



Taking a Course at Husson University

Your rights and responsibilities

HUSSON
UNIVERSITY



Things You Need to Know Before Taking Courses

This orientation is an overview of key policies and procedures that all students at Husson University must adhere to.

Please take the time to visit the website provided in this session for detailed information. Topics covered in this overview are:

- FERPA (*Family Educational Rights and Privacy Act*)
- Non-degree Student Status- *benefits and services*
- Student ID's
- Student Portal
- Canvas
- Parking Decal
- University Student Code & Academic Integrity
- Personal Safety
- Important Contacts

FERPA AND YOU

How Does the Family Educational Rights and Privacy Act Impact Minor Students?

A federal law, the Family Educational Rights and Privacy Act of 1974 as amended, affords students certain rights regarding their educational records. This law is also known as FERPA.

Students have a right to know the purpose and content of their education records, and which University offices maintain their education records; the right to request changes be made to education records; and the right to appeal a decision of a University faculty or staff member not to make the changes requested.

For purposes of FERPA, the University considers **all students to be independent**, including those who are minors. Therefore, academic and financial records will not be provided to parents without the written consent of the student.

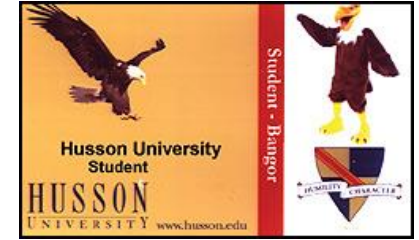
To see what information is protected under FERPA, or to learn about sharing records with parents, go to:
<http://www.husson.edu/academics/registrar/privacy>



Non-degree Student Status-Benefits

- As a Husson ECAP student, you are entitled to many of the same benefits as degree-seeking students. These benefits include:
 - An official Husson transcript
 - Access to [Husson Library Resources](#)
 - Academic support resources such as the [Learning Center](#), the [Writing Center](#) and [Disability Services](#).

Student ID



- All students are required to have a Husson University identification (ID) card containing an assigned student identification number, which should be in their possession at all times. This card is used for identification purposes in accessing University buildings and grounds, and borrowing material from Sawyer Library. The first Husson University ID card is issued to a student at no charge.
- The student ID office is in Peabody 103 and open daily Monday-Friday, 9AM-5PM.

Student Portal

- The student portal is your connection to your courses, grades, registration, billing and other University information. To access the Student Portal Website go to: estudent.husson.edu. Your username and password will be sent to you.
- Important: Your portal username and password are case sensitive. If you are in need your login information, please see the IT Help Desk, located in Bell Hall, or call them at (207) 973-1000.

Student Portal Quick Reference Guide

The screenshot displays the Student Portal interface. At the top, it shows the current term as 2014/FA with a link to change it. Below this are buttons for 'Edit Profile', 'Change Password', and 'Logout'. A row of colored squares and font size adjusters (A, A, A) follows. The main navigation menu on the left includes links to Home, Calendar, Student Directory, Document Tracking, Administrative Services, Course Offering, Course Textbook Information, Degree Audit Options, Registration, My Schedule, My Ledger, 1098t Information, My Housing, My Tax Forms, My Grades, Letter Grades, Graduation Petition, My Transcript, Letter Transcript, Course Management, and My Courses. Callout boxes provide instructions for several of these features.

Current term: 2014/FA (Change)

Click here to change the term to **Summer or Fall 2018** prior to attempting to register for classes

Use this option to view list of courses for a semester

Click here to view your progress to degree completion

Online registration

Your class schedule

Billing & Hold information

Obtain mid-term and final grades here. This is also where you will complete your course evaluations.

Use this option to view or print a copy of your unofficial transcript

Canvas

What is Canvas?

- Canvas is a learning management system (LMS) that is both rich in features and easy to use. All online and hybrid courses are required to use Canvas. Instructors may use Canvas to post course materials, online assignments, discussion forums, tests, and grades.
- Students should familiarize themselves with Canvas prior to the start of a course. To log into Canvas, please visit: husson.instructure.com.
- Your username and password for Canvas is the same combination you use to access your network account. (IE: ashby123456). **The password is case sensitive.**

Parking Decal – All vehicles on campus need one!

There are six basic rules to follow to avoid getting ticketed:

1. Do not park in a Handicapped or Visitor Space if you are not handicapped or a visitor.
2. Do not park in a Fire Lane.
3. Park only in **paved parking spaces**. Don't park on lawn or mud.
4. Observe the 20 mph speed limit on College Circle and the 15 mph speed limit near the resident halls.
5. Do not park in **No Parking Zones** or on the **diagonal hash marks**.
6. Placement of the decal shall be in the lower corner of the front or rear windows **(not on side windows)**.

If you need a parking decal contact Vickie Call at (207) 941-7725 or callv@husson.edu.

Student Code & Academic Integrity

- All visiting non-degree students are held to the same standards as all other Husson University students. It is important to familiarize yourself with the University's Student Code and Academic Integrity practices prior to taking a course on campus.
- Academic misconduct is dishonest or unethical academic behavior that includes, but is not limited to, misrepresenting mastery in an academic area (e.g., cheating), failing to properly credit information, research or ideas to their rightful originators or representing such information, research or ideas as your own (e.g., plagiarism).
- Students can be dismissed from classes if suspected of academic misconduct.

Your Safety



Husson University takes the safety of its students, staff and visitors very seriously. While on campus, please:

- Register your cell phone with the [University Alert System](#) to insure you receive all emergency alerts in a timely manner.
- Be aware of your surroundings at all times.
- Walk in groups when in dark and outlying areas.
- Do not hesitate to call 911 if you are in distress.

Important Contacts

- Vickie Call – ECAP Advisor, (207) 941-7725 or callv@husson.edu
- IT Helpdesk – (207) 973-1000
- Bookstore – (207) 941-7114
- Student ID's – (207) 941-7076
- Security – (207) 941-7911
- Registrar's office – (207) 941-7149

Congratulations!

You are embarking on a great opportunity. The goal of this orientation is to make you aware of your responsibilities as a Husson University student. It connects you with the resources you will need to stay safe and represent you, your high school, and the University with pride. If you have questions or concerns once you have reviewed this material, please contact me.

Vickie Call

callv@husson.edu

(207) 941-7725

