
VALOR CHRISTIAN COLLEGE



STUDENT ACADEMIC GUIDE

2023-2024

WELCOME TO THE VALOR CHRISTIAN COLLEGE FAMILY!

This guide was developed to answer all of your academic questions and to support you on your academic journey!
 Guidance on reading the document: C=Campus Students/Courses O=Online Students/Courses

VCC Academic Programs

| Four Year-Bachelor of Arts in Christian Ministry- (Select a Minor) | Campus Offered |
|---|-------------------|
| Children's Ministry | Online |
| Communications and Media | Campus and Online |
| Evangelism | Campus and Online |
| Missions | Online |
| Music Ministry | Campus |
| Online Church Delivery | Online |
| Organizational Leadership | Campus and Online |
| Pastoral Leadership | Campus and Online |
| Youth Ministry | Online |
| NEW Minors Beginning Fall 2023-2024 | |
| 23-24 NEW-Biblical Counseling | Campus and Online |
| 23-24 NEW-Biblical Languages | Campus and Online |
| 23-24 NEW-Biblical Studies | Campus and Online |
| 23-24 NEW-Music Direction | Campus |
| 23-24 NEW-NonProfit Leadership | Campus and Online |

| Two Year-Associate of Applied Science Programs | Campus Offered |
|---|-------------------|
| AAS in Advanced Leadership | Campus and Online |
| AAS in Biblical Studies | Campus and Online |
| AAS in Christian Ministries | Campus and Online |
| AAS in Church Planting | Campus and Online |
| AAS in Communications and Media | Campus |
| AAS in Evangelism | Campus and Online |
| AAS in Missions | Campus and Online |
| AAS in Music Ministry | Campus |
| AAS in Organizational Communication | Campus and Online |
| AAS in Organizational Leadership (Business Focus) | Campus and Online |
| AAS in Organizational Management (Business Focus) | Campus |
| AAS in Pastoral Leadership | Campus and Online |
| AAS in Youth Ministries | Campus and Online |

| One Year Certificate Programs | Campus Offered |
|---|-------------------|
| Certificate in Biblical Studies | Campus and Online |
| Certificate in Church Planting | Campus and Online |
| Certificate in Evangelism | Campus and Online |
| Certificate in Music Ministry | Campus |
| Certificate in Organizational Communication | Campus and Online |
| Certificate in Pastoral Studies | Campus and Online |

PREPARING FOR CLASSES

Terms

Valor Christian College is on a semester schedule which is 16 weeks of course work and 1 week of final examinations.

C-Campus students have 16 week terms for Fall and Spring semesters. All Summer courses are online.

O-Online students have two (8-week) sessions with a week break between the terms for Fall and Spring. Students complete 16 weeks of content in 8 weeks in each session. All work including the final examination is completed in a session. Courses do not extend into multiple sessions. All Summer courses are online.

Transfer Credits

All students who wish to be reviewed for additional transfer credits (Beyond your initial review) must submit this request in writing prior to the start of their first semester. We will not review transfer credits once a student begins their academic program.

Prior Learning Portfolio

All students who wish to discuss the option of being approved to complete a professional portfolio for past professional experience must do so in writing prior to the first day of any term. This process impacts the number of credits that is reported and must be accurate when a student begins their academic journey. Requests after this point are not permitted. Students with professional experience are encouraged to review their academic plans and the course descriptions found in the Academic Catalog prior to their first semester. Requests must be submitted in writing to academics@valorcollege.edu

Withdrawal from a course

All students who wish to withdraw from a course without a financial fee must do so in writing prior to the first day of any term.

Valor E-Mail Address

All students are assigned a Valor email at the time of enrollment. Students must use their Valor email for all communication to Valor faculty and staff. Communication from the institution will be sent to Valor emails.

Populi Training

All course content is housed in our Learning Management System called Populi. Once you are activated in the system, Populi will send you a welcome message with your login and instructions for you to create your password. Please keep this where you can access it as Valor does not maintain your password. If you get locked out, we can send a reset and you will be prompted to create a new password. (Always check SPAM because this comes from Populi). Once the classes GO LIVE, you will be able to see all of your courses both campus and online. We also have an Online Resource course that can be added to your schedule which will allow you to review instructions on how to use different features of the system including submitting your assignments. (This course is FREE and is not for credit) Dr. Lambert, Valor Online Coordinator, will email information about Zoom sessions to assist students with navigating Populi. Information will be sent at the start of each semester (via email) with the training dates.

Learning Support Accommodations

Accommodation requests must be accompanied by documentation of a disability as defined by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADA) of 1990. The ADA defines a disability as a mental or physical impairment that substantially limits one or more major life activities. Valor Christian College requires that students requesting disability services provide current documentation from a licensed professional who is qualified in the diagnosis of the disability and who is currently or has been recently associated with the individual. The diagnosis must reflect the present level of functioning of the major life activity that is substantially impaired. Official documentation must be submitted before a student can be reviewed for accommodations.

The documentation must be provided on the healthcare professional's official letterhead and must include the following:

1. Description of diagnosis – Describe the specific symptoms and describe the major life activities affected by these symptoms that would impact a student in an educational setting
2. Recommended accommodations – State specific recommendations for accommodations and include a rationale for why each accommodation is necessary to mitigate the impact of the student's condition in an educational setting
3. Healthcare professional information – Provide the healthcare professional's name, title, address and telephone number

Please complete this request FIRST
<https://www.surveymonkey.com/r/PHH85BJ>

Once you submit your request you will receive an email from me with the following instructions:

1. You are to submit your IEP or Medical documentation that supports your accommodations. Please email them to me as quickly as possible. I cannot set up your accommodations without this paperwork.
2. Once I receive your documentation then we will schedule a meeting. The meeting will be a conference call or a virtual meeting. We will discuss previous accommodations and how we can support you at Valor.
3. After our meeting I will notify your instructors of all accommodations.
4. You will schedule a meeting with the Student Success Coordinator. You will be meeting with her weekly or bi-weekly to help keep you on track throughout the semester.

COURSE INFORMATION

Course Participation

C-Students are expected to attend and participate in all courses. Attendance will be recorded

O-Students are expected to be active in all courses. Active participation refers to submission of assignments (Discussions, Papers and Exams) The review of content does not qualify as active participation.

Time Zone

All assignments are due in EST. There are no exceptions to this policy.

Communication with Faculty

All students who send a written communication with staff should allow a 24-48 hour response time. Faculty typically have multiple classes and may not be able to respond immediately. It is helpful if you review all instructions and content in Lessons (where applicable) to double check instructions to help to bring about a possible solution to your issue both prior and during your communication with your faculty.

Weekly Announcement

C-Students will receive instructions from their professor during class time, via Populi or email.

O-Instructors will post instructions on the Bulletin Board of the course at the beginning of the week when the module opens. Instructions can also be found in the Lesson for that week or under the assignment.

Lessons

C-Students can find content for assignments under Lessons for the week. Instructors will cover this and additional content in the classroom.

O-Each Module (Week) is attached to a Lesson. Students can gain access to one or multiple lessons each week. Lessons may contain videos, presentations, instructor notes and instructions for assignments that cover the content for each module. Instructors may not release content of all weeks at once. ALL ONLINE courses are asynchronous. Students do not meet at any set time for instruction. Some instructors may choose to record videos to discuss content but this is optional and is not required for courses.

Assignment Due Dates

C-Students will receive all instructions in Populi or from their professor. Due dates are posted in Populi.

O-Students will submit weekly assignments. All times are EST. Modules open on Monday and close on Sunday at 11:59PM EST.

C/O-

- Discussion Post-Initial post is due on Thursdays by 11:59PM EST. Response posts are due Sundays by 11:59PM EST.
 - 100 and 200 level courses require ONE response post (AAS Courses)
 - 300 and 400 level courses require TWO response posts (BA Courses)
- Exams/Papers-all assignments other than discussions are due Sundays by 11:59PM EST
 - Exams/Quizzes are set to open at an assigned time. The instructor must set an end time for the exam. Pay close attention to the time set for the examination. Once an exam closes we are unable to reopen it. Do not open an exam until you are prepared to complete the work. Instructors are not permitted to reopen the exam.
 - All Papers must be submitted in APA format. Students can find links to writing resources in Populi (Under the link FILES). Students may also contact the VCC Librarian staff at the following email address library@valorcollege.edu

Textbooks

Valor utilizes all digital textbooks. Students will no longer have to purchase textbooks. The cost of all educational resources has been included in your tuition. We have expanded library resources in addition to digital downloads. Textbook information can be found under LINKS in each Populi class. Look for the Title or the word “TEXTBOOK”. Your book may be in one of three formats:

- TEXTBOOK LOGOS-Students are able to create an account and log into LOGOS (log into LOGOS one time then after that you will automatically be taken to the bookshelf)
- TEXTBOOKS eCampus-Students log in eCampus and the book will live on Vital source Bookshelf
- TEXTBOOK GALE-This is a digital resource through the VCC Library resource GALE. Log in and use the password-valor. (Check out the feature that will read the content to you).

You are welcome to purchase hard copies of textbooks on your own at your own expense. It is recommended that you utilize the digital books that we have provided which are included in your tuition.

Late Policy

O-Online Assignments are due on Sundays (except initial Discussion Post) by 11:59PM EST. Pay close attention to due dates in Populi. Assignments due in Week Eight cannot be submitted late. No assignment will be accepted after the last day of the term.

C-Campus assignments are due according to what is either listed in Populi, on the syllabus or announced in class. Assignments due in Week 16 cannot be submitted late. No assignment will be accepted after the last day of the term.

C/O-All assignments that are submitted after the due date are subject to a one-time 10% late penalty. Late assignments can only be submitted up to one week. No assignment will be accepted after one week.

ACADEMIC RESOURCES

Library Resources

The library has digital and print resources for both Campus and Online Students. Click on **FILES** Look for the Folder “**Library Resources**” and you will find a number of downloadable documents to assist you.

Writing Support

The VCC Learning Center is located in the library and is available to support both Campus and Online students with writing assignments. Students have the ability to request this support by completing a brief questionnaire that can be found on every class. Under the **LINKS** section of your class in Populi, there is a link “**Valor Learning Center Intake Request**”. Complete this brief questionnaire about your assignment and a consultant from the Learning Center will connect with you. The consultants are unable to assist last minute requests.

Learning Communities (LC)

C-Learning Communities are great opportunities for students to come together as scholars to study, discuss course content and to assist each other. First semester students will be assigned to a LC.

Campus students have the option of choosing any of the Learning Communities on the Campus schedule.

First Year Experience Courses (FYE)

First Year Experience courses are developed to assist students with getting acclimated to college level coursework. Students with transfer credits that are <30 semester hours are still considered a Freshman and may be enrolled in a FYE Course

Populi Notifications

You can turn on the notifications to receive text messages through the Populi system. You will receive important messages through Populi (Campus and Online) as well as any Campus emergency notifications.

Turning Notifications on and off

1. Log into Populi
2. At the very top right look for your initials. There is an arrow for a dropdown list
3. Select Account and Settings
4. Look for Notifications on the LEFT side and make your selections. You can always go in and adjust your selections.

Text messages that go out from me are through Populi. Please do not respond because I will not get your message. They will come from a 844 number. This is Populi. I will always sign my name so that you know that it

is from me. The staff and your instructors also have the ability to send text messages out. If you turn off this feature the message will be sent via email.

Virtual Meetings

Instructors may choose to hold a virtual meeting from time to time to meet with students. While we all love the world of Zoom, we have a service in Populi called Big Blue Button. Be aware of this feature as it is added to every course.

Assessments

We use various methods of assessing students. We use a variety of methods to ensure that we are meeting the needs of various learning styles.

| Indirect | Direct |
|------------------------------------|-----------------------|
| Surveys addressing specific issues | Subject Testing |
| Interviews | Portfolios |
| Focus Groups | Competence Interviews |
| Reflective Essays | Collective Portfolios |

Course Syllabi

Course syllabi are intended to present the course and all requirements to a student. Students should review content in the course syllabi and in Populi at the start of the course. The instructor reserves the right to make necessary adjustments to the content at any time during the semester. Instructors will provide accurate communication with any changes as quickly as possible.

Incompletes

Any student requesting an incomplete must have this request submitted and approved by the faculty and the Provost before the end of the term. Approved Incomplete Request forms must be submitted to the Registrar. Students will have three weeks from the final day of the term to submit all assignments that are required to fulfill this incomplete. Students who do not submit the required assignments at the conclusion of the Incomplete three-week window will receive an F as their final grade. All students requesting an incomplete must not be failing the course at the time of the request. Students must have a grade of >60% for an Incomplete request to be approved. Students may not use an incomplete to make up multiple weeks of missed assignments.

Students submitting multiple incomplete requests may be asked to meet with the Dean of Students or the Provost. Submission of an incomplete request does not guarantee an approval.

VCC Recognized Holidays Impacting Classes

C-Campus students should refer to the Academic Calendar for all Campus closure dates.

O-Online courses are not impacted holiday closures.

IMPORTANT CONTACT INFORMATION

Interim President/Provost-Dr. Laquetta Cortner cortnerL@valorcollege.edu

Dean of Students-Dr. Jimmy McFadden mcfaddenj@valorcollege.edu

Academics and Academic Support

Online Coordinator-Dr. Trent Lambert lambertT@valorcollege.edu

Online Team Lead-Jeevon Harris harrisj@valorcollege.edu

VCC Academics academics@valorcollege.edu

Librarian- library@valorcollege.edu

Registrar- Registrar@valorcollege.edu

Student Success Coordinator- Tierra Lane lanet@valorcollege.edu

Learning Support- learningsupport@valorcollege.edu

Tech Support support@valorcollege.edu

Phil Supple suppleP@valorcollege.edu

Financial Aid and Finance Contacts

Financial Aid- financialaid@valorcollege.edu

Phil Supple supplep@valorcollege.edu

Norm Stoppenbrink stoppenbrinkn@valorcollege.edu

Seth Pruitt pruitts@valorcollege.edu

Finance- finance@valorcollege.edu

Tiffany Jackson jacksont@valorcollege.edu

Campus Life

Housing-Cherisse Conley conleyc@valorcollege.edu

Title IX Coordinator- Seth Pruitt pruitts@valorcollege.edu

Admissions/Recruitment

Admissions admissions@valorcollege.edu

Maricela Ledesma ledesmaM@valorcollege.edu

Main Switchboard

Donna Sams samsd@valorcollege.edu (614.837.4088)

YOUR VCC GRADUATION!!! Begin with the End in Mind!....



Let's have a great 2023-2024 academic year!

Dr. Laquetta Cortner (Dr. C)

Interim President/Provost
Valor Christian College
cortnerl@valorcollege.edu