

Culver-Stockton College

Connected Campus Handbook



Do Something Different

CULVER-STOCKTON COLLEGE

The Culver-Stockton College (C-SC) Connected Campus program is a non-residential online undergraduate program aimed at adult students who wish to further their knowledge and complete a Bachelor's degree. Connected Campus gives students the flexibility necessary to complete their education while continuing their careers. The Connected Campus Program provides a relevant and rigorous educational program through 100% online instruction with experienced faculty.

MISSION OF THE COLLEGE

The mission of Culver-Stockton College is to provide students of promise a superb education within an active learning community founded upon integrity and the best values of faith and the human spirit.

THE CONNECTED CAMPUS EXPERIENCE

The mission of Culver-Stockton College Connected Campus Program is to provide adult students of promise a relevant and rigorous degree completion program through fully online instruction.

Connected Campus offers adult students the opportunity to complete their Bachelor's degree through non-traditional methods and at times convenient to their personal schedule. Connected Campus courses are taught in either a 5-week or 8-week accelerated format and are completely online. This format allows students flexibility in planning a degree completion program. Subject matter in the courses offered in this online format is the same as that in traditional on campus courses; however, the online format may use a variety of different approaches than used in a traditional classroom.

ONLINE EDUCATION

The Connected Campus Program offers two options for enrolling in online education at Culver-Stockton College. The first option is the online degree completion program which is primarily designed for adult students who have previously completed a minimum of 50 credit hours of college course work. The second option is to enroll as a non-degree seeking adult student to augment one's education and take courses for personal and professional development. If you have questions about your eligibility, please contact the program director at cstrobel@culver.edu.

GENERAL EDUCATION

The Connected Campus Degree Completion Program includes completion of requirements in the general education area. For individual students to know what classes they need to complete in this area they should consult with the Director of the Connected Campus or the Office of the Registrar. A preliminary degree check could then be prepared for the student's review.



REQUIRED FOR GRADUATION

To fulfill the requirements for a Bachelor of Science degree, Culver-Stockton College requires:

- Must earn a total of 120 credit hours
- A minimum of 30 credit hours of coursework completed through Culver-Stockton College
Note: CLEP hours as explained below will not count toward the 20 credit hour requirement.
- A minimum of 60 hour must be earned from an accredited four-year college
- A minimum of 40 hours must be classified as senior level hours carrying a 300/400 level designation.
- Earn a minimum grade point average of a 2.0 on a 4.0 scale

DEGREE PROGRAM

The Culver-Stockton College degree program is designed primarily for students who already have earned their Associate degree, but this is not a requirement to enter the program. Two degree programs are offered in the Connected Campus program:

- Bachelor of Science in Business and
- Bachelor of Science in Criminal Justice

BUSINESS DIVISION MISSION STATEMENT

The Mission of the Culver-Stockton College Business Division is to prepare business students of promise for successful careers or graduate school through experiential learning and corporate experiences.

Bachelor of Science with a major in Business

Degree Requirements include a 12 hour Specialization:

- College Math (3 credit hours)
- Mat 205: Elementary Statistics
- Mis 220: Management Information Systems OR Mis 225: Computers Applications in Business
- Act 125: Principles of Accounting I
- Act 126: Principles of Accounting II
- Eco 201: Principles of Macroeconomics
- Eco 202: Principles of Microeconomics
- Bus 301: Marketing
- Bus 302: Management
- Bus 308: Legal Issues I
- Fin 311: Finance
- Fin 362: Corporate Financial Management
- Bus 429: Human Resource Management
- Bus 415: Global Business
- Bus 465: Business Strategy



Specializations: (select one of the following)

Organizational Management (12 credit hours)

- Bus 309: Legal Issues II
- Bus 414: Advertising
- Bus 411: Operations Management
- Fin 302: Real Estate **OR** Fin 304: Risk Management

Accounting & Finance (12 credit hours)

- Act 301: Cost Management
- Act 321: Fraud Prevention Through Internal Controls
- Fin 302: Real Estate **OR** Fin 304: Risk Management
- Fin 407: Investments

CRIMINAL JUSTICE DEPARTMENT MISSION STATEMENT

The mission of the Culver-Stockton College Criminal Justice and Legal Studies program is to provide students of promise a theoretical and experiential liberal arts education facilitating successful careers in the criminal justice and legal systems.

Bachelor of Science with a Major in Criminal Justice (33 hours)

Core Courses (21 hours)

- CJ 105: Introduction to Criminal Justice (3)
- CJ 216: Criminology (3)
- CJ 305: Law Enforcement Procedures (3)
- CJ 312: Corrections (3)
- CJ 320: Introduction to Social Research (3)
- CJ 417: Criminal Law (3)
- CJ 490: Senior Seminar (3)

Elective Courses (12 hours selected from the following courses)

- CJ 217: Juvenile Delinquency (3)
- CJ 276: Exploratory Internship in Criminal Justice (3)
- CJ 289: Selected Topics in Criminal Justice (3)
- CJ 306: Judicial Process (3)
- CJ 325: Independent Studies and Criminal Justice Research (3)
- CJ 416: Constitutional Law (3)
- CJ 418: Victimology (3)
- CJ 435: Current Issues in Criminal Justice
- CJ 489: Selected Topics in Criminal Justice (3)



CLEP

CLEP may be an excellent way to accelerate your degree plan. CLEP allows a student to test and receive credit for certain courses. CLEP (College-Level Examination Program) testing is available at many colleges throughout the United States. Tests are available in subjects such as Accounting, Biology, Business Law, Economics, Psychology, Sociology, etc. Additional information is available at www.collegeboard.com/clep. For a complete listing of CLEP examination equivalencies and fees, contact the Registrar's Office at 573-288-6542 or by email at chuebotter@culver.edu or the Director of Connected Campus at 573-288-6468 or by email at cstrobel@culver.edu.

ADMISSION TO THE CONNECTED CAMPUS

The admission policies and procedures of the Connected Campus are designed to allow students the opportunity to begin courses throughout the academic year. Students pursuing degree programs must submit official transcripts from previous institutions and have a minimum cumulative grade point average of a 2.0 on a 4.0 scale. Successful degree seeking applicants should have an Associate Degree or a minimum of 50 credit hours of undergraduate course work.

For questions about your eligibility, please contact the program director at cstrobel@culver.edu.

The Connected Campus Program allows non-degree seeking students the opportunity to enroll in a course for personal development.

FACULTY

Faculty members teaching in the Connected Campus Program are experienced in online instruction and 100% of C-SC faculty have received online training. All faculty members have earned either a Master's degree or Doctorate in their chosen field and most have years of practical experience in their field as well.

CONNECTED CAMPUS STAFF

Culver-Stockton College has a variety of well trained experienced staff available to serve you in the areas of admissions, financial aid, career services, business office and academic advising. For information please contact the office of the Director of Connected Campus:

Phone: 573-288-6468

Email: cstrobel@culver.edu

CONNECTED CAMPUS COURSE REGISTRATION

If you have not yet applied for admission to the C-SC Connected Campus Program, please complete the Online Application found at <https://secure.culver.edu/connectedcampus/app/>.

The Director of Connected Campus will help students to register for their first class; Carrie Strobel can be contacted by email, cstrobel@culver.edu.



COURSE OFFERINGS

A list of Connected Campus course offerings is available on the Culver-Stockton College website at <http://www.culver.edu/connectedcampus/schedule/>. C-SC is also a member of the Online Consortium of Independent Colleges and Universities (OCICU), which provides C-SC access to hundreds of online courses. Culver-Stockton College is a member school and can enroll Connected Campus students in any class offered through the consortium. Any class taken through a consortium provider school is considered a Culver-Stockton College course and is not a transfer course. Registration is through C-SC and students will be advised by C-SC personnel. After a student is registered at C-SC, classes offered through the consortium can be viewed by students at <http://ocicu.org/>.

PARTICIPATION REQUIREMENTS

Regular participation is a requirement for the C-SC Connected Campus program. The following are additional requirements:

- Students will have access to Angel on the Monday of the first week of class.
- Participation is required by the Wednesday of the first week of class or the student will be dropped from the course. Course participation is defined as posting an introduction on the forum.
- Regular participation and timely completion of assignments are required. (C-SC does not offer "self-paced" courses).
- Students are responsible for having all required course materials by the course start date.

COURSE MATERIAL

Once enrolled in a course, students will receive instructions on how to order course materials. Materials for online courses can be purchased online at Culver-Stockton Bookstore at; <http://bookstore.mbsdirect.net/culver-stockton.htm>. For courses taught through OCICU contact the Regis University Bookstore at <http://www.regisuniversity.bkstr.com> or call the customer service line at 1-800-798-4153 or 1-303-458-4150. Shipping time is normally 5-7 days; however, overnight shipping is available for an additional charge. Texts for consortium classes are not available through the Culver-Stockton Bookstore.

FEES AND TUITION/ PAYMENT POLICY

Tuition per credit hour is \$385.00.

Culver-Stockton College accepts all major credit cards, cash, money orders or personal checks. Tuition in full is due at the time of registration (prior to the beginning of class.) If an employer or third party is reimbursing the student for the course upon completion, the student must submit proof of reimbursement from the employer along with a \$100 deposit.



POLICY FOR TOTAL WITHDRAWAL FROM CONNECTED CAMPUS

If a course is dropped prior to the first day of class, tuition will be cancelled and no academic record will be kept.

If a course is dropped after the first day of class, the following policy will be adhered to:

Withdrawal during the first 10% of the course	90% refund
Withdrawal after the first 10% though 25% of the course	50% refund
Withdrawal after the first 25% through 50% of the course	25% refund
Withdrawal after the first 50% of the course	no refund

Refund and repayment amounts for federal financial aid must be distributed according to a specific order of priority and percentage prescribed in federal law and regulations. For additional information see the *Culver-Stockton College Academic Catalog*.

PARTIAL WITHDRAWAL – DROPPING A COURSE

No adjustment to the tuition charge will be made for drops after the first three calendar days have passed in the 8-week term.

No adjustment to the tuition charge will be made for drops after the first two calendar days have passed in the 5-week term.

Be advised that dropping a course may affect a student's financial aid, contact student financial services for more information at 573-288-6307.

FINANCIAL AID

While the primary responsibility for financing a college education rests with the student, C-SC will assist a student in utilizing the need analysis information from the Free Application for Federal Student Aid (FAFSA). All students applying for financial aid based on need must complete the FAFSA Need Analysis Form each year and designate C-SC to receive the processed application. Need is determined by subtracting the expected family (student and parent) contribution (EFC) as calculated on the FAFSA from the cost of education. For standards of satisfactory academic progress to maintain financial aid eligibility see the *Culver-Stockton College Academic Catalog*.

TECHNICAL SUPPORT

Students are required to have access to a computer that has high speed internet connectivity with Internet Explorer as the preferred browser. It is the student's responsibility to have access to the technology that is needed to complete the online program.



ACADEMIC ADVISING

Academic Advising is available for all programs/degrees offered. Academic Advising is required prior to each registration via email or telephone. Students are encouraged to contact their academic advisor, Carrie Strobel throughout their Connected Campus Program to obtain information about policies, course offerings and other information. When a student first enrolls in Connected Campus, a degree check should be completed. This degree check will show the student what is needed to complete the degree. A degree check is not, however, a binding contract and is to serve as a guideline only. A student wants to keep in touch with the academic advisor each term they are enrolled. If a student ever has a question about a degree check, they need to ask their advisor about it.

LIBRARY RESOURCES

All students in the Culver-Stockton Connected Campus Program have full access to the C-SC Library Services. The Library collections and electronic databases provide students with access to a vast array of print and non-print resources for research and recreation. The Library's catalog is fully automated and available to students on the campus network as well as in the Library. Also available to students on the campus network are online bibliographic databases with full-text capabilities. C-SC is a member of the MOBIUS Consortium which provides access to over 15 million items in 54 academic libraries in Missouri. Students may request these items online and receive them in a few days in the Library. The Library offers a full range of interlibrary loan services which allows students access to materials held in libraries in this Country and abroad.

STUDENT SERVICES

Many student services currently available to traditional students are also available to Connected Campus students. For additional information see the *Culver-Stockton College Academic Catalog*.

CAREER SERVICES

The Career Center is an important part of the professional development of our students and provides resources to assist students with career exploration, career education, and placement. To contact the Career Services office, please call Nancy Nish at (573) 288-6536 during normal business hours or email nnish@culver.edu.

ACADEMIC HONESTY

Academic honesty is required in all circumstances, and students are expected to conduct themselves in such a way that their integrity is unquestioned. Cheating and plagiarism are strictly forbidden and will not be tolerated. The instructor of any course has the right to challenge any student when questionable circumstances arise and to require the student to furnish any relevant material. Appropriate sanctions will be imposed when cheating or plagiarism occurs.

For complete definitions of cheating and plagiarism as well as sanctions please see the *Culver-Stockton College Academic Catalog*.



CREDIT HOURS

The minimum academic load for purposes of classification as a full-time student is 12 semester hours. In the Connected Campus Program this would mean taking 2 courses in each of the two 8-week accelerated terms in one semester.

GRADING

Grading at Culver-Stockton College is on a 4.0 scale, as follows:

A=Work of outstanding quality; excellent mastery of course work	4.0 quality points
B=Good work and achievement of course material	3.0 quality points
C=Satisfactory achievement of course material	2.0 quality points
D=Deficiency in mastering course material	1.0 quality points
F=Failure to meet course requirements	0.0 quality points

The minimum cumulative grade point average required for good standing in the Connected Campus Program is 2.0. The G.P.A for determining good standing includes only the coursework completed at Culver-Stockton College. A student must be in good standing at the time graduation.





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