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

Contact Information: Enrollment & Retention Specialists

<table>
<thead>
<tr>
<th>Issue</th>
<th>Contact</th>
<th>Contact Info</th>
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</thead>
<tbody>
<tr>
<td>When NKU needs to forward potential applicant contact info to AP</td>
<td>Enrollment Agents (see below)</td>
<td><a href="mailto:universityhotleads@academicpartnerships.com">universityhotleads@academicpartnerships.com</a></td>
</tr>
<tr>
<td>When students would like to contact an enrollment specialist about an accelerated online program</td>
<td>1. Preferred: Direct to website (this gives us all contact info in our CRM system) 2. 800 number – Direct to Enrollment Agent 3. Email address – Give to students so they get to AP for inclusion in Enrollment Cycle activities</td>
<td>1. Web: <a href="http://www.onlinedegrees.nku.edu">www.onlinedegrees.nku.edu</a> 2. Phone: 800-985-7215 3. Email: <a href="mailto:inquiries@onlinedegrees.nku.edu">inquiries@onlinedegrees.nku.edu</a></td>
</tr>
<tr>
<td>When NKU needs to contact AP regarding Enrollment/Retention question or issue</td>
<td>NKU Associate Director of Online and Professional Education – Stephanie Songer</td>
<td><a href="mailto:songers1@nku.edu">songers1@nku.edu</a></td>
</tr>
</tbody>
</table>

Example communication plans 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/registrar/secure/online-accelerated.html.
AP Team
This is the most up to date personnel list.

RETENTION SERVICES
Meagan Jiles, Retention Director  
Farah Veerjee, Retention Manager  
Chaaless March, Retention Team Lead  
Student Coordinators  
Andi Regulbuto  
Aurillya Rolfe  
Dorothy Boyle  
Edgar Robles  
Ellie Froschmayer  
Jevon Tanner  
Lee Fountain  
Nichele Barabin  
Rochelle Pothier  
Rolanda Coleman  
Jason Adams  
Lashanta Morgan

EDUCATION
Lisa Smith, Enrollment Director  
Tiffany Nguyen (Interim Manager)  
Enrollment Specialist  
Rachelle Gill, Senior ES  
Joanne Wallace  
Carolyn Lacy  
Stephanie Holmes  
Andrew Sowa

BUSINESS
James Twedt, Enrollment Director  
Regina Hardin, Enrollment Manager  
Enrollment Specialist  
Arthur McKnight  
Brittney McCall  
Duwardo Cruz  
Sandra Cardenas  
Selebrity McNeal, Senior ES  
Tanya Vickerstaff

HEALTHCARE
Diana Poole, Enrollment Director  
Wendy Lowe, Senior Enrollment Manager  
Enrollment Specialist  
Ron Flowers  
Dan Karcie  
Desiray Langston  
Kenneth Thompson  
Ryan Stewart  
Post-Acceptance (Conversion Team)  
Andrea Johnson  
James Pena, Senior ES  
Lisa Marie Paynich  
Mitchell Baskin  
Keysi Allen

UNDERGRADUATE NON-HEALTHCARE
Markiya Lewis, Enrollment Manager  
James Majors, Senior Enrollment Manager  
Enrollment Specialist  
Dorian Barnes  
Chloe Buck  
Sharon Odebunmi, Senior ES  
Trishawna Gailes

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

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- Accessing Currently Modeled Course Offerings
- Curricular/Admissions Changes
- Online Accelerated Sections for Future Semesters

**ONLA status in myNKU and SAP GUI:**

Online Accelerated students will be noted by an indicator in the status bar in the myNKU portal and SAP GUI as ONLINEA.

![ONLA status in myNKU and SAP GUI](image)

**AP Retention Specialist Feedback:**

AP Retention Specialists and NKU undergraduate Academic Advisors have access to the SSC platform for AP undergraduate 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:**

Available at [https://inside.nku.edu/registrar/secure/online-accelerated.html](https://inside.nku.edu/registrar/secure/online-accelerated.html) under General Information.

**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. No other online orientation platforms will be created; this will serve all online students.
   a. A CHHS-specific module has been created within the NKU online orientation component to address HIPAA and will be required for CHHS Nursing 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 an on-campus orientation program.

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 or via phone at extension 7625.

Note: Accelerated students do not pay the orientation fee or enrollment confirmation fee.

Any faculty or staff that wishes to see what the Online Orientation is like for our online students can do so by contacting Stephanie Songer (songers1@nku.edu), who will add you to the course.

Placement Testing/Course Placement for Undergraduate Students:

Placement Testing for Accelerated Online Students
Placement testing for accelerated online students will be conducted exactly as it is for non-accelerated 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. More information on testing services is available here: https://inside.nku.edu/testing.html.

NEW: Students may now choose to do ALEKS testing. ALEKS PPL is an online placement tool that also includes learning modules to improve placement. After
completing an unproctored baseline assessment, you can select the appropriate learning module to help improve your score. Then, the placement exam is completed again in a proctored online environment. The proctored exam can be completed from any computer with a webcam. Those who spend 7-8 hours working in the module tend to improve their placement by one course. To begin your assessment, visit https://inside.nku.edu/testing/tests/placement/ALEKS.html and follow the prompts. You will need your NKU user ID and password to access ALEKS. Only proctored attempts may be used for placement.

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.

**Course Placement for Accelerated Online Students**

**Mathematics Courses**

Students with no admissions test scores or expired test scores will complete placement testing in mathematics via ALEKS. To place into STA 205, a proctored ALEKS score of 30 is required. To place into MAT 114 (majors within the College of Business), a proctored ALEKS score of 46 is required.

**Developmental Literacy Courses**

NKU does not offer ENG 101W or ENG 101R in an accelerated online format as only a small number of students need either developmental writing or developmental writing combined with reading. Students who need this additional writing or writing and reading instruction should be directed to an online course at another accredited institution.

Some online options for developmental literacy courses include:
- Sinclair Community College in Ohio (Online)
  Course: DEV 0035 Integrated Developmental Reading & Writing II [http://www.sinclair.edu/academics/online/courses/](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](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](https://www.midland.edu/academics/distance-learning/dl-general.php)

When NKU receives transcripts for the completed course, students will be permitted to enroll in an online seven-week section of ENG 101.

Students who need only developmental reading instruction can enroll in RDG 110, a one-credit, seven-week online course.

**Non-Attendance:**

No change is needed in policy, but the Registrar’s Office has added some 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:

b. This action is taken during the first 4 days of a seven-week sub-session, or the first 3 days of a five-week sub-session.

c. The Registrar’s Office assists as needed, but the reporting is in the hands of the instructor.

**Drop for Non-Payment:**

Any registered accelerated online student who has not paid in full by the date of the last day to drop a course at 100% refund for each enrolled session will be dropped for non-payment the early morning following. It is extremely important that you inform the accelerated online student that is getting registered after the course start date, and prior to the published drop for non-payment date that payment in full is due immediately upon registration. If financial aid has not been completed and/or approved by the tuition due date for the semester, the tuition and fees must be paid in full out of pocket, then reimbursed once aid applies to the student account. Encourage all accelerated online students to monitor and read all incoming emailed information for timely action to important information being sent, especially regarding their financial aid status and/or payment expectations.

In addition to the published drop of accelerated online students, SAS is communicating via email and snail mail to the identified at risk population that begins weeks before the published drop date. SAS also generates and identifies daily within the at-risk report any new registrants who may get registered in the window between AP’s registration deadline dates and NKU’s registration deadline date. This report is provided to the Financial Aid Office daily prior to the drop for reviewing; and they share with Enrollment Management so that they may work with the Retention Specialist(s) to change start to next sub-session.

Neither NKU nor AP should be registering accelerated courses for students. As well, neither NKU nor AP should be registering accelerated online courses after the course start dates.

To qualify for Federal Financial Aid a graduate student must enroll for a minimum of 3 credit hours.

Student Account Services FAQ for Accelerated Online majors only: [http://studentaccounts.nku.edu/AP.html](http://studentaccounts.nku.edu/AP.html).

Accelerated online students do not qualify for payment plans.

**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.

_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 allowed to change to an accelerated online major if they are already in the same major; or they can choose to take accelerated online courses to finish their degree. This includes both students in face-to-face (F2F) programs and those in non-accelerated online programs, and both graduate and undergraduate students. A current or previous undeclared F2F undergraduate student, or a current or previous undeclared online undergraduate student is allowed to change their program to an accelerated online undergraduate major.
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.

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<thead>
<tr>
<th>Academic Partnership Revenue Share Grid</th>
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<tbody>
<tr>
<td><strong>Student</strong></td>
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<tr>
<td>Accelerated Online (ONLA program flag)</td>
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<td>Accelerated Online (ONLA program flag)</td>
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**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 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 through their college.

**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 ONLY; 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)
• Communication Studies (21 credits)
• Criminal Justice (21 credits)
• Health Communication (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:
• Communication Studies
• Criminal Justice
• English
• Health Communication
• Health Science
• History
• Library Informatics
• Management
• Marketing
• Organizational Leadership
• Psychology
• Sociology
• Women and Gender Studies

Graduate Full-time and Part-time Hours:

For definition of course load: 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: 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:

Are available for each
program at


**Promotional Scholarships**
Refer to promotional scholarship schedules for each semester for details related to amounts offered by start date. Promotions are also advertised at https://onlinedegrees.nku.edu/.

**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. To access this, go to nku.curriculog.com, log in, select New Proposal, and from the list of forms select Program Change – Moving Programs to Online Programs (this is currently on the second page of forms so you will have to select the Next 10 button first). For help, contact Richard Fox (foxr@nku.edu). 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:**

**CHHS Programs**
Including MSN, Post-MSN, NP-Advancement, DNP, RN-BSN, BSHS, MSHS, MHA, BS Respiratory Care Completion, MSW
All listed at: https://www.nku.edu/academics/chhs/advising/ourpeople.html and https://nkuchhsadvising.as.me/schedule.php

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