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Procedure for Protecting the Privacy of Students Enrolled in Distance Education Courses

FERPA: Southern Union State Community College protects the privacy of all students, including those enrolled in distance education courses/programs, through strict adherence of the Family Educational Rights and Privacy Act of 1974 (FERPA). The official FERPA statement is available for students and public view through the Student Handbook and Catalog.

Secure Login and Password: Each distance education faculty member and student enters his/her unique user identification number and unique password to access the CANVAS learning management system. This combination of user identification number and password identifies faculty members and students to the system upon each visit. All parties accept responsibility for the security of their personal passwords and must not share them with anyone. Student and faculty information is protected and separated from other users within the CANVAS learning/teaching environment and from outside intruders.

Unique Student Number: The College issues each student a unique student number. This number becomes the unique identifier for the student throughout his/her history at the College.

Mandatory On-Campus Sessions: A minimum of one mandatory on-campus session (the final exam/evaluation) is required for all distance education courses. Students attending these mandatory on-campus sessions are required to present valid photo identification (e.g. driver's license, College ID, military ID) in order to further protect their privacy and to confirm their identity for academic integrity purposes. Any student who cannot present such identification may not participate in the activity.

Additional Security of Online Coursework: Faculty members teaching online classes will promote the security of students' personal data and course grades by (1) utilizing a course enrollment key and issuing it to enrolled students and approved guests only and (2) utilizing a course management system grade book that

prohibits students from accessing other students' grades or posting class grade reports that identify students by confidential code only. Many security features, such as those listed below, are provided within the course management system. Instructors are encouraged to utilize as many of these as necessary to ensure the safety, security and integrity of student coursework:

- Embedded automatic "save" mechanisms which record student answers immediately upon entry for homework exercises and assignments to prevent accidental loss of data.
- Frequent back-up of the online course and/or separate back-up of student assignment submissions.
- Algorithmic generation of test and homework items which ensures each student receives a question with a different answer than every other student attempting the same problem.
- Instructor-provided passwords for quizzes, tests, and other graded assignments.
- Time limits for quiz/test attempts.
- Automatic shuffling of questions and shuffling of multiple-choice responses between student quiz/test attempts.
- Browser security settings prohibiting access to other online sites and/or prohibiting printing during quizzes and tests.
- Limiting student access to quiz/test grades or to review of graded quizzes/tests until all submissions have been graded.
- Requirements for specific IP addresses or monitoring and comparing of IP addresses between student attempts of quizzes/tests.
- Quiz/test item presentation options (one question per page, no returning to previous questions, etc.).
- Limiting number of attempts per quiz/test.
- Time delays between subsequent attempts of quizzes or tests that allow multiple attempts.
- Monitoring of student activity logs which record dates, times, and durations of access to graded assignments

Distance Education FAQ's

- [I'm in an online course, now what?](#)
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I'm in an online course, now what?

Have classes started yet? If so, you need to get started. Use the example below to figure out your login information. Your user name will be your student email address. Your student email is the first letter of your first name, your full last name and your two-digit day of birth. Your password will be your 6-digit student number and the first two letters of your last name.

Example:

Name:	John O. McDonald	Username:	jmcDonald23@mail.suscc.edu
Student Number:	012345		
Birth Date:	06/23/95	Password:	012345mc

It's important to remember to update your information and change your password once you get in.

[Login Demonstration Video](#)
[Go to the login page?](#)

I heard that SUSCC switched from Blackboard to Canvas. Is that true?

Yes. For fall 2013, Southern Union will no longer use the Blackboard Learning System. Blackboard has done a great job for us so far, but it's time for a change. Several other Alabama schools, including Auburn University, are already using Instructure Canvas with great success. We're excited about the migration and we're sure the benefit will overcome the growing pains.

How do I contact my online instructor?

Your instructor probably has a preferred method of communicating with online students. This is to help keep all of the communications threads organized. Once you're in your online course, find out how your instructor would like for you to get in touch. Meanwhile, you may use the directory search link below to search for their email and telephone extension.

[Directory Search](#)

Do I have to come on campus for anything?

Probably. Most online courses will require at least one on-campus exam. This will likely be your final exam and will be proctored. Photo identification will be required. In addition, your online course may require an on-campus orientation. Instructors do this to orient the students to help ensure success in the course. Once classes begin, log in to your course to see what your instructor has planned for on-campus visits. If you need to request an exception, you need to do so early in the semester. Exceptions are uncommon and are at the discretion of the individual instructors.

What is Respondus Lockdown Browser?

The Respondus LockDown Browser (RLDB) is designed to prevent your computer from doing other things while you are testing online. The RLDB should not allow you to print, copy, paste or navigate to another window while testing. The specialized browser will be used instead of your standard browser when testing. It will need to be installed once on your computer before your first test. Be sure to get this software installed and running before the deadline for your tests gets too close. Not all online instructors require this software. Check your online course for more information on testing requirements. The link to download and install is below.

[Download Respondus LockDown Browser](#)

What is Camtasia?

Camtasia Relay is an application that your instructor may use to create lecture recordings. This software generally does not require any additional action from the student.

What is TurnItIn?

TurnItIn is the industry standard in online plagiarism prevention. Any work that you submit in your online course is likely to be filtered and compared to a global database of other documents and student work. Your instructor will receive a report detailing the likelihood that portions of your submission have been copied. In Addition, some in-person (traditional) courses will use this tool to check student submissions.

Is my online course in Blackboard or Canvas?

Blackboard has been completely phased out and is only available for instructor reference. All online/hybrid courses with Southern Union will be facilitated through Instructure Canvas from Fall 2013 forward.

How much do online courses cost?

Online course tuition and fees are the same as in-person (traditional) courses. Some online courses will use a different book. Check the course syllabus or the bookstore for textbook information. The link below shows a table outlining typical tuition and fee rates.

[Tuition/Fee Table](#)

What is CIS 290C?

Students enrolling in an online class at SUSCC for the first time must concurrently enroll in CIS 290C, Online Learning Basics. CIS 290C is an online tutorial and does not require on-campus attendance. The objective of CIS 290C is to familiarize students with the Canvas Learning System so that they may be successful in online classes.

Students enrolled in CIS 290C must log into CIS 290C during the first week of classes and complete the required attendance verification portion of the course or risk being reported for non-attendance to the financial aid office. A student receiving financial aid who is reported for non-attendance will be withdrawn from CIS 290C and all online classes for which CIS 290C is the co-requisite.

**The current deadline date for completing CIS 290C is printed on the course schedule and will be shown in the Canvas course. Typically, this date is 1-2 weeks after classes begin.
No test submissions will be accepted after this date.**

Things to remember:

- CIS 290C will begin on the first day of classes for each term, but will be cut off on a specified date. After this point, students will no longer be permitted complete the course.
- CIS 290C is a co-requisite to your first online class. Since CIS 290C is a co-requisite, dropping it will result in an automatic withdrawal from any other online classes.
- Students must log into CIS 290C during the first week of classes or risk being reported for non-attendance to the financial aid office. A student receiving financial aid who is reported for non-attendance will be administratively withdrawn from CIS 290C and all online class(es) for which CIS290C is a co-requisite.

To access CIS 290C, you'll need to follow the directions for a standard online class. Use the links below...

- [Read the Instructions](#)
- [Take me straight to the login page.](#)
- [Go to the YouTube Playlist with the Videos \(bypass Canvas\)](#)
- [Login Demonstration Video](#)

Ask a Question...

If you don't see your question answered here...send an email to the appropriate department...

- Web Page Info - webmaster@suscc.edu
- Records Office - cstringfellow@suscc.edu
- Financial Aid - pamjones@suscc.edu
- Business Office - benjordan@suscc.edu
- Technical Support - support@suscc.edu

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SU Emergency Alert Notification Center

SU Emergency Alert Notification Service is a FREE service provided to all students that sends alert notifications to cell phones, home phones, pagers, and email informing students of College closings and class cancelations due to emergency situations such as hazardous weather conditions. Students will be responsible

for updating contact information and prioritizing the calling order in which emergency notifications are received. Updates can be made by typing in <http://www.myschoolcast.com> in any Internet browser address bar.

For technical assistance please contact our SU Alert helpdesk at support@suscc.edu . See the login example below...

Example:

Name: John O. McDonald Username: johmcd23

Birth Date: 06/23/95 Password: 062395

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Email

[Go Directly to Email Login?](#)

Please see the example below for instructions on how to access your Southern Email account. Email accounts are created daily during the application process.

USERNAME:

Your First Name Initial + Complete Last Name + 2 digit DAY of birth + @mail.suscc.edu

PASSWORD:

Your Student ID Number + the first two letters of your Last Name.

Example, John Michael Smith who was born September 3, 1980 whose Student Number is 206547 would use:

Username: **jsmith03@mail.suscc.edu**

Password: **206547sm**

** In the rare case of duplicates we will append a 1 to the end of the username. Using the example above John would use jsmith031.*

Most common reasons users cannot login to their student email accounts:

1. New students not allowing enough time for email account to be created. New email accounts will be created during the application process.
2. Not including the @mail.suscc.edu with your username.
3. Not including the first two letters of your last name after your Student ID Number.
4. Using the name you go by rather than your first name. Some students go by their middle name. For email purposes you must use your First Name initial.
5. Not including a leading zero at the end of your username. Students who were born between the 1st—9th will need to include the leading 0.

If you have tried all of these steps and your are still unable to login please send an email to Brad Davis at bdavis@suscc.edu. Make sure to include your Student ID Number, DOB, and Full Name when sending an email.

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mySUSCC Web Portal

Web Registration
[Go Directly to Login?](#)

Southern Union has a comprehensive online student portal designed to facilitate online registration, financial aid, fee payment, drop/add, transcript requests, information updates and more. Students will need their 6-digit student numbers and their personal identification number (PIN). Generally, your PIN will just be your 6-digit birth date. For security, please do not share this information or give anyone access to your account.
[View a Video Demonstration on Registering Online](#)

Your mySUSCC account is setup during the admission process and will remain active once you leave. You will need to login using the format below:

Username: Student ID Number or SSN (if you use your SSN do not include the dashes)
PIN: 6 digit DOB (MMDDYY)

If you cannot login you must contact the Records Office at (256) 395-2211 Ext. 5157, 5183, or 5154.

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Intellectual Property Rights and Copyright Policies

Introduction and Definitions

Southern Union State Community College recognizes and values creativity and innovation as part of the teaching and learning process. Similarly, the College recognizes the importance of and wishes to encourage the transfer of new knowledge, generated in the College to the private sector for the public good. At the same time, as a publicly funded institution, the College must be a good steward of the public resources provided to it, and must safeguard against the use of public funds for private gain. This policy addresses the rights to, interest in, and protection and transfer of Intellectual Property created by the College's faculty, staff and students.

For purposes of this policy: "Intellectual Property" means inventions, discoveries, innovations and copyrightable works.

"Invention" means a tangible or intangible discovery, whether or not reduced to practice, and tangible research products, whether or not patentable or copyrightable. Such research products include, but are not limited to, computer programs, integrated circuit designs, industrial designs, databases, technical drawings, equipment, biological materials and other technical creations.

"Copyrightable Works" mean original works of authorship fixed in tangible media of expression.

Ownership

Ownership of any Intellectual Property created by a faculty or staff member employed by the College or by a student enrolled at the College such as written compositions, musical scores, scriptures, sculptures, paintings, photographs, films, videotapes and computer software, shall be vested in the faculty, staff or student unless the faculty, staff or student has been employed by the College to create the Intellectual Property. Any works created by faculty or staff members or students using College resources, including time at work, belong to the College.

Use of Intellectual Property: Submitted Work as Part of Course Requirements

1. When a student submits work as a course requirement, the student retains ownership of the work, but ownership of the physical or electronic document shall be vested in the College. The College is granted a perpetual, royalty-free license by the submitting student to make copies of the work for administrative and educational purposes.

2. The College and its faculty, staff and students recognize that some Intellectual Property may arise or be developed by students from interaction with the instructor and other students. Under those circumstances, the Intellectual Property may not be the exclusive property of the student.
3. When work prepared/done by a student, faculty or staff has been accepted for publication by a journal or a publisher, absent an agreement to the contrary, the work becomes the property of the publisher.

Use of Intellectual Property: Computer Programs

1. Computer programs that are written within the scope of faculty, staff and students' employment duties with the College become the property of the College.
2. When a program is developed for a course project or assignment by a student, faculty member or staff member, ownership is retained by the student, faculty or staff member with the College having a perpetual and royalty-free license to make and distribute copies to faculty, staff and students for administrative and educational purposes.

Compensation for Creation of Intellectual Property

The College does not compensate employees or students for intellectual property of any kind developed as part of the creator's normal employment duties or course assignments. The only compensation provided by the College for intellectual property, other than that allowed for online course development, will be for fulfillment of a preauthorized, legally binding contract issued by the College to the creator for the sole purpose of the development of the Intellectual Property. Such a contract will necessarily constitute work performed in excess of the employee's normal duties and beyond his/her scheduled work hours. Compensation for intellectual property developed during the creation of an online course by a certified online instructor is governed by the policies set forth in the College's Distance Learning Policy Manual, which is published on the College's Distance Education webpage. Additionally, hard copies are housed in the Office of the Director of Distance Education.

Copyright Issues

Intellectual Property rights for Copyrightable Works are earned through ownership, which is established according to the rules set forth earlier in this policy. College employees and students alike must comply with all federal copyright laws in the creation and use of intellectual property, whether such property is created for compensation, created or used as part of a course requirement, or created or used as part of normal employment duties. In particular, the College complies with Public Law 110-315 (the Higher Education Opportunity Act), which requires the institution to take measures to combat unauthorized distribution of copyrighted materials through illegal downloading or peer-to-peer (P2P) file sharing of music, photographs, videos or other digitally stored information. The U.S. Digital Millennium Copyright Act (DMCA) criminalizes such unlawful distribution, even when such distribution is unintentional.


Use of Revenue from Intellectual Property

All revenue derived from the sale or use of Intellectual Property created in association with Southern Union State Community College belongs to the established owner(s). Since ownership is dependent upon whether College resources are used in the production of Intellectual Property, instructors are prohibited from profiting from the sale of materials created while using College resources to develop online courses. More information on the Intellectual Property policies surrounding online course development can be found in the College's Distance Education Policy Manual, which posted on the College's Intranet.

Resolution of Disputes

All complaints regarding the ownership of Intellectual Property, its use, compensation for its development, and/ or use of revenue derived from its sale shall be addressed through the College's standard Grievance and Appeal procedures as established in the Student Handbook and Employee Handbook.




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SOUTHERN UNION

STATE COMMUNITY COLLEGE

info@suscc.edu



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Wadley, AL 36276

256-395-2211

1701 Lafayette Pkwy

Opelika, AL 36801

334-745-6437

321 Fob James Drive

Valley, AL 36854

334-756-4151

Faculty Email

Faculty/Staff Utilities

Sitemap

Crime Statistics (CLERY)

Consumer Information

Ethics Point

Emergency Preparedness

Operating Financial Data

Faculty Web Pages

Mission Statement

Southern Union State Community College, an open admission, public two-year college and member of the Alabama Community College System, provides quality and relevant teaching and learning in academic, technical, and health science programs that are affordable, accessible, equitable, and responsive to the diverse needs of its students, community, business, industry, and government.

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