Keiser University Survival Guide

Your Guide to Blackboard (Bb), the Keiser University Library, and other helpful Keiser information.

CAMPUS FRONT DESK PHONE NUMBERS

Contact your campus with any questions you may have.

The campus front desk can direct you to the correct department:

Clearwater Keiser University (727)576-6500

Daytona Beach Keiser University (386)274-5060

E-campus Keiser University (954)351-4035

Flagship Residential Campus (561)478-5500

Ft. Lauderdale Keiser University (954)351-4035

Ft. Myers Keiser University (239)277-1336

Graduate School Keiser University (954)351-4035

Jacksonville Keiser University (904)296-3440

Lakeland Keiser University (863)682-6020

Melbourne Keiser University (321)409-4800

Miami Keiser University (305)596-2226

New Port Richey Keiser University (727)847-6855

Orlando Keiser University (407)273-5800

Pembroke Pines Keiser University (954)431-4300

Port St. Lucie Keiser University (772)398-9990

San Marcos Keiser University (505)2535-2314

Sarasota Keiser University (941)907-3900

Tallahassee Keiser University (850)906-9494

Tampa Keiser University (813)885-4900

West Palm Beach (561)471-6000

BLACKBOARD (Bb)

LOGGING INTO CLASS

Your class officially begins on a Monday. You should first attend class, whether in person or online, on Monday.

LOGGING IN   Go to: keiseruniversity.blackboard.com   (Do NOT include www.)

Your **USERNAME** is your full Keiser university email, i.e.: k.scholar20@student.keiseruniversity.edu.
Your **PASSWORD** is your student ID number.
To access the demo course, use **kudemo** as both the username and password.
If you are unable to log into your class, please contact The Blackboard Help Desk at 1-855-412-3717 or contact your online liaison(s).

HELPDESK

Call the toll free number 1-855-412-3717 for computer assistance with accessing your Blackboard course.

Click on the Help Desk ICON on the top left side of your online course to reach the Blackboard Support Help Desk 24/7. Click on the Request Support Link to bring up a new window which will allow you to either Submit a Ticket or chat with a live support technician (also available in Spanish). Or go directly to this URL: http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8554.

ACADEMIC HELP

If you are having academic issues please contact your professor. You can also reach The Online Deans at onlinedean@keiseruniversity.edu.

BLACKBOARD ORIENTATION- HELP- LIVE SESSIONS

If you are online, you are enrolled in an Orientation Course. Within your "Orientation Course", you have access to live sessions, run by top fulltime faculty members. There are nightly live Blackboard Collaborate sessions from 7pm to approximately 9pm from Thursday before your class begins through Thursday of Week 1. You can go in and ask questions about the flow of your online class along with any navigation questions you may have.

Log into Blackboard as yourself, go to My Courses, and select the Orientation Course. The live sessions are located under the Keiser Live area on the left hand side of the orientation course.

BROWSER

Different elements work better in different browsers. It is recommended that you have multiple browsers available. Download a few browsers and if anything doesn't work, try an alternate browser. Also, make sure you have the most recent version of Adobe Flash downloaded.

FIRST THINGS TO DO WHEN YOU ENTER YOUR COURSE

The pretest, certification, and introduction should be completed first. These items are usually located under Start Here or Week 1. We ask that you complete these items on Monday.

THERE'S AN APP FOR THAT!

Blackboard has a free app available through Google Play or the iTunes store.

TROUBLE WITH INTERNET ACCESS?

With classes moving this quickly, it is imperative that you have a backup plan for internet access. Will you go to the campus library, go to a public library, borrow a computer from a friend or family member, log in via your cell phone…? Create a plan now!

ATTENDANCE

You should become active in each new class on the first Monday of that course. You do NOT receive credit for the Sunday before classes begin.

Please note: If you are in a D or N section course (an on-ground course), Blackboard participation does not count towards attendance. D and N courses receive attendance for time spent in physical, on-campus courses. For online courses, G section courses gain attendance by completing something in your course-- pretest, certification, introduction, discussion, asking questions, etc. For hybrid courses, you receive attendance for both the physical course time and assignments completed in class.

DRESS CODE

Each student must maintain proper professional appearance and wear approved dress/clothing.

Some core classes have a specific uniform that will be worn during core classes. For example, Allied Health majors will wear scrubs during core classes, and Crime Scene Technology and Sports Medicine and Fitness Technology students wear program-specific polo shirts.

For classes that do not require uniforms, options include dress slacks, dresses, and skirts. Men must wear collared shirts and ties. The following are not permitted: jeans, tennis shoes, flip-flops, shorts, and halter tops. Students are not permitted to wear tops that expose the stomach or waist, or extremely short skirts.

EMAIL ACCOUNT

It is required that you check your Keiser email account regularly.

Student E-mail Directions:
Go to https://sso.keiseruniversity.edu

Username- your Keiser email address. For example: K.Scholar6@student.keiseruniversity.edu

Password- your student ID number.

There is also a link to your email when you log into Blackboard.
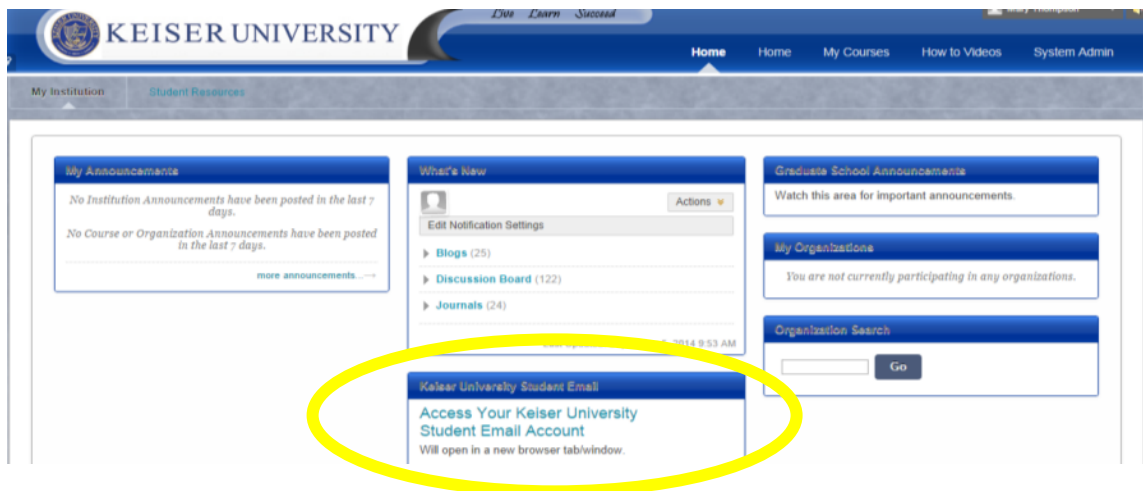
If you have trouble accessing your email, please contact your online liaisons or the email and portal help desk at 1-877-740-5006, 8am-5pm Monday- Friday.

www.keiseruniversity.edu

You can access links to many of the websites you may need via www.keiseruniversity.edu. If you click on current students, you will see links to many resources including the Student Portal, Online Bookstore, and the University Catalog.
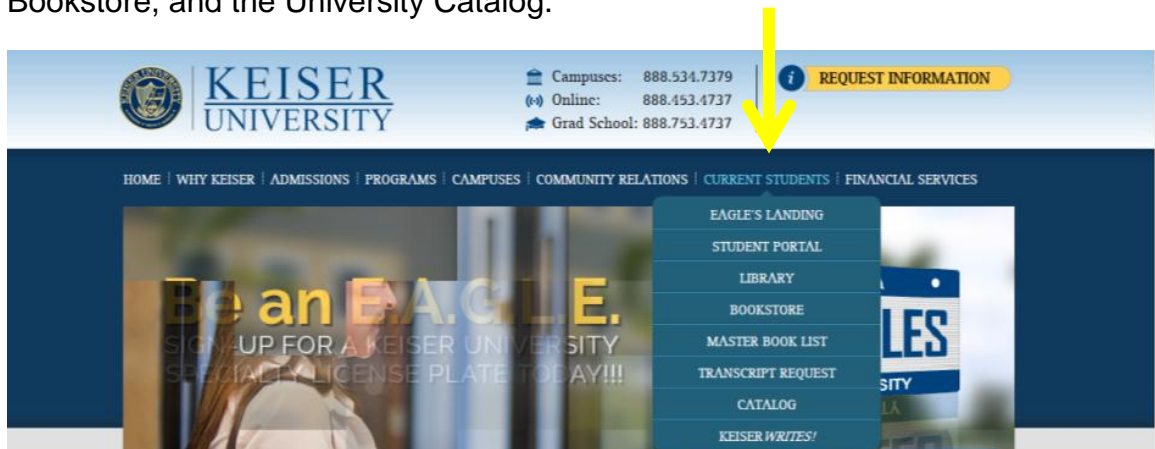
KEISER ONLINE BOOKSTORE

1. Please access the Keiser Bookstore at: http://www.bkstr.com/keiserstore/home
2. Please add this to your bookmarks or favorites for future use.
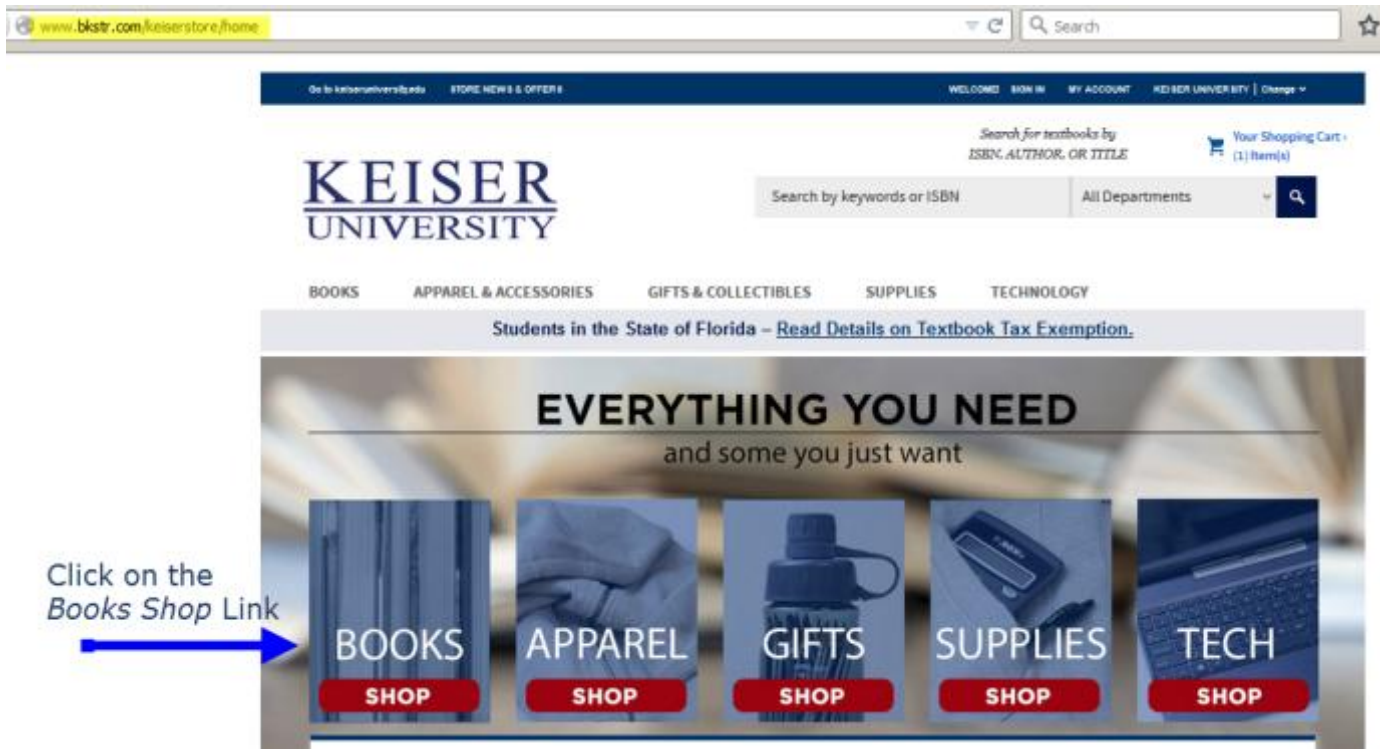
Note: If you do **NOT** have your schedule, please go to the Keiser Student Portal to access your schedule. If you already you're your schedule, you do not need to access the portal at this time.
https://campusportal.keiseruniversity.edu/secure/Student/loginstu.aspx?ReturnUrl=%2fsecure%2fstudent%2fstudent.aspx

The Student Portal is where you will find the course you will be taking for your upcoming term.

1. Your Student Portal is your lifetime for important information such as class schedule, grades, payments and account balances. You should login to your student portal on a regular basis.
2. Your Student Portal Username is your Keiser University Email.
3. Your Password is your Keiser Student ID
4. Each month you will get a Welcome email approximately a week before you next class start with your Keiser Email and Student ID within that letter in case you do not remember your login information (this Letter goes to your Keiser Email Account).
5. Once in the Student Portal locate your class schedule for the upcoming start. You can print your schedule or write down your class. For example if you are taking a Psychology class you may see something like: PSY1012 – Intro Psychology
    ▪ Make special note of your course prefix (PSY) and your course code (1012)
6. You will need both of these to find the correct textbook on our new site.
    1. Now that you have looked up your schedule,
    2. Identified your course,
    3. Noted your course prefix and course code
    4. You are ready to order the textbook for the upcoming class start.

Search for textbooks by
ISBN, AUTHOR, OR TITLE

Your Shopping Cart ›
(0) Item(s)

KEISER
UNIVERSITY

| Search by keywords or ISBN | All Departments ∨ | 🔍 |

BOOKS   **APPAREL & ACCESSORIES**   **GIFTS & COLLECTIBLES**   **SUPPLIES**   **TECHNOLOGY**

Students in the State of Florida – **Read Details on Textbook Tax Exemption.**

Textbooks > Select by Course

Select Your Campus
[Online ▼] ⬅ This will always stay ONLINE

Select Your Program
[All ▼] ⬅ This will always stay ALL

Select Your Term
[15SD ▼] ⬅ This will always default to the next upcoming class TERM, as class start.

Select Your Department/Course Prefix
[PSY ▼]
MAR
MAT
MCB
MEA
MGF
MNA
NUR
OCB
PAD
PET
PLA
POS
PSY ⬅ Select your course prefix i.e. PSY
QMB
SPC
SPM
SPN
STA
SYG
TAX

Select Your Course/Course Suffix
[1012 ▼]
Select Your Course/Course Suffix
1012 ⬅ Now select your course code from the drop down menu i.e. 1012
2450
4850

Select Your Section
[All ▼] ⬅ This will always revert to ALL

[Submit] ⬅ Click Submit

KEISER UNIVERSITY

Search for textbooks by ISBN, AUTHOR, OR TITLE

🛒 **Your Shopping Cart ›** (0) Item(s)

| Search by keywords or ISBN | All Departments ∨ | 🔍 |

BOOKS   **APPAREL & ACCESSORIES**   **GIFTS & COLLECTIBLES**   **SUPPLIES**   **TECHNOLOGY**

Students in the State of Florida – **Read Details on Textbook Tax Exemption.**

Home > Textbooks & Course Materials > All : 15SD : PSY : 1012 : All

Course Materials

PSY: 1012: All : Online Courses

1 Required Material(s) ⬅ **You will see all the required materials for your course**

Print List

Required Material(s) (1)   Close All

Intro to Psychology Edition: 14th   ⬅ **Make sure you have ordered all your required materials**   —

	Type	Buy/Rent	Option	Rental Period	Provider ℹ	In Stock ? ℹ	Your Price
☑	Hardcover	BUY	NEW			✓	$239.95

Author: Coon
Edition: 14th
ISBN: 9781305091870

Click on Add to Cart ➡ 🛒 **Add to Cart**

Next view your Shopping Cart   *Search for textbooks by ISBN, AUTHOR, OR TITLE*   🛒 **Your Shopping Cart ›** (1) Item(s)

KEISER UNIVERSITY

| Search by keywords or ISBN | All Departments ∨ | 🔍 |

BOOKS   **APPAREL & ACCESSORIES**   **GIFTS & COLLECTIBLES**   **SUPPLIES**   **TECHNOLOGY**

Students in the State of Florida – **Read Details on Textbook Tax Exemption.**

Your Cart View your Cart

Products being fulfilled by Keiser University Online Bookstore

Product Details	Buy or Rent	Qty	Unit Price	Total Price	
Intro to Psychology : 14th Coon Cengage Learning	Buy New	1	$239.95	$239.95	Delete

Textbook New/Used Condition Preference **Make sure first button is chosen**

Because our textbook inventory can change, please select your preference regarding the condition of your textbooks:

⦿ If the textbook condition (new/used) I selected is unavailable, please REPLACE my textbook with the condition available. This may affect my order total. (Recommended)

○ If the textbook condition (new/used) I selected is unavailable, DO NOT replace my textbook. I understand that the unavailable item(s) will be CANCELLED from my order.

Click Checkout

[Update Cart] [Continue shopping] [Checkout] ⬅

How to create your Online Bookstore Account

KEISER UNIVERSITY

Hello, **Sign In**

Hours & Contact Info · Visit Keiser University

🛒 **Shopping Cart**

My Account · Customer Service · Help/FAQ

Since you are a first time user create an account

Secure Checkout

Returning Customers

Please **sign in** to your eFollett Account

Email required

Password required

Forgot Password?

Sign In

New Customers

Create an eFollett account or **continue as guest.**

Use your Keiser Email address and choose your own password.

Note: Your Password must be 6 characters in length and include at least 1 number and 1 letter

Create Account   **Continue as Guest**

Secure Checkout

Create Your eFollett Account

Account Information

- Password must be 6 characters in length and include at least 1 number and 1 letter.

Note: Your Keiser-Email

Email Address required

student@student.keiseruniversity.edu

Verify Email Address required

student@student.keiseruniversity.edu

Password required

••••••

Verify Password required

••••••

☑ Sign up to receive emails with offers, news, and events from the bookstore, Follett, and its affiliates.

Click Next

Next ›

Secure Checkout   **Delivery** - Payment - Review & Order

Delivery Options

YOUR ORDER FROM: Keiser University Online Bookstore

◉ Store Pickup   If you would like your textbook shipped to one of the Keiser campuses for pick up choose that option and location.

Keiser University Fort Lauderdale ▾

- Choose pickup location...
- Keiser University Clearwater
- Keiser University Daytona
- Keiser University Lakeland
- Keiser University Miami
- Keiser University Port Saint Lucie
- Keiser University Sarasota
- Keiser University Tallahassee
- Keiser University West Palm Beach
- Keiser University Jacksonville
- Keiser University Melbourne
- Keiser University New Port Richey
- Keiser University Orlando
- **Keiser University Fort Lauderdale**
- Keiser University Fort Myers
- Keiser University Pembroke Pines
- Keiser University Tampa

Note: Shipping is free to our on ground campus location for pick up

Next ❯

< Back

Your Order	
Items (1)	$239.95
Shipping	TBD
Taxes[2] more details	TBD
Total	**$239.95**

[2]Final taxes will be calculated upon order fulfillment

Promo Code

[   ] Apply

You may only use one code per order

Secure Checkout   **Delivery** - Payment - Review & Order

Delivery Options

YOUR ORDER FROM: Keiser University Online Bookstore

○ **Store Pickup**

◉ **Ship to Residence or Business**   If you want your textbook shipped to your resident or business click there

Default Shipping Address ▾   New Address

John Doe
1234 Main Street

Click Next

Next ❯

Your Order	
Items (1)	$239.95
Shipping	TBD
Taxes[2] more details	TBD
Total	**$239.95**

[2]Final taxes will be calculated upon order fulfillment

Promo Code

[   ] Apply

You may only use one code per order

Secure Checkout   **Delivery** - Payment - Review & Order

Payment Methods

You can pay with up to 4 form(s) of payment.

ALTERNATE FORMS OF PAYMENT

| Financial Aid ▼ |
| Choose Payment Type |
| Financial Aid |
| Gift Card |

Account Number required

[   ] ⬅ **Note**: If you are using Financial Aid your account number is your Student ID

[Apply] [Cancel]

Note: Once your choose your form of payment click Next and your order your will be processed

CREDIT / DEBIT CARDS   AMERICAN EXPRESS   DISCOVER   MasterCard   VISA

Account Information

Card Type required

| Choose Card Type ▼ |
| Choose Card Type |
| American Express |
| Discover |
| MasterCard |
| Visa |

Billing Address

| Default Billing Address ▼ | [New Address]

John Doe
1234 Main Street

[Next >] ⬅

Your Order

Items (1)	$239.95
Shipping	FREE
Taxes[2] more details	$0.00
Total	**$239.95**

[2]Final taxes will be calculated upon order fulfillment

Promo Code

[   ] [Apply]

You may only use one code per order

Note: If further assistance is required, please contact our online bookstore at:

Help/FAQ: Contact Us

Store Location

Keiser University Online Bookstore
5730 Bowden Road
Suite 307
Jacksonville, FL 32216
US

Contact
Your Keiser University Online Bookstore Manager is Jamye Phillips
Main Line: (904)-732-5010 or 1877-369-5428
Second Line: (877)-369-5428
Fax: (904)-732-5534
Email: keiser@bkstr.com
Hours

Keiser Online	
Day	Hours
Mon	8:00 am - 7:30 pm
Tue	8:00 am - 7:30 pm
Wed	8:00 am - 7:30 pm
Thu	8:00 am - 7:30 pm
Fri	8:00 am - 7:30 pm
Sat	9:00 am - 5:00 pm
Sun	9:00 am - 5:00 pm

PORTAL

On the portal, you can see your schedule, posted grades, and financial charges and payments, along with other administrative information.

To access the portal:

- Portal access is available for undergraduate students at
  https://campusportal.keiseruniversity.edu/
  Watch a short video at http://www.screencast.com/t/wF9Ff1pYumr

- Portal access is available for graduate students at https://keisergrad.blackboard.com
  Watch a short video at http://www.youtube.com/watch?v=aITO_O9uR4Q&feature=youtu.be

  For both Graduate and Undergraduate students:
  Username: Your full Keiser University email address
  Password: Your Student ID number
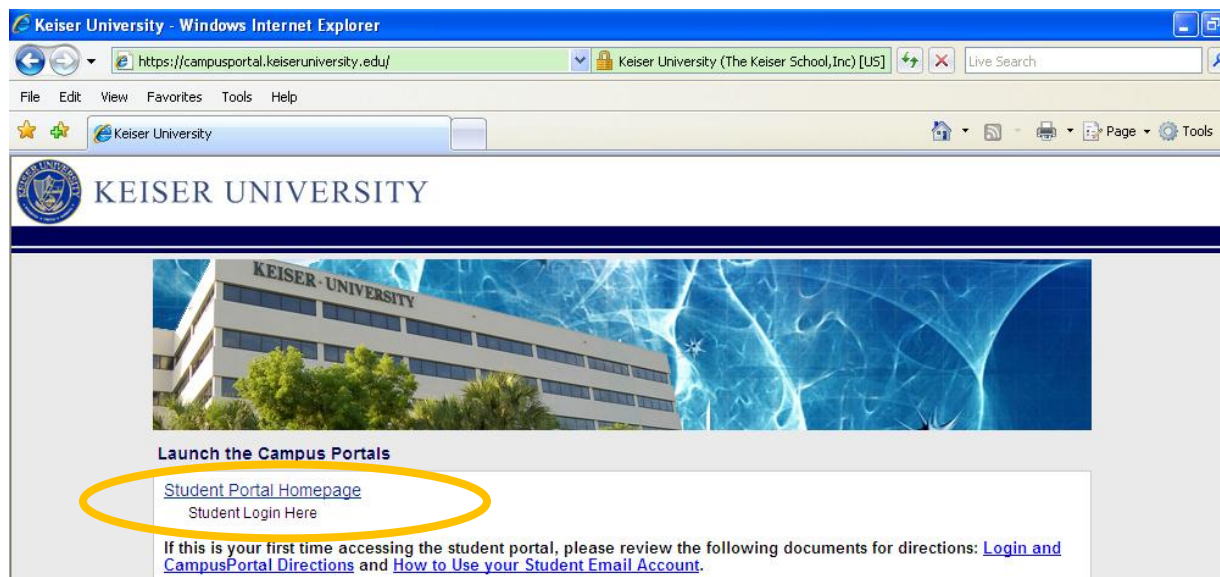
Click on Student Portal Homepage.

You are now logged into the portal! You can find:

- Your Schedule (link at the top)

- Grades (My Grades or Degree Audit under Academics)

- Payments and Charges (under My Finances)

If you have problems call the helpdesk at 1-877-740-5006, 8am-5pm Monday- Friday.

TO CHECK YOUR SCHEDULE ON THE PORTAL

Click on "Your Class Schedule" then click on "Schedule Report"

Days for campus and hybrid classes (M, T, W, R, F) Time start and end		Class number Section (Day, Night, G=online) Class Name Instructor Name	

Student Schedule

d.rpt ALE

Student Name: ▮▮▮▮▮▮▮▮▮▮

Program Version: Associate of Science in Occupational Therapy

ID: ▮▮▮▮   Academic Advisor: ▮▮▮▮   Start Date: 9/29/2014

Weekday	Start Time	End Time	Campus	Building	Room #	Course	Section	Description	Instructor	Audit	Credits	Date Start	Date End	Delivery
15WB			2015 Winter B Semester											
Term: C15WC-1M - 2015 Winter C Module - 1 Month							3.00 Credits							
M W F	9:00 AM	1:00 PM	Keiser University - Fort Myers	9100FOR U	134	AML1000	D3-1	American Literature	Watkins, Cynthia	No	3.00	3/2/2015	3/29/2015	Ongroud
Term: C15WD-1M - 2015 Winter D Module - 1 Month							3.00 Credits							
			Keiser University - E-Campus			SPC1017	G4-8	Speech	Warner, Shawna	No	3.00	3/30/2015	4/26/2015	Online Blackbrd
Term: C15SA-1M - 2015 Summer A Module - 1 Month							4.00 Credits							
MTWRF	8:00 AM	1:00 PM	Keiser University - Fort Myers			BSC2085C	D1-1	Human Anatomy and Physiology I	Brundell, Dave	No	4.00	5/4/2015	5/31/2015	Ongroud
15SB			2015 Summer B Semester											
Term: C15SB-1M - 2015 Summer B Module - 1 Month							4.00 Credits							
MTWRF	7:00 AM	7:05 AM	Keiser University - Fort Myers			BSC2086C	D2-1	Human Anatomy and Physiology II	Brundell, Dave	No	4.00	6/1/2015	6/28/2015	Ongroud

U-Sunday
M-Monday
T-Tuesday
W-Wednesday
R-Thursday
F-Friday
S-Saturday

Comments: Please note that this schedule is tentative and changes may occur in days, times, locations and offerings. Please check your schedule in your Student Portal and/or the Registrar's Office for the most current version of your schedule.

- Pass/Fail Course

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https://campusportal.keiseruniversity.edu/secure/Student/... | Keiser University (T... | AGent Menu | Wonderlic O... | Login to Keis... | Keiser Un... | Orientations...

Convert ▾ | Select

Hello Matthew! Logout | Help

KEISER UNIVERSITY

My Home Page

Your Class Schedule

Tuesday, September 17, 2013

Academics
My Profile
My Finances
My Documents
External Links

My Class Schedule

Print Page
•Email My Advisor

Your current class schedule will be listed below however because your classroom is not yet assigned you will not be able to see your class on the grid below. Click on a class title to view the details, textbook requirements and homework for each class.

If you are an "online" only student, click the Schedule Report link below to view your class schedule.

Schedule Report

NOTE: Adobe Acrobat Reader is required to view your online PDF documents. You can download the most recent version of the free software. Get Acrobat Reader now.

View by Term | 2013 Fall A Module - 1 Month ▾

Classes without Scheduled Time/Day

Course	Course Title	Course Start/End Date	LastDayToWithdraw	Status	Reason	Action
POS1041	Political Science	9/2/2013 to 9/29/2013				

View by: List | Week

Week: Week 1: 9/2/2013 - 9/8/2013 ▾

PAYMENTS

Monthly payments are due by the 5th of each month.

You can pay in person, online, over the phone, or through automatic monthly payments. Check with your Bursar to sign up for automatic payments.

MAKING PAYMENTS ONLINE

On the left, Click on My Finances, then click on Make Payment Online

You can pay with a previously loaded credit card, or add a new payment method.

FINANCIAL AID

The following websites will be used for Financial Aid:

www.fafsa.ed.gov

www.fastweb.com

COLLEGE CENTRAL

www.collegecentral.com/keiser
STUDENT/ALUMNI HELP SHEET
Registration & Resume Entry

All Students and Alumni are eligible to use the CCN online job board after completing the following registration process. Students and Alumni can register through a site that has been specially designed for their school's career center.

> Step 1: Go to your school's Career Center URL: **www.collegecentral.com/keiser**
> Step 2: Click on "Students/Alumni", then select "Student Central" or "Alumni Central"
> Step 3: Enter the name of your school- **Keiser University**
> Step 4: Create a unique ID for yourself (first initial last name, ex. jsmith)
> Step 5: Create a unique password that you will remember_____.
> Step 6: Confirm your password.

Once you have identified your school and created an identity for yourself you will be asked to complete the **REGISTRATION** form.

Résumé Entry

> Step 1. Enter all demographic information. Fields with a red (*) asterisk are required
>   (Name, Current Address, Phone).
> Step 2. Answer questions about where you want to work and the kinds of jobs that interest you.
>   Employers will search this information, as well as the degrees you are obtaining.
>   Be as thorough and complete as possible.
> Step 3. Select authorization options. You can decide whether your résumé is only to be referred to by the
>   Career Center, or if you wish employers to search for your résumé.
>   Click the appropriate choice that best fits your job searching needs.
>   Feel free to discuss this choice with a career counselor.
>   CCN wants to know if you want to hear from them on occasion about job opportunities that match your interests
> as well as regarding job fairs and other news items. Please choose or decline this service.

IMPORTANT!!
If you do not wish for employers to search your résumé, please indicate the appropriate authorization.

> Step 4.   Upload a résumé. Choose the "Upload" option and click on "Continue to Post Résumé ." Three types of résumés may be uploaded-- .doc, .pdf, and .rtf. Find your résumé by clicking on the "Browse" button. Once found and the name and location of the résumé shows in the window, click on the "Upload Your Résumé " button. (Hint: It's just like attaching a document to an email!) **Be sure to get a résumé critique from your Career Center Staff.**

> Step 5. Once your résumé is complete, be sure to view it to make sure it matches the CCN standards. You can update your résumé at any time by uploading an edited or revised version of your résumé. All you need to remember is your ID and Password. At this time you can:

> - Edit your résumé or upload an edited version of your résumé
> - Search for jobs on CCN and Career Builder
> - Forward your résumé to employers.
> - See how you are doing in your search.

JOB SEARCH TIPS
When conducting a job search using CCN, be aware that when you type and click off information such as Company Name, Degree, Job Target, FT/PT jobs, etc., you are narrowing your search. It is a good idea to conduct a focused search, but you may also want to try searching different criteria. To view all jobs posted, leave all the search fields blank.

SIMNET

SimNet is Office simulation software that is used in many Introduction to Computers courses. A code to access the software is included with your textbook. Try a different browser if things aren't displaying properly.

Toll Free Technical Support (1-800-331-5094)

Hours: Sunday: 6PM – 11PM Central, Monday – Thursday: 8AM – 11PM Central, Friday: 8AM – 6PM

Central.

Summer Hours: Monday - Friday: 8AM – 6PM Central

 Support Website http://mpss.mhhe.com/products-simnet.php

MICROSOFT OFFICE OPTIONS

- Purchase Office 365 University:
    - from the Keiser Online Bookstore:
    http://book.keiseruniversity.edu/store/pc/viewPrd.asp?idproduct=724&idcategory=7
    - from Microsoft Office: http://www.microsoftstore.com/store/msusa/en_US/pdp/Office-365-University/productID.275549300

- Purchase Office Home &Student 2013 from Microsoft Office:
http://www.microsoftstore.com/store/msusa/en_US/pdp/Office-Home-amp-Student-2013/productID.259179500

- For Word: You can use Google Docs in place of Word:
    - After you create, select download as Microsoft Word
    - Double check your formatting when using Google Docs
    - https://drive.google.com

- Download Open Office:
    - You do NOT have to fill in your contact information on the "While your download is in progress, please take a moment to check out an offer from our partners! page"
    - NOTES: OpenOffice is an excellent replacement for MS Office, for the frugal student who cannot afford to purchase MS Office. It does everything that office does. The thing to remember is when saving documents, click on "Save As" and choose the appropriate document type; that is, if you need to make it compatible with Office, RTF, or other software. It has a full suite of software. Writer = Word. Impress = Powerpoint. Calc = Excel.
    - http://www.openoffice.org/
- Use Word at your Keiser Library or your local Public Library.
    - Remember to save your work to a flashdrive and/or email your work to yourself.

Microsoft Shortcuts

Control (Ctrl)   + a = highlight all
+ b = bold
+ i = italics
+ u = underline
+ s = save
+ p = print
+ c = copy
+ x = cut
+ v = paste
+ e = center
+ l = left justify
+ r = right justify
+ home → beginning of the document
+ end → end of the document
+ home + Shift = highlight to the beginning of the document
+ end + Shift = highlight to the end of the document
+ Alt + Delete → task manager, log off, shut down, etc.

F1 = help
F5 = find and replace
F7 = spell check
F7 + Shift = Thesaurus
F11 = remove / restore frame on internet sites
Alt + Tab = toggle between open applications

WRITING STUDIO

The Keiser University Writing Studio can help you with all aspects of academic writing, including brainstorming, organization, drafting, revising, proofreading, formatting, and APA Style. To contact your campus' Writing Studio please call the campus front desk at the phone number on page 2 of this guide, and ask the operator to be transferred to the Writing Studio.

Students taking online classes are still welcome to utilize the on campus Writing Studio, and also have access to the Keiser OWL, which is an "online writing studio." It is found in Blackboard under "Institutions / Organizations." Graduate students have access to a Graduate Online Writing Studio, GROWS, under Organizations in Blackboard.

BRIEF OVERVIEW OF APA

Paper Setup (*Unless your teacher gives you other directions*):
- 1 inch margins on all sides.
- 12pt. Times New Roman font.
- Double-spaced on standard paper (Under the paragraph section in the Page Layout tab in Word, click the bottom right corner. This opens a box. Make the line spacing double. At and After should be at 0pt.)
- The first line of every paragraph (except for your abstract) should be indented 0.5". Click on the box that says "Don't add space to paragraphs of the same style."

Title Page

Your title page will include a "running head."
- To do this, click on the Insert tab on the top of your Word toolbar.
- Then click Header and select the first option.
- Make sure that you check the box that says "Different first page" in your toolbar.
- Write "Running head:" and then place an abbreviated title of your paper in all caps (ex. Running head: CREATING A TITLE PAGE).
- Tab over to the right edge of the page. Select Insert- Page Number- Current Position- Plain
- Your title should appear on the upper half of your title page. Beginnings of words should be capitalized, and it should be centered between the left and right margins in Times New Roman 12 point font.
- Place your name (the author) underneath the title. The format for your name is first name, middle initial, and last name. Beneath your name, place the name of your school. Ask your instructor if he or she wants the course or assignment name, his or her name, and assignment due date.

Headers

For the headers in the rest of your paper –
- Click on Insert and then Page Break to get to page two of your document.
- Click on the Insert tab at the top of the Word toolbar, and then click on Header and select the first option.
- Write your header in all caps and then click on Insert and then Page Number.
- Select the "Current position" option. The number that appears should be "2". Tab the 2 over until it appears close to the right margin.
- The rest of the pages in your paper should be numbered in order with the title on the left-hand side of the header automatically.

In-Text Citations

You should always include an in-text citation after a quote or when you paraphrase someone else's words, so your teacher knows which source belongs to which quote/paraphrase.
- Direct quote format: (Author last name, Year, Page or paragraph number). Example quote citation: She stated, "Students often had difficulty using APA style" (Jones, 1998, p. 199), but she did not offer an explanation as to why.
- Paraphrasing and summarizing format: (Author last name, Year).

Long Quotes

Quotations longer than 39 words need to be set apart from the rest of the text. The quote should be in a new paragraph and set ½ inch from the rest of the text, or what is comparable to one paragraph indent. Double spacing still applies. When the quote is complete, put the in-text citation after it the way you would do for any other quote and start a new paragraph with regular margins.

Reference Page
- This is a separate page at the end of your paper.
- Each citation in the text must be listed here, and likewise, each listing on this page must be quoted or paraphrased in the text.
- References must be in alphabetical order by the last name of the authors.
- The title of the page should be centered and labeled References without bolding, underlining, or any other additions.
- All text is double-spaced, just like the rest of the paper.
- Each separate citation should be a hanging indent. In the examples given, this is shown. To do this, go to the Paragraph section under the Home tab in Word. Click the arrow in the bottom right hand corner. This opens a box: under "special," click on "hanging." This creates the hanging format. You also can view your ruler at the top of the page and slide the markers over.

All examples shown and other examples for APA citation, 6th edition, can be found at http://owl.english.purdue.edu/owl/resource/560/01 and http://nwtc.libguides.com/citations

If you have any questions, do not hesitate to ask your teacher or the librarian.

BOOK FORMAT	Author, A. A. (Year of publication). *Title of work: Capitalize the first letter proper names, and the first letter of the first word after a colon, dash, or end punctuation.* Location: Publisher.
	EXAMPLE
	Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication.* Washington, DC: American Psychological Association.
MAGAZINE/JOURNAL FORMAT	Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical, volume number* (issue number), pages.
	EXAMPLE
	Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology, 55* (3), 893-896.
WEBSITE FORMAT	Author, A. A., & Author, B. B. (Year). Title of document. Retrieved from http://WebAddress.com
	EXAMPLE
	Angeli, E., Wagner, J., Lawrick, E., Moore, K., Anderson, M., Soderland, L., & Brizee, A. (2010). General format. Retrieved from http://owl.english.purdue.edu/owl/resource/560/1/
ANTHOLOGY FORMAT	Author, A. A. & Author, B. B. (Year of publication). Title of chapter or entry. In A. Editor & B. Editor (Eds.), *Title of book* (pp. xxx-xxx). Location: Publisher.
	EXAMPLE
	O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: A metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). New York, NY: Springer.

THE LIBRARY

Our library staff is an exceptionally friendly group of professionals who are more than happy to show off all the library's wonderful resources. Feel free to ask any library staff member for assistance. They will gladly answer questions regarding library services and the use and location of library materials.

Students, Faculty, Staff, Researchers & Graduates, whether you are On-line or On-campus, are welcome to utilize any or all campus locations:

Library Directory

Clearwater
16120 U.S. Highway 19 N., Clearwater, Florida 33764
Phone: (727) 373-1380

Daytona Beach
1800 Business Park Boulevard Daytona Beach, Florida 32114
Phone: (386) 274-5060
Fax: (386) 274-2725

E-Campus (Fort Lauderdale)
1900 West Commercial Blvd., Fort Lauderdale, FL 33309
Phone: (954) 351-4040
Fax: (954) 351-4030

Flagship Residential
2600 North Military Trail, West Palm Beach, FL 33409
Phone: (561) 478-5500

Fort Lauderdale
1500 NW 49 Street, Fort Lauderdale, FL 33309
Phone: (954) 351-4035
Fax: (954) 351-4051

Fort Myers
9100 Forum Corporate Parkway, Fort Myers, FL 33905
Phone: (239) 277-1336
Fax: (239) 277-1259

Graduate School (Fort Lauderdale)

1900 West Commercial Blvd., Fort Lauderdale, FL 33309

Phone: (954) 351-4035

Fax: (954) 351-4051

Jacksonville

6430 Southpoint Parkway, Jacksonville, FL 32216

Phone: (904) 296-3440

Fax: (904) 296-3407

Lakeland

2400 Interstate Drive Lakeland, Florida 33805

Phone: (863) 682-6020

Fax: (863) 688-6196

Melbourne

900 South Babcock Street Melbourne, Florida 32901

Phone: (321) 409-4800

Fax: (321) 725-3766

Miami

2101 NW 117th Ave. Miami, Florida 33172

Phone: (305) 596-2226

Fax: (305) 596-7077

New Port Richey

6014 US Highway 19 North, Suite 250, New Port Richey, Florida 34652

Phone: (727) 847-6855

Fax: (727) 846-8317

Orlando

5600 Lake Underhill Road Orlando, Florida 32807

Phone: (407) 273-5800

Fax: (407) 382-2201

Pembroke Pines

1640 SW 145th Avenue Pembroke Pines, Florida 33027

Phone: (954) 431-4300

Fax: (954) 431-2929

Port St. Lucie

10330 South US 1 Port St. Lucie, Florida 34952

Phone: (772) 398-9990

Fax: (772) 335-9619

San Marcos, Nicaragua

Gasolinera UNO 2c. al Sur San Marcos, Carazo, Nicaragua

Phone: (011)505 2535 2314 *257

Fax: (011) 505 2535 2336

Sarasota

6151 Lake Osprey Drive Sarasota, Florida 34240

Phone: (941) 907-3900

Fax: (941) 907-2016

Tallahassee

1700 Halstead Boulevard, Building 2 Tallahassee, Florida 32309

Phone: (850) 906-9494

Fax: (850) 906-9497

Tampa

5002 West Waters Avenue Tampa, Florida 33634

Phone: (813) 885-4900

Fax: (813) 885-4911

West Palm Beach

2085 Vista Parkway West Palm Beach, Florida 33411

Phone: (561) 471-6000

Fax: (561) 471-7849

LIBRARY ACCESS

- The faculty, staff, students and graduates are the primary clientele of the library, but Florida residents possessing a valid State of Florida Issued ID card or Florida Driver's License may also use the library. Use of materials by those other than the primary clientele may be limited to in-house use. Guests are requested to show their Florida ID or Driver's License to the librarian, if using the campus library or computers.

- The library's computers are primarily for computer-assisted research. Word processing, spreadsheets and other business applications are also permissible. Computer usage is on a first come, first served basis for the library's primary clientele and will not be preempted. Please plan accordingly. Non-primary clientele computer usage may be curtailed at the discretion of the librarian.

CAMPUS LIBRARY RULES

- Please refrain from Eating & Drinking in the library. (Smoking in a public building in the State of Florida is illegal.)
- Please refrain from marking, underlining, highlighting, folding down pages, paper clipping pages, and otherwise defacing library materials.
- Please maintain a professional business demeanor and decorum at all times while you are in the library.
- Please set cellular telephones and beepers or pagers to silent while you are in the library.
- Please be courteous to other library users, and keep voices and other distracting noises (such as audio on the computers) to a minimum.
- There is NO RUNNING in the library.

THE COLLECTIONS

- The library collections provide access to more than 150,000 combined volumes of books, periodicals, newspapers, audiovisual materials, CD-ROM's, DVDs, and over 80 full text on-line databases. Most physical library materials are classified according to the Dewey Decimal System. Call numbers, locations, and other bibliographic information about the materials in the collections may be found online, by logging into the Agent-Verso Library Catalog at the following URL: www.keiserlibrary.com (you MUST include www.)

This is what the Library's webpage looks like:

You can log in according to the instructions found on the left side of the library webpage.

The URL is: http://www.keiserlibrary.com

Your USERNAME is your 6 or 7 digit student ID number.

Your PASSWORD is your first name.

PLEASE NOTE: Depending upon how your pop-up blocker software is configured, you may either get right into the Library Website, or you may get 2 pop-ups. If you get pop-ups you can simply click <OK> on the grey one, and <CONTINUE> on the orange one, and then you will get into the Library Website

LIBRARY SERVICES

• Call any number in the directory above to request a Tour, Orientation, Instructions, Pathfinders, etc.

• Group or individual instruction is available in the use and location of print, audiovisual, and computerized library materials. Campus libraries offer research instruction and other searching instruction programs to entire classes, in addition to individual assistance which may also be provided over the telephone.

INTER-LIBRARY LOAN

Materials unavailable in our library or through our online retrieval systems may be borrowed from another library via Interlibrary Loan (ILL). Interlibrary Loan is a cooperative arrangement by which libraries borrow and lend materials and supply photocopies to users of other libraries. Our library has special ILL agreements with the member libraries of the Panhandle Library Access Network (PLAN), the Florida Library Information Network (FLIN), the Southeast Florida Library Information Network (SEFLIN), the Northeast Florida Library Information Network (NEFLIN), and the Tampa Bay Library Cooperative (TBLC).

ELECTRONIC DOCUMENT DELIVERY SERVICE

Keiser University Library attempts to provide Electronic Document Delivery for materials that are indexed in, cited or abstracted by, but not available in full text from the electronic resources to which it provides access. The service is limited to materials that are indexed in, cited or abstracted in a Keiser University Library provided resource and available for purchase in U.S. dollars. It does not apply to materials found indexed, cited or abstracted in a resource that is not provided by Keiser University Library; to citations taken from the APA Psych Info database due to the already high cost of providing this database; nor to materials that must be purchased with a foreign currency. Additionally, not all charges for this service are covered by the library. Covered charges for a document purchase are subject to the guidelines listed below. Requested materials will only be provided via e-mail to an active @keiseruniversity.edu address.

The Electronic Document Delivery Request form is available on the library's webpage under the USEFUL LINKS TAB.

Guidelines for Assessing Document Delivery Charges

Document Delivery Allotment Allowed per Calendar year		
LEVELOF RESEARCHER	NUMBER OF DOCUMENTS ALLOWED	REQUEST NOT TO EXCEED:
Doctoral Program	10 documents	$400
Graduate School	5 documents	$200
Baccalaureate	2 documents	$100
Associate's	1 document	$50

Exceptions: A decision to either purchase fewer or to purchase more than the stated limits for each of the above levels provided in the above guidelines may be made based solely upon the Document Delivery Librarian's professional assessment of the stated need for each request, as provided by the patron on the Document Delivery Request Form.

Unnecessary requests: It is important to conduct as much of your own research as possible. Documents requested through the document delivery service that are determined by document delivery staff to be readily available in full text without cost (through any of the library's various databases, or through a basic internet search such as a Google Scholar search) will incur a $50.00 service charge in place of the document charge, and will be counted against a patron's calendar year limit.

CIRCULATION (Borrowing books and other materials)

CIRCULATION PERIODS ARE AS FOLLOWS:
- Audio Cassettes 14 days
- Blueprints & Patterns 3 days
- Books (Circulating Non-Fiction) 14 days
- CDs , DVDs, & Discs 3 days
- Design & Building Samples 3 days
- Ephemera & Realia 7 days (Anatomy models require instructor)
- Fiction 14 days
- Kits 14 days
- Legal Materials 0 days (do not circulate)
- Maps 7 days
- Oversized Materials 14 days
- Professional Materials 14 days
- Reference materials 0 days (Do not circulate)
- Reserve materials circulate (or do not) - as specified by the instructor placing the reserve.
- Serials (magazines, newspapers, & journals) 7 days
- Theses 0 days (Do not circulate)
- Videos (VHS & Beta) 3 days

RENEWALS
- Circulating materials may be renewed as often as needed, provided no one else has requested the materials. Library materials may be renewed over the telephone by calling the library where you checked out the material, or by visiting the library where you borrowed the item. If you do not have the item with you, please provide the librarian with the "barcode number" of the items you wish to renew.

HOLDS
- Users requesting materials that are currently checked out may place a hold on the materials. When the materials are returned, the requestors will be notified of their availability.

RETURNING ITEMS TO THE LIBRARY
- When returning library materials, it is very important to return them either to the librarian or to place them into the designated book drop-box, if one exists, rather than returning them to the shelf. If an item that is checked out is returned by a patron to the shelf, instead of returning it to the librarian or placing it in the drop-box, the item will continue to show-up as "checked out" to that patron and the patron will continue to receive overdue notices.

- It is your responsibility as a library patron to properly return the library materials, so that the librarian can check them in.

OVERDUE LIBRARY MATERIALS

- Please carefully note the due date on all borrowed Library materials. You will receive daily overdue e-mail notices to your @keiseruniversity.edu e-mail account. You are responsible for checking this e-mail account.

- Overdue materials may be renewed for the first 7 days that they are overdue; however after 7 days overdue, all items must be returned to the library.

- Patrons with 5 or more items overdue will have their library accounts blocked and disabled as will all patrons who have items that are more than 21 days overdue.

- Library accounts that have been blocked and disabled can only be unblocked and re-enabled after all overdue items are either returned to the library or paid for if they have been lost.

PHOTOCOPIES

A photocopier for student use is available in the library and in the Writing Studio. The cost of photocopying is ten cents ($ .10) per copy. The library does not provide change, and money cannot be refunded due to user error. Please comply with all Federal Copyright Laws when making photocopies.

WARNING CONCERNING COPYRIGHT RESTRICTIONS

- The copyright law of the United States (Title 17, United States code) governs printing, saving and sharing of electronic copies, photographing (such as with a smart phone or digital camera) and the making of photocopies as well as all other methods of reproduction of copyright material; the person or persons using the library's equipment is liable for any infringement of this law.

- Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for or later uses, a photocopy or reproduction for purposes in excess of "fair use" that use may be liable for copyright infringement.

- Keiser University Library reserves the right to refuse to permit the utilization of its equipment for copying of any material, if in its judgment such use would involve violation of copyright law.

DEWEY DECIMAL CLASSIFICATION SYSTEM

Melvil Dewey created the Dewey Decimal Classification System (DDC) in the 1800's so that all the books would be organized by their subject.

Just like the grocery store separates the food into different sections such as dairy products, meat, and vegetables, the Dewey Decimal Classification system works in a very similar way. The DDC divides knowledge into 10 main class numbers (see below) that can also be further divided.

- 000 – Generalities, Computer Science and Information
- 100 – Philosophy and Psychology
- 200 – Religion
- 300 – Social Sciences
- 400 – Language
- 500 – Natural Science & Mathematics
- 600 – Technology (Applied Sciences)
- 700 – The Arts & Recreation
- 800 – Literature & Rhetoric
- 900 – Geography & History

To find a book, you must locate its "call number." The call number is the address of where the book resides on the library shelf. You can find the item's call number on the spine of the book, which is the part facing out on the library shelf.

There are 3 parts to a call number:

The first part is made up of Numbers that include a decimal for example: 200.1

The numbers correspond to the Dewey subject area of the book. For example, if the item has number 200, it has to do with religion.

The second part of a call number is made up of Letters for example: ROD.
The letters are usually the first three letters of the author's last name

The third part of a call number is a Year for example: 2013
Typically the year is the same year the book was published.

Thus, a typical call number found on the spine of a book might look something like this:

<div align="center">

200.1
ROD
2013

</div>

To find items on the shelf, first look for the number (including the decimal) then look for the Letters (in alphabetical order) and finally look for the year. **The call numbers below are in the correct shelf order from left to right:**

174.	182.6	182.6	182.6054	182.61
KRE	STA	SVE	ALT	ALT
2010	2007	2005	2010	2010

DATABASE SEARCH TIPS AND TECHNIQUES
How to Find the Information You REALLY Want When You Search the Library Databases

To find the information you want, it is helpful to know about Search Strategies. Creating a good Search Strategy can mean the difference between spending hours and hours doing research or finding what you need quickly and precisely.

Below is an explanation of Boolean Operators and how to use them. Each Boolean Operator represents a different Search Strategy. You would need to use a different type of Boolean Operator for your searches, depending upon what your topic is, and what you want to find out about it.

For more specific information about Search Strategies, please see your campus librarian.

BOOLEAN OPERATORS – A BRIEF EXPLANATION

What are Boolean operators?
The Boolean operators AND, OR, NOT (or AND NOT), and NEAR tell search engines which keywords you want your results to include or exclude, and whether you require that your keywords appear close to each other. They're named after George Boole, an Englishman, who invented them as part of a system of logic in mid-1800 (Imagine his surprise if he could see what his invention is being used for now). Since the Boolean operators are English words, they're intuitive and easy to use. I'll briefly explain them and compare them to the more commonly used search syntax (e.g. the plus and minus signs).

The AND operator. You can specify that terms must appear in the items you retrieve by using the AND operator (It's best to capitalize Boolean operators because some search engines require this). For example: **movies AND advertising** means the same as +movies +advertising. Each of the above search statements will find documents containing *both* terms, *movies and advertising*. You can use the AND operator more than once in a search. For example: **movies AND advertising AND sales**.

The OR operator. Using the OR operator states a preference that either or both of your search terms appear in your results. For example: **jam OR jelly** means the same as: jam jelly (in search engines with OR as the default). These search statements will retrieve documents with *either* the term *jam* or *jelly* or *both* terms, *jam and jelly*. Some search engines don't support the OR operator. The default in these search engines is AND. This means that every word you enter is required to appear in your results whether or not you use the AND operator or plus sign. You can use the OR operator more than once in a search. For example: **jam OR jelly OR preserves**.

The NOT (or in some search engines AND NOT) operator. The NOT (or AND NOT) operator forbids the word after it from appearing in the items resulting from your search. For example: **boxer NOT fighter** or **boxer AND NOT fighter** means the same as +**boxer –fighter**. Both of these search statements will retrieve documents containing the term *boxer but not* containing the term *fighter*. You can use the NOT (or AND NOT) operator more than once in a search. For example: **squash NOT game NOT sport or squash AND NOT game AND NOT sport.**

The NEAR operator. The NEAR operator requires the search words you have entered to appear within a certain number of each other (usually between 1 and 20 words). For example: **dogs NEAR fleas** would retrieve a document that included the sentence "If your dog scratches himself a lot, he might have fleas." However, it would not retrieve a document with the term dogs on the first page and the term fleas no closer than the third page.

Can I combine Boolean operators? In the search engines supporting parentheses, you can. For example, you might key in the following: **orchids AND (growing OR planting)**. This search statement would return documents with the word *orchids* and either the term *growing* or *planting* or both.

How would I search for a phrase using Boolean operators? Most search engines that use Boolean operators also support using quotation marks to designate a phrase. A possible search might be: **"President Clinton"** AND **"foreign policy."** This search statement would return documents that include the phrase *President Clinton* in addition to the phrase *foreign policy*.