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INTRODUCTION

Midwest University is proud to offer e-learning opportunities through CAMS (Comprehensive Academic Management System). Most coursework can be completed through online instruction.

Distance education students are taught under the same rigorous academic standards and commitment to quality as in the traditional classroom. With courses online and available 24-hour/7 days a week, e-learning students have the option to customize the educational experience to suit their ministerial and professional schedules.

Academically qualified and experienced professors provide ongoing feedback to e-learning students throughout their studies.

The Midwest University Distance Education module incorporates any non-residential courses. This includes courses taught through E-learning, as well as courses offered at the teaching site in Washington D.C.

The Director of Distance Education and is responsible for the administration, implementation, and evaluation of e-learning courses as well as those courses offered at all Midwest University teaching sites.

BIBLICAL FOUNDATIONS STATEMENT

The Bible in its entirety is the inspired Word of God, infallible, sufficient, and authoritative for faith and practice.

There is one God, eternally self-existent in three Persons: Father, Son, and Holy Spirit.

God, through the Word, created the heavens and the earth, and all that is in them for His own good purpose.

Jesus Christ, born of a virgin, is God who came in the flesh; His death provides substitutionary atonement for our sins; He rose bodily from the dead and ascended to the right hand of God the Father where He intercedes for the believers.

The Holy Spirit indwells believers to enable them to live godly lives and empowers the Church to carry out Christ’s Great Commission.

The human race was created in the image of God, fell after being tempted by Satan, and because of sinfulness, is inherently in need of salvation found exclusively in Jesus Christ through faith by the power of the Holy Spirit.

The one holy Christian Church, the body of Christ, includes all who have come to faith in Jesus Christ.
Jesus Christ will return to earth in the Second Advent to judge the living and the dead, to consummate, and to fulfill His purpose in the works of creation and redemption with eternal rewards and punishment.

**MISSION AND PURPOSE STATEMENT**

Midwest University exists to provide men and women with a biblically-based higher education designed to prepare them for success in their careers in ministry and in secular service by enhancing their spiritual, social and intellectual gifts and abilities.

**INSTITUTIONAL GOALS**

Students completing their education at Midwest University will
1. investigate five areas of general knowledge: communication, humanities, natural sciences, social sciences, and philosophy with an emphasis on an understanding of how one’s values translate into a worldview and the ability to defend one’s own worldview.
2. engage with university personnel who exhibit integrity in relationships and model a culture that seeks excellence in all that it pursues.
3. pursue an understanding of God and His will for their lives.
4. structure their understanding of a profession and formulate strategies for developing an occupation that reflects best practices in the profession.
5. encounter a wholistic education appropriate to the enrolled students that develops each student spiritually, physically, intellectually, emotionally, and socially.
6. experience effective teaching from faculty who are qualified academically and experientially to teach in their assigned field and at the assigned education levels, who possess the spiritual and ministerial formation to mentor students toward their desired ministry area, and who are involved appropriately in faculty governance at the institution.
7. have access to learning resources on campus and online to support their education.

**PHILOSOPHY**

Midwest University acknowledges that all people—regardless of gender, age or ethnic background—have been given abilities by God and have need of guidance through education to develop those gifts. Because of this need, Midwest University strives to develop quality educational programs providing systematic and comprehensive academic training from a Christocentric perspective in a curriculum taught by qualified, experienced and dedicated faculty.
STATEMENT OF ETHICAL BELIEFS

As a distinctly Christian institution of higher education, Midwest University strongly adheres to the principles of:

- promotion of highest academic standards of teaching and learning
- respect for the rights of all persons including the larger global community
- commitment to justice, mercy and caring service
- promotion of a true Christian lifestyle

ACCREDITATION

Midwest University holds Candidate status with the Commission on Accreditation of the Association for Biblical Higher Education, 5850 T.G. Lee Blvd., Ste. 130, Orlando, FL 32822, 407.207.0808. www.abhe.org. Candidate status is a pre-accreditation status granted to those institutions that meet the ABHE Conditions of Eligibility and that possess such qualities as may provide a basis for achieving accreditation status within five years.

Midwest University Graduate School of Theology is an Associate Member with the Association of Theological Schools (ATS) in the United States and Canada. 10 Summit Park Drive, Pittsburgh, PA 15275, 412.788.6505 (www.ats.edu). ATS is the primary accrediting body for seminaries in the United States and Canada.

ABHE, and ATS are institutional accrediting bodies recognized by the Council for Higher Education Accreditation (CHEA; www.chea.org) and the U.S Department of Education (USDE; OPE ID: 03528300, www.ope.edu.gov/accreditation)

ADMISSION POLICY

Midwest University admits students from all backgrounds to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Midwest does not discriminate on the basis of race, color, gender, disability, or national/ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

The Office of Admissions compiles applicants’ academic records, including letters of recommendation and personal information. Completed files will be forwarded to the admission committees for application reviews.

After acceptance into the University, the customized course of studies would begin.

Refer to the official Midwest University Catalog for Academic Calendar as well as the full Admissions Policies, Requirements and Procedures.
PUBLICATIONS

The Midwest University Catalog is the official academic publication of Midwest University, which contains the University’s history, vision, statement of faith, mission, and philosophy. Degree program requirements, course offerings, educational fees, academic regulations, and faculty profiles are also contained in this publication.

Other publications, including the Student Handbook, Library Handbook, and other pamphlets will be made available to the e-learning student upon admission.

REGISTRATION

Midwest University operates its distance education registration on an open enrollment basis. There are two official semesters per fiscal year: Fall Semester, which includes Winter Term, and Spring Semester, which includes the Summer Term. Each course must be completed within the registered semester, either extended over the full term or condensed in an 8-week format (if registering in mid-semester).

Upon registration, the e-learning student will be contacted by the Director of Distance Education to provide guidance for CAMS (Comprehensive Academic Management System) which is central to the e-learning course. The course Professor will provide the student with the syllabus which establishes the central focus of the course, as well as becoming a contract between the professor and the student.

Learner outcomes and course objectives for distance education are identical to the traditional classroom. The only variance will be in the teaching methods, schedule, and evaluation criteria. As does Midwest’s residential education model, the e-learning course will consist of 45 contact hours. Multimedia contents (wmv, mp3, ppt, pdf), textbook studies, research projects, various written assignments, and exams are all part of the course of study in the distance education model.

FINANCIAL ASSISTANCE – SCHOLARSHIPS

The University has a limited amount of funds available for financial assistance in the form of scholarships. Scholarships are granted to students on the basis of need, qualifications, and the availability of funds. Students requesting financial scholarships should submit a form to the Finance Office.

Listed below are the scholarships available to students at Midwest University.

Scholarships:
1. Academic Achievement Scholarship
2. IEA Scholarship
3. President’s Scholarship
4. Alumni Association Scholarship
5. Active Foreign Missionary Scholarship
6. Spouse or Children of Pastors and Missionaries Scholarship
7. Husband and Wife at Midwest
8. Students from developing nations
9. Senior Citizens (over 60 years old)
10. Ambassador Club Scholarship
Financial Planning:
All registration and tuition fees are due and payable at the time of registration. Payment arrangements can be made as determined by the financial office.

REFUND POLICIES

Midwest University’s policy on tuition refunds for students withdrawing from the university, whether voluntarily or by dismissal is set forth below. Written notification of withdrawal must be submitted to the business office.

Cancellation: Refunds for students who withdraw after tuition has been paid, but prior to the first day of classes, will be refunded 100% of tuition.

   After the beginning of classes, refunds will be calculated as follows:
   -Traditional Semester
     1. 1st Week  90%.
     2. 3rd Week  70%
     3. 5th Week  50%
     4. 7th Week  30%
     5. After 7th Week  No Refund

   -Non-Traditional Semester (8 Week Module)
     1. 1st Week  90%.
     2. 2nd Week  70%
     3. 3rd Week  50%
     4. 4th Week  30%
     5. After 4th Week  No Refund

ACADEMIC INFORMATION

STUDENT CLASSIFICATIONS:

Undergraduate Students: Those students holding a previously earned A.A. degree or equivalent from a recognized institution and working toward a B.A. in Religion degree.

Graduate Students: Those students holding a previously earned college degree and working toward a graduate degree.

Special Students: Those students taking courses of their own choosing for credits but are not following a regular course of study.

Auditors: Those students are attending classes but seeking no credits.
**Part-Time Students:** Those students maintaining a semester of academic work of six hours or fewer.

**Full-Time Students:**
- Bachelor students must maintain a semester pace of academic work at 12-21 credit hours per semester.
- Master students must maintain a semester pace of academic work at 9-18 credit hours per semester.
- Doctoral students must maintain a semester pace of academic work at 9-12 credit hours per semester.

**COURSE LOAD**

A student must take at least 12 credit hours per semester to be considered a full-time undergraduate student. The maximum credit hours that an undergraduate student can take per semester are 21 credit hours. A full-time master level student must take at least 9 credit hours per semester. The maximum credit hours that a master level student can take per semester are 18 credit hours. A full-time doctoral student must take at least 9 credit hours per semester. The maximum credit hours that a doctoral student can take per semester are 12 credit hours. A semester load of more than maximum credit hours of each program requires permission from the Academic Dean.

**GRADING SYSTEM**

The significance of letter grades is as follows:

<table>
<thead>
<tr>
<th>Letter</th>
<th>A</th>
<th>A-</th>
<th>B+</th>
<th>B</th>
<th>B-</th>
<th>C+</th>
<th>C</th>
<th>C-</th>
<th>D</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percent</td>
<td>96-100</td>
<td>90-95</td>
<td>86-89</td>
<td>82-85</td>
<td>78-81</td>
<td>74-77</td>
<td>70-73</td>
<td>66-69</td>
<td>60-65</td>
<td>0-59</td>
</tr>
<tr>
<td>Points</td>
<td>4.00</td>
<td>3.75</td>
<td>3.25</td>
<td>3.00</td>
<td>2.75</td>
<td>2.25</td>
<td>2.00</td>
<td>1.75</td>
<td>1.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

The following symbols are also used on the transcript:

<table>
<thead>
<tr>
<th>NC</th>
<th>W</th>
<th>I</th>
<th>AU</th>
<th>P</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Credit</td>
<td>Withdraw</td>
<td>Incomplete</td>
<td>Audited Course</td>
<td>Pass</td>
</tr>
</tbody>
</table>
Academic Advising:
The general process for academic advising is as follows:
1. After a student has been admitted for course work, a qualified advisor will be assigned to that student.
2. The advisor will discuss and complete the Degree Plan Worksheet and the scope and sequence of courses required for degree completion.
3. The student will register for courses available.
4. The advisor will maintain contact with the student throughout the term to check progress toward degree completion; students may request personal meetings with their advisor at an agreed-upon time.
5. The advising process will be repeated at the beginning of each new term.

Academic Probation:
Undergraduate students must maintain the minimum of a cumulative 2.0 in all academic work. Graduate students must maintain the minimum of a cumulative 3.0 GPA in all academic work. If not, they shall be suspended for academic reasons.

The office of Academic Records and Registrar will notify the student whose cumulative GPA is below an expected level. Such a student may take any number of credit hours for the following semester, but is required to rectify as soon as possible to an acceptable level, no later than within one semester. The student who is unable to earn a GPA of the expected level for two consecutive semesters shall be suspended for the minimum of one semester. Once suspended, the student may re-apply for probationary admission.

ADDING/DROPPING A COURSE

Adding a Course:  After consulting with, and receiving written approval from, the academic advisor, students desiring to add a course or courses will deliver the Course Addition Form to the Office of the Registrar. After financial requirements have been met through the Finance Office, documentation will be sent to the Office of the Registrar who will complete the enrollment requirements. The deadline for adding a course is two weeks after the start date of the semester.

Dropping a Course:  A regular semester course may be dropped before the end of the second week of the semester. Students should consult with and receive approval from, the academic advisor to drop a course or courses. The student will deliver the Course Drop Form signed by the academic advisor to the Office of the Registrar.

Withdrawal from a Course
After the drop period, a student may withdraw from a regular semester or e-learning course without complete withdrawal from the university. In such cases, the student should request withdrawal from the course by submitting a class withdrawal form to the Registrar. The student will receive a grade of “W” for the class.
RE-ADMISSION

Former students seeking readmission after an absence of one or more years are required to apply for readmission, which is the same as the original application for admission. The student who has been placed on academic suspension is eligible to apply for probationary readmission only after one semester has passed.

COURSE PARTICIPATION

E-learning courses adhere to the same semester (120 day) completion requirements as traditional classes. E-learning students are fully responsible for adhering to the participation requirements indicated in each course syllabus. If, after one semester, assignments have not been completed, a grade of “F” will be recorded for that class, unless a proper extension or drop request has been submitted.

Students are encouraged to notify their professors or academic advisor of extenuating life circumstances that may affect their course work. Midwest University, through the Office of Academic Affairs, reserves the right to involuntarily remove enrolled students from classes when course participation policies are not followed.

LIBRARY & STUDENT SERVICES

The campus in Wentzville, Missouri, currently has over 34,000 volumes of books, journals, master theses, doctoral dissertations and two databases (DBpia,KISS).

Distance Education students will be access to personal computer the online databases subscription through the website, www.midwest.edu. A professional librarian coordinates library activities with the library staff and serves both resident and off-campus students. Materials that circulate will be sent to students upon request regardless of the student’s location. The librarian can be contacted via e-mail at librarian@midwest.edu or by contacting Midwest University.

All Midwest University students have the availability of a staff or faculty member who is assigned with all academic advising matters, such as selecting majors, choosing courses to take, and developing a degree plan or academic curriculum that meets the requirements of a particular department or degree. Information is provided all students regarding academic policies, admission procedures, financial aid, graduation requirements, personal conduct, and special requirements unique to the institution.

Students with Disabilities: The Administration Office, classrooms, auditorium, and dormitory have handicap access. The librarian is available to gather library resources that are not easily accessible to a physically challenged individual. Restrooms designated for disabled individuals are located in the auditorium/classroom building. A physically challenged person needing additional help should contact the Dean of Student Affairs so that appropriate assistance can be provided. Midwest University does not discriminate on the basis of physical disability.
HOW TO ACCESS LIBRARY DATABASES

I. Spectrum Online Catalog
   - How to get into Spectrum
     1. Click on Library to access the Midwest University Library Web Pages
     2. Click on Spectrum, on the left side of the page
     3. Click on Search Catalog

   - How to use Spectrum
     1. Enter the type of search you wish to do such as author, key word, etc. (The drop down menus offer many choices)
     2. Type your search term in the appropriate boxes (For more information, click on HELP)
     3. Click on Search
     4. Items that match your search will be listed. The status of that item is also listed, such as “In” or “checked out”
     5. Contact the library at librarian851@midwest.edu or 636-327-4645 ext 120 to have the materials mailed to you.
     6. Another option we be to take your list of materials to your local library and see if they are available to you.

II. DBpia Database
   - How to get into DBpia Database
     1. Click on Library to access the Midwest University Library Web Pages
     2. Click on Database> DBpia on the left side of the page
     3. Enter the ID
     4. Enter the password
     5. Choose the database - (DBpia Database is mostly citations; DBpia Database with Serials has full text)
     6. Begin your search
     7. There is much information about these databases and searching tips within these databases.

III. KISS Database
   - How to get into KISS Database
     1. Click on Library to access the Midwest University Library Web Pages
     2. Click on KISS Database on the left side of the page
     3. Enter the ID
     4. Enter the password
GRADUATION REQUIREMENTS

For both Residential and Distance Education students, the prescribed course of study identified in the curricula of each school must successfully be completed with of GPA of 3.0 or higher before the student can become eligible for the awarding of a degree or certificate. All students are strongly urged to counsel with their academic advisors before they submit graduation applications to the school.

In order to graduate, the student must meet all financial obligations to the institution. All prospective graduates are expected to maintain sound scholarship, consistent Christian conduct and attitude, and reasonable suitability for effective Christian ministries upon graduation. In addition, the faculty should duly recommend all prospective graduates.

Graduation Honors and Awards:

Graduation honors-students completing their program with a GPA of 3.5 are graduated cum laude. Students with 3.75 GPA are graduated magna cum laude. Students with 3.90 GPA are graduated summa cum laude.

Transcripts:

All grades are permanently recorded and kept secured by the Office of Academic Records and Registrar. All academic work completed at the Midwest University, as well as work transferred from other institutions of higher education and/or from relevant levels of education, is a part of each student’s file.

Academic records are available for inspection only by the student involved or by those whom the student properly authorizes or by the Midwest Administration. All records are regarded as confidential and are never released to any unauthorized persons.

Academic records are released only with the written consent of the student and are made available only to authorized institutions or to individuals as designated by the student in his/her consent form. No transcript of any student’s records will be released until all financial obligations to Midwest University have been fully cleared.

Transfer Students and Credits:

A student transferring to Midwest University from another accredited institution of higher education must complete a minimum number of credit hours towards their degree through Midwest University. Any course grades below “C” for undergraduate students and “B” for graduate students will not be transferred toward a degree. Midwest University reserves the right to accept or reject credits or degrees from any institutions of higher education. Refer to the official Midwest University Catalog for full information on residency requirements.

STUDENT CONDUCT POLICY

Midwest University is a Christian institution. Every employee and student will conduct himself/herself in accordance with Christian principles both on and off the campus. Students may be subject to sanctions for the following conduct:

1. Academic dishonesty includes, but is not limited to, cheating, plagiarism and sabotage. In all cases of academic dishonesty, the instructor shall make an academic judgment about the student’s grades on the work in that course, if possible, and report the alleged dishonesty to the Dean of Student Affairs.
A. The term “cheating” includes but is not limited to:
   Use of any unauthorized assistance in taking quizzes, tests or examinations.
   Dependence upon the aid of a source beyond those authorized by the instructor in
   writing papers, preparing reports, solving problems or carrying out other assignments.
   Acquisition or possession without permission, of tests or other academic material
   belonging to a member of the school’s faculty or staff.
   Knowingly providing any unauthorized assistance to another student in taking any quiz,
   test or examination.
B. The term “plagiarism” includes, but is not limited to:
   Use by paraphrase or direct quotation of the published or unpublished words of another
   person without fully and properly crediting the author with footnotes, citations or
   bibliographical references.
   Unacknowledged use of materials prepared by another person or agency engaged in
   the supplying or selling of term papers or other academic materials.
   Unacknowledged use of original work material that has been produced through
   collaboration with others without release in writing from collaborators.
C. The term “sabotage” includes, but is not limited to, the unauthorized interference with,
   modification of, or destruction of the work or intellectual property of another member of
   the school’s student body, faculty, or staff.

2. Forgery, alteration, or misuse of school documents, records or identification, or knowingly
   furnishing false or misleading information to the school.
3. Obstruction or disruption of: teaching, research, administration, conduct proceedings, or
   other school activities, including its public service functions on or off campus.
4. Attempted or actual theft, damage to or possession without permission of property of the
   school or of a member of the school’s student body, faculty, staff, or a campus visitor.
5. Unauthorized possession, duplication or use of a key to any school facilities or
   unauthorized entry to or use of a school facility.
6. Physical or verbal abuse, sexual harassment or assault, fighting, or any other conduct,
   which threatens or endangers the health or safety of any person.
7. Violation of school policies, rules or regulations or of campus regulations including, but not
   limited to, those governing residence in school-provided housing or the use of school
   facilities.
8. Manufacturing, use, possession, sale or distribution of alcoholic beverages or any other
   controlled substance without proper prescription or required license or as expressly
   permitted by law or school regulation.
9. Disruptive or disorderly conduct, profanity in any form, or any other lewd, indecent or
   obscene conduct or expression.
10. Failure to comply with directions of school officials.
11. Possession of firearms, explosives, other weapons, dangerous chemicals (except for
    academic purposes), or biological agents (except for authorized academic purposes) at any
    time either on campus or off campus at school sponsored or supervised functions.
12. Failure to follow the published guidelines and procedures of the school relating to the use
    of the school telephone system, for the purpose of avoiding charges for personal phone
use or any other purpose.

RULES AND REGULATIONS

All students, faculty and staff are expected to follow all rules and regulations outlined by the school. It is expected that all students, staff and faculty will conduct themselves in a spirit of honesty, cooperation, and integrity. God’s Word is the basis for working together in harmony and Christian love.

1. Drugs: The consumption, possession, and/or use of any narcotic or illegal drug will be grounds for disciplinary action.

2. Firearms: Firearms, ammunition, and fireworks are not permitted in the Residence Hall or on campus. Violation of this rule is considered a serious matter. A violator will be subject to disciplinary action. An authorized police officer may have a firearm.

3. Gambling: Gambling of any form is not permitted on the campus.

4. Motor vehicle registration and parking regulations: All motor vehicles must be registered at the beginning of each semester in which the student enrolls. The vehicle registration is to be completed as the student completes the registration process with the Student Affairs office.

5. Privacy Rights of Students: Under the regulations established by the Department of Health, Education, and Welfare, Section 438 of the General Education Acts, and effective January 1, 1975, students have the right to inspect their educational records. The student must give permission for the release of such records. Students have the right to challenge inaccurate or misleading material in their records. Further information on this regulation can be obtained from the Dean of Student Affairs.

6. Tobacco: The use of tobacco in any form is not permitted in any of the school’s buildings, vehicles, or properties.

STUDENT DISCIPLINARY PROCEDURES

Notice of Charges: Any student accused of violating any rule or regulation set by the school will receive a written notice of charges from the Assistant Dean of Student Affairs, which shall include the sanctions imposed by the Assistant Dean of Student Affairs relative to those charges. Sanctions shall be effective immediately. Any request to change student status, including transfers will not be granted to any student who has received sanctions, and/or scheduled for a hearing, until the conclusion of all proceedings and a final determination has been made.

Hearing Before Dean of Students: If the student objects to the charges or sanctions, the student must within five days of the receipt of the notice and sanctions, submit a written request for a hearing to the Assistant Dean of Student Affairs, and may request a stay of the sanctions by the Assistant Dean of Student Affairs for good cause shown. The Assistant Dean of Student Affairs shall schedule a hearing with the student to be held within seven business days of the receipt of such request, and shall notify the student of the same time and place of such hearing. Within ten business days of the conclusion of the hearing, the Assistant Dean of Student Affairs shall notify the student in writing of the determination of the Assistant Dean of Student Affairs as to the charges and sanctions.
Appeal to the Strategic planning council: If the student objects to the decision of the Assistant Dean of Student Affairs following a hearing, the student may appeal to the Strategic planning council by written notice delivered to the Assistant Dean of Student Affairs within five days of receipt of the final decision of the Assistant Dean of Student Affairs. Upon receipt of such appeal notice, the Assistant Dean of Student Affairs shall promptly deliver the notice to the Strategic planning council.

Hearing before Strategic planning council: Within seven days of the filing of the notice of appeal, the Strategic planning council shall establish the date, time, and place of a hearing of the charges against the student, and shall send written notice of such to the student, the Assistant Dean of Student Affairs and all of the members of the Committee. The date of the hearing shall be not less than seven days and not more than 21 days after the giving of the notice of the hearing. The University shall make arrangements for the making of a record of the hearing either by a stenographer or other appropriate means, and shall bear the expense of making such record. The student shall have the following rights at the hearing:

1. To be present at the hearing;
2. To cross-examine any witnesses presented by the administration,
3. To present witnesses and other appropriate documentary evidence;
4. To remain silent or to testify in defense.

Decision of the Strategic planning council: Following the conclusion of the hearing, the Committee shall deliberate in closed session and within reasonable time shall render a decision by a majority vote. The Strategic planning council shall deliver the written findings and decision to the student and the Assistant Dean of Student Affairs as soon as is practical after the decision is rendered.

Notice to Student: Any notice to the student under this discipline policy shall be mailed by regular mail to the most recent address shown in the student file maintained by the University, and shall be deemed received when deposited in the U.S. mail with postage pre-paid. If the student resides on campus, in addition to such mailing, the notice shall be hand-delivered to the student’s residence. If the student desires to pick up any notice subsequent to an appeal to the Assistant Dean of Student Affairs, the student shall provide the Assistant Dean of Student Affairs with a telephone number, which number shall be called at least once whenever any notice is available, but, in any event, the notice shall also be mailed. If at any time during the appeal process, the student desires to designate a different address for notice, the student shall so advise the Assistant Dean of Student Affairs, and such address, along with designated telephone number, shall be forwarded to the Strategic planning council by the Assistant Dean of Student Affairs if any such appeals are made by the student.

Sanctions: The following sanctions may be imposed upon any student found to have violated the Student Conduct Policies; more than one of the sanctions may be imposed for any single violation.

a. Warning - A written notice to the student, which shall remain in the student’s file.
b. Probation - Probation is for a designated period of time and includes the probability of more severe sanctions if the student is found to be in violation of the Student Conduct Policies.
c. Loss/Restriction of Privileges-Denial of specified privileges for a designated period of
time.
d. Restitution-Compensation for loss, damage or injury to the University or University property. This may take the form of appropriate service and/or monetary or material replacement.
e. Discretionary Sanctions-Work assignments, service to the University, or other related discretionary assignments.
   *Write a letter of apology
   *Make signs or bulletin boards
   *Referral to a Counseling Center
   *Referral to a Wellness Program
   *Critique magazine or newspaper articles
   *Write a research paper on a specific topic to be completed at a designated time.
f. Residence Hall Suspension-Separation of the student from the residence hall for a definite period of time, after which the student is eligible for return to the residence hall. Conditions for readmission may be specified.
g. Residence Hall Expulsion-Permanent separation of the student from the residence hall.
h. University Suspension-Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
i. University Expulsion-Permanent separation of the student from the University.

GRIEVANCE OF STUDENT

If a student has a grievance with a teacher, staff person or the school in general the following procedure is to be followed:

1. The student will file the grievance in writing Student Grievance Form and give a copy to the Assistant Dean of Student Affairs and to the Strategic planning council.

2. Strategic planning council Members for Student Grievance consist of: Academic Dean, Assistant Dean of Student Affairs, and the Chaplain

3. The Strategic planning council will meet and determine if the grievance has validity and needs further action. If the Committee decides the grievance is invalid and dismisses it, the student has the right to appeal for a hearing with the Committee.

4. If further action is needed, the Strategic planning council will meet with the student bringing forth the grievance. A decision will be made if there is further action needed.

5. If the grievance is not corrected, then the party or parties mentioned by the student will meet with the Strategic planning council and the student to determine what course of action can be taken to remedy the situation. After this meeting, the Strategic planning council will make its decision which may still be appealed by the grievant. The student does not at any step surrender his/her rights to legal counsel and/or action.
SEXUAL HARASSMENT POLICY

Statement: Midwest University is committed to excellence in education that is based on Christian values and standards. The institution believes this goal can only be achieved in an environment free of sexual harassment. Sexual harassment undermines the mission of the institution and will not be permitted or condoned. The intent of the school is to provide an environment for students, employees and faculty that is free from sexual harassment.

Definition: Sexual harassment is the use of personal power of authority to intimidate or attempt to intimidate or coerce a person of the opposite sex (or same sex) into unwanted sexual activity or to create a hostile or offensive academic or work environment. Sexual harassment is distinguished from consensual relationships by the introduction of the element of coercion; threat; unwelcome sexual advances; request for sexual favors; sexually explicit or suggestive advances; sexually explicit or suggestive material in written, verbal, or visual form; or other unwelcome verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of the employment or academic performance of the individual;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual; or
3. Such conduct has the purpose or effect of substantially interfering with the academic or work performance of a student or employee, or creating an intimidating, hostile or offensive academic or work environment.

Examples of Prohibited Behavior: Prohibited behavior may take various forms. Examples of conduct that may constitute sexual harassment include, but are not limited to:

1. Unwelcome sexual advances or requests for sexual favors;
2. Sexually explicit language, jokes, and/or innuendo;
3. Repeated sexual propositions, date invitations, solicitations and flirtations, known to be unwelcome;
4. Inappropriate and/or offensive touching, fondling, or bodily contact;
5. Sexually suggestive objects, pictures, video tapes, audio recordings or literature presented or displayed in the classroom, faculty office, staff office, athletic area, Residence Hall, or other common areas;
6. Threats of insinuations that may affect a person’s employment, wages, promotional opportunities, grades, evaluations, and other academic or employment performance;
7. Sexual assault or attempted sexual assault.

Retaliation: Retaliation against anyone reporting or thought to have reported sexual harassment behavior is prohibited. Such retaliation shall be considered a serious violation of the policy and shall be considered independent of whether informal or formal complaint of sexual harassment is substantiated. Encouraging others to retaliate shall also constitute a violation of the policy.

Examples of conduct that may constitute retaliation include, but are not limited to:

* Unfair grading; Unfair evaluation; Unfair assignments
  Verbal or written threats or bribes;
  Having information withheld or made difficult to obtain in a timely manner such as class information recommendations or grades;
  Not being informed about important events, such as meetings or changes in policies;
  Name calling; and Ridicule (public or private);
  Refusal to meet with the person even though that person has a right to do so;
  Further harassment.
The campus of Midwest University is located at 851 Parr Road, Wentzville, Missouri 63385 (approximately 35 miles west of St. Louis).

Directions: If traveling I-70 west, take Exit 212, staying right on Route A. Travel west approximately one mile, and make a right turn on Parr Road. From I-40-61, take Route A (Wentzville Parkway) exit, and travel east approximately 1 mile. Turn left on Parr Road. Midwest is approximately ½ mile down Parr Road, on the left (west) side.

ADMINISTRATION/CONTACTS

Administrative offices located in the Administrative Office Building include the office of President, Academic Dean, Assistant Dean of Student Affairs, and Registrar. A Student can come to the main office in the Administrative Office Building to schedule an appointment. All administrative staff may be reached by calling 636-327-4645 and asking to speak to the specific office personnel he/she desires.

President
Executive Assistant of the President
Academic Dean/ IT/ International Development
College of International Aviation
College of International Business /Leadership
College of Counseling/Education/English
College of Theology
College of Music
Director of ESL
Student Affairs
Registrar/ Director of Admission
Director of Institutional Effectiveness
Chaplain
Librarian/ E-Learning
Dir. Career Personal Counseling
International Student Service/ Main Campus
Business Office Manager
Regional Director, Korea Site
Regional Director, WDC Campus
Admissions Counselors

Dr. James Song
Taylor Bumiller
Dr. Hee Cheol Lee
Incheol Jang
Incheol Jang
Dr. Christina Joung
Dr. Dae G, Kim
Rolfe E. Kiehne
Incheol Jang
Jay Ham
Rolfe E. Kiehne
Dr. Dae Gweon Kim
Migyung Hwang, MLIS
Dr. Chan Won Jun
Kyong Seob Yeom, C.P.A
Bok Hee Song
Dr. Jae Myung Song, Vice President
Dr. Yoo Kyung Ko
Hae Kyung Chung (Main Campus)
Sang Bae Seo (Seoul)
Jung Dae Lee (WDC)
E-LEARNING SUCCESS

Research shows that the successful distance learner is independent and dedicated with excellent organizational skills. It is important to be self-disciplined and have a high level of motivation. The key to success is understanding how Distance Education is different from the regular classroom experience and adjusting your learning style.

E-learning allows you to proceed at your own pace within a structured schedule. You should consider your learning style and decide if this is a good fit. Without a regular scheduled class, it is easy to fall into the trap of thinking you have all the time in the world. This can leave the student with mountains of work to do at the end of the semester and possibly missing deadlines or not being able to complete assignments.

Even though there is little to no face-to-face interaction with other students, there is often virtual interaction. Make personal contact with another student in your class through phone list or email. This can help you stay on task.

- Front-load your efforts - At the beginning of the course establish a timeline and set yourself a schedule Do as much as you can early.
- Prepare - Find out what equipment you will need such as a computer, phone, modem, fax machine or VCR and where it will be made available.
- Find out how the instructor wants you to submit your work. (via CAMS, email, fax, mail, or in person)
- Ask for feedback - Request frequent and detailed feedback from your instructor. Find out the instructor's "best reach" times and preferred communication methods.
- Take responsibility - All learning relies on your initiative… but this is never more true than when it comes to distance learning. You will need to arrange your schedule to ensure your learning goals are met.

CAM GUIDELINES

The Comprehensive Academic Management System (CAMS) is a completely integrated, 100% web-based Academic system for higher education. CAMS provides the e-learning student with 24/7 access to course information and other services.

There are no required login times during the week. Midwest University's Distance Learning Program offers you the flexibility to view course information at time convenient for the student. This level of flexibility allows students to fit school into a busy schedule, rather than attempting to fit the schedule around school. Assignments can also be completed at the student's own pace, so long as the deadlines set by the professor are met. Enough structure is provided to keep the student on track to ensure success.

The CAMS system is secure and enables students to engage in self-directed and collaborative online learning. Faculty and students have access to discussion groups, assignments, communication tools, course documents, online tests, grades and more.

CAMS provides an integrated and information tutorial which e-learning students should view after registering for the first time in a distance education course. The tutorial will show how to get logged on to CAMS and access the registered course(s). It will also teach the use of the various tools and give useful tips for a successful CAMS experience. Hardware and software requirements and recommendations are also included.
CAMS INSTRUCTIONS – STUDENT MANAGEMENT PORTAL

The full-service student portal provides students access to their information, including online registration, degree audit, transcripts, billing, financial aid, online documents, course content, grades, and more. Students can even pay their bill online.

*Click on the Distance Education E-Learning Link from the Main Page of www.midwest.edu:*

*Click on Student Portal Link*

**CAMS**

Welcome to the CAMS Program!
The CAMS Program is an Internet-based communication platform for students and faculties of Midwest University.

*Student Portal ←*  
*Faculty Portal*

The following login window displays when accessing the Student Portal.

**Student Portal Login**
Please enter your Username, Password, and select the Term you wish to view.

Student Portal

- **Username** *
- **Password** *
- **Term** 201802

[Forgot Username/Password?]  

Login

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1. Enter the **User Name** and **Password**.
2. Select the term to view then click the **Log In** button.
Click the *Forgot Username/Password* link to have this information sent to the email address on record.

**Request Information**
Enter your Email and your Last Name or your Email and Username and click Send.
Your portal user name and password will be sent to you by email.

**Password Recovery**

<table>
<thead>
<tr>
<th>Field</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td>*</td>
</tr>
<tr>
<td>Last Name:</td>
<td></td>
</tr>
<tr>
<td>User Name:</td>
<td></td>
</tr>
</tbody>
</table>

Send My Password  Cancel

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Once logged in, students can change their passwords using the *Change Password* option.

**Student Portal Change Password**
If you logged in with active directory then active directory controls your password

**Note:** Required fields are marked with an asterisk (*)

<table>
<thead>
<tr>
<th>Field</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Old Password</td>
<td>*</td>
</tr>
<tr>
<td>New Password</td>
<td>*</td>
</tr>
<tr>
<td>Re-Type New Password</td>
<td>*</td>
</tr>
</tbody>
</table>

Send My Password  Cancel

Password validation requires at least one upper case letter [A-Z], one lower case letter [a-z], and one number [0-9].
No spaces, password must be a minimum of six (6) characters long.

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Navigating the Home Page
Logging in will display the Student Portal home page. The News section displays items important for students to see when accessing the portal. On the right side of the screen is a list of courses the student is registered for in that term.

Click the corresponding link for the following items:

Calendar
The calendar can be used as a personalized day planner. Enter items by clicking on the blue date hyperlink in the top left corner of each day. Faculty can also add calendar entries to all their students’ calendars to remind them of important class events. **Note:** If a student deletes an instructor’s calendar item, it will not be added again if the instructor changes it.

**My Calendar**

<table>
<thead>
<tr>
<th></th>
<th>October 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td></td>
</tr>
<tr>
<td>Monday</td>
<td>1</td>
</tr>
<tr>
<td>Tuesday</td>
<td>2</td>
</tr>
<tr>
<td>Wednesday</td>
<td>3</td>
</tr>
<tr>
<td>Thursday</td>
<td>4</td>
</tr>
<tr>
<td>Friday</td>
<td>5</td>
</tr>
<tr>
<td>Saturday</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
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<tr>
<td>10</td>
<td>11</td>
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<tr>
<td>12</td>
<td>13</td>
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<tr>
<td>14</td>
<td></td>
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<td>15</td>
<td>16</td>
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<td>17</td>
<td>18</td>
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<td>19</td>
<td>20</td>
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<tr>
<td>21</td>
<td></td>
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<td>22</td>
<td>23</td>
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<td>24</td>
<td>25</td>
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<tr>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td>30</td>
<td>31</td>
</tr>
</tbody>
</table>
Course Offering
The course offering section displays dates/times of classes that are being offered for the specific term selected when logging in, called Current Term. The Show Filter option can be used to view a specific range or type of classes. This option can help find classes that are needed and will fit into existing class schedules.

You can select any combination of days and times, such as, classes on Monday and Wednesday that are between 12 PM – 8 PM. You can also include filter criteria by Campus, Departments and/or Divisions.

Filter For Classes in Course Offering
1. From the Student Portal Home page, click Course Offering. The Search For Courses page displays.
2. Click on Show Filter.
3. Select one, several, or all Departments or Divisions to further refine the classes displayed. Leaving these fields unselected will provide a list of all classes in all departments and divisions as filtered from Steps 1 and 2.
4. Click Apply Filter. Only classes that meet the selected criteria will display.

The course offering displays the credits, class start and end dates, class instructor, class location (room), and scheduled class days and times.

<table>
<thead>
<tr>
<th>Course Offering List</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Credits</td>
<td>Start Date</td>
<td>End Date</td>
<td></td>
</tr>
<tr>
<td>CC405Lec002</td>
<td>3</td>
<td>8/18/2018</td>
<td>11/28/2018</td>
<td></td>
</tr>
<tr>
<td>Instructor</td>
<td>Room</td>
<td>Days</td>
<td>Start Time</td>
<td>End Time</td>
</tr>
<tr>
<td>Jun, Chan</td>
<td>Online Course</td>
<td>12:00:00 AM</td>
<td>12:00:00 PM</td>
<td></td>
</tr>
<tr>
<td>CC405Lec004</td>
<td>3</td>
<td>10/1/2018</td>
<td>11/28/2018</td>
<td></td>
</tr>
<tr>
<td>Instructor</td>
<td>Room</td>
<td>Days</td>
<td>Start Time</td>
<td>End Time</td>
</tr>
<tr>
<td>Jun, Chan</td>
<td>Online Course</td>
<td>9:00:00 AM</td>
<td>9:00:00 PM</td>
<td></td>
</tr>
<tr>
<td>CC502Lec003</td>
<td>3</td>
<td>8/18/2018</td>
<td>11/28/2018</td>
<td></td>
</tr>
<tr>
<td>Instructor</td>
<td>Room</td>
<td>Days</td>
<td>Start Time</td>
<td>End Time</td>
</tr>
<tr>
<td>Bueneman-Cooper, Gina</td>
<td>Online Course</td>
<td>9:00:00 AM</td>
<td>9:00:00 PM</td>
<td></td>
</tr>
</tbody>
</table>
Financial Aid – THIS OPTION COMING SOON TO MIDWEST STUDENTS

**My Financial Aid** lists all financial aid awards that are available, and provides the option of accepting or declining the award. A student can **Accept** or **Decline** each award that is available to them. Once the award has been accepted or declined and submitted, the student cannot modify the selection in the portal.

**Billing**

The **My Ledger** option shows the student a detailed account ledger of all transactions distributed to the ledger and currently in the Billing Batch since matriculation.

- **Previous Ledger Balance** is the balance from previous terms as shown in the student’s ledger
- **Term** that the transaction was associated with
- **Date** of the transaction
- **Description** of the charges
- **Debits/Credits** are the amounts of the charges/credits
- **Balance** column shows the cumulative amounts after each transaction
- **Ledger/Pre-Bill** is where the transaction is located. Ledger means the transaction is in the student’s ledger and Pre-Bill means the transaction is in a Billing Batch
- **Over All Balance** is the current balance as of this date from the student’s ledger and any billing batches

The **Make Payment** option is coming soon to Midwest University Students.

### My Billing Ledger

<table>
<thead>
<tr>
<th>Term</th>
<th>Date</th>
<th>Description</th>
<th>Debits</th>
<th>Credits</th>
<th>Balance</th>
<th>Ledger/Pre-Bill</th>
</tr>
</thead>
<tbody>
<tr>
<td>200802</td>
<td>8/12/2018</td>
<td>Credit Refund</td>
<td>$3,565.00</td>
<td>$0.00</td>
<td>$3,565.00</td>
<td>LEDGER</td>
</tr>
<tr>
<td>200802</td>
<td>8/12/2018</td>
<td>Fee_Library</td>
<td>$25.00</td>
<td>$0.00</td>
<td>$3,590.00</td>
<td>LEDGER</td>
</tr>
<tr>
<td>200802</td>
<td>8/12/2018</td>
<td>Fee_Student</td>
<td>$10.00</td>
<td>$0.00</td>
<td>$3,600.00</td>
<td>LEDGER</td>
</tr>
<tr>
<td>200802</td>
<td>8/12/2018</td>
<td>Charged 3 CR for CC807Lec003</td>
<td>$825.00</td>
<td>$0.00</td>
<td>$4,425.00</td>
<td>LEDGER</td>
</tr>
<tr>
<td>200802</td>
<td>8/12/2018</td>
<td>Charged 3 CR for CC809Lec003</td>
<td>$825.00</td>
<td>$0.00</td>
<td>$5,250.00</td>
<td>LEDGER</td>
</tr>
</tbody>
</table>

Previous Ledger Balance ($3,565.00)
Pay Online – THIS OPTION COMING SOON TO MIDWEST STUDENTS

A student with a debit balance can pay online if the institution has setup the Online Payment Option.

1. Click **Make Payment**. The **Credit Card Payment** page displays. Note that this page may look different depending on the online payment vendor selected.
2. The payment option dropdown can allow a student to mark the payment for a specific type of transaction; tuition, housing, full payment, etc. **Note:** See the Online Payment document for payment handling and setup.
3. Enter the correct billing information.
4. Click **Make Payment**.
5. Once the payment has been authorized the student will receive notice of a successful transaction.

Degree Audit – THIS OPTION COMING SOON TO MIDWEST STUDENTS

The degree audit option allows students to monitor their progress towards a degree. It displays what classes are completed and what classes are remaining. This will help the student plan a schedule towards completion of their degree. Students’ selection of classes during registration will be limited to classes listed in their Degree Audit if it exists.

Multiple programs may be evaluated if those programs are included on the record in CAMS Enterprise. Degree Audits must be applied to the student in CAMS Enterprise before a student will be able to utilize this feature. See the **Degree Audit** documentation for more information.

View a Student’s Degree Audit

1. On the Home screen, under **Administrative Services / Degree Audit**, click **My Degree Audit**. The Degree Audit screen displays. An asterisk next to the **detail** link indicates a recent change was made to a course within the audit, and as a result, the audit will be reevaluated and then displayed in the window.
2. Click the **detail** link to display a detailed list of courses required for the degree program. It shows the actual classes that have been completed and those remaining. Degree summary information is listed at the top of the report. It includes the Degree and Program Name, Minimum Credits Required, Credits Completed, Credits Remaining, Minimum Grade Point Average Required, Requirement Status, each Group Status and Grade Point Average Attained. If there is a formula present a link will be available to view the formula.
My Grades

The grades section of the Student Portal displays the registered classes for the specific term and any grades entered. Students may view Mid-Term or Final grades. It also displays term and cumulative GPA information. Course evaluations can also be required to be completed before a student can view the grade for the course. Note: If you have a Business Hold, with Stop Grade Card option checked, on your student record, you will not be able to access grades through the Portal. Instead, when the Grade Report page opens, a message will display on the page indicating the number of Business Alerts and direct you to see the Business Office. Click the printer icon to display a printer-friendly copy of the grade report.

My Grades

Grade Type: Final Grades

My Schedule

<table>
<thead>
<tr>
<th>Student Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID: 201835</td>
</tr>
<tr>
<td>Phone: 636-327-4645</td>
</tr>
<tr>
<td>Degree Prog: Christian Counseling</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FINAL Grades Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course ID</td>
</tr>
<tr>
<td>------------</td>
</tr>
<tr>
<td>CC807Lec</td>
</tr>
<tr>
<td>CC807Lec003</td>
</tr>
<tr>
<td>CC809Lec</td>
</tr>
<tr>
<td>CC809Lec003</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term/Cumulative Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attempted</td>
</tr>
<tr>
<td>Term</td>
</tr>
<tr>
<td>Cumulative</td>
</tr>
</tbody>
</table>

The Student Matrix Schedule displays a grid of scheduled classes. This graphical display will help when registering for additional classes. Students may elect to display waitlisted courses for both the web page and the printer-friendly page.
**Document Tracking**
Students can view a list of documents that are required to be provided to the institution and the status of each document. The list is compiled from all modules with Document Tracking. Click the IMG link to view the document. Right-click the IMG link and choose **Save As** to save the document. Documents that a student would find helpful or are required reading can also be made available to them via My Documents, such as a student handbook or campus directory.

![Image of Document Tracking](image)

**My Transcript – THIS OPTION COMING SOON TO MIDWEST STUDENTS**
Unofficial transcripts may be viewed and printed from the Student Portal by clicking the **My Transcript** link. If a student has a hold or alert on which Stop Transcript is indicated, the student will not be able to access Transcripts. A message will display indicating that a hold is preventing viewing of the transcript.

**Edit Profile**
Personal information, address information, email, and website links can be changed here and will be updated in CAMS Enterprise as well. The information that displays is associated with the address type that is used for the portals.

**My Profile**
Local Address Information
Degree Information – THIS OPTION COMING SOON TO MIDWEST STUDENTS
Degree Information displays all courses that are required or optional for a specific degree program. The Revision Term (typically based on the course catalog beginning and ending terms) is selected and degrees offered during the selected Revision Term display. Click the link of a degree to display requirements necessary to complete it.

Course Registration
Online registration is accessed via the Pre-registration link of the Navigation bar. The first page provides course filter search options, so only desired courses are displayed.

Register For a Class – THIS OPTION COMING SOON TO MIDWEST STUDENTS
1. Click Registration on the menu and you will progress to the Unofficial RegistrationFilter for classes. See Course Offering on page 7 for more detailed instructions for filtering.
2. Selecting Class Summary Only will display only the course number and course name of each class without any times, rooms or instructor details.
3. Selecting Completed Courses will display a list of the student’s completed courses and will assist in course selection.
4. Click View Courses.

The Registration page opens with the student’s current schedule displayed at the top of the page. Pre-registered courses may be dropped by selecting the checkbox next to the appropriate class. Courses available for registration are displayed in the lower portion of the page. The portal compares the student’s transcripts against the course offering, and if pre-requisites for a course have not been met, the course will not display. If a waiting list is available the student may put themselves on it by registering for the course.

![This is your current schedule for the Spring 2018 term](image)

Students may or may not see Credit and/or Audit checkboxes and other codes, which define whether they can register for the class or not.

Courses a student is qualified to register for credit have Credit check boxes. If the “WaitList” code is above the check box then the student can put themselves on the wait list for the course. Only the registrar can determine who on the wait list will be registered for the course if a seat becomes available.

Other codes the student may see:
- PreReq – Prerequisite has not been met.
- DegAudit – the course is not in the student’s degree audit as remaining.
- Full – The course is full.
- Reg – The student is already registered for the course.
- FacAppReq – The Instructor’s permission is required. Only the Registrar can register this course.
Registered Classes

Once a student has registered for classes, the list of classes displays when selecting Course Management > My Courses. The students can access the course content that the instructor has set up by clicking the hyperlink next to the course. There are several areas available to the student. Some areas may not be available if the instructor has not enabled them.

My Courses

<table>
<thead>
<tr>
<th>List of Courses You Are Currently Registered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>select</td>
</tr>
<tr>
<td>select</td>
</tr>
</tbody>
</table>

Course Announcements

Announcements the instructor feels are important for students to see are displayed on the main course page.

Biblical Resources for Pastoral Care[CC809Lec003]

My Courses > Course Options > Course Announcements

1. Syllabus Review
   
   Please review your syllabus prior to the first day of class. Do not hesitate to contact the professor with any questions or concerns.

2. Theology Assignment Update
   
   Please send your primary research methods to the professor by Week #3.

Course Documents

The Course Documents section allows the student to download or view any documents or files that the instructor has uploaded. Clicking the file name link displays the associated file. The student must have the appropriate software installed for each file type. Students may right-click on the file name link and choose Save As to save the file.

Biblical Resources for Pastoral Care[CC809Lec003]

My Courses > Course Options > Course Documents

<table>
<thead>
<tr>
<th>Course Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Type</td>
</tr>
<tr>
<td>Syllabus</td>
</tr>
</tbody>
</table>
External Links
The instructor may have other websites or documents that are helpful or important to the students. A list of those links is available from this location.

Biblical Resources for Pastoral Care[CC809Lec003]

Assignments
There are three options under assignments, Upload Documents, View Graded Documents, View Assignments and Grades.

Upload Documents
If an instructor permits the uploading of course assignments students can upload their completed assignment using either the original electronic version of their assignment, such as a Word document or a scanned image.

Upload an Assignment Document.
1. Click Upload Documents. A list of assignments displays.
2. Click Upload Document for the desired assignment.
3. Click Browse and navigate to the completed assignment. Any electronic document can be uploaded, such as MS Word, text file, or scanned image of the assignment. Select the document and then click Upload Document.

The uploaded assignment is listed. The Insert Date displays the date and time that the assignment was uploaded, which can be used to verify if an assignment was turned in on time. The uploaded assignment can be edited or deleted until the instructor grades the assignment. Once an assignment is graded the student will only be able to view the latest version of their uploaded assignment.
View Graded Documents
An instructor can upload a graded assignment for the student to view. This is a separate version of the student’s uploaded assignment, which allows the student to see their version and the instructor’s graded version at the same time.

View Assignments and Grades
If the instructor permits, students may view their grades for their assignment.

Email Students
Students may email other students in the class or a group of students in the class. A student can compose an email but will never see any other student’s email address. If more than one student was selected each student recipient will receive their own email with no other student’s email address on the email. If the sending student does not have an email address in the E-mail field of the address type used in the Student Portal the student will receive an error message and must update his personal information.
Discussion Forums
If an instructor has enabled this section and created a discussion group students will be able to post messages related to the topic and respond to other student’s posts. Students may copy the content of the discussion forum. An email will be sent with the information. If the student does not have an email address in the E-mail 1 field of the address type used in the Student Portal the student will receive an error message and must update his personal information.

Course Information
This area displays additional information that an instructor wants students to see but is not necessary to be displayed under course announcements.
Faculty Contact Information
The instructor’s availability and contact information are displayed here.

Text Book Information
Textbooks for the class are displayed here. This is a list of all the required textbooks.