

## Northern Kentucky University Accelerated Online Program: Helpful Hints for NKU Advisors

### Role of Advisor:

The role of the NKU advisor is unchanged. However, the *process* relating to admissions and student success has changed.

The main campus Offices of Admissions/Transfer Services/Graduate Education will continue to process all applications and documents as well as communicate admission decisions. The enrollment specialists from Academic Partnerships will reach out to all inquiries through the enrollment stage to encourage completion of application, submission of documents, initial registration and payment due dates.

Advising will continue to take place after the point of admission per current college/department practices. However, students who participate in an accelerated online program will NOT have an advising hold. Advisors can identify accelerated online students through running the admission/enrollment by specialization reports (see below). Advisors are responsible for contacting admitted students for initial registration. Advisor subsequent registration communication is dependent upon department/college procedures. AP Retention specialists will contact the students they see who are not active in Canvas or not registered for courses. They will also perform periodic check-ins on how courses are going, to ensure the students are adjusting to the format.

**Website:** [onlinedegrees.nku.edu](http://onlinedegrees.nku.edu)

### Contact Information: Enrollment & Retention Specialists

Issue	Contact	Contact Info
When NKU needs to forward potential applicant contact info to AP	Enrollment Agents (see below)	<a href="mailto:universityhotleads@academicpartnerships.com">universityhotleads@academicpartnerships.com</a>
When students would like to contact an enrollment specialist about an accelerated online program	<ol style="list-style-type: none"> <li>1. Preferred: Direct to website (this gives us all contact info in our CRM system)</li> <li>2. 800 number – Direct to Enrollment Agent</li> <li>3. Email address – Give to students so they get to AP for inclusion in Enrollment Cycle activities</li> </ol>	<ol style="list-style-type: none"> <li>1. Web: <a href="http://www.onlinedegrees@nku.edu">www.onlinedegrees@nku.edu</a></li> <li>2. Phone: 800-985-7215</li> <li>3. Email: <a href="mailto:inquiries@onlinedegrees.nku.edu">inquiries@onlinedegrees.nku.edu</a></li> </ol>
When NKU needs to contact AP regarding Enrollment/Retention question or issue	Engagement Manager	214-210-4055 or <a href="mailto:Treava.lewandowski@academicpartnerships.com">Treava.lewandowski@academicpartnerships.com</a>

An example communication plan (based of the MBA) detailing all communications sent by both AP and NKU to prospective students/inquiries, applicants, and admitted students can be found at [https://inside.nku.edu/content/dam/registrar/docs/secure/onlinea/NKU MBA Full Communication Plan.pdf](https://inside.nku.edu/content/dam/registrar/docs/secure/onlinea/NKU%20MBA%20Full%20Communication%20Plan.pdf).

### Nursing Programs Enrollment Specialists

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### Undergrad Programs – Enrollment Specialists

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### Retention Specialists

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**Advisor MyNKU for OnlineA Students:** The following is the link to the Online Accelerated Guidance webpage, which should require a login of your NKU credentials: <https://inside.nku.edu/registrar/secure/online-accelerated.html>

- Admission by Specialization Report Name: **ZCM\_ZHE\_IS31\_Q0001** – *presentation will walk you through how to run*
- Enrollment by Specialization Report Name: **ZCM\_E\_ZHE\_IS54\_Q001** - *presentation will walk you through how to run*
- Accelerated Registration Guide & Standard Class Time Guide
- Accessing Currently Modeled Carousels: Ideal Offering of Courses
- Curricular/Admissions Changes
- Online Accelerated Sections for Spring 2018

### **AP Retention Specialist Feedback:**

AP Retention Specialists and NKU Academic Advisors have access to the SSC platform for AP students. AP Retention Specialists will utilize SSC to place notes and student updates in the “Advising Report” feature. AP Retention Specialists will also have access to view NKU advisor notes through the “Advising Report” for AP students.

## Accelerated Online Program Calendar:

NKU Academic Calendar Dates for AP purposes for the 2018 year															
	Spring 7-wk 1	Spring 5-wk 1	Spring 5-wk 2	Spring 7-wk 2	Spring 5-wk 3	Summer 7-wk 1	Summer 5-wk 1	Summer 7-wk 2	Summer 5-wk 2	Fall 7-wk 1	Fall 5-wk 1	Fall 5-wk 2	Fall 7-wk 2	Fall 5-wk 3	
AP Appl Documents Deadline	1-Jan	1-Jan	12-Feb	5-Mar	26-Mar	30-Apr	30-Apr	18-Jun	2-Jul	13-Aug	13-Aug	24-Sep	10-Oct	31-Oct	
AP Registration Deadline	3-Jan	3-Jan	14-Feb	7-Mar	28-Mar	2-May	2-May	20-Jun	5-Jul	15-Aug	15-Aug	26-Sep	12-Oct	2-Nov	
<b>Course Start</b>	<b>8-Jan</b>	<b>8-Jan</b>	<b>19-Feb</b>	<b>12-Mar</b>	<b>2-Apr</b>	<b>7-May</b>	<b>29-May</b>	<b>25-Jun</b>	<b>9-Jul</b>	<b>20-Aug</b>	<b>20-Aug</b>	<b>1-Oct</b>	<b>17-Oct</b>	<b>8-Nov</b>	
Drop for non-payment / 100% refund	13-Jan	13-Jan	20-Feb	13-Mar	3-Apr	8-May	30-May	26-Jun	10-Jul	21-Aug	21-Aug	2-Oct	18-Oct	9-Nov	
Non-Attendance Drop Deadline NKU / 100% re	11-Jan	10-Jan	21-Feb	15-Mar	4-Apr	10-May	31-May	28-Jun	11-Jul	23-Aug	22-Aug	3-Oct	20-Oct	10-Nov	
50 % refund NKU / Course drop deadline	15-Jan	12-Jan	23-Feb	19-Mar	6-Apr	15-May	2-Jun	2-Jul	13-Jul	27-Aug	24-Aug	5-Oct	24-Oct	12-Nov	
AP Census Date	16-Jan	16-Jan	26-Feb	20-Mar	9-Apr	16-May	4-Jun	3-Jul	16-Jul	28-Aug	27-Aug	8-Oct	25-Oct	13-Nov	
Midterm Grades Due NKU	2-Feb	NA	NA	6-Apr	NA	NA	NA	NA	NA	14-Sep	NA	NA	19-Nov	NA	
Last day to Withdraw Course NKU	5-Feb	26-Jan	9-Mar	9-Apr	20-Apr	4-Jun	25-May	23-Jul	27-Jul	17-Sep	7-Sep	19-Oct	16-Nov	30-Nov	
<b>Course Ends</b>	<b>23-Feb</b>	<b>9-Feb</b>	<b>23-Mar</b>	<b>27-Apr</b>	<b>4-May</b>	<b>22-Jun</b>	<b>2-Jul</b>	<b>10-Aug</b>	<b>10-Aug</b>	<b>5-Oct</b>	<b>21-Sep</b>	<b>2-Nov</b>	<b>7-Dec</b>	<b>14-Dec</b>	
Final Grades Due NKU	27-Feb	13-Feb	27-Mar	1-May	8-May	26-Jun	5-Jul	14-Aug	14-Aug	9-Oct	25-Sep	6-Nov	11-Dec	18-Dec	
Data Extract Students for AP	daily --->														

**Note:** Students who are dropped for non-payment and re-register for a subsequent sub-session within the same semester will NOT be assessed monthly Act Maint Fees.

## Scholarships/Employee Waivers:

Accelerated online students are only eligible for the Accelerated program “promotional” scholarship (see Accelerated Tuition). Accelerated online students are NOT eligible for institutional scholarships/aid. However, accelerated students remain eligible for federal and state aid, dependent upon regulations.

All mandated tuition waivers are processed as with current process. These students are excluded from the revenue share and are reconciled as part of the AP census file.

## Orientation:

The following platforms will be utilized for student orientation for online students and non-first-time, full-time students who participate in New Student Registration and Orientation.

- 1) NEW NKU online orientation platform in Canvas. All online students, including accelerated online students, will utilize this platform to support their online learning.
  - a. A CHP-specific module has been created within the NKU online orientation component to address HIPAA and will be required for CHP students.
  - b. A graduate student module has also been created within the platform to house graduate student-specific policies and resources for online learners.
- 2) The SCOOP platform will be used for first-time, **on-campus** undergraduate students, including transfer students. This platform is specifically geared to residential and commuter students (new and transfer) who did not attend the three-day orientation.

New undergraduate and transfer students (online and accelerated online) who do not complete the NKU online orientation or SCOOP orientation will be assigned an orientation hold after the NKU census date for each semester. Completion of the 2 orientation platforms and assigning holds will be monitored and executed by the Office of New Student Orientation & Parent Programs.

IT has created a feed to auto-populate all newly enrolled online students into the NKU online orientation Canvas module.

If you have any questions, contact Britta Gibson at [gibsonb9@nku.edu](mailto:gibsonb9@nku.edu) or via phone at extension 7625.

SOLO (The College of Health Professions' online learning resources and HIPPA-related modules) and the Online and Adult Learner online orientation through ALPS have been discontinued.

*Note: Accelerated students do not pay the orientation fee.*

Any faculty or staff that wishes to see what the Online Orientation is like for our accelerated students can do so by auto-enrolling here: <https://nku.instructure.com/enroll/PHGJTJ>.

## **Placement Testing/Developmental Course(s):**

### **Placement Testing for Accelerated Online Students**

Placement testing for accelerated online students will be conducted exactly as it is for traditional students. Testing Services runs a BW report listing all admitted students with active CPE deficiencies. They send an email every two weeks and a post card about once per month to all students who need placement testing. This includes students enrolled in online majors. If students live within an hour drive of campus, they are encouraged to come to NKU to take the placement test. If a student lives more than an hour away, Testing Services works with the student to find an alternative testing site. On the placement testing page of the Testing website, <https://inside.nku.edu/testing/placement.html>, there is a link called "Find an off-site testing location" with a link to the National College Testing Association website. Students can locate NCTA certified testing centers for any state in the U.S. If none of those sites work for the student, Testing Services helps the student find a testing location. In most cases, there will be a fee for proctoring the test at an off-campus site. Once a location is determined, the Testing Center sends the necessary information to the testing site and test results are automatically loaded into NKU's account and then into SAP.

According to the NKU catalog, placement tests must be taken prior to orientation and registration in any course at NKU. There are currently no holds that prevent students or advisors from registering students who have not completed their placement test(s) before their initial enrollment.

### **Developmental Courses for Accelerated Online Students**

MAHD 095 will be offered in the first seven-week session and MAHD 099 will be offered in the second seven-week session beginning in March 2018. Enrollment in these courses will be limited to accelerated online students, NKU online major students, PACE students, and students given permission to enroll in the seven-week online course.

Due to the small number of current PACE and online students who need a developmental literacy course, developmental reading classes will not be offered in the accelerated online format during the first semester while the demand for the courses is being monitored. Students who need a

developmental literacy course should be directed to an online course at another institution. When NKU receives transcripts for the completed course(s), students will be permitted into ENG 101.

Some online options for developmental literacy courses include:

EKU (telepresence- Summer 16 weeks)

Course: ENG 095R Developmental Reading and Writing II

Sinclair Community College in Ohio (Online)

Course: DEV 0035 Integrated Developmental Reading & Writing II

<http://www.sinclair.edu/academics/online/courses/>

Dallas Community College (Accelerated online)

Course: DORW-0305 Integrated Reading and Writing

<https://www.dcccd.edu/sch/credit/pages/distlearn.aspx>

Midland Community College (Online)

Course: IRWD 0381 Integrated Reading and Writing II and IRWD 0181 Lab

<https://www.midland.edu/academics/distance-learning/dl-general.php>

#### **Non-Attendance:**

No change is needed in policy, but the Registrar's Office will be adding some added guidance for the accelerated online classes, including emphasis on deadlines. The seven-week sub sessions will follow the same "first 4 days" that the eight-week sub session uses; five-week sub sessions will be using the "first 3 days."

Current practice/process is:

- a. Class instructors submit a student as non-attendance, per their application of the non-attendance policy (see attached).
- b. This action is taken during the first 4 days of a semester or sub-session.
- c. The Registrar's Office assists as needed, but the reporting is in the hands of the instructor.

#### **Drop for Non-payment:**

Yes, we will be dropping any registered accelerated online student who has not paid in full by the first day of class. In addition to the published drop of accelerated online students, SAS will create and run a report to identify any new registrants who may get registered in the window between AP's registration deadline dates and NKU's registration deadline date then provide Kim Scranage with the SAS report so she can work with the Retention Specialist(s) to change start to next sub-session. (This process is necessary due to the system functionality, which cannot prohibit students from re-registering for the same session and the accelerated online programs freeze date/reconciliation for billing.)

Since payment is due upon registration, NKU will also review this listing for potential drop for non-payment as well and share with the Enrollment & Retention Specialists to close the communication loop. Neither NKU nor AP should be registering accelerated courses for accelerated majors after the course start dates.

#### Example: Spring Semester

All NKU students receive their bills January 1<sup>st</sup> and they are due January 12<sup>th</sup>. All students who have not paid in full by January 12<sup>th</sup> will be dropped for non-payment the morning of January 13<sup>th</sup> from courses in all Spring 2018 sub-sessions. Therefore if a student was registered for courses in both the first and second sub-sessions, all courses will be dropped for both the first and second sub-sessions.

For students who register for future Spring 2018 sub-sessions after January 13<sup>th</sup>, tuition is due upon registration. Students will be dropped for non-payment each subsequent sub-session within the semester on the morning after the course start date.

Student Account Services FAQ for Accelerated Online majors only: <http://studentaccountservices.nku.edu/AP.html>.

#### **Change of Major:**

***Institutional Policy*** states that a student is charged for their primary program that is on record at the end of add/drop for any semester and that the rate only changes at the beginning of the next semester if there is a change of major. Therefore, a change of major request by any student moving in or out of the accelerated online program will not be processed until after the add/drop of the last sub-session of the current semester for the following semester, using validity dates. The Registrar's Office will designate one or two staff members to run a daily report to find any changes that may have occurred and immediately update the validity dates to ensure the changes take effect for the next semester, and work closely with advisors, etc., regarding this process. We will be looking at the potential to automate this process after the spring 2018 semester.

**Rules** for students who move to OnlineA: Students enrolled prior to the semester in which the accelerated online program goes live will remain in their program and are not revenue shared with Academic Partnerships. Students are not allowed to change to an accelerated online major if they are already in the same major however they can take accelerated online courses to finish their degree.

#### **For example:**

- A current or previous **RN-BSN** online student **is not** allowed to change his or her major to **RN-BSN** accelerated online.
- A current or previous **RN-BSN** online student **is** allowed to change his or her major to **Psychology** accelerated online since it is a different major.
- A current or previous **Integrative Studies BA PACE** student **is not** allowed to change their major to **Integrative Studies BA** accelerated online.
- A current or previous **Integrative Studies BA PACE** student **is** allowed to change their major to **Psychology** accelerated online since it is a different major.
- A current or previous **MBA F2F** student is not allowed to change their program to **MBA** accelerated online.
- A current or previous **MBA F2F** student is allowed to change their program to **MS Health Science** accelerated online.
- A current or previous **Undeclared F2F** student is allowed to change their program to **Psychology** accelerated online.
- A current or previous **Undeclared online** student is allowed to change their program to **Psychology** accelerated online.

These rules are being enforced manually by the Registrar’s Office and not configured in the system.

**Financial Implications of Changes:**

Students DO NOT need to change to an accelerated online program to take courses in the seven-week accelerated format. The emphasis should be on the program of study.

The SAP system has been developed and configured to adjust to all student scenarios, which feeds student accounts and ultimately the reconciliation with Academic Partnerships. Below is a high-level visual of that process.

**Academic Partnership Revenue Share Grid**

Student	Course	Revenue Share
Accelerated Online (ONLA program flag)	Accelerated Online (OnlineA course flag)	Yes
Accelerated Online (ONLA program flag)	Face-to-Face	No
Accelerated Online (ONLA program flag)	Pace	No
Accelerated Online (ONLA program flag)	Non-Accelerated Online	No
Non-Accelerated Online	Accelerated Online	No
Non-Accelerated Online	Face-to-Face	No
Non-Accelerated Online	Pace	No
Non-Accelerated Online	Non-Accelerated Online	No

**Note:** If you are advising a student who was part of an accelerated online undergraduate program and decides they would be better served by a face-to-face, PACE, or other NKU online option, know that their tuition will be adjusted at the beginning of the following semester (see change of major). For example, if this student was from Hamilton County, OH, the student would then be charged the out-of-state rate and would NOT be eligible for TIP since they are a returning student but could apply for foundation scholarships.

**Reminder:** Accelerated online students are only eligible for the AP program “promotional” scholarship. Accelerated online students are NOT eligible for institutional scholarships/aid.

**It is important that advisors think through the change of major and the impact it will have on student success and financial aid.**

**Midterm Grades:**

Midterm grades are for undergrads.

Midterm grades will be requested/collected for Full Semester (in Fall and Spring) and for the eight- and seven-week sub-sessions. This includes any offered online undergrad classes.

**Minors Offered in the Accelerated Online Format:**

- Business (28 credits)
- Criminal Justice (21 credits)
- Health Science (18 credits)
- History (21 credits)
- Library Informatics (21 credits)
- Management (21 credits)
- Marketing (18 credits)
- Organizational Leadership (18 credits)
- Psychological Sciences (24 credits)
- Sociology (18 credits)
- Women and Gender Studies (18 credits)

Areas of **Focus** (12 credit hours [usually four courses] in the same discipline) are available in the online, seven-week format in the following areas:

- Criminal Justice
- English
- Health Science
- History
- Library Informatics
- Management
- Marketing
- Organizational Leadership
- Psychology
- Sociology
- Women and Gender Studies

**Graduate Full-time and Part-time Hours Changed:**

For definition of course load: *Effective spring 2018, a graduate student who is enrolled for six (6) credit hours in any semester is considered as full-time status in that specific semester.*

For Financial Aid purposes: *Effective spring 2018, a graduate student must be enrolled during any semester for at least three (3) graduate-level credit hours to receive a student loan and six (6) semester credit hours to be considered a full-time student.*



## **Accelerated Tuition Rates:**

### **Business Programs**

#### **Master of Business Administration Online**

**Complete Coursework:** As few as 12 months

**Credit Hours:** 33

**Tuition:** \$16,995

#### **Bachelor of Science in Business Administration – General Business Online**

**Complete Coursework:** Varies

**Credit Hours:** 120

**Tuition:** \$441 per credit hour

#### **Bachelor of Science in Business Administration – Global Supply Chain Management Online**

**Complete Coursework:** Varies

**Credit Hours:** 120

**Tuition:** \$441 per credit hour

#### **Bachelor of Science in Business Administration – Management Online**

**Complete Coursework:** Varies

**Credit Hours:** 120

**Tuition:** \$441 per credit hour

#### **Bachelor of Science in Business Administration – Marketing Online**

**Complete Coursework:** Varies

**Credit Hours:** 120

**Tuition:** \$441 per credit hour

#### **Master of Science in Health Informatics Online**

**Complete Coursework:** as few as 24 months

**Credit Hours:** 33

**Tuition:** \$21,120

### **Health Care Programs**

#### **Master of Science in Health Science Online**

**Complete Coursework:** as few as 24 months

**Credit Hours:** 35

**Tuition:** \$22,400

**Bachelor of Science in Health Science Online**

**Complete Coursework:** Varies

**Credit Hours:** 33

**Tuition:** \$14,553

**Nursing Programs**

**Post-Master's Doctor of Nursing Practice Online**

**Complete Coursework:** As few as 20 months

**Credit Hours:** 35

**Tuition:** \$23,240

**Registered Nurse to Bachelor of Science in Nursing Online**

**Complete Coursework:** Varies

**Credit Hours:** 30

**Tuition:** \$10,380

**Undergraduate Programs (excluding business, health care and nursing)**

**Bachelor of Arts in Criminal Justice Online**

**Complete Coursework:** Varies

**Credit Hours:** 120

**Tuition:** \$441 per credit hour

**Bachelor of Arts in Integrative Studies Online**

**Complete Coursework:** Varies

**Credit Hours:** 120

**Tuition:** \$441 per credit hour

**Bachelor of Arts in Psychological Science Online**

**Complete Coursework:** Varies

**Credit Hours:** 120

**Tuition:** \$441 per credit hour

**Bachelor of Science in Library Informatics Online**

**Complete Coursework:** Varies

**Credit Hours:** 120

**Tuition:** \$441 per credit hour

## Bachelor of Science in Sociology Online

**Complete Coursework:** Varies

**Credit Hours:** 120

**Tuition:** \$441 per credit hour

### Promotional Scholarships Grid

Program	Scholarship
DNP	up to \$3440
RN-BSN	up to \$1500
MS Health Science	up to \$6500
BS Health Science	up to \$2000
MBA	up to \$1000
MS Health Informatics	up to \$3000
Undergraduate Programs	up to \$4000

Three Options for AP Scholarships

#### Option 1 (*Beginning Spring 2018*)

- For the Health Programs (DNP - \$3440K; MS Health Science - \$6.5K; MS Health Informatics - \$3K, RN to BSN - \$1.5K; BSHS - \$2K)
  - Awards will be applied equally over the lifetime of the programs (per credit hour)

#### Option 2 (*Beginning after Spring 2018*)

- MBA Programs - \$1K
  - Awards will be used on an opportunistic basis to encourage enrollment – awarded equally over the lifetime of the program or first time incentive (off the first course)

#### Option 3 (*Beginning after Spring 2018*)

- Undergraduate Programs - \$4K
  - Scholarship completion program – upon the completion of 90 credit hours, scholarship will be used for the last 30 credit hours equally applied over the lifetime of the program

### **Curricular Changes:**

Curricular changes will follow the normal UCC process. If a program is moving to on-line, or adding an on-line version they need to complete the Program Change – Moving Programs to Online Programs form found at <https://nku.curriculog.com/proposal:1657/form>

Once changes have been fully approved, the Registrar's Office will update the catalog and notify the Vice President of Enrollment & Degree Management for systems and service changes. The changes will also be communicated to NKU's Academic Partnerships liaison.

**Holds:**

There will be no advising holds placed on students in accelerated programs, however all other holds remain the same. In other words, there may be holds due to performance (suspension, probation) that would not allow student to register without meeting requirements to have the hold removed.

**NKU Advisor Contacts:**

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