

Student Expectations

As an online learner with Troy University you are expected to:

Meet all appropriate deadlines – from the application process to the course assignment deadlines to preparing for graduation there are deadlines every step of the way that have been established to make the process easier for students to achieve their goals. It is the student's responsibility to meet all appropriate deadlines. Routinely review the eTROY Academic Calendar and adhere to the deadlines. Start with completing your official application documents within the first term to meeting graduation intent deadlines.

Use your Troy email – the Troy University email is your official notification for all that goes on with your online program and events and notices related to the University.

Be sure to read your email and keep all correspondence with Troy staff and faculty for future reference.

Go through the orientation – the orientation for both undergraduate and graduate online learners has been designed to assist students to have a successful educational experience with their online programs. Information on how to access Blackboard and other learning tools are included in the orientation along with valuable resources on how to learn in the online environment.

Make sure that your computer meets the technical requirements and that you have adequate Internet connection. Students must have access to a working computer that they have administrator rights on and access to the Internet. Students can use University computer labs, a public library, etc. to access the Internet but some courses may require the ability to download course related software.

Make sure you are ready for online learning – eTROY works on nine week terms. Does your learning style match an accelerate course pace? Do you have the time to dedicate to an interactive course? eTROY courses are not self-paced courses, you must meet all the timelines established by the instructor and participate in all activities assigned.

Read your academic catalog – your academic catalog is your “bible” for your online degree program. Please familiarize yourself with your degree program. The undergraduate and graduate catalogs can be found online at <http://www.troy.edu/catalogs/>. Pay close attention to admission

requirements and prerequisite courses. Know the requirements for your degree plan. If you have questions your academic counselor will assist you.

Access your degree program – a link is available for students to view all degree requirements, prerequisites, major requirements and minors, if applicable.

Be sure to read and follow your syllabus.

Be sure to register during the registration timeframes – There are four weeks of registration for each term. Register early and order your books. eTROY runs on nine week terms. Waiting until the first week of classes to register and order books is too late. It is the online learners' responsibility to be prepared for the first day of the term. eTROY students are required to order their textbooks through MBS Direct to insure the student has the proper materials for the course. The link to order textbooks from MBS is <http://www.mbsdirect.net/Index.htm>. eTROY is not responsible for issues regarding textbooks that have not been ordered through MBS Direct.

Work with your instructor – while in an online course the online learners are expected to work with the faculty who teach the course when questions arise related to the course and the grades. The staff cannot "fix a grade".

Once the course is completed for a grade and there are still issues, there are appropriate procedures that online learners must follow to address their concerns.

Be courteous, polite and respectful – to faculty, staff and fellow students. Inappropriate behaviors and comments will not be tolerated.

Be ethical in your coursework – Cheating, plagiarism, and other such behaviors will not be tolerated at Troy University. Specific penalties will be determined by the faculty and the consequences will adhere to Troy University policy.

Notify the University re: American with Disability Act - Eligible students, with appropriate documentation, will be provided equal opportunity to demonstrate their academic skills and potential through the provision of academic adaptations and reasonable accommodations. Further information can be found at:

<http://www.troy.edu/etroy/studentservices/adaptiveneeds.htm>