



VINCENNES
UNIVERSITY

Internet 16 Week Courses

Internet 14 Week Courses

Internet 12 Week Courses

Internet 10 Week Courses

Internet 8 Week Courses

College of Extended Studies

Division of Lifelong Learning
Distance Education Program

Distance Education Student Handbook 2017-2018

Vincennes University
College of Extended Studies
Division of Lifelong Learning
1002 North First Street
Vincennes, Indiana 47591

812-888-5900
800-880-7961
Fax (812) 888-2054

www.vinu.edu/distance

*The policies and procedures of Vincennes University are defined in the official University catalog.
This supplemental catalog highlights those topics particularly applicable to distance learners.
Revised November, 2017. Author: S. Simmons.*

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Welcome to **Vincennes University**

Your Institution for Distance Learning
(<http://www.vinu.edu/distance>)

Founded in 1801, at a time when higher education was generally reserved for a privileged few, Vincennes University's doors were open to anyone who wanted to learn.

That original mission has survived over 200 years, and today VU remains an open-admission institution. The Distance Education and Military Education programs at Vincennes University carry the mission to students seeking to continue their education, but unable to spend extended periods of time on a college campus. Vincennes University has developed programs that bridge the desire and means for higher education by extending the walls of the college campus.

New technology solutions are vastly changing and improving the way we teach and learn. The Vincennes University Distance Education and Military Education programs are continually in the process of developing additional opportunities using new and creative approaches to teaching and learning. We trust your learning experience with us will be enriching. Welcome!

DISTANCE EDUCATION PROGRAM

The Vincennes University Distance Education Program serves a variety of student educational needs throughout the State of Indiana, the United States, and to internationally located students. A variety of associate & bachelor degree programs, general education, and special interest courses are available. Courses are delivered widely by the Internet.

Internet courses are offered with five different term options:

- On a regular semester basis (16, 14, 12, 10 weeks in the fall and spring; 10 weeks in the summer)
- On an 8-week term schedule, beginning five times each year

When a student registers for a class, the Distance Education Office provides the student information applicable to the course, including how to purchase textbooks, instructions on how to access online course, and key administrative details. This information is conveyed electronically to the student by way of a preferred email address of the student's choosing. The Distance Education Office is available during regular business hours for any additional assistance a student may need.

DISTANCE EDUCATION MISSION STATEMENT AND OBJECTIVES

The mission of the Vincennes University Distance Education Department is to provide quality lifelong educational services to interested individuals located anywhere and at any time to facilitate the achievement of their education goals as they work to improve the quality of their lives and compete economically. These educational opportunities are provided to individuals through degree programs and courses offered via the internet, by use of blended instructional methods and other emerging technologies. Courses and programs are offered in a variety of term options to meet the diverse needs of adult learners. It is the responsibility of Distance Education to connect students with superior instructors as well as provide student and instructor support. These distance education programs meet all values set forth for traditional on-campus programs.

Objectives

The Distance Education Department will:

- increase enrollment
- expand degree offerings
- expand student support services to enhance retention
- improve course quality
- expand faculty support services

Online (Asynchronous and Synchronous)

- **Online (Asynchronous and Synchronous):** A course administered by online instruction where the student and instructor do not meet in a physical location. The course has ‘asynchronous’ elements in that the student is not required to be online at a specific time of day to complete the course work. The course also has some ‘synchronous’ elements in that the student is required to be online at a specific time of day to complete the course work. Faculty engage students through various methods, such as but not limited to interactive tutorials, group discussions, projects, discussion boards, chat rooms, etc. These methods help ensure that this mode of instruction is consistent in terms of quality, assessment, learning outcomes, requirements, etc. when compared to its face-to-face counterparts. Online courses have the same credit hour requirements, department prefixes, and course numbers and titles as their on-campus counterpart.

ACCREDITATION

Vincennes University is accredited by the Higher Learning Commission (HLC) and maintains its HLC accreditation through the Academic Quality Improvement Program process. The HLC may be contacted at 312-263-0456 and more information can be found at www.ncahlc.org. Distance learning courses are developed and conducted by credentialed faculty members with the approval of the appropriate academic departments and divisions.

STUDENT RIGHT TO KNOW

Federally required disclosures are mandated by the Higher Education Act of 1965 as amended 2008 (HEOA), the Family Educational Rights and Privacy Act of 1974 (FERPA), the Clery Act (formerly known as the Student Right-to-Know and Campus Security Act), and the Violence Against Women Act. Under these laws, universities are required to provide information regarding enrollment, financial, retention and graduation rates, student outcomes data, and campus crime statistics to assist all potential and currently enrolled students in making responsible decisions regarding their education. Vincennes University has created this page to aid in locating this information. Links are provided to facilitate access. In some cases, information is mailed directly to the student. This and other information may also be reported at the state and Federal level. Current students can also obtain this information by requesting it from the Dean of Students Office at 812-888-4301. Prospective students may request it from the Admissions Office at 800-742-9198 or 812-888-4313.

Detailed information can be are provided here: <https://my.vinu.edu/student-right-to-know-and-policies>

Vincennes University’s policies regarding Sexual Assault, Sexual Harassment, and Stalking, as well as information regarding Prevention and Awareness can be found here: <https://my.vinu.edu/sexual-assault-sexual-harassment-stalking-and-other-policies>

ADMISSIONS REQUIREMENTS

Admissions steps and available online degrees are provided here: <https://my.vinu.edu/web/distance-education/getting-started>

Vincennes University maintains an “Open Door” admissions policy. Admission as a student to Vincennes University leading to a degree or technical certificate requires either:

1. a recognized high school transcript with date of graduation, or
2. a [General Educational Development \(GED\) scores/transcript](#) or [Test Assessing Secondary Completion TASC transcript](#) or
3. 24 hours of postsecondary credit from a regionally-accredited institution.

All high school or GED/TASC transcripts **must be official and can be faxed from the originating institution to the Distance Education Office at 812-888-2054.*

Applicants with a high school diploma that was not earned through a Graduate Qualifying Exam may be required to complete one of the following to be permitted to register for classes:

1. Demonstrate their college readiness by presenting postsecondary credit for English and Math from a regionally accredited institution.
2. Alternatively, these applicants may demonstrate their college readiness by obtaining a minimum score as designated by the U.S. Department of Education on one of the three subtests of the Accuplacer placement exam, provided free of charge by VU.
3. Finally, these applicants may instead submit achievement of the minimum scores on any of the other tests approved by U.S. Department of Education to document an applicant’s college readiness ([view list of tests and required minimum scores](#)).

Applicants who are not eligible for registration may appeal to the Director of Admissions to have their application reviewed for [provisional acceptance](#). Vincennes University reserves the right to deny admission or continuing enrollment.

Application Process

1. **Admissions Application** – A non-refundable matriculation fee of \$20 must accompany the completed application. The form may be completed online at <https://my.vinu.edu/web/admissions/apply>.
(Acceptance and completion of your application is not based on the receipt of the \$20 application fee.)
2. **Student Identity Verification for Admission --** Due to federal regulations which require identity verification for distance education students, we require all applicants to submit one of the following forms of picture ID to complete the admission process. This must be satisfied to be admitted to the distance education program.
 - **Current Driver’s License**
 - **Current State ID**
 - **Current Passport**
3. **Transcript of High School Record** – An official high school transcript with date of graduation or test score results for the GED or TASC must be provided directly from the high school or granting agency. Please note that the evaluation process may take up to three weeks once the transcript is received.

Please request that high school transcripts be sent to:

Mail: Vincennes University
Distance Education

ATTN: Michelle Small
1002 N. First St.
Vincennes, IN 47591

Fax: 812-888-2054

Email: msmall@vinu.edu

- 4. Placement Test Scores** – Placement test scores for English, Reading and Math are required for enrollment. The Accuplacer College Placement Test (CPT) is the University's primary assessment and placement test. Scores from the CPT, Compass, or ASSET tests may be used to determine course placement. Students may arrange to take the exam through the VU Assessment Center by sending an email to amcneece@vinu.edu or by calling 812-888-5404. Arrangements can be made to take the placement tests at a site convenient to the student, providing an approved test administrator oversees the testing.

For more information on the Assessment Center, visit <https://my.vinu.edu/web/assessment-center/home>

Other Testing Locations: <https://my.vinu.edu/web/assessment-center/testing-locations>

Accuplacer Information: <http://www.vinu.edu/web/assessment-center/accuplacer-placement/entry-testing>

Practice Sites: <http://www.vinu.edu/web/assessment-center/assessment-practice-sites>

- 5.** If you have completed classes at another college or university that you would like considered for transfer credit, request that an **official** copy of your transcript be sent directly to the Vincennes University Distance Education Office or have the originating institution email a secure PDF of the transcripts to kphillips@vinu.edu for evaluation. A transcript must be sent from each school you have attended. Please note that the evaluation process may take up to three weeks once the transcript is received.

Please request that college or university transcripts be sent to:

Mail: Vincennes University
Distance Education
ATTN: Kristen Phillips
1002 North First Street
Vincennes, IN 47591

Electronic PDF: kphillips@vinu.edu

- 6.** If you are using Financial Aid or Veteran/GI Benefit see information below:

Financial Aid Office:

Email: fa@vinu.edu

Phone: 800-742-9198

Website: <https://www.vinu.edu/web/financial-services/welcome>

Please complete the [FAFSA](#) and follow up with the VU Financial Aid Office.

Important: Your Financial Aid should be available to obtain course materials before you enroll in classes. Online classes are not self-paced and you can be withdrawn for non-attendance which will result in a recalculation of financial aid.

Veterans or GI Benefit (Veterans Supports Services Office):

Email: veterans@vinu.edu

Phone: 812-888-5421

Website: <https://my.vinu.edu/web/veterans/home>

Please visit the site below to learn how to apply for benefits. Once you receive your letter of certification, follow up with the VU Veterans Support Services Office.

Getting Started with Your Benefits:

<https://my.vinu.edu/web/veterans/getting-started>

STATE AUTHORIZATION

<http://vinu.edu/web/distance-education/state-authorizations>

The State Authorization Reciprocity Agreements (SARA) is an initiative that gives higher education institutions a wider freedom to offer online courses to students outside of the home states of said institutions. This is accomplished via creating a process by which institutions can maintain compliance standards and state approvals more efficiently, with state regulatory agencies from across the country entering into a single reciprocity agreement.

On February 21st, 2014, the state of Indiana was approved by the Midwestern Higher Education Compact (MHEC) to be the first state to join SARA. Vincennes University has been approved by Indiana to participate in the National Council for State Authorization Reciprocity Agreements. NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education. You can find more information on SARA by visiting the official website here: <http://nc-sara.org/>

As a member of NC-SARA, Vincennes University Distance Education is approved to offer course work to residents of other member states/districts, including: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New York, New Mexico, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming.

Vincennes University is independently authorized to offer Distance Education course work/programs to residents from Florida.

Residents from the states of California and Massachusetts must be reviewed on an individual basis. If you are a resident of California or Massachusetts, please contact the Distance Education office at disted@vinu.edu to enquire about your eligibility to take classes via VU Distance Education.

If you have any questions or concerns about the information above, or wish to confirm your eligibility to enroll in VU Distance Education courses, please contact us at one of the following:

disted@vinu.edu

812-888-5900

800-880-7961 (Toll Free)

STUDENT IDENTITY VERIFICATION

Vincennes University Distance Education take multiple steps to verify the identity of its online learners. These steps encompass all areas of the academic process, including admission, registration, and course completion.

Admission

Students are required to submit a detailed application one of the following forms of picture ID to complete the admission process:

- Current Driver's License
- Current State ID
- Current Passport

Student Account

At the time of admission, each student is assigned a University Student ID# and a University MyVU student account (more information found on page 14). The Student ID# and log in information for MyVU is provided to the student's University Preferred Email Address. If a student has forgotten their Student ID# or their MyVU log in information, they must contact the Management Information Center. All personal identity information received is kept in a secure locked storage area.

michelpdesk@vinu.edu

812-888-4332

Registration/Enrollment

Students who enroll with the Distance Education Office are required to submit a registration form each time they wish to enroll in courses. On the registration form, the student is required to include their assigned University Student ID#, their date of birth, and a handwritten signature, along with other identifying information.

Course Completion/Exam Proctors

To maintain the integrity of online course work, students are assigned unique log in information (username and password) to access the University's course delivery systems. If the student has forgotten their assigned log in information, they must contact either the Distance Education Office, or the Center for Teaching and Learning:

yublackboard@vinu.edu

812-888-5750

Distance Education instructors may require that students secure a proctor to oversee the performance of certain assignments and examinations. If a proctor is required for examinations, the student must select an individual from a list of approved University and non-University personnel. The approved proctor will require the student to show a form of photo ID to verify student identity.

ENROLLMENT

Enrollment is open to students currently admitted to the University, who are in good standing, and do not have any current registration holds on their account. Enrollment is open to junior or senior high school students with permission from their respective principal, guidance counselor and parent.

Please note that the full application process must be completed 14 days or more from the start date of a semester to be eligible for enrollment. The student may be given the option of courses that have later start dates when available. Final approval to enroll into courses is contingent on completion of the full application process.

Enrollment Process

1. **Registration** – The Distance Education office requires students to complete a registration form for enrollment. This form may be obtained online at <https://my.vinu.edu/web/distance-education/registration1> or by contacting the Distance Education Office at disted@vinu.edu.

Course Schedule for online classes: <https://my.vinu.edu/web/distance-education/schedules>

2. The registration form should be forwarded to the following email, fax number or address. All registration forms must contain the student's assigned University ID# (see #3) and a handwritten signature. Intended method of payment for tuition & fees must be indicated on the registration form. Financial Aid, military tuition assistance, or other third-party payment arrangements may be used. *Please note: students unprepared to participate in courses because of neglecting to purchase textbooks and materials in a timely manner will not be excused from financial obligation to VU for tuition and fees. If a student plans to use financial aid for course materials, then he/she must make sure that aid will be available for materials before courses begin.*

Registration forms can be forwarded to:

Mail: Distance Education Program
Vincennes University
1002 North First Street
Vincennes, IN 47591

Email: disted@vinu.edu

Fax: 812-888-2054

3. Allow approximately two weeks for your registration to be processed. You will be notified by email with specific instructions regarding your course(s). *Please note that email communications will be sent to your University Preferred Email Address.*
4. Students may order textbooks, study guides, lab kits, and other required course materials from the Vincennes University Bookstore (1-812-888-5995) and pay by credit card, pre-arranged financial aid, check, or money order. You may also submit your order online and pay by credit card at <http://vubookstore.vinu.edu/SiteText.aspx?id=358>. The Bookstore staff will inform you of the text and course materials required, shipping arrangements, and cost. **Students unprepared for courses because of neglecting to purchase textbooks and materials in a timely manner will not be excused from the tuition or other financial obligation to VU.**
5. Date of enrollment and length of time to complete courses may be restricted for those using financial aid or tuition assistance. Contact the Financial Aid Office or Distance Education Office for more information.

COURSE PREREQUISITES

Students may enroll in courses when the necessary prerequisites have been satisfied. Prerequisites include, but are not limited to, completion of college placement tests, completion of appropriate developmental courses, and completion of basic skills core courses prior to enrolling in reading, writing, speaking, and math intensive courses. Refer to the current University catalog to determine prerequisites and intensive requirements.

Vincennes University Catalog:
<http://catalog.vinu.edu/>

TUITION, FEES & PAYMENT PLANS

Program Costs Per Credit Hour

The cost per credit hour for Distance Education courses:

Distance Education Fall Tuition and Academic Fees Fall 2017 - Summer 2018				
Levels 009-299				
	Tuition (per credit hour)	Technology Fee (per credit hour)	Capital Improvement (per credit hour)	Total Tuition and Academic Fees (per credit hour)
Indiana Residents	\$202.36	\$3.56	\$3.46	\$209.38
Illinois Residents	\$252.78 - \$50.42 (remitted tuition) = \$202.36	\$3.56	\$3.46	\$209.38
Out-of-State	\$252.78	\$3.56	\$3.46	\$259.80
Levels 300-499				
	Tuition (per credit hour)	Technology Fee (per credit hour)	Capital Improvement (per credit hour)	Total Tuition and Academic Fees (per credit hour)
Indiana Residents	\$234.82	\$3.56	\$3.46	\$241.84
Illinois Residents	\$293.70 - \$58.88 (remitted tuition) = \$234.82	\$3.56	\$3.46	\$241.84
Out-of-State	\$293.70	\$3.56	\$3.46	\$300.72

For tuition fees associated with Active Duty Military Students, please see here:
<https://my.vinu.edu/web/distance-education/tuition-fees-d.e.-military-only1>

ADDITIONAL FEES

Some classes may have labs which will have a lab fee attached to the class, and some majors will have additional fees attached to tuition as determined by the program or division office.

You will find the tuition and all fees at the link below:
<http://www.vinu.edu/web/distance-education/tuition-and-lab-fees>

The following online courses will have an additional fee charged. The fee is not attached to the class provided on Vincennes campus.

CHEM 110L	\$50.00	Late Night Lab virtual lab access fee.
CHEM 111	\$50.00	Late Night Lab virtual lab access fee.
HIMT 190	\$10.00	MediTreck certified profile access fee.
HIMT 240	\$10.00	MediTreck certified profile access fee.

PAYMENT OF CHARGES

Payments should be made to the Bursar's Office. Students may use VISA, Master Card, or Discover Card to pay for all fees billed by the Bursar's Office and for bookstore purchases. Students may also pay on-line through their MyVU account. **Tuition and fees are subject to change without notice.**

Payment Plan. The payment plan is a convenience to the student to spread payments throughout the semester. A student is automatically charged the payment plan fee if the account is not paid in full at the start of classes. The payment plan allows students to make three payments due the first of each month consecutively from the start of a semester. Payment plans are not available in the summer.

Articulation Fee Rates

- *Law Enforcement ISP Student Articulation* – Contact the Distance Education Office at disted@vinu.edu for current rates.
- *Technology Apprenticeship* – Contact the Distance Education Office at disted@vinu.edu for current rates.
- *Experienced-Based Learning Credit* – Contact the Distance Education Office at disted@vinu.edu for current rates.

MILITARY, VETERANS ADMINISTRATION, AND TUITION ASSISTANCE

Courses taken through the Vincennes University Distance Education Program have been approved for educational support to military personnel. Department of Defense tuition assistance must be requested through the Education Services Officer or base Education Center. For more information on financial assistance, please visit <https://my.vinu.edu/web/military/scholarships-and-financial-aid>. Tuition assistance authorization form must accompany the registration form when students enroll. Veterans Administration (VA) assistance is also available. Students should contact the VU Veteran's Support Services Office at 812-888-5421 or email at veterans@vinu.edu.

FINANCIAL AID

<https://my.vinu.edu/web/distance-education/financial-aid1>

Financial aid is available for eligible students taking distance education courses. The eligibility for receiving financial assistance is determined by comparing the cost of attending Vincennes University with the ability of the student and/or parent(s) to contribute toward his/her expenses. Financial aid is viewed as being supplemental to all other resources to meet these costs. The goal of the Financial Aid Office is to meet the evaluated need of all eligible students.

Semester-based Distance Education courses are eligible for full consideration for most types of financial aid. Assuming that eligibility requirements are satisfied, disbursement of financial aid loans to the accounts of students enrolled in only 14-week, 12-week, 10-week, or second 8-week courses occurs a few days before the start of the courses. (Eligibility for federal student loans requires enrollment in at least 6 credits.) Federal Pell grants are disbursed only after the student has started each course.

Continued eligibility for the various financial aid programs will require the following: (1) continued enrollment; (2) satisfactory academic standing and progression toward a degree or eligible certificate; (3) properly completed and timely filed applications; (4) all university accounts due and payable being current; (5) satisfactory employment if previous student worker; (6) remain eligible by the individual program guidelines; (7) sign an affidavit that all federal financial aid funds received will be used for the applicable payment period for educational expenses; (8) sign necessary documents for the receipt of aid awards; (9) not be in default on a Federal Family Education Loan Program loan or a Federal Direct Loan; (10) not owe a refund on a Pell Grant, Perkins Loan, or Supplemental Educational Opportunity Grant previously received.

All federal aid that is awarded and disbursed to pay a student's expenses must be earned. A student earns this by staying enrolled and attending classes. Until the student attends no less than 60% of the semester, his/her aid is earned in a direct proportion of the days attended to the number of days in the semester. Once a student attends classes through 60% of the semester, the student is deemed to have earned 100% of the awarded aid.

The only costs that can generally be included in the distance education student's cost of attendance are tuition and fees, room and board, and books and supplies. Travel costs can only be included if they are incurred and documented specifically in fulfilling requirements of a distance education course. A student cannot receive aid from two different schools for the same enrollment period. Military and Vocational Rehabilitation payments may affect your financial aid. Federal aid consists of Pell & SEOG Grants, Subsidized and Unsubsidized Stafford Loans, Parent PLUS Loans, and Perkins Loans.

Applying for Aid:

To complete the Free Application for Federal Student Aid (FAFSA) log on to www.fafsa.ed.gov. For additional assistance regarding your Financial Aid application and eligibility at Vincennes University, call 800-742-9198 or email financialaidoffice@vinu.edu or swerne@vinu.edu. For additional information about financial aid, go to www.vinu.edu/financialaid and www.studentaid.ed.gov.

Please Note:

Non-receipt of financial aid or non-receipt of financial aid in a timely manner does not excuse the student from the tuition or other financial obligation to VU.

POLICY FOR WITHDRAWALS, DROPS, AND CREDIT ADJUSTMENTS

All withdrawals from Distance Education courses must be approved and processed by the Distance Education staff. Withdrawals may be initiated by the student, the course instructor, or a University administrative staff member.

All student-initiated drop or withdrawal requests must be in writing by email, fax, U.S. Mail, or hand delivery to the Distance Education Office. Withdrawal schedule and instructions are located at <http://www.vinu.edu/web/distance-education/withdrawal>.

Withdrawal from 16, 14, 12, 10 Week Courses

For all sixteen (16) and fourteen (14) week distance education courses, approved withdrawals with a grade of "W" that are initiated by the student may be made up to and including Friday of the tenth calendar week and Friday of the sixth calendar week for the twelve (12) and ten (10) week of the distance education term.

Withdrawal from 8-week Courses

For all 8-week distance education courses, approved withdrawals with a grade of "W" that are initiated by the student may be made up to and including the Friday of the fifth calendar week of the distance education term.

Withdrawal from Developmental Courses

Developmental courses may not be dropped without the approval of the Distance Education Office. Approval will not be granted without a documented extenuating circumstance like a medical emergency or deployment.

Withdrawal from School

To receive honorable dismissal, a student who voluntarily withdraws from the University and who is enrolled in distance education courses must notify the Distance Education Office, as well as the Dean of Students Office. Instructors will be notified when withdrawal procedures are complete.

Withdrawal from Courses by Partnership (IPSE/ICN) Students

Students taking courses at Vincennes University through the Indiana College Network may initiate a withdrawal by providing written notification to their home institution. Withdrawal notification must be made in accordance with the policies and procedures of the student's home institution. A copy of the notification should also be forwarded to the Distance Education Office at Vincennes University.

Drops for Non-participation in Distance Education Courses

Students who do not access their courses by the 8th day of classes will be dropped for non-participation.

16, 14, 12, and 10 week courses - Students who do not participate in course activity or who do not respond to online course assignments and exams by end of the second week, will be dropped by the instructor or the Distance Education Office.

8-week courses - Students who do not participate in course activity or who do not respond to online course assignments and exams by end of the second week, will be dropped by the instructor or the Distance Education Office.

Students who do not participate in courses on a regular basis throughout the semester may be dropped by the instructor or the Distance Education Office.

The Vincennes University current catalog provides the full policy statements for drops and withdrawals.

Please Note:

Instructor initiated drops due to non-participation in the course does not excuse the student from the tuition or other financial obligation to VU.

CREDIT ADJUSTMENT SCHEDULE

16 week and 14 week Courses

Students who drop one or more courses during the first week of 16 and 14 week courses will receive a 100 percent credit adjustment of tuition and student activity fees; during the second week, a 75 percent credit adjustment; during the third week, a 50 percent credit adjustment; during the fourth week, a 25 percent credit adjustment; and no credit adjustment thereafter. The University credit adjustment policy will be pro-rated for those courses that meet less than a sixteen-week semester.

12, 10 and 8-week Accelerated Courses

Students who drop one or more courses during the first three business days of an 12, 10 and 8-week term will receive a 100 percent credit adjustment of tuition and student activity fees; during the fourth through the sixth business days of a term, a 75% credit adjustment; during the seventh through the ninth business days of a term, a 50% credit adjustment; during the tenth through the twelfth business days of a term, a 25% credit adjustment; and no credit adjustment thereafter.

COURSE CHANGE

A student may transfer a registration from one course to another (course change) with the approval of the Distance Education Office. A course may be transferred only once. The initial enrollment date remains effective.

STUDENT ACCOUNT ([MyVU](#))

At the time of admission, each student is assigned a University Student ID# and a University MyVU student account ([MyVU Login Page](#)). The Student ID# and log in information for MyVU is provided to the student's University Preferred Email Address.

IMPORTANT: It's important to update your password the first time you access your student MyVU account. It is also recommended that you change your password on occasion as an additional security measure.

Through your MyVU account, you can do the following:

- view your class schedule (by accessing your MyVU account through the Self Service Banner)
- view/update what personal information the University has on file
- check your financial aid status
- find your midterm and final grades (grade books found on Blackboard are unofficial, you will need to consult MyVU to see your official grades)
- look up your unofficial transcript
- pay University bills online

We strongly recommend students review their course schedule on their MyVU accounts prior to ordering textbooks, in the event of any section adjustments.

If you do not know your MyVU user name or password, or to reactivate your student account contact the VU Management Information Center (MIC) Office at 812-888-4332 or email myvuhelp@vinu.edu.

MyVU is the student information account and not the same as the location of the course content which is the VU Blackboard.

LESSONS, EXAMS, AND OTHER COURSE REQUIREMENTS

Students enrolled in online courses should begin submitting lessons immediately following the start date of classes. Lessons should be submitted in the fashion directed by the instructor. Students should read the course syllabus and course content carefully for instructions on lesson submissions. Students should expect occasional delays during University holidays and closures.

Online classes will contain both synchronous and asynchronous requirements. Students are expected to follow the course schedule and the assigned due dates. Additionally, online instructors will hold synchronous virtual office hours throughout the duration of the course.

ATTENDANCE

Please note that online courses have due dates and are **not self-paced**. The VU Distance Education Attendance Policy is based on the premise that students will complete all assigned course work by the established due dates. Failure to complete an assignment by the established due date is interpreted as an absence from the class. Any student who misses an assignment will be subject to attendance warnings and classroom concern notices from their instructor. Multiple attendance warnings and classroom concerns may result in administrative withdrawal.

PROCTOR SELECTION & APPROVAL

Distance Education instructors may require that students secure a proctor to oversee the performance of certain assignments and examinations. As soon as students receive their course materials, they should read the course syllabi and course schedule carefully to determine if and when proctors will be required. Students should identify an appropriate proctor, complete the proctor approval form ([VDE Proctor Form](#)) and forward it to the instructor as soon as possible. The proctor may not be related to the student, nor live at the same residence.

A proctor maybe selected from the following categories:

- [VU Learning Unlimited](#)
- [VU LU Coach Site Staff](#)
- [VU Campus Site Staff](#): Library, Assessment Center, or Study Lab
- [VU Military Education Site Staff](#)
- Military Personnel: education officer, clergy, commanding officer two ranks above the student

Once approved, the instructor will forward appropriate assignments or exams to the proctor for administering to the student. The proctor and student must follow assignment and exam instructions carefully to assure the integrity of the work.

Instructors have final approval of proctors for their course.

Students who reside in Knox County, Indiana (including students who live on the Vincennes campus) and are taking any online Math class are required to take their exams in the Updike S.E.M. Learning Lab in room 135 of Updike Hall on the Main VU campus. This is a Math Department rule. Their number is: 812-888-5774. They are usually open Mon – Thur from 7:30 a.m. - 7:00 p.m. and Friday from 7:30a.m. – 3:30 p.m.

LEARNING UNLIMITED

<http://vinu.edu/web/distance-education/learning-unlimited>

To set up an appointment for proctoring or tutoring, please contact Adam McKinley with the Learning Unlimited Program for student support. (A webcam, microphone and speakers are required for virtual proctoring and tutoring.)

Adam McKinley, Learning Unlimited Coordinator

amckinley@vinu.edu

(765) 318-9368

Current partnering public libraries:

- Boone County:
 - Lebanon Public Library
- Hamilton County: (Hamilton East Library system)
 - Fishers Public Library
 - Noblesville Public Library
- Hancock County:
 - Hancock County Public Library - Greenfield

- Hendricks County:
 - Brownsburg Public Library
 - Plainfield-Guilford Township Public Library
- Johnson County: (Johnson County Public Library System)
 - Franklin Branch
 - White River Branch - Greenwood
- Marion County:
 - Indianapolis Public Library System - College Avenue Branch
 - Beech Grove Public Library
- Morgan County: (Morgan County Public Library system)
 - Main Branch
 - Morgantown Branch
- Shelby County:
 - Shelby County Public Library - Shelbyville

COURSE TIME LIMITS

Distance education courses are designed to be completed in specific time frames. Semester-based courses are to be completed 16, 14, 12, 10 and 8 weeks in the fall and spring semesters, and 10 and 8 weeks in the summer term.

Students are encouraged to read their course syllabi immediately upon receipt of the course materials to determine the specific schedule of assignments and exams. Courses are structured with regard to when assignments are due and how many assignments can be completed at one time. It is the student's responsibility to read and understand the course requirements and due dates, then to establish a discipline to assure successful completion in the time permitted. Please note that online courses have due dates and are **not self-paced**.

EXTENSIONS

For 16 week and accelerated 14, 12, 10 and 8-week courses, instructors may choose to grant students an incomplete grade, permitting students another 50% of the original term to complete a course. These arrangements must be made directly with the instructor before the end of the original term. An extension may be requested 2 weeks before the end date of the course. Extensions should not be requested after the course end date. Extensions are only granted for extenuating circumstances such as medical emergencies or deployment. Documentation of the extenuating circumstance is required. Only one extension per course during a semester will be granted. At the completion of the extension, the grade earned will be submitted. If an extension is granted, the student will not be allowed to drop the course during the extended time. Students who are granted extension must show active participation by meeting due dates and goals set by your instructor. Failure to participate during an extension will end the extension and the grade earned will be submitted.

CREDIT BY EXAMINATION

Vincennes University offers students the opportunity to enroll in courses on a credit by examination basis. Students who wish to pursue this option must first contact the Distance Education office to make sure that the course is offered online and that credit by examination is allowed by the academic college. If the course is offered online and credit by examination is allowed by the academic college, then the student must do the following: enroll in the desired course, pay the standard tuition and fees, and advise the instructor and academic advisor of their intent to attempt to earn the credit by comprehensive examination within the first two weeks of the course start date. Students will receive the course syllabus and may purchase the required course materials.

Students are required to prepare for a single, comprehensive examination that covers all course content and objectives. The instructor will refer students to the Distance Education Office to arrange for the examination. It is the student's responsibility to study the material required for the course and prepare for a single, comprehensive examination that covers the course. The results of this examination will provide the sole basis for determining whether credit is earned for the course.

Exception: Some courses require skill proficiencies; other courses may not qualify for credit by examination. The maximum time allowed between the enrollment date and the exam date is the regularly scheduled length of the course term. If the student is awarded a passing grade on the exam, then the student has the option to refuse the grade and complete the course for the chance to earn a better grade. The course must be completed within the enrolled semester. The grade earned by completing the course will be the final grade. The exam grade will not be awarded once the student refuses the grade and chooses to complete the course.

EXPERIENCED-BASED LEARNING CREDIT

Vincennes University offers adults the opportunity to earn college credit for significant lifetime learning and experience. Such experience may include lifetime work-experiences, earned certifications, in-service training, reading and personal study, and extensive volunteer work. Students develop a comprehensive portfolio detailing their life experiences and specifically describing the college-level learning derived. Documentation is required. Students register for and complete the Portfolio Development course (ENGL 125) under the supervision of an English faculty member. Once the portfolio is appropriately developed, it is reviewed and evaluated by faculty from various disciplines to determine the award of experiential credit. The university's academic deans are ultimately responsible for the final determination of credit to be granted. The transferability of experiential credit varies among institutions. Students should contact schools directly to determine policies regarding the transfer of experienced-based credit.

STUDENT COMPLAINTS, DISPUTES, AND APPEALS

Appeals by students regarding participation, performance, grades, drops, and other related issues should first be addressed directly to the instructor. Appeals and issues that cannot be resolved with the instructor may be addressed by following the dispute process located at the following website: <https://my.vinu.edu/web/distance-education/dispute-information>

DISABILITY SERVICES

The Office of Disability Services reviews requests and determines appropriate accommodations for students with disabilities. Students with psychological, physical, sensory, communicative and/or learning disabilities should seek out this office as soon as possible after admission to VU if they require academic accommodations. The student will be required to provide copies of medical or psychometric evaluations that document the presence of a disability and the impact of the disability on the student's level of functioning. The Office of Disability Services also coordinates the availability of assistive technology at various campus locations to provide accessible classroom materials and equipment. Vincennes University complies with the requirements set forth by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act to assure the rights of individuals with disabilities to fair, non-discriminatory treatment.

The Office of Disability Services is located in the Welsh Administration Building. The phone number is 812-888-4501. Specific procedures for requesting an accommodation for a disability may be found at the Office of Disability Services website at <https://my.vinu.edu/web/disability-services/welcome>. Students that will be requesting accommodations should view the Disability Services website for documentation requirements.

ACADEMIC HONESTY

The University expects students to adhere to the principles of truth and honesty in their academic work. Academic dishonesty includes plagiarism, cheating, submitting another person's material as one's own, or doing work for which another person will receive academic credit.

For violations under this section, the professor will provide written notification of the circumstances and punitive actions taken to the Director of Distance Education. Professor's alternatives may include, but are not limited to, recording a failing grade for the assignment or a failing grade for the course. The student shall have the right to appeal the professor's decision according to the appeals process outlined above. The Vincennes University current catalog provides the full policy statements for academic honesty <http://catalog.vinu.edu/>.

CREDIT OPTIONS

In addition to earning college credit through courses offered by Vincennes University, students may receive college credit through the following options:

College Transfer Credits	Evaluated Military Experience Credits
College Level Examination Program	Life Experience Credit
DANTES Subject Standardized Tests	Credit by Certification

Contact the Distance Education Program office for assistance.

REQUIREMENTS FOR GRADUATION

- In order to graduate, all students, whether baccalaureate or associate degree level, must achieve a minimum 2.0 cumulative GPA (C average) exclusive of hours marked W (Withdrawal) and developmental courses. In order to receive a degree in a particular major course of study, the number of required hours may exceed sixty.
- Credits toward graduation will be accepted from accredited transfer institutions of higher education; CLEP general examinations or subject examinations; USAFI, ECE, or DANTES courses or tests; service school courses and military science credits in accordance with the ACE Guide; and College Board Advanced Placement Program.
- All students must earn a minimum of 30 semester hours of credit toward a baccalaureate, and 15 semester hours of credit toward an associate degree from the University. This does not apply to programs in which specific residency guidelines are stipulated.

UNIVERSITY CORE CURRICULUM

The University Core Curriculum (UCC) is an integral component of the learning process at Vincennes University. The UCC encompasses learning outcomes that the faculty of Vincennes University have established as a minimum expectation of students graduating from Vincennes University. The **UCC Outcomes** along with the **Indiana Statewide Transfer General Education Outcomes** describe the knowledge, skills, abilities, and attitudes students should demonstrate upon program completion. These courses help prepare our students for future careers and educational pursuits.

For additional information on UCC please visit:

http://catalog.vinu.edu/preview_program.php?catoid=26&poid=16868



DEGREE PROGRAMS & CERTIFICATES

Programs for which all or most courses are available by distance education:

Bachelor of Science

6001 Nursing, RN to BSN Completion
7000 Homeland Security and Public Safety
8000 Technology
8002 Technology – Industrial Development
8004 Technology - Information Technology Conc.
8006 Technology - Agribusiness Conc.

Associate in Arts

1050 Behavioral Sciences
1053 Behavioral Sciences–Psychology Conc.
1054 Behavioral Sciences – Sociology Conc.
1450 Liberal Arts - Social Science Conc.

Associate of Science- Career and Technical

2250 General Studies
4832 Pharmacy Technician
5250 Accounting
5360 Business Management
5450 Computer Programming Technology
5590 Business Office Management Technology
5900 General Studies – Business Studies
6050 Funeral Service Education
6150 Health Information Management
7500 Law Enforcement
8901 Technology Apprenticeship Conc.

Associate of Science-Transfer Core

1050 Behavioral Sciences
1053 Behavioral Sciences – Psychology Conc.
1054 Behavioral Sciences – Sociology Conc.
1450 Liberal Arts - Social Science Conc.
1500 Social Work
2250 General Studies
2300 Family and Consumer Sciences
5050 Business Administration
5405 Supply Chain Logistics Management
5510 Information Technology
7500 Law Enforcement

Certificates of Program Completion

1055 Behavioral Sciences – Substance Abuse Certificate
1056 Behavioral Sciences – Community Rehabilitation Cert.
2255 Directed Studies Certificate
5320 Banking Certificate
5403 Supply Chain Logistics Certificate

Certificate of Graduation

2260 Statewide Transfer General Education Core
4835 Pharmacy Technology Certificate
5515 Information Technology Certificate
7504 Law Enforcement Certificate

Distance Education Degrees

<http://www.vinu.edu/web/distance-education/online-majors>

Vincennes University confers the degrees of Bachelor of Arts, Bachelor of Science, Associate in Arts, and Associate in Science.

- ***The Bachelor of Arts (B.A.) and the Bachelor of Science (B.S.) Degrees*** are intended to prepare students for both job placement and/or graduate school. One component of the B.A. degree is an eight-hour foreign language requirement. Not all B.S. degrees include a foreign language component. To qualify for any of the baccalaureate degrees, a student must accumulate at least 120 credit hours, with a minimum of 36 credit hours in upper division (300- 400 level) discipline and discipline-related courses, including a 300-level Human Issues and Dilemmas course and a 400-level Capstone course. In addition, all students must satisfy the baccalaureate-level University Core Curriculum requirements.

- **The Associate of Arts (A.A.) Degrees** are intended primarily for students wanting to transfer to a baccalaureate degree program. They include an eight-hour foreign language requirement. To qualify for any A.A. degree, a student must accumulate at least sixty credit hours as outlined in the program pages of the catalog. In order to receive a degree in a particular major course of study, the number of required hours may exceed sixty.
- **The Associate of Science (A.S.) Degrees** serve as either a transfer or an occupational degree. The Associate of Science-Transfer is designed primarily for students who intend to transfer to a baccalaureate program of study. The Associate of Science-Career and Technical is designed primarily for students who intend to enter the world of work after completing their degree. To qualify for any of the associate degrees, a student must accumulate at least sixty credit hours as outlined in the program pages of the catalog. In order to receive a degree in a particular major course of study, the number of required hours may exceed sixty.

Vincennes University

Welcome Guide to E-Learning Internet Courses

<http://www.vinu.edu>

HOW TO BE A SUCCESSFUL ONLINE STUDENT

Visit the link below to find tips on how to be a successful online student.

<http://www.vinu.edu/content/how-be-successful-online-student>

ACCESS TO YOUR COURSE(S)

All VU Internet courses are accessed through VU web pages as indicated in the following information. The host courseware program is **[Blackboard](#)**.

STEP 1	You may access Blackboard from the Vincennes University home page at www.vinu.edu . Click on the Bb icon at the top right side of the home page. Please be sure you are logging into Blackboard and not MyVU, the University's communication system.
STEP 2	In the Blackboard login box, type your username and password. A username and password were sent to you by the Distance Education office. <input type="checkbox"/> Your VU Blackboard password will be your student ID number (begins with "A") <input type="checkbox"/> If you have not received your username, contact the Distance Education office.
STEP 3	This will take you to the "My Blackboard" tab. Under "Course List" you will see the courses you are enrolled in. Click on the courses name to access the course. (<i>Note: You will be able to access your courses approximately one week before they are scheduled to begin.</i>)

For more information on accessing your course: <http://www.vinu.edu/web/distance-education/accessing-my-online-courses>

IMPORTANT: It's important to update your password the first time you access you student Bb account. It is also recommended that you change your password on occasion as an additional security measure.

MINIMUM SYSTEM REQUIREMENTS

	Minimum
Operating System	Windows Vista, 7, or 8 Mac OSX 10.6, 10.7, 10.8, or 10.9
Processor	1 GHz processor
Memory	512 MB of RAM
Monitor Resolution	1024 x 768
Free Hard Disk Space	5 GB of free disk space
Internet Connection	Broadband (high-speed) Internet connection with a consistent minimum speed of 1.5 Mbps.
Internet Browser**	The most current version of Internet Explorer, Google Chrome and/or Mozilla Firefox. (<i>Firefox and Chrome are the recommended browsers.</i>)
Java	Certain components of Blackboard require Java to be installed. It can be downloaded from the Java website.
Macromedia Flash Player	Flash is recommended to play some videos within the Blackboard system. You can download Flash from the Adobe website.

Students should also have regular, reliable access to a computer with a stable broadband Internet connection. Any system older than 4 years may not have the processing power to work with our current version of Blackboard and its components. Blackboard may not be fully compatible with mobile or tablet devices.

COURSE RELATED CONTACTS

- Distance Education:** Admissions - msmall@vinu.edu
 Registration and Advising - dlady@vinu.edu, kpesch@vinu.edu,
esievers@vinu.edu or bcoan@vinu.edu.
 General Information – kmonk@vinu.edu or vburgess@vinu.edu
- Your Course Instructor:** Please use the instructor’s e-mail and phone numbers provided online at your course website.
- Instructional Technology:** For technical assistance accessing Blackboard, call: 812-888-5750, or email vublackboard@vinu.edu.

LIBRARY SERVICES FOR DISTANCE EDUCATION STUDENTS

Off-Campus Access to E-Resources

For off-campus access, distance education and all other students, faculty, and staff can access the library's databases and eBook collections by signing in through [Blackboard](#) or by logging into MyVU as follows:

Go to the [MyVU](#) website and then follow the procedures below:

- Enter user name and password to log in to your MyVU account.
- Select VU Libraries from list of VU Links on left side of page on the MyVU page.
- This directs you to the Vincennes Campus Library's homepage where you can access over 100 databases offering books, ebooks, and periodical articles in all academic areas of research. Extensive information about all library services, policies, and research tools can be found on the library home page.

- For help, contact a librarian at the Reference Desk (phone 812-888-5810) or the Lending Services Desk (812-888-4165). You may email a librarian at libref@vinu.edu or use the Live Chat feature found on the Shake Library home page during regular library hours.

For on-campus access to library resources using a VU computer, it is unnecessary to log onto MyVU or Blackboard; just go to the VU home page at <http://www.vinu.edu/home> and access the Library icon, top right of the page, and you will be taken to the library home page.

OneVU, a discovery tool found at the top of the Shake Library page, allows you to search for library items (books, ebooks, periodical articles) from numerous databases. You also can access specific databases by selecting **Find Articles**, then **Databases A-Z**. You also can select **Find Books and Ebooks** to search specific ebook collections by publisher. A few important resources available to you are below, though many more are available:

Academic Search Premier – A great starting point for any type of research. Access to 3,900 full-text peer reviewed journals and 4,600 total full text journals on topics from all academic disciplines.

AccessScience – Online version of the highly acclaimed McGraw-Hill Encyclopedia of Science & Technology. Covers topics in the natural sciences, engineering, military science, computing and information technology, mathematics, and veterinary medicine. Includes thousands of articles, study guides, biographies, images, and videos.

Applied Science and Technology Source - 1,400 full-text journals on topics including: applied mathematics, chemistry, engineering, geology, machinery, information technology, robotics, the food industry and more.

Biography in Context – Includes more than 600,000 biographies on 525,000 individuals, news and magazine articles, images and more. Indiana Residents Only.

CINAHL Plus with Full Text – Nursing & Allied Health Literature including access to 770 full-text journals, 275 books and monographs, evidence-based care sheets, quick lessons, and more.

CQ Researcher Online - Provides up-to-date, unbiased information on issues in the news. Topics include: health, social trends, criminal justice, international affairs, education, the environment, technology, and the economy.

EBSCO eBook Community College Collection - The Ebsco eBook Community College Collection offers over 40,000 books from a variety of publishers. These books are non-fiction, selected to help students do research for school work or personal interest. There are books on most subjects, including art, history, nursing, psychology, zoology, and much more.

Films on Demand – The leading source of web-based digital video delivery service for all academic, vocational, and life-skills topics.

Gale Virtual Reference Library – Collection of Reference eBooks on topics including: the arts, biographies, business, education, environment, history, law, literature, medicine, multicultural studies, nation & world, religion, social sciences, science, and technology.

LexisNexis Academic – Provides news from thousands of sources, federal and state laws, administrative code, federal and state case law, Shepard's Citations, legal reference materials, company profiles, SEC filings, and information on public figures.

Literature Resource Center – Information on literary figures from all time periods writing in genres such as fiction, nonfiction, poetry, drama, journalism, and more.

Opposing Viewpoints in Context – Access more than 14,000 pro/con essays, over 5,000 topic overviews, 5 million periodical articles, 6,000 statistical tables, charts, and graphs. Also includes images, podcasts, and court case overviews.

ProQuest Career and Technical Education Collection - Access to over 700 full-text journals and trade publications on topics including: computer science, healthcare, building trades, auto mechanics, sales & retail, accounting, graphic design, photography, and more.

ProQuest Nursing & Allied Health Source - Over 890 full-text journals and 12,300 full-text dissertations on topics including: cytology, nursing, nutrition, oncology, pediatric care, pharmacology, public health, and radiology.

ProQuest Research Library - A good starting point for research on any topic. Provides access to over 3,600 full-text journals on topics including: the arts, business, education, health and medical, humanities, law, military, multicultural studies, psychology, sciences, social sciences, and women's studies.

WestlawNext Campus Research -- Legal resource to find case law, statutes, and other law related research.

Databases labeled "Indiana Residents Only" are part of INSPIRE and are provided by the State Library of Indiana. By law, these are only available to Indiana residents. Indiana residents who use a national, regional, or out-of-state Internet Service Provider will need a password to access the INSPIRE databases (to obtain an INSPIRE password go to <http://www.in.gov/library/inspire/login.html>).

Library Hours During Spring and Fall Semesters

Sunday: 2PM-Midnight
Monday - Thursday: 7:30AM-Midnight
Friday: 7:30AM-9PM
Saturday: 11AM-9PM

Library Hours During Summer Sessions I and II

Sunday: 2PM-10PM
Monday - Thursday: 8AM-10PM
Friday: 8AM-4:30PM
Saturday: 12PM-5PM

BOOKSTORE

Students are required to have all course materials by the beginning of their online courses.

Important Note: If Financial Aid has not been released, students will need to make other arrangements to obtain course materials by this date.

Failure to purchase textbooks is not justification to delay beginning coursework and **will not result in 100% refund** if dropping the courses.

To order your course materials, visit the VU bookstore. Please make sure you select **distance course materials**.

www.vinu.edu/bookstore

Click on the link listed "Online Book Ordering" for step-by-step details on how to purchase your books and course materials online. This document also explains how to use your financial aid at the check-out process.

The Old Post Bookstore can be reached at 812-888-4334, or call the VU operator toll-free at 800-742-9198 and asked to be connected to the Bookstore.



VINCENNES
UNIVERSITY

CONTACT US

Vincennes University *College of Extended Studies* *Division of Lifelong Learning* *Distance Education*

Distance Education

812-888-5900
800-880-7961 (Toll Free)

Shanni Simmons, *Assistant Vice President, Lifelong Learning*
ssimmons@vinu.edu
812-888-4026

Julie Napier, *College of Extended Studies Secretary, ICN Administration*
jnapier@vinu.edu
(812) 888-5329

Diane Lady, *Senior Academic Advisor*
dlady@vinu.edu
(812) 888-5610

Vickie Burgess, *Registration Clerk/Special Programs*
vburgess@vinu.edu
(812) 888-5984

Evan Sievers, *Academic Advisor*
esievers@vinu.edu
(812) 888-5048

Michelle Small, *Admissions Clerk*
msmall@vinu.edu
(812) 888-4091

Katie Pesch, *Academic Advisor*
kpesch@vinu.edu
(812) 888-4028

Karly Monk, *Secretary*
kmonk@vinu.edu
(812) 888-5746

Brittney Coan, *Academic Advisor*
bcoan@vinu.edu
(812) 888-4094
