**Mission statement**

Empower faithful men and women for the work of the ministry by teaching spiritual truths, imparting biblical knowledge, providing practical ministry opportunities, and grounding them in the message of God’s unconditional love and grace.

**About Online Learning**

1. How do I know an online course is right for me? So you have been thinking of taking an online course but aren’t sure if it’s right for you. Here are a few questions to ask yourself:

• Do I have access to a reliable computer with internet access? This is the most important question. You must be able to regularly log-in to your course, check due dates for assignments, submit work, and communicate with your instructor and fellow classmates.

• Am I comfortable on the internet and confident in my computer skills? You don’t have to be a “computer whiz” to be successful in an online course, but you will need to be familiar with word processing, accessing online resources, generating and sending documents electronically, file management navigating through a website, and using information and media literacy to critically assess validity of web-based content.

• Do I have the time to commit to an online course? Flexibility is one of the most attractive aspects of online learning. Although the time of day may not be important as to when you work on your studies; how much time you spend on your studies is. Plan on spending 3 hours of study time for each credit hour your course is worth (Ex: A 3 semester hour course would require 9 hours per week of study and preparation time).

• Am I a good manager of my time? Flexibility = freedom which can lead to procrastination. Just like a seated class, staying on top of your studies and not allowing yourself to fall behind is essential to student success.

• Am I self-motivated? With online learning, the instructor is only there to guide you in your studies. There are no lectures to tell you what to do. Therefore, much of what is learned in an online course is on your own. Still not sure…try an elective course as your first online class to see how you do. If you like it and do well, then you should have your answer. Good Luck! 2. How do I succeed in an online course? As with all courses, managing your time and employing good study skills are keys to being successful.

**Online courses require additional skills as well:**

• Completing assignments on time – Assignments have specific due dates in online learning. Failure to turn in assignments on time will result in poor or failing grades.

• Balancing personal obligations – Many online learners have family and work responsibilities. Making sure one schedules enough time for coursework is crucial.

• Participation – Be sure to post, and comment on classmate’s posting, as this is an essential part of online learning.

• Proofread – Since nearly all assignments will be typed, be sure to proofread carefully to ensure you are sending your best work to the instructor.

• Print and follow the syllabus – Following the syllabus will help you manage your time, assignment due dates, and personal commitments.

**Student Rights:**

1. To have the opportunity to pursue a higher education.

2. To have the freedom to exercise the right of citizenship, association, inquiry, and expression. 3. To have the right of privacy and confidentiality.

4. To have the right of quality education, including but not limited to:

* The right to competent instruction in courses and programs offered by New Life Bible College.
* The right to assistance in overcoming educational, cultural, emotional, and economic disadvantages that hinder the educational process.
* The right to receive in writing from each faculty member during the first week of classes of every semester, a brief written course description and outline of the material to be covered, course requirements including a specific list of information and techniques which the student is expected to acquire, and the grading system to be utilized.
* To have the right to fair and equal treatment, including but not limited to instruction, evaluation, and services by faculty, staff, students, and administrators.

5. To have the right to procedural due process in grievance and disciplinary hearings.

6. To have the right to participate in student government.

**Student Responsibilities:**

1. To be knowledgeable of and comply with the directives, regulations, and laws as established by the New Mexico Board of Regents of Higher Education, New Life Bible College Board of Trustees, the college administration, and the Student Government Association.

2. To respect the rights of individuals and groups to independent action as long as these rights do not interfere with the parallel rights of others—minorities and majorities alike— including the avoidance of action interfering with those educational processes under the auspices of New Life Bible College.

3. To be knowledgeable of and comply with the directives, regulations, and laws of duly constituted civil authorities.

**The Successful Distance Learner Qualities**

The following is based on advice from instructors and students who have had positive distance learning experiences. Good Study Habits One of the best ways to be a successful distance learner is to develop and execute good study habits including:

• checking your email account at least once a day

• time management - don’t let assignments go until the last day

• use all available resources

• work in a quiet, uninterrupted area as much as possible

• dedicate at least 3 hours per week for each credit hour of your course

• communicate frequently with your instructor and peers

• reach out when you need help

• have a strong sense of self-awareness

Learners who have a strong sense of self-awareness and good study habits usually have better strategies for understanding new information and are typically more successful in an online environment.

**Self-Discipline and Motivation**

Another characteristic shared by successful distance learners is self-discipline. This distinguishing feature is usually seen in the learner’s ability to stay current with class assignments, participate on a regular basis in online discussions, and adhere to assignment due dates.

One way to promote self-discipline is to organize your time using a calendar. Schedule an appointment time on the calendar to study for an exam, work on assignments, and complete assigned readings. Be sure to arrive to your appointment on time and stay for the full allotted time. Your appointment should take place in an area dedicated to your studies and free from distractions. Select an area that is quiet and has enough light and space for you to work properly.

Distance learners need to be self-motivated. Unlike traditional courses in which the students and instructor meet face-to-face, learning activities and communication in DL courses are remote. This arrangement allows you the flexibility to work when it is most convenient for you. It will be your responsibility to remain motivated and engaged. You are responsible for knowing when course activities are due. Time Management Time management is a commitment; you must set aside a significant amount of time each week for class work. Distance learning classes require as much time and effort as traditional seated classes, if not more. If your class is a 3-credit hour class, you should schedule a minimum of nine hours each week to accomplish course work. The rule is 3 hours of work for each credit hour, per week.

Since written communication lacks the facial expressions, tone of voice and other non- verbal cues seen or heard during face-to-face communication, the following tips are recommended: • identify course and section in the subject line of email

• when asking a question, be specific and provide details about what you are trying to figure out and what you don’t understand

• always identify yourself in the message

• keep it simple - be clear and concise

• avoid using jargon and overusing “big” words

• use concrete, specific words rather than vague, general words

• write professionally, but as you would talk

• avoid “texting” language, foul language or slang

• vary your sentence length, but avoid very long (run-on) sentences

• write in a positive tone

• do not respond in anger

• always edit and proofread your work before you send it

• check spelling and grammar

**Computer Requirements Computer Skills**

You need basic computer skills to be a successful online student. Below are lists of necessary skills:

***Basic Skills***

• Create, save, copy, and locate files/folders

• Navigate between two or more applications

• Minimize/maximize windows Email Skills

• Send, open, and reply to a message

• Enter a message subject

• Send an attachment

• Open and/or save an attachment Web Browser/Moodle Skills

• Create, save, copy, and locate files/folders

• Navigate between two or more applications

• Minimize/maximize windows

• Go to a specific URL

• Follow a hypertext link

• Conduct a basic search using a search engine

• Download and install plug-ins

• Zip/unzip a file (Compress)

• Update browser as needed

• Upload an assignment file

• Respond to a forum post

• Word-Processor Skills

• Open a new/existing file

• Save a file

• Rename a file (Save As)

• Cut, paste, format text

• Print a document

**How To Be A Successful Online Learner**

To help you become a successful online learner, the Division of Continuing and Distance Education (CDE) has compiled the following tips:

• Because an online class offers more freedom, it is your responsibility to be self-motivated and disciplined to keep up with your course.

• An online class is the same as a face-to-face class, it will not be an “easier” course, nor will it take less of your time or energy.

• Log into your class at least two to three times per week—potentially more frequently for summer courses)—or as often as your instructor recommends, in a time frame that allows you to concentrate on the course. Time management is important. Schedule your time wisely.

• Most interaction in an online class is through writing, so you should be comfortable with communicating electronically and you should know how to express yourself appropriately through writing.

• You should be familiar with using technology, the Internet and email, as well as downloading, uploading and saving files.

• Know your instructors and how to contact them. It is important to contact your instructor, by whatever means the instructor has specified, if you begin to experience any difficulties.

**Online Course Etiquette**

Just like etiquette is a code of polite behavior in society, netiquette is a code of good behavior on the Internet. While there is no official list of netiquette rules or guidelines, below is a list of general netiquette expectations for online courses:

• Carefully read email that you receive to make sure that you understand the message.

• Carefully read and reread responses before you send them. Proofread for errors in grammar, punctuation and spelling as these kinds of mistakes can muddle your message and confuse the reader.

• If you use humor or sarcasm, clearly label it as such (i.e. :-) or “ha ha”).

• Know your audience. Make sure that the recipient(s) of your message are the appropriate one(s) with whom you need to communicate.

• Avoid cluttering your message with excessive emphases (such as stars, arrows and the like). They may make the message hard to follow.

• If you are responding to a message, either include the relevant part of the original message in your message, or make sure you refer to the contents of the original message.

• Be specific, especially when asking questions.

• Include your name at the end of your message, as well as other contact information, such as email address for a reply.

• When typing, use upper/lower cases appropriately. ALL CAPS can give the appearance of shouting and can seem rude.

• Just as you should not drive when you are angry, you should not send email responses when you are angry. Type a response, but do not mail it immediately. Chances are, when you reread it, you will be glad that you waited.

Class attendance is expected of all students at New Life Bible College. If a student does not attend at least one class meeting or participate in an online learning class by the last day to drop with a tuition refund (census), his/her class registration will be administratively deleted. This means that there will be no record of the class or any letter grade on the student’s transcripts. Furthermore, the student’s class load will be reduced by the course credits, and this may affect his/her full-time or part-time student status. Tuition will not be refunded.

If a student is dropped from a course before the last day to add a class, the student may continue to attend class while the situation is resolved. If the student is not on the roster after the last day to add the class, the student may not remain in the class. Instructors should check SIS class rosters daily during the drop/add period.

If a student is on the roster and withdraws prior to the withdrawal deadline, but after the last day to drop for a tuition refund (census), that student may continue to attend the class through the end of the semester at the discretion of the instructor.

When absence from a class becomes necessary, it is the responsibility of the student to inform the instructor prior to the absence. The policy on attendance and make-up examinations is the prerogative of each instructor. Instructors will provide students with a statement of their attendance policy during the first class meeting and in the course syllabus.