

Graceland University
Accelerated College Education



ACE STUDENT HANDBOOK

Welcome to Graceland University! It is our earnest desire that you succeed as a student and that you grow as a person during the completion of your Graceland coursework.

This handbook was written to help you, as a student of Graceland University's Accelerated College Education (ACE) Program, understand the policies and procedures that will pertain to you as a student. It will also identify resources that can help you succeed in your academic career. Please feel free to contact me for assistance.

This handbook is also available to you on the ACE website, along with other information about ACE. I encourage you to explore the website at [//www.graceland.edu/ace](http://www.graceland.edu/ace).

We wish you success during your studies at Graceland University.

Sincerely,

Lorrie Long

*Lorrie Long
Director of ACE Program
Graceland University
llong@graceland.edu
641.784.5046*

Your high school's policies regarding experiences outside the classroom supercedes the policies identified here.

TABLE OF CONTENTS

Graceland University

Graceland University Contacts	3
Graceland University Mission, Vision, Values	4
Graceland University General Education Goals	5
Graceland Academic Calendar	6
Academic Integrity.....	8
Grievances and Complaints	9
Technology Ethics and Use Policy	10

The ACE Program

About ACE.....	12
The Graceland Incentive	12
The ACE Access Process.....	13
Is Online Learning for You.....	17
Off Campus Access to Library Databases	18
Student Records	18
Access to Transcripts and Grade Reports	19
Shortest Study Guide on Earth	20

Accelerated College Education
1 University Place, Lamoni, IA 50140
Fax: 641.784.5481
866.472.2352 (toll free)

GRACELAND UNIVERSITY CONTACTS

Brian White- Vice President of Academic Affairs	641.784.5114	bjwhite@graceland.edu
Lorrie Long- Director of ACE Program	641-784-5046	llong@graceland.edu
Kevin Brown- Admissions	641.784.5149	brown@graceland.edu
Talia Brown- Financial Aid Services & Admissions	641.784.5117	talia.brown@graceland.edu
Rhonda Reed- Registrar	641.784.5220	reed@graceland.edu
Debbie Lundy- Student Accounts	641.784.5404	lundy@graceland.edu
Pat Hoffman- Career, Academic, Personal Counseling	641.784.5219	hoffman@graceland.edu
Carrie Wade - Librarian	641-784-5303	cwade@graceland.edu

Online Course Instructors

Cris Karmas, Modern Rhetoric	641-784-5158	karmas@graceland.edu
Dan Platt, Introduction to Literature	641-784-5159	platt1@graceland.edu
Dave Devonis, Introduction to Psychology	641-784-5376	devonis@graceland.edu
Deborah Rowe, Introduction to Psychology	515-490-6159	drowe@graceland.edu
Diane Bartholomew, Medical Terminology	641.784.5043	bartholo@graceland.edu
Doug Greene, Survey of Music Literature	641.344.8266	greene@graceland.edu
Gary Heisserer, Introduction to Theatre	641-784-5265	heissere@graceland.edu
Laurie Besco, Introduction to Sociology	641-782-1447	landsnes@graceland.edu
Ralph Shaw, U.S. History to/since 1877 And World Civilization I and II	816-737-2061	rwshaw@graceland.edu

Onlocation Course Instructors

Annie Pettit, Des Moines Christian, Introduction to Statistics	515-251-6972	apettit@dmcs.org
Bill Batzli, TriCity, Introduction to Religion	928-777-0403	batzli@hotmail.com
Deborah Rowe, Osceola Clarke, Introduction to Psychology	641-342-6505	drowe@clarke.k12.ia.us
Dennis Oliver, Pleasantville, Introduction to Psychology and Developmental Psychology	515-848-0541	doliver@pleasantville.k12.ia.us
Gelene Evans, Lynnville-Sully, Children's Health, Safety and Nutrition, and Contemporary Issues in Health	641-594-4445	evans@lshawks.com
Jenelle Jarnagin, Panorama, Elementary Functions	641-755-2317	jjarnagin@panorama.k12.ia.us
Joel Betterton, Guthrie Center/Adair Casey, College Algebra	641-332-2236	jbetterton@guthrie.k12.ia.us
Marlin DeVries, IA Christian Academy, Introduction to Statistics and Math Concepts I	515-221-3999	mdevries@icablazers.org
Matt Schulte, Pella, Discrete Math	641-628-3870	matt.schulte@pella.k12.ia.us
Melinda Hardin, Lynnville-Sully, Modern Rhetoric	641-594-4445	hardin@lshawks.com

Lamoni Graceland Campus Office Hours

- ❖ Office Hours are 8:00 am – 5:00 pm Monday – Friday
- ❖ Weekend and evening appointments are available.

GRACELAND UNIVERSITY MISSION, VISION, and VALUES

MISSION

Graceland Creates learning communities where students develop their potential for meaningful and productive lives.

VISION

Graceland will become a recognized educational leader, inspiring and empowering persons for transformational service and leadership.

VALUES

Graceland values learning, wholeness, and community. Graceland encourages the adoption of these values for the enrichment of lives and the betterment of the world.

Learning:

We believe in a life long process of open and free pursuit of truth.

Wholeness:

We believe that the development of the intellectual, physical, social and spiritual dimensions of all persons is necessary for healthy and fulfilling lives.

Community:

We appreciate and welcome diversity and, as an institution sponsored by the Community of Christ, believe in the inherent worth of all persons expressed through relationships built on the foundation of unconditional love and acceptance.

*It is not in the still calm of life ... that great characters are formed ...
The habits of a vigorous mind are formed in contending with difficulties.
All history will convince you of this, & wisdom and penetration are the fruit of
experience, not the lessons of retirement & leisure.
Great necessities call out great virtues.*

(Abigail Adams, letter to her son, John Quincy Adams)

GRACELAND UNIVERSITY

GENERAL EDUCATION GOALS

*The people of Graceland University help students grow to
work, care, and enjoy life intelligently.
Toward these goals, we help students nurture their abilities to
think, learn, and communicate;
develop broad knowledge and sound values;
lead and cooperate in building a better world.*

1. To become knowledgeable in the natural sciences, history/political science and the social/behavioral sciences.
2. To develop an appreciation of the arts and humanities.
3. To develop foundational skills, including skills of quantitative analysis, oral and written communication, ethical consciousness and sound values, and healthful living.
4. To be knowledgeable and appreciative of human diversity as expressed in cultures other than one's own.

2016-2017 ACADEMIC CALENDAR

Fall Semester 2016

Classes Begin: Monday, August 29, 2016

Labor Day - No Classes Monday, September 5, 2016

1st Quarter: August 29 - October 14

2nd Quarter: October 19 - December 9

Homecoming Weekend: Friday, September 30 - Sunday, October 2

Fall Break Begins: Friday, October 14 (5:00 p.m.)

Classes Resume: Wednesday, October 19 (8:00 a.m.)

Thanksgiving Recess Begins: Tuesday, November 22 (9:00 p.m.)

Classes Resume: Monday, November 28 (8:00 a.m.)

Fall Classes End: Friday, December 9, 2016

Semester Exams: December 12 - December 15

Christmas Break Begins: Thursday, December 15 2016 (5:00 p.m.)

Incompletes must be removed by Thursday, December 15, 2016

Drop/Add Deadlines*

	1st Quarter Crs	Semester Crs	2nd Quarter Crs
Last day to Add , Change to Pass/Fail or back to Graded , and last day to Drop	Sept. 6	Sept. 12	Oct. 25
last day to Withdraw or put on Audit	Sept. 26	Oct. 31	Nov. 18

*Refund calculation dates used by Financial Aid and Student Accounts may vary from the dates above.

SENIORS GRADUATING IN DECEMBER OR JANUARY MUST HAVE THEIR INDIVIDUAL STUDY FORMS (1-3 s.h.) SUBMITTED TO THE APPROPRIATE DIVISION BY OCTOBER 7, 2016.

Deadline dates for individual study proposals, arranged courses, directed independent studies, honors contracts or internships for all other students:

Fall Semester 3 s.h.-Oct. 7 2 s.h.-Oct. 28 1 s.h.-Nov. 18

Spring Semester 2017

Classes Begin: Monday, January 9, 2017

1st Quarter: January 9 - February 24

2nd Quarter: March 6 - April 21

Spring Recess Begins: Friday, February 24 (5:00 p.m.)

Classes Resume: Monday, March 6 (8:00 a.m.)

Scholars Showcase: Thursday, April 6 (No Classes 8-5)

Easter Break: Monday, April 17

Classes Resume: Monday, April 17 (5:00 p.m.)

Spring Classes End: Friday, April 21

Semester Exams: April 24 - April 27

Incompletes must be removed by Thursday, April 27, 2017

Baccalaureate - Lamoni, IA: Saturday, April 29, 2017

Commencement - Lamoni, IA: Sunday, April 30, 2017

Drop/Add Deadlines*

	1st Quarter Crs	Semester Crs	2nd Quarter Crs
Last day to Add , Change to Pass/Fail or back to Graded , and last day to Drop	Jan. 16	Jan. 23	Mar. 13
last day to Withdraw or put on Audit	Feb. 6	Mar. 17	Apr. 6

*Refund calculation dates used by Financial Aid and Student Accounts may vary from the dates above.

SENIORS GRADUATING IN APRIL MUST HAVE THEIR INDIVIDUAL STUDY FORMS (1-3 s.h.) SUBMITTED TO THE APPROPRIATE DIVISION BY FEBRUARY 17, 2017.

Deadline dates for individual study proposals, arranged courses, directed independent studies, honors contracts or internships for all other students:

Spring Semester 3 s.h.-February 17 2 s.h.-March 10 1 s.h.-March 31

ACADEMIC INTEGRITY

Academic Integrity Policy

Academic integrity is a highly valued principle that undergirds all facets of academic life at Graceland University. Adherence to principles of honesty is a requisite for preparing students as competent responsible persons. Students admitted to the university are expected to uphold standards of academic integrity, i.e. the avoidance of fraud, plagiarism and cheating in any form.

1. **FRAUD.** Fraud is the act of deceit or misrepresentation.
The following list describes ways to avoid the most common forms of fraud.
 - A. Do not alter or falsify or misrepresent an academic document.
 - B. Do not help someone alter or falsify an academic document.
 - C. Do not communicate false information whether oral, written, electronic or nonverbal.
 - D. Do not forge signatures.

2. **PLAGIARISM.** Plagiarism is representing someone else's work as your own.
The following list describes ways to avoid the most common forms of plagiarism.
 - A. Set off all direct quotations within quotation marks or within the text in a block quote form. To fail to indicate direct quotations by one of these two methods is to commit plagiarism even if the failure is accidental and even if you give the source of the quotation. In a speech you must also indicate the beginning, ending and source of all direct quotations to the audience.
 - B. If you derive an idea from another source, cite the source unless the idea is common knowledge, that is, unless people familiar with the subject you are discussing are aware of the idea.
 - C. Cite the source of paraphrased material and avoid excessive paraphrasing. Too much paraphrasing minimizes your contribution.
 - D. Submit papers that consist substantially of your own work. Do not buy, borrow or use complete, or nearly complete, papers from any source, electronic or otherwise.

3. **CHEATING.** The following list describes ways to avoid the most common forms of cheating.
 - A. Do not give assistance to, or receive assistance from, another person, or use unauthorized notes, books, etc., when an examination or assignment is supposed to be your own work.
 - B. Do not falsify research results or violate codes for the treatment of human or animal subjects.
 - C. Do not violate the policies of proctors, preceptors or supervisors.
 - D. Do not use an electronic copy of another person's work as the starting point of your own work without the instructor's permission.
 - E. On collaborative works, include the names of all participants on any copies that are submitted for evaluation.

An instructor may assign a grade of "F" for the course in cases of fraud, plagiarism and/or cheating. When an "F" grade is assigned, the student may not drop the course. All cases of fraud, plagiarism and/or cheating will be reported to the respective dean or division chair, and dean of faculty. Violation of the academic integrity policy may have additional consequences including sanctions or dismissal from a program or from Graceland University.

GRIEVANCES AND COMPLAINTS

Student Grievance Procedure

Graceland will handle complaints or concerns with sensitivity, confidentiality, and with respect to the Graceland community. This procedure is designed to handle situations expediently to the satisfaction of the student(s) involved. Any member of the Graceland student body, who has a complaint or concern, may initiate informal or formal actions for complaint resolution.

An important aspect of the university involves learning to deal with other people in a professional manner. Students are encouraged to mediate personal problems with other students and instructors on an informal level but in a professional manner. When an attempt to resolve a conflict has been rebuffed or dismissed without an agreement, the student should contact his/her advisor. The advisor will work with the complainant to decide what course of action is needed to resolve the conflict.

A formal, written complaint will be referred to the Accelerated College Education (ACE) administrator (Dean of the Gleazer School of Education), who will work within the policies of Graceland University to resolve the matter. If necessary, the complaint will then go to the Dean of Students or a designee of the Dean of Students. For a more detailed description of the process, please access the Graceland Catalog Graceland Catalog 2016-17 at <http://www.graceland.edu/Academics/Catalog/Student-Rights--Code-of-Conduct/index#GRIE>

Records of Academic Student Complaints

In compliance with Federal Title IV regulations, the North Central Association Commission for accreditation expects an affiliated institution to maintain records of the formal, written academic student complaints. Records of Graceland University ACE student complaints will be filed in the office of the Accelerated College Education administrator. These records will include information about the disposition of the complaints, including those referred to external agencies for final resolution. These records will be available for review by NCA evaluation teams.

Non-Discrimination Policy

It is the policy of Graceland University to extend equal opportunities to all applicants for employment, to all employees seeking advancement, and to all students applying for enrollment who meet the basic criteria established. It is further the policy of Graceland University not to discriminate against any employee, prospective employee, student, or prospective student, on the basis of race, color, religion, age, sex, national origin, sexual orientation, or disability.

Graceland University is committed to elimination of those conditions and attitudes from which discrimination is spawned and desires to give leadership in solving those problems that impede the broad application of justice and equity in all human relationships. A university with a Christian commission has a mandate to search for and apply these principles of fairness in all aspects of its operation over and above its legal obligation to comply with the tenants of Equal Opportunity requirements.

TECHNOLOGY ETHICS AND USE POLICY

Users of Graceland's technological tools will respect the human dignity, privacy, and sensitivity of each other and the general public while using the tools made available by Graceland. Graceland reserves the right to routinely monitor technology resources. The privilege of privacy of personal files or messages on Graceland-owned computers and voice mail systems will be respected subject to the right of Graceland to access any files to officially investigate or to accomplish necessary system maintenance.

All technology provided by Graceland is covered by this policy, including computers, networks, Internet services, telephones, voice mail, fax machines, photocopiers, cable TV and all associated software and data. Such technology is provided for use by students and employees to accomplish Graceland's educational mission in accordance with Internal Revenue Code Section 501 (c)(3), under which Graceland receives its tax-exempt status.

Graceland's network enables access to external facilities, systems, and other networks over which Graceland has no control, including related capabilities which are incidental to providing such access. Certain of these resources may not support Graceland's goals and objectives. Although Graceland does not exercise editorial or censorship control of such external resources, Graceland expects that the technology will not be used for purposes which are illegal, immoral, or inconsistent with Graceland's mission.

Academic and professional work pertaining to Graceland's goals and objectives take precedence over the use of resources for other purposes.

Graceland may establish additional standards of conduct with designated technology or in specific areas (e.g. Microlabs, classrooms, etc.)

Inappropriate uses of technology include, but are not limited to those specifically prohibited by local, state or federal law. Without limitation, examples of inappropriate uses of technology include: harassment -sending of harassing, threatening or obscene material to minors and/or non-consenting adults or any attempts to confuse or frustrate another user in achieving their objectives; random or unauthorized bulk sending or mailing of messages; inappropriate use of access - unauthorized release of information and viewing of Graceland's data outside of institutional objectives; any disregard for the security mechanisms that are in place or other attempts to gain unauthorized access to Graceland's technical resources. This includes possession of or attempts to acquire another user's password or allowing others access to technology resources that are not allocated for their use; failure to comply with software license restrictions- All licenses for software that are licensed by Graceland will be filed by ITS.; disruption of service -damaging any resource in such a way that it creates a disruption of the normally expected service from that resource; cheating -use of technology resources to achieve academic credit by dishonest or deceitful means; copyright infringement; forgery; malicious transmission of a computer virus; malicious alteration of system files or configuration; abuse of established storage space limitations; use of any resource to inure benefit for private or political gain in violation of Graceland's tax-exempt status under IRC Section 501 (c)(3).

Consequences: Graceland reserves the right to take corrective/disciplinary action in the event of inappropriate use of technology which may include but not be limited to the following:

Cases involving misuse of technology by Accelerated College Education students will be referred to the administrator of the ACE program. The administrator may refer the case to the Dean of Students or to an Academic Dean of the university. The Vice President or Academic Dean may recommend revocation of privacy

or access privileges as part of an official investigation and determination of the case. A determination of serious misuse may result in expulsion from the university. In cases involving misuse of resources allocated for a particular course, the course instructor may assign a failing grade.

Cases involving violation of local, state or federal laws will be referred to external authorities as directed by the President.

THE ACE PROGRAM

ABOUT ACE

One of the ways Graceland supports its commitment to encourage students and their educational development is through the Accelerated College Education (ACE) opportunity initiative. The Iowa Postsecondary Enrollment Options (PSEO) program opens the door to any high school junior or senior (or 9th and 10th grade gifted student) with at least a 3.0 GPA or with the recommendation of their school counselor or principal to enroll in our classes and earn dual enrollment credit - college credit as well as high school credit. This is your opportunity to get a jump-start on a college career and to explore the world of Graceland's academic life.

You can enroll in up to 12 semester hours (12 semester hours would be considered full time enrollment which is not allowed). In addition, you cannot enroll in a course if a comparable course is available in your high school. There is no charge to you, the student, for tuition, textbooks, materials or fees as long as you complete the course.

THE GRACELAND ACE INCENTIVE

Graceland offers students who take ACE courses from Graceland two amazing incentives:

1. You are guaranteed automatic acceptance into Graceland after high school graduation if you choose to enroll.
2. And, you are guaranteed up to 50% discount on tuition.

THE ACE ACCESS PROCESS

A Summary of the ACE Access Process

Registration

1. The Graceland Director of the ACE Program emails a list of ACE online courses available for dual enrollment (i.e., both high school and college credit) to your school counselor.
2. You select from courses available.
3. You will complete the registration form (a parent/guardian will need to sign the form if you are under 18 years of age) that includes your personal email address.
4. Your counselor will fax (641 784 5481) or send the the registration form to the Director of the ACE program.
5. You must also complete the online Application form located at <http://www.graceland.edu/ACE>.

Access to Online Courses

1. Once you are enrolled with Graceland University, you will be assigned a user name and password to access your Graceland email account, your My Graceland account, and other network access. You will receive an email letter in your personal email account two-three weeks before class begins explaining how you can access all Graceland accounts. All accesses are set to the same user name. Usernames will stay the same and cannot be changed. You can change your passwords.
2. The Director of ACE will have access to your ID and designated passwords. You can contact Lorrie Long (llong@graceland.edu or call 641 784 5046) if you have lost your Graceland ID and/or password.

Access to Graceland Email

One of your first communications from Graceland will be the following letter from Kathy McElroy, Info Central. This letter will come to your personal email account (so please watch for it!) approximately 21 days before classes begins This letter will identify your Graceland ID, username and password for access to Graceland email and My Graceland.



(Student),

I am pleased to provide information that will allow you to access your **Graceland University** accounts.

Graceland students receive a large amount of scam emails trying to trick them into giving up their usernames and passwords. Please be wary of these. Graceland employees will never ask you for your username and password, nor request you send it to them in an email. Please don't share your

username and password with **anyone**, not even me!

You have been set up with two accounts.

Your **network account** gives you access to all network resources. It lets you log in to My Graceland, access our library services and use computers and printers on our campus locations.

Your username is: **poeppe**

Your password is: **jsadfXP3** (if you've had an account in the past, use your last password).

First off, log into reset.graceland.edu, a site that allows you to change your password. Use the username and password shown above to log in and change your password to something you can remember. Changing your password here changes it for all local network account resources. While you are here, please set up security questions so you can reset your password even if you forget it. Most students are not required to change their passwords, but students with work assignments that grant them special access will be required to change their network account password every 90 days.

Then log into My Graceland by going to <https://my.graceland.edu/> (where "my" is in the place of the normal "www"). My Graceland is the place you'll always go to see information shared specifically with you like your grades or class registration. To protect your private information, always remember to log off of My Graceland after using it on a shared computer. Use your same username and the password you just set.

To get to your email click on "**Graceland provided email**" in the left hand navigation bar on any page in My Graceland. This page will show you your email address, your initial password and the link to log into your Sting account.

Your **Sting account** is a Microsoft Office 365 account that provides you email, online storage and other extras. You keep this account even after you leave Graceland. It is a separate system from your network account and does not share the same password as your network account. However it is originally set to the same initial password above.

You will be able to access your Sting account within the next few hours. You will receive many of your official communications from Graceland University through your Sting email address. It is in your best interest to check this email address regularly.

Some students will have extra accounts due to their academic program. For example, purely online students will receive a separate email with information about that account.

Please Note: The temporary password shown in this email is the **initial default password**. If you had accounts from Graceland in the past or have already changed your password, please disregard the password on this notice.

You are also responsible for reading and complying with the University's policies regarding technology use. This policy may be found on My Graceland: [Technology Ethics and Use Policy](#).

We are delighted to provide these services for you. If you are unable to access your account within a few hours after receipt of this correspondence, or if you have questions about your Sting or Network accounts, please contact me at InfoCentral by email infocentral@graceland.edu or by phone between 8:00 am and 5:00 pm Central Time Monday - Friday at 641-784-5167 or 866-786-2790. We are here to help. It is helpful if you know your Graceland id when you call. Your Graceland id is: **255351**

Sincerely,
Kathy McElroy
InfoCentral
Graceland University

Approximately 14 days before your course begins, you will receive a second email from Graceland in your Graceland email account as follows:



Dear (Student),

Welcome back to Graceland.

I am pleased to remind you of how you can access your **Graceland University email account**, various **campus networks** including **library databases** and our internal website **My Graceland**.

You will be able to access your Graceland email account within three business days of this correspondence. To access the account:

Log into My Graceland by going to <https://my.graceland.edu> (where "my" is in the place of the normal "www"). My Graceland is the place you'll always go to see information shared specifically with you like your grades or class registration. To protect your private information, always remember to log off of My Graceland after using it on a shared computer. Use your same username and the password you just set.

To get to your email click on "**Graceland provided email**" in the left hand navigation bar on any page in My Graceland. This page will show you your email address, your initial password and the link to log into your Sting account.

Your Graceland id is: **255351**

Your username is: **poeppe**

Your password is the password you used when you last took a Graceland course.

Please Note: If you have forgotten your password, you can reset it by logging in to reset.graceland.edu

Passwords must meet the following security criteria:

- must be at least 6 characters long
- contain at least one number (0-9)
- at least one uppercase letter (A-Z)
- at least one lowercase letter (a-z)
- cannot be a password you have used in the past
- cannot contain a part of your name.

Important note: If this is your first class with Graceland University or if your personal information has changed since you last registered for a course, please click [here](#) to go to a personal information form.

You will receive many of your official communications from Graceland University through your Graceland email address. It is in your best interest to check this email address regularly.

Graceland is committed to the security and privacy of your personal information. Graceland will never ask you for your username and password, nor request it in an email. Please don't share your username and password with **anyone**, not even me!

Please remember that you are also responsible for reading and complying with the University's policies regarding technology use. This policy may be found at: [Graceland email policy](#).

Through **My Graceland** at <https://my.graceland.edu>, you have online access to your personal academic and financial information, i.e., class schedule, grades, and complete academic record. Access to My Graceland is password protected, using the username and password provided to you in this message. To protect your private information, always remember to log off of My Graceland after using it on a shared computer.

We are delighted to provide this service for you. If you are unable to access your account three days after receipt of this correspondence, or if you have questions about your Graceland email or My Graceland accounts, please contact me at InfoCentral by email infocentral@graceland.edu or by phone between 8:00 am and 5:00 pm Central Time Monday - Friday at 641-784-5167 or 866-786-2790. We are here to help.

Sincerely,

Kathy McElroy
InfoCentral
Graceland University

Please remember that it will be your responsibility to check your Graceland e-mail on a regular basis.

6. Other resources

If you have a general academic program questions or want to discuss any aspect of your Graceland experience, please contact your instructor or adviser.

IS ONLINE LEARNING FOR YOU?

Please respond yes or no:

1. Surfing the internet is sometimes fun, sometimes rewarding, and rarely frustrating.
2. My internet connection is reliable. I can usually connect and work online when I want to.
3. I can set aside at least 30 minutes per day on four days of the week to dedicate to reading posts and interacting with my classmates online.
4. I can make time for 10-15 hours per week of reading, researching, and studying.
5. If I believe I need assistance, I do not hesitate to ask for help.
6. I really enjoy being a part of an active community of people – sharing experiences and working together.
7. I can type well enough to get by – or I have voice recognition software on my computer.
8. I know I can learn in various environments, and I can make my own accommodations so that I learn in the way that is best for me.
9. I want to go to college and save time and money by taking college courses while still in high school.
10. I am pretty good with Microsoft Word. I can save and retrieve files, and I have even attached a file or two in my time!

-
- If you answered yes to 8 – 10 questions above, then online learning is definitely for you!
 - If you responded yes to 4 - 7 questions above, then you could likely make changes that will help you to be ready for an online course. Discuss your options with your guidance counselor.
 - If you responded yes to three or fewer of the questions above, online learning probably isn't a good option for you.

OFF-CAMPUS ACCESS TO LIBRARY DATABASES

Online library resources, such as databases, academic journals, and other tools are available for free to all Graceland students, faculty, and staff both on and off campus.

To access such valuable academic resources please follow these directions:

1. Using the web browser of your choice, please go to the library homepage by typing <http://library.graceland.edu> into the address bar and pressing ENTER on your keyboard.
2. Under **Quick Links** on the left side of the page, click on **Research Databases**. This page will open up in a new window.
3. Click on the database or online resource you wish to use.
4. If you are off-campus, you will be taken to a log-in screen. **To log in, please use your My.Graceland username and password and hit the ENTER key on your keyboard.**
5. This should direct you to the main search page of the database you chose. You should not need to log-in again to access most other databases during the rest of your session.
7. If you have any problems or questions please email them to Carrie Wade, cwade@graceland.edu or call 641.784.5303

STUDENT RECORDS

Access to Student Academic Records

You can get access to your academic record on your own if you have Internet access. You may need to take advantage of this service in order to provide documentation for scholarships, etc. This saves you the time and money of requesting official transcripts when an official record is not needed.

You should access My Graceland on the Graceland website (www.graceland.edu) by entering your user name and password. Click on the *Student* tab at the top of the screen. You can now access personal information (e.g., *Profile Information* under Student Home; your *Student Bio* and *unofficial transcript* under Academics).

Or, you can request a transcript by following the directions once you go to: www.graceland.edu/transcript.

Confidentiality of Student Records

The Family Educational Rights and Privacy Act (FERPA) grants college you the right to inspect, to challenge and, to a degree, control information contained in educational records or printed in directories, etc. Graceland University is in compliance with this law.

Directory information may be disclosed without prior consent, unless notification in writing to the contrary is received by the office of the Accelerated College Education program prior to the start of classes each period of enrollment. Directory information includes: name, local and home address, local and home telephone number, e-mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards earned, most recent previous school attended, and photograph.

You can review this policy in more detail by going to <http://www.graceland.edu/Admissions/Financial-Aid/StudentRights/index>

ACCESS TO TRANSCRIPTS and GRADE REPORTS

Access to Transcripts

You can access and request a copy of your transcript once your class is completed and grades have been submitted by going to www.graceland.edu/transcript . Because college transcripts are protected by law, you cannot telephone requests for transcripts. There is a \$10.00 fee charged for all transcripts due before processing the request.

Grade Reports

Grade reports are issued to you (as an enrolled Graceland student in undergraduate courses) through My Graceland. Midterm grades are issued to you at the end of the first quarter during the fall and spring semesters, but are not calculated into your cumulative grade point average. A final grade report of courses is issued by the Registrar to the you at the conclusion of each semester or term of enrollment.

SHORTEST STUDY GUIDE ON EARTH

People remember
10% of what they read;
20% of what they hear;
30% of what they see; &
70% of what they say.

Vitality Magazine, 1989

Read out loud!

Experiments have shown that students who study out loud retain four times more information than students who study silently

Read out loud & relax . . .

Studying out loud also forces your mind to focus on the material instead of on the nervous voices in your head!

Still nervous?

Visualize all the anxiety draining down from your head to your neck, down past your belly button, down your legs and into your feet. Kick off your shoes, let the anxiety flow out. Taking the Anxiety out of Taking Tests, S. Johnson

Tell me and I'll forget;
Show me and I may remember;
Involve me and I'll understand.

Chinese Proverb



More on Remembering

It is **twice as easy** to recall facts if you read material before it is presented in class.

After class, skim your own notes.
This, **again doubles ease** of recall.

Asking a question in class will help you remember the concept.

Don't feel guilty about sleeping!
While sleeping, the brain disconnects from the senses and proceeds to revise and store memories. Fatigue can greatly impair concentration and storing of information.

Free math tutoring is available to high school students at www.gomath.com

Writing papers:

Just do it! "The first draft is the down draft – you get it down. The second draft is the up draft – you fix it up...the third draft is the dental draft, where you check every tooth, to see if it's loose or cramped or decayed..."
Anne Lamott, Bird by Bird

Write the first draft early enough that you can let the ideas percolate. You will also notice mistakes more easily after setting the paper aside for awhile.

Punctuation:

Period. Indicates full stop (red light)
Semicolon; Slow down (yellow light)
Comma; Pause briefly (flashing yellow light)
(Parenthesis) Set off words & ideas
Colon: Something important is being introduced

By age 70, an American spends:
6 months sitting at stoplights,
1 year looking for misplaced objects,
2 years trying to return phone calls,
4 years doing housework,
5 years waiting in line, &
6 years eating.

Men's Fitness, Jan. '94

. . .SO . . .
NEVER GO ANYWHERE WITHOUT A BOOK OR NOTES!

Use notecards:

Write bits of information on cards during class or while reading. Tape them to your bathroom mirror, above the kitchen sink, at your workstation, on your dashboard. Review at red lights!

**#1 RULE:
ATTEND
CLASS!**

**Give concepts meaning:
BRAT**

helps parents recall what to feed kids with diarrhea:
Bananas, Rice, Applesauce, Toast