

Clarkson College

Online Education Manual

<http://www.clarksoncollege.edu/online-campus/>

Revised August 2017



Table of Contents

Welcome	3
Requirements	
Equipment Requirements	4
Test Proctor Services & Requirements	5
Graduate Students (Nursing & Business)	7
Email & Online Access	
Student Email Account	8
Online Campus	9
General Information & Resources	
Book Ordering & Mailing Instructions	11
Department Roles & Contact Information	12
Hotel Accommodations	14

Welcome

Congratulations, and welcome to Clarkson College!

You have chosen to embark on an online learning adventure. Our goal is to give you the information, guidelines, and tips you need to have for a successful and quality online education experience.

Getting Started

Your journey begins by determining if you meet all the hardware and software requirements to participate in the online education program. Clarkson College online students are required to have specific equipment to ensure compatibility and power to handle projects and tasks.

Upon registration, you will receive a Clarkson College email account. Regularly checking your Clarkson College student email is vital to your success.

Access instructions to your online course are in this manual. These instructions will also be emailed to your Clarkson College student email account prior to the start of the semester.

Take some time to explore the Canvas Tutorial for Students, available in your Canvas account. Your experience will be richer if you understand all the features available as you explore your courses.

No online experience is complete without course textbooks and establishment of a test proctor. This manual defines campus department roles and responsibilities, so you know all your points of contact.

Equipment Requirements

	Minimum	Recommended
Computer Hardware — Internet access is required		
RAM	2 GB	4 GB or higher
Operating System	Windows 7 or Mac OS X	Windows 10 or Mac OS X
Sound Card with Speakers	Required	Required
Microphone	Required	Required
Printer	Any	Any
DVD/CD Player	Any	Writeable
Webcam	1.3 MB	2.0 MB
Internet Access	5v.90/56k Modem	Cable or DSL Modem

Computer Software — Clarkson College only accepts documents in Microsoft Office compatible formats (.doc, .docx, .xls, .xlsx, ppt., .pptx)

Microsoft Office (Word Processor, Spreadsheet, Presentation)	Microsoft Office 2010 with compatibility pack	Microsoft Office 2016 or Office 365
Database*	None	Access 2010
Internet Browser — Latest Version	Chrome, Firefox, Safari, Internet Explorer (Chrome is the preferred web browser for Canvas)	Chrome, Firefox, Safari, Internet Explorer (Chrome is the preferred web browser for Canvas)
Media Players — Latest Version	Adobe Flash Player, Windows Media Player	Adobe Flash Player, Windows Media Player
Plug-ins — Latest Version	Adobe Acrobat Reader	Adobe Acrobat Reader

Access to the Following Equipment may be Required

Fax

Camcorder

DVD player

* **Database:** Some academic programs require the use of Microsoft Access. The Microsoft Office student edition suite contains Word, Excel and PowerPoint. The professional edition includes Access.

NOTE: If you are administratively withdrawn from classes due to non-compliance of equipment requirements, you may be required to pay outstanding tuition. You may also lose financial aid, you may not receive a refund, and/or you may receive a grade of WF for all classes in which you are registered.

Test Proctor Services & Requirements

Typically, your course syllabus or course overview will indicate whether your course exams will require a proctor. You may also check with your instructor(s) if you are not sure.

Graduate Nursing Program does not use proctors for testing.

If your course exams require a proctor, by default, the proctor for all students is the Testing Center at Clarkson College, if you live within 30 miles of the Clarkson College campus. If you plan to use our local testing facility, the [Testing Center web page](#) provides important information — including location, hours, rules/responsibilities, and instructions on how to register and schedule your exams online.

Students who live more than 30 miles from the Clarkson College campus and are not able to use Clarkson's Testing Center must submit an [Off-Site Test Proctor Request form](#) to the Testing Center for approval and implementation. This form is due the first week of classes. Once this information is processed, your proctor will be provided essential information via email in order to administer your exams. Please be aware that off-site proctors may charge exam fees.

Unless an Off-Site Test Proctor Request Form is submitted, it is assumed your proctor is the Clarkson College Testing Center.

An approved Off-Site Test Proctor must meet the Clarkson College criteria for a qualifying proctor. Use of a proctor helps ensure academic integrity.

A Qualifying Proctor

A qualifying proctor is one who has a neutral professional relationship with you. Preferably, the proctor should be an administrator, teacher, professor, librarian or other academic professional. All proctors must have the following qualifications to be approved:

- Must be an educator or administrator.
- May not be an immediate supervisor, friend or relative.
- May not be a current student at Clarkson College.
- Must have access to the Internet and his/her equipment must meet the minimum requirements as outlined on page 4 of this manual.

Further, the following expectations must be met by a qualifying proctor:

1. Proctor must be present the entire exam
2. Proctor must maintain a quiet atmosphere while the student tests
3. Proctor must provide secure storage for the student's personal belongings away from the test area. Personal belongings include cell phone and any electronic devices, backpack, outerwear with pockets, textbooks, and any study materials.
4. Proctor must administer tests on a computer located in a secure professional environment such as a Testing Center, business, or library (not a residence).
5. Tests must be taken on a professional or business computer and not a personal computer/laptop or other device

When an appropriate qualifying proctor is located, please submit an Off-Site Proctor Request Form. Please note that it is the student's responsibility to secure information and signature from the Off-Site Proctor, and it is the student's responsibility to submit one form to the Clarkson College Testing Center.

Graduate Student Requirements

Nursing

The Master of Science in Nursing (MSN) program is designed to be completed online, however nurse practitioner students are required to visit the campus at specified times. In addition, all online students are required to visit the campus for Graduate Symposium, held on the Friday before graduation.

Students enrolled in the MSN Nurse Practitioner program and the Post-MSN Nurse Practitioner certificate program are required to visit the campus for a two-day weekend during the semester the student is enrolled for each of the following clinical courses:

- NS 830 - Advanced Physical Assessment
- NS 832 - Primary Healthcare I
- NS 844 - Primary Healthcare II

Ample notice of the scheduled dates will be given.

Health Care Administration

The Master of Health Care Administration (MHA) program at Clarkson College is designed to be completely online with no on-campus requirements. MHA graduate students who choose to complete the Capstone portion of the culmination experience may be required to present capstone projects in person at Graduate Symposium, which is held the Friday before graduation. Contact your advisor for details.

Nursing Health Care Administration and Nursing Education

The Nursing Health Care Administration and Nursing Education options at Clarkson College are designed to be completely online with no on campus requirements with the exception of your presentation at Graduate Symposium; which is held the Friday before Graduation. Contact your advisor for details.

Accommodations for Your Visit

For your weekend sessions or other on campus visits, refer to the [hotel accommodations](#) on page 14.

Student Email Account Access

Upon registration for your first class, you will receive a Clarkson College email account. It is very important that you check this account frequently, as Clarkson College personnel will only send email messages to this account, not to other personal email accounts. **Warning: You are encouraged not to forward your Clarkson email to another outside email, such as Gmail. Messages may not forward or may end up in junk mail.**

Accessing Your Account

Utilize the following steps to access your Clarkson College student email account:

1. Go to ClarksonCollege.edu.
2. Click on **Resources For >> Current Students** and select **"Email" under the "Student Tools" section**.
3. Enter your **Clarkson College Email** (ex. LastName.FirstName@clarksoncollege.edu) in the email address box.
4. For your **password**, enter the combination of the following when accessing it for the first time:
 - First two letters of you first name
 - First two letters of your last name
 - Two-digit birth month and
 - Two-digit birth day: (ex., rajo0907)

Open the **Outlook** application to access your email account.

Reminder: If you are using a public computer, be sure to log out of your student email by clicking on the "Sign out" link under your profile picture. Close all windows and tabs for added security.

Account Help & Assistance

If you have questions or technical issues with your email service, the Information Technology staff at Clarkson College can help. You may contact the **Clarkson College Help Desk** at 402.552.3911 or 800.647.5500, ext. 23911.

Note that our technical support does not provide assistance with email accounts outside the Clarkson College system.

Online Campus Access

Accessing the Online Campus

Just prior to the start of the semester, you will receive an email with instructions on how to access your online courses. It is very important that you read this email, as it includes your login and password necessary to enter the Online Campus.

You can access the Online Campus on the [Clarkson College website](#) under **Resources For > Online Campus**.

User ID Information

Your User ID for Canvas is your Clarkson College email address. Canvas can only be accessed via [OneLogin](#).

Password

Your password is a combination of the following when logging in for the first time:

- First two letters of your first name
- First two letters of your last name
- Two-digit birth month and
- Two-digit birth day: (ex., rajo0907)

Open the **Canvas** application to access your courses.

You are strongly encouraged to change your password once you are logged in. To change your password, you will need to change it from your OneLogin dashboard under your profile picture > Profile > Change Password. Remember to set up your security questions in case you happen to forget your password in the future.

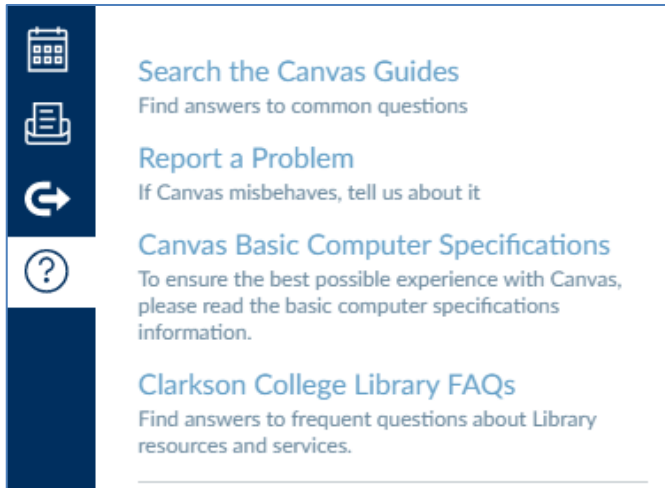
Help & Assistance

If you have questions or need assistance with Canvas, contact the **Canvas Help Desk** at 877.422.3011. The Canvas Help button located on the bottom-left corner of your Canvas account has more help desk options for you.

Online Campus Access

Before Your First Online Course

To ensure the best experience in Canvas, access the [Canvas Basic Computer Specifications](#) link located under the Help button of your Canvas account.



In addition, take some time to explore the Canvas Tutorial for Students, available to you from your Canvas Dashboard.



General Information & Resources

Ordering Books

You are responsible for ordering your textbooks and coursepacks* from the Clarkson College Bookstore. Call 800.647.5500, ext. 22737 or 402.552.2737 for immediate assistance or see the [Clarkson College website](#) for hours, contact information and general merchandise.

To order your textbooks online, visit ClarksonBooks.com.

You are encouraged to order your textbooks **at least one week** before the first day of the semester.

* Additional copyrighted materials may be required in some courses. Please contact course faculty for purchase information.

Department Roles & Contact Information

Advisors

It is important for you to meet with your academic advisor during Advising and Registration day. Your advisor will provide assistance as you progress through your program. Be sure to contact your advisor to register for your second and subsequent semesters.

Faculty

Faculty are responsible for returning a student's email or voicemail message within two business days upon receipt. A message left on an answering machine is considered a return call. Faculty keep students informed of their course progress, and it is the student's responsibility to ensure faculty have received all necessary assignments.

Clarkson College Help Desk

PH 402.552.3911 **TF** 800.647.5500, ext. 23911

The **Clarkson College Help Desk** is available to assist you with questions concerning your Clarkson College email account. The Help Desk is available 6am-11pm, seven days a week.

Online Campus Help Desk

PH 877.422.3011

The **Online Campus Help Desk** is available to assist you with any questions concerning Canvas. The Online Campus Help Desk is available 24 hours a day, seven days a week.

Testing Center

PH 402.552.3034 **TF** 800.647.5500, ext. 23034 testingcenter@clarksoncollege.edu

Department Roles & Contact Information

Student Financial Services

PH 402.552.2749 **TF** 800.647.5500, ext. 22749 sfassist@clarksoncollege.edu

Financial services are available for information or questions regarding financial aid, tuition bills, employment reimbursement and business holds. Visit the [Financial Aid & Scholarships](#) section or the [Student Accounts](#) section on the Clarkson College website.

Library Services

PH 402.552.3387 **TF** 800.647.5500, ext. 23387 library@clarksoncollege.edu

Library Services are available to assist you with literature searches, interlibrary loan of journal articles and book requests. Information about library resources, online access to databases and specific information about services can be accessed through the Library link in the Special Courses section of the Online Campus.

Registrar

PH 402.552.3033 **TF** 800.647.5500, ext. 23033 registrarstaff@clarksoncollege.edu

Contact the Registrar's office for information on class schedules, registration forms and deadlines, graduation, transcripts and change of name and/or address. Visit the [Registrar](#) section of the College website.

Success Center

PH 402.552.2694 **TF** 800.647.5500, ext. 22694 cappellano@clarksoncollege.edu

The Success Center offers a large variety of services for your academic and professional success, including personal counseling, Career Services site, resume and cover letter writing resources, online workshops, and board and certification review materials. Visit the [Success Center](#) page on the Clarkson College website.

Clinical Education Compliance

PH 402.552.6206 or 402.552.6285 **TF** 800.647.5500, ext. 26206 or ext. 26285

Email: mantz@clarksoncollege.edu or willandali@clarksoncollege.edu

The clinical education compliance office is available to assist you with the startup and management of your Certified Profile account to meet all Health and Safety requirements (this is an on-line account for recording immunizations, certifications, licensure documentation, etc...). Your academic advisor is also available to assist you with questions related to health and safety, MyClinical Exchange, and other clinical attestation forms.

Hotel Accommodations

Hotels Located Near the Airport

[Country Inn & Suites](#)

17 Arena Way, Council Bluffs, IA 51501
PH 712.322.8282

[La Quinta Inn & Suites](#)

1201 Avenue H, Carter Lake, IA 51510
PH 712.347.6595

[Omaha Sleep Inn & Suites](#)

2525 Abbott Drive, Omaha, NE 68110
PH 402.342.2525

[Super 8 Carter Lake](#)

3000 Airport Drive, Carter Lake, IA 51510
PH 712.347.5588

Hotels Located in Downtown Omaha

[Comfort Inn at the Zoo](#)

2920 S. 13th Court
PH 402.342.8000

[Courtyard By Marriott](#)

101 S. 10th Street
PH 402.346.2200

[Doubletree](#)

1616 Dodge Street
PH 402.346.7600

[EVEN Hotels](#)

2220 Farnam Street
PH 402.345.3836

[Embassy Suites - Old Market](#)

555 S. 10th Street
PH 402. 346.9000

[Embassy Suites—Old Market](#)

555 S. 10th Street
PH 402.346.9000

[Magnolia Hotel](#)

1615 Howard Street
PH 402.341.2500

[Redick Plaza Hotel](#)

1504 Harney Street
PH 402.342.1500

[Comfort Inn](#)

707 Grover St.
PH 402.934.4900

[Residence Inn by Marriott](#)

6990 Dodge Street
PH 402.553.8898

Hotels Located in Midtown Omaha

[Aksarben Super 8](#)

7111 Spring Street
PH 402.390.0700

[Econo Lodge](#)

7833 W. Dodge Rd.
PH 402.391.7100

[Doubletree Guest Suites](#)

7270 Cedar Street
PH 402.397.5141

[Element](#)

3253 Dodge Street
PH 402.614.8080