

2009—2010 Cedarville Academy Handbook

Updated February 2, 2010

Welcome to Cedarville Academy, an early college program of the Center for Lifelong Learning designed for outstanding high school students! We're so pleased you've joined the Christ-centered online learning community of Cedarville University. Please review the following helpful information that details important University policies.

Admission

Eligibility

Cedarville Academy is open to highly qualified juniors and seniors in high school who present a clear testimony of personal faith in Jesus Christ and evidence a consistent Christian lifestyle. Academy students are eligible to take courses until they have completed their fourth year of high school or reached the graduation date given in the initial application, whichever is earlier.

Admission

Admission to the Academy is competitive; application review for new students begins in February, and enrollment is limited. The admissions committee will consider the following credentials in its competitive selection process:

- Unweighted high school GPA of 3.50 for rising seniors and 3.70 for rising juniors preferred
- Advanced college-preparatory high school curriculum
- Standardized test scores (ACT, SAT, PLAN, or PSAT) in the top 25 percent
- Excellent church leader's recommendation
- High school guidance counselor or homeschool supervisor's recommendation

Retention

Students may continue in Cedarville Academy as long as they maintain a cumulative Academy GPA of 2.0 and honor both the Community Covenant (www.cedarville.edu/communitycovenant) and student life guidelines (www.cedarville.edu/studenthandbook). Students who withdraw from an Academy course for academic reasons may continue in following semesters at the discretion of the associate dean.

After Graduation

Academy students desiring to attend Cedarville University after graduating from high school must complete an abbreviated application to change their student status to "degree seeking." Additional or updated application materials may also be required. Contact the admissions office for more information (admiss@cedarville.edu).

Registration

The academy coordinator will assist students in selecting appropriate courses. Recommendations for course choice will be based on a student's application materials and interests. Every effort will be made to accommodate course requests; however, admission to Cedarville Academy does not guarantee registration in a particular course. Academy students may take up to two courses per academic year (fall, spring). Most students will take one course each semester, but both courses may be taken in the same semester.

New Students

- Registration takes place following acceptance into the Academy and payment of the non-refundable \$50 deposit.
- Registration for the first term is based on the Course Request Form (CRF) completed during the admissions process.

Continuing Students

- The Cedarville Academy coordinator will e-mail the CRF by April 1 (for fall semester registration) and by October 1 (for spring semester registration).
- Students must complete and return their CRF by April 15 for fall semester registration or by October 15 for spring semester registration.

Adding and Withdrawing from a Course

Changes in course schedule for Academy students follow the policies for all Cedarville University students (<http://www.cedarville.edu/courses/catalog/current/academic-information.pdf#page=11>). Students may drop or add an Academy course during the first week of classes without penalty. A \$5 drop/add (course) fee will apply after the first week. Please contact the Cedarville Academy coordinator by email (cedarvilleacademy@cedarville.edu) or by phone (1-866-CEDARVILLE) to make the necessary changes. See the Financial Information section for tuition refund information.

Dual Enrollment

Depending on a local school's regulations regarding dual enrollment, Academy courses may count for both high school and college credit. Interested students should contact their high school guidance counselor. Cedarville Academy does not participate in the state of Ohio's Post Secondary Enrollment Options program.

Financial Information

Costs

Tuition for courses taken through Cedarville Academy is \$150 per credit hour. This represents a 77% tuition savings off the University's standard tuition rates. Most Academy courses are 3—3.5 credit hours. Course fees and textbooks are not included in the cost of tuition. Students are not eligible for state or federal financial aid while participating in the Academy.

Payment in full for tuition and fees is due upon registration confirmation and may be mailed to:

Cedarville University Cashier
251 N. Main St.
Cedarville, OH 45314

University refund policies apply to tuition and fees paid as part of Cedarville Academy. Please refer to the "Financial Information" section of the online catalog for to learn about withdrawal refunds (<http://www.cedarville.edu/courses/catalog/current/financial-information.pdf#page=2>). A \$5.00 drop/add (course) fee will apply after the first week of class.

Academic Support Services

Academic Advising

Students are assigned to an Academy advisor to assist with academic problems and help each student succeed.

Disability Services

Students with disabilities will receive reasonable and appropriate adjustments or modifications to ensure equal access and the opportunity to achieve educational objectives. Students with qualified disabilities seeking assistance at the postsecondary level must “self identify” in a timely fashion to the coordinator of disability services. Accommodations are determined on a case-by-case basis once documentation from a qualified professional is submitted. For additional information, contact the coordinator of disability services at The Cove (AEC@cedarville.edu, 937-766-7437).

Library Resources

The Centennial Library's service extends beyond the borders of campus. The Library provides access to nearly 200 electronic databases, thousands of full-text electronic journals, and a growing number of electronic books, all of which are available to distance education students at www.cedarville.edu/library. Each academy student is assigned a 14-digit library ID, which is included in the orientation information emailed to new students following registration.

In addition, Academy students can seek help with their research from Cedarville University librarians through e-mail, telephone, or online chat.

Textbooks and Course Materials

Course requirements will be listed on the syllabus. Textbooks and course packs may be purchased online from the University bookstore bookstore.cedarville.edu. Students in a course with a lab component (e.g., Principles of Earth Science) will purchase a lab kit or virtual lab package to individually perform the lab and then submit the results.

Computer Support Information

Computer Essentials

Cedarville University is nationally known as a leader in instructional technology. To see system requirements for participating in an online Cedarville Academy course, visit www.cedarville.edu/academics/ctl/successonline/help.html. Online course activities will be completed using WebCT Blackboard. Go to Cedarville's home page (www.cedarville.edu) and click "Current Students," and then "WebCT Blackboard Courses". Click "Login" and type in your username and the password you used to apply online.

You will also want to conduct academic business using CedarInfo (e.g. "View your class schedule" or "View your transcript"). To use this powerful tool, go to Cedarville's home page (www.cedarville.edu) and click "Current Students," then "CedarInfo." Log in* using your Cedarville username and password. Students who forget account information can select one of the options under the "Forgot your password?" heading.

*Before using CedarInfo, please read the *Acceptable Use Policy for CedarNet* at www.cedarville.edu/acceptableuse. Use of CedarInfo implies agreement to these policies.

Computer Help

The computer help desk may be reached by phone at 937-766-4156 or by e-mail using spc@cedarville.edu. Please identify yourself as an Academy student so that the technicians can help you more efficiently. Accessing the comprehensive list of help pages answers many common questions (www.cedarville.edu/computerhelp).

E-mail

Academy students will receive email from the professors and the Cedarville Academy coordinator on their Groupwise email accounts. Check this account every day! Select "Resources" on the student home page (<http://www.cedarville.edu/student>) and then click on "Groupwise WebAccess." Enter your username and password and click "Login."

Course Information

Syllabi

Course requirements including textbooks, activities, time lines, any additional software or equipment purchases, and grading guidelines are listed in each course syllabus (www.cedarvilleacademy.com/courses). Students should contact individual professors with additional course-related questions.

Course Content

Academy classes are university-level courses taught by committed Christians who desire to teach their disciplines from a biblical worldview. At times, professors may initiate a scholarly study of subject matter that some parents may deem inappropriate for their Academy student. Courses containing such content will be labeled in the syllabus, and parents are encouraged to contact professors for more information before allowing their student to enroll.

Online Course Requirements

Courses are divided into sessions that last approximately one week. A clear schedule is always available to help students stay on track, and clear objectives and expectations are communicated throughout the course. Activities vary from course to course but may include:

- reading assignments from textbooks or web-based sources
- interactive professor-provided material to explain concepts further
- online group collaboration such as threaded discussions
- written assignments, which are submitted online
- quizzes and other assessments completed online, often in a timed setting

Cedarville online courses are in most ways very similar to their face-to-face equivalents and in general are neither harder nor easier. They require the same amount of effort. Online course management systems such as Blackboard® provide the technology that makes it possible to give frequent quizzes that supply immediate feedback for many courses. In most of the Academy courses, students will take quizzes during the week and then a summative assessment of some type at the end of the section block (normally a week).

All the courses are asynchronous, meaning that students can accomplish the weekly requirements at their convenience. To facilitate an online learning community, students are required to interact online with fellow classmates, but most courses have no set class or meeting times. This flexibility helps students handle schedule conflicts, as well as allows time for athletics, work, or other school activities.

Grades

Academy course grades become part of a student's permanent academic transcript from Cedarville University. Grade points are awarded according to a "four-point system":

Grade	Grade Points
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

Copies of semester grades will be sent to the student and high school guidance counselor (if applicable) once grades have been transcribed at the end of the term. Students may view unofficial transcripts from the "Academic (Student) Transactions" menu on CedarInfo.

Family Educational Rights and Privacy Act (FERPA)

Cedarville University complies with the Family Educational Rights and Privacy Act (the Buckley Amendment), which is designed to protect the privacy of educational records, to establish the right of students to inspect and review their records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. The University has adopted a policy that explains in detail the procedures followed for compliance with provisions of the act. Copies of the policy are available from the office of the registrar (registrar@cedarville.edu). All students taking college-level courses are protected by this policy, even if they are still completing high school requirements.

Questions?

Please contact Cedarville Academy at the Center for Lifelong Learning with any other questions. We'll be happy to assist you.

Center for Lifelong Learning

Dr. Mark McClain, *Associate Dean, Lifelong Learning and International Programs*
Mrs. Paula Kordic, *Cedarville Academy Coordinator*

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