

ACADEMIC REGULATIONS FOR ONLINE COURSES

Academic Regulations for Online Courses

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Online Orientation for Online Students

All students taking their first fully online AAP course should participate in the Learning Management System orientation course before the term starts. Students will learn how to navigate, collaborate, and communicate in a fully online course. The orientation provides valuable hands-on experience with the course management system. Important information regarding the technical requirements and support resources available will be given in the orientation. Students should expect to devote one to four hours to the orientation, but it may be spread out over several days. Information about where and how to take the orientation course will be provided to students by email.

Returning students are welcome to participate and review techniques and tools. All students are encouraged to revisit the orientation to test for access to online library resources in the Library Module.

Online Library Access

AAP provides online library resources to all students. New online students are required to obtain access as part of the Learning Management System (LMS) orientation and are supported in this process. The JHED ID and password are needed to access most resources. For a list of resources, visit the library homepage at [library.jhu.edu](https://www.library.jhu.edu) (<https://www.library.jhu.edu>).

Online Class Structure

AAP online courses are asynchronous, though they may have some optional synchronous components. Students access course materials and discussions at individually desired times. Students share learning actively through the Web-based course site with readings, assignments, group activities, and threaded discussions as guided by their instructor. Course format and structure promote active and interactive learning.

Online Bookstore

AAP has partnered with an online bookstore, MBS Direct, to service online students and students enrolled in on-site courses. MBS Direct offers competitive pricing, new and used books, and buybacks from its large distribution center. Students can access the bookstore at mbsdirect.net (<https://bncvirtual.com/jhu-aap/>) approximately four weeks prior to the start of each semester to purchase their texts. Questions about MBS

Direct or its services can be directed to the customer service center at 800-325-3252 or vb@mbsDirect.net.

Residency Requirement

Some programs are offered fully online, and some have on-ground courses. Other programs have an on-ground residency requirement in addition to courses offered online. Each program has specific requirements, and it is the student's responsibility to check with their program advisor to ascertain the requirements pertaining to their program.

AAP Online Course Access Policy

According to AAP policy, students have one full semester after the end of the semester in which they take an online course to retrieve their student-generated work and access course materials. The University's policy on the use of intellectual property applies in all cases where students access online classes after a semester has already ended. Additionally, individual instructors or University administration have the option to make courses available for longer or shorter periods.