WEST VIRGINIA UNIVERSITY

INSTITUTE OF TECHNOLOGY

EARLY ENROLLMENT

Orientation Handbook

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Welcome to WVU Tech!

Congratulations on deciding to get a head start on your college education at WVU Institute of Technology. WVU Tech's Early Enrollment program allows high school juniors and seniors to take college courses, which can be used as dual credit courses.

This handbook provides information you will need to get started, as well as answers for commonly asked questions related to Early Enrollment.

Please contact us with questions and concerns. We are here to help!

New Student Quickstart Guide

To begin, you will need your WVU ID (800xxxxxx) and username found in your acceptance letter from WVU Tech.

Go to:
login.wvu.edu/self-service/claim
Claim Your Account

Set Up DUO
(two factor authentication)

Go to: portal.wvu.edu
(for *eCampus* & STAR access*)

Go to: wvutech.bncollege.com
(to purchase books**)

READ the syllabus!
Check your email:
[your userid]@mix.wvu.edu

* *eCampus* and course syllabi are available on the first day of class.

** Please read syllabus prior to purchasing books for Meteorology, Computer Science, or Math courses. These courses use electronic books/access codes. Links are available in your course syllabus.

Activate Your WVU Account and Set-Up DUO

To log into WVU online resources—including *eCampus*, STAR, and MIX—you will need to activate your WVU account.

Before you can activate your account, **you need YOUR student ID number** from the Admissions Office in your acceptance letter.

If you have not received or do not remember your WVU student ID number, then contact the Admissions Office at 304-929-0311.

How to Claim Your Account

- **Go to**: login.wvu.edu/self-service/
- **Select**: Claim Account (see Figure 1)

Follow the instructions. Make sure to store your ID number (800******), user name, and password in a safe place.
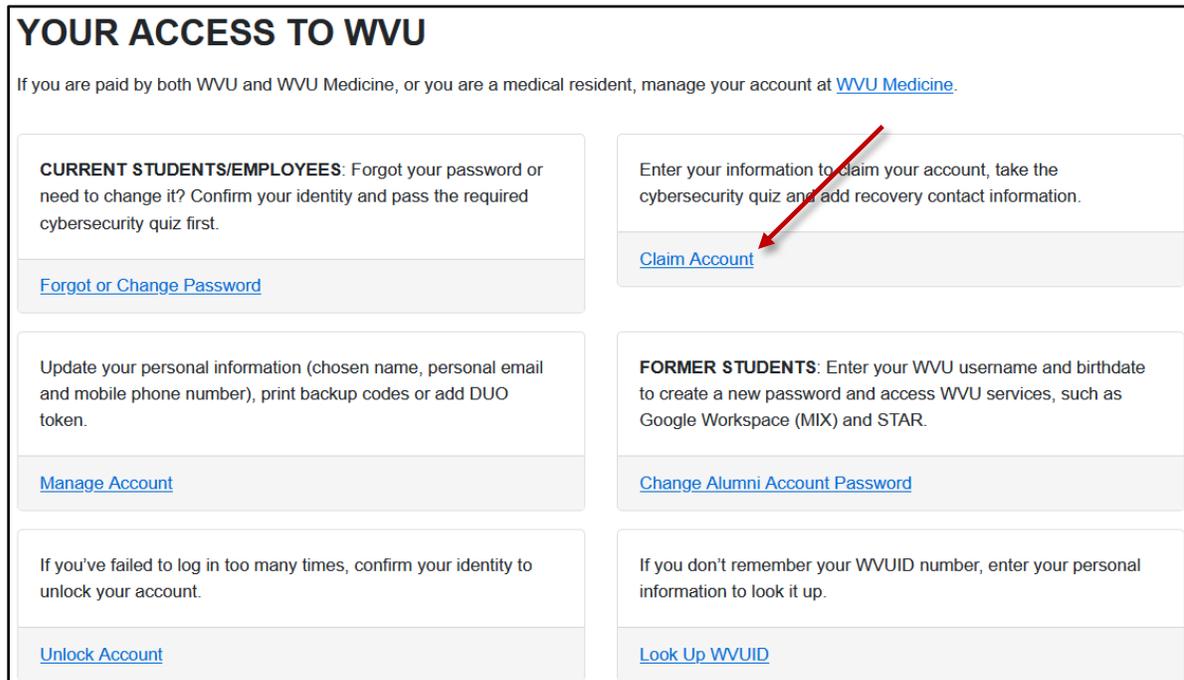
Figure 1. WVU Self-Service

Setting Up Duo and Two Factor Authentication

Link to Instructions for DUO

Instructions for setting up Duo and downloading the app:
https://wvu.atlassian.net/servicedesk/customer/portal/34/article/298123305?src=1559923618

What is Two-Factor Authentication?

When you sign into a WVU system, such as WVU Portal or eCampus authentication provides a second layer of security in addition to your Login password. All faculty, students and staff in all WVU locations are required to use two-factor authentication to access secure systems.

Accessing the WVU Portal

Log In

- Go to: portal.wvu.edu
- Enter your WVU Username and Password to Login (see Figure 2)
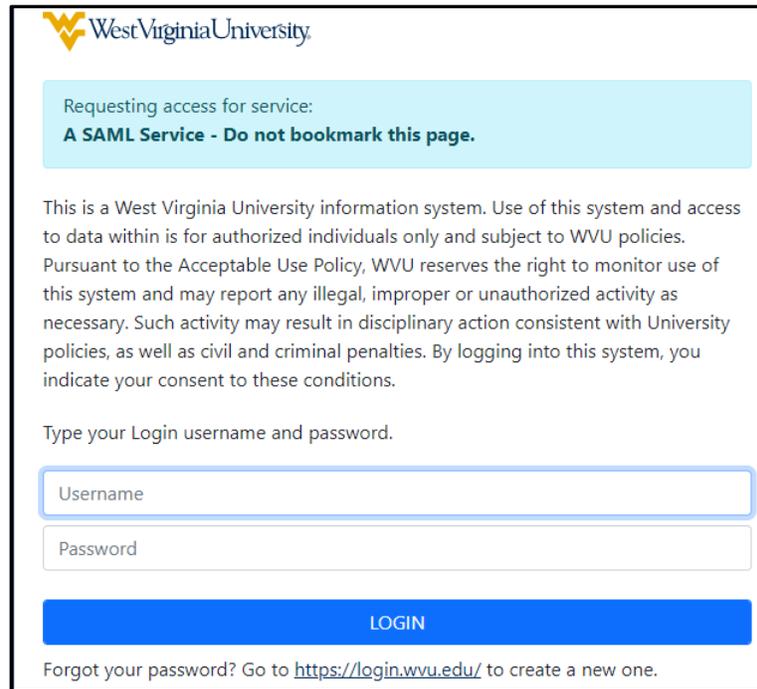
Figure 2. WVU Portal Log In

Online Resources Accessed through the WVU Portal

WVU students have access to a variety of online resources which provide you with valuable information. The WVU Portal is a single sign-in entry to these resources which include:

- **eCampus**: access to your courses that are delivered online.

- **Duo Two Factor Authentication**: a security system to prevent unauthorized access.

- **STAR**: access to items related to your grades and registration such as the semester's course schedule.

- **Schedule of Courses**: *Not* for Early Enrollment courses! To register for Early Enrollment Courses, go to WVUTech.edu/TechEE

- **MIX Email**: access your WVU email account.

Your WVU Portal Homepage also provides you with links to campus-wide announcements, WVU Tech resources, a calendar, and a To-Do List (see Figure 3).
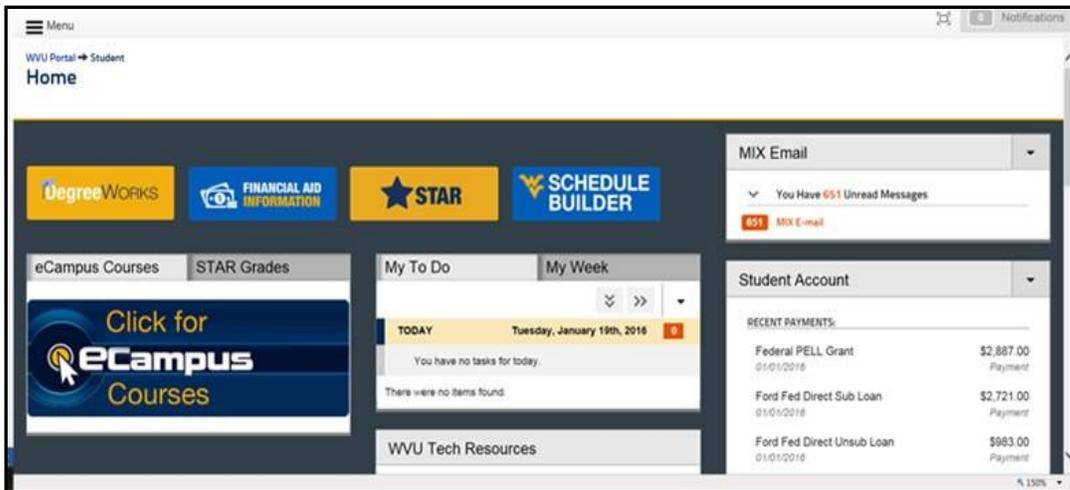
Figure 3. WVU Portal Homepage

How to Obtain Your Textbooks

> ### *Be sure you are accessing the WVU Tech Bookstore!*
> ### NOT *Morgantown's or Potomac State's bookstore.*

The WVU Tech Bookstore has the textbooks for classes being taught each semester.

Go online to the WVU Tech Bookstore to find the textbooks assigned for each of your classes.

Phone number to the WVU Tech Bookstore: 304.929.3106

> ### *Once you have access to the syllabus, you should buy your book(s).*
> ### *Some courses require a book code.*

Go to: wvutech.bncollege.com

1. Click on COURSE MATERIALS & TEXTBOOKS
2. Select (do not type in) the appropriate information for each of the following fields (see Figure 4):
   a. Term (Spring or Fall)
   b. Department (i.e. ENGL)
   c. Course (i.e. 101)
   d. Section (i.e. T01)
   e. Select RETRIEVE MATERIALS

Figure 4. WVU Tech Bookstore Textbook Order

How to Access *eCampus*

Go to: portal.wvu.edu

1. Click on the *eCampus* link on your WVU Portal Homepage
2. Login using your WVU Username and Password
3. Click on *Courses* (see Figure 5)

   a. A list of your courses appears

4. Click on the course you want to enter
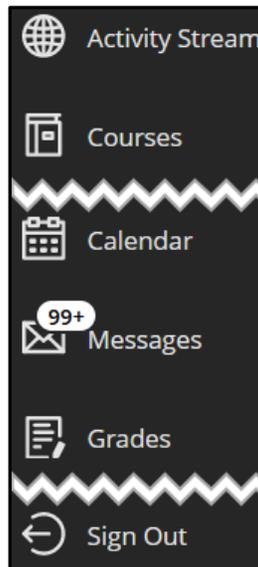
Figure 5. Link to Course List in *eCampus*

# *eCampus*—Tips, Tricks, and How-To's

Back Up Your Work!

> ***Keep a backup copy of your work on your computer or on a flash drive!***

This holds true even for items you key directly into *eCampus*, such as Journals, Discussions, Blogs, etc. So, after you key in your responses, copy-n-paste these items from *eCampus* into a Word document for backup purposes or write the documents in Word and then cut and paste into *eCampus*.

Having a backup helps should eCampus access be interrupted.

Taking Exams and Quizzes Online

Note the date and time you started a quiz or exam inside of *eCampus*. If the system kicks you out before you complete the quiz or exam, this information helps instructor determine possible causes, for example:

- Was *eCampus* down for a known span of time while you were taking the quiz/exam?
- Was there inclement weather in your area that possibly disrupted service?

Submitting Assignments Inside of *eCampus*

Instructions for assignments are attached inside the Drop Box:

1. Click on the assignment.
2. Find the blue link; click on the blue link. The instructions for the assignment will open.
3. Click on CANCEL to exit the Drop Box.

To submit your assignment:

1. Click on the assignment.
2. Attach your document
3. Assignment Submission
4. Attach File > Browse My Computer
5. Add any comments you might have the instructor
6. Click SUBMIT

How to Use *My Grades*

To view your grades, feedback from your instructor, and the work you submitted, click on **My Grades** in the main menu. When **My Grades** opens you will see a list of the course assignments, due dates, and, if it has been graded, the grade will show on the right-hand side. The grade is a two-part number: Points Earned/Total Number of Points Possible.

Along the top of the page is a horizontal list with four options:

1. **All**—Shows all the assignments for the course.
2. **Graded**—Shows only the assignments you have turned in that have been graded.
3. **Upcoming**—Shows assignments whose due dates are upcoming.
4. **Submitted**—Shows only the assignments that you have turned in that are ungraded.
5. To see the feedback from your instructor, click on the graded assignment you want to view.

CAUTION: The row showing the Total points earned can be confusing. This row shows the total points earned in relationship to the total points *POSSIBLE* for the number of assignments turned it.

For example, if there are a total of 1,000 total points possible that a student can earn in the class, the 1,000 points will **ONLY** show when **ALL** assignments have been turned in. If a student has turned in a total of 5 assignments and/or exams that, together, total 150 points and the student has earned 125 of those 150 points, the Total columns reports as follows: 125/150. This can be deceiving because if the student had actually only turned in 5 of 8 assignments due up to that point, the Total column **DOES NOT** show the possible points for the 8 assignments, rather, it shows only the points for the 5 assignments and/or exams turned in.

> *To find the total points possible for the course, look in the course syllabus or inside of* **eCampus** *under Course Information*

How to Enlarge the Main Menu and Table of Contents

Main Menu

To see the entire list of selections in the course, click on the File Folder icon located just above the course title. This will open the course menu in a separate window that you can move wherever it is most convenient for you.

Table of Contents

To widen the Table of Contents so you can see all the words in each listing, click on the vertical rectangular button. This button is the center icon located just under the words "Table of Contents."

Organization of *eCampus* Courses Delivered by WVU Tech

Course Homepage

The course homepage has four important dialogue boxes:

- **Announcements**—When your instructor posts an Announcement it shows up here. Click on the link to open the announcement.
- **My Discussions**—When a new discussion comment/thread is posted, it shows up here. Once you have opened the discussion post, it no longer appears in this dialogue area.
- **My Messages**—When you receive a new message via Course Messages, it shows up in this dialogue box. Once you have read the message, it no longer appears in this dialogue area.
- **To Do**—The To-Do is personalized to your activity in the course. Assignments with due dates appear here. Also, if you are late submitting an assignment, it will appear in the To-Do dialogue area.

Learning Modules

The course content of online courses delivered by WVU Tech is organized in Learning Modules.

A variety of learning activities are presented inside of each Learning Module. Examples of activities and assignments are:

- Blogs
- Discussion forums
- Journals
- Quizzes and exams
- Research project
- Web assignments
- Written paper

Important Things to Know and Do

Dropping a Class with a Refund

If you drop a class during the Add/drop period, you are eligible for a refund and the course will not appear on your transcript.

Withdrawing from Class without a Refund

If you withdraw after the first week of class, you may not be eligible for a refund and the course will appear on your transcript as a "W".

Requesting a Transcript

The Registrar's Office is responsible for maintaining student records. You can request a transcript either in person in the Registrar's Office or online.

Paying Your Bill

Contact the Office of Student Accounts (304-929-0333). Payment is due before the first day of class. You can either bring payment directly to the cashier in the One-Stop Shop, pay by mail, or pay online:

To pay in person visit us at:

> One-Stop Shop
> Benedum Center
> 609 South Kanawha Street
> Beckley, WV 25801

To pay by mail send payment to:

> WVU Institute of Technology Office of Student Accounts
> 410 Neville St.
> Beckley, WV 25801

To pay online:

Paying your bill online is the fastest and easiest way to pay your bill. To pay your bill:

- In STAR, from the "Electronic Bill by Term," click the pay link at the top of the page or "PAY NOW " at the bottom of the bill.
- Choose one of two payment methods:
  - *E-Check*: Works just like a paper check, except you input the routing and account numbers for your checking account. Just like a paper check, these can be returned for insufficient funds or if your account or routing number are incorrect.

- *Credit Card:* Input your credit card number, expiration date and CVV code on the back of the card. Visa, Mastercard, Discover and American Express all accepted for 2.25% convenience fee.
    - ***NOTE***: American Express can only be used on the STAR system. We do not accept American Express when paying in person.
- Input the value you wish to pay then follow your selected method. You will receive an email confirming payment. It may take 2-3 business days to see a debit in your checking account/credit card account.

Requesting Assistance from the Early Enrollment Coordinator

Go online at [Early Enrollment Updates](#) to:

- Request assistance from the Early Enrollment Coordinator
    - Add a course(s)
    - Drop or withdraw from a course(s)
    - Change my current course(s)
- Update your contact information

Or send an email to: TechEE@mail.wvu.edu

"F" is Forever! Don't Get an "F" in a Class When You Can Withdraw Instead

> *An "F" stays on your college transcript FOREVER!*
> *Don't let this happen to you.*
> *Simply drop or withdraw from the course.*
> *YOU MUST CONTACT THE EE COORDINATOR.*

Once enrolled in a college course, if you decide to not complete it you need to *OFFICIALLY* drop or withdraw from the class, not just disappear. Why?

If you do not officially drop or withdraw from a course and you do not participate in the course, you will automatically receive an "F". This "F" goes onto your college transcript and is factored into your Grade Point Average (GPA), pulling your GPA way, way down. That "F" can also affect your future financial aid possibilities.

> *Check the Academic Calendar inside of the WVU Tech Course Catalog to find the last day of the semester that you can withdraw from as class WITHOUT getting an "F".*

To drop or withdraw from a WVU Tech course, you *MUST* contact the WVU Tech Early Enrollment Office. You can do that by email or by completing an online request form at: Early Enrollment Updates

Classroom Communications

Q: I'm having a problem with my professor. What do I do?

A: If a student is having a problem with one of their professors or instructors, the student:

1. Must first try to resolve the matter with the faculty member.
2. After addressing the matter with the faculty member, if a student is not satisfied, the next step is to talk with the Department Chair.
3. If, after discussing the situation and trying to find resolution through the Department Chair, the student is still not satisfied, then talk with the Dean of the College.
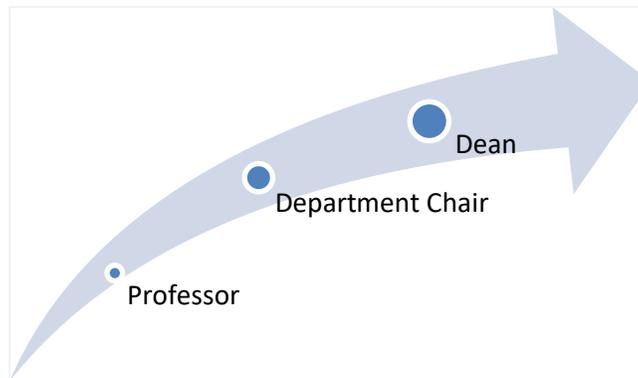
As in any process, there are appropriate steps to follow in a specific order. For a full explanation of the Grades Appeal process, see the [WVU Tech Course Catalog](#).

Q. My instructor isn't responding to my emails

Check the course syllabus. At the top you will find contact information for your instructor. Are you sending emails to the email address listed on the course syllabus? If not, then that's probably why the instructor is not responding; they don't know it's there.

Most instructors use their **@mail.wvu.edu account**; a few use their MIX (@mix.wvu.edu) accounts. The address to the @mail.wvu.edu account looks like this: **firstname.lastname@mail.wvu.edu.** Sometimes, though, when an instructor has a common name they will change the firstname.lastname syntax to something else.

Q. I'm taking an online class and my instructor says they didn't receive my work, but I sent it in inside of *eCampus*. What do I do?

As a matter of good practice, after you submit an assignment, respond to a graded Discussion post, or complete any other type of assessment submitted via *eCampus*, check *My Grades*. At the top of the *My Grades* screen and you will see a list of items including

"Submitted." Click on "Submitted" to see all assignments that you have submitted to *eCampus*.

If the assignment you just uploaded or completed inside of *eCampus* does not show up here, then you need to contact your instructor right away. The instructor does have the capability of reopening a DropBox or adding additional attempts if need be.

As a general rule, when assignments that a student has attempted to deliver are not showing up inside of *eCampus*, instructors call the WVU Tech *eCampus* Point of Contact (POC). Currently, the WVU Tech POC is the Director of Assessment and Instructional Development.