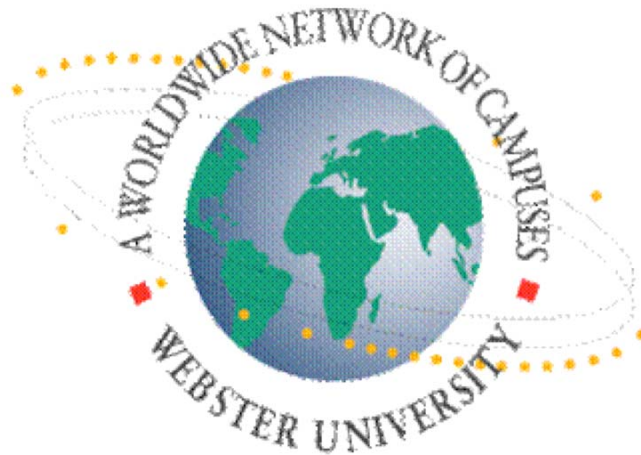


Graduate Student Handbook



Webster University
Tinker AFB, OK

Created 2008

Webster University – Tinker AFB, OK

Graduate Student Handbook

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WELCOME TO WEBSTER UNIVERSITY

Welcome to Webster University!

We are delighted to have you as a member of Webster University's Tinker AFB student body. We hope your time with us will be a productive and pleasant experience.

This Graduate Student Handbook is designed to be a convenient resource to acquaint you with our administrative policies, particularly those specific to the Tinker AFB campus. It also should answer some of the questions you may have as you pursue your studies. However, you should be aware that it does not cover all Webster University policies. It is a supplement to the Webster University Student Handbook which can be found on line at: **<http://www.webster.edu/studlife/handbook/extended.html>**. You should also have a copy of Webster's graduate catalog which has information that complements this handbook.

The faculty, academic advisors, and administrative staff are eager to assist you as you pursue your educational goals. We are particularly interested in assuring that the Tinker AFB campus meets and remains current with the needs of our community. Please let us know how we can help.

We hope that, after completing your program, you will be proud to join the worldwide network of outstanding Webster University alumni. There is an alumni site on the Webster homepage that can put graduates in touch with each other worldwide.

We wish you well in your coursework and in the accomplishment of this very important life goal.

WELCOME TO WEBSTER UNIVERSITY

WEBSTER UNIVERSITY'S MISSION

Webster University, a worldwide institution, ensures high quality learning experiences that transform students for global citizenship and individual excellence.

School of Business and Technology Mission Statement

To prepare lifelong learners for professional fulfillment in the fields of business and technology through the application of knowledge in a supportive academic environment.

Student Bill of Rights

Every Student has a Right to:

- Pursue a credible, market-recognized degree
- A well-structured curriculum
- A competent and engaged faculty member
- Necessary academic support
- Available and helpful student services
- A supportive and collegial academic environment

Office Hours, Location, and Contact

The main office of the Tinker AFB Webster program is located in the Tinker AFB Education Center, Building 201SE. The office is open Monday through Friday from 8:00 – 11:30 AM and 12:30 – 4:00 PM. Other hours are by appointment.

The Webster office is staffed by only one person, the Site Director. Thus, when you call the phone might not be answered. The best way to contact the site office is by e-mail (**tinker@webster.edu**). As mentioned, with only one person in the office, it is best to contact the office to arrange an appointment to conduct business.

If using the phone, call on the commercial number, 732-7110 (NOTE, if you are calling from on base, you must dial '99' first!). This number has 'Call Notes' on it and you can record your message. To fax a document to the Webster office, use 732-7253 (NOTE, if you are calling from on Tinker AFB, you must dial '99' first!). There is also an 'on base' extension in the office, 739-3518, which can also be accessed by DSN, i.e. 339-3518.

Tinker AFB Administrative Staff

<u>POSITION</u>	<u>NAME</u>	<u>TELEPHONE</u>
Campus Director	Thomas M. Webb	(405) 732-7110
Faculty Coordinator	Dr. James W. Chester	E-mail: jameschester786@hotmail.com

Academic Advising

Your advisor is one of the most important people in your academic life. When you enroll, an advisor can help you determine if you are enrolling for the program that will best meet your needs. Your advisor will develop your program plan which will list all the courses you will need to take in the order you need to take them to complete your program. Military students need to submit a completed program plan to the Education Office in order to apply for Tuition Assistance. The advisor will also answer any other questions you may have.

Advisors also can explain and assist you with academic policies and procedures.

Advisors also are charged with helping you resolve problems. If you have a problem with a course or a faculty member, you first should meet with that faculty member to try to resolve the problem. If you cannot resolve the problem with the faculty member, contact your Academic Advisor to assist you.

You will be scheduled for an appointment with your Academic Advisor shortly after your application has been 'exported' to the Registrar's office and a permanent student record has been established. In addition, you should meet with an advisor:

- Before deviating from your program and annually to monitor or update your plan.
- Update your program plan to reflect the change you wish to make. You need to understand what the change will mean in terms of your projected completion date and if you will be able to get the courses you need to graduate in a timely manner.

ADMINISTRATIVE SERVICES

Enrollment/Registration – Students should meet with their academic advisor and complete a program planning sheet prior to registering for classes. To select your classes, consult the degree plan drawn up by your advisor. Students receiving financial aid (Stafford Loan) will be required to concurrently register for Fall 1 and Fall 2 classes or for Spring 1 and Spring 2 classes. Enrollment for each term begins approximately four weeks prior to the first day of classes. An ‘electronic’ session flyer announcing the class offerings, day the class will meet, instructor, and other pertinent dates will be sent just prior to the opening of registration. Students should enroll as early as possible especially if funding agencies establish an enrollment deadline.

Term Schedules – The term schedules are usually posted on the Webster website a couple of months before classes begin. Students can find the Tinker AFB schedule by going to: <http://www.webster.edu/compcen/datadict/webcrs/campusform2.php3>. The schedules are also available from any Webster University office.

Registration Online - After their first term, students can register themselves for classes online. To do this, students should go to www.webster.edu/ and sign-in to Connections ID using your username and password.

Students will need their student ID number and the password they received in a letter from main campus to log in. On the left side of the page is a list of services that can be accessed from this page. Make sure you set the correct options (i.e. program, year and session) before you click on the Registration link. Then fill in the “Payment Option,” the “Course Number” and “Section” (the Tinker section number is ‘66’). Then click “add” and you will be registered for the class. If you have problems call any Tinker AFB office for assistance in registering.

Please note, students may not be able to enroll online though some computer on Tinker AFB due to ‘firewalls’. Also, certain curriculum restrictions may not allow students to enroll online. In those cases, the student will have to enroll through the Webster office. Enrollment closes at the end of the second week of the session.

Enrollments WILL NOT BE ACCEPTED after the second week of class!

Add Procedures - You may add a class by completing an Add or Drop Slip before the class’s second meeting. You will need to work with the instructor to make up the first class.

Drop Procedures – You may drop a class by completing an official Add or Drop Slip, **within the first two weeks of the term**. If a class is dropped, the enrollment is not recorded, tuition charges are not incurred, and certification for veteran’s education benefits is not filed. Active duty personnel and civil service employees will need a Drop Slip to cancel tuition assistance funding.

Withdraw Procedures – A student may withdraw from a class by completing a Withdrawal Petition **prior to the Friday of the sixth week of the term**. A grade of W will be recorded on the transcript. The student will be reimbursed based on the Tuition Refund

Policy which is detailed in the Tuition and Fees section of this handbook. To drop or withdraw from a class, talk with an office staff member. Typically, if a student must Withdraw due to conditions beyond their control (TDY, deployment, medical reasons, etc.), the tuition will be forgiven. After Week 6, students cannot withdraw from class with a W. They will receive a grade from their professor based on work they have turned in.

Academic Load – Although most students take one class at a time, some take two courses (6 hours) per term. Students can request an exception to the two-course/term limit by submitting a Program Option Request form along with documentation to justify the request. Students should notify their Advisors of their intentions and submit the form and justification at least two weeks before the term begins. A student who earns a grade of “C” or a grade of “F” in the graduate degree program, or who currently has a grade of “I”, generally will not be granted permission to enroll in more than six credit hours.

Graduation - When you register for your last term of study, you will complete a Petition To Graduate and be give a Program Evaluation form. You \$50 graduation fee will be applied to your business account when you have achieved 30 semester hours of credit.

The Tinker AFB program conducts one graduation reception per year. This is a combined reception with the other Tinker AFB on base schools and is typically held in mid-June. Extended campus students are also welcome to participate in the main campus graduation which is held on the second Saturday in May in Saint Louis.

Diplomas and official transcript indicated completion of your program are issued after all requirements for graduation have been met and all accounts are paid in full. They are issued after each term (five times a year) to graduate students.

Graduate Awards - Graduate students completing their program with a Grade Point Average of 3.95 or better, will be recognized as Distinguished Graduates. Transferred courses which are not graded will not preclude recognition if all other grades are A. The letter of recognition for Distinguished Graduate is mailed to your home.

Diplomas and Final Transcripts - An official transcript will be available about two weeks after the end of the session when you complete all requirements. You must order the transcript over your own signature. The request can be faxed to the registrar's office, 1-314-968-7112; **telephone or E-mail requests will not be honored.**

A transcript request should include: name, SSAN and/or student number, when you graduated, number of transcripts required, where you want the transcript sent (NOTE: A TRANSCRIPT SENT TO THE STUDENT WILL NOT BE OFFICIAL), conditions (if any), i.e. wait for conferral/grades at the end of the Summer/Fall/Spring session, and your signature. **THERE IS NO COST FOR TRANSCRIPTS!**

The diploma will arrive about six weeks after the end of the session when you complete all requirements. Keep in mind the transcript is the official document which proves you have completed the program and is the document which officially attests to your completion of the program. Go to: ‘www.webster.edu/admissions/transcripts.html’ if your have further questions.

Transcripts - When you provide a transcript from another institution to Webster you must see to it that the institution sends the transcript directly to Webster at Tinker AFB. Transcripts provided directly by students can only be accepted by Webster if they are in a sealed envelope from the University.

Webster University releases your education records only with your written and signed consent. There is no charge for your Webster University transcripts. Allow approximately two weeks for routine transcript requests to be completed.

Transfer Credit – Depending on your program you may transfer up to 12 graduate credit hours from another accredited university, subject to review and approval. Some programs allow only 9 credit hours to be transferred in. Transfer credit will be discussed with your advisor during while building your initial Program Plan.

Professional Military Education - Upon approval, military members may receive up to 12 hours of transfer credit for selected Professional Military Education courses. Military members should talk with their advisors about any professional courses they have successfully completed and, if appropriate, have them evaluated for credit.

TUITION AND FEES

Payment Options - Webster University Tinker AFB DOES NOT accept cash payments! Students may pay their tuition at any office with a check. Checks should be made payable to Webster University and include the seven-digit Student Number on the 'memo line'. Students may also pay their tuition online by clicking on the E-Services link in Connections.

Deferred Payment - Webster has an interest-free Deferred Tuition Plan. You may make payments in two (2) installments. Monthly payments must be made by credit card or direct debit from your checking account. You must sign a charge slip for each payment, there are no automatic charges.

Direct Payment - Your employer must provide a letter to the University authorizing direct billing of your tuition by the University.

Employer Reimbursements - If your company reimburses you only after you successfully complete your course, please let us know this when you register. After you complete your course, you should apply for reimbursement from your company, following its procedures. Webster will give you two weeks following the successful completion of your course to pay your tuition in full. Please realize that you are responsible for the full tuition if, for some reason, your company denies payment.

Financial Aid - Graduate students may apply for loans. If you are interested in finding out more about financial aid or obtaining the forms to apply for financial aid, contact the Site Director.

Tuition Assistance (Government/VA) - Military Education Centers provide the necessary Tuition Assistance and Veterans Assistance forms. For Tuition Assistance (TA), you must make your request prior to the start of class each term. For VA you may complete a application form only once - at the beginning of your program of study. Active duty military personnel and veterans are certified by the site VA Certifying Official every term upon registration after the add/drop period is over. Military students should provide a copy of their TA form to the Webster office as soon as possible after registering. Failure to obtain military TA in a timely manner could result in the Education Services Officer denying TA to the service member.

HigherOne Debit Card - Shortly after your initial registration, you'll receive a "Higher One Debit Card" from the business office. This debit card allows faster transfer of refunds generated by drop, withdrawal, or other credit balance situations.

Go to <https://websterdebitcard.higheroneaccount.com/> for detailed information on the HigherOne card. Upon receipt of the card, you should activate it within two days if you wish to use it. You are NOT obligated to use the "Higher One Card", but if you decline it, your refunds will likely take longer to receive.

Tuition Refund Policy

<u>When</u>	<u>Action</u>	<u>Refund</u>
Weeks 1 and 2	Drop	100%
Week 3	Withdrawal	50%
Week 4	Withdrawal	25%
Weeks 5 and 6	Withdrawal	NO REFUND

STUDENTS CANNOT WITHDRAW FROM CLASSES AFTER WEEK 6.

ACADEMIC SERVICES

Connections - This is a secure Webster site that provides students, faculty and staff with world-class Intranet and Internet services. Through Connections students can check their Webster e-mail, check their schedules, connect to Passports (Webster's online library resource) and access Webster E-Services. Through Passports students can access online databases to find full-text articles, peer review articles, and abstracts of articles. Students can also search the library catalogs, and access the e-reserves system. Webster's E-Services allows students to register, check their grades, view their academic record, conduct a degree audit, make online payments, update their address and phone number, and much more.

You will need your Webster University ID number and a password to access the system. You will also need to allow pop-ups on your computer.

Online Writing Center - The Webster University Online Writing Center (OWC) is a student-friendly place to get help with your research papers. There is a link to this site on the Webster web site home page. You can also access the Writing Center by going to: **www.webster.edu/acadaffairs/asp/writing.html**.

The Writing Center has writing coaches to help you with your paper. However, be aware that the Writing Center is not a proofreading service. The writing coaches primarily look at global issues (focus, development, and organization). They also mark problems with style and conventions (grammar, formatting, spelling), but you must figure out the precise nature of the problem and make decisions about how you want to revise these problem areas. The Writing Center includes instructions for submitting papers online for review.

TURNITIN.COM - Webster University has contracted to use Turnitin.com, a computer database which consists of over 1 ½ billion pages. Instructors can use this extensive database to compare a student's research paper, thesis, etc, against it and to determine if there has been any plagiarism associated with the paper's construction.

Some professors will set up their class so that the students can submit their paper to turnitin.com before they turn it in to the professor. In those cases the professor will set up an

account for each student using their email address and a password. Students should type in www.turnitin.com in the address box on the internet and follow the instructions. It is a very user friendly site and will be a valuable tool in avoiding plagiarism.

Style guide – Webster University Tinker AFB requires that all term papers be prepared according to the American Psychological Association Style Guide.

BASE INFORMATION

Parking – Ample parking is available at Tinker AFB Education Center; students are encouraged to use the lighted parking area on the north side of the education center. Webster University assumes no liability for cars parked in the various parking areas. Students are asked not to park in reserved spaces, even during evening classes. Occasionally, military members are called back to duty in the evening hours and they need to have the reserved spaces available for them.

Speed Limits – You should also be aware that speed limits are strictly enforced on the military installations. The speed limit on Tinker AFB is 25 miles per hour unless otherwise posted.

Use Of Cellular Phone In Vehicles - Command policy prohibits the use cellular phones while operating a motor vehicle on Tinker AFB. It is permissible for a driver receiving/making a call to pull over and park to complete the call. Use of a cellular telephone with 'hands-free' capability is permitted.

WEBSTER CLASSROOM POLICIES

Attendance - Attendance is a critical part of the academic experience. Students are expected to attend all classes of each course. Various agencies which provide funding (military tuition assistance, Stafford Loan recipients, Veterans Administration benefit recipients, and private contractors) impose financial penalties when poor attendance results in substandard performance. The student is subject to appropriate academic penalty, as determined by the instructor, for excessive or unexcused absences. In cases of unavoidable absence (TDY, deployment, illness, unusual duty requirements), the student must contact the instructor to arrange makeup work and the submission of previously assigned work.

Webster has the option to automatically 'Drop' students who are absent the first night of class and haven't coordinated the instructor. IN THIS SITUATION, IT IS THE STUDENT'S RESPONSIBILITY TO CONTACT THE INSTRUCTOR AND DETERMINE WHAT ASSIGNMENTS ARE DUE, CLASS MEETING TIME/LOCATION, ETC.

On the first night of class, if you know you will miss a future class meeting, let the instructor know. If the circumstances are short-notice, again, let the instructor know. If you can not contact the instructor, contact the Webster office (732-7110 for voice-mail or

'tinker@webster.edu'). Also, let another student in the class know about the absence and ask them to inform the instructor.

If, due to circumstances beyond your control, i.e. flight diversion/late landing, unusual duty requirements, you are unable to notify anyone, contact the instructor as soon as you return to the local area.

Classrooms – Webster University is a guest on the Tinker AFB military installations and therefore we must abide by the policies set by our host. Those policies include:

- You may not smoke in the buildings. If you smoke outdoors, please smoke in the proper areas and dispose of cigarettes in the provided receptacles.
- Spouses, children, family and friends are not allowed in the building unless they are also students.
- Food and beverages in the classroom prior to the beginning of instruction is permissible.
- Instructors and students may eat and drink in the break area; food and beverages in the classroom during instruction is discouraged.

Instructors will inform the students of these rules, and any additional rules, on the first evening of class.

Our usual classroom is Room #11 located midway down the west hallway in Building 201SE. If a class is exceptionally small, it might be move to a smaller room. If a class is moved to a different room, signage will be posted with directions to the new meeting location.

AUDIO/VISUAL EQUIPMENT REQUESTS - Each classroom is equipped with a ceiling-mounted video projector, computer with DVD player, VCR, and audio amplifier with in-ceiling speakers. If you have requirements for any additional audiovisual equipment, contact the Webster office. An equipment request will be entered in the Night Manager's reservation book. This will assure the equipment is in the classroom.

There are two computer labs available to students in the education center; Room 16 and Room 8. Room 16 has 22 positions; Room 8 has 18 positions. If you have need of computer lab facilities, contact the Webster office to arrange access as these labs are used as classrooms during the day and evening. The computer labs in the base education center are USAF equipment and under their control in regard to scheduling, maintenance and configuration.

A third computer lab is located in Room 9 for USAF contracted computer instruction and is not available to students.

Webster has placed a 'Passports' computer in a small, temporary computer lab, Room 5. This lab is available throughout the day and evening although access is restricted during the day. Again, contact the Webster office for access to this lab.

Due to USAF restrictions of content/format, some Internet sites can not be accessed/displayed with classroom computer equipment. If you plan to use an Internet site as part of a presentation, contact the Webster office to arrange access to the classroom to confirm the accessibility of the site.

Class presentations should reflect the highest academic and professional standards in content and relevance. If you have any doubt if the content of your presentation might cause offense or embarrassment, contact the instructor and review the material in question.

Grading - Each instructor sets the parameters for the course requirements and letter grades for his/her course. You can look in the graduate catalog for an explanation of the grades.

PER "THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974", GRADES ARE NOT POSTED IN PUBLIC, GIVEN OUT OVER THE PHONE, SENT VIA E-MAIL, NOR FAXED TO A STUDENT!!

You can view your grades, and other academic records, on the Webster University web site. Go to 'www.webster.edu'; on the home page, click 'Connections ID', then select the, log in using your student number and password. Once you are into the site, then select the service your wish to use.

Syllabus - Syllabi for each class will be posted outside the Tinker AFB Webster office at the beginning of registration. The syllabus outlines the instructor's objectives and requirements for the course, explains the grading criteria for the class, and list the textbook that will be needed, among other things. Students are encouraged to review the syllabus carefully to identify any assignments due on the first night of class.

Textbooks - Textbooks may be purchased through MBSDirect. Information on the class text will be found in the 'Materials' section of the syllabus. Other online sources are available for purchasing text books.

CLASS CANCELLATIONS (WX, HOLIDAYS) - The most common reason for class cancellations is weather; especially during the January - March time frame. If it becomes necessary to cancel class for weather (or any other reason), students in the affected classes will be contacted by the most expeditious means available (E-mail, fax, phone).

The quickest way to determine class meeting status is to contact the Webster office (732-7110); an announcement will be on the Webster office voicemail. Let the phone ring for at least 6-7 rings to allow the system to activate 'Call Notes', i.e. voice-mail.

If possible, e-mail will also be used. Check your Webster E-mail account by going to the Webster University homepage, log on to 'Connections ID' and click the 'E-mail' icon. Announcements may also be sent to your local personal/professional e-mail address.

Watch the local media; an announcement will be placed on KFOR, KOCO, and KWTW.

Contact your instructor; phone/e-mail information is on your syllabus.

Contact the Tinker AFB Education Center, 739-7408.

Our standard to cancel evening classes for weather is: 1) Tinker AFB closes and directs only 'mission essential personnel' to report, and/or 2) Rose State College cancels classes **FOR WEATHER**.

At the next regular class meeting, the instructor and students will agree upon a suitable make up class date.

Students are urged to exercise good judgment in the event weather conditions may create hazardous travel conditions. If you feel it is too dangerous to drive, stay home and work out the details with the instructor at another time.

Faculty/Course Evaluations - At the end of each course, you will be asked to complete an evaluation questionnaire. This evaluation is a critical part of our continuing effort to improve our programs. Evaluations are tabulated and comments are typed verbatim by the Site Director before they are provided to the instructors, but only after the instructor has submitted grades for the term. The Faculty Coordinator also receives a typed copy of the composite evaluation for each class.

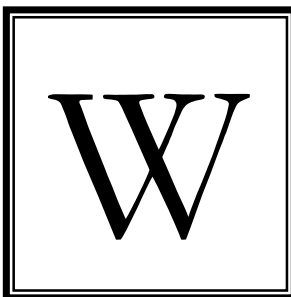
LIBRARY

RESOURCES

Emerson Library System - The Emerson Library supports the teaching, research, and intellectual pursuits of both institutions by providing access to an extensive range of services and resources worldwide. The combined collections include over 300,000 volumes and 1,600 current journal subscriptions.

Passports – To assist Webster students in their research, Webster University has contracted with an online research site called 'Passports'. 'Passports' is available 24 hours a day/ 7 days a week through any computer which has Internet access. The primary criteria to use 'Passports' is you must be a currently registered student. To access the site, go to the Webster home page (www.webster.edu), select the 'Library' link. When the page opens, under the title 'Look For:', you will see a link 'Articles/databases'; click on this link and it will take you into 'Passports'. When you select a database, you will be asked for a password which is your student number.

Local Library Resources - As a graduate student, you will routinely be doing research. There are numerous outstanding library facilities in the local area; Rose State, The University Of Oklahoma, The University Of Central Oklahoma, Southern Nazarene University, Oklahoma City, University, and Oklahoma City Community College to name a few. The Oklahoma City Metropolitan Library system is also an excellent source of research materials.



Webster University

Tinker AFB

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