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## eCornell Information Guide

You are eligible to enroll in eCornell courses because World Vision is a member of LINGOs—Learning for International NGOs—which exists to provide access to quality e-learning to staff of international NGOs. LINGOs has secured a special arrangement with eCornell to allow access to award-winning courses and certificates at deeply discounted rates--thanks to eCornell for their generous donation! All eCornell course content comes from top-rated programs with proven curricula and are developed by Cornell University faculty, frequently including practical insights from other industry experts.

### In addition to being a World Vision employee, you must also:

- Speak English well enough to read and write long assignments—or find local help.
- Agree to complete the course within the designated time frame.

Because seats are limited, failing to complete a course will result in loss of permission to take future courses.

### Format of the class

All eCornell courses are self-paced and 100% online, but also facilitated by subject matter experts who guide and challenge the learner to apply the course concepts to real-world, on-the-job circumstances. Courses are designed to accommodate the schedules of busy professionals and are available around the clock and completely asynchronous. eCornell offers its courses in pre-determined two-week time frames. Students do not have to be on the computer at a specific time of day but must complete the work within the course period. This means that the learner completes assignments with the class, participates in mandatory discussion boards, interacts with the instructor, and may attend office hours with the instructor.

### What to expect

Plan on a LOT of reading and homework. An average class can take anywhere from **10-20 hours** over the two-week course period. It is not unusual for an instructor to return homework to a student and ask for revisions on the assignment to successfully complete the course. Students are required to participate in the group discussions (through a discussion board) and must have a reliable internet connection, strong fluency in English, and the time available to complete the required work within the two-week course session. Please visit eCornell's [Technical Requirements](#) page to ensure the best experience.

### Available Courses

Visit the discounted course site at <http://ecornell.com/lingoscc> to view the current list of available courses, then return here for important information on the enrollment and payment process.

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### How to Enroll

Staff members of LINGOs member agencies may access courses through <http://ecornell.com/lingoscc>, where they may purchase seats for **\$45 per course** (the optional course notes are an additional \$5). Students must register with their company email address and Group Code (both are required to receive the discount). The group code for LINGOs/World Vision is **G000389**. *Because the group code is unique to LINGOs member agencies, please do not share this code with others.*

#### New Students:

1. Visit the discounted course site at <http://ecornell.com/lingoscc> to search courses and certificates.
2. Select the course or certificate you want to register for and choose the start date that best aligns with your schedule.
3. Add more courses OR checkout if you are ready to proceed.
4. Follow the prompts to enter your email address and create a password (*must use WVUS email address*).
5. Enter the **Group Code G000389** in the **Associated Groups** field of the registration form.
6. You will be prompted for credit card payment to complete your purchase.

You will receive an email confirmation from eCornell once your enrollment has been accepted and your purchase is complete.

**Returning Students:** Please log in from the corporate landing page before enrolling: <http://ecornell.com/lingoscc>. You will not be required to re-enter your Group Code during the enrollment process.

## eCornell Information Guide (cont.)

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### Paying for Courses

You will need to use a credit card to complete the purchase of your certificate or course(s). If your manager has approved the use of your department's Employee Training budget for the expense and you have a corporate credit card, then you may use your corporate credit card during the checkout process. If you do not have a corporate credit card, or you may use your personal credit card and request reimbursement through the **Concur** expense management system. If you are unfamiliar with Concur, please contact the **Finance Helpdesk** at (253) 815-3200 for assistance.

If your department is unable to fund the cost of the course(s), or if you wish to take a course that does not directly tie to your professional development plan, you are still welcome to enroll and pay for the course yourself if you wish.

**Tuition Assistance** may also be available for FT and PT staff who have included eCornell courses in their professional development plan. Contact program administrator [Jenny Shaner](mailto:jshaner@worldvision.org) at (253) 815-2110 or by email at [jshaner@worldvision.org](mailto:jshaner@worldvision.org) for more information.

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**Drop Policy:** Request to drop a course must be made prior to the start of the course. Please note that all courses are considered started at 12:01 a.m. Eastern Time of the course start date. Drop requests must be made by email to [droptransfer@ecornell.com](mailto:droptransfer@ecornell.com).

**Transfer Policy:** If you initiate the process no later than 5 p.m. Eastern Time (US) of the day prior to the start of your course, you may request to transfer to a different start date.

- Log in to your eCornell **Student Portal**
- Click the **Enrollment History** link.
- Under **My Courses**, click the **Request Transfer** link next to the appropriate course title.

If you do not see an option to Request Transfer, or if you have any difficulty, please contact the accounting department at [droptransfer@ecornell.com](mailto:droptransfer@ecornell.com). The required activities must be completed within the instruction dates for the student or organization to receive a refund.

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### Student Portal

After enrolling in a certificate or course, you will have access to your Student Portal. You may log into your student portal at <https://portal.ecornell.com>. Log in using your existing account information—your username will be your WV email address.

From the Student Portal, you will be able to:

- Update your student profile
  - View your scheduled courses
  - View your course history and course status
  - Print a letter of completion
  - Print your certificate
  - Print a student transcript
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### Student Services

For any student-related issues, questions or concerns, please contact **Student Services** by email at [helpdesk@ecornell.com](mailto:helpdesk@ecornell.com), or by phone at (800) 801-0287, option 4. You may also find answers to common questions here: <http://ecornell.force.com/help>.

For administrative or program-related questions or concerns, please contact program administrator [Jenny Shaner](mailto:jshaner@worldvision.org) by email at [jshaner@worldvision.org](mailto:jshaner@worldvision.org), or by phone at (253) 815-2110.

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