



New Student Orientation Guide

2017-2018

Congratulations on deciding to enroll with us here at Houghton College online programs. We are so excited to continue working with you towards earning your degree. At Houghton, you will experience a personal environment online that will foster both academic and spiritual growth. Remember, Casey Conklin will be your academic advisor, so reach out to her with concerns regarding technical issues, financial aid, registration/graduation planning, and anything else. You will find that faculty here at Houghton College are extremely accessible. Most are available within less than 24 hours via email and also give their personal contact information like cell phone/home phone. Keep a look out for frequent Skype or Google chats help sessions from faculty as well. They are always the first person you should contact with any questions regarding a specific course. Let's get started!

You should have received an Accepted Student Checklist to go over house-keeping items such as: Confirmation of Enrollment Form, Completing the FAFSA, Financial Consent, Email/Account Creation, Paying your Bill, Accepting Loans.

This document is designed to help you navigate and understand various sites you will use as an online student and can be used as a reference when searching for how to access certain information.

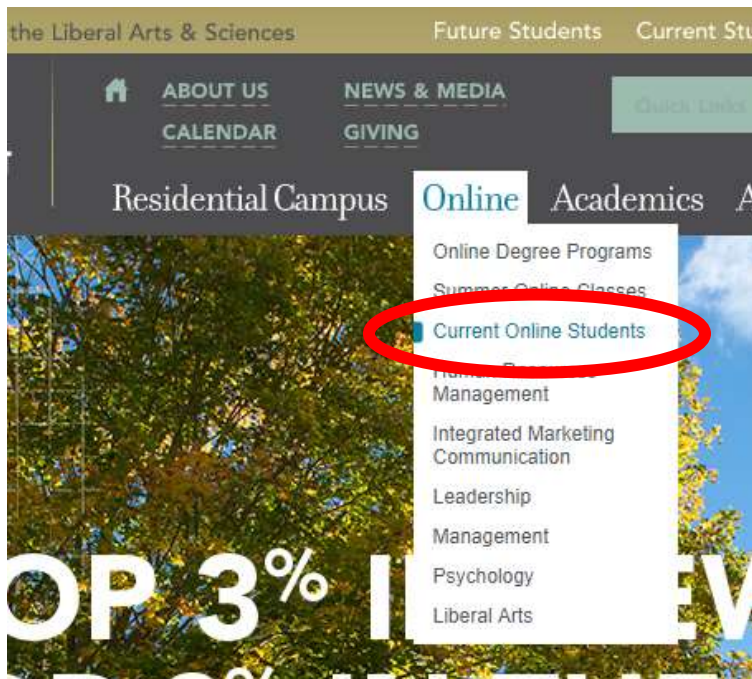
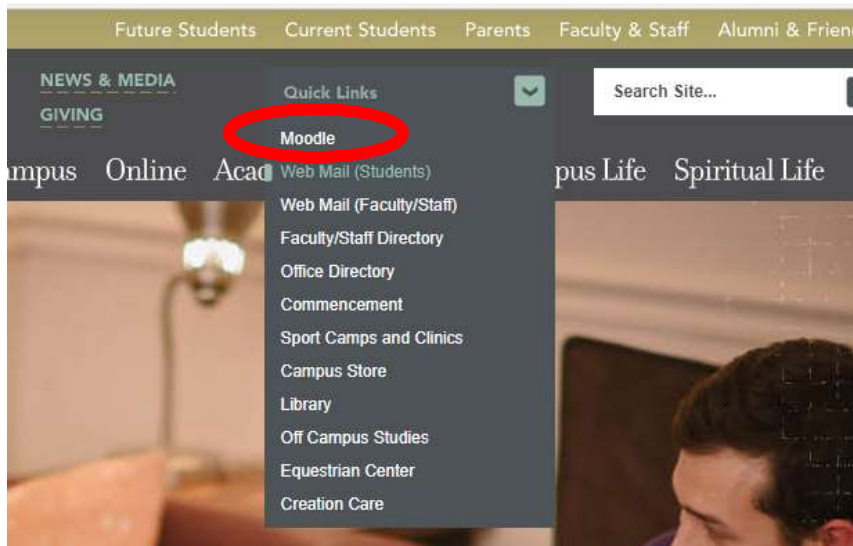
1. Accessing your Student Gmail:

Once enrolled, you will receive an automatic email to your personal email account prompting you to create an account. You will need to enter your graduation year. Contact Casey Conklin if you need to know what it is. **Bookmark your student Gmail account and begin checking the account immediately.** [Access Houghton Student Email Here.](#)

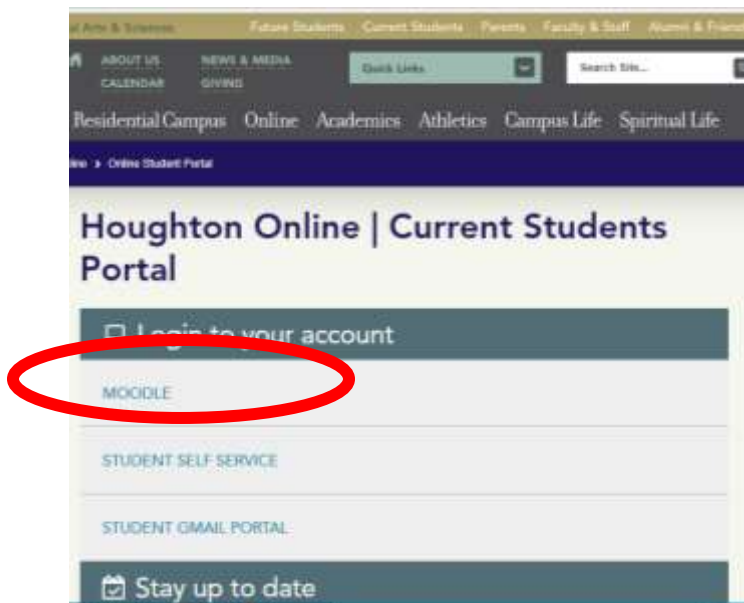
2. Accessing Moodle:

Moodle is our digital platform that all course content, assignments, tests, projects, and quizzes are housed. In order to access Moodle you must first create a Houghton College email account. You should have received an auto email to your personal account prompting you to create the email address.

To log in to Moodle, you will need to bookmark <https://moodle.houghton.edu/my/> . This link can be accessed as well by selecting the “Quick Links” bar @ the top of the HC homepage and selecting Moodle OR by navigating to the [Current Online Student Portal](#) page and clicking on the Moodle link.

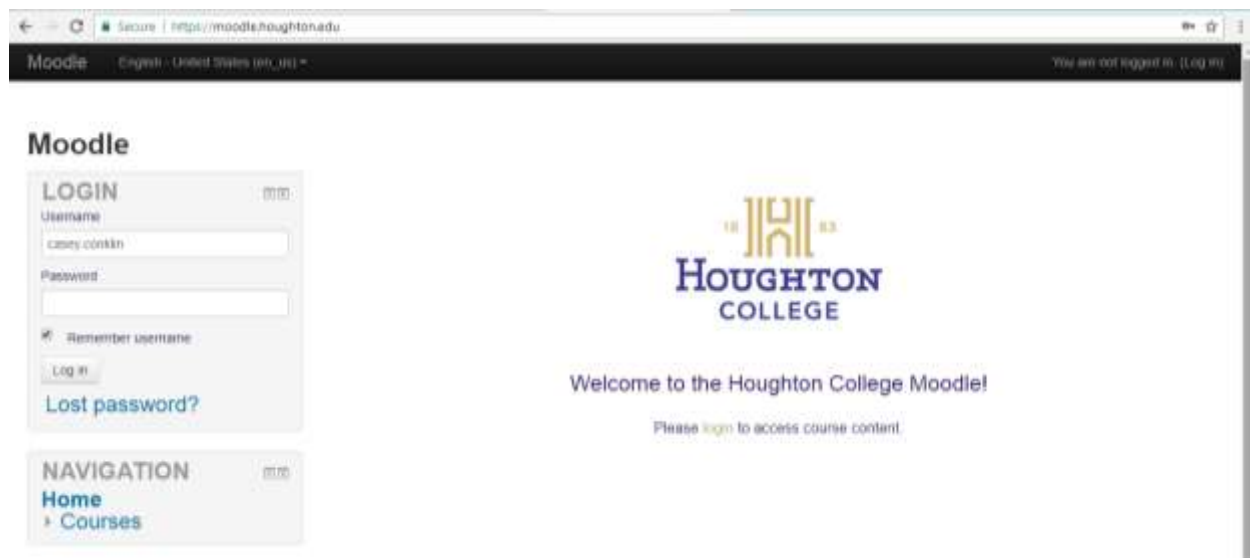


Here is a screen shot of the Current Online Student Portal Page



To Login to Moodle, you must enter
Username: Casey.Conklin19 (example)
Password: Password you created for your email

Screenshot of Moodle Login Page:



3. Using Moodle: A Brief Guide

The video content here also gives a nice overview

https://meetings.webex.com/collabs/url/a7FCjmvb2ozz6MGrPh-fMfBQGsmJys-S_dfOiJkUp-K00000

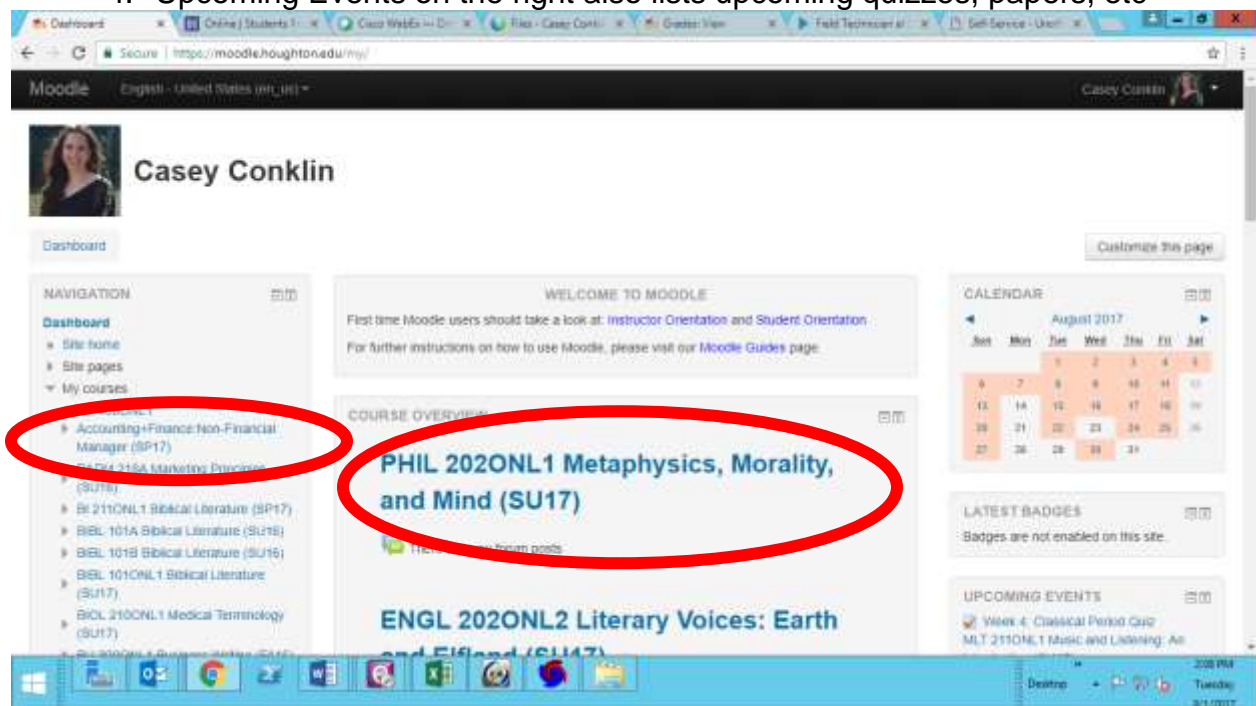
1. Log in to Moodle Using your username and password

2. View Moodle homepage. Your homepage is where you will see a list of all Houghton Courses you are signed up for. Courses from previous modules will also appear but your most recent courses should be at the top.

Moodle Dashboard/Homepage:

There are 2 ways to access your individual courses.

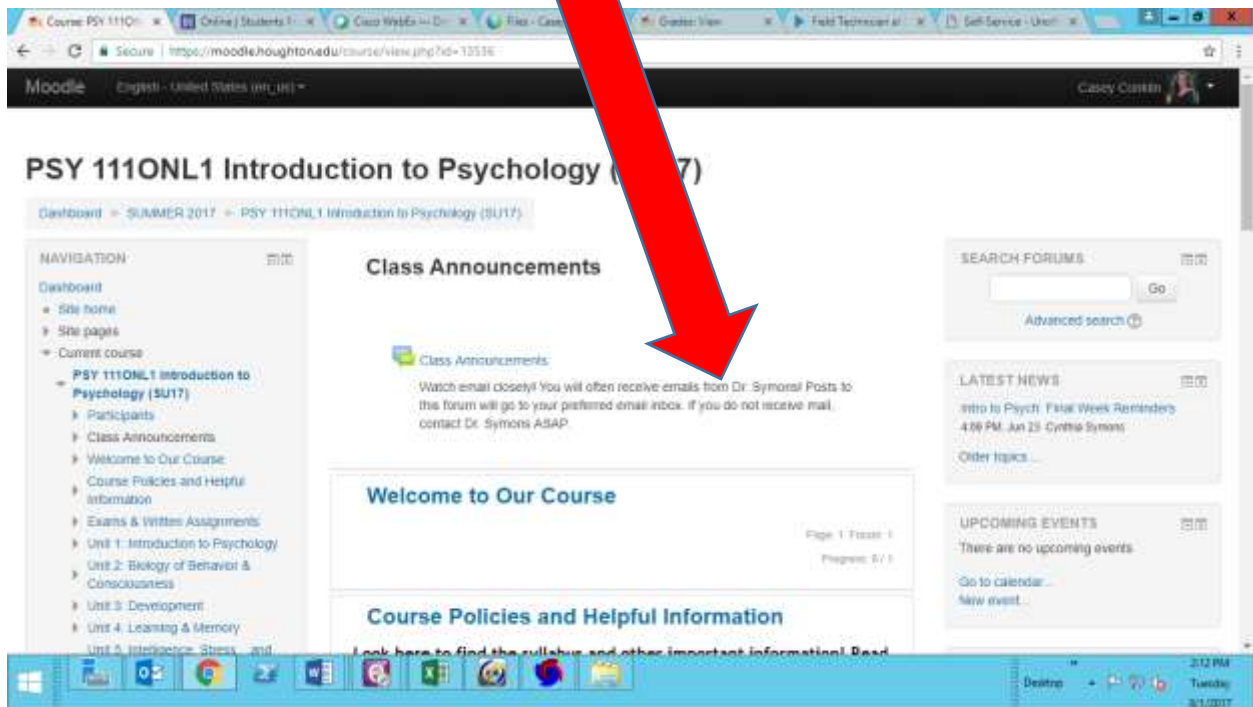
1. Using the “My Courses” menu on the left had side
2. Using the middle column (this option will take you directly to your course’s homepage)
3. Note the Calendar on the right. Pink means upcoming assignments are due- mine looks very full because I am enrolled in every course we offer online
4. Upcoming Events on the right also lists upcoming quizzes, papers, etc



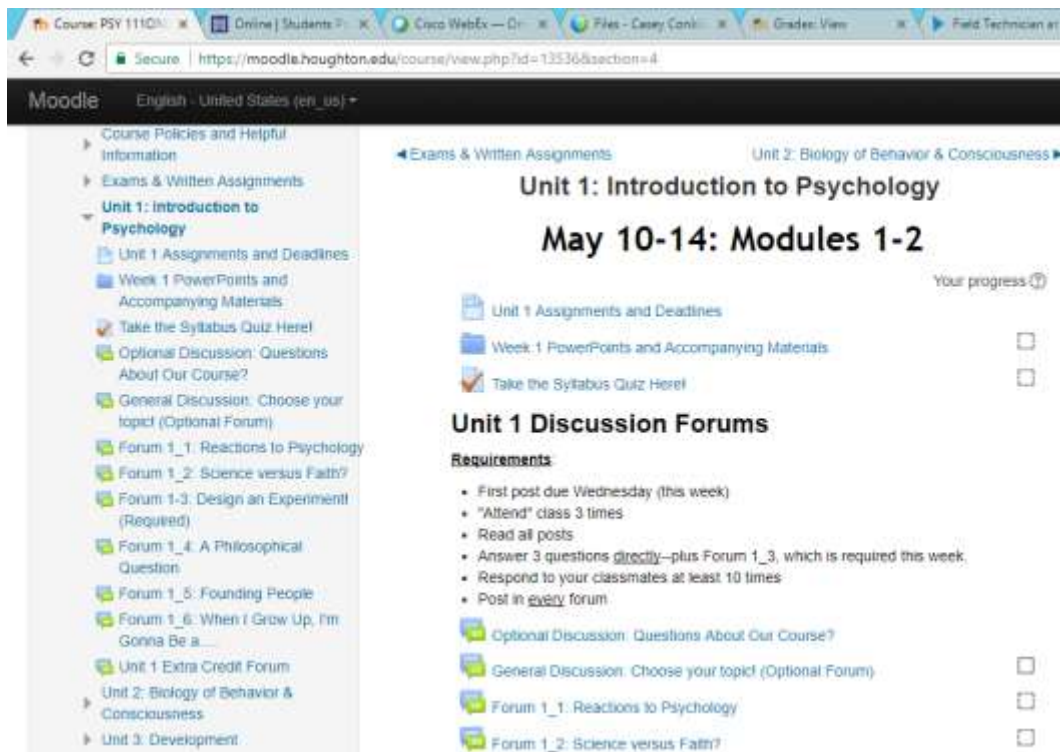
Sample Navigation of Course Hompage

PSY111 Introduction to Psychology

1. Use the drop down menu on left hand side to read all introductory materials AND to navigate to each week’s assignments.
 - a. Note: Each course is divided in to 8 weeks. Some faculty call it “Unit 1” others call it “Week 1”
2. Use the center column for the same navigation



Once you have opened a particular Unit, all content (videos, lectures, Forums in which you need to post content, information about paper submissions, quizzes, etc) will be visible



Remember COMMUNICATION IS KEY

Above all else- if you need help. Talk to your professor. They want to get to know you and don't feel shy about it! You can feel free to reach out to me as well- but ultimately I will push you to communicate with your professor directly.

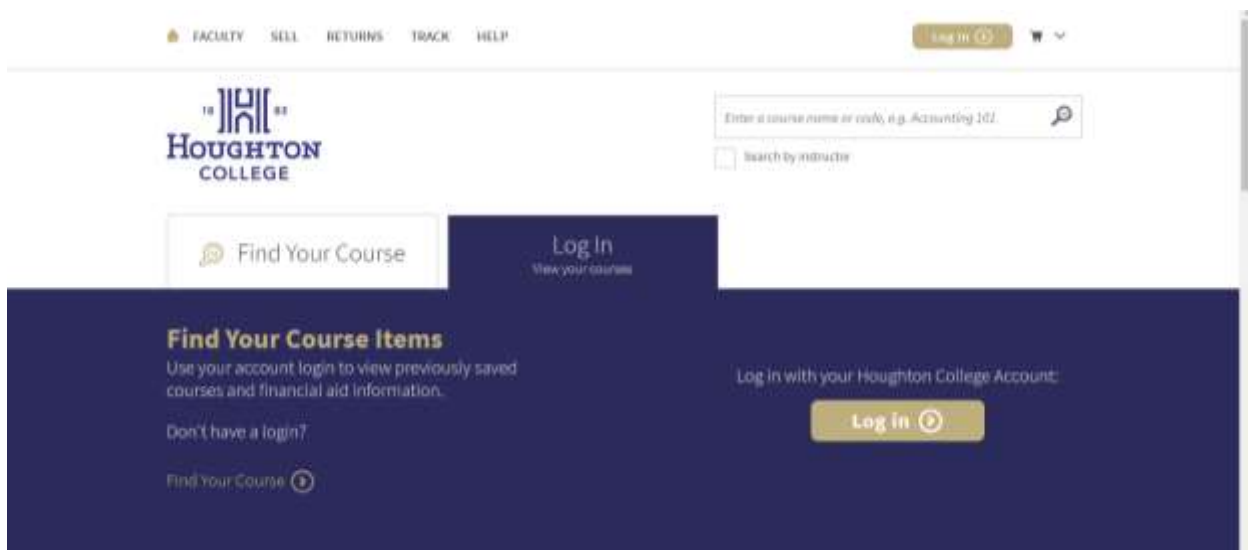
3. Ordering/Accessing Textbooks

Houghton College has a completely [Online Bookstore](#) where you can look up and order all course materials you need. Nearly all of our required textbooks for Houghton Online courses are offered as either an e-book or hard copy. If you are enrolling just a few days before a module begins, it will be in your best interest to choose the e-book option to make sure you have immediate access to your books.

Benefits of purchasing your books through our bookstore

- a. Log in with your Student ID # and get an immediate, easy access list of all required materials
- b. **Apply textbook charges directly to your Houghton student account** so that you don't have to pay up front AND can use available financial aid to cover the cost (**subject to the availability/funds allocation of individual student financial aid package).
- c. **Competitive pricing and multiple ordering options from different vendors (functions like Amazon)**

Screenshot of Online Bookstore Login



Screenshot of Online Bookstore course materials list/ordering options

Students have the option to choose ebook, order a used copy from the “Marketplace”, or a new copy.

The screenshot shows the Houghton Textbooks website interface. At the top, there is a navigation bar with links for FACULTY, SELL, RETURNS, TRACK, and HELP, along with a 'Log in' button. Below the navigation bar, there is a search bar and a 'Find Another Course' button. The main content area displays the course details for 'BU410 ONL1 — HUMAN RESOURCES MANAGEMENT (ONLINE)' by Mitchell Alegre. The course is listed as '1 Item' with a 'Save \$171.95' and an 'Add All to Cart' button. The book title is 'Fundamentals Of Human Resource Mgmt. (Ed. 11)' by DeCenzo, David A. The purchasing options are:

Option	Price
New	\$223.95
Marketplace (12+ other sellers)	\$65.00
eBook	\$48.00

The eBook option includes an 'Instant Delivery!' badge and license duration choices:

- License: 90 days for \$48.00
- License: 120 days for \$51.20
- License: 180 days for \$57.60

4. Accessing Current Online Student Portal Page:

<http://www.houghton.edu/online/online-student-portal/>

The portal page is designed to be a one-stop shop for you to access a variety of resources and information. More information about links/sites we haven't covered to follow. Resources on the portal page include: Moodle, Gmail, Self-Service, Academic Calendar, Online Student Handbook, CASA (Academic Success and Support), Writing Center, Library, Campus Store (textbooks), VOCA (Career Services). AND THREE Important forms: Financial Consent Form, Withdrawal Form, FERPA form

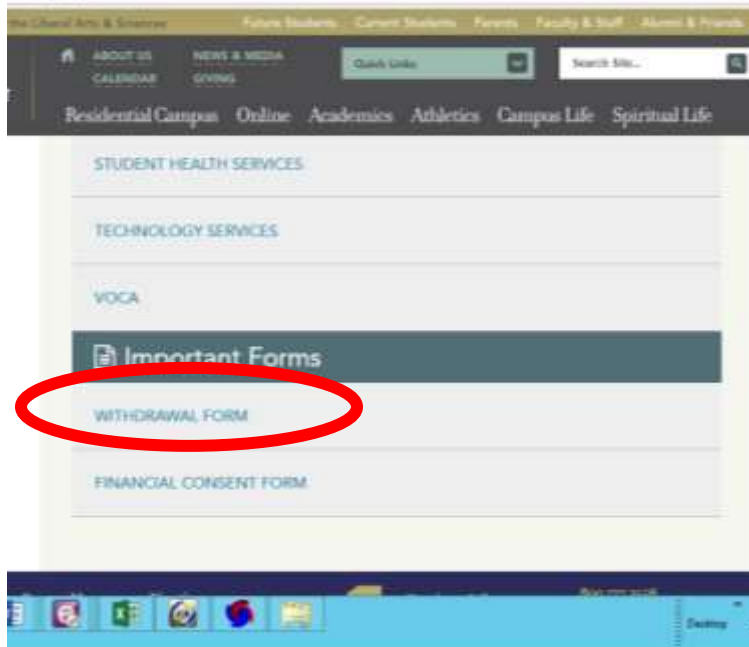
5. Student Self-Service:

Self service is another resource for students. On this site you can view your registration information, grades, transcripts, and your bill.

6. Academic Calendar:

The calendar is your guide to when semesters and course modules begin and end. **You will want to pay attention to the add/drop and withdrawal deadlines for courses which can be found on this calendar. Should you**

intend to withdraw from a course once the semester begins, you will need to complete a Withdrawal Form found at the bottom of the portal page.



7. Career Counseling, Writing Center Help, Library, and other Resources

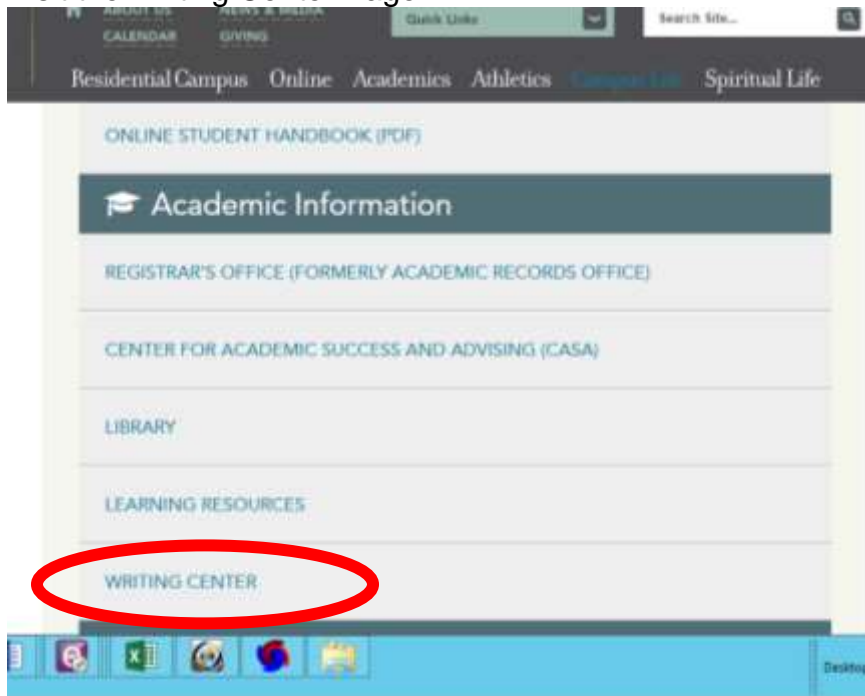
VOCA Office:

All online students are entitled to use the resources through our Career Counseling office (called VOCA). They offer frequent workshops/career building seminars. They can also host Skype sessions with you on resume building, interview skills, etc. Additionally, they provide a job search engine for all Houghton Students called Handshake. It is a great resource.

Writing Center

All online students are entitled to tutoring help from our Writing Center- you can set up Skype help sessions with Writing tutors who will assist you with upcoming papers. If your professor(s) suggest you reach out to the Writing Center for help- this is how you do so (and I highly encourage you to ask them for help!)

Visit the Writing Center Page



8. Paying Your Bill:

If you have any amount owed that is out of pocket (i.e. not covered by Student Loans or Financial aid) you will need to visit our TMS payment plan site. Here you can make a one time payment or sign up for a plan. You can also view your Houghton Bill here. <https://houghton.afford.com/>

There is a helpful YouTube video loaded here that you can view to learn how to access this account center

If you have qualified for Student Loans you must

1. Complete the Master Promissory Note (MPN) www.fafsa.ed.gov
2. Complete Loan Entrance Counseling
3. You may have to complete Verification (we will contact you if it is needed)

9. Forms for Current Students:

- a. Financial Consent Form- Must be filled out and sent in in order for Houghton to disperse financial aid
- b. FERPA Form- Must also be completed should anyone other than you be requesting information about your bill and grades
- c. Withdrawal Form- Complete this online form if you need to withdraw from a class. The full withdrawal and refund policy can be found in our Online Student Handbook 2017-2018

Blessings to all of you!

Casey Conklin

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