



## 2024/2025 Student Handbook

# Artios Greater Houston Satellite Campus, Houston, TX

## About Artios Satellite Courses

### Overview

Artios Satellite courses at the Artios Greater Houston Satellite Campus (Houston Satellite) are for the purpose of earning credit at Artios Christian College (Artios). Auditing for the purpose of personal enrichment is permitted; no academic credit will be awarded.

The courses will consist of ten weeks of instruction—spread out over 11 weeks, with the first day of class being orientation—during which students will receive 20 hours of lecture and discussion participation sessions (COM121, a two-credit course, will be the only exception) and will be assigned reading and written assignments. In order to earn credit, students must:

- attend 70% of sessions, either in person or via video conferencing
- complete reading and written assignments, as outlined in the syllabus, and upload written assignments to the Artios virtual campus
- earn a [passing grade](#)

### Course Offering

Houston Satellite will offer eight courses which will provide the course requirements for the [Certificate of Leadership Studies program](#), and the initial course requirements for the Christian Leadership Program (including the entire Local Pastor Orientation requirements). To receive an Artios certificate or degree, students must formally enroll in an Artios degree or certificate program and adhere to program policies, including the [student status policy](#). See Course Calendar, below, for course offerings and relevant dates.

### Class Size

Each class offering is limited to 20 participants with no more than 12 being credit-seeking students.

## Course Calendar

## 2024/2025

Activity	Spring 2025 – Pilot Course
Course <a href="#">View Course Descriptions</a>	BIS 104 Eng/Span
Registration Deadline*	Mar 16*
Classes begin	Mar 23
Last day to <a href="#">withdraw</a> from a class	Apr 13
Last day to <a href="#">Q-drop</a> a class	May 4
No class session	May 25
Last day of classes	Jun 8
Grades due	Jun 22

\*Registration is available [here](#) at any time before classes begin. However, each class *must* have a minimum of 3 credit-seeking registrants by the registration deadline (one week prior to classes beginning) in order to proceed with the class. Students who register after the deadline should expect to gain access to the virtual campus in 1-2 business days after the first day of class.

## Policies

Students must adhere to all policies as stated in the [current Artios Academic Catalog](#) and this handbook, which outlines policies unique to the Houston Satellite campus.

### Registration

Students must register for each course prior to the start of each class. A minimum of 3 credit-seeking registrants is required by 1 week prior to the first day of class in order to proceed with the class. To register, Student logs into myArtios and registers for satellite course via the [Satellite Campus Course Registration Form](#).

*Note: Satellite courses follow the [current tuition](#)\* rate at the time of registration (online reduced tuition prices do not apply to satellite courses). Withdrawal and refund policies follow the 10-week format in the [current Artios Academic Catalog](#).*

Students also must purchase [textbooks](#) to have in-hand by the first day of class.

### Auditing

Auditing for the purpose of personal enrichment is permitted for each class that obtains the minimum credit-seeking registrants. Auditors must register prior to attendance. The registration fee is \$210. To register, auditor logs into myArtios and registers to audit a satellite course via the [Satellite Campus Course Registration Form](#) (enter coupon code **AUDIT** on the

final page to receive the auditor tuition). Audit fees are non-refundable. For-credit students may downgrade to audit; a refund will be given for difference in tuition refund and auditor registration fee.

Auditors may attend the lecture and discussion participation sessions, and complete reading assignments. Auditors who complete the reading assignments may participate in discussions with the understanding that priority will be given to credit-seeking students whose participation will be graded.

Auditor attendance will not be recorded and auditors will not receive academic credit for audited courses, nor will courses appear in an official student transcript. Audited classes may not be upgraded to credit at a later date.

### **Course Withdrawal**

Withdrawal and refund policies follow the 10-week format in the [current Artios Academic Catalog](#).