

School of Human Services
Guidebook for Online Students



October 2011

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Table of Contents

Welcome Letter from the Dean of the School of Human Services	1
Welcome Letter from the Associate Director for Technology Services	2
I. Introduction	3
Purpose of the <i>Guidebook</i>	3
SHS Tech Help Contacts.....	3
Frequently Asked Questions	4
Mandatory Springfield College Technology Systems.....	7
PrideMail – Official Springfield College Email	7
PrideNET Portal.....	8
II. <i>Pride Online</i> Courses at the School of Human Services	9
Meet with Your Advisor	9
Important Dates to Remember	9
Online Student Orientation.....	10
<i>Pride Online</i> Navigation Tips.....	11
Distance Learning Support Web Page.....	12
Online Etiquette.....	12
Attendance Policy	12
Class Participation Policy.....	13
Ordering Textbooks.....	13
Library Services	13
III. SHS Academic Community Standards and Policies	15
Code of Conduct.....	15
Plagiarism and Academic Honesty	15
Policies Regarding Accessibility.....	16
Grade Appeal Policy	16
IV. Appendix – Technology Handouts	17
A. How to Register for Online Courses in the PrideNET Portal.....	19
B. How to Access your <i>Pride Online</i> Account thru the PrideNET Portal	21
C. How to Drop Online Courses in the PrideNET Portal.....	23
D. How to Download Your Syllabus	25

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Greetings!

We are glad you are part of the *Pride Online* Program online learning community of Springfield College.

As an online learning community, we are a bridge that connects the personal, professional, and technological experiences that you have had in the past with the opportunities that you will have in the future. During your studies in SHS, you assess what you have already learned, clarify where you want to be, and identify how to get there—a process that involves not just a couple of years of formal education, but a lifetime of learning to be all that you are meant to be as a human being in community.

And as an online learning community, SHS needs to establish policies and guidelines by which we all can learn and live together and by which we can encourage honesty and integrity as individuals and as a community. Thus, the *School of Human Services Online Student Guidebook* is presented for those purposes.

The *School of Human Services Student Online Student Guidebook* is a reference tool and a guide to policies and procedures for all online courses of the School. As a member of the learning community of the School, you are responsible to adhere to all the policies and follow procedures included in the *Guidebook*. Therefore, please read the contents carefully. If you have any questions in regard to the policies, feel free to contact me or the appropriate personnel in SHS.

I wish you success in moving toward your personal, professional, and technological goals through the online learning experiences in the School of Human Services.

Sincerely,



Robert J. Willey, Jr., Ph.D.
Dean, School of Human Services

WELCOME FROM THE ASSOCIATE DIRECTOR FOR TECHNOLOGY SERVICES

Welcome to the School of Human Services *Pride Online* Program of Springfield College. Thank you for participating in this distance education delivery system.

You are now a member of an online learning community and I encourage you to share your success stories with your colleagues. Be sure to keep in touch with your online instructors and to promote community presence and respect as you complete your online courses. Your colleagues will come from any of the 11 SHS campuses. So you will have a great opportunity to attend online classes and share your knowledge and experiences with colleagues from as far west as Los Angeles, California, as far north as St. Johnsbury, Vermont, and as far south as Tampa Bay, Florida.

It is important that you take advantage of all the resources available to you on the *Distance Learning Support* web page. Also, read the online policies in the *School of Human Services Policies and Support Services for Online Course Instruction*, noting especially the attendance and class participation policies found in this document. The content of this *School of Human Services Online Student Guidebook* was designed to assist you and provide resources and information that is vital to your online education process.

I value your commitment to online learning and will strive to ensure that you have a worthwhile experience as an online student. I, along with a team of SHS administrators and support staff at your respective SHS campus, as well as staff of the Technology Solutions Center at Springfield College in Springfield, Massachusetts, look forward to supporting you as you complete your online courses at Springfield College. If you have any questions or concerns, feel free to contact me.

Sincerely,



Marsha Y. Jones, M.Ed.
Associate Director for Technology Services

I. Introduction

Purpose of the *Guidebook*

The purpose of this *Guidebook* is to provide you with information regarding the online courses offered at the *Pride Online* Program at Springfield College (SC). The *Guidebook* is presented in a user friendly format. Each topic is mentioned in brief, descriptive detail. Also, step-by-step illustrated instructions for access to Springfield College technology systems are located in the Appendix. Keep this *Guidebook* handy throughout completion of your online SHS course(s). Even if you are not ready to take an online course right now, most of the information presented here is still a great resource for you.

Each SHS campus has an SHS Tech Help contact person who is available to assist you if are in need of technological assistance with your *Pride Online* account. The contact list appears below.

SHS CAMPUS	SHS TECH HELP CONTACT
BOSTON CAMPUS	Venatia Jones Phone: 617-242-3361 Email: vjones@spfldcol.edu
CHARLESTON CAMPUS	Gail Collins Phone: 843-554-7244 Email: gcollins@spfldcol.edu Fallon Brown Phone: 843-554-7244 Email: fbrown2@spfldcol.edu
HOUSTON CAMPUS	Grace Dada Phone: 713-681-1120 Email: gdada@spfldcol.edu
LOS ANGELES CAMPUS	Katrin Wilson Phone: 310-673-5607 Email: kwilson@spfldcol.edu
MANCHESTER CAMPUS	Dennis Martino Phone: 603-666-5700 Email: dmartino@spfldcol.edu
MILWAUKEE CAMPUS	Suzanne Guthrie Phone: 414-276-2300 Email: sguthrie@spfldcol.edu

SHS CAMPUS	SHS TECH HELP CONTACT
ST. JOHNSBURY	Diane Winchell Phone: 802-748-5402 Email: dwinchell@spfldcol.edu
SAN DIEGO CAMPUS	Mary Buck Phone: 619-582-4002 Email: mbuck@spfldcol.edu
SPRINGFIELD CAMPUS	Sada Farah Phone: 413-748-3204 Email: sfarah@spfldcol.edu
TAMPA BAY CAMPUS	Ram Upadhyay Phone: 813-626-3831 Email: rupadhya@spfldcol.edu
WILMINGTON CAMPUS	Sheila Boulware Phone: 302-658-5720 Email: sboulware@spfldcol.edu

Frequently Asked Questions

What does it mean to take an online course in the *Pride Online* Program?

Today's SHS students are requesting more options as they try to juggle a busy work life, family, and school schedule. Online courses generally include use of the Internet to have course discussions, deliver assignments, view lecture notes, and collaborate in team work. The online component of *Pride Online* courses will involve the use of the learning management system called **Moodle**.

What are the advantages of taking a *Pride Online* course at Springfield College?

- Course materials are available 24/7. You have flexibility to complete assignments on your own schedule throughout the week, whether it is during the day, evening, night, or on weekends, in order to respond in the timeframe indicated by the instructor.
- Online courses allow student-centered teaching and recognize the various ways in which students learn.
- Courses can continue without cancelling for inclement weather.
- You can keep up with your course even if you are traveling or when your work schedule may not allow you to attend a face-to-face course.
- You will reduce travel time and expenses for gas, lodging, and eating away from home.
- Students consistently state that they enjoy completing their coursework in the comfort of their own homes.

Is there a “down side” to taking an online course?

- Taking online courses is not “easier” than taking face-to-face courses. Students report that it takes just as much time to prepare for and participate in online courses.
- Not every student performs well in online learning. Successful online students are well-organized, disciplined, and self-motivated.
- You must have both a reliable computer and reliable Internet connection.

Can I take more than one online course per term?

- We recommend that you initially take only one online course to see if this format for learning is compatible with your learning style.
- As you get used to online learning you may consider taking a maximum of two online courses per term. Since the *Pride Online* Program is not yet officially approved by our accrediting agency as a total online program, students cannot take all of their courses per term online. There must be a face-to-face instructional component to keep the students connected to their respective SHS campus.
- International students are only permitted by federal law to take one online course per term.

Do I need to be a computer expert to take an online course? No, but...

- You do need to be able to feel comfortable using the Internet and email. You must know how to use Microsoft Word and how to download and attach documents.
- You will need to know how to navigate within **Moodle**.

What training is available to assist me in becoming a successful online student?

- It is required that you participate in an online orientation which is designed to help you succeed as an online student.

Who should I contact if I forget my *Pride Online* password?

- Call the Technology Solution Center on 413-748-4872.

If I cannot access or see my *Pride Online* course information who should I contact?

- First try to contact your online instructor.
- If you cannot reach your instructor in a timely manner, contact the SHS Tech Help contact person at your SHS campus.
- If the SHS Tech Help contact person is not available, contact Marsha Y. Jones via email on myjones@spfldcol.edu or by phone on 413-748-3983.

How often do I participate?

- Students are required to access their online course(s) at least three (3) times a week, regularly engage in threaded discussions, promptly respond to the instructor, and submit assignments as required.
- Remember to adhere to the syllabus for your online class, as it is a binding contract between you and your online instructor.
- The course assignments will be laid out for each week indicating what you are expected to do and the dates the work is to be submitted.
- Online work requires good discipline and time management skills.

What computer requirements are necessary for me to be successful?

Please review these requirements carefully. Computer hardware, software, and an Internet connection are the primary means of participating in courses and therefore are significant contributors to academic success. **Springfield College's technical support staff strongly recommends a broadband (cable modem, DSL, wireless) Internet connection.** Subscribing to a broadband connection may be the most important investment learners can make to improve their online learning experience.

Operating System and Hardware

Microsoft PC

- Operating System- Windows 7, XP or Vista
- Processor- 2 Ghz
- RAM- 2 GB or greater
- Hard Drive- 200 GB or greater
- DVD Drive
- Speakers
- Microphone or Headset
- Webcam- Optional

Macintosh

- Operating System- OS X 10.4 or higher
- Processor- 2 Ghz
- Hard Drive- 200 GB or greater
- RAM- 2GB or more
- DVD Drive
- Speakers
- Microphone or Headset
- Webcam- Optional

Springfield College cannot provide technical support for operating systems other than those listed above.

Software

- Microsoft Office 2003 or greater

Browser Requirements

Windows

- Mozilla Firefox (latest version)
<http://www.mozilla.com/en-US/firefox/>
- Internet Explorer 8 or 9
<http://windows.microsoft.com/en-US/internet-explorer/downloads/ie>

Macintosh

- Mozilla Firefox (latest version)
<http://www.mozilla.com/en-US/firefox/>
All browsers should have Cookies, Java, and Pop-ups enabled (i.e., do not block Pop-ups).

Springfield College cannot provide technical support for browsers other than those listed above.

Required Browser Plug-ins and Software

- Adobe Acrobat Reader
<http://get.adobe.com/reader/>
- Adobe Flash Player
<http://get.adobe.com/flashplayer/>
- Adobe Shockwave
<http://get.adobe.com/shockwave/>
- Windows Media Player (latest version)- Available on Windows Only
<http://windows.microsoft.com/en-US/windows/products/windows-media>
- Apple QuickTime Player- Available on Windows and Macintosh
<http://www.apple.com/quicktime/download/>
- Java Version 6 Update 24 (or latest update) - Apple supplies their own version of Java. Use the Software Update feature (available on the Apple menu) to check that you have the most up-to-date version of Java for your Mac.
<http://www.java.com/en/download/manual.jsp>

Mandatory Springfield College Technology Systems

PrideMail -- Official Springfield College Email

Effective September 2011, all Springfield College students were given **PrideMail** email accounts that are powered by Google. Faculty and staff will move to PrideMail later during the September 2011 term. So when you click mySCweb you will still see Webmail because the faculty and staff are still using Webmail.

What should you expect with your PrideMail account?

- Email, Calendar and Contacts with about 25 times the storage capacity of your current email (7.5 GB)!
- Your PrideNET login will take you to PrideMail without additional authentication!
- PrideMail Powered by Google is mobile-device friendly with easy setup for most common mobile platforms!
- Your new email address ends with the full college name: '@springfieldcollege.edu.'!
- Once PrideMail is active, all emails sent to you at '@spfldcol.edu' will be automatically forwarded to your PrideMail account for a period of time!
- With PrideMail we have created a brand new mail file for each student. Your current email will be available for a period of time to allow you to selectively forward important emails that you may want to keep!

Due to federal regulations, faculty or instructors cannot respond to students' non Springfield College email addresses. You must access and use your PrideMail account while at Springfield College, because it is the main mode of communication between the College and you. You will be able to use your email account to communicate with SHS faculty, staff, and other college offices such as the Business Office or the Financial Aid Office.

You can only access an online course in the *Pride Online Program* with your PrideMail username and password. So if you have not activated your PrideMail account, contact the:

Technology Solution Center 📞 413-748-4872

PrideNET Portal

Your **PrideNET Portal** account at Springfield College allows you to register for all of your classes, and is the gateway to all of your SHS online classes and ground classes. It provides access to your **grades** and an **unofficial transcript** for every term you are enrolled at Springfield College. Also, access the PrideNET Portal when you wish to add or drop SHS classes.

The following options are available to you through PrideNET:

- Your financial aid award information
- SHS courses available and the number of seats left
- Online courses being offered
- The ability to update your personal information

To access your PrideNET Portal account, you must know your PrideMail username and password. Instructions on how to access the PrideNET Portal are found on page 21 in the Appendix of this *Guidebook*.

II. *Pride Online* Courses at the School of Human Services

Meet with Your Advisor

You must meet with your SHS advisor before signing up for a *Pride Online* course. Here are some important questions you might consider asking your advisor at your meeting:

- How do I know if I am ready for online courses?
- When can I register for the next term?
- How will I know which courses are being offered this term?
- How many online courses can I take in one semester?
- How do I register for my online courses?
- Is there an online orientation for first time online students?
- When is the Add/Drop period?
- How often do I need to meet with you?

SHS is increasing the number of online course options. Please see your campus schedule for online courses offered for the current term. Also **enrollment caps** have been set for all online courses. **Do not wait to register or you may be closed out.**

Important Dates to Remember

Be sure to check with your advisor to find out when the following events take place.

- General online registration period for all SHS courses
- Deadline for registration of online courses
- Date when online courses begin
- Date when online courses end

Online Student Orientation

SHS undergraduate students who have never taken an online course are required to participate in and complete the **HUSB 090 V1 Online Student Orientation *Pride Online*** course. SHS graduate students should register for **MOML 090 V1 Online Student Orientation**.

Will I be graded on the Orientation?

You will not receive a grade, but you must complete the “Exit Questionnaire” with a total score of no less than **70 points** before you can take an online course.

Is there a deadline for completion of the Orientation?

The orientation remains available throughout the current term. However, you must complete it before your online class begins.

If I have taken an SHS online course before, will I have to take the online orientation?

Every student who takes an online course will need to complete the mandatory orientation because the College has adopted the **learning management system, Moodle**. After you **complete the activities and “Exit Questionnaire”** with a satisfactory score of 70 or above, you will not have to retake the orientation for future SHS terms.

If I am a transfer student and I have taken online courses before, am I required to take the online orientation?

Yes, you will need to take the online orientation, because **Moodle**, although user-friendly, is different from other learning management systems.

How do I register for an online course?

Every student can register for classes via the PrideNET Portal. If you need help or run into problems while trying to register, contact your advisor for assistance.

***Pride Online* Navigation Tips**

Moodle is the learning management system that you will use to complete your online course in the ***Pride Online*** Program. Ask the SHS Tech person at your campus how you can participate in the HUSB 090 or MOML 090 Online Student Orientation.

Moodle is Easy to Learn and Use

1. It is highly advised that you download the latest free version of the web browser **Firefox** to use for completion of your ***Pride Online*** course work. Internet Explorer will work, but Firefox is highly recommended for online courses that use Moodle as the LMS.
2. When accessing your ***Pride Online*** course, **always allow “pop-ups”** so that you will have full navigational privileges to all content within your course.
3. When using Firefox as the web browser, be sure to “bookmark” your online course for quicker access when you need to complete your assignments or simply check in with your online instructor. ***Pride Online Handout B*** provides details about bookmarking techniques and instructions.
4. As you move from screen to screen in your ***Pride Online*** course, you can return to original screens by accessing the “breadcrumbs.” **Handout B** also explains how this process works.
5. When you access your ***Pride Online*** account, you will see a list of all courses. At the top left you will see a link called “SHS Pride Policies for Online Instruction.” That .pdf document includes online policies for the SHS Online Program. This document also appears on the Distance Learning Support web page.
6. Save all completed work as **Rich Text Format documents (.rtf)**. ***Pride Online Handout C*** explains how to save documents in rich text format and how to attach them to your ***Pride Online*** course.
7. **To check messages**, simply click the “**Messages**” link on the main screen and then click the sender’s name to read your messages.
8. **To participate in threaded discussions**, each time you see “Discussion Topic” you will need to access that topic and join in the threaded discussion by following your instructor’s guidelines.

Basically, **to be successful in *Pride Online* courses, click all links** that your instructor has posted and follow the directions. If a link does not follow through as stated by the instructor, do not hesitate to call the situation to the instructor’s attention so the instructor can promptly address and resolve the problem. To secure copies of all the ***Pride Online*** handouts, access the ***Distance Learning Support*** link on the SHS home page.

Distance Learning Support Web Page

The School of Human Services web page has a link entitled “**Distance Learning Support**” that details what is expected of you as an online student. You can access this web page link from the SHS home page.

<http://www.spfldcol.edu/homepage/dept.nsf/shs>

The following categories are links on the **Distance Learning Support web page**. Be sure to access each one before your online course. By doing so, you will learn what is expected of you as an online student, and what assistance is available to you. You can even assess your learning style by checking out the link entitled “**What Kind of Learner Are You?**”

- Academic Expectations
- Online Class Participation
- SHS Policies and Support Services for Online Course Instruction
- What Kind of Learner Are You?
- Technology Support

Online Etiquette

As you participate in your online courses, you will need to communicate properly to send your intended messages without offending colleagues or recipients of your messages. Below are some online etiquette tips to follow. Be sure to check out the following website.

<http://online.uwc.edu/technology/onlEtiquette.asp>

Attendance Policy

Each SHS course in the **Pride Online** program consists of approximately 12 weeks of intensive academic work. Student attendance, defined as active participation throughout the course has both critical academic and financial aid implications. Whereas face-to-face courses in SHS involve **monthly** meetings, online courses in SHS involve **weekly** activities and assignments designed to increase understanding and application of the given course. Therefore, students are expected to log into their **Pride Online** course at least three (3) times a week to post assignments and actively engage in threaded discussions in order to be considered present. If a student has not actively participated in seven consecutive days, he/she will be considered absent for that week. Students with three absences will automatically fail the course.

Class Participation Policy

In an online course the success of your learning experience depends on the active participation of all students. Therefore, it is imperative that you participate in the class discussions fully by posting your responses in a timely manner to allow others to respond. You must also respond/react/provide feedback to your colleagues' postings.

Class participation in an online environment contributes to a positive grade and is characterized by the following:

- Ties personal experiences to the concepts being studied, and gives an orderly, brief version of the experience, with a point that is stated clearly;
- Avoids repeating in a different form points made by others;
- Shows evidence of having completed, understood, and applied the readings for the course;
- Incorporates ideas shared by others and the instructor to create "a fuller picture" of the concept under discussion;
- Poses real-life questions or challenges that spring from the discussion and attempts to shape an "informed" conclusion.

Ordering Textbooks

Online students are expected to secure their textbooks before the online class begins so they can participate fully as soon as the course is officially opened. Therefore, it is critical that students purchase textbooks in a timely manner.

Books are available through the Follett Bookstore for the Springfield and Boston campus students. The MBS Online Bookstore (MBSbooks.com) provides books for all other campuses. Financial aid vouchers may be used at either of these bookstores. However, students' financial aid awards must be awarded for students to utilize this option.

You may utilize other online bookstores such as Amazon.com, and Half.com. However, these sellers do not accept financial aid vouchers. Also, a credit card is required for payment. You may also consider the option of **renting textbooks** through www.Bookrenter.com or www.Chegg.com.

Library Services

Springfield College's Library is **Babson Library**. Babson Library's home page is located at <http://www.spfldcol.edu/library> plus there are individual pages designed for each regional campus which online students are welcome to use. These pages can be found from each campus home page by clicking on the Library Research Guide link.

Babson Library serves the online students, faculty, and staff of Springfield College, providing reference and support services and a rich collection of print and electronic resources. Students may access the Library's catalog and large collection of online databases through the Library's website or through the Library Research Guides. If an article or book is not available online students may request it by using the Library's Interlibrary Loan forms.

Library staff members are pleased to provide professional assistance to all online library users. Those who prefer self-help can check out the Library's FAQ page and Tutorials page and/or the Tutorials and Assistance Tabs on the Library Research Guides.

For more detailed and individualized assistance students can contact the Library by texting or by phone (1-800-730-5279 or 413-748-3315), chat (Live Research Help), or email (Ask the Library). Information about all of these methods can be found on the Ask the Library page or on the Assistance tab in the Library Research Guides.

III. SHS Academic Community Standards and Policies

Code of Conduct

Springfield College is committed to the creation and maintenance of a living-learning environment, which fosters the intellectual, personal, social, and ethical development of its students. Respect for the rights of others and self-discipline are essential for the fulfillment of these goals. This Code of Conduct is designed to explain the rights and responsibilities inherent in membership in this academic community and applies to the online learning environment as well.

Students are encouraged to familiarize themselves with all applicable policies and regulations of the Code of Conduct. Ignorance of policies and regulations regarding expected behavior will not be accepted as defense or excuse.

Violation of the norms of civility and other accepted rules of behavior, whether or not covered by specific regulations, subjects a student to disciplinary action. Springfield College students are expected to understand and live up to the highest expectations of an academic community.

Disciplinary regulations at the college are set forth in writing in order to give students general notice of prohibited conduct. The regulations should be read broadly and are not designed to define misconduct in exhaustive terms. In addition, alleged violations of local, state, and federal laws shall constitute a violation of the College's Code of Conduct. Violations of the Code of Conduct shall be cause for disciplinary action up to and including suspension or expulsion, regardless of the action or inaction of federal, state, or municipal authorities with respect to violations of the laws above mentioned. For more detailed information regarding this policy, read the *School of Human Services Student Handbook 2011-2012*.

Plagiarism and Academic Honesty

Plagiarism is defined as the appropriation, and use as one's own, of the writings and ideas of another. Intent to deceive does not have to be present for plagiarism to occur. Students should be cautious when "borrowing" material from other sources. Rewording (paraphrasing) of an author's ideas does not absolve the student from giving credit and making the appropriate citation. Students who plagiarize are subject to dismissal from SHS.

The School of Human Services students are expected to be academically honest. Misrepresentation of facts, omissions or falsifications in any connection with the academic process (including both course work and official documents) are violations of the SHS Academic Honesty and Integrity Policy. For more detailed information regarding this policy, read the *School of Human Services Student Handbook 2011- 2012*.

Policies Regarding Accessibility

Springfield College School of Human Services is committed to providing an equal educational opportunity and full participation in College programs for persons with disabilities in accordance with state and federal laws. The College fully supports the antidiscrimination policies expressed in state and federal legislation for persons with disabilities. It is the College's intent that no person be subject to discrimination with regard to any College program or activity.

The school recognizes the unique needs of students with disabilities and encourages these students to use the support services offered by the College to assist them in attaining their educational goals. The policy of Springfield College School of Human Services regarding admission and access to programs and activities prohibits discrimination on the basis of disability. Disabled students are invited to contact the Campus Director at their instructional campus. Reasonable accommodations are provided for students with disabilities on the basis of need if the disabilities are documented with appropriate evaluations administered by qualified professionals such as psychologists, medical doctors, or agencies specializing in the diagnosis of such disabilities.

Grade Appeal Policy

A student may file an appeal for a grade received only in cases when:

- There is a discrepancy between the criteria, expectations, or standards outlined in the syllabus and a professor's actions and practices.
- There is some inconsistency in treatment across the student body enrolled in a course.

For procedures on how to follow the process for this policy, read the *School of Human Services Student Handbook 2011-2012*.

IV. APPENDIX

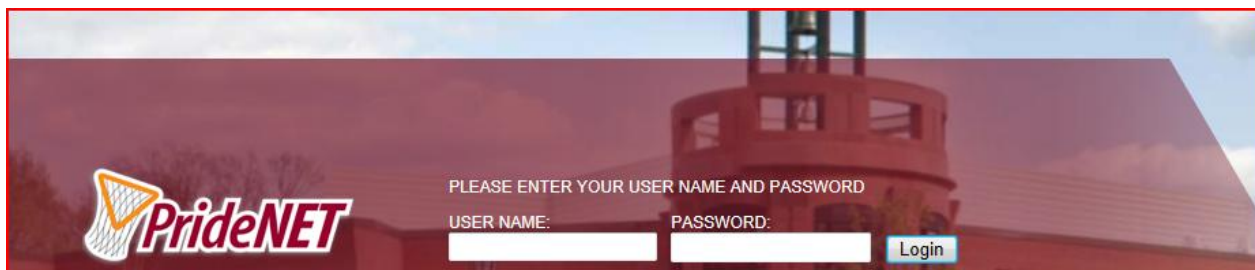
Technology Handouts

A. How to Register for Online Courses in the PrideNET Portal.....	19
B. How to Access your <i>Pride Online</i> Account thru the PrideNET Portal	21
C. How to Drop Online Courses in the PrideNET Portal	23
D. How to Download Your Syllabus.....	25

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A. How to Register for Online Courses in the PrideNET Portal

1. You will need a copy of the current term schedule before you begin.
2. Type in **http://PrideNET.spfldcol.edu**
3. Enter your Springfield College email username and password into the boxes shown on the PrideNET Portal screen and then click “**Login**” as illustrated below.



4. Click on the “**MY PROFILE**” tab at the top of the screen.
5. On the left, click on “**MY REGISTRATION.**”
6. In the middle of the page, click on “**ADD/DROP COURSES.**”
(This may take a few moments for the page to upload)

All Springfield campus codes have changed. See the list below for your campus.

Online Courses	V
Boston	B
Charleston	C
Houston	H
Los Angeles	A
Manchester	N
Milwaukee.....	M
St. Johnsbury.....	J
San Diego.....	D
Springfield.....	S
Tampa Bay	F
Wilmington	W

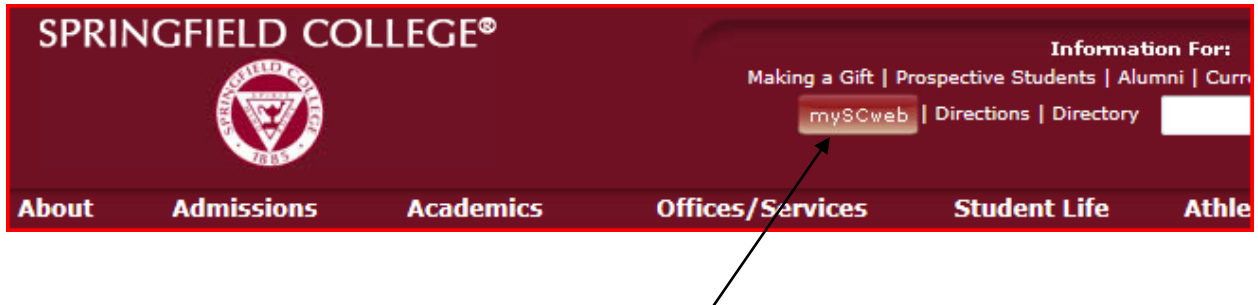
Sections are identified by number, 1, 2, 3, etc. Scroll down the page, under “**ADD BY COURSE CODE**” and type in the course number. Enter a space between the course number and the section.
★Example “**HUSB 220-V1.**”

6. Add all courses for the term, once you have finished, click “**ADD COURSES.**”
7. You have two options for viewing your schedule.
 - You can view your schedule at the bottom of the registration screen.
 - Click on “**MY PROFILE**” and you will see your schedule on the right.

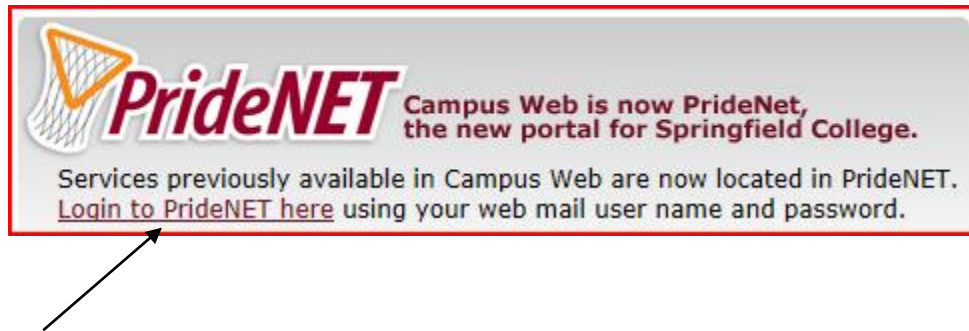
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B. How Access to your *Pride Online* Account thru the PrideNET Portal

1. Access the Springfield College home page – <http://www.spfldcol.edu> and click the mySCweb link as illustrated below.



2. On the next screen click “Login to PrideNET here” as shown below.



3. Then on the screen illustrated below, enter your PrideMail username and password in the fields provided.



PrideNET uses the same username and password as your Springfield College PrideMail account. If you have not set up your Springfield College PrideMail account, please call the Technology Solutions Center (TSC) at (413) 748-4872.

4. After you enter your username and password, on the next screen to the right you will see the “Campus Resources” section which is illustrated below.

Campus Resources

MySCweb

[PrideOnline](#)
Login to the virtual classroom for SHS Online Courses

[Webmail](#)
Access your Springfield College E-Mail

[Academic Success Center](#)
Provides academic support for all Springfield College students.

[Moodle](#)
Login to the virtual classroom for Springfield College Summer Courses

5. To access *Pride Online*, click the *Pride Online* link.

NOTE: To access *Pride Online*, you should always go through the PrideNET Portal. You should also go through the PrideNET Portal to access your Springfield College email called Webmail or PrideMail.

6. On the next screen you will see the following login fields. Enter your Springfield College email username and password in the space provided and you will gain access to your *Pride Online* account.

Returning to this web site?

Login here using your username and password
(Cookies must be enabled in your browser) ?

Username

Password

C. How to Drop Online Courses in the PrideNET Portal

1. Type in **http://pridenet.spfldcol.edu**
2. Enter your SC email username and password into the boxes above, Click **Login**.
3. Click on “**MY PROFILE**”
4. On the left, click on “**MY REGISTRATION**”
5. In the middle of the page, click on “**ADD/DROP COURSES**”
6. Click “**ADD/DROP**”
7. View your schedule
8. Check the box of the course you want to drop
9. Click on “**DROP SELECTED COURSES**”

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D. How to Download Your Syllabus

SHS students can download SHS syllabi from the SHS web page.


NOTE: You should not attempt to download the syllabus if you have just opened your PrideMail and have not completely logged out of PrideMail, because that will cause an error message that asks you for a username in order to download a syllabus. If you log all the way out of PrideMail, and then download a syllabus, you will not get that error message.

1. Downloading Syllabi from the SHS Web Page

- Access the SHS home page -- <http://www.spfldcol.edu/homepage/dept.nsf/shs>
- Under the “Campus Locations” section at the far left, click your SHS campus.
- At the top left click the link entitled “**Undergraduate & Graduate Course Schedules/Syllabi.**” The next screen will list courses being offered at your SHS campus for the current term.
- Click the link for the course you are taking.
- On the next screen under “File Attachment” which is illustrated below, click the syllabus. Then you can print a copy after it opens up in Microsoft Word.

Springfield College
School of Human Service
Syllabi

Posted: 07/22/2009 10:25 AM

Campus: Springfield MA	Program: Undergraduate	Instructor: Marsha Jones	
Semester: September 2009	Course: HUSB 125/41 PowerPoint	Category: Syllabus	File Attachment:  HUSB 125-41.rtf

NOTES