



“Your Education Has No Boundaries”
Welcome to the SPRING Semester 2017!!

We would like to invite you to view our **Distance Education** website: <http://www.nccu.edu/nccuonline>
There you will find links to financial aid, student accounting, search and view classes, guidelines and registration process, administrative offices, plus other helpful information.

Questions? Contact us at disted@nccu.edu

SPRING 2017 SEMESTER IMPORTANT DATES

- January 9**
- First day of classes
 - First day of classes Mini-Session 1
 - Financial aid posted
 - Late registration, schedule adjustment period (drop/add) begins
 - **Please note: students are responsible for dropping courses**
 - Late registration fees imposed
- January 18**
- Late registration and scheduled adjustment period (drop/add/section changes) conclude at 4 p.m.
 - Course schedules canceled for all students who have not made satisfactory payment arrangements
- February 9**
- Mini-Session 1: last day to withdraw from a course**
- March 8**
- Last day for **undergraduate and graduate students** to withdraw from a class with a grade of WC or from the university with a grade of W
 - Please note: students are responsible for withdrawing from courses**
- April 13**
- Mini-Session 2: last day to withdraw from a course**

For more important dates please visit the NCCU Academic Calendar
http://www.nccu.edu/formsdocs/proxy.cfm?file_id=3017

EMAIL and TECHNICAL ASSISTANCE

As an online student, your NCCU e-mail account is your official means of communication when contacting the university. Use this email account when corresponding with your instructor, the Division of Extended Studies (Distance Ed.) or other departments. To create your e-mail account, go to: <https://webapps.nccu.edu/departments/its/accounts/> and enter your Banner ID# and pin# provided to you in your acceptance letter. If you have problems accessing your NCCU email account or experience other difficulties accessing the campus system, contact the NCCU Eagle Technical Assistance Center (ETAC) at 919-530-7676 or <http://helpdesk.nccu.edu> The NCCU email account log in and password is used to access MY Eagles on Line (myEOL). myEOL grants access to Blackboard, Self-Service Banner (SSB), news, announcements, NCCU Calendar, document library, FAQs, and more.

ONLINE COURSES

If you have registered for an internet class, your class will be offered on the Course Management System, Blackboard (Bb). Your course information will be posted on the Blackboard site at

<https://nccu.blackboard.com/webapps/login/> on the first day of class. To view your course information, log onto the Bb site using your NCCU username and password. For Blackboard support call the Extended Studies Office at (919) 530-7667, Option "1" or 1-866-845-0010 or email blackboard@nccu.edu.

PROCTORING

The UNC Online Proctoring Network has been designed to enhance the academic integrity of online courses by providing students with an easily accessible pool of qualified proctors. These qualified proctors will be available for students who are taking online courses at any of the constituent universities of the University of North Carolina. This network will help students to easily access proctors and find a facility to take their exam in a shorter, more effective period of time. To schedule a proctored exam go to:

<http://online.northcarolina.edu/exams/overview.htm>

Please note: *Students are responsible for any additional fees that may be associated with proctoring services.*

TEXTBOOKS

Textbooks can be purchased from the NCCU, E-Follett online bookstore: www.nccushop.com

For information on how to obtain Book Vouchers and to request a book allowance, please go to Distance Education Guidelines and Registration Process at:

<http://www.nccu.edu/academics/distanceeducation/formsguidelines.cfm>

STUDENT DISABILITY SERVICES

Students who require ADA accommodations must contact the Student Disability Services Office for assistance. (919)-530-6325, sda@nccu.edu and <http://www.nccu.edu/students/student-services/disability/>

WRITING STUDIO

The Writing Studio offers live online, evening and weekend interactive sessions to teach you how to become a better writer. No webcam or special equipment needed. The writing consultants help with brainstorming, organizing ideas, developing rough drafts and refining, editing and proofreading creative and well-crafted papers. To make an appointment, call the Writing Studio at 919-530-6035 or visit 102 Taylor Education Building.

LIBRARY SERVICES

Students can access the James E. Shepard Memorial Library databases off-campus. Instruction on how to access the databases off-campus can be viewed at http://shepard.libguides.nccu.edu/distance_ed and <http://web.nccu.edu/shepardlibrary/pdfs/EZProxy.pdf> Students can receive assistance from a NCCU librarian by contacting the library by telephone (919-530-6426), email ask@shepard.nccu.libanswers.com or text (919-799-2182).

FINANCIAL AID

Contact a financial aid counselor in the Eagle Service Center at (919) 530-6180 to ensure your FAFSA and other required documents have been received. Dropping or withdrawing from a distance education course will decrease your Financial Aid Award. Prior to dropping or withdrawing from a course, please contact the Scholarship and Student Aid office (ssa@nccu.edu) or the Eagle Service Center both at (919) 530-6180.

STUDENT ACCOUNTING

To pay all or part of your bill, contact the Bursar's Office at (919) 530-6209 or (919) 530-6234. Bill payment options can be accessed on the following website:

<http://www.nccu.edu/admissionsandaid/tuitionandfees/index.cfm>

Course Schedules will be cancelled for all students who have not made satisfactory payment arrangements by the deadlines established in the NCCU Academic Calendar:

<http://www.nccu.edu/academics/resources/calendar.cfm>

ONLINE TUTORING

Upswing is North Carolina Central University's new virtual Student Success Center for students enrolled in DE/Online courses and programs. Students now have access to additional tutoring services via Upswing at no cost.

The system is very user-friendly. You will use your current NCCU myEOL username and password to access UpSwing. You don't need to remember or create another account or password. You can find your online courses by using the search function at the top of the screen. You can search by subject or course prefix and number.

For example, just type in the subject (CRJU) and a list of criminal justice courses will appear. Select the

course and Upswing will provide a list of coaches “tutors” to select from. You would do the same thing with general education courses (i.e. MATH, ENG, and HUM). The virtual Success Center permits a student to perform the following actions:

- Search by subject or class to view profiles, ratings, and reviews of coaches and select who you want to work with
- Schedule a session for later or request immediate support
- Receive automatic reminders about upcoming sessions
- Experience collaborative learning through real-time audio, visual, chat, and more on the virtual whiteboard
- Quickly upload and share documents before or during sessions
- Save the chat transcript, tutoring session or take a photo and retrieve the information at a later date for review

Please see the instructions below on accessing Upswing:

1. Go to northcarolina.upswing.io
2. Click on the dropdown and select "North Carolina Central University"
3. Click on Log In Now!
4. Enter your NCCU username and password
5. Search for a subject, course or coach “tutor”

VISIT US ON TWITTER AND FACEBOOK

