



Welcome to  
Clafin University  
Online Education

# Orientation for Online Students

We are glad that you are attending Claflin University. The purpose of this orientation slide presentation is to help you successfully begin your online academic journey with CU. We want to assist you by providing information about the processes and services offered to CU online students.

# Program Coordinator of Academic Success Coaching Dr. S. Cole-Morton

Welcome to CU Online!!! Your online learning experience is very important to the Online faculty and staff. We are dedicated to assisting you with online learning and earning your degree. I'm available as your personal coach to assist you with pursuing your education, personal, and professional goals. I look forward to helping meet your needs, answering your questions, and addressing any concerns. Please contact me:

803.535.5582 or [gcole-morton@claflin.edu](mailto:gcole-morton@claflin.edu)

# Orientation Overview

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# Financial Aid Office

## Financial Aid Checklist

### Complete the Free Application for Federal Student Aid (FAFSA)

- Get started on filing your FAFSA by requesting a Personal Identification Number ([www.pin.ed.gov](http://www.pin.ed.gov)). Completing the FAFSA ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) as soon as possible to maximize your eligibility for state and federal financial aid. Be sure to list Claflin's school code, 003424, on the FAFSA. The FAFSA form is the only financial aid application that Claflin requires. A FAFSA must be completed every year that a student is in college.

### What are the different types of financial aid?

- By completing the FAFSA, you are applying for all Federal Title IV programs including the Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Work Study, Federal Perkins Loan, Federal Stafford Loans (Subsidized and Unsubsidized) and Federal Parent Plus Loan. It may be offered separately or in combination.

### Is there a deadline for applying?

- We recommend that your application be submitted no later than the priority deadlines set, which are April 15th for the fall semester, October 15th for the spring semester and March 15th for summer session. It is important that you complete the financial aid application process early so that your award will be in place prior to registration deadlines and to avoid processing delays.

## Follow-up with any necessary paperwork and forms

- All students who file a FAFSA are selected at random by the federal government for review in a process called verification. If you are selected for verification, you will be notified by the federal processors by email and then by Claflin's Office of Financial Aid with a letter. Be sure to turn in all of the requested documents so that the financial aid process can be complete.

## Let us know about any special circumstances you and your family may face

- If you and your family experience any unusual circumstances that will have an impact on your finances such as divorce, death of a parent or loss of employment, please let us know. Contact our office for more information about these circumstances.

## Check out your financial aid package

- Once your financial aid package is complete, you will receive an email with your tentative financial aid award letter attached. At that time, you will be able to accept or decline each of the financial aid options available to you and seek out other loan options, as well.

## Need help? Contact us

- The Office of Financial Aid is always willing to assist with any questions that you may have about affording a Claflin education. We can be reached Monday-Friday from 8 a.m.-5 p.m. at (803) 535-5334 or during extended hours on Tuesdays and Thursdays from 8 a.m.-7 p.m. You can also e-mail us at [financialaid@claflin.edu](mailto:financialaid@claflin.edu)

# Veterans' Assistance

The goal of the Office of Veterans Affairs at Claflin University is to assist veterans in pursuing their educational, vocational or professional objectives. The Office Student Financial Aid serves as a liaison between enrolled veterans, dependents of veteran students and the U.S. Department of Veterans Affairs. Our goal is to better serve our veterans and to offer availability, accuracy, and excellent service in relation to veteran educational benefits, certifying enrollments for the Department of Veterans Affairs, and monitoring students' degree plans and academic progress.

## **Continuing Students:**

1. If necessary update any change in chapter status via the Department of Veterans Affairs website: Students under Chapters 30, 31, 32, 33, 1606, & 1607 fill out Form 22-1995. Students under Chapter 35 fill out Form 22-5495.

2. Complete Claflin University VA Certification Enrollment Form. All Veterans and Dependent students must verify their enrollment each semester.

3. Submit the above document to the following:

Claflin University Office of Student Financial Aid/Veterans Affairs Coordinator:

400 Magnolia Street/Corson Hall Suite 143

Orangeburg, South Carolina 29115

# Course Registration-Academic Advisor

Your assigned academic advisor will help you select and register for semester courses. By this time, you should have your letter of acceptance identifying your academic advisor's name and contact information. Please contact your School:

CPCS Students contact (803) 535-5573

MBA Students contact (803) 535-5200

M.Ed. Students contact (803) 535-5436

# Student ID Number, PIN, and E-mail

You should have received a letter of enrollment with your ID Number, PIN, and email address. You will use your MyClaflin ID and PIN to view your grades, unofficial transcript, schedule of classes, and register for courses. To access your online courses through Moodle you will use your Claflin email as your username.

(Keep your ID Number and Pin private)



# For assistance with your E-mail, PIN, or Student ID number, contact:

E-mail assistance contact (803) 535-5441

PIN assistance contact (803)535-5314

Student ID Number assistance contact your School of Admission:

CPCS Students contact (803) 535-5573

MBA Students contact (803) 535-5200

M.Ed. Students contact (803) 535-5436

# Student Account Services

## Tuition and Fees

Among the private universities in the state of South Carolina, Claflin is one of the most economical to attend. All fees are due and payable at registration. Payment must be made in cash, by money order, or by cashier's check (in U.S. currency only). Personal checks are not accepted.

## Services Offered

- Tuition and fees
- Financial Account Balance
- Payment Plans
- Refund
- Book Coupons

For assistance or questions, please contact:

803.535.5415

or [fiscalaffairs@claflin.edu](mailto:fiscalaffairs@claflin.edu)

# MOODLE LMS

## What is Moodle?

Moodle is the learning management system used for Claflin University online education

## How to access Moodle?

1. Go to [www.claflin.edu](http://www.claflin.edu)
2. Click on Current Student Tab
3. Click on Moodle
4. Enter your user name. Your username is your complete Claflin e-mail address, including@ claflin.edu
5. Enter your password. Password is the first initial of your first name, the first initial of your last name, \* (an asterisk), and your student ID Number.

# CU Academic Catalog

Please take time to become familiar with the CU academic catalog which can be found on the Clafin University website. The catalog presents:

- current academic policies and procedures
- degrees offered
- course descriptions
- information relevant to undergraduate programs at Clafin University

# University Bookstore

## Instructions to order course books

To order using your book coupons, call the bookstore:

1. Dial 803.535.5269
2. Provide Student ID Number
3. Identify Course Name including the Course prefix, course number, and section number. For example: English Composition I (course name)  
**ENG**<sub>(prefix)</sub> **101**<sub>(number)</sub> **51**<sub>(section)</sub>

To order using a major credit card, use the internet:

1. Go to [claflin.bn.college](http://claflin.bn.college)
2. Click Textbooks
3. Select Find Textbooks
4. Select correct term
5. Enter course prefix, course number, & course section
6. Click find materials

# Accessing Library Services

Steps to access Claflin's H. V. Manning Library Resources from off campus

1. Go to the H. V. Manning Library's webpage on your web browser. The link to our webpage is <http://www.claflin.edu/future-students/library/library>
2. On the left side of this webpage, there is a "Chat with the Librarian" feature that you can use any time, 24/7. If you have any questions and Claflin Librarians are not available, reference this link!
3. If you need to look for an academic article, newspaper article or other online references, click on the Electronic Resources link on the left side of the page.
4. Your page should look like this:
5. If you need to find a journal article, we recommend searching either EBSCO Host databases or JSTOR (the arrows lead to the icon you need to click to reach that database).
6. When you click on either of these database icons when you are not on Claflin's campus, there will be a yellow pop up window (you will have to be in a web browser that has pop-ups enabled) that looks like this:
7. This window lets you verify that you are a Claflin Student. In the Claflin Username, enter your Claflin email but leave off the "@claflin.edu" Example: If my Claflin email is [tperson@claflin.edu](mailto:tperson@claflin.edu), I would enter **tperson** in the box for Username.
8. For Password, enter the same Password that you use to log into your Claflin Email. If that password has changed or expired, you need to speak to our IT Department. Their phone number is 803-535-5767.
9. If you have not used these databases before or need a refresher, feel free to call either Ms. Morgan Montgomery (803-535-5316) or Mr. Chess Schmidt (803-535-5318) and we would be happy to help walk you through using the databases

# Additional Student Services

## **Writing Center**

[cankelly@claflin.edu](mailto:cankelly@claflin.edu)

803.535.5422

## **Office of Career Development**

[mpryor@claflin.edu](mailto:mpryor@claflin.edu)

803.535.5335

## **Leadership Development Office**

[rratliff@claflin.edu](mailto:rratliff@claflin.edu)

803.535.5400

803.535.5498

## **Counseling/ADA Office**

[sjarvis@claflin.edu](mailto:sjarvis@claflin.edu)

803.535.5285

# Online Staff

<b>ONLINE EDUCATION</b>	Ms. Elizabeth Mahaffey, Director for Online Education
▪ <b>All Online Classes</b>	<a href="mailto:emahaffey@claflin.edu">emahaffey@claflin.edu</a> (803)535-5269
	Ms. Faith Spells, Enrollment Counselor for Online Education
	<a href="mailto:fspells@claflin.edu">fspells@claflin.edu</a> (803) 535-5108



## Student Important Contact Information

FINANCIAL AID	Mr. Nigel Smith, Financial Aid Representative - Corson Hall , 156 <a href="mailto:nismith@claflin.edu">nismith@claflin.edu</a> (803) 535-5813 Fx: (803) 535-5383
MYCLAFLIN PERSONAL ID NO. (PIN)	Mr. Robert L. Steedley, Technical Specialist Enrollment Office, Tingley Hall, 1-S1 <a href="mailto:rstedley@claflin.edu">rstedley@claflin.edu</a> (803) 535-5314 Fx: (803) 535-5387
EMAIL ADDRESS	Ms. Shanelle Myke, Information Technology Specialist I Information Technology, James S. Thomas Building, 128 <a href="mailto:smyke@claflin.edu">smyke@claflin.edu</a> (803) 535-5441 Fx: (803) 535-5435
ID CARDS	Mrs. Konist Davis-Johnson, Coordinator, Academic Student Activities Student Development & Services, Campus Center , GAME <a href="mailto:kjohnson@claflin.edu">kjohnson@claflin.edu</a> (803) 535-5591 Fx: (803) 535-5618
CASHIER PARKING DECAL; BOOK COUPONS	Ms. Tinesa Robinson, Fiscal Specialist 1- Tingley Hall , 205-A <a href="mailto:tirobinson@claflin.edu">tirobinson@claflin.edu</a> (803) 535-5602 Fx: (803) 531-2860
BOOKSTORE	Mr. Joshua Griffin, Bookstore Manager - Laymen Hall, 100 <a href="mailto:bookstore@claflin.edu">bookstore@claflin.edu</a> (803) 535-5269
STUDENT ACCOUNTS	Mrs. Harmon, Hattie J., Accounts Receivable Manager Accounting, Tingley Hall , 2-S3 <a href="mailto:hharmon@claflin.edu">hharmon@claflin.edu</a> (803) 535-5415 Fx: (803) 531-2860
ONLINE LEARNING ▪ All Online Classes Visitors Center	Ms. Elizabeth Mahaffey, Director for Online Education <a href="mailto:emahaffey@claflin.edu">emahaffey@claflin.edu</a> (803) 535-5269 Fx. (803) 535-5576 Ms. Faith Spells, Enrollment Counselor for Online Education <a href="mailto:fspells@claflin.edu">fspells@claflin.edu</a> (803) 535-5108 Fx. (803) 535-5576
MOODLE'S LEARNING MANAGEMENT SYSTEM	Support Email: <a href="mailto:support@learninghouse.com">support@learninghouse.com</a> 24/7 Hotline: 1-800-985-9781 *24/7 Technical Support
HV MANNING LIBRARY	Mrs. Marilyn Gibbs-Drayton, Library Director <a href="mailto:mgibbs@claflin.edu">mgibbs@claflin.edu</a> (803) 535-5308 Fx: (803) 535-5091 Ms. Morgan M. Montgomery, Reference Librarian <a href="mailto:momontgomery@claflin.edu">momontgomery@claflin.edu</a> (803) 535-5306 Fx: (803) 535-5091
SCHOLARSHIPS	Dr. Roosevelt Ratliff, Jr., Assistant VP/Academic Affairs <a href="mailto:rratliff@claflin.edu">rratliff@claflin.edu</a> 803.535-5400 Fx: 535-5359
CAMPUS SECURITY	High Rise Hall , OR-1 <a href="mailto:spearson@claflin.edu">spearson@claflin.edu</a> (803) 535-5444 Fx: (803) 535-5329

# Contact

If you have any questions after viewing this presentation, please contact:

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Coaching

Phone: 803.535.5582

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