New Student Orientation Guide Houghton Online 2023-2024

(Graduate, Undergraduate, and Guest Student)

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Part 1: All About Academics

Welcome and Congratulations!

We are so glad that you have decided to join the Houghton University community! Congratulations! At Houghton, you will experience a personal environment online that will foster both academic and spiritual growth. Houghton University faculty are dedicated, experienced educators who integrate their professional backgrounds with outstanding scholarship—they are experts in their fields!

All students enrolled in a degree program at the undergraduate or graduate level are assigned an academic advisor. Please see below for advisor's contact information based on your program enrollment. Expect to hear from your academic advisor regarding your required courses and degree completion plan. Your advisor will also serve as a resource academically, spiritually, and professionally throughout your time with Houghton Online.

You will find that our faculty 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 as well as their office hours (*both virtual and physical office hours on campus where applicable*.) They are always the first person you should connect with if you have any questions regarding a specific course. Let's get started!

Introductions

Houghton Online has three types of advisors: enrollment, academic, and financial aid.

Enrollment advisors support you on the front end of your journey. They help you navigate the process of enrolling, registering, and financing the degree program that you are interested in.

Once you are enrolled, an **academic advisor** helps you navigate the process of setting up your class schedule and giving any needed academic support as you begin and continue your classes.

Your **financial aid advisor** is the person who will present you with your financial aid package and answer all aid and billing questions throughout your academic career.

Director of Houghton Online
Tammy Dunmire
Phone: 585.567.9355 | Text: 585.209.0921
Email: tammy.dunmire@houghton.edu
Tammy oversees all undergraduate academic advising and academic support for our online students.

Graduate and Online Enrollment Advisor
Pedro Moscoso
Phone: 585.567.9354
Email: pedro.moscoso@houghton.edu
Pedro assists all undergraduate and graduate students in the enrollment process for Houghton University's fully online programs.

Academic Advisor for M.S.Ed.
Dr. Ann Monroe-Baillargeon, Dean, Department of Education, Professor of Education
Phone: 585.567.9315
Email: ann.monroe-baillargeon@houghton.edu

Academic Advisor for MBA

Dr. Alex Wright, Assistant Professor of Management & Business Administration; Director MBA Program

Phone: 585-567-9448
Email: alex.wright@houghton.edu

Financial Aid Advisor

Kelly Sproull
Phone: 585.628.1788
Email: Kelly.sproull@houghton.edu
Kelly is the financial aid liaison to the online graduate and undergraduate programs. She walks students through aid applications and loan utilization.

Part 2: Logistics and Technology

Current Student Portal Page

You can access everything you need as an online student right from this page! We highly recommend that you BOOKMARK this page as a helpful starting point for all resources here at Houghton University including:

- Student Webmail/Gmail
- Houghton Moodle (learning management system where courses are housed)
- Self- Service (view grades, transcripts and course registration information)
- Student Accounts (pay your bill and view financial aid package**)

**Financial aid available for students matriculated fully in an online degree program
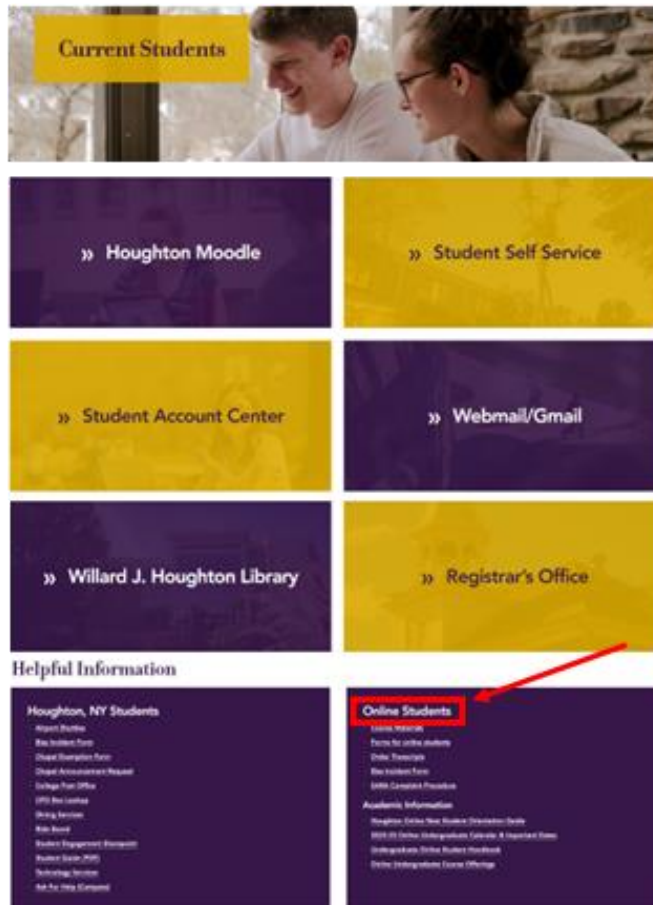
Scroll to the bottom of the Current Student Portal for links and resources specific to **ONLINE STUDENTS** including: Houghton Online Academic Calendar & Important Dates, Online Course Offerings, Order Course Materials, Order Transcripts, Houghton Online Student Handbook, Student Financial Services & Account Policies. See red box around 'Online Students' at the bottom of the screenshot below.

How to Access Your Student Gmail

Once enrolled, you will receive an automatic email to your personal email address prompting you to create an account. You will need to enter the special code for your graduation year (this should be your **anticipated college** grad year, not high school graduation year.)

For 2023: use 2JN.
For 2024: use 7C2.
For 2025: use H47.
For 2026: use BYH.

Contact Pedro Moscoso (pedro.moscoso@houghton.edu) or the Helpdesk (helpdesk@houghton.edu) if you need more assistance with this.

Please note: Students are expected to regularly check this account since it is the only one Houghton will use to communicate with the student.

Access Houghton student email here.

Note: Houghton University undergraduate alumni enrolled in a graduate program will not need to create a new email account.

Digital Learning Platform: Houghton Moodle

Moodle is our digital platform that houses all course content, assignments, tests, projects, and quizzes. In order to access Moodle, you must first create a Houghton University email account. You should have received an auto email to your personal account prompting you to create the email address. You should expect to log into Moodle at least once a day during your session.

To log in to Moodle, you will need to bookmark https://moodle.houghton.edu/my/. This link can also be accessed by navigating to the Current Student Portal.

To login to Moodle, you must enter:
Username: pedro.moscoso@houghton.edu *(example)*
Password: Password you created for your email

Moodle login page:

Moodle Orientation Video

If this is your first time using a learning management system, it will be important that you watch the Moodle orientation video. You will find it on Moodle's homepage.

To get to the orientation video, log in to Moodle using your username and password. This is your Moodle homepage (see screenshot below). It 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.


Navigating Moodle's Homepage

- On the homepage screen select "In Progress" courses to be sure all of your current courses will appear
- To navigate to the homepage of your specific course(s), click on your course's box

- View our Managing Your Moodle Dashboard Video for helpful tips about how to keep the courses you want to see visible when you log in

Navigating a Course's Homepage
- Option 1: Use the drop-down menu on left hand side to read all introductory materials AND to navigate to each week's assignments
- Option 2: Use the center column for the same navigation
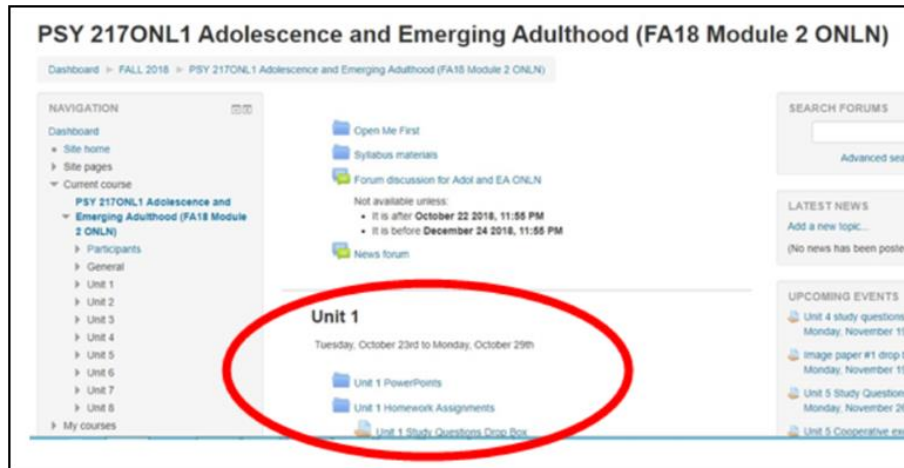
Once you are on a course homepage (see screenshot above), always read through the syllabus, course policies, and any other introductory information. Navigate or click on Week 1 or Unit 1 to get started with your first week of work. All content (videos, lectures, forums in which you need to post content, information about paper submissions, quizzes, etc.) will be visible underneath Week 1/Unit 1 or by clicking on the link to that week's page.

Ordering/Accessing Textbooks

Houghton University has a completely online bookstore where you can look up and order all of the course materials you will need. Nearly all of our required textbooks for Houghton Online courses are offered as either an e-book or a hard copy. If you are enrolling just a few days before a session 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:
- Competitive pricing and multiple ordering options from different vendors (functions like Amazon)
- Digital and used as well as new hard-copy books available
- Charge your Houghton University student account for course material fees
- Students may apply extra/available financial aid funds towards the balance due for course materials. Select the option at checkout to charge to student account.

How do I order?

- Log in to the textbook site with your Houghton username (see screenshot)

- All upcoming courses with relevant materials are automatically loaded to your dashboard for convenience
- Multiple payment options available via our online textbook site. Simply add your required materials to your cart and proceed to check out
- Digital/eBooks are accessed by logging in to the site and navigating to your eLibrary

- Click this link for a step-by-step explainer video about ordering your books
- For Houghton University textbook support—please contact their customer service department https://houghton.textbookx.com/help.
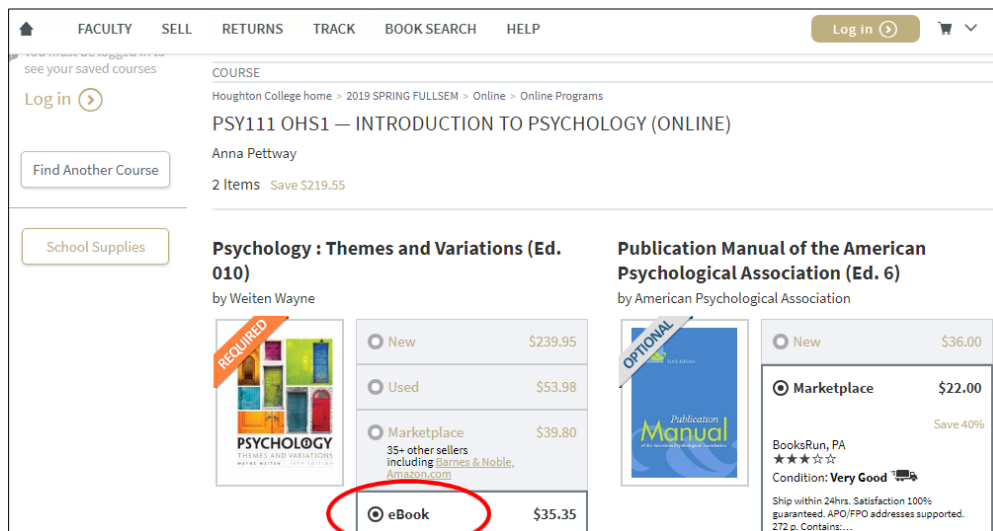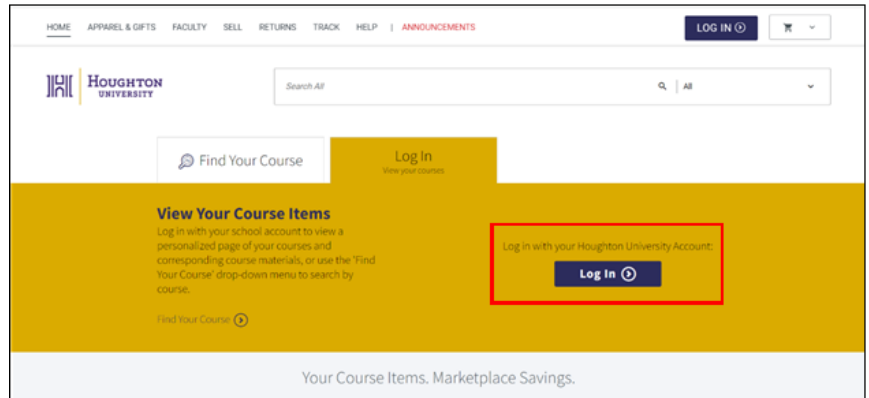
Technology Requirements

The basic technology requirements for all of Houghton's online programs are as follows:
- Laptop or tablet with full keyboard that can support Windows 10
- Microsoft Office Suite*: Word, Excel, PowerPoint
- Gmail for Houghton email account
- Reliable internet access (high speed preferred)

*As a student you are eligible for a free copy of Microsoft Office Suite. Simply use your Houghton University email account.

Student Self-Service

If you want to access your grades, transcripts and your registration information, you will find them at Student Self Service. Log in with your Houghton email account credentials taking the @houghton.edu off of your username.

Withdrawing from a Course

To officially withdraw from an online course, please visit the Registrar's Forms for Students page. Select the "Course Withdrawal Form" from the list. Note that your financial aid (if applicable) may be impacted by withdrawing from a course; it is best to contact your academic advisor and/or Student Financial Services to discuss.

Refund and Policy Schedule (see chart below) - During the first two weeks of classes, you may drop a course from your schedule and receive a whole or partial refund. The refund given is based on when Houghton University receives official notification from the student. Please carefully consider your options before dropping or withdrawing from courses as this may also impact your financial aid eligibility. Contact Student Financial Services to see how your aid will be impacted. Financial aid refunds (full or partial) are highly individualized, so it is important to ensure you understand implications for federal student loan repayment and future eligibility for financial assistance.

Online Course Refund Schedule	Percent of Charges Refunded
Days 1-2 (Drop/Add)	100%
Days 3-7 (remainder of 1st week)	75%
Week 2	50%
Week 3 and after	0%

Student Support Services and Helpful Resources

The Center for Student Success houses several offices dedicated to student support:

- Academic Support and Accessibility Services seeks to promote the academic success of all Houghton University students through open access to academic counseling and coaching, extensive peer-tutoring opportunities, and appropriate support for students with disabilities.

- Office of Vocation and Calling supports students through an extensive list of career planning resources. Counselors are available to talk with you about vocational discernment, choosing a major, career exploration, writing a resume, or finding a job/internship. Request an appointment through this page.
- The Writing Center Tutors available twice a week to assist online students with writing papers and documents. Contact your advisor for up-to date information on tutor availability via Zoom. You can contact the Writing Center directly by emailing: writingcenter@houghton.edu (note the lack of a dot in the first half of the address.)

The Willard J. Houghton Library is available to you with research resources, thousands of scholarly articles and e-texts, and more. This library guide is just for online students.

For technical support, email our Help Desk at helpdesk@houghton.edu, or call 585.567.9349.

Part 3: Student Financial Services Office

Note to students: all financial communication needs to go directly through the SFSO.

Contact Information

Mailing Address:
Student Financial Services Office
Houghton University
One Willard Avenue
Houghton, NY 14744

Phone: 585.567.9328
Fax: 585.567.9610
Email: sfso@houghton.edu

Cost and Billing Considerations

- Undergraduate Tuition - $392 per credit hour
- High School Student Rate - $60 per credit hour
- Audit Rate - $60 per credit hour
- Graduate M.S.Ed. Tuition - $575 per credit hour
- Graduate MBA Tuition - $747 per credit hour

Bills will be sent three weeks prior to the session start date and will be due on the first day of classes. You must have funding in place, make payment in full, and/or set up a payment plan by the bill due date (funding options discussed in more detail below). Financial aid and payment options are listed under the Financial Aid Checklist.

Student Accounts Policies

During the first two weeks in the semester, you may drop a course from your schedule and receive a whole or partial refund. The refund given is based on when Houghton University receives official notification from the student. Please carefully consider your options before dropping or withdrawing from courses as this may also impact your financial aid eligibility.

When the Student Financial Services Office at Houghton University awards federal student financial aid to a student the assumption is that the student will attend the University for the entire period (semester) for which the aid was awarded. When the student withdraws, they may no longer be eligible for the full amount of the federal student financial aid funds they were scheduled to receive.

Financial Aid Checklist

- ☐ Complete the Federal Application for Federal Student Aid (FAFSA) at https://studentaid.gov/h/apply-for-aid/fafsa. if you are intending to use federal aid. If you will not be using federal aid to pay your tuition, notify sfso@houghton.edu so that the FAFSA requirement may be waived
- ☐ Complete the New York State TAP Application at www.hesc.ny.gov, if you are a full-time student and New York State resident
- ☐ Submit verification paperwork, if requested
- ☐ You will be notified via your Houghton University email account if you are selected for the verification process

- ☐ If this is your first semester borrowing federal loans, complete Loan Entrance Counseling & Master Promissory Note at https://studentaid.gov/entrance-counseling/ (instructions below)
- ☐ Sign the Houghton University Billing and Financial Permissions Form
- ☐ Log in to your Student Account Center at https://paymybill.houghton.edu with your Houghton credentials
- ☐ Add additional authorized users to Student Account Center (optional)
- ☐ Real-time account activity along with your billing statement is available through the SAC and should be checked regularly
- ☐ Pay balance in full prior to the first day of classes:
  - o Checks or money orders should be made payable to Houghton University and mailed to: Student Financial Services Office
    Houghton University
    One Willard Avenue
    Houghton, NY 14744
- ☐ Online payments from a US bank account (no fee) or credit card (processing fee applies):
  - o Log into Student Account Center at https://paymybill.houghton.edu to view account, make a payment, or set up a payment plan (a $40.00 flat fee applies for semester payment plans
- ☐ International payments – Canadian & International students may use Flywire (to pay with international currencies.
- ☐ Private loan – to be completed by student and co-signer, if needed
  - o Visit preferred lender list at www.Houghton.edu/PreferredLenders and follow application instructions listed there
  - o If the lender you would like is not listed, please advise the Student Financial Services Office on how to process your loan
- ☐ Submit appropriate documentation for anything unique to your situation
  - o Certificate of Eligibility for **Veteran's Benefits**
  - o **Outside scholarship** award letters

Completing your FAFSA

To be completed by Students who are applying for federal aid:

- Go to www.fafsa.gov and sign in with your FSA ID (if you do not have one, you may create one at https://studentaid.gov/h/apply-for-aid/fafsa)
- Complete the FAFSA and be sure to list Houghton's school code (002734).
- If possible, transfer your tax information directly from the IRS into the FAFSA.
- Sign and submit the FAFSA

Federal Aid

Federal grants
- Pell Grant – a need-based grant for undergraduate students enrolled in a minimum of 3 credits per semester
- TEACH Grant – only available to M.S.Ed graduate students. Eligibility requirements and application may be found here: https://studentaid.gov/understand-aid/types/grants/teach

Federal direct loans
- Subsidized loan – a need-based student loan with no interest while in school for undergraduate students enrolled in a minimum of 6 credits per semester
- Unsubsidized loan – a non-need-based student loan for undergraduate AND graduate students enrolled in a minimum of 6 credits per semester; interest begins accruing upon disbursement.

Most students are eligible for the Federal Unsubsidized Direct Loan, regardless of income. iii. Parent PLUS Loan – parents of dependent undergraduate students may apply at https://studentaid.gov/entrance-counseling/

- Graduate/Professional PLUS Loan – graduate students may apply at https://studentaid.gov/entrance-counseling/

If you have qualified for and are accepting Federal Direct Subsidized/Unsubsidized Loan funding for the first time, the following steps must be completed:

Direct Loan Entrance Counseling

- Go to https://studentaid.gov/entrance-counseling/ and select "Log In." You will do this with your FSA ID
- Select "Complete Counseling"
- Choose "Entrance Counseling"
- Complete all five sections. If you have any questions, you may call 800.557.7394

Direct Loan Master Promissory Note (MPN) (also found at https://studentaid.gov/entrance-counseling/; see above):

- After signing in with your FSA ID, select "complete MPN"
- For the type of direct loan you would like to receive, select "Subsidized/Unsubsidized"
- You will need names and addresses of two references
- After you have completed the process, we suggest that you review the signed MPN and save or print a copy for your personal records

New York State TAP (Tuition Assistance Program)
To be completed by New York State residents who are applying for state aid
- Go to www.hesc.ny.gov and complete a TAP (Tuition Assistance Program) Application, using your New York State taxes and the HESC school code 0305
- TAP is a need-based grant for eligible students enrolled in a minimum of 12 credits per semester (typically for undergraduate students only)

Financial Aid Policies
- Frequency: federal student loans may only be awarded for two semesters per academic year. The Pell Grant may be received year-round.
- Document submissions: If a student is applying for financial aid, all applicable documentation must be submitted for processing prior to the start of classes. If this documentation is not received by the end of the first week of classes, the student will be required to pay for classes by check or online payment, or be administratively withdrawn. If this occurs, the student will still be liable for the cost of the course.
- Financial authorization: All students are required to sign the Billing and Permissions Form prior to your first day of classes. Students must use their Houghton University email account and password to complete the form. The consent form explains that bills are sent electronically and outlines the ramifications of unpaid student account balances. Title IX and other federal/state aid

is not applicable for high school program. Please read this document and keep a copy for your records. If you have questions, contact the Student Financial Services Office.

- Satisfactory Academic Progress: In order to maintain eligibility for federal and/or state aid, students must be making satisfactory academic progress toward a degree. Undergraduate SAP policies may be found at: https://www.houghton.edu/admission/financial-aid/resources-and-faqs/financial-aid-policies/.

Consumer Information Disclosure

View Houghton's consumer information disclosure:
http://www.houghton.edu/consumer-information-disclosure/

We hope you find this collection of information helpful as we work alongside you. If for any reason you have questions that are not addressed here, please reach out to Tammy Dunmire, Director of Online Programs.