

# Regions University e-Syllabus<sup>®</sup>

## Section I

*Microcomputer Applications*  
**CO1405E**  
*Summer 2007*  
*Melissa Pickett*

**Internet based instruction, assignments & tests**

*An instructor may revise the Syllabus upon written notice to the student.*



1200 Taylor Road • Montgomery, AL 36117-3553  
334.387.3877 • 800.351.4040 • FAX 334.387.3878  
[www.regionsuniversity.edu](http://www.regionsuniversity.edu)

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## WARNING!

**Copying Course Syllabi** – Regions University charges a \$50 per course administration fee to provide a copy of *previous* course syllabi. All students should print and retain a copy of the course syllabus of each course taken. Copies of course syllabi are often required for licensure applications, employment applications and applications for advanced study. Because course syllabi often change and course numbers sometimes change, extensive effort is required to retrieve and correct syllabi for *previous* classes.

## Catalog Course Description

### CO 1405E - Microcomputer Applications (4 Semester Hours)

An introduction to the most common software applications for microcomputers. The specific software covered is the 2003 edition of Microsoft Word, Access, Excel, and PowerPoint. The course also addresses the basic operations of the microcomputer.

## Instructor Contact Information

### Telephone Numbers:

**Regions University** 334.387.7835

**Toll Free** 800.351.4040, Voicemail Ext. 7835

**Fax** 334.387.3878 (put instructor's name on fax cover sheet)

**Email:** [melissapickett@regionsuniversity.edu](mailto:melissapickett@regionsuniversity.edu)

## Course Objectives and Assessment of Learning Outcomes

**Course Objectives:** The objective of this course is for each student to apply skills to perform basic operations using Windows and Office XP applications and use correct terminology associated with these applications.

### Upon completion of this course, the student will be able to:

- Apply skills and concepts presented using Microsoft Word 2003.
  - Lab activities, production & written exam, and research via discussion board.
- Apply skills and concepts presented using Microsoft Excel 2003 and Microsoft Access 2003.
  - Lab activities, production & written exam, and research via discussion board.
- Apply skills and concepts presented using Microsoft PowerPoint 2003.
  - Lab activities, production & written exam, and research via discussion board.

## Required Course Textbooks



Halverson, M., Hunt, M. **Microsoft Office 2003 – Brief**. Boston, MA: Course Technology (2007).

**Disclaimer** - Textbooks, recommended aids, bibliography entries, and assigned articles do not necessarily reflect the views of the instructor, the faculty, or the administration of Regions. All human authors are fallible. Materials are selected for their instructional value, including the presentation of diverse viewpoints with which students should be familiar. The instructor will help students learn to evaluate these materials so that they can utilize their positive contributions and avoid their errors.

Refer to paragraphs on Textbooks in Section II of the Syllabus for ordering textbooks.

## Selected Course Bibliography

Not Applicable

## Course Assignments & Requirements

### Exams & Summary

Description			
<p><i>Getting Started: Regions University's primary concern for each student is a successful learning experience each semester. This can only be achieved through good communication. Therefore, the student should expect to receive an initial email from the course instructor at the beginning of the semester. DO NOT RESPOND TO THAT EMAIL. After the initial email is sent, <u>AN ANNOUNCEMENT</u> will be placed at the top of the Announcements page letting each student know the initial email has been sent and asking if you received the initial email. If you do not receive that email, you will need to send an email to the instructor informing him or her of the situation. We will then attempt to identify the problem and offer a solution</i></p>	<b>Number of Quizzes or Assignments</b>		
	<b>Points per Quiz or Assignment</b>		
			<b>Total</b>
<b>Respond to Welcome email/discussion board</b>			
<b>Weekly Assignments</b>	8	50	<b>400</b>
<b>Midterm Exam</b>	1	200	<b>200</b>
<b>Final Exam</b>	1	200	<b>200</b>
<b>Library Research Log/Current Event Article</b>	4	50	<b>200</b>

<b>Discussion Board</b>	4	50	<b>200</b>
<b>TOTAL COURSE EXAMS AND ASSIGNMENT POINTS</b>			<b>1,200</b>
<b>Assignments by Week – All Courses</b>			
<ul style="list-style-type: none"> <li>• <b>Electronic Week 1</b> – <i>Getting Started; reply to Welcome email; DB</i></li> <li>• <b>Electronic Week 2</b> – <i>Word – Unit B</i></li> <li>• <b>Electronic Week 3</b> – <i>Word – Unit C</i></li> <li>• <b>Electronic Week 4</b> – <i>Current event article #1</i></li> <li>• <b>Electronic Week 5</b> – <i>Excel – Unit E</i></li> <li>• <b>Electronic Week 6</b> – <i>Excel – Unit F</i></li> <li>• <b>Electronic Week 7</b> – <b>Midterm Exam</b>, <i>Current event article #2</i></li> <li>• <b>Electronic Week 8</b> – <i>Access – Unit H</i></li> <li>• <b>Electronic Week 9</b> – <i>Access – Unit I</i></li> <li>• <b>Electronic Week 10</b> – <i>Current event article #3</i></li> <li>• <b>Electronic Week 11</b> – <i>PowerPoint – Unit K</i></li> <li>• <b>Electronic Week 12</b> – <i>PowerPoint – Unit L</i></li> <li>• <b>Electronic Week 13</b> – <i>Current event article #4</i></li> <li>• <b>Electronic Week 14</b> – <i>PowerPoint Presentation</i></li> <li>• <b>Electronic Week 15</b> – <b>Final Exam</b></li> </ul>			
<b>Additional Comments or Instructions</b>			
<p><b>The student must:</b></p> <ol style="list-style-type: none"> <li>1. Read course documents each week, including any introductory remarks, lecture notes, and appropriate sections from the textbook, as assigned.</li> <li>2. Respond to the items posted in the discussion board throughout the semester. (Late contributions receive 0 points.)</li> <li>3. Complete and submit weekly assignments to the digital drop box. (10pt late penalty for late submissions.)</li> <li>4. Maintain online library research log.</li> <li>5. Submit assigned computing research/current events assignments via discussion board. (10pt late penalty for late submissions.)</li> <li>6. Submit all work on or before the posted class schedule deadlines.</li> </ol> <ul style="list-style-type: none"> <li>• In the “Research Log Account” the student will record all activity associated with library research. Research includes course textbook and articles from magazines, databases, and web sites. The student will be able to access the account and up-date or correct information as needed. The instructor will have access to each student’s account.</li> <li>• Penalty points will be assessed for work not received by the posted due date. See Requirements. Extenuating circumstances should be discussed with instructor in advance of due dates.</li> <li>• Timely participation in discussion board forums is required.</li> </ul>			

# Regions e-Syllabus<sup>®</sup>

## Section II

### Attention All Students:

Please note that all University policies specified in the *Regions University Academic Catalog* apply to this course. The *Catalog* is available online at [http://www.regionsuniversity.edu/academic\\_catalog.htm](http://www.regionsuniversity.edu/academic_catalog.htm)

## Communicating with your instructor

- **Important note:** If you do not hear from your instructor within 36 hours of sending an email, please forward a copy of your email to [problems@regionsuniversity.edu](mailto:problems@regionsuniversity.edu), or state the nature of your problem in a new email and send that to the same email address. Be sure to include your full name, student identification number and the course number. Feel free to address other problems in this manner, as well.

## Textbooks

- **Disclaimer** - Textbooks, recommended aids, bibliography entries, and assigned articles do not necessarily reflect the views of the instructor, the faculty, or the administration of Regions. All human authors are fallible. Materials are selected for their instructional value, including the presentation of diverse viewpoints with which students should be familiar. The instructor will help students learn to evaluate these materials so that they can utilize their positive contributions and avoid their errors.
- **Ordering Books** - Unlike many colleges and universities, Regions University does not have a bookstore where college textbooks are sold at significant prices above cost. Instead, the University has partnered with MBS Direct, the nation's leading college and university virtual bookstore. MBS Direct is a comprehensive virtual bookstore where Regions' students can buy textbooks, track orders, sell their used textbooks, and even purchase computer software at discounted prices. Students can access the Regions textbook list by going to the MBS Direct web site at: <http://www.mbsdirect.net/index.htm> Or by telephone in the United States at 800.325.3252 or internationally at 573.447.9179.
- Students with specific questions about Regions course textbooks that cannot be answered by visiting the MBS Direct web site may contact Mr. Terence Sheridan at Regions by telephone at: 800.351.4040, Extension 7541; or by email: [textbooks@regionsuniversity.edu](mailto:textbooks@regionsuniversity.edu)

# University Standard for Writing/Reference Citations

Unless specified otherwise by the professor, all course papers must be typewritten and in the proper thesis form. For the Regions University **School of Human Services** the form is specified by the latest edition of *The Publication Manual of the American Psychological Association*. For the Regions University **College of Business and Leadership, the College of General Studies, and the University Turner School of Theology**, the form is specified by the latest edition of *The Chicago Manual of Style*.

## Withdrawal / Drop Course Information

### Withdrawal Definition

A withdrawal occurs when a student totally withdraws from all registered courses at Regions University during a semester.

### Procedures for Withdrawal

The withdrawal process begins with an emailed request from the student to [registrar@regionsuniversity.edu](mailto:registrar@regionsuniversity.edu) prior to 12:00, noon, CT on Friday of the 11th week of the semester which includes student name and number. Note: You will receive an email notice from the financial aid office detailing academic and financial ramifications that will result if you wish to finalize your withdrawal. If you then wish to finalize your withdrawal, you must follow the instructions at the bottom of the email. If this step is not completed, you will not be withdrawn. The withdrawal date will be the date that the email request to withdraw is received by the registrar. If the withdrawal process is not completed by the student within ten calendar days of the initial notification, the withdrawal request will be cancelled. If the student chooses to later withdraw from his or her course(s), the withdrawal date will be the date of the subsequent request. The student will again have ten calendar days to complete his or her withdrawal.

### Procedures For and Ramifications of Dropping a Course

The process to drop a course (not all courses) begins with an emailed request from the student prior to 12:00, noon, CT on Friday of the 11th week of the semester which includes student name and number to the following email address: [registrar@regionsuniversity.edu](mailto:registrar@regionsuniversity.edu) **Note:** You will receive an email notice from the financial aid office detailing academic and financial ramification that will result if you wish to finalize your drop. If you then wish to finalize your drop, you must follow the instructions at the bottom of the email. If this step is not completed, you will not be dropped. The Drop Course date will be the date that the email request to drop is received by the registrar. If the drop process is not completed by the student within ten calendar days of the initial notification, the drop request will be cancelled. If the student chooses to later drop from his or her course(s), the drop date will be the date of the subsequent request. The student will again have ten calendar days to complete his or her withdrawal.

A student who drops a course (not all courses) prior to the first day of the semester will not incur tuition or fee charges for the course.

A student who drops a course on or after the first day of the semester will be held financially responsible for the entire Tuition & Fees of the course and an additional \$75 per course Drop Fee.

### **Withdrawal Financial Responsibility**

Financial responsibility is calculated using the following rules.

- 1) Withdrawal prior to the first day of the semester, the student will be held responsible for a \$400 Withdrawal Fee only. This fee will be waived for a first time Regions student.
- 2) Withdrawal beginning on the first day of the semester will result in the charge of a \$75 per course Drop Fee, a \$400 Withdrawal Fee, and a percentage of the tuition. Tuition percentage is calculated at 10% of the total tuition cost per working day of the semester, regardless of the date the student registers or the first day the course meets.

### **Academic Rules Regarding Withdrawal/Drop**

- 1) If a student withdraws or drops a course(s) prior to the first day of the semester, no grade will be reflected for the course(s).
- 2) If a student withdraws or drops a course(s) on or after the first day of the semester but before the end of the eighth week (as defined in the school calendar), the grade(s) will appear on the student's record with a mark of "W" (Withdraw).
- 3) If a student withdraws or drops a course(s) after the eighth week (as defined in the school calendar), the grade(s) will appear on the student's record with a mark of "WF" (Withdraw Failing).

### **Withdrawal for Students with a Federal Loan or Grant**

Regions University abides by federal regulations regarding the return of federal financial aid (Title IV funds). Title IV aid is earned in direct proportion to the length of time the student is enrolled. A student who remains enrolled beyond the 60% timeframe of the semester earns all the aid for that semester. The Financial Aid Office will determine the percentage of aid earned by a Title IV recipient by calculating the percentage of the enrollment period that the student completed.

The University will return any federal Title IV funds received for a registered student, who withdraws prior to the first day of the semester.

Students withdrawing on or after the first day of the semester but prior to completing 60% of the semester will be required to repay a prorated portion of aid funds. If funds must be returned per federal regulations, that amount will be charged to the student's account and must be repaid by the student.

Students with federal loans and grants who excessively withdraw from or drop course(s) jeopardize their satisfactory progress toward graduation and may be subject to loss of eligibility for financial aid.

# Regions University Grading System

The following symbols are used on the students' permanent records for all courses in which they are enrolled after the initial registration and schedule adjustment period: A, B, C, D, F, P, W, AU, MX, WF, and NR except for specified doctoral courses. See item 18 below for these exceptions. These marks will remain on a student's permanent record and may be changed only if the original instructor certifies that an actual mistake was made in reporting or recording the grade. The PRT Appeals Committee or Policy Review Team must approve all other grade changes.

The significance of the grade symbols is as follows: "A" denotes excellent comprehension of the subject and outstanding scholarship. In computations of cumulative or semester averages, an "A" (100-95) will be assigned a value of 4.0 quality points per credit hour; an "A-" (94-90) will be assigned a value of 3.9 quality points per credit hour. "B" denotes good comprehension of the subject. In computation of cumulative or semester averages a "B+" (89-86) will be assigned a value of 3.7 quality points per credit hour; a "B" (85-83) will be assigned a value of 3.3 quality points per credit hour; and a "B-" (82-80) will be assigned a value of 3.0 quality points per credit hour. "C" denotes acceptable comprehension. It is awarded for normal achievement. In computation of cumulative or semester averages, a "C+" (79-76) will be assigned a value of 2.7 quality points per credit hour; a "C" (75-73) will be assigned a value of 2.3 quality points per credit hour; and a "C-" (72-70) will be assigned a value of 2.0 quality points per credit hour. "D" denotes borderline understanding of the subject. It is awarded for marginal performance, and it does not represent satisfactory progress toward a degree. In computations of cumulative or semester averages, a "D+" (69-66) will be assigned a value of 1.7 quality points per credit hour; a "D" (65-63) will be assigned a value of 1.3 quality points per credit hour; and a "D-" (62-60) will be assigned a value of 1.0 quality points per credit hour. "F" denotes failure to gain an adequate comprehension of the subject. It indicates unsatisfactory performance. In computations of cumulative or semester averages, an "F" (59-0)<sup>1</sup> will be assigned a value of 0.0 quality points per credit hour. "P" denotes a passing grade without indicating the quality of the student's work. "W" is used to denote that the student withdrew from a course in which he or she was enrolled after the scheduled adjustment period. This symbol will not be used in any computation, and will be placed on the permanent record. "AU" denotes an audit course. This notation does not imply attendance or any other effort in the course.

"I" is not used at Regions University. Incomplete grades are not assigned. An asterisk (\*) following a letter grade denotes an exceptional, temporary grade, which is an instructor's option. It is given only when, because of illness or other circumstances beyond his or her control, the student has been unable to complete a portion of the work of the course. See item 18 below for exceptions to asterisk grade rules. The following rules must be observed:

1. Asterisk (\*) grades are not automatic nor are they a right. Students should make every effort to complete assigned work within the semester and should not assume that an asterisk grade will be granted.
2. Students are expected to contact their instructors as soon as problems occur and attempt to work through the problems during the semester.

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<sup>1</sup> "F" (79-0) for all Doctor of Philosophy degrees



3. Asterisk (\*) grades are issued to allow students to complete a portion of the work of the course and are not a substitute for a withdrawal—the appropriate action for students who have not done any work.
4. Students may not request (\*) grades in consecutive semesters.
5. Students may not request nor may faculty issue asterisk grades, after all work in the class has been completed.
6. Asterisk (\*) grades may be assigned only for “C,” “D,” or “F” grades. (Note: The only exception would be for those students serving in the U.S. military, U.S. military reserve, or similar Homeland Security Unit and deployed to a war zone, police action, disaster, activated, or similar actions. In such cases the respective student is required to notify all of his or her instructors and submit a copy of the military orders to the Registrar’s Office. If more than one semester is required, the Vice President of Academic Affairs will coordinate all course extensions beyond the one semester asterisk grade grace period). Regions’ practices do not negate a military policy regarding tuition assistance.
7. Asterisk (\*) grades of “F\*,” “D\*,” or “C\*” cannot be changed to an “A” grade.
8. A “B” grade is the maximum grade adjustment. (Note: The only exception would be for students serving in the military as described in #6, above.)
9. Asterisk (\*) grades of “D\*” or “C\*,” which have been officially recorded in the Registrar’s office may not be lowered by the instructor.
10. Asterisk (\*) grades are to be given only for exceptional and documented cases of hardship such as illness or having to relocate within the semester.
11. All grades reported to the Registrar’s Office with an asterisk (\*) must be documented by the instructor with email requests from the students attached to the grade report.
12. The student and instructor have one semester in which to finish the deficiency and report the grade change to the Registrar’s Office.
13. Following the semester of grace, all asterisks (\*) will be removed the day after semester grades are reported, leaving the student with the letter grade without the (\*).
14. Military Tuition Assistance Asterisk Grade Policy – According to military policy, final grades for service member students with asterisk grades must be submitted to the military within 120 days after the course end date. In order to meet this deadline, Regions requires military students to complete courses for which an asterisk grade has been allowed within 100 days from the course end date.
15. **WARNING:** If a student requests a transcript before the semester of grace has expired, all asterisks (\*) will be removed from the grades before the transcript is released. {GF 1.1}
16. Procedures
  - a. Asterisk (\*) grades must be requested between weeks 10-14 of the semester for which the grades are requested.

- b. Students must complete the online request form available on the Regions website. The form includes a certification by the student that all information provided is correct and that he or she has not had any asterisk grades granted for his or her immediate past semester of attendance at Regions.
  - c. Students should not assume that submittal of the form constitutes the granting of an asterisk grade. Students will be advised immediately of receipt of the form by the Regions coordinating office. However, the decision regarding issuance of the asterisk grade will be communicated to the student in a separate email correspondence from the instructor and through the grade report.
  - d. The issuance of an asterisk grade assumes that all information on the request form is accurate, including the student certification regarding consecutive terms. Asterisks will be rescinded if it is later determined that information provided by the student was not correct.
17. Instructors are not required to participate in issuing (\*) grades. Instructors maintain consistent practices within their own courses, but practices will differ amongst instructors and programs. The decision to issue an asterisk grade rests with the individual instructor. Absent the appearance of capriciousness, discrimination, or violation of Regions policy by a faculty member, his or her decision to issue/not issue an asterisk grade is final. The University may direct the issuance of asterisk grades for students in the case of national emergencies. However, this is a rare situation, for groups of students who are similarly impacted, and is directed only by the office of the Vice President of Academic Affairs.

<b>REGIONS UNIVERSITY'S FINAL COURSE GRADING SYSTEM</b>		
<b>Grade</b>	<b>Percent</b>	<b>Points</b>
<b>A</b>	<b>95-100</b>	<b>1140-1200</b>
<b>A-</b>	<b>90-95</b>	<b>1080-1139</b>
<b>B+</b>	<b>86-90</b>	<b>1032-1079</b>
<b>B</b>	<b>83-86</b>	<b>996-1031</b>
<b>B-</b>	<b>80-83</b>	<b>960-995</b>
<b>C+</b>	<b>76-80</b>	<b>912-959</b>
<b>C</b>	<b>73-76</b>	<b>876-911</b>
<b>C-</b>	<b>70-73</b>	<b>840-875</b>
<b>D+</b>	<b>66-70</b>	<b>792-839</b>
<b>D</b>	<b>63-66</b>	<b>756-791</b>
<b>D-</b>	<b>60-63</b>	<b>720-755</b>
<b>F<sup>2</sup></b>	<b>0-less than 60</b>	<b>0-719</b>

<sup>2</sup> “F” (79-0) for all Doctor of Philosophy degrees

18. Exceptions to the above grading policies are:
- a. The grades of C and D are not used in Doctor of Philosophy Degree courses.
  - b. Asterisk grades are not allowed for dissertation modules, except for students enrolled in doctoral programs prior to spring 2007 who elect to remain under previous dissertation policies.
  - c. The grade of IP (in-progress) is allowable for Dissertation Modules and for Dissertation Module First Continuation courses.

## Checking Email Daily

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

## Student Address Change(s)

If you have any changes to your permanent address, telephone numbers, or email address, please notify Regions with the changes by clicking on the email link under "Student Account Information," which can be found by going to Regions' homepage and clicking on the link of "Student Resources." The Regions home page is located at: <http://www.regionsuniversity.edu>.

## Academic Integrity

Integrity is the cornerstone of character and is essential to Christian living. Accordingly, it is expected of all students at Regions University. Academic integrity means being fully honest in all academic work. This means using only instructor-authorized sources of information when taking tests, identifying and documenting sources quoted or paraphrased in written assignments and accurately reporting the completion of reading assignments and other work done.

Professors at Regions University employ a variety of methods to determine the integrity of submitted coursework. The instructor reserves the right to utilize electronic means to help prevent plagiarism. Students agree that by taking this course all assignments are subject to submission for textual similarity review to electronic databases solely for the purpose of detecting plagiarism in such documents.

Students must understand the serious consequences attached to such infractions. Cases of plagiarism (representing another's work as one's own), cheating, or other instances of dishonesty shall be handled according to the following procedure:

- When a student is discovered to have been dishonest in any course work, the instructor shall:

- Confront the student about the dishonesty, affording the student an opportunity for providing a defense;
- Counsel him or her, either orally or in writing, about the need to be honest;
- Penalize his or her grade according to the schedule given below;
- File a report, including documentation, with the dean of the respective Regions school and the Vice President of Academic Affairs; and
- Give the student a copy of the report. The instructor keeps a copy and the respective dean shall keep the original report in a confidential disciplinary file.

For the **first offense**, the student shall receive an "F" for the assignment or test on which dishonesty is discovered. For the **second offense**, the student shall receive an "F" for the course. If there is a **third offense**, the student shall be given an "F" in the course and be expelled, by due process, from Regions University. The second or third offense may or may not be in the same course in which a previous offense was recorded. Only the respective dean's record will reveal whether a reported incident of dishonesty of a particular student is a first, second, or third offense. However, the respective dean shall inform the instructor when an "F" is to be assigned for a course. For any offense, a student may request that his or her case be reviewed by the Appeals Committee, which shall act in accordance with stated provisions. The administration and faculty reserve the right to review and act on individual cases of dishonesty.

## Learning Resources and Research Log

Regions University has a wealth of resources and services for students and faculty. The associated activities include the purchase of high quality, full-text, online databases of journals and magazines that have been added to the Regions' existing online databases.

1. The University has cooperative agreements with several of the leading university research libraries in the United States that provide Regions' faculty and students with access to over 19 million bound volumes of traditional books that can be delivered anywhere in the continental United States via overnight delivery and overseas in just a few days.
2. The University has access to over 30,000 electronic books (e-books) which are immediately available online to Regions students and faculty.
3. Regions has an on campus library of 75,000 books.
4. Regions students and faculty have access to a quantity and quality of books, journals, magazines, and other publications that have traditionally been available only on the campuses of a handful of universities in the United States.

5. This Regions library research capability helps Regions students master their respective course subject material and helps them strengthen their research skills.
6. These skills will prove to be a tremendous asset throughout their careers after graduation from Regions.

### **Web-Enabled Research Log System Required For Most Courses**

The **Research Log** is required of all students and will help in many ways:

1. It helps students keep track of the number of library resources they have obtained from a library, web site, or other research sources.
2. It helps faculty obtain a better understanding of where and how students are going to conduct their research for a given class.
3. From this information, faculty can review the research logs to help determine if they need to make adjustments in courses to further students' mastery of the research processes.
4. This system provides the Regions faculty and administration with more accurate information on the types of resources the university should invest in to better meet the needs of its students and faculty.

### **To Access the Research Log and Record Entries to the Research Log**

- 1) Log into Blackboard.
- 2) On *My Regions* page, scroll down to "Online Library and Research Log Links."
- 3) Notice the WRL Log I.D. number for the current semester.
- 4) Click on the "Click Here" for students entering the Research Log.
- 5) Log in with the same user I.D. and password as for entering Blackboard.
- 6) Type in the WRL Log I.D. number for students (see 3 above) (ex. "38"). This number is the same for all students but it changes each semester.
- 7) Click "Log-in Now."

## Special Note About Your Email and Spam

An increasing number of Internet providers, email client programs, and computer security programs now include systems to filter out spam messages. Although these spam filters have an important role to play to help reduce the number of unwanted and unsolicited email messages, **it is increasingly possible that some of your legitimate and important email messages, including messages from Regions faculty and employees, are being treated as spam by your Internet provider**, your email client program, or your computer security program. As a result, you are encouraged to review your spam settings and folders to make sure that email messages from Regions are not being deleted or isolated in a spam folder.

Associated with the preceding, we have experienced an increase in spam-related and other filtering systems problems from students, faculty, and other Regions employees using AOL as their Internet provider. Regardless of who your Internet provider is, however, if you have not received a response from your faculty or a Regions employee within 36-hours of sending your message, you are encouraged to double-check your spam filters setting and spam folders. Furthermore, as specified elsewhere in this document, you are encouraged to send an inquiry to the following email address: [problems@regionsuniversity.edu](mailto:problems@regionsuniversity.edu)

We suggest that you review and upgrade your internet provider – DSL and cable appear to be the best.

## Americans With Disabilities Act

Reasonable accommodations are provided to students who furnish the University with appropriate documentation showing evidence of limitations arising from or related to one or more disabilities as defined accommodations under Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act of 1990 (ADA) should make application through the easy to access, online process found on the University by federal legislations. Students with disabilities desiring website (go to “Student Resources,” “News and Resources,” “ADA Accommodations Form.”)

Any student who desires ADA accommodations for a specific course should, whenever possible, complete the ADA application prior to or at the very beginning of the semester and inform the instructor of that course before the fourth class day of the term that he/she is in the process of requesting accommodation through the ADA Coordinator. The ADA Coordinator will communicate with the student and with the faculty member regarding potential and/or approved accommodations. Decisions about reasonable accommodations are made by the Coordinator and a University ADA Committee and are based upon the request of the student, appropriate documentation (see the Regions University ADA Policy in the University *Catalog*), the nature of the coursework required, and discussions with the student and (as appropriate) the faculty and/or staff members affected, and such other applicable criteria as are consistent with the ADA. Regions University will work expeditiously to respond to student requests. However, no decisions can be made until appropriate documentation is received. For this reason, students are strongly urged to make their requests as quickly as needs become

apparent so that medical documentation can be sent to the University expeditiously. Regions University faculty and staff may not, on their own, qualify a student under the ADA for the purposes of providing accommodations. Regions University considers any and all requests for such accommodations, but the student requesting ADA assistance must follow the process provided by the University.

Questions may be directed to the Regions University ADA Coordinator:

Via phone: 1-800-351-4040 ext. 7556

Via mail: ADA Coordinator  
Regions University  
1200 Taylor Road  
Montgomery, Alabama 36117

Via email: [ADACoordinator@regionsuniversity.edu](mailto:ADACoordinator@regionsuniversity.edu)

## Courses Exempt from Research Log Requirements

- ALL Language Courses
- ALL Practicum Courses
- ALL Clinical Training Courses
- MH 1402 Introductory Algebra
- MH 1403 College Algebra
- FD 7322 Synthesis of Theological Curriculum I
- FD 7323 Synthesis of Theological Curriculum II