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### SUCCESS CENTER

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ACCOUNTING/BUSINESS AFFAIRS
accounting@waldorf.edu
877.323.4472

ADMISSIONS
admissions@waldorf.edu
877.347.6050

BOOKSTORE
bookstore@waldorf.edu
877.323.4474

CAREER SERVICES
careerservices@waldorf.edu
877.297.6192

DISABILITY SERVICES
disabilityservices@waldorf.edu
888.785.3005

FINANCIAL AID
financialaid@waldorf.edu
877.316.8396

LIBRARY SERVICES
library@waldorf.edu
877.268.8046

OFFICE OF THE REGISTRAR
registrar@waldorf.edu
877.316.0219

STUDENT AFFAIRS
VP5A@waldorf.edu
888.758.8614

ACADEMIC ADVISING
AND STUDENT SUPPORT CENTER
students@waldorf.edu
877.323.4471

SUCCESS CENTER
teamsucceed@waldorf.edu
877.875.0533

TECHNICAL SUPPORT
techsupport@waldorf.edu
877.399.1063
NEW STUDENT CHECK LIST

DID YOU KNOW?
You can visit the Success Center online at Waldorf.edu/Success.

PREPARING FOR YOUR FIRST DAY OF CLASS

BIOGRAPHY
Often, the first task in a course will be to write a short introduction about yourself. If time allows, prepare your statement prior to your first day. Include on-topic, professional and educational experience. Your biography should be brief and avoid over-sharing.

EXPLORING YOUR ONLINE ENVIRONMENT
Take some time to navigate Blackboard and your available courses. Take note of the design and layout. Locate each unit and print the course syllabus. Also, in case of internet outage, it is advisable to save your professor's contact information offline.

GET STARTED
Stay ahead of the curve—begin your first assignment and readings as soon as your schedule allows.

// Ensure my computer and internet are working properly. For assistance, contact Technical Support at 877.399.1063 or techsupport@waldorf.edu.

// Check my browser to confirm it is Blackboard compatible. Blackboard's list of compatible browsers can be found online.

// Choose a calendar to keep track of assignments and deadlines.

// Designate a quiet place in which I can study and complete assignments.

// Create a folder on my computer to store school-related files.

// Develop a back-up system for my school-related files. External hard drives, file storage websites or flash drives are a few viable options.

// Print and display the quick reference phone list from pg. 3.

// Learn to navigate Blackboard and all upcoming courses.

// Explore the student portal—myWaldorf—and the available resources.

// Read the Academic Integrity Policy within the Student Handbook to understand plagiarism, cheating and other integrity violations and their consequences.

// Study the APA style guide.

// Review and understand my evaluation.

// Print course syllabus.

// Receive textbooks. Please be aware that some classes do not have a required textbook.

// Research the final exam process and proctors.

// Begin the selection process of a proctor for final exams.
Earning your online degree can sound complicated, but Waldorf University (Waldorf) can make the transition easy. We encourage you to fully utilize Waldorf faculty and staff as educational resources during the pursuit of your online degree.

Throughout your academic journey, you have the ability to be supported by a wide range of resources that can make online learning more convenient and effective.

In addition to encouragement from faculty, many student support service options are provided, including:

- Academic Advising and Student Support Center
- Registrar
- Student Resolution and Conduct
- Career Services
- Success Center
ONLINE LEARNING
COURSE SYLLABUS
For online learning, it's important to take the time to review your course syllabus prior to the first day of class. If you have any questions, contact your professor or the Success Center at Success@Waldorf.edu.

INTERNET ETIQUETTE
Following proper internet etiquette is important for successful online learning. Please always self-identify in all correspondence with your full name and student number. Also, the use of proper grammar and courteous language is appreciated when emailing professors, posting to discussion boards or corresponding with any Waldorf personnel.

FEEDBACK
In an online learning environment, you set your own schedule. Email responses or feedback may not be immediate or align directly with the schedule you've set. Please, take this into consideration and plan in advance when setting aside time to work on assignments where you may require assistance.

TIME MANAGEMENT
Time management is key to online learning success. Inevitably, unexpected internet outages or computer problems can happen at very inconvenient times. Whenever time allows, plan for these unexpected setbacks by working ahead of deadlines and managing your time well.

COMPUTER SOFTWARE
Online learning can be difficult when attempting to tackle assignments and new computer programs at the same time. Microsoft Word, Excel and PowerPoint are commonly used software programs at Waldorf. Familiarize yourself with these and any other course-related software prior to completing coursework, when possible. If you find yourself needing assistance, don’t hesitate to contact the Success Center.
OFFICE OF THE REGISTRAR

The Office of the Registrar maintains student records and monitors FERPA (Family Educational Rights and Privacy Act of 1974) compliance. Additional responsibilities include evaluating traditional and non-traditional transfer credits, assessing academic requirements, conferring degrees and processing student requests.

The Office of the Registrar provides student support through the following teams:

// Evaluation Team
Maximizes transfer credits while meeting accreditation and state requirements

// Degree Auditor Team
Processes commencement registrations and verifies the completion of each student’s academic requirements before graduation

// Registrar Support Team
Responds to official transcript requests, maintains student records and monitors student status including: probation, suspension, conditional and temporary

To contact the Office of the Registrar, email registrar@waldorf.edu or call 877.316.0219.

DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs delivers student support services. Our goal is to effectively remove barriers to student success and build strong, meaningful relationships that will foster life-long learning and provide each student an opportunity to earn degree course credit. Waldorf’s student-centered support services are personal, responsive, and geared toward assisting students to achieve their educational goals.

To contact the Division of Student Affairs, email VPSA@waldorf.edu or call 888.758.8614.

GOAL SETTING

USE THE S.M.A.R.T. METHOD
Set goals that are:
// Specific
// Measurable
// Attainable
// Relevant
// Time-Bound

For instance, an attainable goal would be to complete your first course one week early. However, be careful of goals that are too ambitious, like completing a course in three weeks.

MAKE CHECKLISTS
Write down your goals daily. These goals can be anything—as long as it is possible to achieve within the course of that day—such as "read chapter 5" or "complete research paper outline". As you complete the goals, check them off your list. This process allows you to visualize your accomplishments and provide motivation for the next day.

REWARD YOURSELF
When you complete a big milestone, treat yourself. Whether it’s finishing a research paper or wrapping up a course, don’t hesitate to take the opportunity to do something you love or simply take some time for yourself. Some good ideas for rewards are going to the movies, getting a pedicure or indulging in a nice meal.
OFFICE OF STUDENT RESOLUTION AND CONDUCT

The Office of Student Resolution and Conduct is available to students who may need assistance in resolving issues related to their Waldorf educational experience. It is our goal to listen and discuss questions, concerns, and complaints that may impact your student experience and work collaboratively across university departments to provide resolution.

The Office of Student Resolution and Conduct strives to provide guidance in solving issues informally through directed facilitation. For students who remain dissatisfied, mediation can be provided, as well as advisement regarding formal and administrative options of complaint resolution.

To contact the Office of Student Resolution and Conduct, email studentresolution@waldorf.edu.

CAREER SERVICES

The mission of Career Services is to provide students and alumni with resources to reach their career-related goals.

Services are provided to all students and alumni at no additional charge and include assistance with:

// Job search strategies
// Interview preparation
// Professional correspondence review
// Networking techniques
// Personal, online branding guidance
// Direct access to employers worldwide via CareerQuest

Career Services is neither a placement office nor a resume writing service. Career Services provides general information and support to students and alumni to assist in the achievement of career-related goals.

To contact Career Services, email careerservices@waldorf.edu or call 877.297.6192.
The Waldorf Online Library is designed to provide students with a broad scope of research options and reference assistance.

- Professional librarians are available via Live Chat seven days a week to help with research
- Short video tutorials demonstrate a variety of library and research skills
- Subject Research Guides—organized by Waldorf degree programs—identify the best sources for starting research on a chosen topic
- A collection of scholarly, online resources is available via the Waldorf Online Library web page. This collection includes:
  - Databases that contain articles from academic journals, magazines, newspapers, reference works, and other authoritative sources
  - Over 100,000 online, academic e-books
  - E-journal subscriptions in specialized fields of study
  - Waldorf doctoral dissertations and research projects
  - Other tools for research support such as compiled information on the APA Style

To contact Waldorf Online Library, email library@waldorf.edu or call 877.268.8046.

CareerQuest is a comprehensive tool hosted by Career Services and located in the myWaldorf Student Portal. It allows students and alumni to set up a profile, choose their privacy settings and gain access to Career Services resources. You can even set up an appointment to speak with a Career Development Counselor, keep all career-related documents organized and housed in one area, research companies, set preferences and save searches for a strategized job search. Take the time to post your resume for employer viewing, access the global job bank, and apply for jobs directly through CareerQuest. Put your resources and education to use in securing your dream career.

To contact Career Services, email careerservices@waldorf.edu or call 877.297.6192.

Technical Support is available for general or emergency assistance, open Monday through Saturday. The following resources are available to students in the myWaldorf Student Portal.

- "How to" tutorials:
  - How to submit a unit assessment
  - How to upload BlackBoard assignments
  - How to upload SafeAssign assignments
  - How to respond to a discussion board question
  - How to comment on another student’s discussion board post
  - How to view feedback to essay questions
- Common SafeAssign errors
- Browser tools
- Supported browsers for BlackBoard
- Frequently asked questions

To contact Technical Support, email techsupport@waldorf.edu or call 877.399.1063.

The mission of Student and Alumni Engagement is to engage alumni and students in mutually beneficial relationships within a shared community that results in the achievement of career-related goals and lifelong connections to each other and their alma mater.

Student and Alumni Engagement provides support through the following:

- Coordination of co-curricular communication between students, alumni, faculty and staff
- Creation and management of clubs and organizations
- Planning and implementation of alumni events in collaboration with the Alumni Association
- Career Services programs and activities

To contact the Student and Alumni Engagement, email Waldorf-alumni@waldorf.edu or call 251-981-3771.
TIME MANAGEMENT

KEEP A COMPREHENSIVE CALENDAR
Whether it’s studying, taking a test, writing papers, appointments, working, eating or relaxing—set aside time for everything in your day and schedule it in a calendar. There are different methods for everyone, but some common calendars include desk or wall calendar, agenda planner or even phone apps.

TRACK YOUR DAYS
As you adjust to being a student again, keep track of your time. Be more aware of the short blocks of time that go underutilized each day. If you recognize and plan for these, you can re-purpose this time into studying opportunities, like reviewing notes or skimming chapters.

BLOCK YOUR TIME
Plan your day by blocking out what you should be working on by half-hour increments. This should include time for eating, showering, commuting, working, studying, relaxing or simply personal time. Try to stick to the time block as much as possible. However, moderation is key; avoid being too rigid. Too much restriction can lead to more stress.

PRODUCTIVE TIME
Whether you are a morning or evening person, make sure to set aside some of that time for studying or working on coursework. If you know when you are most productive, you can work more efficiently. If you don’t already know what time of day is best for you to focus, now is the perfect time to find out! Set aside blocks of time during both morning and evening, and see which one works best for you.

KNOW WHEN TO SAY “NO”
It’s easy to take on tasks that bog down your schedule without realizing it. For many, saying “no” is not easy. However, if you explain the importance of your studies in advance, people are more likely to understand your newly-restricted time schedule.

PROCRASTINATION
Some students feel they work better under pressure, putting off work until the last minute can be highly detrimental for online learning. You cannot expect immediate help from professors or staff when you have failed to plan ahead.
FEDERAL DIRECT LOANS PROGRAM
Direct Loans, from the William D. Ford Federal Direct Loan Program, are low-interest loans for eligible students to help cover the cost of higher education at a four-year college or university, community college, trade, career or technical school. Eligible students borrow directly from the U.S. Department of Education at participating schools.

Direct Stafford Loans include the following types of loans:

// Direct Subsidized Loan—A federal loan awarded on the basis of the student’s financial need and other specific eligibility requirements. The federal government does not charge interest on these loans while borrowers are enrolled at least half-time, during a six-month grace period, or during authorized periods of deferment.

// Direct Unsubsidized Loans—A federal loan is not based on the student’s financial need, but students must also meet specific eligibility requirements. Interest is charged throughout the life of the loan. The borrower may choose to pay the interest charged on the loan or allow the interest to be capitalized (added to the loan principal).

// Direct PLUS Loans—A federal loan that graduate or professional degree students and parents of dependent undergraduate students can use to help pay education expenses. The U.S. Department of Education makes Direct PLUS Loans to eligible borrowers through schools participating in the Direct Loan Program.

To contact the Office of Financial Aid, email financialaid@waldorf.edu or call 877.316.8396.

STRESS MANAGEMENT

ASK FOR HELP
From professors to support specialists, Waldorf offers a plethora of help right at your fingertips. Reach out for assistance to any Waldorf professional when you need it. If a staff member is unable to assist you themselves, they can direct you to the proper individual for your situation.

TAKE BREAKS
If you have an extensive research paper to write, avoid attempting to compose the entire paper in one sitting. Create an outline and dedicate segments of time to each section. Allowing yourself rest between each section can increase productivity.

DEVELOP HEALTHY HABITS
Basic healthy habits have the potential to play a tremendous role in positively managing stress. A lack of sleep or poor nutrition can cause sluggishness and an increase in stress. In contrast, exercise has proven to boost energy and decrease stress.

KEEP YOUR EYES ON THE PRIZE
Certain assignments have the potential to increase stress if you lose sight of your ultimate goal—getting closer to your degree. Avoid letting a single assignment or course derail your desire to succeed.

RELAX
Managing stress is important when attempting to balance a full schedule of work, school, family, friends, etc. Try some relaxing activities such as yoga, meditation, running or massage therapy—whatever works best for you to be a successful student.
WALDORF GRADING RUBRIC

Waldorf University has established functional scoring rubrics for all assignment types (e.g., research paper, case study, article critique). The rubrics are located in Blackboard units with the assignments and are available for student review. Faculty apply the rubrics to evaluate the assignments and enter the scores and feedback directly into the rubric located with the assignment. There are also non-functional scoring rubrics for written response assessment items and discussion forums. The written response rubric is found in the unit assessment directions, and the discussion forum rubric is found in the Unit 1 Discussion Board. Faculty apply these rubrics in scoring the items and provide summative feedback in the “Feedback to Learner” which is found in the gradebook.

The grading system for Waldorf is weighted. Each assignment is pre-assigned a weight and identified in the syllabus. The table below provides an example from a syllabus.

<table>
<thead>
<tr>
<th>Assignment Type</th>
<th>Weight</th>
<th>Number of Assignments</th>
<th>Total Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISCUSSION BOARD</td>
<td>2%</td>
<td>8</td>
<td>16%</td>
</tr>
<tr>
<td>UNIT ASSESSMENTS</td>
<td>4%</td>
<td>8</td>
<td>32%</td>
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<tr>
<td>ARTICLE CRITIQUES</td>
<td>10%</td>
<td>2</td>
<td>20%</td>
</tr>
<tr>
<td>CASE STUDY</td>
<td>12%</td>
<td>1</td>
<td>12%</td>
</tr>
<tr>
<td>FINAL EXAM</td>
<td>20%</td>
<td>1</td>
<td>20%</td>
</tr>
</tbody>
</table>

Assignments are graded on a scale of 100%. Multiplying each score by the assignment type’s weight produces the weighted score. The sum of all your weighted scores equals your final grade. The final grade cannot be calculated until all assignments have been graded—this includes missing assignments.

SAMPLE STUDENT’S GRADES

<table>
<thead>
<tr>
<th>Assignment Number</th>
<th>Weight (%)</th>
<th>Grade (%)</th>
<th>Weighted Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2%</td>
<td>100</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>4%</td>
<td>85</td>
<td>3.4</td>
</tr>
<tr>
<td>3</td>
<td>2%</td>
<td>75</td>
<td>1.5</td>
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<tr>
<td>4</td>
<td>4%</td>
<td>81</td>
<td>3.24</td>
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<tr>
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<td>20</td>
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<td>92</td>
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</table>

TOTAL WEIGHT 100%  FINAL GRADE 84.20%

GRADING SCALE

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXCELLENT</td>
<td>GOOD</td>
<td>AVERAGE</td>
<td>PASSING</td>
<td>FAILING</td>
</tr>
<tr>
<td>100–90</td>
<td>89–80</td>
<td>79–70</td>
<td>69–60</td>
<td>59–0</td>
</tr>
</tbody>
</table>

waldorf.edu/online

877.267.2157
AVOID PLAGIARISM

TRACK SOURCES
Stay organized and cite sources in APA style as you write. Avoid waiting to create a reference list until the paper is complete.

CITATION GUIDE
This Citation Guide provides you with an overview of APA formatting. It includes examples of in-text and reference citations as well as instructions for how to format formal papers. In addition, this guide provides you with a sample of an essay and research paper and information on library resources. You can view the Citation Guide online here: Waldorf.libguides.com/citation

APA GUIDELINES
Cite borrowed information and ideas whether they are paraphrased or directly quoted. When in doubt—cite it. The Success Center’s online tutorials can help you with the proper formats.

ASK FOR HELP
The Success Center has many APA Style resources. Let us work one-on-one with you to apply the correct formatting.

APA STYLE
The American Psychological Association (APA) is a professional organization that created a set of rules to assist with writing and citing sources, which helps to prevent plagiarism and acknowledges the original author of information used in your writing. APA Style originated in 1929, when a group of psychologists, anthropologists, and business managers convened and sought to establish a simple set of styles to increase the ease of reading comprehension. Waldorf University uses the APA Style rules and guidelines found in the sixth edition of the "Publication Manual of the American Psychological Association."

As with other editorial styles, APA Style consists of rules or guidelines that a publisher observes to ensure clear and consistent presentation of written material. It concerns uniform use of such elements as:
// selection of headings, tone, and length
// punctuation and abbreviations
// presentation of numbers and statistics
// construction of tables and figures
// citation of references
// many other elements that are a part of a manuscript

ACADEMIC INTEGRITY
Academic integrity demonstrates intellectual honesty by avoiding incidents of cheating, plagiarism, self-plagiarism and poor scholarship.

// Plagiarism is defined as representing the words, ideas or other works of another individual or entity as your own without giving proper credit to the original author or source.

// Cheating is defined as using or attempting to use unauthorized materials, information, study aids or computer-related information.

// Self-plagiarism is defined as submitting previously submitted course work that may or may not have received academic credit, without prior approval of the instructor.

// Poor scholarship is defined as an incorrect attempt to give credit to or document the use of an external source.

Ethical conduct is foundational to a successful academic career at Waldorf. Students, faculty, and staff must commit themselves to the highest standards of honesty, trust, fairness, respect, and responsibility. Therefore, any deviation from these standards is a breach of the ethics that ensure the quality of Waldorf’s academic programs, and thus, is a violation of Waldorf’s Academic Integrity Policy.
myWALDORF STUDENT PORTAL

1. myWALDORF STUDENT PORTAL
   Featuring tools and resources to assist you in your courses, the myWaldorf student portal hosts course information, online forms, policies, resources, technical support and more.

2. COURSES
   The courses tab allows you to view your enrollment options, the academic calendar, term course schedule and grade book.

3. UNIVERSITY FORMS
   The university forms tab allows you to access any form a Waldorf student might require. Enroll in courses, ask to take a final exam, complete a proctor request, apply for a course extension, submit requests for feedback to the Writing Center or Math Center, update your account information, submit a payment and more.

4. RESOURCES
   The information found within the resources tab can help you through all of your courses at Waldorf. It is advisable to become familiar with all of the resources in order to fully take advantage of what Waldorf has to offer. Within this tab, you can access the Success Center, Career Services, Waldorf Online Library, Waldorf Citation Guide and more.

5. WALDORF ONLINE LIBRARY
   The online library is a valuable resource available throughout your academic career and following graduation. Resources include: scholarly peer-reviewed journals, periodicals (trade publications, newspapers, magazines, newswires, etc.), reference e-books, e-journals and multi-media. You can contact a librarian by email, phone or 24/7 reference chat. Contact a librarian to assist you at any stage of research.
1 BLACKBOARD
A Learning Management System (LMS), Blackboard administers e-learning courses and tracks student progress. Once enrolled in a course, Blackboard is your main resource for all course-related material.

2 COURSE CONTENT
Nested under the Course Content section is a list of each class unit where all assignments are completed. Each unit is comprised of a task checklist, textbook study guide and unit assessment. Once an assessment receives a final grade, an email notification is sent to students. Graded assessments are available for review—along with professor feedback—through the course content section.

COURSE SYLLABUS
The first item requiring your attention when beginning a new course is the corresponding syllabus. The syllabus contains pertinent information:

// Outline of each unit’s requirements
// Diagram of grading weights
// Any textbooks needed for the course listed in proper APA format
// Course schedule

It's highly recommended to print a syllabus for each of your enrolled courses for easy offline access to important course information.
WRITING QUESTIONS
Professors set submission requirements for numerous types of assignments throughout a course. Below is a list of these assignment types with some information on how to submit them in Blackboard.

WRITTEN RESPONSE ASSESSMENT QUESTIONS
Students will find written response questions such as essays in their assessments. It’s strongly recommended that written responses be composed within a word processor—such as Microsoft Word—before being transposed into the text box available in Blackboard. There are various ways to move text into the text box, but the quickest method is using hot keys—a combination of keys providing quick access to a particular function within a program. Below are instructions on how to select all, copy and paste using hot keys. For Mac users, please utilize the command key—⌘—instead of CTRL.

SELECT ALL  CTRL + A
COPY  CTRL + C
PASTE  CTRL + V

UPLOADED ASSIGNMENTS
Work submissions can be uploaded in Blackboard by selecting the browse button. After selecting browse, a new window will open. Navigate to the document saved on your computer and upload.

DISCUSSION BOARDS
Embedded in the course units, Unit Discussion Boards are an efficient way to communicate with classmates and participate in professor-initiated conversations. Specific guidelines are set by each professor; however, the general time requirements are:
// Reply to the unit discussion question by Saturday at 11:59 pm
// Reply to a student post by Tuesday at 11:59 pm
The Success Center encompasses the Writing Center, Math Center and the Office of Disability Services. Together they provide services that can consistently lead to success throughout your academic career at Waldorf University.

In addition to your professor, the Success Center has resources readily available, regardless of the degree you are seeking.

The Success Center provides:

// Writing and APA assistance—including grammar and paper organization
// Assistance with math concepts, calculations and problem solving in math-related courses
// Guidance regarding the university’s Academic Integrity Policy
// Support in the development of learning styles and study skill techniques
// Proactive advisement and coaching for new and continuing students

DID YOU KNOW?

You can check the status of a previously submitted request:

// Login to the myWaldorf Student Portal.
// Click My Account.
// Click Online Requests. The status should be Received, In Process, or Processed.
HOW TO REQUEST SUPPORT

To receive writing or math support, you can submit a request through the student portal:

// Login to the myWaldorf Student Portal.
// Click Online Forms and then Courses.
// Complete either a Writing Center Request or Math Center Request and submit.

Please allow two business days for the completion of each request.

temporary health condition, such as surgery complications, emergency surgery/hospitalization, or pregnancy complications.

Some impairments that are covered under ODS include but are not limited to the following:

// Physical Impairment, including any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic, and lymphatic, skin and endocrine.

// Mental Impairment, which is any psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and traumatic brain injuries.

// A learning disability, which is a disorder in one or more of the basic psychological processes involved in understanding or in using language, spoken or written, that may manifest itself in an imperfect ability to listen, think, speak, read, write, spell, or to do mathematical calculations, including conditions such as perceptual disabilities, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia.

OFFICE OF DISABILITY SERVICES

The Office of Disability Services (ODS) is here to provide the services you may need if you have a disability. We understand students with disabilities can experience obstacles that can make it more difficult to succeed, so this office was designed to help.

If you have a disability, ODS offers educational accommodations, providing extra support and resources. Waldorf recommends students who suffer from a physical or mental impairment contact the disability services coordinator to see if there are resources and strategies that could help you. The Office of Disability Services can also provide assistance if you are dealing with a temporary health condition, such as surgery complications, emergency surgery/hospitalization, or pregnancy complications.

Some impairments that are covered under ODS include but are not limited to the following:

// Physical Impairment, including any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic, and lymphatic, skin and endocrine.

// Mental Impairment, which is any psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and traumatic brain injuries.

// A learning disability, which is a disorder in one or more of the basic psychological processes involved in understanding or in using language, spoken or written, that may manifest itself in an imperfect ability to listen, think, speak, read, write, spell, or to do mathematical calculations, including conditions such as perceptual disabilities, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia.

ODS can not only give accommodations to those with physical and psychological challenges, but also serves as a liaison between students and professors. ODS is able to provide textbooks in PDF format for those students who may have certain restrictions or give counselor referrals if you need to talk out personal issues.

For more information or if you wish to receive accommodations, contact the Office of Disability Services at 888-785-3005 or disabilityservices@waldorf.edu. Registration information and documentation forms are available online at www.waldorf.edu/consumer-information/office-of-disability or may be obtained from our offices. All accommodations are made on a case-by-case basis.