How to I find my course readings?

We have created links to all of the required course readings found in the Library for each class. Please keep in mind that some readings may also be linked inside your classroom.

Here are the steps to find your required Course Readings from the Library:

1. From the [Library homepage](#), click the [Course Readings](#) button on the left side of the page.

2. Identify your four letter, four number course code located in your myWalden portal (e.g. NURS 6001).

3. Select the appropriate brown button on the left side of the page, based on the first letter of your course code:

   ![How to Find Course Guides](#)

   - A - B
   - C - D
   - E - G
   - H - L
   - M
   - N

4. Select the tab with your course code (e.g. **NURS**).

5. Select your course from the list of courses:
Note: If there are no required readings from the Library for your course, there may not be a course guide.

6. Scroll down the course guide page to the Required Course Readings box. All of the required readings from the Library for your class will be linked.

Many course guides have pages with help for specific assignments requiring library research. If the course has assignment help, you will see a brown tab for that week's assignment on the left side of the guide. Click this tab for information and help with this particular discussion post or assignment.
More Information:

- How do I find optional readings?
- How do I find an article by title using Google Scholar?
- Find an Exact Article Guide

Do you have other Library questions? Ask a Librarian!

Where do I access my course media?

The majority of your course Videos are located in the Week/Module Resources section of the classroom. If you have problems viewing media you may need to reinstall your Flash software or contact Media Support.

If you are having trouble viewing videos in FireFox and have already downloaded Flash, see the special instructions at the bottom of this answer.

Note: some counseling videos are found in the Counseling and Therapy in Video database. Look for a direct link to the video in your Course Readings guide.
To access course videos:

1. In your classroom, click the appropriate week or module.

2. Click the **Resources** link.

3. Look for the video player at the top of the page.

4. Click on the links under **Playlist** to navigate between videos.

Watch a video showing where to find the course media:
Video: Find Required Videos

If you do not see the video screen pictured above, you will need to install Flash by clicking the Get Flash link.

Required Resources

This page contains the Learning Resources for this week. Be sure to scroll down the page to see all of this week’s assigned Learning Resources. To access select media resources, please use the media player below.

Note: the media player does not work in Chrome. Use a different browser such as Firefox or Internet Explorer to view course videos.

If updating your Flash player does not resolve the issue, contact Media Support for assistance:

Email: mediasupport@waldenu.edu
Phone: 1-877-238-2963

Using Firefox version 23 and have already downloaded Flash, but still no videos?

Use these steps to access your course videos:

1. In your classroom, go to the Resources page for the week/module.

2. Click on the shield icon at the very left of your web address bar.
3. Select the drop-down arrow to the right of "Keep Blocking" and select "Disable Protection on This Page."

4. When the classroom page refreshes to the course home page, go to the Resources page again and your MyMediaPlayer will be visible.

Watch a video of the steps above:

**Video: Accessing course videos in Firefox v. 23**

(1 min 3 sec)

**How do I find articles on my topic?**

The Walden Library organizes all of its articles and books in *research databases*. To find articles, you will need to follow these basic steps:

1) **Define your topic.**

2) **Pick keywords.**

3) **Choose a database.**

4) **Connect your keywords with Boolean Operators.**

All of these steps are outlined on our [Keyword Searching](#) guide.
How do I find scholarly, peer-reviewed journal articles?

Many of the Library's research databases include articles from scholarly, peer-reviewed journals. Some databases contain only peer-reviewed journals, while others have both peer-reviewed and non-peer-reviewed content. See if a database contains peer-reviewed articles.

To limit your search to peer-reviewed articles only, first choose a database to search. Once you have logged in to the database, look for a "peer review" limiter on the database search page.

Example of the peer-review limiter in Academic Search Complete:

![Scholarly (Peer Reviewed) Journals](image)

See the peer-review limiter in context in Academic Search Premier

Example of the peer-review limiter in ProQuest Central:

- Peer reviewed

See the peer-review limiter in context in ProQuest Central

More information:

- See the peer-review limiter in other databases
- Learn more about peer review
- Learn more about searching for articles in the databases

How do I get help with PDF issues?

Most PDF problems can be resolved by updating or re-installing Adobe Reader. If you cannot view or print the article, save the PDF to your computer, then view or print the saved article. For help with specific PDF issues, view the PDF Help guide. Issues covered in this guide include:

* Saving and printing
* Viewing on a Mac
* Missing toolbars
When should I begin familiarizing myself with the services of the Center for Research Quality?

Right away! Be sure to review each tab on http://academicguides.waldenu.edu/researchcenter or http://academicguides.waldenu.edu/doctoralcapstoneresources so that you have a sense of what information might be useful for you at different stages of the program.

How can the Center for Research Quality (CRQ) help me with coursework?

The CRQ website contains useful information in the research resources area to help students plan and critically review research.

What information is available from the Center for Research Quality (CRQ) to guide me through the dissertation and doctoral study process?

The Doctoral Capstone Resources website is a “one-stop shop” pulling together all the capstone support services across Walden into a central location. You’ll find program-specific requirements, checklists, and forms on the site; you also find university-wide resources, curated for their relevance and organized, roughly, by the timing of the doctoral student in his or her capstone journey.

When will I gain access to myWaldenAlumni?

You will be invited to join myWaldenAlumni at least 2 weeks after your degree has been conferred, and the Registrar’s Office has also confirmed that we can create your alumni accounts. You will need an Alumni ID, which should be your former Student ID. For further assistance with Alumni information, please contact:

Email: Alumni@waldenu.edu  
Phone: 1.877.235.3561

Will I have access to my WaldenU.edu e-mail address once I graduate?

New graduates retain their WaldenU.edu e-mail addresses for 2 years after graduating. Once invited to activate a myWaldenAlumni account, please provide a
personal e-mail address as your primary contact to ensure communications are received.

How do I register for commencement if I can’t log into myWaldenAlumni?

After your degree has been conferred, you will be invited to register for the commencement ceremony once a) registration opens, b) the Registrar’s Office has approved your student-to-alumni transition and you have an alumni account, and c) you have provided a personal e-mail address to receive the commencement invitation.

Will I retain access to the Walden Library after graduation?

No, new graduates gain access to the Walden University Alumni Library by activating their myWaldenAlumni accounts.

The Office of Alumni Relations is pleased to provide graduates of Walden University free access to online databases in support of their professional development and appreciation for lifelong learning.

Through the Walden University Alumni Library you receive access to a number of research databases. These services are offered exclusively to all graduates who join myWaldenAlumni, the official online alumni community of Walden University.

To use the Walden University Alumni Library, you must activate your myWaldenAlumni account by visiting www.myWaldenAlumni.com, and completing your alumni profile. If you are already a registered member of Walden’s online alumni community, you’ll need your myWaldenAlumni username and password to access these services.

Alumni do have access to the Library guides, webinars, and all other non-database material on the Library website. The Walden librarians will continue to support you in your research, and are happy to guide you to alternative database sources, as well as help with research strategies.

How do I contact Disability Services at Walden?

The best way to contact Disability Services at Walden is via email: Disability@waldenu.edu. You may also call the office at 1-800-925-3368 ext. 31221205

If I register with Disability Services, will my Instructors and or classmates know of it?

Disability Services staff only disclose disability to Instructors if the student has specifically requested they do so for the purpose of implementing an accommodation
such as “extra time on assignments” or if the Instructor has a specific educational need to know. In such cases the only information shared is the authorized accommodation, not the specific disability.

Classmates are not informed of any disability status unless it is necessary for a group project and, then, in the most general way. “One or more students in this group receive extra time as an accommodation to disability and therefore this group’s deadlines will be adjusted accordingly.”

**Disability Services’ policies say I have to register with your office 30 days before I begin courses. What if I am not enrolled that early in the process?**

Disability Services accepts application for services every day, at any point in the term, and will authorize and implement accommodations within a reasonable amount of time. For some accommodations, such as books in an alternate format, several weeks may be required to make arrangements. In many cases, only a few days are needed to authorize and implement accommodations. The negative consequence of contacting Disability Services later than requested is that accommodations may not be in place by the first day of the term; and accommodations are not implemented retroactively. Early registration with Disability Services is the best strategy but don’t let late enrollment or some other delay stop you from making that initial contact.

**What kind of services does Disability Services provide?**

**In the on-line environment:**

Walden’s online courses are created to be accessible to a universal audience from the original design, and present very few barriers requiring accommodations for students with disabilities. The online environment automatically provides notes to students who might otherwise require note-takers as an accommodation. It automatically allows students to choose the optimum time of day and distraction-free environment for testing that they might otherwise request as an accommodation in a land-based college.

Accommodations are determined, on a case by case basis, by the Director of Disability Services after review of medical documentation. The most common accommodations requested by students with disabilities taking Walden’s online courses are “extra time” and “course materials in an electronic format.”

- **Extra time:** The weekly modular format provides the flexibility needed for most students with disabilities to schedule coursework and meet deadlines. Still, there are occasions when extra time is needed to accommodate limitations brought on by disabilities. In such cases, qualifying students are allowed extra time to complete assignments and tests. There is a limit to the amount of extra time allowed as an accommodation, and that limit is based on the essential components of the curriculum.
• Course materials in alternate format: Students with vision loss or certain learning disabilities may use assistive technology to access their course materials. They require their texts in an electronic format (an e-file or Word document) so they can use computer software to have text read aloud or enlarged or adapted in a way that makes it accessible to them. Often, they have the choice of purchasing texts in an e-file but sometimes they do not; and Disability Services arranges to have their books reformatted as an accommodation.

Note for users of assistive technology: As is true for most online universities, Walden is challenged with balancing the commitment to universally accessible courses with the desire to infuse courses with ever-more dynamic and interactive components. Students who use assistive technology, whether registered with Disability Services or not, are encouraged to maintain an open dialogue with this office to address any concerns about accessibility of course components. We expect those concerns to be rare, but recognize advancements in multi-media course components can sometimes conflict with assistive technology.

In the face-to-face residency environment:

• Many Walden programs have required face-to-face components, where students physically attend 4 or 6 day sessions, usually in hotel/conference center environments or college campus environments. For students with disabilities, who often have chosen an on-line university for the very purpose of avoiding the mobility and/or travel requirements of a land-based institution; the face-to-face component presents the only disability-related challenge requiring accommodation. Walden has a history of providing extensive accommodations at Walden Residencies to students registered with Disability Services. Some of the accommodations provided have included:
  o Renting equipment, such as electric scooters for mobility or Hoyer lifts for transportation from wheelchair to bed or bath
  o Absorbing the extra-person housing cost of personal care attendants (Walden cannot pay for the travel costs of someone accompanying a student to provide personal care, but may pay for that person’s housing.)
  o Coordinating arrangements with nearby dialysis centers
  o Hiring local service providers, such as sight guides, sign language interpreters, or captionists.

What is the ombudsperson?

An Ombudsperson is an objective person, employed by the University, whose job is to advocate for fairness for all.

What happens when I contact Ombudsperson?
The Ombudsperson will take the time to listen to your concern, help provide the avenues for solutions to your issues, evaluate if University actions are within the policies and procedures of the University and help with Conflict Resolution. The Ombudsperson has direct contact with the Chief Academic Officer and President of the University.