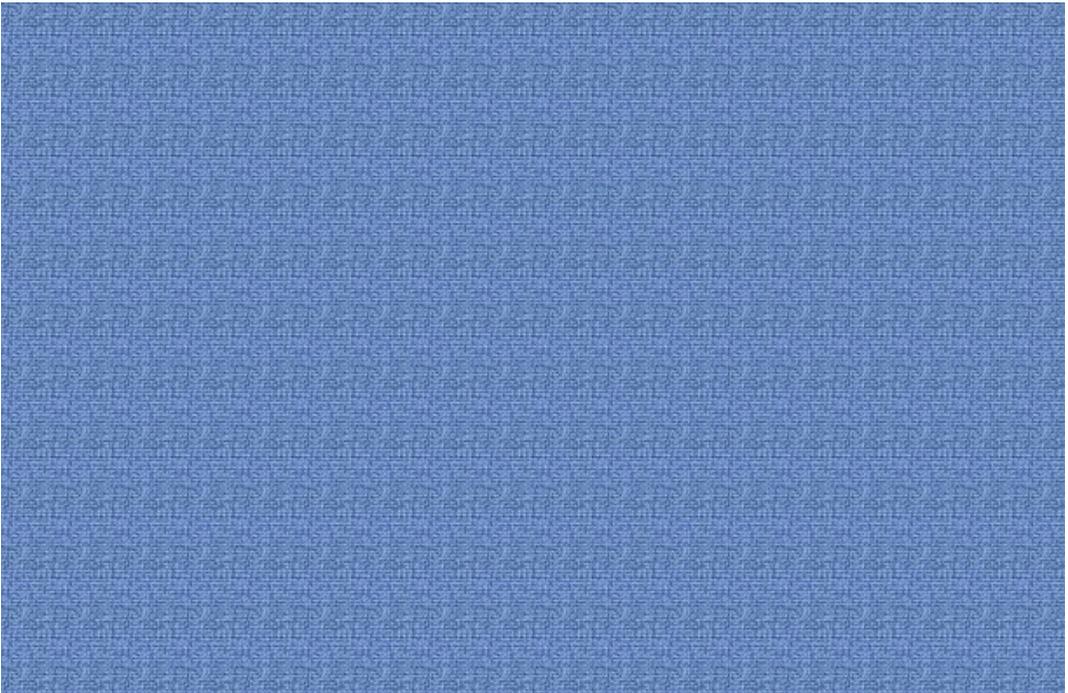# STUDENT
MANUAL

GLOBAL CAMPUS

TRAINING SPIRITUAL LEADERS THAT SHAPE THE CHURCH AND INFLUENCE THE NATIONS

Welcome to Carey International University of Theology's Global Campus!

Dear Students,

We are thrilled to welcome you to the Carey International University of Theology Global Campus! As you begin this exciting chapter of your educational journey, we want you to know that you are part of a global community dedicated to spiritual growth, academic excellence, and ministry leadership.

At Carey International, we are committed to providing you with the tools and resources you need to succeed. Whether you are pursuing a Bachelor of Theological Studies or advancing your theological education, our Global Campus is designed to meet you where you are and support your learning wherever you are in the world.

This student manual has been thoughtfully crafted to guide you every step of the way. Whether you are new to online learning or looking for ways to maximize your experience, this manual will serve as your go-to resource for getting started.

Inside, you'll find step-by-step instructions on how to access and navigate the OASISSIS Student Portal. OASISSIS is your gateway to all things academic—from course enrollment and schedules to resources, grades, and more. This platform will be integral to your success, and we encourage you to familiarize yourself with its features so you can make the most out of your studies.

We encourage you to approach this journey with curiosity, dedication, and a heart open to growth. Our faculty, staff, and support team are here to walk alongside you and provide the assistance you need along the way. We believe that God has great things in store for you, and we are honored to be part of your story.

Welcome once again to Carey International University of Theology. We are excited to see all that you will achieve as you embark on this transformative journey.

In faith and service,

Christina Arnold
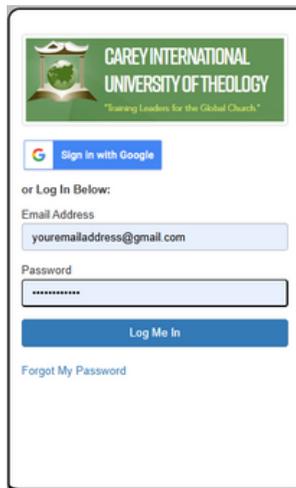
Table of Contents

STEP 1:

Visit www.careyuniversity.org and click 'Student Login' tab.
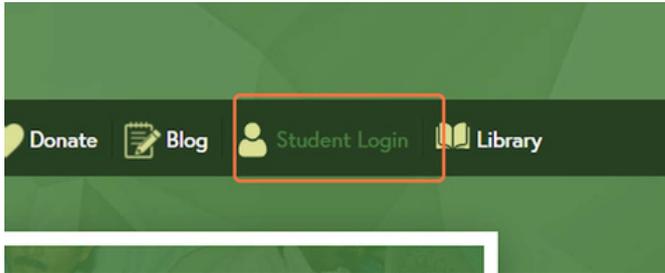
STEP 2:

Enter in your email address you used to login and the password you created. If you don't remember the password please press the 'Forgot My Password' link to reset.
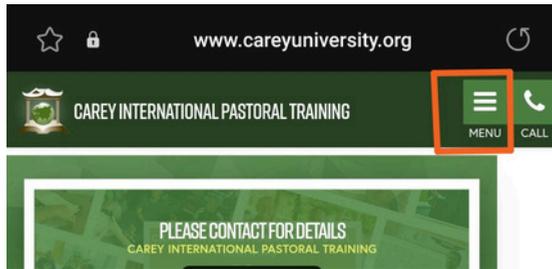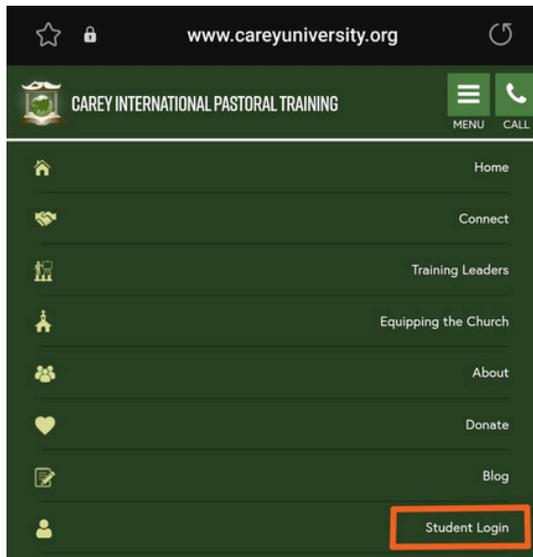
STEP 1:

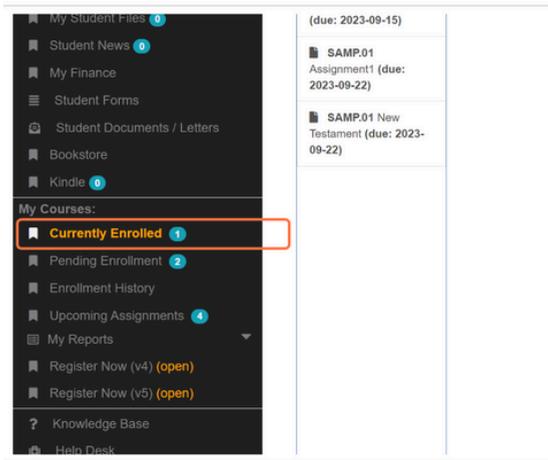Visit www.careyuniversity.org and click the highlighted "Menu" icon on your phone.

STEP 2:

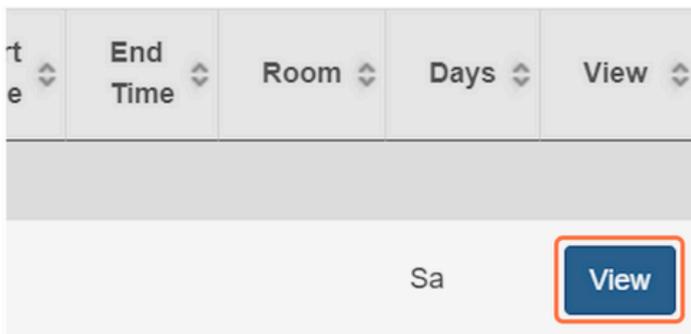Click "Student Login".

STEP 1:

View you currently enrolled courses by clicking on " Currently Enrolled" on the side panel.

STEP 2:

Click "view" to see the details of your course.

Once you are viewing the details of your course, you can view the course resources by clicking "Resources".

Semester / Cohort: 2023FA
Course: SAMP.01 - SAMPLE COURSE

Tree View | Chronological View | Resources

Class List | Progress Report | Attendance Report

Unit 1

New Testament (open)
Unit 2

Refections (open)

Within your course dashboard, Respond to assignment threads.

STEP 1:
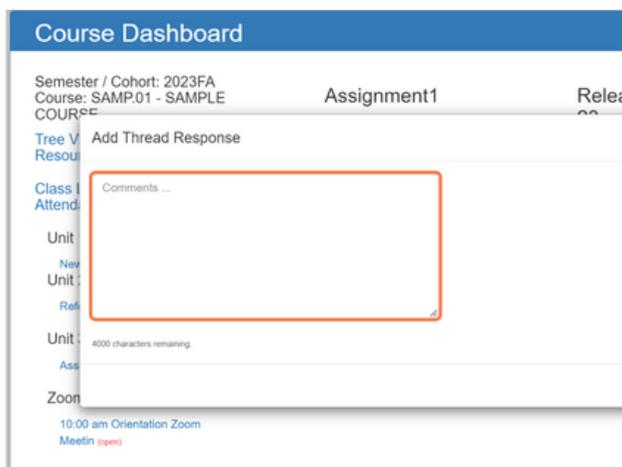
Click "Add New Response".
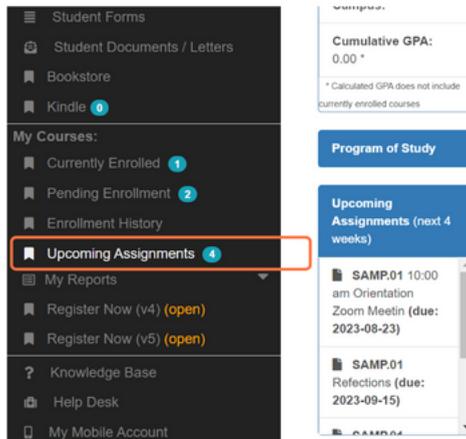

STEP 2:

Write in your response.

STEP 3:

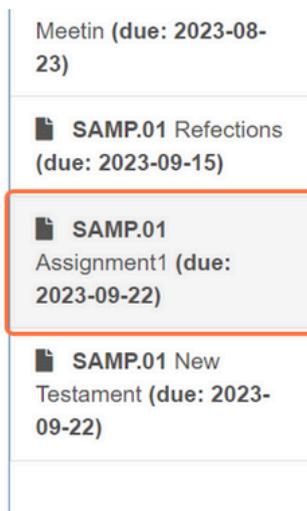Click " Add Response" when finished.

STEP 1:

Click "Upcoming Assignments" on the side panel.

STEP 2:

Click on the assignment you would like to submit.

STEP 3:

Click the "Upload Document" button and select the file you would like to submit.

Release Date: 2023-08-23
Due Date: 2023-09-22

Upload Document   Refresh

STEP 4:

Click the red " X" button when you have selected your assignment file.
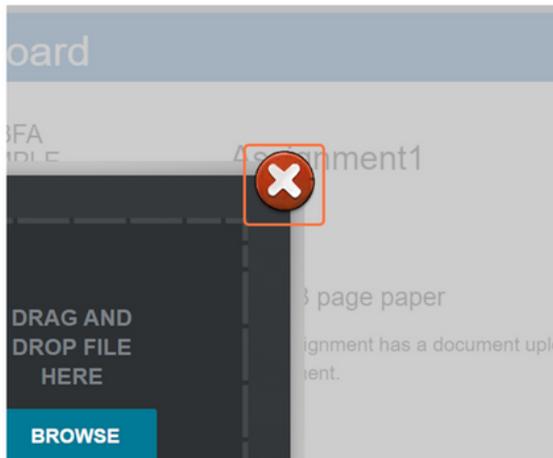
STEP 1:

To view chat messages, click the "My Chat" button. To view messages from your lecturers and important messages about your student account, click the " My Messages" button.
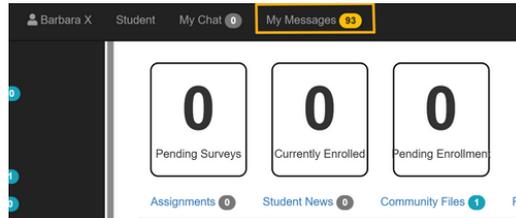
STEP 2:

To send a message, click the highlighted icon.
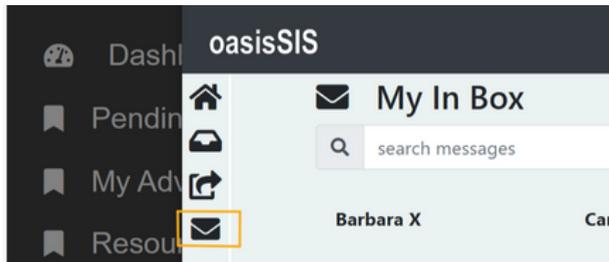
STEP 3:

To view all your messages, click the highlighted icon.
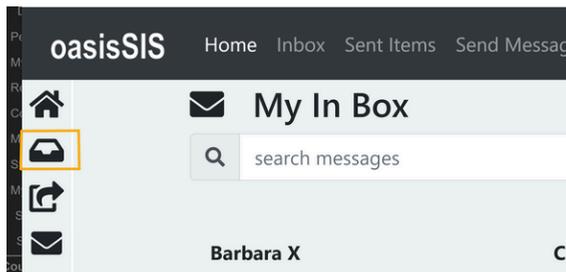
STEP 1:

In the side panel, click the "My Finance " Tab to view your fees.
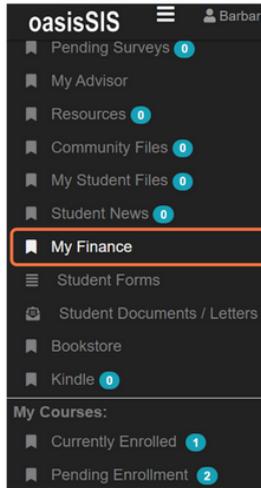
STEP 2:

Click "Make a payment" to pay any outstanding fees in your account.

Account Balance: $ 1,000.00

STEP 1:

To access the online library, visit the Carey International University of Theology website and click on "Library".
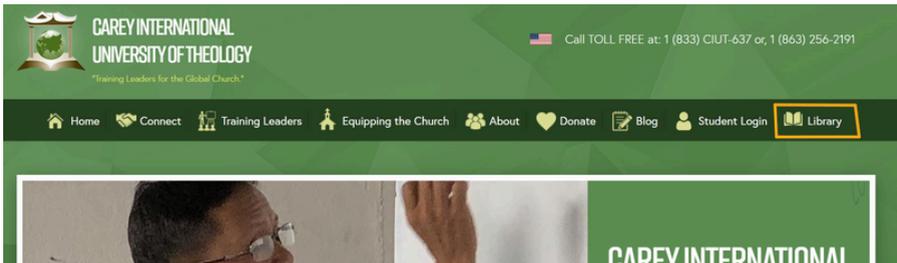
STEP 2:

Select " Carey International University of Theology " in the drop down menu and then enter your password.

If the quality of the internet connection is poor, sometimes the search bar can end with an error code. This can result in the search timing out. In the event where you are not able to access the library or are receiving various error codes, here are some possible solutions that you can try:

- **Starting the search over again -** either by selecting the logo, searching again, or returning to the original bookmark

- **Clear cache -** You can do this by going into your settings in your browser and choosing "clear cache" in your privacy settings

If you are still having trouble after trying these methods, please email communications at Carey International University.

Email: communications@careyoutreach.org

For information or questions about your program structures, course requirements and other academic related policies, please visit:

Academic Policy Catalogue :: Carey International University of Theology (careyuniversity.org)

The Improper Use of Resources – Plagiarism

The following paragraphs from the CIUT Academic Catalog constitute our policy on plagiarism:

Plagiarism is defined as: "an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author." Simply put, when one quotes from a source, or uses ideas derived directly from a source, without properly footnoting the source and listing it in the Bibliography, it is plagiarism. Random House Unabridged English Dictionary, "Plagiarism." Random House Publishers, 2019. Any student whose work shows evidence of Plagiarism will receive an automatic failure for their research paper or thesis. If a student receives a failing grade for Plagiarism, the Academic Dean or Thesis Advisor will have the following options:

 The student may be permitted to re-write portions of their research paper or thesis and receive a 25% grade reduction on their final submitted work. The student may be required to submit a new research paper, or choose a new thesis topic and therefore start the entire research and writing process from the beginning. The student may be removed from the degree program and issued a Diploma only.

Attendance Policy

Regular attendance is essential to academic success and full participation in the learning process. As such, students are expected to attend all scheduled classes and required academic activities.

To successfully complete a course, a minimum of 80% attendance is required.

- Students who fail to maintain at least 80% attendance in any course may not be eligible to receive a final grade.

- In such cases, the student will be awarded a grade of "INC" (Incomplete) for the course.

- The "INC" grade may only be resolved in accordance with institutional policy and at the discretion of the instructor or academic department.

It is the responsibility of each student to monitor their own attendance and communicate proactively with instructors regarding any absences due to illness, emergencies, or other valid reasons. Supporting documentation may be required.