

Online Policies And Procedures – Student Agreement

I understand that: *(Check the corresponding box as you read each statement)*

- After 5:00 AM EST, a posting is attributed to the new day.
- The classes require students to participate in class **4** out of **7** days a week; each day less is considered an “Absent Day”.
- Attendance Probation means that I have accumulated 4 “absent days.” Attendance Suspension means I have accumulated 7 “absent days” and will fail the class.
- In addition to tuition, I will be charged a \$100.00 technology fee for each online class.
- My username, password, and instructions for beginning my orientation will be **sent to me via email**.
- The deadlines for online orientation will be strictly enforced. If I do not complete the required orientation by the deadline, I will be withdrawn from the online course(s) for which I have registered.
- If I am withdrawn from my online course(s) for not completing the required orientation by a deadline that occurs **after** the Drop Period for the semester, it will be considered a **Withdrawal** and **I am responsible for 100% of the tuition.**
- I understand that the “**Drop Period**” for **second session online classes** is the same as any of my on ground courses: **the end of week 1 of the Semester (NOT WEEK 1 of SESSION II).**
- If I choose to drop my first or second session online course I must do so during the designated Add/Drop Period.** Therefore, if I decide that I do not want to take an online class after the Add/Drop period during Week 1 of the semester has ended, I understand that it will be considered a **Withdrawal** and that **I am responsible for 100% of the tuition.**
- The technology required by this course is necessary for the successful completion of this course. I am responsible for obtaining and installing the software and/or hardware.
- I am to purchase my required textbook(s) online. I know that the NEiA bookstore will not carry the required books.
- All communication and information regarding my online course(s) **will be sent to me via e-mail**; therefore I understand I must check my email daily for any new information pertinent to me.
- As a student, I am responsible for dropping, adding, withdrawing from my online classes and must talk to the Online Advocate, Michelle Yaiser myaiser@aai.edu in Room 235 to make any of these changes.
- Online courses are subject to the same academic policies and procedures as on-ground courses.

My signature indicates I have read and understand this document

Name: _____

ID #: _____

Signature: _____

Date: _____