

# ROBESON COMMUNITY COLLEGE

## **Summer 2010 Internet/Hybrid Classes Student Enrollment Policy**

The following guidelines apply to students requesting enrollment in Internet or hybrid delivered curriculum classes.

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 how to use e-mail to include sending attachments, 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. To enroll in an Internet or hybrid course, a continuing or re-enrolling RCC student must have a **cumulative GPA of 2.0 or a GPA of 2.0 for the previous semester**. 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. **New RCC students must complete an orientation (online or face-to-face) for Internet/hybrid classes. A face-to-face orientation will be held on Saturday, May 22, 2010 from 9:00 - 11:00 in the A.D. Lewis Auditorium in Building 15.** If the student does not complete the orientation, they may be dropped from the course at the discretion of the course instructor.
5. **For Summer 2010, online courses begin Tuesday, May 25, 2010.** Students **must contact** the course instructor by the fifth consecutive day of class (**May 29, 2010**) or risk being dropped from the course. **Contact must be in the form of either an e-mail and/or completion of the first week's assignment.** The instructor's syllabus will specify the type of contact to be made.
6. Students who successfully enroll in an Internet/hybrid course must adhere to the RCC Attendance Policy or be dropped from the course.
7. 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.roberson.edu/distance\\_ed](http://www.roberson.edu/distance_ed)**

I, \_\_\_\_\_ (*printed name*) have been advised of the requirements for enrolling in an online course. I have read and understand the guidelines noted on this form.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Student's E-mail Address

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

Classes: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

*A Robeson Community College instructor or staff person advising a student to take an Internet/hybrid course must sign and date the form. A copy should be provided to the student; other copies should be forwarded to the distance learning coordinator.*