

## SU Extension Department Online Course Group Policy

Occasionally Summit University receives requests from groups of people who would like to take an online course offered through our Extension Department together, as opposed to individually. This may especially be the case for groups in other countries where the majority of the members do not speak English fluently (the only language in which our online courses are currently offered) or several members of the group do not have a computer. This is possible and very easy to do by following the steps below.

### Steps for Taking and Completing a Course as a Group

1. Select a facilitator for your group. This person will be responsible for:
  - a. Collecting group member information and money and registering the group through TSL Customer Service,
  - b. Accessing the online course content and sharing it with the group,
  - c. Organizing the translation of worksheets (if necessary) and
  - d. Communicating with the course instructor on behalf of the group if questions come up.
2. The group facilitator needs to sign and submit the Group Facilitator Agreement to the SU Registrar ([registrar@summituniversity.org](mailto:registrar@summituniversity.org)).
3. Work with your facilitator to register and pay for the course as a group using the Group Registration Form. Submit this form to the SU Registrar ([registrar@summituniversity.org](mailto:registrar@summituniversity.org)) who will then provide instructions on how to pay.
  - a. Group Course Fee: \$25 per person
4. Once your group has registered and the group members have paid for the course, your facilitator will be provided with a group course user account that anyone in the group can use to access course material.
5. Begin moving through the course together. You will have one year to complete the course as a group.

### Ideas for Group Study

Each course is 6-7 units long and each unit can be completed in approximately 2-4 hours. If a group chose to meet once a month for about two hours at a time to study the material, they would be able to complete the course easily within the one-year group enrollment period.

Here are a few ideas for ways to study the material together in a group setting:

- Listen to the lecture excerpts together and then discuss the Forum Discussion questions as a group.
- Practice the suggested spiritual exercises and meditations together.
- Assign readings or lecture excerpts as homework, or work through all of the online material together.
- Where applicable, try putting the spiritual techniques that you learn into practice in between meetings and then share success stories and learning experiences with the group in subsequent meetings.

## Frequently Asked Questions

1. **Why does everyone who participates in the group have to pay \$25 if the group is only given one online course username/password combination?**

An SU online course is similar to an SU seminar. It is designed to be a transformative learning experience that each individual in the group is purchasing. Like a book group where each individual would be asked to purchase the books being read, we are asking each participant to pay a fee, which will grant them access to the course content and the SU experience.

2. **Can someone join the group part way through the course?**

Yes! Individuals are welcome to join the group at a later point, however it is up to the group facilitator to help these individuals catch up on the course work that they missed. This can be done simply by sharing the group username/password with the new group member so that he or she can access the previously covered online material. Students joining the group should work with the group facilitator to register and pay for the course through SU Registrar using a new copy of the Group Registration Form.

3. **If I drop out part way through the course, can I get my money back?**

No. The \$25 fee is a non-refundable purchase.

4. **What if I can't complete the course with the group? Can I get an individual extension?**

No, you cannot receive an individual extension under any circumstance. Each group will be given one year to complete their course. If you are unable to complete the course with your group, we suggest that you work with your group facilitator to see if there is a way that you can complete the course in your own time before the one-year access period ends. You could also purchase the online course yourself as an individual at a later date and receive access to the online course for six months. (Online extension courses for individuals typically cost \$49.95 per six-month enrollment period. See the Summit University website for details.)