

**FAITH CHRISTIAN UNIVERSITY CATALOG SUPPLEMENT**  
**for**  
**FCU ONLINE**

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

***FCU 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 brings you into the classroom through video-on-demand, providing a Bible school education at your fingertips.

Following is the information you will need concerning technology requirements, school policies, testing procedures, ordering textbooks, and registration for FCU Online.

**HOW IT WORKS**

Complete your Bible education at a time convenient for you. All you need is a computer and high-speed internet connection.

All courses are offered one at a time, so you can explore each subject in more depth. Each course lasts for 40 days from the time of registration.

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.

**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 *Learning Space*.

**COMPUTER LITERACY FOR FCU 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 Online program. Online students must have the necessary computer skills to connect to the Internet using the *Internet Explorer* web browser. Students should know how to send and receive email via the Internet.

## **INTERNET ACCESSIBILITY**

Access to the Internet via a dial-up connection **will not work**. FCU Online students must have a high-speed internet connection.

## **EMAIL ACCOUNT**

All FCU students are required to have a valid, working email address. If the 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**  
When notifying FCU of an email address change, please 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**

Students should check their email account regularly for messages from the University and make certain that their email boxes are not rejecting incoming messages.

## **WHERE DO I GO FOR HELP ?**

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

### **FCU EMAILS**

**Admission Office:** [admissions@fcu.edu](mailto:admissions@fcu.edu)

**Tech Support:** [techsupport@fcu.edu](mailto:techsupport@fcu.edu)

**Registrar:** [rev.Theresa@fcu.edu](mailto:rev.Theresa@fcu.edu)

**Prayer need and Praise report:** [prayerandpraise@fcu.edu](mailto:prayerandpraise@fcu.edu)

**Assessments/Transfer of Credit:** [assessments@fcu.edu](mailto:assessments@fcu.edu)

## **VIDEO-ON-DEMAND**

You can pause, rewind, and fast forward just like a video recorder. The class is available only during the 40-day time period, which begins at the time of registration. Once the deadline is met the class is no longer accessible.

## **TEXTBOOK INFORMATION**

Each course will have required reading. The required textbook will be listed with the course list issued to students once they have completed the Free Sample course

prerequisite for online students. Books may be ordered from the Main campus by phone or purchased online through any online vendor such as Amazon.com.

## **PAYMENTS**

All payments can be made online using credit card, debit card or check card. FCU utilizes PayPal 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.

## **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 Internet. 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 must install an anti-virus program on their computer to protect against threats to their systems that may inhibit the functions of the Learning Space and Test Portal. FCU has taken precautions to insure the security of our systems.

## **ASSIGNMENTS**

Assignments must be completed within 40 days from the date of registration 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. Students will receive immediate test scores! Imagine, no more waiting for test grades!

The Course Syllabus has information concerning assignments for the course along with the grade percentage value of that assignment. All assignments must be completed before the final grade is issued. This includes viewing all course lectures, completing exams, and scorecards.

## **TEST PORTAL**

The Test Portal is the access process you will use to complete Exams, and Scorecards for your classes. Complete instructions on using the Test Portal are included in the instructional online tutorial provided to all new FCU Online students.

## **SUGGESTIONS FOR A SUCCESSFUL STUDY TIME**

1. Prepare materials for class. Have pen and notebook ready for taking neat and organized notes. Your notes will become very valuable to you in the future.
2. Set aside a consistent, designated viewing time for your class. Make your study time your private time.
3. Determine a comfortable location for viewing your class lectures without distraction. Turn off cell phones, television, etc. and notify friends and family that this is your class time.
4. We recommend that you view each 45 minute lecture without interruption. You may stop and start a lecture as many times as you would like during the 40 day time period, but we recommend that you allow yourself time to view a whole session at once for continuity.

## **GUIDELINES FOR FCU ONLINE**

FCU is proud of our comprehensive, state-of-the-art network, and online portal linked to the World-Wide Web. 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 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 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.***

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