

NEW LIFE THEOLOGICAL SEMINARY
DISTANCE LEARNING ORIENTATION

A. TECHNICAL REQUIREMENTS

- 1. Course texts should be secured and available on the first day of all courses**
- 2. A computer with broadband internet connection is imperative to taking courses online**
- 3. Software needed**
 - a. Microsoft Office 2003 or newer
 - b. OpenOffice is a good substitute for Office (<http://download.openoffice.org>)
 - c. Adobe Acrobat Reader, version 6 or newer (<http://www.adobe.com/>)
- 4. Internet Browser Software**
 - a. An updated web browser is needed
 - b. (Firefox 4+, Safari 5+, or Google Chrome 11+ are recommended)
- 5. Other Technical Needs**

A Monitor with resolution set to a minimum of 1024 x 768 pixels (1280 x 1024 is recommended)

B. COMPUTER SKILL REQUIREMENTS

Students who take Distance Learning (DL) courses at New Life must understand that all class work and communication with your instructor will be done through your computer. As a result, it is imperative that you have the basic computer skills listed in this section in order to anticipate success in an online class.

- 1. General Computer Skills**
 - a. Ability to start up, shutdown, and restart a computer.
 - b. How to connect to and navigate the World Wide Web.
 - c. Navigating a computer screen with a mouse and keyboard.
 - d. Saving and retrieving data to/from the computer's hard drive or an external drive.
 - e. Software install and/or uninstall.
 - f. Typing skills—we suggest a minimum of 20 wpm
 - g. Use of the CD/DVD Rom.
- 2. PC Program Operation Skills**
 - a. Desktop navigation—i.e., move, maximize, minimize, resize, and window location and/or closing.
 - b. How to use audio and video programs to open audio/video files.
 - c. Program start up and quitting.
 - d. Web browser usage (Firefox, Google Chrome, and Safari recommended for Populi)—how to search for and access web pages.
 - e. Word processor program usage—i.e., how to copy, cut, delete, open, paste, rename, retrieve text and other picture files, etc.

3. **File Management Skills**

- a. Ability to create, copy, delete, rename, and relocate files in a PC
- b. Knowledge to download, transfer, and upload files.
- c. The ability to create, locate, and access folders on a computer

4. **Communication Skills**

- a. Ability to manage an email account—i.e., to create, send, reply, forward, save, or delete emails, to attach files, plus to create email contacts, etc.
- b. Navigation of Discussion Boards—i.e., to post, send, review, and retrieve messages, etc.

While the above computer skills will give students the greater advantage in being successful if possessed at the inception of a Distance Learning course; students who compensate for their deficiencies by quickly learning and applying the above skills have similar advantage at being successful in their online education.

C. **GENERAL REQUIREMENTS**

1. **Syllabus**

Download and read syllabi for all online courses carefully.

2. **Submitting Assignments**

All course assignments and other materials will be submitted via Populi unless otherwise instructed by a particular instructor.

3. **Course Requirements**

- a. Students must obtain a copy of the required Textbook(s) on or before the first class session.
- b. Students must have access to a computer equipped with the aforementioned software and technical details.
- c. Students must have a working e-mail account. Before the first day of class, you must send the instructor an email. Enter the course number in the subject line of the email.
- d. Students must check their e-mail account regularly throughout the semester. Official announcements and communication from the instructor will be made via e-mail and/or the course dashboard at <https://nlts.populiweb.com>.
- e. Students are responsible for saving all assignments correctly and uploading them to the Populi system or emailing the same to the instructor directly. You should be comfortable using Microsoft Word or similar word processing software, and have reasonable typing skills.
- f. All assignments will REQUIRE students to use word processing or text editing software.
- g. No assignments will be accepted in handwritten format.

4. **Class Attendance**

- a. Although this is an online course, it is not self-paced.
- b. Reasonable deadlines have been set to insure that you have adequate time to complete all assignments within the current session. Active participation in each class is required.
- c. Anyone who misses two consecutive due dates, or more than three due dates without communicating with the instructor prior to the same due dates may automatically receive a failing grade (i.e., F) for the course.

5. Grading Policy

- a. *Academic honesty is expected.* Plagiarism will not be tolerated. You are expected to do your own work, unless the assignment is specified as a group assignment.
- b. A student will receive a grade of zero on any assignment for which he/she did not do their own work or when unauthorized resources are used.
- c. Any cheating will be referred to the Vice President of Academic Affairs (VPAA) for appropriate action.
- d. The final grade for each course will be determined by the percentage of possible points earned for all assignments.
- e. A letter grade will be awarded according to these standards.

D. CHAPEL ATTENDANCE REQUIREMENT

Students who take 100% of their classes online in any spring or fall semester (i.e., Distance Learning courses) are **not required** to attend chapel services on campus. This concludes the main section of the Distance Learning Orientation. Please progress to the post-orientation requirement below.