

Online Correspondence

These courses are offered via the online correspondence format with open enrollment. Course descriptions are found in the appropriate departmental sections of this bulletin.

To find these courses in the course schedule, look for distance campus, and 999 sections.

- Department of Behavioral Sciences: pp. 131–134
PSYC101, 252, SOCI119
- Department of Communication: p. 151
COMM104
- Department of History & Political Science: p. 171
HIST316, 317, 404
- Department of Medical Laboratory Sciences p. 329
MLSC110
- Department of Music: p. 198
MUHL214
- Department of Nutrition & Wellness: p. 341
FDNT230
- Department of Physics: p. 202
PHYS110
- Department of Religion & Biblical Languages: pp. 206–209
RELB210, 304, 305, 335, 374, 375; RELG360, RELH316, 317;
RELT100, 225, 308, 340

DVD/VHS/Media Correspondence

These courses are offered via the video correspondence format with open enrollment. Course descriptions are found in the appropriate departmental sections of this bulletin.

- Department of Social Work: pp. 217–220
SOWK475, 675

Paper Correspondence

These courses are offered via the paper correspondence format with open enrollment. Course descriptions are found in the appropriate departmental sections of this bulletin.

To find these courses in the course schedule, look for distance campus, and 899 sections.

- Department of Behavioral Sciences: pp. 127–136
BHSC220, 235; GEOG260; PSYC269, 315, 364, 495;
SOCI425, 488
- Department of English: pp. 163–165
ENGL115, 270, 375, 376, 464
- Department of History & Political Science: pp. 171–172
HIST117, 118, 204, 205; PLSC104
- Department of International Language Studies: p. 182
FREN171, 172, 275
- Department of Mathematics: pp. 187–189
Note: Students must pass a Math Placement Exam to be admitted into any distance mathematics course.
MATH165, 168; STAT285
- Department of Religion & Biblical Languages: pp. 205–208
BIBL204, 205, 304, 305; RELP290, 441; RELT235, 320
- General & Interdisciplinary Studies: p. 169
GNST499
- School of Education Office of Distance Learning: pp. 276–277
EDCI631, 632, 633, 634, 635

Seminary Distance Courses

- Seminary Distance Learning Center: p.
GSEM510, 530, 534, 539, 626; NTST525, 550; OTST510,
545, 570; THST510, 616, 639

Educational Technology and Online Course Production

The School of Distance Education provides educational technology and online course production support to the campus.

Center for Digital Learning & Instructional Technology

Marsha Beal, *Educational Technologist*

Educational technology support provided to the campus includes support of Moodle, the campus learning management system; student response systems (clickers); and Adobe Connect Pro, the officially supported webinar software. In addition, Marsha provides training and support in the production and delivery of instructional technology.

Online Course Production

Janine Lim, *Associate Dean/Instructional Design*

Marsha Beal, *Educational Technologist/Instructional Design*

Bradley Austin, *Course Production Assistant*

The School of Distance Education provides online course production assistance to the campus, which includes instructional design advice and training; course materials design and conversion; and review and design of online programs.

Distance Education Course Approvals

Committee Chair: Janine Lim, *Associate Dean*

All distance education courses will meet Andrews University standards for distance education. Distance education courses must be approved by the faculty member's department chair, dean, and the Online Course Approvals Committee.

Griggs University Consortium

The Andrews University's School of Distance Education operates Griggs University, which provides consortium services for Oakwood University (since 1999) and Washington Adventist University (since 1969). This partnership makes distance learning programs available to students around the world through the Griggs University Consortium. Each partner plays a crucial role in providing flexible, portable degree programs and courses to students who have not been able to study on a college campus.

Full consortium course listing can be found online at andrews.edu/distance/consortium

STUDENT SERVICES

Griggs Hall, Room 124

269-471-6570

www.andrews.edu/distance/

Glynis Bradfield, *Director*

Scope of Service

The Office of Student Services supports students engaged in distance education through Griggs International Academy and Andrews University. Services include arranging student tutoring, K–12 parent coaching, disability accommodation, technology support, academic advising, complaints management, and communicating options for spiritual, physical and social development available to off-campus students.

Admission to Distance Degrees

Degree Students: Transfer and New Applicants

Students seeking an Andrews undergraduate or graduate degree through distance education must meet the same admission requirements as outlined in this bulletin for on-campus students. See also *Admission of Transfer Students* (p. 41).

The student is responsible for providing all requested information, transcripts, and other documents needed to complete the process. Admission begins with completing the application at www.andrews.edu/apply for both undergraduate and graduate students.

Transcripts and Life Experience

Students can estimate how previous course work may apply toward an Andrews distance degree by reviewing the degree and general education requirements as listed in this bulletin.

Prospective students may request an official evaluation of their transcripts using the online application process. Mature students may also use the Prior Learning Assessment (PLA) process to determine if their employment experiences or other life situations might translate to course or degree requirements. GNST298, 498, 499 are designed for this purpose. The PLA section of this bulletin under Special Learning Experiences gives further information (p. 44).

Permission to Take Classes (PTC)

Students wishing to pursue individual courses for personal growth, certification, or to supplement a program they are taking elsewhere need not meet the degree admission requirements. Guest or non-degree seeking students complete a PTC application using the same www.andrews.edu/apply online form. Following approval, PTC registration proceeds as for degree students. If a student later decides to apply for degree admission, up to 21 credits (either correspondence or interactive online) taken on a PTC basis may be accepted for degree credit, providing a minimum grade of C was earned.

Registration for Distance Courses

Enrollment in undergraduate correspondence courses or Consortium courses is open year-round. *Students have six months from the date of enrollment to complete open enrollment courses.* All undergraduate and graduate interactive online courses fit the fixed enrollment periods governed by on-campus registration policies outlined elsewhere in this bulletin.

All Andrews correspondence courses in either paper or online formats and interactive online courses are listed by department in this bulletin. Additional Griggs Consortium courses, available for transfer credit from Washington Adventist University and Oakwood University, are listed in the Consortium Catalog. Information about all Consortium partner course offerings, tuition rates, fees, payment information, and procedures is available online at www.andrews.edu/distance/consortium including Consortium enrollment forms. Printed catalogs can be requested from the School of Distance Education.

Andrews distance and on-campus degree students seeking to enroll in Andrews undergraduate distance courses can do so through Registration Central online. The student is fully responsible to:

1. Check with their academic advisor that distance courses will fulfill on-campus degree requirements,
2. Check with their financial advisor how enrolling in distance courses will impact their financial plan

For step-by-step instructions on how to register for open enrollment courses, visit www.andrews.edu/distance/students/registration/rcsteps.pdf.

Courses listed in the bulletin with C and including a V beside the course number (e.g. RELB335V) indicate open enrollment correspondence courses. The course schedule clarifies whether they are paper-based or online:

- **899** for paper correspondence courses
- **999** for online correspondence courses

Registration Holds. Please note that there are several different types of holds on the registration process.

1. Holds for health, insurance, bookstore, and residence halls do not apply to distance degree or PTC students.
2. Holds for international deposits and visas do not apply to international students who are only taking courses off-campus.
3. International graduate students coming to campus for one month or less do not pay the international deposit, but will require visas and insurance as listed in this bulletin for on-campus programs.
4. If any difficulty is experienced in registering online, contact the program advisor listed with each distance degree, or: Helena Gregor for Seminary Distance Learning courses

- sdlc@andrews.edu, 269-471-3962

Diana DeGuzman for Andrews undergraduate correspondence and Griggs Consortium courses

- enrollgu@andrews.edu, 269-471-6323

Tim Newkirk for Medical Terminology

- newkirk@andrews.edu, 269-471-3605

Financial Information

Fees and tuition for degree and PTC distance students are listed in the Financial Information section of this bulletin. The tuition table in this section summarizes tuition and fees for distance students. Financial policies specific to distance students are summarized hereafter.

Tuition

When the total cost of full-priced and discounted credits (see table on following page) exceeds the tuition package price, the amount will be adjusted to the tuition package price. The Andrews Partnership Scholarship is based on full-priced credits and can be pro-rated if less than 12 but a minimum of 6 full-priced credits are registered.

Enrollment Fee

Enrollment fees are paid by all distance degree students, and those registering for Andrews correspondence and Griggs Consortium courses. PTC distance students registering for any other online courses are not charged the enrollment fee. Andrews students completing main-campus degrees pay the Consortium enrollment fee once per semester in which they enroll in AU correspondence or Griggs Consortium courses.

Distance Fee

A technology and library use fee of \$108 per semester/registration period is charged to all distance graduate degree students, as well as distance undergraduate students and transfer credit/PTC students taking 5 or more credits. Undergraduate students taking less than 5 credits pay a \$30 distance fee.

Tuition, Enrollment and Distance Fees for Distance Degrees & PTC (other than Seminary)			
School & Program/Course	Tuition Per Credit	Enrollment Fee⁵	Distance Fee
CAS ⁴ Medical terminology course	Discounted ¹ rate \$245	\$30	<5 credits \$30 ≥5 credits \$108
SDE ³ Consortium & AU correspondence courses	Discounted ¹ rate \$360	\$80	
CAS ⁴ Masters in Nursing	\$887	\$40	\$108
SBA ⁴ Masters in Business Administration	Discounted ² rate \$495	\$40	\$108
SED ⁴ Online Masters Programs	\$887	\$40	\$108
SED ⁴ Online Doctoral Programs	\$1,032	\$40	\$108
³ See www.andrews.edu/distance for other service fees	¹ Full price: \$945	⁵ For all degree students & Consortium PTC students	
⁴ See Financial Information for other service fees	² Full price: \$887		

Other Fees

Additional fees apply to both main campus and distance students for specific services elected, or related to specific course registrations. See the Financial Information section of this bulletin, and www.andrews.edu/distance for miscellaneous fees applicable to students taking Griggs Consortium courses.

Financial Aid

When registering for Andrews correspondence or Griggs Consortium courses, it is important to speak to an Andrews University Financial Aid Advisor regarding your plans. Your course load determines your Financial Aid eligibility.

Andrews correspondence and Griggs Consortium courses may be eligible for Federal financial aid through Andrews University if the following conditions are met:

- The courses are registered by the add/drop date for an Andrews University semester.
- A minimum of 6 credits are registered.
- The courses need to be completed within the semester they are registered or they will affect Satisfactory Academic Progress requirements for completion.
- A student must be admitted to a program that leads to an associate's, bachelor's or graduate degree. If the program leads to a certificate or credits are taken for transfer to another university degree, the student is not eligible for aid for that course.

Financial aid from sources other than Andrews University may be applied toward the costs of correspondence courses as long as the student is taking an equivalent number of credits on-campus.

Course Load

A course load is the same for students studying on-campus, online or some combination of both. 12–16 credits is a full load for undergraduate students, and 8–12 semester credits is a full semester load for graduate students (learn more in the Academic section of this bulletin on p. 43). Permission to take more credits requires advisor and/or dean approval.

Mixed Load

When a mix of main campus and correspondence or distance courses are registered, financial aid is based on the number of full-priced credits plus a match of correspondence credits with a minimum of 6 total credits and 3 of those being full-priced to qualify for aid.

Andrews Partnership Scholarship only applies to full-priced credits and would be pro-rated according to the number of full-priced credits registered.

Correspondence Load Only

Federal regulations define correspondence students as half-time only. For Federal PELL grant, 6 credits is half-time, but any load of 6 or more correspondence courses will be considered half-time only and PELL will be pro-rated to half of a full award. PELL grants are not disbursed until 50% of correspondence course lessons are completed.

Federal loans can be applied at half-time enrollment. Federal regulations limit any financial aid to the cost of tuition and fees only for correspondence courses.

Cancellations/Refunds

On-campus students governed by fixed enrollment periods are subject to an alternate refund policy for Andrews correspondence and Griggs Consortium courses:

- 1st–10th day: full refund of tuition and enrollment fee, no cancellation fee
- 11th–17th day: 70% tuition refund, less enrollment and cancellation fee
- 18th–24th day: 40% tuition refund, less enrollment and cancellation fee
- After 25 calendar days, no refund will be given, no cancellation fee charged

Withdrawal Procedure

For on-campus students taking open enrollment courses:

- All withdrawals after 10 days, within the semester registered, require advisor-signed drop/add forms submitted to the Office of Academic Records.
- To withdraw after the semester has ended, students must submit a withdrawal form to Enrollment Management.

Course Repeat Policy

Please see the complete repeat policy on p. 37. If you use Federal financial aid and need to repeat a course, see your Student Financial Services advisor before registering.

General Academic Information

General academic policies covering course loads, grading scale, credit by examination, repeat courses, issuance of transcripts, and graduation described elsewhere in this bulletin apply to distance degree programs. Open enrollment correspondence courses are not subject to the main campus (fixed enrollment) deadlines and late fees. As Griggs-Andrews University transition continues, please contact the School of Distance Education for clarification.

Pacing Correspondence Courses

With the benefits of flexibility that open enrollment courses provide, comes responsibility for self-regulation. Students are urged to plan their study in order to submit lessons on a regular basis. Such scheduling makes it possible for students to learn from graded assignments. Andrews correspondence and Griggs Consortium course submissions can be handed in at the School of Distance Education (keep a copy), scanned and submitted via email or uploaded directly online.

Proctored Examinations

Correspondence courses and some interactive online courses require exams be taken under supervision. School/college registrars, testing center personnel, librarians, or other official (who is not a family member or friend) where the student resides could be requested to serve as exam proctor or supervisor. Students in the Armed Forces may take their examinations under the supervision of the education officer. Students should make the necessary arrangements and then fill in the required information about the proctor using the exam request form provided with course materials.

Main-campus students taking correspondence courses need to take their exams at the School of Distance Education. If all assignments have been turned in, and an exam request is brought to the office at least two hours before closing, the exam can be taken on the same day.

Library Access

Registered students of Andrews University have full and free access to the resources and services of the James White Library via phone, fax, e-mail or the Internet. Such services include:

- Access to the James White Library Catalog (JeWeL)
- Access to James White Library's Online Databases which include full-text articles from many thousands of periodicals
- Online Instruction, Tutorials and Research Guides
- Interlibrary Loan and Document Delivery Services
- Reference and Consultation Services
- Download software, such as Endnote
- FAQs and Ask-a-Librarian—www.andrews.edu/library/RefDesk/services/ask.html

Online access to these services is available through Andrews username and password supplied during the admission process.

Off-campus program students, staff and faculty may apply for Andrews University username and password through the Off-Campus Library Services Web page:

www.andrews.edu/library/ocls/offcamp.html

Phone: 269-471-3283

Advisors

Graduate and undergraduate students studying at a distance can contact the School of Distance Education Office of Student Services for help in navigating admissions and registration, connecting with main-campus services, and student success support. Financial advisors are assigned based on student last name. Undergraduate students are assigned academic advisors, based on the major chosen, by the Student Success Center (see p. 21 and p. 42). Graduate students are assigned academic advisors by the department offering their selected program of study.

Other Distance Student Services

Students studying at a distance are included in an increasing number of services available through technology:

- The current *Andrews University Bulletin* at www.andrews.edu/academics/bulletin/ communicates policies and procedures, and key contact information for all campus services.
- The *Andrews Agenda* at www.andrews.edu/agenda/ provides weekly news, announcements and updates.
- The Andrews Directory at www.andrews.edu/directory/ includes contact information for all current faculty, staff and students.
- Departmental updates are emailed to students registered in specific programs of study.
- Weekly worship services and chapels are streamed online, two radio stations and an online chaplain (see links at www.andrews.edu/distance/students/spiritual-life.html) provide spiritual life opportunities for all studying at a distance.
- Access to counseling, tutoring, degree planning and accommodation for learning disabilities while studying at a distance can be arranged through the School of Distance Education Student Services Director (learn more at www.andrews.edu/distance/students/student-services.html).

OFF-CAMPUS PROGRAMS

Griggs Hall, Rooms 210, 212, 216
269-471-6590; FAX: 269-471-6590
affiliations@andrews.edu

Lyn Bartlett, *Director*
Stephen Rivers, *Associate Director*
Cheryl Jetter, *Coordinator*

Introduction

Andrews University has a long history with off-campus programs around the world. Partnering with Seventh-day Adventist educational and church institutions, the university delivers these programs in 16 different locations, primarily outside the United States. Currently, nearly 4,000 students are enrolled in off-campus programs.

When Andrews University assumed ownership of Griggs University in 2011 the number of off-campus programs increased. While the Griggs University programs will be absorbed into the fabric of Andrews University over the coming years, both entities will continue to operate individual off-campus programs for the duration of the 2012–2013 school year.

Accreditation

Many of the Andrews University schools have partnerships with educational institutions in North America and abroad, authorized by the North Central Association of Colleges and Schools and other controlling organizations. The types of partnerships include academic monitoring of existing institutional programs, extension campuses, and examination centers for graduate and undergraduate education. The programs of study vary from individual courses in a variety of disciplines to full degree programs.

Details of specific courses, approved curricula and programs are available from the Office of Off-Campus Programs. The Off-Campus Programs Committee authorizes and reviews all University policies related to such affiliations and extensions.