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# ONLINE STUDENT GUIDE

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2024-2025

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# Welcome



At Touro University, we offer many courses in a high-quality, engaging online format.

This online student guide is designed to help you succeed in your online courses. It contains questions you should ask before taking an online course to decide if you can effectively manage the independent work required to succeed in online education.

This guide also includes general administrative policies and procedures, and the benefits of being an online student.

There are also other resources available through the Canvas helpdesk which you can access through your Canvas course and the Touro online helpdesk which is now available Monday - Thursday: 8:30am EST - 5:30pm EST, Friday: 8:30am - 3:00pm EST, at [help.touro.edu](http://help.touro.edu) or 844-435-2161.

For any questions or concerns regarding your online course, or if you'd like more information about our courses please contact:

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Wishing you success in your online academic experience.

Dr. Marian Stoltz-Loike  
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## What is an Online Class?

Online courses at Touro do **not** require students to attend classes on campus; instruction and assignments are completed online.

Online courses may be synchronous or asynchronous.

**Synchronous** courses take place in Zoom (or other video conferencing systems) and require students to participate in learning activities at the same time.

**Asynchronous** courses do not have set times to meet and are more flexible; students can work at their own pace, but they must complete all learning activities before the end of each module. All of Touro's undergraduate online courses conducted through Touro University Online are asynchronous. A list of courses and course dates for each semester can be found on each school's website at <http://www.touro.edu/schools>.

## Student Eligibility

To take an online course, a student:

- may not have lower than a 3.0 ("B") average
- may not be on academic probation
- may not be enrolled in an Associate's degree program

Non-Touro students must apply as non-matriculated students to take online courses.



# Are You Ready for an Online Course?



## Minimum Technical Requirements

Each undergraduate student enrolled in an online course is required to have the following technical resources:

### Personal Computer (PC) with the following:

- Operating System: Windows 10 or later or Mac OS 10.14 or later
- Processor: Intel Core i5 or higher (7th generation or newer), AMD Ryzen 5 or higher or Apple M1 or higher
- Storage: 256 GB or more
- Memory (RAM): 8 GB or more
- Browser: Any current version of: Apple, Google Chrome, Microsoft Edge, Mozilla Firefox. Safari is not recommended.
- Internet Connection: Any High-Speed Internet Connection with at least 4Mbps/3.0Mbps (upload/download)

### General Requirements:

- Speakers or headphones: Many laptops have built-in speakers, but either headphones or external speakers (whether Bluetooth or wired) are recommended as those will typically provide a louder and clearer sound, which is important for videos, et al.
- Webcam: USB or built-in
- Microphone: USB or built-in

### Other Information:

- Word Processing software: Touro students can obtain a **free license to the complete Microsoft Office** installed suite (including Word) by registering with their University email at [Free Microsoft Office 365 for Schools & Students | Microsoft Education](#).
- Software applications. You may need to download and install free software applications and plug-ins for Zoom or other tools used by your professor. (Please note: if you are using anything besides your personal laptop or desktop, including a Touro laptop or desktop, you will need to ask an administrator/IT for administrator access to install applications and plug-ins.)

# Are You Ready for an Online Course?



## Is Online Learning for You?

**Do you work well in a less structured learning environment? Are you comfortable with an instructor not being in a classroom with you?**

Consider **how you learn best**. If you learn by listening to lectures AND participating in live classroom discussions, online courses may present a greater challenge for you.

## Are you self-motivated and self-disciplined?

You will need a quiet environment to do your work and have the **self-discipline** to avoid the many distractions at home. Online courses require a **significant time investment**. **Online courses require about 6 - 9 hours per week** for a 3-credit course to complete all learning activities.

**Do you have the computer skills necessary to comfortably navigate an online classroom?** (See requirements in the technology section above.)

To be successful in an online course, you must be **comfortable using technology**. This means so much more than being able to navigate the Internet – you should have good word processing skills, be able to upload, download, and save files, as well as be able to send and receive emails. At Touro, students have access to Office 365. You can download the Office Suite applications (Word, PowerPoint, Excel) on up to five devices for FREE. Check out the TouroOne portal for more information.

**Are you adept at communicating your thoughts and ideas in an online setting?**

Online courses require students to **participate** in asynchronous discussions and share their knowledge and input with other students. Assignments will be text-based and also use multi-media material.





# Getting Started

## Registration

- You can register online for your online course(s) as you would for the classroom courses you are taking within your division at Touro.
- Use the course code listed in the course offerings online.

## Canvas

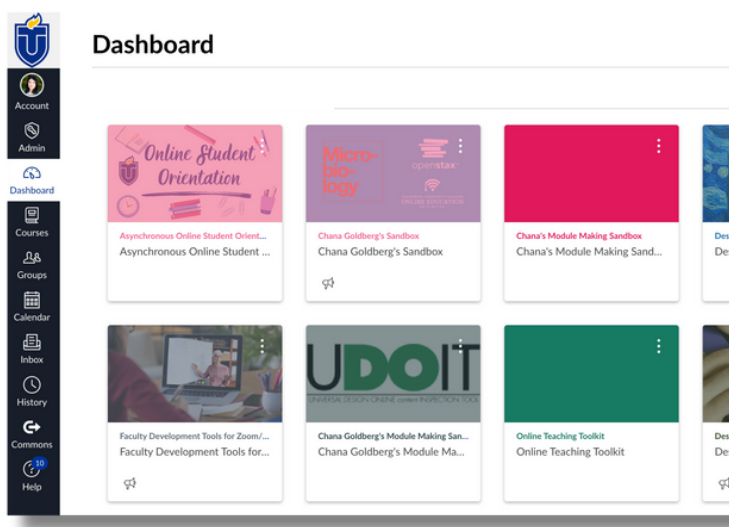
All courses are administered through Canvas, Touro University's Learning Management

System (LMS). Canvas can be accessed through the [TouroOne Portal](#).

Your Canvas account will automatically link to your registered courses. Once you are registered, your **first step** is to view your courses by logging into Canvas and selecting your courses from your Canvas Dashboard.

Take steps to familiarize yourself with Canvas before the beginning of the semester so that you can have your questions about using Canvas answered before your course begins. You can access help directly from Canvas by clicking the Help Icon in Canvas, as well as reviewing the [Canvas student guides](#). This website outlines every aspect of a Canvas course. It explains general skills and course navigation.

Students who are new to Canvas are encouraged to complete the [Touro Orientation to Online Learning](#).



The Touro Canvas Dashboard



The Touro Course Home Page in Canvas

# Course Information



## Course Work and Learning Activities

Students are expected to **complete the work by the dates specified in the course schedule**. You can find your instructor's policy regarding late submissions in the course syllabus. Asynchronous online courses have software in place to ensure academic integrity, students should be prepared to use these programs which may include Turnitin, Honorlock, etc.

**Please note:** professional dress is required anytime there is a video conferencing component for an asynchronous online course - for example, Zoom office hours or an exam that involves webcam usage.

## Exams

In addition to weekly learning activities, online courses often include a midterm and a final exam. Students are informed about exam dates and times in the course syllabus or announcements section of the course before the start of the semester. Exams must be taken on the scheduled date and time.

## Midterm Exams

Midterms are scheduled by faculty members and may be administered via an online proctoring company. Faculty members will inform students regarding the midterm in their course syllabus or via the announcements section of the course.

## Final Exams

Final exams are administered online through an online proctoring service and require the use of a desktop or a laptop along with either an integrated or external microphone and webcam. The cost for final exams are included with registration fees for each online course. More information about online testing can be found in the Canvas course once you are registered.

Final exam dates are announced at the start of your semester. If there are extenuating circumstances that conflict with the date your exam is scheduled, students are advised to reach out to the professor as early as possible. These requests will be reviewed on a case by case basis.







# Tips for Being a Successful Online Learner

## Learning Responsibilities

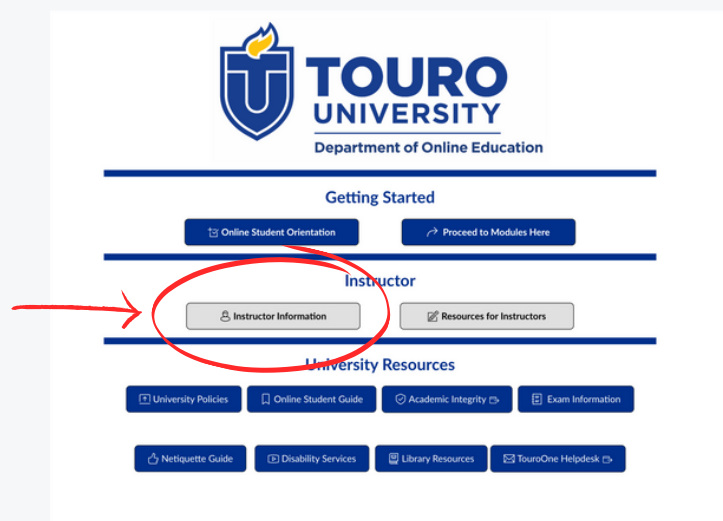
The faculty, staff, and administration of Touro University strive to provide a positive, enriching academic environment for each student. It is the student's responsibility to:

- Read the course syllabus and any other documents related to the course and be aware of any and all instructor policies.
- Meet course schedules and deadlines.
- Submit all learning activities through Canvas.
- Ask questions. If you don't understand the instructions, assignments or learning materials, it is your responsibility to ask for help.

## Faculty Information

An Instructor Information page is included on the Home Page of every Canvas course. There, you will find the instructor's contact information, a summary of their professional background, and information about their virtual office hours. If you have course questions, contact your instructor in a timely manner. All emails must be sent using a Touro student email address. Student emails can be accessed through the TouroOne Portal at <https://touroone.touro.edu/>.

During the work week, instructors are expected to respond to emails within 24 hours and within 48 hours on weekends and holidays.



Locating Instructor Information from course home page

# Resources and Support



## Library Services

Touro Libraries has 13 NYC locations to serve our various campuses, but most resources and services are available online from any computer. This includes over 120 general and subject-specific databases providing access to newspaper, magazine, and academic journal articles, plus over 300,000 ebooks and several collections of streaming educational video. Access is available by setting up an off-campus username and password on the library website, [www.tourolib.org](http://www.tourolib.org).

For those interested in learning more about research best practices, a free Library Research 101 tutorial is available through Canvas, as well as a 2.0 credit course, GLL 105 Introduction to Information Literacy & Research Skills. For quick help, the library has a collection of short video tutorials. Librarians are also available to provide personal help via chat, email, or phone.



## Technical Support

As with any network or software, you may, at some point, have a technical problem when using Canvas. For any questions regarding Canvas, contact the Student Canvas Helpline at **1-833-255-9715**.

You can visit the Touro Help Center at <https://help.touro.edu>. The website has a Canvas FAQ section for students. You can go to this site for help with Canvas, the Portal, email or general information (such as registration, academic calendars, or to report outages or critical technical issues). If you are unable to find what you need, you can also use the website to ask for one-on-one technical support. Or for assistance, you can reach them by phone at **1- 844-435-2161**. Representatives are available from 8 AM to 1 AM .

# Selected University Policies



## Statement on Academic Integrity

Touro University is a community of scholars and learners committed to maintaining the highest standards of personal integrity in all aspects of our professional and academic lives. Because intellectual integrity is a hallmark of ethical, scholarly, and scientific inquiry as well as a core value of the Jewish tradition, students and faculty are expected to share a mutual respect for teaching, learning and the development of knowledge. They are expected to adhere to the highest standards of honesty, fairness, and professional conduct in their academic work and respect for all community members.

Academic dishonesty undermines our shared intellectual culture and our ability to trust one another. Faculty and administration bear a major responsibility for promoting a climate of integrity, both in the clarity with which they state their expectations and in the vigilance with which they monitor students. Students must avoid all acts of dishonesty, including, but not limited to, cheating on examinations, fabricating, tampering, lying, plagiarizing, and utilizing AI tools without acknowledgment of such, as well as facilitating or tolerating the dishonesty of others. Academic dishonesty lowers scholastic quality and defrauds those who will eventually depend on the knowledge and integrity of our graduates. Furthermore, it misrepresents student efforts and mastery of course material both absolutely, and relative to others in their courses.

Touro University views violations of academic integrity with the utmost gravity. Such violations will lead to appropriate sanctions, up to and including expulsion from the university community. We commit ourselves to the shared vision of academic excellence that can only flourish in a climate of integrity.

**To view the complete Academic Integrity Statement, see “University Policies” in your Canvas course.**





# Selected University Policies

## Student Identity Verification Procedures

In compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) of 2008, Public Law 110-315, concerning the verification of student identity in distance learning, Touro University has established and will periodically evaluate its process to confirm that a person who is enrolling in the University is the person who is completing the enrollment form, that a student taking an examination is the student who registered to take the examination, and that the student who is registered for an online course is the same student who participates in, completes, and receives credit for the course. To authenticate identities, Touro University will use one or more of the following methods for verification:

- A secure login with username and password
- Proctored examinations (on-site or at a distance)
- New or emerging technologies and practices that are effective in verifying student identification
- Comparison of student work with previously assigned work or plagiarism databases

For the complete Policy regarding Student Identity Verification, please see the University Policies section of your Canvas course.

## Students With Disabilities

Reasonable accommodations are provided to eligible students with documented disabilities. Students with documented disabilities must contact the Office for Disability Services in order to avail themselves of such services. For more information, please contact:

Dr. Joel Dickstein  
Director of Disabilities Services  
1602 Avenue J Room 405  
718-252-7800 ext. 59273  
joel.dickstein@touro.edu

## Netiquette

[Online Education 7 Rules of Netiquette](#)

## Other Undergraduate Policies and Details

[Undergraduate Student Handbook](#)  
[NYSCAS Catalog](#)