California Intercontinental University
New Student Orientation
Introduction

Welcome to the CALUNIVERSITY Community!

Our curriculum is a challenge calling upon you to think independently, discover sources of knowledge, and broaden your perspectives. Although such a challenge seems daunting, CALUNIVERSITY faculty, staff, and advisors, are here to help you meet the challenge. Yet such a challenge begins with the passions and curiosity within you. Your passions, interests, curiosity, and character is what will carry you through an arduous and rewarding educational experience.

Such an experience begins with the first step—becoming familiar with the online virtual environment at California Intercontinental University. This presentation is meant to guide you through the tools that will help you achieve your educational goals.
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CALUNIVERSITY History

California Intercontinental University was established in 1996, driven by the mission of making a quality education available to anyone, anywhere. California Intercontinental University is committed to providing our students a challenging but supportive academic environment using technology to enable innovative teaching methods.

California Intercontinental University’s programs are accredited by the Accrediting Commission of the Distance Education and Training Council (DETC).

The Accrediting Commission of DETC is listed by the U.S. Department of Education as a nationally recognized accrediting agency and it is also a recognized member of the Council for Higher Education Accreditation (CHEA).
You will interact primarily with **two** systems - *MyPortal* and *LearnCenter*.

The CALUNIVERSITY MyPortal link ([https://myportal.caluniversity.edu](https://myportal.caluniversity.edu))

- The MyPortal is your administrative headquarters.
- You have your own unique username and password to access details of your account including:
  - Course Schedule
  - Course Payments
  - Grades
  - Course History
  - Profile
  - Administrative Forms
The LearnCenter is the course delivery system and the academic center for students.

For your convenience, access to the LearnCenter is available through a link on the MyPortal. Clicking on ‘Go to LearnCenter’ at the upper right hand corner of the MyPortal will take you to the Learn Center.

Within the LearnCenter you will find links such as:

- My Courses – Course resources (syllabi, study guides and assignments)
- Student Resource Center – CALUNIVERSITY Community Forums
- CALUNIVERSITY Online Library – LIRN
- Technical Support
Since your class access is not available until the first day of class, you may use the demo account to log in and explore the LearnCenter.

URL:  
https://myclasses.caluniversity.edu/

Username:  
LCdemouser

Password:  
Calu123# (case sensitive)
Course Schedule and Attendance

- CALUNIVERSITY courses are intended to be enriching and rigorous. All candidates should be prepared to devote at least 15-20 hours a week towards their coursework.

- Once enrolled your course schedule will be emailed to you by the Registrar detailing the courses you will take in your program from start to finish.

- You will be able to access the Student Portal prior to your start date however access to the Learn Center is granted only on the first day of class.

- Class attendance is required every week. To satisfy attendance you are required to log into your course room. Students will be dropped from class after 3 consecutive weeks of not logging into class (21 days).

- Students may only add or drop courses during the add/drop period within the first week of the term.

- Automatic registration is provided for students and occurs on the 3rd & 4th week of every term.
Course Schedule and Attendance

• A student can submit a request for a Leave of Absence (LOA) under extenuating circumstance such as an illness, death in the family, etc. If approved, a leave is good for one term (six weeks). New students are not eligible for the first 3 terms.

• Official transcripts must be submitted directly from the issuing institution within 60 days from start of program.
Student Resources - Writing Center

Within the Student Resources menu under Student Success Services you will find that CALUNIVERSITY offers a Writing Center and Support Services guiding you to become a better writer, help when you are stuck in a class, and improve academic performance.

The center provides the following services:
- Essay, thesis, and dissertation review
- Editing services teaching you how to improve a paper
- Helping you learn the library
- Teaching you the difference between scholarly and other kinds of literature
- Grapple with the demands of APA formatting
- Help with statistics and the presentation of technical data
- Learn tips and tricks for Microsoft Word and Libreoffice

Feel free to drop into the writing center or email steven.hess@caluniversity.edu and ask for help. No matter the problem or question, the faculty at the center will help you find the answers you need.
CCA (Comprehensive Competency Assessment) Exams

**Bachelor students** are required to take and pass one Comprehensive Competency Assessment (CCA) Exam after successfully completing the Required, Core, and Elective Courses. The CCA exam consists of 45 multiple choice questions (proctored) and timed for 2 hours.

**Masters students** are required to take and pass two Comprehensive Competency Assessment (CCA) Exams. The first CCA Exam (CCA1) will cover materials in the Required Courses. The second CCA Exam (CCA2) will cover materials in the Emphasis or Elective Courses. Students must successfully pass all Required Courses prior to taking the CCA1 and all Emphasis or Elective Courses prior to taking the CCA2.

- CCA 1 - 35 multiple choice questions (proctored) and timed for 2 hours and 3 essays (untimed/no proctor).

- CCA 2 – 25 multiple choice questions (proctored) and timed for 1 hour and 3 essays (untimed/no proctor).
Doctorate students are required to take and pass two Comprehensive Competency Assessment (CCA) Exams. The first CCA Exam (CCA1) will cover materials in the Required Courses. The second CCA Exam (CCA2) will cover materials in the Emphasis or Elective Courses. Students must successfully pass all Required Courses prior to taking the CCA1 and all Emphasis or Elective Courses prior to taking the CCA2.

• CCA 1 - 45 multiple choice questions (proctored) and timed for 2 hours and 3 essays (untimed/no proctor).

• CCA 2 – 25 multiple choice questions (proctored) and timed for 1 hour and 3 essays (untimed/no proctor).
Study Tips – CCA Exams

**Students** should keep notes and materials, such as Study Guides, finals exams, etc from each course taken to help prepare her/him for the exam.

Should the student fail the exam, additional tutoring may be provided by a faculty member. Students will be allowed 5 attempts to retake the exam within the term.

If a student fails to take the exam during the term in which they are registered, the student will be assigned a failing grade. This failing grade will stay on the student’s record and they must reschedule his/her exam the next following term.

Please note that Master and Doctorate students may not be able to continue to the Capstone until they have successfully passed the Exams. No degree will be awarded without successful completion of the required CCA examinations.
E-Books

• All CALUNIVERSITY courses use eBooks which are included in the cost of tuition. You are welcome to purchase a hard copy version of your textbooks on your own.

• eBooks are accessible through the LearnCenter and embedded in every course. You may also view the eBook on the CourseSmart website at: http://www.coursesmart.com

• Instructions to access your eBooks are available in your course room, in the Student Resource Center, by contacting your Student Advisor or you can access it here: http://www.caluniversity.edu/pdf/Ebook_Instructions.pdf

• You may read the e-books online using Google Chrome, Internet Explorer 7.0+, Firefox 3.5+, Safari 3.0+, and.

• Reading offline is supported within Firefox 19+, Google Chrome 19.0+ and Safari 5.1+. (Please review technical requirements with CourseSmart.com for any changes)
Suggested Hardware and Software

- **Suggested Operating Systems**
  - Apple OS/X: OS/X 10.4 or later.

- **Preferred Web Browser**
  - [Google Chrome] & Safari 3.0+

- **Other Supported Browsers**
  - [Internet Explorer 7.0+] & Firefox 3.5+

- **Additional Required Software**
  - [Adobe Acrobat]
  - [Adobe Flash Player]
  - [Microsoft Office] or [LibreOffice]

- **Suggested Additional Hardware and Tools**
  - DSL, cable, or similar broadband internet connection
  - Webcam with integrated microphone
  - Reliable personal email account hosted by your ISP, Google, or other service.
Military Benefits

In order to properly process your military benefits, please review the following information.

For Students Using VA Education Benefits

California Intercontinental University is required to have copies of VA documents in the student file:

VA Form 22-1990 - Form used to apply for VA education benefits.

VA Certificate of Eligibility - This is sent to you after approving your VA Form 22-1990.

VA Form 22-1995 - Filed when the college or your program of study is changed.

Before starting your first course, California Intercontinental University requires either your VA Form 22-1990 or the VA Certificate of Eligibility. California Intercontinental University is required to enter a school certification into VA Once at the start of each term of your enrollment. The VA periodically reviews attendance. Login records are the equivalent of attendance for an online school.
For Students Using Military Tuition Assistance

Military services require students to apply for military TA **before** each term start date. TA eligibility and benefits are determined by each military service. Email copies of TA approvals to the school each term. Our admission representatives and our Military Education Manager can assist you with the TA application process.

Under some circumstances, your military service may **recoup funds** paid on your behalf for courses that are not completed successfully. If you are unable to complete a course on schedule, communicate immediately with your instructor and your Student Advisor.
CALUNIVERSITY Mobile

- As a university in today’s digital age, California Intercontinental University understands the importance of staying connected.

- Your coursework is available online, and readily accessible through a computer connected to the internet, whether a PC or a Mac.

- Your ebooks are powered by the CourseSmart platform which can be accessed by:
Tuition and Fees

If you have any questions regarding your tuition and fees, please feel free to contact us:

Student Accounts Department
1470 Valley Vista Drive, #150
Diamond Bar, CA 91765

(909) 718-7043
(M-F 8:00 am – 5:00 pm)
accounts@caluniversity.edu

For your convenience, you can make payments through MyPortal:

1. Click on My Finances on the sidebar.
2. Click on Account Information to view your charges.
3. Click on Make a Payment and follow the instructions.
# Contacts

We are here to support you!

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<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
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