area if interested.**

### **Library Locations**

<http://library.louisville.edu/>

The university libraries located on the Belknap campus are Archives and Special Collections, Art Library, Ekstrom Library, Law Library, and the Music Library.

The university libraries located on the Health Science Campus are Kornhauser Health Sciences Library and the University Hospital Library.

## Applying for Degree and Graduation

<https://louisville.edu/registrar>

If you are planning to receive your degree, you will need to fill out a degree application online. The degree application process will be available online through [ulink.louisville.edu](http://ulink.louisville.edu). Please refer to the Registrars webpage for specific dates on when the application period is open. All candidates for degrees, whether or not participating in Commencement, must apply for degrees.

After the online form is submitted, you will receive an online confirmation that it was successful. You will also receive confirmation by email to your university account. You will receive a final degree audit from Program Manager Tammy Albers once degree application has been submitted in order to determine you are on track to graduate. If you have any questions regarding eligibility or qualification of degree requirements, please contact your advisor or the Office of Student Services.

Diplomas will arrive at the Registrar office approximately six to eight weeks after the end of each term/semester. An email notification will be sent to all graduates when diplomas arrive and are ready to be picked up in the Office of the Registrar, Houchens Building, room 31. When you pick up your diploma, be sure to verify that your name is spelled correctly and that your diploma includes any special notations if applicable (honors, etc.). You may have someone pick up your diploma for you.

If you live out of town, your diploma can be mailed to you. After the diploma arrival date, students may call the Office of the Registrar at (502) 852-6522 to arrange mailing. Diplomas cannot be mailed to local addresses including: Anchorage, Buckner, Clarksville, Crestwood, Goshen, Jeffersonville, LaGrange, Louisville, Mt. Washington, New Albany, Pewee Valley, Prospect or Shepherdsville.

Additional guidelines for graduate students in regard to graduation and commencement are as followed:

- If you are applying to graduate and are not currently registered, contact Program Manager Tammy Albers in the Office of Student Services, if your major is incorrect, contact Program Manager Tammy Albers immediately. Do not complete this application at this time
- Students writing a Thesis or Dissertation should contact Courtney Kerr to review their Thesis or Dissertation prior to turning in the final copy. You may contact our office by phone or contact Ms. Kerr directly by email at [clkerr01@louisville.edu](mailto:clkerr01@louisville.edu).
- If you have any questions or concerns regarding your graduation, feel free to contact The Graduate School by phone at (502) 852-6495 or by e-mail at [graduate@louisville.edu](mailto:graduate@louisville.edu). Their campus address is 105 Houchens Building.
- For your records, please print a copy of the degree application when you apply. This will provide proof that you have applied for your degree.
- Please note that your degree application is effective for the current semester in which you applied to receive your degree. In the event that you do not complete requirements to receive your degree in the semester in which you applied; you will need to reapply for the semester in which you plan to graduate. Applications for degree do not roll over to the next semester.

- In order to continue registering as a graduate student after graduation, you will need to reapply to the University through the Office of Graduate Admissions.

### **University Policy on Work-Restricted Religious Holy Days**

Federal law and university policy prohibit discrimination on the basis of religious belief. It is the policy of the University of Louisville to accommodate students, faculty, and staff who observe religious work-restricted holy days. [Please visit the academic calendar for more information.](#)

#### *Students*

Students who observe work-restricted religious holy days must be allowed to do so without jeopardizing their academic standing in any course. Faculty are obliged to accommodate students' request(s) for adjustments in course work on the grounds of religious observance, provided that the student(s) make such request(s) in writing during the first two (2) weeks of term.

Deans and department chairs must investigate and resolve student complaints arising from alleged faculty failure to make reasonable accommodations under these guidelines.

#### *Faculty & Staff*

Faculty and staff supervisors are directed to accommodate requests for absence for work-restricted religious holy days unless it would cause an undue hardship. Further, whether the holy days are work-restricted or not, supervisors of faculty and staff should be sensitive to requests for accommodations.

#### *Calendar*

The calendar that follows was developed to broaden the University community's recognition of its diverse religious perspectives. The listing is not exhaustive of all major holy days in every religious tradition and some variances of dates will exist due to regional differences. It was developed based on the calendar posted by the National Conference for Community and Justice as well as other calendars or information posted on the web by the various religions.

### **Work-Restricted Religious Holy Days**

#### *Definition of Religious Work-Restricted Holy Day*

A recognized denominational sacred or holy day that is observed by persons or groups who are required – through a set or system of religious beliefs, laws/doctrines, tenets, canons or theology -- to restrict or limit work and/or physical or mental activity directed toward the production or accomplishment of something; toil; labor. This definition may include academic endeavors (e.g., examinations, classroom activities and research, or out-of-classroom learning experiences).

[For more information, please visit UofL's University Policy on Work-Restricted Religious Holy Days.](#)

### **University Name Change Process**

For instructions for changing your name in university systems, please visit the [Instructions for Changing Your Name in University Systems webpage](#) for directions.

## SECTION THREE – UOFL ONLINE RESOURCES

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### Online Class Registration Guide

<https://louisville.edu/online/-/files/UofL-Class-Registration-Guide.pdf>

Step by step guide to register for classes for the academic semester.

### UofL Online Learning Student Resource Page

<http://louisville.edu/online/resources>

UofL's online resource page is a handy tool to find anything relating to online support/assistance. This online resource can connect you to online programs being offered in the future, faculty who specialize in online education, and other helpful resources for making online learning more accessible to all.

### Distance Learning Scholarships

<http://louisville.edu/online/tuition>

UofL's online tuition webpage shows the rate of online credits as well as information on financial aid and scholarships that specifically assist online learners.

### Virtual Writing Center

<https://louisville.edu/writingcenter/for-students-1/distance-education-students>

The University Writing Center is committed to supporting the writing of distance education students. Whether through a virtual appointment, live feed chat, or via email the university writing center is committed to providing the same form of support with writing for online students as for in-person appointment students.

### Blackboard

<https://blackboard.louisville.edu/>

Blackboard is used extensively for both in-person courses and online courses. This classroom software will provide you the opportunity to make discussion board posts with classmates, learn course material from your instructors, and upload assignments directly to the online course webpage.

### University and Departmental Contact Information

- *University of Louisville Contact Information*
  - Belknap Campus Address
    - 2301 South 3<sup>rd</sup> Street, Louisville, KY 40208
  - Health Sciences Center
    - 323 East Chestnut Street, Louisville, KY 40202
  - Shelby Hurst Campus
    - 0001 Shelbyville Road, Hurstbourne, KY 40222
  - UofL Directory Number
    - 502.852.5555
- *School of Public Health & Information Sciences Information*
  - Address
    - 485 East Gray Street, Louisville, KY 40202
  - Front Desk Number
    - 502.852.1798

- *SPHIS Department Contact Information*
  - Bioinformatics & Biostatistics
    - Lisa Bell, Program Coordinator
      - Email: [llbell02@louisville.edu](mailto:llbell02@louisville.edu)
      - Office Number: 502.852.3294
  - Epidemiology & Population Health
    - Robin Newlon, Administrative Assistant
      - Email: [robin.newlon@louisville.edu](mailto:robin.newlon@louisville.edu)
      - Office Number: 502.852.3003
  - Health Management & Systems Sciences
    - Jordan Fries, Administrative Assistant
      - Email: [jordan.fries.1@louisville.edu](mailto:jordan.fries.1@louisville.edu)
      - Office Number: 502.852.2797
  - Health Promotion & Behavioral Sciences
    - Sam Fowler, Program Coordinator Senior
      - Email: [sam.fowler@louisville.edu](mailto:sam.fowler@louisville.edu)
  - Student Services Contact Information
    - Bryan Mathis, Program Coordinator Senior
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### **Setting Yourself Up for Online Success Tips**

- 1) Communicate with your online professors often.
  - If you have a question about an assignment, theory, or just need clarification about a subject reach out to your online instructors. They are there to teach you the material and communicating with them either through email, phone, or through Blackboard are all clear communication channels in order to get your question across.
- 2) Communicate with your online classmates often.
  - Even though you may not be physically in a classroom, you can still form study groups or study posts discussions in order to process the course material as a group rather than trying to learn the information by yourself.
- 3) Complete assignments consistently and do each week's material on time.
  - Just like being in the classroom, you will have assignments and readings to do every week for your online course. Making sure you set dedicated time every day to review the course material, study, etc. for the online class is extremely important.
- 4) Set yourself up for online success by creating a productive online work environment.
  - Making sure to set yourself up in an environment that promotes attentiveness to your assignments, is distraction free, and promotes online success while at home is extremely important. More tips in the next section!
- 5) Use the SPHIS and University online resources to your advantage.
  - SPHIS and UofL have fantastic resources at your disposal in order to assist with setting you up for success during your online course. See the rest of this manual for those resources!

## Creating a Successful at Home Study Environment

- 1) Keeping organized through your preferred organizational tools
  - Whether if it's through making a weekly to-do list, utilizing a color-coded planner, or putting all your assignments in your outlook calendar, utilizing your preferred organizational method is important with making sure you keep tracks of important dates and assignments for your online coursework.
- 2) Eliminate distractions.
  - Having social media open on another tab or answer work emails while trying to participate in an online course will not allow you to process the information well. Turn the phone on silent and close out other distracting tabs and dedicated 100% of your focus to the online course during the allocated time.
  - While in person class times and work meetings may have set times throughout a typical day, it will be up to you to decide how much time you need to devote to your online courses. Finding a consistent time to work on your online course work each day is important for setting yourself up for success.
- 3) Setting expectations with family or roommates.
  - Have a discussion with members that live in the same household as you. Explain to them in a polite manner how between the allocated time you have designated for your online courses is important to you and that you ask them to respect that time of yours. Another thing to consider is if multiple people share technology (like a home PC) that you may need to use it during those set times too. Come up with a family/roommate game plan in order for everyone to be on the same page and happy with the outcome.
- 4) Preparing the physical space for your online coursework
  - Have your coursework and books within reach when sitting down to complete your assignments. Pens, paper, notecards, etc. are important and are the same material you would bring to an in-person class.
  - Another good tip is developing habits like getting dressed for an online class just like you would for an in-person class. This helps prepare your mindset to being able to focus for the workday ahead just like one does when they are getting ready for school in the morning before they head off to class.
- 5) Active Participation During Online Lecturers
  - When watching the online video lectures, it can be easy to slip into passive viewing of the material as your mind may begin to wander. You must develop strategies to ensure that you remain focused on the material being covered in the videos. It is strongly recommended that you write notes on a PDF copy of the lecture slides as you view the videos. Also, it is beneficial if you do step by step calculations/derivations yourself as each video progresses. The physical act of writing will improve mastery of the material. Viewing the video lectures should mime what you would expect to happen in a face-to-face class. However, it gives you the added advantage of pausing, rewinding, and viewing the material again as many times as you like. Take advantage of this!

## Group Projects in Online Courses Tips for Success

- 1) Don't procrastinate.
  - Even though the big group project may be months away, don't put it off till the last minute. Break up the part of the project into smaller chunks that can be completed over time and have group members share responsibilities amongst one another so one person doesn't get stuck with all the work.
- 2) Communicate consistently.
  - Taking courses remotely means that communication is even more important since you will not physically see your group partners in person. Create an email chain or a weekly phone group call to make sure everyone is on the same page with the group project. That way if someone needs help the team members can assist with the challenge.
- 3) Hold yourself and your group members accountable
  - Nothing is worse than completing your entire portion of the project just to find out your fellow group member did not and then the rest of the team has to pick up the slack. Just as it was mentioned in the previous tips, not procrastinating and communicating consistently will hold one another accountable with their responsibilities of the project. If someone needs help though or if you need help, ask for it! Asking for help is fine, not doing your own is not.

## Applications and Technology for Studying and Online Learning

### *Applications for Notetaking*

- 1) [Microsoft OneNote](#)
  - A place where you can collect all of your notes, files, pictures and web clips for a course
  - Searchable note feature
  - Ability to highlight and annotate pdf files inserted into the notes
  - Able to access notes from any device (table, pc, smartphone, etc.)
  - Available on windows, MAC, iOS, Android and through a web browser)
  - Cost: Free
- 2) [Notability](#)
  - Type, write, annotate or highlight your note all in one app
  - Can record audio along with your notes
  - Import files such as pdf, Word, PowerPoint, etc.
  - Searchable notes
  - Can export notes to google drive and drop box
  - Available for iOS and Mac
  - Cost: \$9.99
- 3) [Good notes](#)
  - An app for handwriting notes
  - Allows pdf's to be annotated
  - OCR searchable handwriting
  - Fill and sign forms
  - Handwriting to text conversion
  - Auto backups to drop box, google drive, and more

- Sync across all your iOS device with iCloud sync
- Available for iOS
- Cost: \$7.99

### *Applications for Studying Material*

#### 1) [Quizlet](#)

- Online study tools and games on many different subjects
- Different mode including flash card to aid students studying material
- Create your own flash cards or use content other have already made
- Available for iOS, Android, and online
- Cost: Free

#### 2) [StudyBlue](#)

- Study a variety of topics
- Create your own flash cards or use content others have already made
- Create tests to see how well you know the content
- Study anywhere on your mobile device
- Available for iOS, Android, and online
- Cost: Free

### **Additional Online Learning Resources**

- 1) [REACH: tips & tools for online and distance education student's webpage.](#)
- 2) [REACH: how to prepare for final exams online module.](#)
- 3) [REACH: how to take effective notes online module.](#)
- 4) [REACH: how to read textbooks effectively and efficiently online module.](#)
- 5) [REACH: how to manage your time online module.](#)
- 6) [REACH: applications and technology for studying and learning.](#)
- 7) [REACH: study cycle and focused study session.](#)
- 8) [6-time management tips for online student's blog post from Northeastern University.](#)
- 9) [Learning tools from Oregon State University.](#)
- 10) [5 tips on being successful in an online course.](#)