

# CROWN COLLEGE

## Called to Serve. Prepared to Lead.

Crown College  
PSEO Handbook  
2019-2020





*Welcome to Crown College! Congratulations on your academic achievements that led to your acceptance to Crown College's PSEO program. We pray for your continued success as you gain new knowledge, increase critical thinking, and improve communication. This handbook is one resource with information you will need to be successful at Crown. Please print this off or save it for future reference.*

### **Contact Info**

**Shawna Ritter**, PSEO Coordinator; 952-446-4245; [ritters@crown.edu](mailto:ritters@crown.edu)

**Disability Services**; 952-446-4216

**IT Help Desk**; 952-446-4357

**Library**; 952-446-4241

## Orientation

**Students:** Students are advised to complete a self-paced online orientation in Canvas. This will cover how to succeed online, Canvas orientation, APA documentation, and more.

## Registration

**Initial:** An invitation will be sent to attend a New Student Registration Day (NSRD) or an Orientation Day, determined by the campus you will attend. If students are unavailable to attend, online registration will be open before the start of the term. Accepted students will receive registration instructions via Crown email regarding how to register through Our.Crown. The courses you register for must be agreed upon by your high school counselor and your parents.

**Continuing:** Registration for continuing students will be open according to the dates on the [PSEO Calendar](#). Information will be sent from your advisor and/or the Registrar's Office before the registration period opens.

## Admission

**Continuation:** Upon graduation from high school, Crown wants you to consider continuing your education with us. PSEO students desiring to do that must apply for admission into the undergraduate program through the [Admissions Office](#).

## Academic Policies

**Changes in Registration:** The dates of the close of registration are listed each semester in the [PSEO Calendar](#). Students must have completed all steps of registration on or before this deadline. Dropping and adding classes are allowed through the eighth day of classes.

The last day to withdraw from a class with a grade of W, WF, or WP is the last day of the ninth week of each semester or the halfway point of the class for courses lasting less than a full semester.

Students who discontinue studies following the last day to drop classes, whether or not they complete the Withdrawal Form, will automatically receive a grade of F for each discontinued course.

If you need to withdraw from a course, contact your advisor to complete the proper paperwork.

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Classes must be dropped before the last day of the ninth week or a grade of F will be issued if you do not complete *them*.

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**Course Numbering:**

100-199; 1000-1999 First-year subject

200-299; 2000-2999 Second-year subject

300-399; 3000-3999 Third-year subject

400-499; 4000-4999 Fourth-year subject

500-699; 5000-6999 Graduate level

\*Students may register for no more than one level beyond their classification unless they obtain the written consent of their advisor.

**Class Attendance:** Courses require consistent student participation. Hybrid and On-Campus classes require weekly attendance; in the event a student needs to miss, he/she should contact the instructor to make up the activities missed. Online classes require weekly online participation.

**Probation:** Students whose cumulative grade point average (including transfer credits) falls within the range listed below will be placed on academic probation:

Accumulated Credits	GPA
0-16 credits	below 1.70 GPA
17-32 credits	below 1.80 GPA
33-47 credits	below 1.90 GPA
48+ credits	below 2.00 GPA

Students on academic probation:

1. Will have limitations on their academic load.
2. Must retake all required courses in which they have a grade of "F" in the first available term.
3. Will develop and follow an academic improvement plan with their academic advisor.

Students will have one term to raise their cumulative grade point average to an appropriate level. Students who earn "F" grades in all of their graded classes in one semester will be academically suspended.

**Grading:** A student's grade point average (GPA) is calculated by dividing the total grade points earned by the total credit hours attempted in graded courses. Courses that are assigned a Satisfactory

(S) grade are not computed in the grade point average. Grades of transfer courses are not included in GPA calculation. At the end of each course, grades will be available to view online.

**FERPA:** Family Educational Rights and Privacy Act of 1974 (FERPA) sets out requirements designed to govern the access to and release of educational records, to establish the right of students to inspect and review their records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the FERPA Office (U.S. Department of Education) concerning alleged failures of Crown College to comply with provisions of FERPA.

Crown College has adopted policies and procedures concerning implementation of FERPA on campus. Copies of the entire policy are available from the Registrar's Office as well as the Registrar's Office website.

If your parents, high school teachers or a guidance counselor needs to be able to discuss your academic progress or other student records with Crown staff, then you need to give permission for those people to have access to your information. You can give them permission by filling out the FERPA form in Our.Crown (<https://our.crown.edu/ics> then click on Students/Online Forms/FERPA Privacy Permissions). If you have questions, contact your Crown advisor to discuss this further.

**Transcripts:** The Registrar keeps on file the permanent record of all credits earned by each student. No transcript will be issued unless all financial obligations owed by the student to the College have been fulfilled. Transcript requests should be submitted electronically at [www.crown.edu/transcript](http://www.crown.edu/transcript) and include the student's full name, maiden name, current address, dates of attendance, student ID or social security number, birth date and address where transcript is to be sent. The cost for transcripts is \$3 for electronic copies and \$5.50 for paper copies. Requests for transcripts submitted by any other method incur additional processing charges. Typical processing time is three to five business days. An additional \$21 fee will be assessed for rush requests. At least two weeks should be allowed after the close of a term for issuance of an up-to-date transcript.

**Credit Hour Definition:** The underlying principle in determining the assignment of undergraduate credit is that there is a minimum of 50 minutes of direct instruction and 2 hours of out-of-class student work for 15 weeks per semester credit. Some courses may require more direct instruction and out-of-class student work per credit than the minimum based on specific requirements for the discipline. Contact the Registrar's Office for the full policy as it pertains to specific categories of undergraduate level courses.

**Netiquette:** Netiquette is etiquette on the internet. Each participant of an online community needs to be cognizant of the perceptions of others. Whether the communication is in the form of an e-mail or discussion post, it is imperative that sensitivity and grace are used in all situations. Here are some tips that can help improve online communication:

- Be clear and do not abbreviate. Avoid the use of slang.

•Be polite and respectful. Avoid sarcasm and irony, which can be misinterpreted. Do not USE ALL UPPERCASE LETTERS or multiple punctuation marks!!!! When these are used the tone of the message is difficult to interpret.

•Emoticons can be used, :-( BUT be careful as some do not understand them.

•Ask for clarification when not understanding a message.

•Include all individuals in group messages.

•Spell check, revise and edit messages before sending them.

## Academic Support

**Advising:** Once enrolled, each Crown student receives a dedicated, personal academic advisor to help with all aspects of student services. Your advisor will communicate and assist you through the registration process each semester. Your advisor's name and email can be found in Our.Crown.

**Tutoring:** Crown contracts with Grammarly to provide grammatical assistance. Grammarly helps students improve writing skills. For writing assistance, go to [grammarly.com/edu/signup](https://grammarly.com/edu/signup) to create an account.

**Library:** Among the many resources currently available in the Watne Memorial Library are:

1. Over 250,000 volumes (books, DVD's, CD's, electronic books, etc.).
2. 38,000 full-text e-journals.
3. Nearly 80 research databases.
4. An online catalog.

**Technology:** The Help Desk is a part of Crown's Information Technology department. Connect with the Help Desk by email ([helpdesk@crow.edu](mailto:helpdesk@crow.edu)) or on the phone (952-446-4357) with questions about Canvas, email, or any other Crown computer system.

**Email:** Upon acceptance, Crown issues each student his or her own @students.crown.edu email account. Students need to access this account online regularly as it's the official means of communication and students will be responsible for all information sent to them. Email can be accessed by going to <http://email.crown.edu>.

**Disability Services:** Students with disabilities or special needs are invited to visit with the Director of Disability Services about academic accommodations and support available on campus through the study lab. Students, professors, and the Director work together to make reasonable accommodations that compensate for learning disabilities. Testing services are provided for those needing a distraction-free place to take exams. The Director can be reached by calling 952-446-4216.

## Course Info

**Learning Management System:** Canvas. All course information will be accessed through this site and all coursework will be submitted here.

**Syllabi:** Syllabi will be available in Canvas to students when the courses begins. In the syllabus you can obtain information regarding the professor contact info, course description, learning outcomes, textbooks, assignments, due dates, grading information, and class policies.

**Textbooks:** Information about obtaining textbooks will be given at the NSRD/Orientation and/or emailed to you in August and December, prior to the start of the semester. This will enable you to obtain the books you need for PSEO approved classes. Textbooks are free for PSEO students as long as they are returned at the end of the semester. If books are not returned **within two weeks** of the last day of finals week, students will be charged the amount Crown paid to purchase the textbook(s). Any textbooks required will be listed in the Crown Bookstore <http://bookstore.crown.edu/>

*You will be charged for textbooks if you do not return them to the College at the end of the term.*

**Online instructors:** Crown's PSEO instructors are Master's prepared and most have extensive experience teaching online courses. Many have also taught at the high school level. All are knowledgeable in their fields and they are highly committed to helping students have successful experiences taking college level courses.

**Course assistants:** All hybrid classes have a course assistant who teaches curriculum provided by Crown. They have a bachelor's degree with a major or minor in the content they are teaching, plus many of them have extensive teaching experience.

**Course offerings:** Crown currently offers a variety of locations and courses for students. Many of these courses will simultaneously meet Minnesota high school graduation standards and most college general education requirements. An updated list of course offerings can be found on the website <https://www.crown.edu/admissions/early-college/> under the appropriate location section. Course descriptions are available in the [Crown Catalog](#).



**Crown College**  
**Online PSEO Calendar**  
**2019-2020**

\*The Crown College academic calendar may not coincide with a student's high school or homeschool schedule. PSEO students are responsible for attending class according to the College calendar.

M	Jul 15	New Student Orientation Day
W	Aug 28	Classes Begin
F	Sep 6	Last Day to Add or Drop a Class
W	Oct 30	Last Day to Withdraw
F	Nov 8	Spring Registration Opens
M-Su	Nov 25-Dec 1	Thanksgiving Break (Offices Closed Nov 28-Dec 1)
M-Su	Dec 16-22	Finals Week
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M-Tu	Dec 23-Jan 14	Christmas Break
Tu-W	Dec 24-Jan 1	Offices Closed
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W	Jan 15	Spring Classes Begin
M	Jan 20	Martin Luther King Day (Offices Closed)
F	Jan 24	Spring Registration Closes. Last Day to Add or Drop a Class
M-Su	Mar 16-22	Spring Break
W	Mar 25	Last Day to Withdraw from a Class
Mu-Su	Apr 6-12	Easter Break
F	Apr 10	Good Friday (Offices Closed)
TBD	Apr	Fall PSEO Registration Opens
M-F	May 11-15	Finals Week

**Crown College**  
**On-Campus PSEO Calendar**  
**2019-2020**

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M	Jul 15	New Student Orientation Day
W	Aug 28	Online Classes Begin
F	Sep 6	Last Day to Add or Drop a Class
Tu	Sep 17	Constitution Day
W	Oct 30	Last Day to Withdraw
F	Nov 8	Spring Registration Opens
W-Su	Nov 27-Dec 1	Thanksgiving Break (Offices Closed Nov 28-Dec 1)
M-Su	Dec 16-22	Finals Week
M-Tu	Dec 23-Jan 14	Christmas Break
Tu-W	Dec 24-Jan 1	Offices Closed
W	Jan 15	Spring Classes Begin
M	Jan 20	Martin Luther King Day (Offices Closed)
F	Jan 24	Spring Registration Closes. Last Day to Add or Drop a Class
M-Su	Mar 16-22	Spring Break
W	Mar 25	Last Day to Withdraw from a Class
F	Apr 10	Good Friday (Offices Closed)
F-M	Apr 10-13	Easter Break
Tu	Apr 14	Classes Resume
TBD	Apr	Fall PSEO Registration Opens
M-F	May 11-15	Finals Week

Notes:

