Online Program Information

Online Program Information
Note: these topics have been selected to provide essential information to prospective and current SLCC online students. Further information concerning these and other matters related to the Online Program is in the annual College Catalog. Further questions can be directed to the Director of Online Programs, Professor Kent Sanders at ksanders@stlchristian.edu or 314-837-6777 ext. 1516.

Online Design
SLCC online courses are offered in eight-week enrollment periods. Students enroll in one or two courses at a time and may initiate their online coursework at the beginning of any of six enrollment periods per year. The minimum age limit required of students seeking an online degree enables them to take full advantage of an adult and professional learning environment. St. Louis Christian College has been offering accredited degree programs to adult learners for over 25 years.

Enrollment Periods
Enrollment periods consist of semesters and modules. The year is divided into two semesters, with one beginning in January, and the other beginning in July. Each semester contains three 8-week modules. Students may begin their online coursework at the beginning of any of the six modules (also called enrollment periods), but must take Foundations for Academic Excellence as their first course. Students may take up to 18 credit hours of coursework per semester to maximize their progress toward completion of a degree. Online students receive advisement from the Director of Online Programs prior to each semester to discuss academic progress and planning.

Admission Requirements
Applicants must furnish a high school diploma or its equivalent, personal references, and an ACT score for those who have graduated from high school within the last three years. Those who have attended another college must submit a transcript of previous coursework and a good standing affidavit (form available from the SLCC Academic Office). Complete information concerning these requirements is published in the college Catalog, accessible at the college website. By law, international students may not enroll in online degree programs in the U.S.

Guest Students
An open-enrollment *Guest Student* option is available to individuals—including students from other institutions—who desire to take up to three online courses without working toward a degree at SLCC. Guest Students do not qualify for federal financial aid.

Technology Requirements
Online students must have adequate computer equipment and sufficient skills to be able to receive instruction through this medium. You will need a computer and a broadband connection to participate in online classes. To ensure the ability to communicate with the teacher and other students, access course materials, and submit assignments on time, you will need:
- An email program or app such as Outlook or Gmail.
- A desktop or laptop computer with enough processing power to play various media and audio files such as mp3, mp4, etc.
- An internet browser such as Chrome or Firefox.
- A reliable internet connection that is always on.

Students should contact the SLCC Online Program Coordinator for further information.

Online Platform and Technical Support
The primary online platform used by the College for its online programs is called Atheneo. Atheneo is available through SLCC's membership in the Knowledge Elements Education Network, which also offers around-the-clock technical support.

Time Commitment
Proceeding according to the recommended course sequence, a student may complete requirements for the Associate Degree in Ministry Studies (AAMS) 21 months. Students seeking the Bachelor Degree in Christian Ministry (BSCM) who have completed all necessary prerequisites (a recognized Associate degree or its equivalent, with sufficient hours in General Studies) may complete the program in 21 months. Required coursework may be less for students who transfer prior college credits to SLCC. Students who choose not to maintain the recommended schedule of coursework (two courses per enrollment period) will take longer to complete their program. Courses offered in the online programs generally are available to students at all enrollment periods, enabling maximum progress toward completion of a degree.

Academic Rigor
Online courses are offered for credit only, and are comparable in academic rigor to onsite courses. Online courses are demanding and therefore are not for everyone. Students must possess basic skills in navigating the internet, using word processing software, and maintaining habits of self-discipline that enable regular reading, research, and writing.

Accreditation and Approval
St. Louis Christian College has been authorized to grant degrees by the State of Missouri since 1956. SLCC is accredited by the Association for Biblical Higher Education, an agency approved by the U.S. Department of Education. The College's national accreditation enables qualified students to receive federal financial aid to assist in payment of their college expenses. The online program was developed according to Online Distance Education Best Practices as established by the Western Cooperative for Educational Technologies (WCET) and is approved by the ABHE Commission on Accreditation.

Faculty
Online courses are taught by professors who meet the established requirements to teach at SLCC. Most professors are members of Christian Churches/Churches of Christ and all professors hold appropriate teaching credentials (a minimum of a master's degree in their teaching area), have completed a rigorous qualifying process, and are nationally certified to teach online courses.

Textbooks & Learning Resources
Required textbooks are routinely available through the college's virtual bookstore, accessed through the Atheneo platform at time of enrollment. Required course materials may be embedded in the course syllabus and in that case are automatically provided to the student upon enrollment. For those courses—listed with "EM" (embedded materials)—there is an additional registration charge of $50, but students need not purchase any additional course materials.

Online students are given an SLCC Student ID and have research and borrowing privileges at the College's McCaslin Library. All SLCC students may access the Library's online catalog of more than 30,000 print materials. Additional resources include full-text online journal articles and selected eBooks. Members of the Library's research staff are available to assist online students with research questions during regular hours of operation. If it is determined that a student needs direct access to print materials, the Library will check them out in the student's name and mail them to the student at no charge.

Costs and Financial Policies
Online courses are offered at the standard current SLCC tuition rate. Students should consult the current pricing schedule published on the college website or contact Admissions counselors or the SLCC Business Office for current information.

Financial Aid
Financial aid is available for qualified students enrolled in an online degree program at SLCC. Students are approved for federal grant and loan programs, subject to standard qualifications. Students should consult information available on the college website, or contact Admission counselors or the Financial Aid Director (finaid@stlchristian.edu or 314-837-6777 ext. 1101) for current information.

Ministry Formation (Compass)
Compass is a service learning component of all SLCC degree programs emphasizing ministry formation and engagement. Information can be obtained from the SLCC Compass Coordinator, Professor Aric Marshall. Each semester students are enrolled in at least 6 credit hours, they are automatically enrolled in the pass/fail Compass course.

Academic Progress
In order to be permitted to enroll in subsequent modules, students must maintain a graduation-level minimum cumulative grade point average (CGPA) of 2.0.

Attendance
Online students may submit assigned work at any time of the day or night, and according to deadlines subject to the professor's stipulations. Class work must be completed in a timely fashion to meet attendance standards.

Students should complete at least one assignment in each course by midnight CST on the 5th day of the course, or they will be automatically withdrawn from the course. If students exceed any 2-week period (25% of the course) without submitting an assignment or participating in a discussion forum, they will be automatically withdrawn from the course with a grade of "F."

Additional and Prior Coursework
Additional online or traditional coursework may be applied to an online program. Students can apply credits previously earned, either at SLCC or elsewhere, to an online degree, subject to a) standard conditions of transfer of credits, and b) the requirement that at least 15 hours are taken at SLCC for the AAMS, and at least 30 hours are taken at SLCC for the BSCM. Students may also elect to apply credit earned in a current traditional daytime or evening course if it applies to their online degree program.

Transcript of Academic Record
A permanent record of final grades is maintained by St. Louis Christian College on student transcripts. Students may view their course grades, both in the Atheneo course delivery platform and in SoldiersNet, the SLCC Student Information System. In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), transcripts may not be released without the written consent of the student. Students should submit a Transcript Request Form, available from the SLCC Academic Office (Cindy Bingamon, cbingamon@stlchristian.edu 314-837-6777, ext. 1520). Transcript processing is a free service to students but may not be released unless all financial obligations to the College have been met.

Students may view an unofficial copy of their academic transcript in SoldiersNet. This abstract is useful only to students and their SLCC academic advisors; it is not an official transcript.

Final Grades
A course is complete when the student completes all requirements in the course syllabus and the final grade has been posted by the Instructor. Please allow one week per assignment submission for the Instructor to post the assignment grade.

Grade Replacement
Any course may be repeated, subject to the conditions stated in the SLCC Catalog. Courses in which the final grade is "F" must be repeated, and passed, in order to apply to a degree program.

Integrity, Academic Honesty
As a Christ-centered academic community, everything we say and do at St. Louis Christian College reflects our identity in Christ as well as our scholarly mission. Servants of Christ must

live by the standards of Christ. Integrity in all areas of life is expected on the part of students, faculty, and staff. Academic dishonesty constitutes a serious violation of academic integrity and Christian standards of conduct, and as such can result in substantial penalties. Students are urged to review the "Academic Dishonesty" statement published in the Academic Information section of the college Catalog, accessible at the SLCC website.

The College uses multiple means to validate the identity of online students. Authentication methods include Government-issued photo ID; secure logins and passcodes; and random contacts by email or telephone to confirm involvement in current coursework.

Student Complaint Resolution
The U.S. Department of Education has amended the Higher Education Act (HEA) authorizing the "Program Integrity Rule." This amendment provides, among other things, regulations associated with the federal student financial aid program requiring colleges and universities authorized to offer postsecondary education in one or more states to ensure access to a complaint process that permits student consumers to address the following:
- Alleged violations of State consumer protection laws that include but are not limited to fraud and false advertising.
- Alleged violations of State laws or rules relating to the licensure of postsecondary institutions; and
- Complaints relating to the quality of education or other State or accreditation requirements.

SoldiersNet Student Information System
In addition to using the Atheneo course delivery system, students in online courses will also be required to use SoldiersNet, the SLCC student information system.SoldiersNet is a platform that allows students to register for courses, view current classes and unofficial transcripts, and view and pay student bills. It also is a primary means by which the college communicates with students. Upon their acceptance, students will receive both a school email address and SoldiersNet login information that will allow access to the student portal.

Student Services
Online students have access to services reflective of those available to all SLCC students, including academic advisement, participation in campus functions (including graduation exercises), career guidance, and access to campus facilities. They also may participate in college-sponsored athletic activities, subject to standard requirements.