



MOUNT ST. JOSEPH  
UNIVERSITY

## OCICU Online Course Orientation Information

Thank you for considering OCICU for your online course option. The Online Consortium of Independent Colleges and Universities is a virtual academic consortium in which member institutions share online courses and programs. Although OCICU courses are facilitated by participating provider institutions, you will register, pay tuition, and receive transcripts as you would any other course offered by Mount St. Joseph University.

Your registration request would be sent to the appropriate OCICU provider school for processing. When your request has been processed, the provider school will send you an email containing your login ID and password for course access. Each provider requires that students login and post an introduction to the forum by a specific date (the Provider will notify you of this date). Students who do not post by the required date will be dropped for non-participation. The email address used by OCICU for correspondence is your MSJ email provided to OCICU by Mount St. Joseph University. **If you do not receive this email two weeks prior to the start of the term, please notify Lynn Taber at 244-4622 or [lynn.taber@msj.edu](mailto:lynn.taber@msj.edu).**

While waiting for your email, please visit [www.ocicu.org](http://www.ocicu.org) to begin preparing for your course. Once on the site:

1. Click Student Course Access
2. Select your home school from the pull down menu
3. Click on your course from the links listed at the bottom of the screen. If your course is not available, please notify Lynn Taber at 244-4422 or [lynn.taber@msj.edu](mailto:lynn.taber@msj.edu).

From this site, you can review the provider's academic calendar, demonstration course and system requirements. You will also find links for ordering your textbooks and accessing your course.

The **Academic Calendar** link provides start and end dates for the provider's online sessions. These dates may differ from our academic calendar. **Please Note: Each provider institution may have specific academic drop dates ranging from 2 to 7 days. Your Mount St. Joseph confirmation email lists the drop date deadline for your particular course(s). This date is different from tuition refunds and enrollment fees explained in the last paragraph\*.** Please refer to the MSJ course schedule for specific information about course availability.

The **Ordering Books** link provides instructions on how to find and order your required course materials. These materials are available through the provider school and not through Mount St. Joseph University. **Course materials should be ordered at least 10 days prior to the course start date.** Shipping time is normally 7-10 days; however, overnight shipping is available for an additional charge.

The **Demonstration Course** link provides instructions on accessing the provider school's practice course. The demo course will give you an opportunity to familiarize yourself with the online environment before the course begins. NOTE: Saint Leo University requires that each student complete the orientation course using their personal login information after receiving their welcome letter.

The **System Requirements** link provides the minimum hardware and software requirements needed to successfully complete your online course.

The **Access this Course** link provides directions on how to access your online course. The OCICU provider school will notify you when access to your course is available.

Some schools in the consortium give **grades** with pluses and minuses. It is important to note that your grade will be recorded on the Mount's transcript using the Mount's grading scale. For example a B+ will be recorded as a B with 3.0 quality points.

Students can obtain assistance regarding technical issues (log in, course access, etc.) and textbook purchases by contacting the appropriate student service number listed in the course information at <http://ocicu.org/studentaccess.asp>. In addition, this information is listed in the provider emails sent to the students once they are registered for the course.

Also, it is important to understand that online courses are often more rigorous than classroom-based courses. **It is not uncommon for instructors to require active participation and 15-20 hours of coursework per week in these accelerated courses.** Incompletes are not offered through the OCICU except in rare circumstances at the discretion of the instructor.

Reminder -- you will be required to login during the first week to preserve your registration in the course. Each provider requires that students login and post an introduction to the forum by a specific date (the Provider will notify you of this date). Students who do not post by the required date will be dropped by the provider school for non-participation.

Please note that OCICU courses do not follow the Mount's **regular tuition refund schedule**. After the course begins, all registration changes must be made in the Registrar's Office at Mount St. Joseph University. **\*Part time students who withdraw after 3:00 p.m. on the 5<sup>th</sup> day from when the course begins (this includes weekends) will receive NO refund for tuition per course. Full time students who withdraw after 3:00 p.m. on the 5<sup>th</sup> day from when the course begins (this includes weekends) will be charged the current enrollment fee per course for undergraduates and the current enrollment fee per course for graduates.**

## **OCICU Disability Service Request Policy**

In order to maintain an efficient and confidential process for students to request disability services for consortium courses, students seeking accommodations for disabilities should work with the Director of the Learning Center & Disability Services, at Mount St. Joseph University (home school) instead of contacting the provider (OCICU) school directly.

It is important to note that the required documentation and services available to students may vary between the home school and the different providing schools. Required documentation at the provider (OCICU) school will take priority over the requirements at Mount St. Joseph University.

Requests for accommodations should be received **at least 2 weeks prior to the term start** although 30 days is preferable as some services such as audio textbooks or transcribing video/audio feeds may take longer to provide. If the disabilities services provider (OCICU) school is not notified in time to make the necessary arrangements, students may not have their accommodations in place for the course. In this case, students may want to take the course in a later term so their accommodations are available.

### **Process**

Students seeking accommodations for disabilities and who are interested in taking an OCICU course should first contact the **Director of the Learning Center & Disability Services** at 513-244-4524. The Director will facilitate the process for obtaining services from the school offering your OCICU course.