

FAITH CHRISTIAN UNIVERSITY CATALOG SUPPLEMENT
for
FCU LIVE ONLINE

Welcome to a new standard of education, FCU's web-based, virtual university –

FCU Live Online!

FCU has entered an age of groundbreaking and unprecedented technology that will revolutionize how you think about education. The miracle of streaming video technology we bring you right into our classroom live from Orlando with the option of review through video-on-demand after the class has been taught. You now have a virtual mobile classroom at your fingertips.

Following is all the information you will need concerning technology requirements, school policies, testing procedures, ordering textbooks, course information and everything else you need to get started.

ABOUT FCU Live Online!

The ***FCU Live Online*** classroom is not your typical correspondence or distance learning program. You will be attending class at the same time as the Orlando students with the added benefit of reviewing the class anytime 24/7 after the class has been taught. This flexible innovative instructional delivery system opens communication between student and staff.

Students have the advantage of:

- Viewing the class right along with the ‘live’ audience of students at the main campus.
- Being an integral part of the live class. Before and during break time online students can email questions, prayer requests and praise reports that can be shared with the main campus.

CHARACTERISTICS OF FCU ONLINE COURSES

- FCU online students must follow the same qualifications, requirements, registration and academic procedures as on-campus students.
- Academic standards are identical to on-campus standards.
- Objectives and assignments for each class session are listed in the syllabus which includes; dates for exams, deadlines for papers and other projects and will be enforced just as for on-campus students.

- All courses are set on a four-week schedule.
- Correspondence by email.
 - Because classroom instruction is live, online students are invited to send email messages before and during the class time.
 - Those viewing video-on-demand at other times are also invited to communicate via email.
 - Students are encouraged to email prayer requests, special needs and praise reports.
 - Students also have the ability to correspond with their Instructors.

Available online:

- Make application to FCU
- Register for class
- View the class through *FCU Live Online* and Video-on-demand.
- Download and print resources for the class
- Order Textbooks
- Take Tests
- Receive grades
- Request transcripts
- Communicate with instructors and staff via email

SUGGESTIONS FOR A SUCCESSFUL STUDY TIME:

1. Prepare materials for class.
 - a. Invest in pens, tablets, etc. for note taking or invest in a 3-ring binder. Your notes will become very valuable to you in the future. *Notes can be taken simultaneously during viewing by opening a Word document and sizing it to the right of the screen. Find out what is most effective for you.*
2. If you are unable to view your class at the Live Online class time, set aside a consistent, designated viewing time for your class.
3. Determine a comfortable and consistent location for viewing your class each week.
4. View each 45-minute class segment without interruption.
 - a. Turn off the telephone, cell phones, pagers and notify your friends and family that this is class time.
5. Make your study time your private time.
6. Print out or save to your computer hard drive copies of class syllabi.

HOW IT WORKS

Complete your Biblical education at a time convenient to you. All you need is a computer, phone connection and an Internet Service Provider.

View the class Live Online or Video-On-Demand. That simply means that when the course is taught it is captured and made available to you at a time convenient to you. Throughout the class, your FCU staff and the instructor will provide guidance and feedback on your progress by email.

All courses are offered one at a time, so you can explore each subject in more depth. Each course lasts four weeks, and if you need to take a break between courses, you can. However, each course must be completed in its entirety within the four (4) week time period. The FCU Live Online Course Schedule is available on the web site.

All lectures, notes, exams, handouts, etc., are on the website, even though the instructor continues to lecture to those students who come to class. As an online student you will still experience the dynamic anointing and general feeling of being involved even though you may be hundreds or even thousands of miles away.

Every course has been assigned a Course ID#. However, for the Online segment a special access code will be assigned in order to secure the course to only those who have formally registered and paid the tuition and technical fee. Only those who have officially registered and paid the official tuition fee will receive proper credit for the course.

E-LEARNING SPACE

This is state-of-the-art technology provided as a tool to facilitate each class from beginning to a successful end; from the Registration Process all the way through to issuing your final grade for the course. The course objectives, all requirements, handouts plus other pertinent information to the course is through the *E-Learning Space*. For more information go to Learning Space on the web site.

VIDEO-ON-DEMAND

Once the class is viewed LIVE it can be viewed and reviewed at anytime where an Internet connection is available. You can pause, rewind and fast forward just like a video recorder. The class is available only during the assigned weeks posted on the Online Course schedule. Once the deadline is met the class is no longer accessible.

WHERE DO I GO FOR HELP

Email addresses and phone numbers are provided for information, technical support, prayer and praise reports, student advisors, etc.

FCU EMAILS

Admission Office:	admissions@fcu.edu
Tech Support:	techsupport@fcu.edu
Registrar:	Rev.Kenneth@fcu.edu
Prayer need and Praise report:	prayerandpraise@fcu.edu
Assessments/Transfer of Credit:	assessments@fcu.edu

TEXTBOOK INFORMATION

Each course will have required reading. The required textbook will be posted on the Learning Space and can be purchased through the FCU Bookstore which is accessible online through the FCU home page. Books purchased from the website take approximately one week to ship, so students should plan accordingly. All course textbooks for upcoming classes are listed in the FCU Bookstore under the FCU Textbooks link.

Other books and resources that may be of interest to the student will also be posted on the website.

PAYMENTS

All payments can be made online using credit card, debit card or check card. FCU utilizes Verisign software to provide secure transactions over the internet.

ONLINE INTEGRITY

Downloading and copying FCU Online courses or course materials is strictly prohibited. Unauthorized reproduction, distribution, or exhibition of videotapes, audiotapes, or laser videodiscs is prohibited by Federal law. All rights are reserved by Faith Christian University.

COMPUTER LITERACY FOR FCU LIVE ONLINE STUDENTS

Basic typing skills and knowledge of a word-processing package such as *Microsoft Word* is necessary in order to be admitted to FCU Live Online program. Online students must have the necessary computer skills to connect to the Internet using a web browser such as

Microsoft Internet Explorer and know how to search, send and receive email via the Internet.

Individuals not sure if they have sufficient computer skills or need technical information or clarification should contact the FCU Tech Support by email using the address listed above. The minimum technical requirements are listed at http://www.fcu.edu/technology_costs.htm.

INTERNET ACCESSIBILITY

Access to the Internet via a dial-up connection or broadband connection is necessary for the online student. *FCU strongly recommends that a broadband connection be used such as a DSL or cable modem to take full advantage of the streaming video. A dial-up connection will work, however, the quality of the video that the student desires may require a high-speed connection.* Generally, DSL, cable modem, or other broadband services will cost more than dial-up but the quality of the audio and video signals are superior when used with the proper computer system and can significantly enhance the student's learning experience.

If the student is not able to successfully enjoy the video projection of the online system but can receive the audio portion clearly they are welcome to participate as any other student. This is a personal decision.

EMAIL ACCOUNT

All FCU students are required to have a valid, working email address. If email address changes it is the student's responsibility to notify FCU within two days of change. The notification may be sent via email to: **Admissions@fcu.edu**

It is our suggestion that the student set up an email account just for FCU. Print out your email questions and the responses. When sending emails use the same email from the last response given, and in so doing you this will give you and your instructor a history of your correspondence.

When making changes include your full name, student identification number, old email address, and new email address in the message.

We encourage all interaction to FCU to be done via email. There are several important email addresses throughout the website. It is strongly suggested that you record each one of these in your Address Book.

As a student you can ask questions, submit prayer needs and gain a clearer understanding of issues relating to the class via email.

Checking Email Daily

Students should check their email account daily for messages from their instructors or other University personnel and make certain that their email boxes are not full and rejecting incoming messages.

GUIDELINES FOR THE FCU ONLINE

FCU is proud of our comprehensive, state-of-the-art network, and online portal linked to the World-Wide Web (Internet). This technology is relatively new and we are busily engaged in making it user-friendly.

As a school built on Christian principles and beliefs, we want to use this system for advancing the Kingdom of God and walking worthy of the call that He has placed on each of us. We want to work in excellence, with the greatest of ethics and within every legal provision. In turn we expect our FCU Live Online students to support the standard set forth in the policies of FCU. Any student violating any of these provisions may be subject to loss of online privileges that could include expulsion from FCU.

The use of FCU Live Online and all related properties must support the vision and mission of FCU and follow with consistency the spiritual and educational objectives of Faith Christian University.

Transmission of any material in violation of any U.S. or other pertinent regulation is prohibited. This includes, but is not limited to, threatening or obscene material or material protected by trade secret. Illegal activities are strictly prohibited.

BIBLICAL GUIDELINES FOR BEHAVIOR

1. Be courteous in all of your dealings with FCU.
2. Do not send abusive messages.
3. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate or offensive language.
4. Do not reveal your account name and password to others.

The University will not be responsible for any damages students suffer from use of the Intranet. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or other errors or omissions.

Security for your computer

Students are encouraged to install an anti-virus system on their computer to protect against hackers. FCU will take all precautions to insure the security of our systems.

ASSIGNMENTS

Assignments must be completed within five weeks of the enrollment date and will not be available once the course deadline is reached. Once assignments are submitted, they are graded and recorded in the FCU student records databank where students have access to their own records at any time. Students will receive immediately test results! Imagine, no more waiting for test results!

The Online course schedule will give the dates of the beginning and the end of each course.

Access to the class will be available during the published dates and can only be accessed by those who have officially registered and paid. The class will be closed and not available once the deadline date has been reached. Students are required to complete the course during the designated time.

The Course Syllabus will be issued and detailed information the concerning requirements for the course and the dates that assignments are due.

Once the Application process has been completed and the student has received notification of approval they will receive the necessary ID#'s and Passwords for access into the *Learning Space*.

All assignments must be completed before a grade is issued. This includes watching all class sessions, completing surveys and book reviews, quizzes, exams or worksheets. Each assignment is individually listed in the Course List Directory under each class. These assignments could be Matching, Multiple Choice, True or False, Yes or No, Fill in the Blank, or Short Answer. To navigate through the assignment, after you answer each question you click the "next" button located at the bottom of the screen until you reach the conclusion. Once completed, the screen will say that you are finished with the test. At that time you must click the "submit" button located at the bottom of the screen. It is imperative that you wait and receive confirmation on the screen that your assignment has been received. If you do not receive confirmation, please click on the submit button again.