As an International Student Can I Take Online Courses?
Yes. But requirements vary between graduate and undergraduate students. Currently, every semester, graduate students have to take at least 6 credit hours and undergraduates have to take at least 9 credit hours of on-campus courses. The rest of the courses may be taken online. Please check with the Office of International Student Services at https://oiss.iusb.edu for eligibility and up-to-date information.

If I am a Student with a Disability, Can I Take an Online Course?
Yes. Contact the Office of Disability Support Services at (574) 520-4832; 520-4256 or visit them at the Fine Arts Bldg., Rooms 109-114 or go to https://www.iusb.edu/disability-support

Can I Use On-Campus Resources?
Yes. You may use on-campus resources such as the library, computer labs, writing center, tutorial services, etc.

How Can I Get Help?
- For technical and course management system support (Canvas), contact the IU South Bend Support Center at (574) 520-5555 or email helpdesk@iusb.edu or through online chat at http://ITHelpLive.iu.edu
- Get Canvas training materials at https://kb.iu.edu/d/bcll
- You can also contact the Center for Online Education by emailing DEiusb@iusb.edu

Contact Information
Email: DEiusb@iusb.edu
Website: online.iusb.edu or distance.iusb.edu

Center for Online Education
Indiana University South Bend
1700 Mishawaka Avenue
South Bend, Indiana 46634-7111

Dr. Marianne Castano Bishop
Director, Center for Online Education
Indiana University South Bend
Phone: (574) 520-4543

Prepared by the Center for Online Education in consultation with the COE Advisory Board’s Student Support Subcommittee
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DO I HAVE TO BE FORMALLY ADMITTED PRIOR TO TAKING A COURSE?

You have to be formally admitted to IU South Bend as either a degree-seeking or non-degree-seeking student. Admission information can be found at [https://www.iusb.edu/admissions/explore/index.php](https://www.iusb.edu/admissions/explore/index.php)

WHEN ARE ONLINE COURSES OFFERED?

Online courses are offered every semester, similar to on-campus courses, and have the same registration and withdrawal deadlines.

HOW DO I FIND ONLINE COURSES AND DEGREE PROGRAMS?

Go to the Registrar’s website - [https://www.iusb.edu/registrar/index.php](https://www.iusb.edu/registrar/index.php) - or check out the listing of online courses and degree programs at [https://www.iusb.edu/distance-learning/students/courses.php](https://www.iusb.edu/distance-learning/students/courses.php)

CAN I COMPLETE ALL THE COURSES REQUIRED FOR MY DEGREE ONLINE?

Depends on degree. Go to [https://online.iusb.edu/degrees.php](https://online.iusb.edu/degrees.php) for more information. However, you may take a combination of online and on-campus courses toward a regular degree program.

IS TUITION THE SAME AS A FACE-TO-FACE COURSE?

Currently, it is. But there are additional course fees for online and hybrid courses. Visit [https://www.iusb.edu/bursar/ tuition_and_fee_rates/](https://www.iusb.edu/bursar/tuition_and_fee_rates/)

HOW DO I REGISTER FOR AN ONLINE COURSE?

Register via One.IU.edu - [https://www.iusb.edu/registrar/register-for-classes/index.php](https://www.iusb.edu/registrar/register-for-classes/index.php) and more information can be found at [https://www.iusb.edu/orientation/register.php](https://www.iusb.edu/orientation/register.php)

HOW CAN I GET ADVISING HELP?

Visit [https://www.iusb.edu/orientation/register.php](https://www.iusb.edu/orientation/register.php)

HOW DO I DROP AN ONLINE COURSE?

The same procedures apply as a face-to-face course. Visit [https://www.iusb.edu/registrar/register-for-classes/index.php](https://www.iusb.edu/registrar/register-for-classes/index.php)

WHO TEACHES AN ONLINE COURSE?

Online courses are taught by IU South Bend faculty who also teach face-to-face courses.

WHAT IS IUOCC?

IU Online Class Connect courses are offered by various IU campuses. If you are enrolled at IUSB, you may take online courses at another IU campus without having to go through intercampus transfer. Before you register for an IUOCC course, please check with your academic adviser first.

WHAT ARE ONLINE COURSE REQUIREMENTS?

For Online All (fully online) courses, lectures, assignments, discussions, readings, videos, etc. are available to students online. The only time that students have to come to campus may be to take an exam. Exams are usually held at the Testing and Proctoring Center (DW 1205).

For Online Interactive courses you may have to:
- attend the first day of class on campus
- take exams on campus

For Hybrid/blended online courses, you may have to come to campus on certain days during the semester as well as do online activities.

For all types of online courses, you have to:
- meet the required course prerequisites
- purchase the required textbook
- be able to manage your time successfully
- know how to use the course management system (Canvas) to contact the instructor, check assignments, submit assignments by due date, read announcements, read and send messages, download lecture materials, and interact with your instructor and classmates using forums, wikis, chats, etc.
- know how to contact the instructor via email
- keep track of and submit assignments by the due dates and times
- watch lectures (videos, podcasts, etc.) regularly

To find out what you need to prepare for before taking an online course, please complete our Student Readiness Survey found at [https://online.iusb.edu/for-students/readiness-survey.php](https://online.iusb.edu/for-students/readiness-survey.php)