Books & Course Materials

Below is a guide to assist you in accessing your course materials for your upcoming courses. Immaculata University offers courses in a variety of formats. The reference sheet below was created so you know how to access information for your upcoming courses. All course materials are organized based on the section number of your course.

How do I find out my section number?
Once you are registered for courses, log into SSIU, and click on “Student”. Click on “Registration”, select “Student Detail Schedule”. Below is a sample schedule. The arrows are pointing to the section numbers of the listed courses.
Section Numbers 1-49; A31-A49; S31-S49

**Syllabi:** Syllabi for courses with the above section numbers are traditionally handed out during the first class meeting. It is recommended that you check Moodle, our online course management system: [http://immaculata.mrooms.net/](http://immaculata.mrooms.net/), as your instructor may post items in Moodle for your review. If there is no course in Moodle, you can anticipate that your syllabus will be provided during the first class meeting.

**Books:** Books for the above section numbers are available for purchase through the Immaculata University bookstore. The campus bookstore is located in Good Counsel Hall. You can also purchase your textbooks online at [www.immaculata.edu](http://www.immaculata.edu) (click on Campus Resources and, then, Bookstore), or you may reference the ISBN number for each book that is listed and purchase them from a vendor of your choice.

**Questions:**
Questions regarding syllabi for the above sections can be directed to the faculty member teaching the course.
Questions regarding textbooks for the above sections can be directed to: Barnes & Noble on campus at 610-251-0238 or [http://immaculata.bncollege.com](http://immaculata.bncollege.com)

Section Numbers 31S-50S; 131-150; 231-250

**Syllabi:** For face to face courses, syllabi for courses with the above section numbers are traditionally handed out during the first class meeting. It is recommended that you check Moodle, our online course management system: [http://immaculata.mrooms.net/](http://immaculata.mrooms.net/), as your instructor may post items in Moodle for your review. If there is no course in Moodle, you can anticipate that your syllabus will be provided at the first class meeting. **For online courses** the syllabus is available online through Moodle at least one week prior to the start of the course.

**Books:** Books for the above section numbers are available for purchase through the Immaculata University bookstore. The campus bookstore is located in Good Counsel Hall. You can also purchase your textbooks online at [www.immaculata.edu](http://www.immaculata.edu) (click on Campus Resources and, then, Bookstore), or you may reference the ISBN number for each book that is listed and purchase them from a vendor of your choice.

**Questions:**
Questions regarding syllabi for the above sections can be directed to the faculty teaching the course.
Questions regarding textbooks for the above sections can be directed to: Barnes & Noble on campus at 610-251-0238 or [http://immaculata.bncollege.com](http://immaculata.bncollege.com)

Section Numbers 51-130

**Books:** Books for the above section numbers are available for purchase through the Immaculata University bookstore. The campus bookstore is located in Good Counsel Hall. You can also purchase your textbooks online at [www.immaculata.edu](http://www.immaculata.edu) (click on Campus Resources and, then,
Bookstore), or you may reference the ISBN number for each book that is listed and purchase them from a vendor of your choice. Please make sure you have purchased your book(s) prior to the start of each class.

*Syllabi:* Syllabi for courses with the above section numbers are available through the Learners Guide. These Learner Guides are made available to you as an electronic document through Moodle. Learner Guides will be accessible approximately 7 days before your first class meeting.

For sections 51-130, to access your Learner Guide, please follow the steps below after you have registered for your course:


2. Enter your username and password as you would in MyIU. If you have NEVER logged into MyIU, here is the login procedure:

   **Username:** first initial + last name  
   SAMPLE: James Hardwicke would be *jhardwicke*

   **Default Password:** Your birth date in the mmddyy format OR the last six digits of your Immaculata University *student ID number*  
   SAMPLE: if James’s birth date is June 10, 1974, his default password is *061074*  
   If James’s IU ID number is A00123456, his password is *123456*

   For password resets, call 610-647-4400, x1234

3. In the “My Courses” section (left side of page in “Navigation”), find and click on the link for “Accel Program”.

4. Under the “Accel Program” section, you should now see at least one department codes (if you are taking multiple courses, you may see more than one department code). Look for the code that starts the name of your course (i.e. “ACC” if you are taking “ACC 206”).

   Click on the department code for the course you are taking.

5. You should now see a link to your learner guide (a PDF document). If the course also contains additional materials (data for statistics courses, for instance), you will see a folder, titled with the course number (i.e. ORG 311 Content) in which you’ll find your Learner Guide and the additional content.

6. You will be able to print a copy of the Learner Guide document for your reference in class.
TIPS REGARDING LEARNER GUIDES:

- You will need to have Adobe Reader loaded on your computer to view and print the document. It is a free download. If you do not have Adobe Reader, you can download it at http://get.adobe.com/reader/

- The administrative process involved with loading Learner Guides into Moodle is subject to several steps. If you cannot access your Learner Guide on your first attempt, please try again after 24 hours before contacting the university support systems.

- Be sure to follow the instructions above. In order to review and complete your first week’s assignment, you should access the learner guide no less than one week before your first class meeting.

- If you have any technical problems with Moodle, please contact the helpdesk: 610-647-4400 x1234.

- There will be a homework assignment due the first night of most accelerated cohort classes.

Questions:

- Questions regarding the Learner Guides and texts can be directed to Jane Wilson at jwilson@immaculata.edu or 610-647-4400 ext. 3236.