



Online Education Program 2010 Summer Session Information

ClearLine is the online education program of Clearwater Christian College. The following information has been compiled specifically for the online options offered during the 2010 Summer Session which begins June 1, 2010 and ends July 30, 2010. It has been prepared for first-time and strictly ongoing online students. Degree-seeking and currently enrolled CCC students may register for online courses through their academic advisor.

IMPORTANT DATES & DEADLINES

March 1	Registration begins
May 19	Expedited shipping only from CCC Bookstore (see item 8 below)
May 25	Last day to register for classes and payment deadline
May 28	Last day to drop and receive full refund.
JUNE 1	CLASSES BEGIN
July 7	Last day to withdraw with a W
July 23	Last day to withdraw with a WP or WF
JULY 30	CLASSES END
August 6	Final grades released

ADMISSIONS REQUIREMENTS

First-time students or former **ClearLine** students who have not been enrolled at CCC in 2009 Fall or 2010 Spring semesters are required to complete the Clearline Application for Admission. Contact the Office of Admissions regarding admissions requirements. Students using transient forms from another college attended should have those available to fax to the Admissions Office.

REGISTRATION PROCESS

Course registration for **ClearLine** students is handled through the registration process. There are three basic steps:

- Step # 1 Apply for admission through online application. Select desired courses through this process.
- Step # 2 Once accepted, course selections will be forwarded to the Registrar's Office. You will receive a registration confirmation and financial statement. Changes to your schedule are handled through the [Advising Office](#).
- Step # 3 Submit payment by May 25.

The list of available classes for the 2010 Summer Session can be found in this PDF and on the online **ClearLine** Application for Admission.

FINANCIAL INFORMATION

1. **Tuition:** \$409 per credit hour
2. **Payment Options:** cash, check, and credit card (MasterCard or Discover Card **only**). Credit card payments can be handled over the telephone by contacting the Business Office at 727-726-1153 ext. 204.
3. **Financial Aid:** Summer school tuition is already discounted, so no college-funded scholarships will apply. Students receiving other financial aid assistance must make arrangements through the Financial Aid Office and alert the Business Office of this intention prior to finalizing registration.
4. **Book Purchases:** Books may be ordered online or through the College bookstore (see note under **Other Important Policies**).
5. **Payment Deadline:** May 25, 2010.
6. **Refund Policy:** Full refund is available if students officially withdraw from registered classes by May 28. After this date, all fees and tuition are non-refundable.

OTHER IMPORTANT POLICIES

1. **Registration Limit:** There is a registration limit of three (3) courses per summer term.
2. **Enrollment Limit:** Each online course is limited to twenty (20) students per course section. The college reserves the right to cancel any summer school class in the event a minimum enrollment is not achieved.
3. **Learning Platform Recognition:** Once registration and course payment are satisfied, information on how to access the learning platform (Blackboard Academic Suite™) will be released to the student for program guidelines, course syllabi and textbook information.
4. **Class Attendance & Course Withdrawal Policies**
 - a. **First week Requirement:** Students who simply log onto a Blackboard course will not be considered as participants in the course. In order to be considered enrolled in an online course students must participate in the first week's activities. Students, who do not participate in the first week's activities and do not respond to the faculty's attempts to contact them, will be withdrawn from the course with a *W*. The grade of *W* will display on the student's transcript.
 - b. **Continued Online Participation (Attendance):** To maintain enrollment, students must be continuously participating online in the course. Participation may be by online quiz, online chat, or by some other electronic activity.
 - c. **Non-participation after Week One (Attendance):** After the first week of the term in an online course, a student who chooses to cease to attend (participate), and the professor is not notified of special circumstances nor does the student respond to the professor's attempts to contact him, the student will be withdrawn by the professor with a *WF*. The grade of *WF* counts as an *F* in the GPA. This grade will display on the student's transcript.
 - d. **Withdrawing from a Course:** Students may drop a course from their schedule without financial or academic penalty up to the business day before classes begin. This may be done by calling the Registrar's Office. Classes dropped before the term begins will not show on the transcript. Students who drop from a class once the term has begun will be considered a withdrawal and there is no refund for the course. Beginning on the first day of class, any student terminating a course will be considered a withdrawal with a grade of *W* (withdrawn) and this continues up to the 60% point in the term. After this date, all withdrawals are with a *WF* (withdraw failing) or *WP* (withdraw passing). The withdrawal grade is submitted by the instructor, and it is based upon the student's course average at the time of the withdrawal. Both withdrawal grades show on the student's transcript but only *WF* calculates in the GPA as an *F*. A student must officially withdraw by contacting the **Advising Office, 727-726-1153 extension 232**.
5. **Withdrawals and Financial Aid**

Student's progress and participation in an online course is tracked by the college. The federal government requires a last date of attendance which includes the date of withdrawal from a course. This may be the date of official withdrawal performed by the student with the Registrar's Office or an administrative withdrawal due to non-participation. If a student is reported as a *WF*, this may result in the student having to repay financial aid received for the course. In addition, if a student is withdrawn due to non-participation this may impact receiving financial aid in the future.
6. **Incomplete Grades**

An incomplete grade may be assigned by the instructor at the end of a term for cases of documented medical conditions, severe personal emergency, or military deployment which prohibits the completion of the coursework by the end of the term. In order to assign a grade of Incomplete or *I*, the student must be passing the course at the occurrence of the medical condition or the military deployment. The student will be allowed 30 days after the last day of the term to complete the coursework. It is the student's responsibility to contact the instructor to make arrangements for course completion and to properly submit unfinished work. Failure to contact the instructor or to complete the coursework by the 30th day will result in an *F* grade assigned for the course.
7. **Syllabus**

After the last date of matriculation, the faculty will provide access for their students to the class syllabus online. All students are expected to check the syllabus to obtain required materials before classes begin.
8. **Book Purchase**

Students are required to have all materials for the course before it begins, including course textbooks. Books may be purchased online at www.studysource.com, the CCC Bookstore, or other reputable vendors. A booklist is provided on the Bookstore link under Online Education. **IT IS THE STUDENT'S RESPONSIBILITY TO HAVE BOOKS BEFORE CLASSES BEGIN.** Late registrants who need to purchase textbooks will expect to do so through the CCC College bookstore and pay expedited shipping rates in order to have their course texts when the term begins. Contact the College Bookstore at 727-726-1153 ext. 603 for assistance and further details.



**2010 Summer Session
Course Offerings**

All 2010 Summer Session classes begin on June 1, 2010 and conclude on July 30, 2010. Courses are separated into academic areas. **All listed courses are online.**

Course	Title	Instructor	Credit
BIBLE			
BIB 101-01	Old Testament Survey	Anthony Abell	3
BIB 103-01	New Testament Survey	Bob Carver	3
BIB 307-01	Comparative Religions	Daniel Ebert	3
BIB 411-01	Bible Doctrines I	Carl Martin	3
BIB 412-01	Bible Doctrines II	Carl Martin	3
BUSINESS			
BUS 301-01	Financial Management of the Firm	Stephen Casarow	3
BUS 311-01	Business Statistics	Ian Duncan	3
COMPUTER INFORMATION SYSTEMS			
CIS 100-01	Introduction to Computer Info Systems	Stephen Casarow	3
CIS 250-01	Adv Microcomputer Applications	Stephen Casarow	3
COMMUNICATION ARTS			
COM 215-01	Mass Communication	Robert Cundiff	3
EDUCATION			
EDU 103-01	History & Philosophy of Education	Gary Smith	3
EDU 202-01	Curriculum & Instruction	Gary Smith	3
EDU 210-01	Culture, Linguistics, & Curriculum	Walt King	3
EDU 272-01	Educational Psychology	Vickie Denny	3
ENGLISH			
ENG 211-01	American Literature I	Daniel Hurst	3
ENG 212-01	American Literature II	Daniel Hurst	3
EXERCISE & SPORT SCIENCE			
ESS 109-01	Concepts of Fitness	Vickie Denny	3
ESS 311-01	Coaching Volleyball	Vickie Denny	3
HISTORY			
HIS 201-01	U.S. History I	Frank Partridge	3
HIS 202-01	U.S. History II	Frank Partridge	3
HUMANITIES			
HUM 200-01	Intro to Fine Arts	Pattye Casarow	3
MATHEMATICS			
MAT 145-01	Liberal Arts Mathematics	Sandra Draper	3
POLITICAL SCIENCE			
POS 231-01	American Constitutional Government	Lexie Wiggins	3
PSYCHOLOGY			
PSY 272-01	Educational Psychology	Vickie Denny	3
SCIENCE			
SCI 104-01	General Biology I <i>w/o Lab</i>	Helene Peters	3
SCI 106-01	Physical Science	Jonathan Henry	3
SCI 107-01	Earth Science	Jonathan Henry	3
SCI 151-01	Medical Terminology	Helene Peters	1