



PARK
UNIVERSITY SM

Welcome to the online term at Park University!

It is our hope you find your online learning experience both fun and rewarding. It is the goal of our faculty and staff to provide you the tools and resources necessary to achieve your educational and career aspirations.

With the help of the following resources, we are confident you will achieve the highest level of personal and academic excellence. Below you will find many of the Park University resources that will support your academic success. This information has been attached as a MS Word document for those who may not have html e-mail formatting.

HOW TO LOGIN TO YOUR ONLINE COURSE

To log into your online classroom, you will enter the same user ID and password you use for OPEN.

1. Go to <http://parkonline.org>.
2. Enter your 'User ID'- this is the six (or five) digits of your Park student ID number.
3. Enter your 'Password'- this is your OPEN Password (case sensitive).
4. Click 'Go to Class'.
5. You are now in the eCollege system. In the top middle of the screen is the 'Course List' box.
6. Your classes should be listed under the current term.
7. Click on the course number/title to go to class.
8. Still need help? Check out the course orientation tutorial (below).

USERNAME/ID & PASSWORD (LOGIN)

Your OPEN login (user ID & password) is the same login used to access your online courses. Your username is your Park University student ID number. Your password is your OPEN password. If you need help with your login, contact your Park University Campus Center or send an email to the Park University Help Desk at helpdesk@park.edu.

ONLINE COURSE ORIENTATION TUTORIAL

Park University has a brief orientation course, designed by eCollegeSM, to assist you in learning how to navigate and use the many tools in your new online classroom environment. To access the orientation, follow steps 1-6 in "How to Login to Your Online Course". In the top middle of the screen will be the 'Course List' box. Click on 'AU+ Student Orientation Tutorial' to get started and follow the prompts.

TECHNICAL SUPPORT

For help with your eCollege Classroom you can contact the eCollege helpdesk which is open 24 hours/7 days a week (live support). Examples of problems that you might contact the helpdesk for are: login problems, system problems such as system slowness, error messages, or problems while you are in the online classroom etc.

To see the technical requirements for online courses, please visit the <http://parkonline.org> website, and click on the "Technical Requirements" link, and click on 'Browser Test' to see if your system is ready.

- ✓ **Email:** helpdesk@parkonline.org
- ✓ **Phone:** 1-866-301-PARK (7275)

ONLINE PROCTOR REQUEST FORM

Depending upon the course, online students may be required to take a proctored final exam during Week 8 of the term. A proctor is an approved individual who will administer your exam. If you live within one hour of a [Park University Campus Center](#), you must take your final at that location. If you live more than one hour away from a Park University Campus Center, you may request a [Non-Park Proctor](#).

The online proctor form will be opened during Week 2 of the eight week term (Week 10 of the sixteen week term). Proctor requests must be submitted no later than Friday of Week 6 of the eight week term (Week 14 of the sixteen week term). You will see a link located on your personal student homepage when the form is open. A message will be sent to your PirateMail with [Step by Step Instructions to Complete the Proctor Form](#).

Failure to complete a request form, to secure a proctor, or to take the final exam may result in a lowered or failing grade. Also, failure to attend a scheduled testing time may result in your not being allowed to take the exam.

ONLINE TUTORING SERVICES

Park University has arranged for online students to receive five hours of free access to online tutoring and academic support through [Smarthinking](#). Students can interact with live e-structors (tutors) in basic math, algebra, geometry, trigonometry, calculus, statistics, micro and macroeconomics, accounting, chemistry, Spanish and writing for all subjects. For login information, visit the 'Get Help' area in your online classroom. Questions about this service may be directed to onlinestudents@park.edu.

MCAFEE MEMORIAL LIBRARY

From the website of Park University's [McAfee Memorial Library](#), students are able to access a number of electronic databases, search the University's online catalog, and link to other internet search sites organized by content (business, humanities, etc...). Online students can contact reference librarians for help with individual or group research projects toll-free at 800-270-4347.

PARK UNIVERSITY ONLINE BOOKSTORE

You can order your textbooks online through the [Park University Online Bookstore](#) or by calling MBS Direct at 1-800-325-3252. To order online:

1. Go to <http://direct.mbsbooks.com/park.htm>

2. Click on 'Order My Books'.
3. The 'Order My Books Park University' page should appear.
4. Select 'Online Learning-Graduate' for Graduate courses. Textbooks for online classes may vary from those listed at your local Park site.
5. Click the box next to the course you are taking. You may check more than one box. (Be sure you term dates listed are correct.)
6. Scroll down and click "Submit Course ID Selections"
7. Follow the prompts to purchase your textbook.

Students should make arrangements to receive their books prior to the first day of class; however, students enrolling during the enrollment adjustment period (the first week of each term) are encouraged to request next-day delivery and to let their instructors know about their textbook situation.

STUDENT OPINION OF TEACHING (STUDENT SURVEYS)

Your feedback is very important to us! The Survey of Student Opinion of Teaching is available to all online students and is administered at the end of every term/semester. The purpose is to help monitor all Park University educational online programs. Your comments and suggestions will remain completely anonymous. Instructors are provided with the combined results from the entire class. They will not receive the survey results until **after** grades are posted. Watch for more information and instructions in your PirateMail during Week 5 of the eight week term (Week 13 of the sixteen week term).

PARK UNIVERSITY IMPORTANT LINKS

Park University Main Page: www.park.edu
Campus Center Locations: www.park.edu/extended
Career Development: www.park.edu/career/index.asp
Catalog - Graduate: www.park.edu/Grad/Catalog/
Course login page (online courses): <http://parkonline.org>
Course Schedule: www.park.edu/course
OPEN – Online Park Enrollment Network: www.park.edu/open
Ordering textbooks: direct.mbsbooks.com/park.htm
Piratemail: <http://www.park.edu/piratemail>
Proctor Form Instructions: <http://captain.park.edu/portal/proctor.htm>
Proctor Request Form: <http://proctor.park.edu>
Term Dates: www.park.edu/online/termdates.asp



PARK
UNIVERSITY

CHANGING THE WORLD
ONE DEGREE AT A TIME.