

2020-2021

Virtual Campus New Student
Orientation Summary Guide



**Alliant
International
University**

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Student Advising and Services

Student Advisor Appointment

You can book an appointment anytime you want to talk to your advisor using Alliant's online schedule system, [Bookings](#).

Library Services

Alliant has brick and mortar libraries at each of its 6 campuses (San Diego, Irvine, LA, San Francisco, Fresno & Sacramento). [Alliant's Online Library](#) is the best resource for virtual and campus-based students. The online library has a chat function for student questions during library hours.

Tutoring Services

Students are encouraged to make use of Alliant's tutoring support and services.

[Alliant Hawk](#) can be used for dissertation support and statistical tutoring

[Brainfuse](#) is virtual 24/7 tutoring support. You can request a tutor by subject or submit a paper for review. Students are encouraged to explore the many academic support tools found on the Brainfuse website.

Campus-based tutoring is available. Please contact your local campus to make an appointment. Click here for [Tutoring Contact Information by Campus](#)

Student Diversity and Specialized Needs

Alliant offers resources to assist our diverse student body and those with specialized needs.

Accessibility Services: Office of Accessibility

The Office of Accessibility provides students with disabilities with reasonable accommodations and services to assist them in accessing the curriculum and school environment. Students with either permanent or temporary disabilities may be eligible for a variety of support services. Find the contacts of your local office of accessibility on the [Office of Accessibility](#) webpage.

Military & Veterans Services

Veterans Service Office can be contacted at VeteranServices@alliant.edu and you can find campus-based points of contact and general Military and Veterans information [here](#).

International Students

The Office of International Student Services (ISS) provides support to both prospective and current international students. Click [here](#) to learn more about the support and services ISS provides or contact Lionel Remesha, Asst. Director of International Student Services, at lremesha@alliant.edu.

Student Support Programs

The Alliant community strives to make your health and all-around well-being a top priority. Our [Student Assistance Programs](#) are offered by Managed Healthcare Network, Inc. (MHN), a leading behavioral healthcare company. You can contact the student assistance hotline 24/7 at **1-800-327-0556 and TTY users can call 711**. Your privacy is important to us and is protected by state and federal laws.

Information Technology Services

IT help desk contact information: 858-635-4355 or ithelp@alliant.edu.

Please visit [Alliant's helpdesk webpage](#) for guidance on frequently asked questions, quick links to services, password information and password reset link, and access to an electronic form you can complete for assistance.

IT help desk and support hours (PST):

Monday – Friday from 7:30am to 7:30 pm

Saturday 7:30 am to 3:30 pm

Academic Calendar

It is important to know your student dates and deadlines found on Alliant’s Academic calendar. You can find the calendar by going to the [Alliant website](#), hovering over “Student Resources”, and selecting “Academic Calendar”. [This link](#) will lead you directly to this section of the website. Virtual students are on the term schedule and will select “term” as the session type to view the appropriate calendar. We are currently in the [2020-2021 calendar](#) and will be until August of 2021.

Student Portal

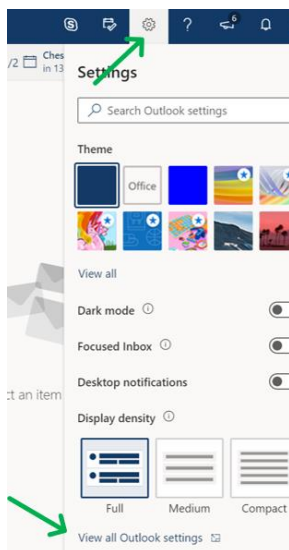
The student portal can be found at my.alliant.edu or by clicking [here](#)

Alliant E-mail

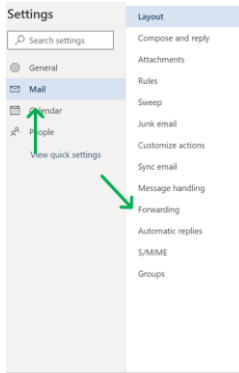
All students receive an Alliant email address. It is important to check this inbox every day as all university communication moving forward will be sent to your Alliant email.

To forward your Alliant email to a personal email account, follow these instructions:

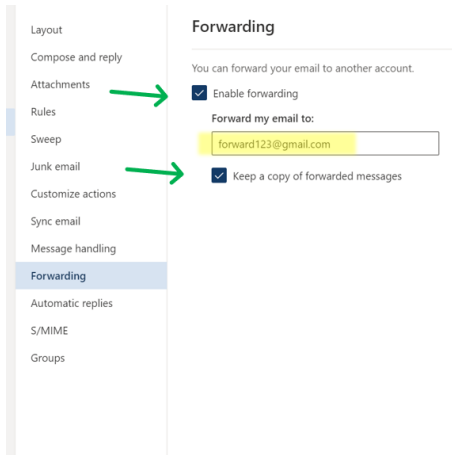
1. Select Alliant email from the portal’s quick links
2. Login to your Alliant email (Outlook)
3. Select “Settings” > “View All Outlook Settings”



4. From All Outlook Settings, select “Mail”
5. Select the “Mail” options and then select “Forwarding”



6. Choose, “Enable Forwarding” and enter the full email address where you want your messages forwarded. You can select the option, “Keep a copy of forwarded messages” to keep a copy of the forwarded messages in your Alliant inbox.



You can also view your Alliant email on your mobile device. Click the links for [iOS](#) or [Android](#) instruction guides.

Changing Your Password

Alliant requires students to change their password every 180 days. You can see more details on the password policy [here](#). For self-service password reset, click [here](#) and follow the password instructions.

If you forgot your password, contact the IT help desk at 858-635-4355 for assistance. For security purposes, you will need to provide the following information:

- Student ID number
- Date of Birth
- Mailing Address
- Non-Alliant email where reset password information will be sent

Financial Resources

You can view your invoice, review your financial aid award, accept or decline your award, or pay your bill all from the Portal's "Student Finances" section.

Financial Aid Award

Financial Aid Award is found by clicking "Financial Aid" and then selecting "Award Letter". You can then accept or decline your award.

View Invoice

Under "Student Finances", you can see your invoice by choosing the "Account Information" link. From "Account Information", select "Registration Bill". Here you can select your current term charges or view by a date range. Your balance here will say \$0.00 even in there are charges due. This will change after the ADD/DROP period has ended. If you select to view your registration bill by term, you will see the amount that is due.

The screenshot displays the Student Finances portal interface. On the left is a dark blue navigation sidebar with the following menu items: Profile, Message Center, Student Finances (highlighted), Account Information (highlighted), eStipend Information, View 1098T, Make Payment Online, Student Finance Resources, Financial Aid, Document Center, Alliant Student Resources, and Registrar Links. The main content area shows the user's name, Jose Hernandez, and enrollment details: Select Enrollment 8/26/2019 MAE School Psychology w/ PPS T2019-20. Below this, it states "Your balance for the selected enrollment is \$0.00". A secondary navigation bar includes links for Account Details, Payment Schedule, and Registration Bill (which is active). The main section is titled "Registration Bill Summary by Term" and includes a note about Adobe Acrobat Reader. At the bottom, there is a form to filter bills by term (2020 January Term is selected) and date range (From and To fields), with a Search button.

Pay your invoice online

You can pay your invoice online by selecting "Make Payment Online" from "Student Finances". This link will take you to a new page where you will log in again. After logging in, you will be provided further instructions for making a payment.



Online Payments
Questions? Please contact the Student Finance Office at 858.635.4700 or SF@alliant.edu

Student Information
Please use your Alliant network password to log in.

Email:

Password:

Log in

Tax Documents

You can find tax-related documents under the “Student Resources” tab using the “View 1098T” link.

Academic Resources

The “Academics” section is found on the student portal and provides access to viewing your schedule of registered courses, viewing your attendance, and seeing your grades.

Student Schedule

If your academic advisor registers you for your courses, as is the case for virtual campus students, you can view your courses for the current term by going to “Academics” > “Your Class Schedule”. If you would like to print a copy of your schedule, you can click on “Schedule Report”.

Textbook Information

Required textbook information can be found in the Alliant Student Resources, Student Hub. You will get to this section by selecting “Alliant Student Resources” > “Student Resources” > “Student Hub – Main Site”. You will also find a quick link for your Alliant Email in this section.



Welcome to the Alliant Student Hub!

As an extension of the Student Portal, this site has supplemental information, enhance your student experience here at Alliant University.

You will find departments across the top navigation bar. And make sure to bo later!

Once you arrive on at the Alliant Student Hub, you will select “Academics” from the navigation bar.



- CSPP Field Training
- Institutional Review Board
- Registrar
- Textbook Listing

- CSPP Field Training
- IRB
- Registrar
- Textbook List
- Recycle bin

News

We didn't find anything to show here.

Once you select the “Academics” tab, choose “Textbook Listing” from either the dropdown menu or the navigation bar on the left-hand side of the page.

The screenshot shows the 'Textbook List' interface in the Academic Affairs portal. The table lists courses with columns for Course number, Course name, Faculty last name, Faculty first name, School, Is a textbook required, and First textbook Name.

Course number	Course name	Faculty last name	Faculty first name	School	Is a textbook required	First textbook Name
8912	Clinical Dissertation	Noblitt	Randy	CSPP	No textbook required	
ACC3000	Managerial Accounting	Rahman	Hamid	CSML	Required	Introduction to Managerial Accounting
BUS6060	Organizational Behavior and Global Leadership	Haugh	Susi	CSML	Required	Essentials of Organizational Behavior
BUS8770	Creating Change and Innovation	Gladys	Anna	CSML	Required	Managing Transitions: Making the Most of Change
BUS9981	Dissertation Research 2	Franey	John	CSML	No textbook required	
BUS9981A	Dissertation Research 2A	Franey	John	CSML	No textbook required	

Here you will find the Textbook List. Courses are listed in alphabetical order. You can scroll through this alphabetically, or you can sort the list to quickly find the course you are looking for. You can sort this section by clicking on the dropdown arrow next to “Course Number”. You will then select “Filter By” and choose your course number. The example below has filtered by a specific course.

The screenshot shows the 'Textbook List' interface filtered to show only the course EDU 6020. The table lists the course with columns for Course number, Course name, Faculty last name, Faculty first name, School, Is a textbook required, First textbook Name, First textbook Edition, First textbook's Author, First textbook's author, First textbook's ISBN, and First textbook's Copyright.

Course number	Course name	Faculty last name	Faculty first name	School	Is a textbook required	First textbook Name	First textbook Edition	First textbook's Author	First textbook's author	First textbook's ISBN	First textbook's Copyright
EDU 6020	Seminar: Setting Classroom Procedures	Lynwood	Amber	CSOE	Required	Teach Like a Champion 2.0	Second Edition	Lemov, Doug		978-1-118-90185-4	2015

Next to the course title is your textbook information: Title, ISBN #, and if the item is “Required” or “Optional”. Students are encouraged to find the most economical resource for textbooks. A Google search of the ISBN# will provide results for various purchase, rental or eBook options. It is important to search by the ISBN# rather than the title as the ISBN# is specific to the title and edition of the book that will be used in class.

Degree Progress

You can access a multitude of information in the student portal that will assist you in keeping track of your degree progress. You can access your unofficial transcripts, listing all classes you have taken [here](#).

You can view all of your class schedule from previous and current terms [here](#). You can also access your grades [here](#).

Canvas

Your online classroom is [Canvas](#), not MOODLE, and the web address is Alliant.instructure.com.

Log into Canvas with your full Alliant email address and the password you use to access other Alliant systems, such as the student portal or your Alliant email. If you have login issues, it's important to contact Alliant's IT help desk right away. Your academic advisor is always happy to assist, but he or she will refer you to the IT help desk as they are the only department who can assist with login issues.

IT help desk contact information: **858-635-4355** or ithelp@alliant.edu

Canvas Tips

1. The best browser to use when working in Canvas is Chrome
2. Keep your instructors contact information somewhere outside Canvas in the event you have login or internet issues
3. Make use of the "what if" feature on the grades tab of your course. You can determine how the scores on upcoming assignments will impact your grade
4. Review your syllabus for assignment due dates
5. Students receive access to the full suite of Office 365 products. You can also download Office 365 on up to 5 computers using the same login information

Academic Standards

Academic Standard and Student Evaluation and Review Committee (SERC)

Students are expected to make academic and professional progress throughout their academic programs. Good Academic Standing and professional progress is defined as earning a GPA of 3.0 or higher at the graduate and credential level, completing educational programs within required timeframes, adhering to all Codes of Conduct and professional, ethical standards and expectations. Degrees will only be awarded to students meeting all policies and requirements, and those in Good Academic Standing. Please note that these expectations are academic in nature and are expected in addition to all Financial Aid Satisfactory Academic Progress (SAP) guidelines.

To support students who may be falling behind or needing extra support in their academic progress, Alliant has a Student Evaluation and Review Committee in place to ensure that students progress successfully through the program. The committee includes a SERC Chairperson, full-time faculty members, and your student advisor. Students performing below academic standards may be referred to SERC. Students will individually meet with their SERC committee to discuss a plan of action to assist performance improvement or other necessary actions.

Academic Status at Alliant

Your academic status may change based on a finding of insufficient academic performance or progress, professional practice field training unsuitability, or unethical or inappropriate behavior. Based on the severity, students may be placed on one of the following statuses:

1. Academic Warning

Academic Warning Status, with or without a remediation plan, indicates a student's academic work or professional development falls below University or program standards but the nature of the difficulty or infraction does not require more serious or more immediate action.

2. Academic Probation

Academic Probation status indicates a student's academic progress or professional development has been inconsistent with University requirements. A student is given a specific amount of time (usually one term) in which to remediate the cause(s) of Academic Probation or will otherwise face Academic Dismissal from the program.

When a student progresses towards remediating identified deficiencies the Program Director or designee will determine the student's academic status.

3. Academic Dismissal

A student may be academically dismissed from the academic program when conditions are judged to be of a serious nature and are determined to be irremediable, insufficient grade point average and/or multiple No Credit or Marginal Pass grades occurs, or when a serious violation of University or School standards of conduct and ethics occurs or when a student has failed to remediate previously identified deficiencies within the specified time. Academically dismissed students cannot be registered nor attend any Alliant courses.

Alliant has an academic status appeal process in place, which is outlined in the catalog.

State Authorization

The Department of Education requires all higher education institutions to be authorized by the states where they enroll students. While Alliant is authorized in several states, there are still states where we are seeking approval. Please notify your advisor right away with any plans to relocate to another state. Continuation in your program may not be guaranteed and the use of financial aid funds will be prohibited if Alliant does not have proper authorization for online instruction in that state.

Policy and Procedure

All of Alliant's 2019-2020 Academic Policies can be found in Alliant's [catalog](#). Students should review every academic policy listed in the catalog and be familiar with published student rights and responsibilities. The links below will take you directly to policies your advisor may reference on a regular basis.

Academic Policies

[Academic Calendar and Deadlines](#)

[Attendance Policy](#)

[Enrollment Policies](#)

[Grades](#)

[Graduation](#)

[Maximum Academic Time Limits for Completion](#)

[Principles of Conduct](#)

[Transfer Credit](#)

[Withdrawal Policy](#)

Student Rights & Responsibilities

[Address Change](#)

[Campus Safety and Security](#)

[Information Technology \(IT\) Policies](#)

[Non-Discrimination](#)

[Problem Solving and Dispute Resolution](#)

[Sexual Harassment and Misconduct](#)

[Student Codes of Conduct](#)

[The Family Educational Rights and Privacy Act \(FERPA\)](#)

Sexual and Gender Based Harassment and Misconduct Policy: Title IX

Title IX is a federal law that prohibits schools from discriminating based on sex/gender. The University strives to meet all the requirements defined by Title IX, the Campus Sexual Violence Elimination (SAVE) Act, the Clery Act, and the re-authorized Violence Against Women Act (VAWA).

The full Sexual and Gender Based Harassment and Misconduct Policy may be found [here](#).

Frequently Asked Questions

General Questions

What Classes Will I Take?

- Once you have signed your Enrollment Agreement, you will be assigned an Academic Advisor who will create a master plan of study for you and register you for your first-term coursework. You can always see the most up to date classes for any program in our online catalog.

How Long Does the Program Take?

- Program lengths vary, but you can find the lengths for all programs in our catalog.

Will I Have a Break?

- Alliant is a year-round school, but you will get a winter break in December and all other federal holidays. For the most up to date list of holidays, please check the [academic calendar](#).

Questions for Teaching Credential Students

Can Alliant Help Students Find an Internship?

- Alliant has many relationships with districts all over CA and while we can point you in the right direction, ultimately students will need to secure their own paid internships.

Can Alliant Help Students Find a Student Teaching Placement?

- Alliant will place students for students teaching. We will take student preference and location into account.

What is an MOU?

- MOU stands for Memorandum of Understanding and is the relationship between Alliant and a school or district. These need to be in place for students to pursue a student teaching placement or an internship at any given school.

What is a Credential Analyst and What Do They Do?

- Your Credential Analyst is a specialist who will be assisting you in every step of the process in setting up your internship or student teaching placement. They make sure that you are meeting all the requirements put in place by the California Commission on Teaching Credentialing.

What Exams are Needed?

- The CBEST, CSET, and EdTPA need to be passed by every student looking to gain a preliminary teaching credential. Depending on your credential, additional testing may be required.

What Does the MAE Look Like?

- Students can pursue a Master of Arts in Education while they pursue their teaching credential. Pursuing the MAE requires 2 or 3 additional courses.