



Robeson Community College

Distance Education Student Guide

Summer 2010

ONLINE CLASSES BEGIN MONDAY, MAY 25, 2010!

Distance Learning (DL) is a medium or an educational format that enables learning to occur when the student and the instructor are physically separated from each other in time and place.

At RCC these courses may be offered via the North Carolina Information Highway or the Internet. Such classes have the same course description, basic content, and credit hours as the traditional courses.

Advantages of a DL Course

An online course is an alternative for the **working person** whose work schedule does not allow him/her to sit in a traditional face-to-face class, a **parent** who can only “attend a college class” after the children are put to bed, or **military personnel** who need to continue their education even while being stationed from home.

Characteristics of a Successful Student

A successful online student exhibits. . .

- Independence/self-motivation
- Self-direction/focus
- Discipline/organizational skills
- Ability to study independently
- Studious nature/above average
- Ability to read and write well
- Ability to think critically and solve problems
- Timeliness in keeping assignments
- Proficiency in computer skills

How It Works

Online Courses

In an online course, instruction may be **synchronous** (requires all participants to be online at the same moment) or **asynchronous** (learning “anytime, anywhere” meaning that the learning process of a particular subject is performed without fixed class hours in classrooms).

Attendance is determined weekly by students completing weekly assignments or posting material within a required discussion forum. Therefore, students should check the website four to five times a week.

Hybrid Courses

A hybrid course combines both the online and face-to-face environment. Part of the instruction (50% – 60%) such as lectures, is presented online while another segment, such as lab work, is taught in the traditional face-to-face setting. Thus, students should expect to complete assignments and to participate fully in both the online and face-to-face portions of the class.

NCIH Course

Through the assistance of a video network, students are seated in a classroom at Robeson Community College while they view their instructor, who is located at another institution, via a television screen. Such a course is offered through NCIH (North Carolina Information Highway).

Enrollment

New RCC students must complete an admissions application. Degree-seeking students must complete an admissions application and take the College's placement test or submit a copy of their SAT or ACT scores. Upon approval from the Admissions Office, one should then contact an advisor and register for classes. Students are required to sign an Internet Enrollment Policy form which addresses general guidelines concerning online and hybrid courses.

General Guidelines

1. A student who desires to enroll in an Internet/hybrid course must have access to the Internet off campus and access to software compatible with that used in the course which is to be taken.
2. The student must be computer literate in computer and software operations, must know basic browser operations, and must be proficient at downloading and installing software and other class related materials as necessary for the course.
3. A new RCC student must have the appropriate test scores (placement, SAT, or ACT). Additionally, both continuing and new RCC students must meet the prerequisite requirements for the course.
4. A continuing or re-enrolling RCC student must have a cumulative 2.0 GPA or a GPA of 2.0 from the previous semester.
5. Students must contact the instructor prior to the fifth consecutive day of class or be dropped from the course. Contact must be in the form of either an e-mail and/or completion of the first week's assignments. The instructor's syllabus will specify the type of contact to be made.
6. Students who successfully enroll in an Internet/hybrid course must maintain weekly contact with the instructor or be dropped from the course.

Hardware Requirements\

The computer which will be used to complete online assignments should meet the following requirements.

- Pentium or Power Macintosh
- 28.8 or faster modem; 56K recommended
- Internet access with a current e-mail address
- Web browser (Internet Explorer 4 or higher, Netscape 4 or higher)
- Up-to-date virus protection software
- Software stipulated by the course instructor

Online Orientation

New RCC students must complete an orientation. Otherwise, the student can be dropped from the course at the discretion of the course instructor.

Both a PowerPoint presentation and a face-to-face presentation are available. The PowerPoint® presentation can be viewed by accessing the college's website:

<<http://www.roberson.edu>>.

- Select Distance Education
- New Online Students
- Online Orientation Presentation

A face-to-face orientation will be held on Saturday, May 22, 2010 beginning at 9:00 am in the A.D. Lewis Auditorium. Breakout sessions with faculty will be scheduled from 9:45 – 11:00 in Building 14.

Student E-mail Accounts

Enrolled students receive an e-mail account through the college's Campus Cruiser site. Students are required to use this address to communicate with their instructors. An introduction to Campus Cruiser is found within the online orientation.

<http://prod.campuscruiser.com/rcc>

Online Class List

| | | |
|---------|--------------------------------|----------------------------|
| ACC 121 | Prin. of Managerial Accounting | |
| ART 111 | Art Appreciation | |
| BUS 228 | Business Statistics | |
| CIS 110 | Intro to Computers | 4 sections |
| CJC 121 | Law Enforcement Operations | |
| CJC 141 | Corrections | |
| COE 111 | Co-op Work Experience | |
| CTS 130 | Spreadsheet | |
| CTS 285 | Systems Analysis & Design | |
| CTS 289 | System Support Project | |
| ECO 251 | Principles of Microeconomics | |
| EDU 119 | Intro to Early Childhood | |
| EDU 221 | Children with Exceptionalities | |
| EDU 241 | Adult-Child Relations | |
| ENG 111 | Expository Writing | |
| ENG 131 | Introduction to Literature | 2 sections |
| ENG 273 | African-American Literature | |
| HIS 131 | American History I | |
| MAT 060 | Essential Mathematics | On Campus Mid-Term & Final |
| MAT 070 | Introductory Algebra | On Campus Mid-Term & Final |
| MAT 140 | Survey of Mathematics | On Campus Mid-Term & Final |
| NET 110 | Networking Concepts | |
| OST 080 | Keyboarding Literacy | 2 sections |
| OST 132 | Keyboard Skill Building | |
| OST 289 | Administrative Office Mgt. | |
| PSY 150 | General Psychology | 2 sections |
| SOC 210 | Introduction to Sociology | 2 sections |
| SPA 112 | Elementary Spanish II | |

Hybrid Class List

(A hybrid course combines both the online and face-to-face environment.)

CIS 110-HY1 Intro to Computers

Specifics regarding face-to-face requirements and online requirements should be directed to the course instructors.

An updated list of distance education classes (additions and cancellations), software requirements for each class, and tips to prepare for your online course can be accessed by visiting the college's website.

<http://www.robeson.edu>

Next Steps

Registered for an online class? What next?

- Review the distance education material found on the college's website.

<http://www.robeson.edu>

Returning to the distance education environment?

- Regardless of when you last enrolled in an online course, it is important that you review and complete the online orientation. Blackboard has been upgraded so you will need to become familiar with its new format and requirements.

Login Directions?

- **Single Sign-On via CampusCruiser – you will not have to log in to Blackboard!!!!**
- Access and log in to the CampusCruiser website at <http://prod.campuscruiser.com/rcc>
- Click the Academics tab
- Click the Bb tab (Blackboard opens in a new window!)
- Look under “My Courses” to locate information related to each specific course.

General Online Questions?

- Contact Melissa Oxendine, Distance Learning Coordinator
Office Location: Building 8, 804F
moxendine@roberson.edu
910-272-3441

Specific Blackboard Questions?

- Contact Cyd Burgwyn, Distance Learning Support Technician
Office Location: Building 13, 1307
cburgwyn@roberson.edu
910-272-3561

Robeson Community College has a 24-hour technical support site for all Blackboard problems. Assistance can be acquired by dialing **1-866-834-8921** or by visiting the webpage listed below. Please use this link or call the support line any time you have problems with Blackboard.
<http://d2.parature.com/ics/support/default.asp?deptID=4308>

Updated 4/12/10