

Center for Learning and Technology

**GENERAL COURSE
INSTRUCTIONS**

for

Guided Study Courses



Introduction

Welcome to Thomas Edison State University and your Guided Study course through the Center for Learning and Technology (CLT). While taking Thomas Edison State University courses, you have the convenience of earning credit while studying on your own schedule and in your own location. You will probably appreciate this freedom. However, you will need to be self-disciplined and self-motivated in order to complete your coursework. You will also need to be organized so that you can study on a regular schedule. When you bring these qualities to your coursework, you will make steady and rewarding progress toward your educational goals.

What to Look for in the *Course Manual*

The *Course Manual for Guided Study Courses* contains all the information you need to plan your time, register for exams, make administrative changes at the University, and complete your coursework successfully. Before you turn to the “Course Syllabus” and begin your first assignment, take the time to familiarize yourself with the entire *Course Manual* and each of its main components:

- Information at a Glance
- General Course Instructions for Guided Study Courses
- Course Syllabus
- Student Handbook for Guided Study Courses
- Appendix of Forms

As you read through the manual, please take note of the following tables, features, and forms:

- **Information at a Glance**—provides important deadlines and University contact numbers.
- **Table of Week-by-Week Dates** (in the “General Course Instructions for Guided Study Courses”)—provides information you need to

schedule assignments and exams and fill in the Course Calendar included in the “Course Syllabus.”

- **Options for Finding a Proctor** (in the “Student Handbook for Guided Study Courses”)—provides you with instructions for finding a qualified proctor.
- **End-Dates for Extensions** (in the “General Course Instructions”)—helps you plan your schedule in the event that you file for an extension.

Administrative Forms

The “Appendix of Forms” provides PDF versions of most administrative forms needed for the course you are taking. You probably will not use all of these forms, but several are essential. Please look them over to see whether you have any questions regarding their use. You will find answers to most of your questions in the “Student Handbook for Guided Study Courses.”

Some forms may be completed and submitted online. They can be found on the University website at <http://www.tesu.edu/current-students/Student-Forms.cfm>. **Many** forms are also available as PDF files, which you can print and mail or fax to the office or person listed on the form.

- See the information below for details about submitting each form.
- **Proctor Request Form**—Use the Proctor Request Form to arrange to take your pen-and-paper exam(s) if you decide not to use the Online Proctor Service. You must complete and submit this form by the end of the first week of the semester. You have two options for selecting a proctor. (See Options for Finding a Proctor in the “Student Handbook for Guided Study Courses.”) If you choose Option A (finding a proctor near your home or work), you can go to <http://www.tesu.edu/degree-completion/Proctor-Requests.cfm> and submit the Proctor Request Form electronically or print it out and send it to testing@tesu.edu. If you choose Option B (testing in Trenton, NJ), you can go to <https://forms.tesu.edu/dfprocto.php> and submit the form electronically.
- **Request for Extension**—Students making satisfactory progress may apply for an eight-week extension per course. Mentors must certify that 50 percent of the coursework has been completed, and the student must pay the extension fee. Other than the mentor’s certification, no other documentation is required. The Office of the Registrar will process the request and notify the student of the new course ending date. With the exception of extensions related to

military deployments, all students must pay for the extension. This requirement applies even in cases of medical illness or financial hardship. In cases involving military deployments, documentation presented must show deployment dates relevant to the specific course.

- **Request for Transfer**—Complete and submit the Request for Transfer Form to the Office of the Registrar if you want to transfer from one course, course delivery mode, or course section to another. You must submit your request prior to the first Friday of the course. Please note that transfers are permitted only to courses offered within the same term. You may submit this form online through the University website, or you may submit it by mail or fax.
- **Request for Course Withdrawal**—Complete and submit the Request for Course Withdrawal Form by the end of the term to the Office of the Registrar if you wish to withdraw from your course for any reason. You may be eligible for a tuition refund depending on how many weeks have passed since the semester began. (Comprehensive Tuition students, however, are not eligible for a tuition refund. The credits from the course withdrawals after the 21st day of the term will be deducted from the Comprehensive plan total.) You may submit this form online through the University website, or you may submit it by mail or fax. Withdrawing from courses does not affect your degree-seeking status with the University.
- **Student Data Change Form**—Complete and submit the Student Data Change Form to the Office of the Registrar if relevant personal information such as your name, address, or telephone number changes while you are taking the course. You may submit this form online through the University website *unless* you have to send documents related to a name change. Then you should submit the form and appropriate documents by mail. You may also use iTESU to make changes to your phone number, email address, or mailing address.

Steps to Success

Once you've become familiar with the components of the manual, take the following steps to get started on the right track with your course:

1. Read carefully the introductory material in the "Course Syllabus," making sure that all aspects of the course are clear to you. Be especially attentive to the course objectives, and be sure you have all the materials that are required for the course.

2. Locate the Course Calendar (or assignment schedule) within the "Course Syllabus." Using the Table of Week-by-Week Dates found in "General Course Instructions," fill in the dates when you must submit each assignment to your mentor. Use the dates in the column under the current semester. For example, if the semester you are enrolled in is July 2016, and your first assignment is due by Sunday of Week 2, then you'll write 07/17/16 in the space provided on the Course Calendar. Continue to note the dates for every assignment according to the week designated for you to send it. Plan on referring to the calendar often to be sure your mentor receives your assignments on time.
3. Read through the Written Assignments section of your "Course Syllabus."
4. Choose one of the options for selecting an examination proctor, and follow the steps required to make arrangements for taking your examination(s). If you plan to take a paper version of the examination, be sure to complete the Proctor Request Form and send it to the Office of Test Administration (OTA) by the end of the first week of the current semester. The form can be found on the University website and in the "Appendix of Forms."
5. If you have not done so already, read the "Student Handbook for Guided Study Courses." Even if this is not your first course with Thomas Edison State University, review its contents. The handbook answers many questions about how to proceed through the course and how to complete the forms included in the *Course Manual*.
6. Now you are ready to begin your first assignment. Good luck!

Table of Week-by-Week Dates

Use the dates in the tables on pages G-6–G-7 to fill out the Course Calendar or assignment schedule in your “Course Syllabus.” Find the column that represents the semester in which you are currently enrolled, and write the dates when your assignments are due to be sent or when you have registered for exams.

Generally, each week of the semester, including exam weeks, begins on a Monday and ends on a Sunday. Day 1 of the semester coincides with the start of Week 1. Depending on the start date of your term, the first day of Week 1 may be either a Monday or a Tuesday. Please consult the following tables to determine the actual date on which Week 1 starts in your semester.

Dates for 3-, 4- and 6-Credit Courses

	Jul 2016	Aug 2016	Sept 2016	Oct 2016	Nov 2016	Dec 2016
Week 1	07/05/16	08/01/16	08/29/16	09/26/16	10/31/16	11/28/16
Week 2	07/11/16	08/08/16	09/05/16	10/03/16	11/07/16	12/05/16
Week 3	07/18/16	08/15/16	09/12/16	10/10/16	11/14/16	12/12/16
Week 4	07/25/16	08/22/16	09/19/16	10/17/16	11/21/16	12/19/16
Week 5	08/01/16	08/29/16	09/26/16	10/24/16	11/28/16	12/26/16
Week 6	08/08/16	09/05/16	10/03/16	10/31/16	12/05/16	01/02/17
Week 7	08/15/16	09/12/16	10/10/16	11/07/16	12/12/16	01/09/17
Week 8	08/22/16	09/19/16	10/17/16	11/14/16	12/19/16	01/16/17
Week 9	08/29/16	09/26/16	10/24/16	11/21/16	12/26/16	01/23/17
Week 10	09/05/16	10/03/16	10/31/16	11/28/16	01/02/17	01/30/17
Week 11	09/12/16	10/10/16	11/07/16	12/05/16	01/09/17	02/06/17
Week 12	09/19/16	10/17/16	11/14/16	12/12/16	01/16/17	02/13/17
Last Day	09/25/16	10/23/16	11/20/16	12/18/16	01/22/17	02/19/17

Dates for 3-, 4- and 6-Credit Courses

	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017
Week 1	01/03/17	01/30/17	03/06/17	04/03/17	05/01/17	06/05/17
Week 2	01/09/17	02/06/17	03/13/17	04/10/17	05/08/17	06/12/17
Week 3	01/16/17	02/13/17	03/20/17	04/17/17	05/15/17	06/19/17
Week 4	01/23/17	02/20/17	03/27/17	04/24/17	05/22/17	06/26/17
Week 5	01/30/17	02/27/17	04/03/17	05/01/17	05/29/17	07/03/17
Week 6	02/06/17	03/06/17	04/10/17	05/08/17	06/05/17	07/10/17
Week 7	02/13/17	03/13/17	04/17/17	05/15/17	06/12/17	07/17/17
Week 8	02/20/17	03/20/17	04/24/17	05/22/17	06/19/17	07/24/17
Week 9	02/27/17	03/27/17	05/01/17	05/29/17	06/26/17	07/31/17
Week 10	03/06/17	04/03/17	05/08/17	06/05/17	07/03/17	08/07/17
Week 11	03/13/17	04/10/17	05/15/17	06/12/17	07/10/17	08/14/17
Week 12	03/20/17	04/17/17	05/22/17	06/19/17	07/17/17	08/21/17
Last Day	03/26/17	04/23/17	05/28/17	06/25/17	07/23/17	08/27/17

Extensions

Students making satisfactory progress may apply for an eight-week extension per course. Mentors must certify that 50 percent of the coursework has been completed, and the student must pay the extension fee. Other than the mentor's certification, no other documentation is required.

The Office of the Registrar will process the request and notify the student of the new course ending date. With the exception of extensions related to military deployments, all students must pay for the extension. This requirement applies even in cases of medical illness or financial hardship. In cases involving military deployments, documentation presented must show deployment dates relevant to the specific course.

In limited circumstances, such as severe illness or medical treatment, students may apply for a second extension of eight (8) weeks. In these cases, students must submit appropriate supporting documentation relevant to the issue preventing course completion during the first extension and pay another extension fee. The Office of the Registrar will determine if a second extension is warranted and notify the student of its decision and if approved of the new course ending date.

For both first and second extension, the eight weeks will be added to the current end date of the course in question. Students cannot have more than sixteen additional weeks added to the original end date of their term. Students may not request more than two extensions for a single course.

Students may not apply for (or be granted) an extension after the last day of the course. Students will be permitted to withdraw after an official course extension has been processed as long as the extension has not ended.

Instructions for Requesting an Extension

To request an extension:

1. Download the appropriate course extension form from the University website at <http://www.tesu.edu/current-students/course-extension.cfm>, and follow the relevant instructions.

2. For mentor certification, save and submit the form to your mentor following the instructions given.
3. Upon return of the certified form, forward the form to the Office of the Registrar, as indicated on the form. The Office of the Registrar will send you an email with a secure link to make the extension fee payment. Your extension is not officially approved until you submit it to the University with the fee.

After receiving approval from the University via email, you will need to reschedule all remaining coursework and examinations. Be sure to share your new calendar with your mentor.

If you are taking your exam(s) online through OPS, you will need to contact the Office of Test Administration (OTA) so the test link can be opened. If you are taking your exam(s) in the pen-and-paper format, you will need to contact OTA at testing@tesu.edu three weeks prior to your desired test date or three weeks prior to your extension end date to ensure that the exam(s) arrive at your test site before your deadline.

All coursework, including examinations, must be completed and sent to your mentor by the last day of the extension. If you take your examination or complete assignments after the end of the term without having an approved extension, your exam will not be sent to your mentor for grading.

End-Dates for Extensions

Term	Extension until
Jul 2016	11/30/16
Aug 2016	12/31/16
Sep 2016	1/31/17
Oct 2016	2/28/17
Nov 2016	3/31/17
Dec 2016	4/30/17
Jan 2017	5/31/17
Feb 2017	6/30/17
Mar 2017	7/31/17
Apr 2017	8/31/17
May 2017	9/30/17
June 2017	10/31/17

Personal Progress Chart

Use this page to keep track of the dates when you submit your written assignments and take exams. Also make notes of the dates when your work is returned to you and the grade you receive for each assignment and exam. Maintaining this log is not a requirement of the course but an aid to help you stay organized.

Assignment/Exam	Date Sent/ Date Taken	Date Returned	Grade	Your Comments or Observations