

Davis Online Learning – Student Guide

Welcome to Davis Online Learning (DOL)

Davis Online Learning (DOL) was launched in fall 2012. The goal of DOL is to help Davis College fulfill the mission of impacting the world for Jesus Christ through offering courses from Davis College to individuals anywhere in the world. DOL provides a distance online learning environment where you study on your own schedule! Davis Online Learning courses are taught by Davis College professors providing quality courses that bridge the on-campus to online classroom. Many students are currently enrolled and enjoying online courses from our excellent professors!

DOL Course Registration

Students must complete the Davis College admissions process. Please contact the Office of Admissions at 607.729.1581 ext. 406 or admissions@davisny.edu to enroll. Early registration is encouraged since a **minimum of 6 students** is required in order for a course to run. Once a student registers for a course, a Davis College student email is assigned to the student.

Getting Started

After registering for a DOL course, the student will receive an invitation email in his/her Davis College-issued email account from the course professor. DOL uses CourseSites.com, powered by Blackboard, as the online platform for its e-learning environment. The course invitation will be sent from no-reply@coursesites.com and will contain a link stating "**Click to confirm and register.**" Course invitations are sent by 11:59 p.m. (EST) on the Wednesday before a course is scheduled to begin.

The student **must click this link to accept** the invitation in order to participate in the course. Once the student accepts the invitation, he or she can **begin attending** the course.

DOL Course Terms / Schedules

Two online terms are offered within the traditional fall and spring Davis College semesters. They are labelled as "A" or "B" terms and run for 8 weeks each. Each online week begins on a Monday and ends at 11:59 p.m. (EST) the following Sunday. The total of registered credits (of both "A" and "B" terms) counts toward a student's enrollment status: a student may register for 6 credits in an "A" term and 6 credits in a "B" term for a semester total of 12 credits, which is full-time status.

The current course listing may be found on the Davis College website: www.davisny.edu/online

DOL Participation Policy

DOL courses run for eight weeks. Each week consists of lessons, discussion boards, activities, and assignments. Discussing current topics with classmates from all over the world provides unique, in-depth online classroom participation. The nature of these courses **requires** that the student interact with the material, professor, and other students on a **weekly basis**. Because of this, it is difficult to achieve the fullest experience in this learning environment when assignments are late. If unable to complete an assignment on time, the student must contact the instructor immediately by email to make arrangements for the completion of that assignment. Assignments that are submitted after the due date without appropriate excuse and pre-approval will receive the following deductions: Assignments submitted after the due date will receive a 10% deduction. Assignments submitted more than one week late receive a 20% deduction. Assignments submitted after two weeks late or after the final due date of the class will not be accepted without instructor-approved documentation of extenuating circumstances. Based on the Davis on-campus course attendance policy, students missing more than 21 consecutive days of participation will receive a failing grade due to non-participation.

DOL Withdrawal Policy

Students enrolled in a course through Davis Online Learning (DOL) are expected to follow the Davis Online Learning (DOL) Participation Policy. A "VWD" grade will be noted on the student's transcript for any course dropped by the tenth day of the DOL course. Grades of "VWP" (Voluntary Withdrawal – Passing) or "VWF" (Voluntary Withdrawal – Failing) will be noted on the student's transcript for any course dropped by the last day of Week 3 within the course. The last day of Week 3 within the course is the last day that a student may officially withdraw from a course. Non-participation for 21 consecutive days results in a failing grade for non-participation.

The official Add/Drop Form and policy may be found on the website:
<http://www.davisny.edu/academics/policiesandforms/>.

DOL Tuition and Fees

Current tuition and fees may be found on the Davis College website: <http://www.davisny.edu/financialaid/cost-breakdown/>.

Solutions to Common Technical Problems

Problem: *I did not receive information for my @davisny.edu student email account or I forgot my password.*

Solution: Contact IT Staff at help@davisny.edu or 607.729.1581 ext. 404. Include your full name, your personal email address, and your problem.

Problem: *I did not receive my course invitation.*

Solution 1: Check your @davisny.edu student email account. Course invitations are sent to your Davis College-issued email account *only*. The invitation will come from no-reply@coursesites.com. Check your "Junk" email folder as well as your "Inbox" email folder.

Solution 2: If Solution 1 did not solve your problem, contact Dr. JoAnna Oster, Director of Online Learning, at joster@davisny.edu. It is preferred that you communicate with Davis College staff and faculty through your @davisny.edu student email account.

Problem: *I received my course invitation. What now?*

Solution: Read your course invitation
Click on the sentence: "Click to confirm and register."
Follow the prompts to set up your course User Name

Problem: *How do I order my textbooks?*

Solution: Go to <http://www.davisny.edu/academics/registration/>
Click on "Textbook List – Online Courses"
Search for your course name in order to find the required textbook
Contact the bookstore at bookstore@davisny.edu for additional help.

Contact Information

Office of IT Services: help@davisny.edu | 607.729.1581 ext. 404

Office of Admissions: admissions@davisny.edu | 607.729.1581 ext. 406

Director of Online Learning: joster@davisny.edu | 607.331.3242

Registrar: registrar@davisny.edu | 607.729.1581 ext. 405