Welcome!

Student Policies & Procedures Handbook
2011 - 2012
Welcome to Coleman University!

We are proud to have you as one of our new students this term and we know you will find your classes challenging and stimulating.

This manual is provided to help you make the most of your time here at the University. This information supplements the 2010 -2011 Coleman University Catalog, giving you more specific information about some of our policies and procedures.

To make the most of your time here, I encourage you to become familiar with the contents of the catalog and this student manual.

All of the staff and faculty at Coleman University are dedicated to your success. If you should have any questions about the information in either the University Catalog or this manual, please do not hesitate to ask a question; that's what we're here for!

Pritpal Panesar
President
What to bring to class:

Be sure to bring a pen, pencil, highlighter, and notebook paper or a notebook to class. The University will provide textbooks and student course manuals to you on the first day of class. As you progress through the various courses, you will be provided with all the necessary books on a checkout basis.

What not to bring to class:

Food and drink are not allowed in the classroom or laboratory areas, with the exception of CLOSED water bottles. Children are also not allowed in classroom or laboratory areas. No cellular phones or pagers are allowed in the classroom or lab area, this includes camera phones and PDA'S.

Three Keys to Success

1. Attendance

The core curricula at Coleman University are highly concentrated. Your attendance every day, for every scheduled activity, will be critical to your success. In fact, attendance is such an important requirement to our students' success, that we have an attendance policy that underlines our commitment to this principle. We have found that students who miss all or part of three class meetings generally experience a serious decline in the level of their academic performance.

If a student is absent, instructors enter electronic "absences" on the computer that will become part of the student's permanent record. Remember, employers will often ask us about a student's attendance at school when they are considering our graduates for employment.

If you find that you must be absent because of illness or an unexpected commitment that cannot be delayed, call the University at 858-499-0202, and leave a message for your instructor, telling him or her why you will be tardy, leaving early, or absent. After three absences a student may be suspended. Just as an employer wants to know why you are absent from work, we want to know, too. For more information about our attendance policy, please see page 68 in the University Catalog.
2. Work closely with your instructors

Our faculty is made up of many dedicated professionals who are here to help you succeed. Our faculty does not have offices or office hours, but are available to you throughout your scheduled class time. Don’t hesitate to ask them questions, ask for special assistance, or let them know how you are feeling about your progress in the class. The more feedback you provide your instructors, the better teachers they can be for you, because they will get to know you better.

Because the curriculum is fast-paced and intensive, there might be times when the workload seems overwhelming. Talk to your instructors to get their suggestions on how to manage all the tasks you are asked to perform.

3. Get to know your classmates

One of the most unique aspects of Coleman University is the quality and variety of our students. You will find people in your class who have had interesting lives and careers. They bring a wealth of experiences to the classroom that will enrich your time at the University. Our most successful students are often those who have been part of a study group. Meeting after class, talking about assignments and comparing notes will add to your success and bring you closer to your classmates.

You can help create or join a study group in your class right away. Share your phone numbers with each other so that you can call each other to ask questions after class hours. This will also help you if you must miss any class sessions. The computer industry is a workplace infused with the concept of teamwork. You will increase your performance as a student, and prepare to take your place as a team player in the computer industry.
Hours of Operation

Building hours of operation
Monday through Thursday 8:00 a.m. - 11:00 p.m.
Friday 8:00 a.m. – 4:00 p.m.
Closed Saturday & Sunday

Student computer access
Monday - Thursday 8:00 a.m. - 10:30 p.m.
Friday 8:00 a.m. - 3:30 p.m.
Closed Saturday & Sunday

Resource Center Hours
Monday through Thursday 8:00 a.m. – 9:00 p.m.
Friday 8:00 a.m. – 3:00 p.m.
Closed Saturday & Sunday

Administrative Office Hours
Monday through Thursday 8:00 a.m. – 8:00 p.m.
Friday 8:00 a.m. – 4:00 p.m.
Closed Saturday & Sunday

Campus Security

Coleman University makes a special effort to keep our campuses safe and comfortable, but as at any school campus, students should be careful with personal possessions and personal safety. The University cannot be responsible for your possessions. Keep wallets and purses with you, and do not leave your possessions unattended. Students should lock their vehicles, and keep stereos and other valuables out of sight. We suggest that night students walk together to the parking lot at night. Be aware of people around you on campus and report any suspicious activity to the campus administration. All students are required to display a parking permit on the lower right passenger side corner of the windshield. Without a displayed parking permit your car may be towed.

Policies and Procedures

This section contains information that explains policies and procedures. The Coleman University Catalog contains a complete set of general policies and procedures; this manual is a supplement to the catalog.
Computerized practice quizzes

When your class is scheduled for a practice quiz (not graded), students may review each other's quiz questions in small groups. These groups should generally be no more than four individuals and it is important that groups remain quiet and seated during the quiz. An instructor supervises practice quizzes. If you miss a practice quiz, the test pointer will be advanced to the next quiz or test. **Practice quizzes cannot be made-up.**

Computerized graded tests

All tests at the University are taken under the supervision of the instructor. Unless otherwise noted, all tests are closed book, and do not allow for notes as reference, or note taking during the test. Usually, there is a thirty-minute time limit for all tests. Your instructors will explain how the computerized testing procedure works, and you should follow all instructions given by the instructor. If you miss a test time, meet with your instructor to make arrangements to take the test. For day students the make-up time for graded tests is 3:00 p.m., for evening students the make-up time for graded tests is 9:30 p.m. Tests that are not taken under the standardized conditions outlined above will not be counted in the student's record.

Homework

You should plan to spend time outside of class for reading, studying, working on problems, coding, etc. We routinely survey the student body about study habits, and we have found that most students spend about eight to twelve hours a week outside of class time in preparation. A hint: studying at the University outside of class time is always more effective; there are no distractions and there is faculty and staff to assist you if needed.

Policy on tape recorders

Many students ask if they can record lectures at Coleman University. Students should ask each instructor to find out his or her personal preferences regarding taping lectures. Although taping the lectures affords the person with the recorder a good tool for review, it sometimes inhibits class discussion, and some instructors feel it is a disruption to the free-flowing nature of the learning environment. Therefore, we allow each teacher to decide if they will allow taping in their classrooms.

Copyright Policy

All commercial software is protected by copyright laws similar to laws that protect books, periodicals, video or audiotapes and compact disks. It is illegal to make unauthorized copies of software, and doing so amounts to theft.

The high cost of software is primarily due to the amount of time it takes to design, develop and write the code for the programs that make our lives and work so much
easier. Another factor that keeps the prices high is software piracy, which costs publishers billions of dollars in lost revenue-money they could otherwise use to continue the research and development of new products.

Software piracy is often simply a matter of misinformation or misunderstanding about the law, but ignorance is no excuse. Unauthorized copying is illegal and punishable by law. All software you will use on the computers at Coleman University has been purchased as individually licensed packages or installed under a site license for use only on the University's computers.

1. DO NOT download software to a disk from classroom or lab computers.
2. DO NOT install software programs on Coleman University computers.
3. DO NOT pass disks with copies of software around the classroom or lab.
4. DO NOT install software on any network at Coleman University.

Students who are found violating any of the above four points may be subject to dismissal from the University.

Pursuing your Degree at Coleman University

As you progress through the core curriculum at Coleman University, you will also want to start thinking about planning for your associate and/or bachelor degrees. All core courses count toward your degree, and therefore, when you successfully complete any core program at Coleman University, you could complete your associate degree within 30 weeks or less. If you completed courses at another college or university prior to your attendance at Coleman, you should have official transcripts from those institutions sent to the Student Services Department at Coleman. Your previous college work will be evaluated, and may be applied toward completion of requirements for your associate and bachelor degrees.

Student Services has handouts that outline the degree requirements and the various paths you may take to fulfill those requirements including coursework at Coleman, transfer work, evaluation of prior military training, and College Level Examination Program (CLEP) tests. Our general education courses meet in the evenings and online and a student can pursue a degree while starting their new career. Many attend two or three nights per week while working full-time.

Individual academic counseling is available at any time on a walk-in basis in the Student Services Department. Our most successful graduates are our degree holders, and we want you to be one of them. Start planning early and your dream of a University degree can be a reality: probably much sooner than you think!
Academic Dishonesty-Plagiarism

Plagiarism is defined as presenting another person's ideas, writings, methods, coursework, or test answers as one's own. Academic dishonesty is not tolerated and is cause for immediate dismissal from the University.

Some guidelines to follow:

All projects or assignments submitted by a student must represent the student's original work and should generally reflect the tools, techniques and style presented by the instructor, the syllabus and the text(s).

All research assignments submitted by a student must represent the student's original work. Where outside resources (Internet, books, periodicals, etc.) are used as references, the student's work must identify the source and make clear the extent to which the source has been used. Ideas or work presented in private or public forums or via on-line services that are used as resources must be documented in the same manner as traditional sources.

TEAM PROJECTS: When team projects are assigned, all team members are expected to participate and contribute as equally as possible. Team projects are meant to develop the students' collaborative skills and to produce a single product reflecting the team's best collaborative efforts.

WORKING TOGETHER: Working together is appropriate in studying and in problem-solving activities related to a project or assignment; students may discuss the project, share notes and review requirements. Students may not use another student's project or program to advance or replace his/her work on the assignment. To avoid any problems in this respect, students should never give another student a copy of their programs or projects.

Coleman University students have full responsibility for the authenticity of all academic work and examinations submitted. If a student appears to have violated this policy the instructor will notify the Dean of Academics. The student will be asked to explain what has occurred. If it is determined that a violation has occurred, the student will be suspended.

A student may appeal this decision, in writing, to the Dean of Academics, who will convene an appeal committee.

Penalties for late assignments

All assignments (including projects, lab work, quizzes and exams) must be completed as scheduled. When a student fails to comply with this expectation, the following penalties will apply to late assignments:
1\textsuperscript{st} day late (24 hours from stated deadline) = 20\% off the point value that would have been awarded to the student, had they submitted the assignment on time.

2\textsuperscript{nd} day late (48 hours from stated deadline) = 60\% off point value.

3\textsuperscript{rd} day late (72 hours from stated deadline) = No points given.

If an assignment equals less than 5 points, no points will be given for late work.

If there are extenuating circumstances, the student must submit a written explanation to the departmental supervisor responsible for the class in question. Upon evaluation, points will be given according to the departmental supervisor’s discretion.

Policies on Pornography and the Internet

PORNOGRAPHY POLICY

All organizations have policies governing employees in the proper use/conduct in accessing the Internet. Coleman University is an educational organization that is in the process of training you for a career in the computer technology fields. We provide hands-on training on multiple platforms that allow access to the Internet. The Internet provides a resource of information that can be used both positively and negatively. We at Coleman take a hard stand against faculty, staff, or students using the University's equipment to access pornography on the Internet. Pornography is defined as any writings, pictures, etc. intended primarily to arouse sexual desire. If any member of the University's community is found to be accessing pornography on the campus they will be immediately dismissed. The individual involved should consult The Grievance Procedure Policy in the University catalog for information about possible re-instatement.
MSDNAA
Turnkey Software Distribution & Management System

MSDN Academic Alliance Program

Introduction to ELMS for MSDNAA
The MSDN Academic Alliance has partnered with e-academy Inc. to offer a software distribution, tracking and authentication system to MSDNAA Program Administrators. ELMS (e-academy License Management System) for MSDNAA, was designed specifically to address the challenges posed to Program Administrators in the distribution of software licensed under the MSDNAA Program to students and faculty.

Microsoft has licensed the use of ELMS on behalf of all current MSDNAA members. Membership in the MSDN Academic Alliance entitles you to use ELMS for the distribution and management of MSDNAA software to students and faculty at a very low cost. ELMS is a web-based software distribution and management application hosted by e-academy.

Delivery Types
- **CD Media Sales** – This option allows students and faculty to purchase Media in ELMS with Visa or Master Card (payment method may differ for regions) and e-academy will ship directly to the purchaser’s home address.
- **Customize Software Distribution** – This option is the preferred method most widely used by Coleman University students and faculty. It allows you to place your order online, printout your order confirmation page, take the page to the resource center on campus, and by the end of the next weekday have your software ready to pickup from the resource center and a low discount price.

Product Activation Keys
If your software requires an activation key, ELMS automatically distributes the appropriate product key to students when they order an MSDNAA product. E-academy manages the inventory of all product keys so you no longer have to order stickers from Microsoft or hand out product keys manually. The key is contained in the confirmation email to the student/faculty each time they order a product through ELMS. The key is also stored in the private MY SOFTWARE section for each student/faculty.

Support
Program Administrators are responsible for support to their students. ELMS includes an Automated Support Agent for students who encounter difficulties. If the Automated Support Agent is not able to resolve the issue then support is passed on to the Program Administrator.

MSDNAA Licensing Terms
ELMS is designed to handle the licensing terms you agreed to upon becoming an MSDNAA member. In ELMS, students must agree to Microsoft’s Student Use Guidelines before they are able to download, check out, or purchase CD media. ELMS
also tracks orders placed by every student and restricts the number of times a student can order each product. Based on the terms of the MSDNAA license agreement, students are restricted to one order per product. They can also request additional installs from their Program Administrator under certain circumstances.

Security & Privacy
E-academy Inc. is fully committed to the online privacy of all of its MSDN Academic Alliance customers worldwide. We adhere to the strictest global privacy policies including the European Union Data Protection Policy. Only minimal user data is collected in the process of authentication and software delivery and NO personal information is shared with anyone, including Microsoft, without explicit permission from the user. Our privacy policy is displayed on your ELMS system and also is reproduced in the appendix of this document for your convenience.

System Administration
The System Manager (typically the Program Administrator) has access to the complete suite of administrative functions in ELMS. He/she can perform the initial ELMS setup, manage user accounts, set up products, run reports, and send notifications to students/faculty. The System Manager is also responsible for assigning privileges to coworkers’ accounts in ELMS.

Appendix – Privacy Policy

E-academy Inc. is fully committed to the online privacy of all of its MSDN Academic Alliance customers worldwide. We strictly adhere to the strictest global privacy policies including the European Union Data Protection Policy. All questions or concerns about e-academy and data protection should be addressed to e-academy Inc. by sending e-mail to info@e-academy.com.

What personally identifiable information is collected from me?
The website is exclusively for eligible members of the MSDN Academic Alliance program at participating academic institutions; your academic institution has created membership accounts using email accounts/unique identifiers of students and faculty who are eligible to access software under the MSDNAA program. When you order a software product, we ask that you supply your first and last name as well as your preferred email address (if different from your login email address).

How do you use my information?
All information collected from you is used to authenticate you as an eligible member of the MSDNAA program. To reiterate, this site is exclusively for members of the MSDNAA program at participating academic institutions and requires users to be authenticated as such. The Coleman University MSDN Academic Alliance Program Administer and e-academy use your identifying information for support purposes in order to serve you better.

With whom do you share my information?
Your information is not sold, traded, or rented to others. The only information shared with any third party is with Microsoft Corporation. It is shared ONLY when you
EXPLICITLY request additional information about Microsoft's products and programs. This information includes your name and email address ONLY.

**What security is in place to protect my information?**
Your information is protected both during transmission and in storage. Your account and profile information are password-protected so that you and only you have access to this personal information. During the software ordering process, the secure server software (SSL) encrypts all information you input before it is sent. Furthermore, all customer data is protected against unauthorized access on the system's secure servers.

See attached for a Coleman University/MSDNAA request form.
Request for Coleman University MSDNAA Account

Name: ____________________________________________________________

E-mail: ___________________________________________________________

Student Number: ___________________________________________________

Signature: __________________________________________________________

Please return this form to the System Operator in San Diego
or the Front Desk in San Marcos

Verification Section: Filled out and signed by Department Chair or System Operator

Written name of verifier: ____________________________________________

Verifer's Signature: ________________________________________________

I certify the above person is a currently enrolled student or active teaching faculty member.

After you register for MSDNAA, you will be sent an email with your username, password and a URL to login to the MSDNAA site. The only information we will give to Microsoft will be your email address. Your student or faculty information is kept for verification of eligibility. Your account will be created within 24 to 48 hours. Please email to msdnaa@coleman.edu if you have not received a response within 3 business days.

Currently, 30 products are available on the MSDNAA site for Coleman College.

Exchange Server 2007 & 2003 Internet Sec & Acceleration Server 2004
MS-DOS 6.22 Office Front Page 2003
OneNote 2007 & 2003 Project Professional 2007 & 2003
SharePoint Designer 2007 SQL Server 2005 32bit
Visio Professional 2007 & 2003 Visual Basic 2005
Visual C# 2005 Visual C++ 2005
Windows Vista Business 32bit & 64bit Windows XP Pro 32bit & 64bit

After logging to the MSDNAA/Coleman website and placing your requested software in your cart, please bring a hard copy (printout) of the checkout page to the Resource Center. Your copy of the software will either be ready right away or within 24 business hours. Coleman University will be charging from $5 - $20 per title to cover the cost of the disk(s) and burning services.
In 2006 Coleman College established a chapter of the National Technical Honor Society (NTHS). This organization exists to recognize outstanding student achievement in career and technical education.

Chapters are located at over 2400 schools and colleges in the United States, including 58 in California. Benefits of membership include scholarships, personal letters of recommendation for employment, and membership memorabilia including a pin, graduation tassel, and membership certificate. Students also have access to the NTHS Online Career Center, which includes services provided by MonsterTRAK, Wells Fargo, Career Safe, and Career Key.

The minimum requirements for admission are:

- Enrollment in Mod 4 or higher
- Overall GPA of 3.8 or higher
- No absence probation
- Two faculty recommendations
- Active involvement in school, civic, or service organizations as demonstrated by a 300-500-word essay

(Petitions to alter basic requirements will be considered on a case-by-case basis.)

Coleman University encourages all students to strive for the academic excellence and community involvement exemplified by NTHS membership. If you are interested in finding out more about NTHS, or to get enrollment forms, contact Karen Burr at 858-499-0202 ext. 111, or kcburr@coleman.edu.

Congratulations on your decision to improve your life through education, and best wishes for your academic success!

Sincerely,

Jason Abel
NTHS Advisor
Excellence in America’s Workforce Begins with Excellence in Workforce Education

National Technical Honor Society

NTHS is the acknowledged leader in the recognition of outstanding student achievement in career and technical education. Over 2,200 schools and colleges throughout the U.S. and its territories are affiliated with the society. Members agree that NTHS encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps top students find success in today’s highly competitive workplace.

Congratulations!

As a candidate for NTHS membership, you have been identified as one of the top performing students in the nation. Your achievement has placed you among a very select group of students qualifying for membership in the National Technical Honor Society.

An invitation extended by your school or college represents an important educational milestone—the highest National award for excellence in career and technical education.

NTHS Student Membership Benefits

- The NTHS membership certificate, pin, card, window decal, white tassel, and official NTHS diploma seal
- Online career center
- NTHS scholarship opportunities include the Jon H. Poteat scholarship and others through our career/technical student organization partners. See the website for details.
- Letters of recommendation for employment, college, or scholarships.
- Recruitment opportunities by top U.S. colleges and corporations
- Official commencement accessories and NTHS logo gear available for purchase at www.nths.org

Get on the NTHS Team

Joining NTHS is an important career investment, respected by business, industry, and education that will add value and prestige to your professional portfolio. Students pay a one-time $25.00 membership fee.

Student candidates must meet national and local membership standards and should be persons who have demonstrated scholastic achievement, skill development, leadership, honesty, responsibility, and good character. Membership in a career/technical student organization (CTSO) is important to leadership development and career preparation and therefore, strongly encouraged.

Purpose of NTHS

- To recognize and honor excellence in career and technical education
- To encourage students to reach for higher levels of achievement, develop self-esteem and pride
- To champion a stronger, more positive image for career and technical education in America
- To promote critical workplace values—skill development, honesty, responsibility, service, scholarship, citizenship, and leadership
- To help member schools and colleges build and maintain effective partnerships with local business and industry
- To provide greater career opportunities for the NTHS membership and
- To promote educational excellence in America