



CIU | Columbia
International
University
Educating from a Biblical Worldview

ONLINE STUDENT QUICK START GUIDE

This is a great resource to help get you started on your educational journey with CIU!

Office of
Academic Advising

Quick Start Guide for Non-Standard and Accelerated Doctoral Programs

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Welcome to Columbia International University!

Please view this Quick Start Guide for helpful information about beginning your program.

POINT OF CONTACT

Should you have a question about your enrollment or program, you can always connect with your Advisor first, and he or she can point you in the right direction. (Questions regarding course content, assignments, and due dates should first be directed to professors.) When you are registered for courses, you will have an automated Next Step email that you and your academic advisor will receive. You can also email Advising@ciu.edu if you have questions or need to get connected with your advisor.

TECHNOLOGY

TECHNOLOGY REQUIREMENTS

The CIU family desires all students to be successful as they begin their degree programs, so online students are required to have a computer and reliable internet access prior to the start of classes. *Book rental returns require you to print a return label for your books, so you should have access to a printer.* The computer should have a recent Microsoft OS or Apple OS. Students will have access to Microsoft 365, which will also allow Microsoft Office Suite to be downloaded. Chromebooks are unable to download IBM's SPSS, which is a statistical analysis tool used in some courses. You should not begin an online program without having daily access to a computer and the internet. ***A cell phone is not sufficient.***

Students should be familiar with the basics of internet browsing and the Microsoft Office suite.

Typing Speed: Use an online typing quiz to evaluate your speed. If you are below 40 words per minute, then you will want to practice building up your speed using many of the free resources on the internet. Alternatively, there are applications you can find that translate speech to text.

Connect with your admissions counselor immediately if you do not have a computer or reliable internet access so you can be moved to a later start date.

CIU EMAIL

All CIU Students are issued a Microsoft Office 365 account with a CIU email (firstname.lastname@ciu.edu). You should receive details of this account after you are registered for courses. Your Office account will allow access and downloads of the Office 365 suite (Word, Excel, PowerPoint, etc.). The Microsoft application for email is called Outlook.

Students must use their CIU email for all communications with CIU. Information from CIU (Registrar's Office, Financial Aid, Accounting, Advising, etc) will be sent to your CIU email account.

Once you initially log in to the MyCIU student portal and change your password, you can use your MyCIU username and password for your Microsoft login. You will find an *Email* link at the top of MyCIU that will take you to a Microsoft login page. Students need to have access to a phone to allow the Multi-Factor Authentication for their CIU Microsoft login. Do not start your program without access to a phone that can be used to verify your account.

Recommended Apps to download to your phone

Microsoft Outlook – This will help you stay in touch. Students are required to use their CIU Microsoft Outlook email when corresponding via email with the university.

Microsoft Authenticator- This allows you to quickly authenticate your various accounts when you login. It is fast and convenient.

Canvas Student- This allows you to access your course content, track your assignments, and receive notifications of course announcements and updates.

View the FAQ’s on the IT Help tab of https://my.ciu.edu/ICS/IT_Help/ for more information on MyCIU and Office 365.

MyCIU STUDENT PORTAL

The MyCIU student portal will allow you to see your course schedule, view your advising worksheet and grades, submit forms, keep up with financial aid documents, and more! MyCIU is utilized by on-campus and online students.

How to log into your MyCIU portal

- 1) Go to www.CIU.edu and click on “MyCIU” on the top of your screen, or go to my.ciu.edu.
- 2) Enter the username and password that you received when you were accepted (should be in an email from Admissions). Contact your Admissions Counselor if you don’t have this login info.
- 3) The first time you log into MyCIU, you will be prompted to change your password. The password that you set will also be used for your CIU Microsoft account, bookstore account, and Canvas (where your online courses are housed). You will be prompted to change your MyCIU password every 90 days (about 3 months) as a security precaution.

COURSES & REGISTRATION

NON-STANDARD ACADEMIC CALENDAR

The non-standard online programs at CIU are cohort-based, year-long programs that consist of accelerated courses: 5-week undergraduate courses and 6-week graduate courses that run back-to-back. These are called “non-standard” because they are not the same length as standard courses.

Each non-standard semester contains **five** courses for undergraduates or **four** courses for graduate students. You may be registered for less than that during your first semester, depending on when you begin your program.

Spring						FALL						BREAK
January	February	March	April	May	June	July	August	September	October	November	December	
5 Weeks	5 Weeks	5 Weeks	5 Weeks	5 Weeks	5 Weeks	5 Weeks	5 Weeks	5 Weeks	5 Weeks	5 Weeks	5 Weeks	
6 Weeks	6 Weeks	6 Weeks	6 Weeks	6 Weeks	6 Weeks	6 Weeks	6 Weeks	6 Weeks	6 Weeks	6 Weeks		

Undergraduate and graduate students can view their specific cohort calendar [HERE](#)

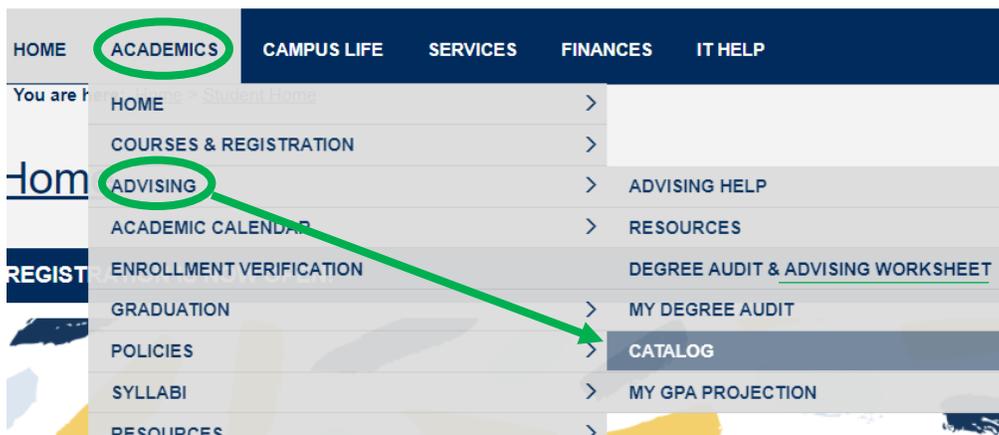
(Scroll down to find your start date and your degree program).

Students in the doctoral programs will find their calendar in their program site in Canvas a few days before classes start.

REGISTRATION

New non-standard students are **enrolled** in their initial courses by the Registrar's Office and for subsequent semesters by the Office of Academic Advising. Students in the accelerated doctoral programs will automatically be registered for courses each term by the Registrar's Office, unless they need to retake a course or take a pause on their studies. Students can view completed courses, transfer credits, and unmet requirements in their [Advising Worksheet](#).

Degree Program requirements can be viewed in the [Academic Catalog](#). Degree Program and appropriate catalog year are found in the top left section of the Advising Worksheet.



SCHEDULE

Non-standard course schedules can be viewed when logged into MyCIU in "[Alternate Schedule](#)" under the Academics tab.

ADD/DROP

- You can ADD or DROP by submitting a [Schedule Change Form](#) through the MyCIU student portal.
- The ADD period lasts only through the first day of a non-standard course.
- The DROP period extends through week one (11:59 EST on Sunday) for five- and six-week courses.
 - **Refunds** For five- and six-week courses, a 100% refund will be given for dropped courses if no work has been submitted. An 80% refund is available for courses in which work has been submitted. No refund is available after the first week of the course. Refunds are not issued for book charges or technology fees.
 - **Administrative Drop:** Students in 5- or 6-week online courses who do not participate during the first week (by submitting assignments) will be administratively dropped by the Registrar's Office for a full refund. Doctoral students will be administratively dropped if they do not log into their content course.

Students who fail to make full payment, set up a payment plan, complete a FAFSA (Free Application for Federal Student Aid) that results in aid eligibility, or establish other means of payment by the start date of a course may be administratively dropped.

- **Doctoral Students** will be financially responsible for the course upon initial login, prior to the submission of work.

WITHDRAWAL

Withdrawal For Five- and Six-week Courses

- **Student Initiated Withdrawal:** Students may request withdrawal from a course by submitting a [Course Withdrawal Request Form](#) through the MyCIU student portal. Students in five- and six-week courses who withdraw from a course before the end of week 2 will be issued a grade of “W”. Withdrawals after the end of the second week result in a grade of “WF”. There are no refunds upon withdrawal from a five- and six-week course.
- **Administrative Withdrawal:** Withdrawal may be initiated by the institution for two weeks or longer of non-attendance (attendance is measured by submission of assignments). A grade of “WF” will be given with no refund.
- **Financial Aid:** Withdrawal from a course will decrease your semester hours which could affect your Financial Aid. Please contact Financial Aid before withdrawing from a course at FinAid@ciu.edu or 803-807-5036.
- For more information, please see [CIU Withdrawal Policy](#)

Withdrawal For Eight-and-16-week Courses

- Doctoral students will need to view the [Academic Calendar](#) for withdrawal and refund dates.
- Logging into a course constitutes participation. Eight-week courses have the add/drop period through the first Thursday of the class, and the following Monday for a 16-week course.

TAKING MORE THAN ONE COURSE AT A TIME

Academically motivated students in a nonstandard program may occasionally request to take more than one course at a time (called “doubling up”) by submitting a [Schedule Change Form](#) through the MyCIU student portal.

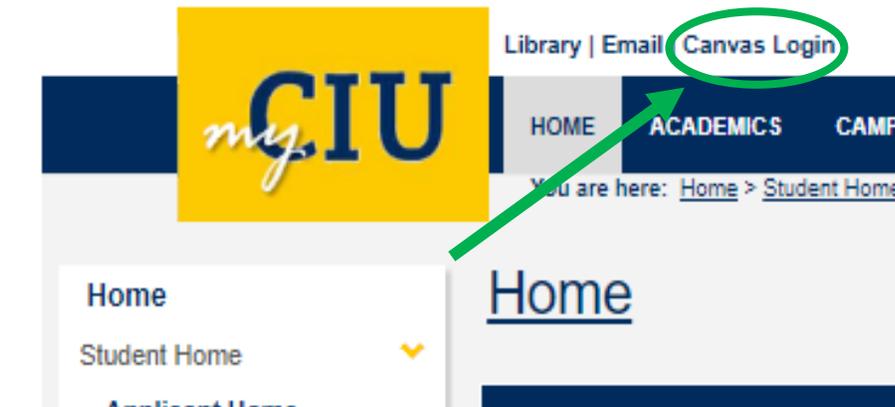
- It is recommended that students complete two weeks’ worth of coursework within one week to evaluate the time needed for an increased workload.
- Students considering adding courses to their semester will need to connect with the Financial Aid Office to determine if additional payments will be necessary.
- Courses are not offered in every timeslot, so you will need to connect with your Academic Advisor to determine the availability of your desired courses.

Students in accelerated doctoral programs are not permitted to modify their sequence. If a dissertation course is not passed, the course will need to be taken the following semester by itself, or along with any content courses that need to be repeated. Once the dissertation course has been satisfied, the next set of courses can be taken to follow the program sequence.

COURSE ACCESS (CANVAS)

Canvas is the learning platform used to access your courses, communicate with your professors, and find links for tutoring.

From the MyCIU student portal, click “Canvas Login” in the top left.



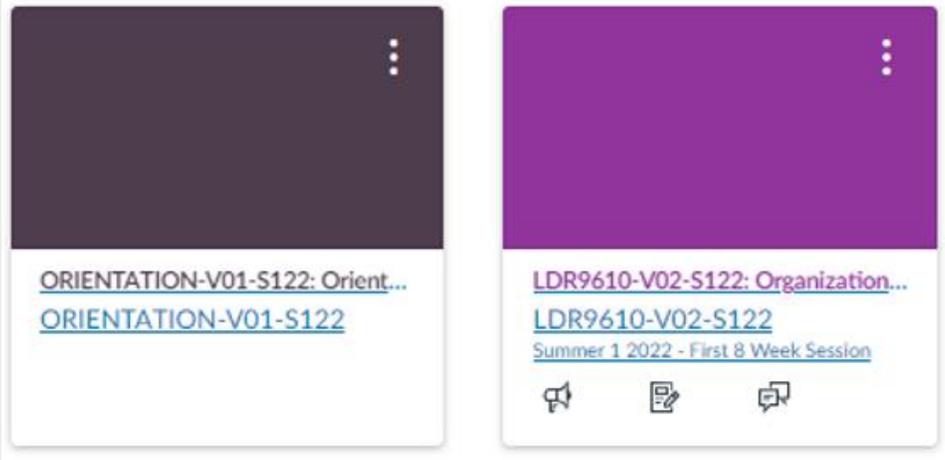
Log in using the same username and password that you use for the MyCIU student portal. You may be required to log into your CIU Microsoft Outlook Email account when you attempt to log into Canvas. Please reach out to the Help Desk if you experience issues.

HelpDesk@ciu.edu (803) 807-5199

A screenshot of the Canvas login form. The form is on a dark blue background. At the top left is the CIU logo (Columbia International University) and the Canvas logo. Below the logos are two input fields: 'Username' with the placeholder text 'Same Username as MyCIU' and 'Password' with a masked password '.....'. At the bottom left is a checkbox labeled 'Stay signed in' and a link for 'Forgot Password?'. At the bottom right is a 'Log In' button.

Courses are published about 7 days prior to the start date and will appear on a student’s Canvas dashboard at that time. If you can’t see a course on Canvas, then you should check your MyCIU portal for your official schedule to confirm that you are actually registered. Students can email their academic advisor if they have questions.

Dashboard



ORIENTATION-V01-S122: Orient...
[ORIENTATION-V01-S122](#)

LDR9610-V02-S122: Organization...
[LDR9610-V02-S122](#)
Summer 1 2022 - First 8 Week Session



Add Canvas to your Mobile Device:

- [IOS download link \(Apple Product\)](#)
- [Android download link \(Google Play\)](#)

GRADES AND GPA

Be sure to view the graduation requirements for your specific program.

- The [Academic Catalog](#) provides program requirements for the minimum grades for courses and GPA requirements.
- The Office of Academic Advising can help if you have questions about your program.
- Students must meet the standards for Satisfactory Academic Progress (SAP) to continue to qualify for Financial Aid (<http://www.ciu.edu/satisfactory-academic-progress-sap>) and to continue in their studies. Please see the [probation policy](#) of the catalog for more information.

HELPFUL TIPS FOR YOUR COURSES

- Your program is designed with a Monday through Saturday rhythm with the intent that you will have Sunday to rest. We understand you may choose to use this day to get ahead for the week.
- Plan to spend at least two hours a day on your course, especially as you become adjusted to the workload of each course. Some courses and dissertation components may require more time.
- Use “**Modules**” to navigate the course. This will enable you to view your assignments in chronological order week by week.

- Most courses have multiple assignments due on Wednesdays and Saturdays. Pay attention to the instructions for Discussion posts due on Wednesdays. Frequently, a portion of the points for the assignment comes from **responses** to your classmates' discussions that are due Saturday.
- The due dates for your assignments are set in **Eastern Standard Time**. Posting after 11:59 PM, EST on the due date will automatically result in your assignment being marked "late". You can view the Late Work Policy for your course in the syllabus. Discussion posts are usually not accepted late.
- Assignments due on the last Saturday of your class cannot be turned in late, so be sure to complete your final week's assignments on time.
- During the last week of courses, a link will be posted in "Announcements" for an **end-of-course survey**. Completing this on time may give extra credit points depending on the type of course.
- Questions about assignments or grading should first be directed to the **Professor** using the messaging system within Canvas.
- Most of CIU's online programs use the American Psychological Association's style of formatting (APA). You will become familiar with this type of formatting as you progress through your courses. Your syllabus will give you more information on the required format for your specific course.

TEXTBOOKS

Students are automatically enrolled in a book rental program and should receive an email from the Slingshot Bookstore a few days after being registered for classes. Some courses will have both digital and hard-copy books. Students that prefer hard-copy books can request and pay for a "Print Upgrade" through their bookstore account. Books will be shipped to the address listed on a student's application automatically, but those with a shipping address not in the Continental United States will need to verify their shipping address before the start of each course by responding to a time-sensitive email from the bookstore.

Book *rentals* for non-standard programs are included in tuition costs. Rentals should be returned in the week following the end of a course. If you originally picked up your items from the campus store or had them delivered to on-campus housing, return them to the campus store for processing. If your rental books are shipped to you, Slingshot will provide a return shipping label for you to use. Shipping is free from within the Continental United States. Students interested in building their libraries or retaining books for future use may choose to keep their rentals and purchase the book. The additional cost will automatically be added to their student account.

- Visit the bookstore's FAQ page for more information on charges for consumables (workbooks, access codes, etc.), print upgrades (if you prefer physical books or digital books), and other topics.
- To update your address for textbook delivery, submit the [Textbook Shipping Address Update](#) form through the MyCIU student portal before the books are shipped.
- Through your Slingshot account, you can view the textbooks for upcoming courses, track shipping of deliveries, and print return labels (free in the Continental United States). Click on the Bookstore link in the left column of the MyCIU student portal, or visit ciu.slingshotedu.com. Your username is your CIU email. Your initial password is the same as your MyCIU portal. Please contact the bookstore at support@slingshotedu.com or 1-888-392-2930 with questions about textbooks.

FINANCES

- Log in to the MyCIU student portal and click the **Finance tab** to access your Account and Financial Aid information.
- If you need help with a payment plan, please contact the Accounting Office at ciuaccounting@ciu.edu or 803-807-5016.
- From the Finance tab, hover over “home” and click “Financial Aid” to view status of your Financial Aid documents.
- Questions regarding your financial aid for necessary forms, FAFSA deadlines, estimated disbursement dates, and more can be directed to finaid@ciu.edu or 803-807-5036.
- For more tuition pricing information: <http://www.ciu.edu/online-degrees/tuition-financial-aid>

RESOURCES

CIU offers resources to help students thrive both academically and spiritually.

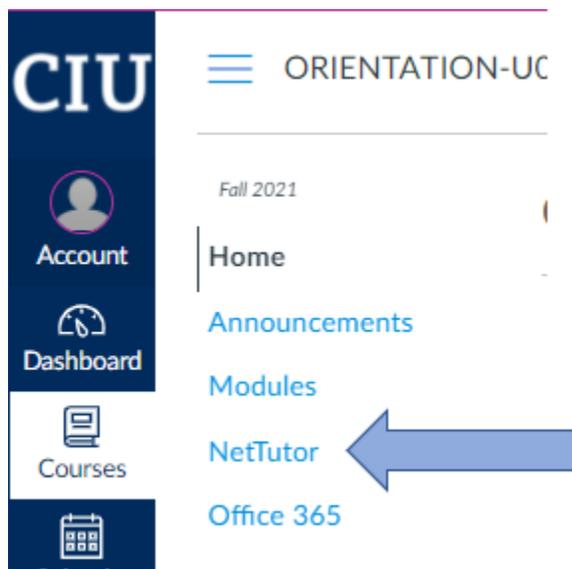
LIBRARY

Online students have access to CIU’s online library resources and EBSCO, an online database for research, journals, and e-books. Visit <http://library.ciu.edu/> to familiarize yourself with this resource so you are prepared to do the work for your academic papers.

The **Academic Success Center** (ASC) exists to help students with specific academic challenges and can assist if accommodations for disability are needed. Visit the [Academic Success Center’s](#) page on the MyCIU student portal to learn about available resources.

TUTORING

If you have a question related to the instructions on an assignment, you should reach out to your professor first. He or she may also have some ideas for help with subject comprehension. Tutoring is available through the ASC and can be accessed through the library’s website: <http://library.ciu.edu/> (click “Reserve a Tutor”). You can also find subject specific tutoring through NetTutor in Canvas, as well as turn in papers for proofreading.



SPIRITUAL ASSISTANCE

An online chaplain is available to speak and pray confidentially with online students. Please visit the "[Online Chaplain](#)" page under the Services tab in the MyCIU student portal. You can also access the chaplain through the Prayer Request Forum in the Course Information Module of each course in Canvas.

What Is My Next Step?

Great job reading through the Online Quick Start guide! You should now make sure that you have completed the [Orientation Course](#) on your Canvas Dashboard.

Email Advising@ciu.edu if you have questions

