

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?

- Go to <http://bb.robeson.edu>
- Click User Login.
- Type in your Username (first initial of your first name, first initial of your last name, first four digits of your birthday, ex. m10724).
- Type in your Password (six digits of your birthday, ex. 072487).
- 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@robeson.edu
910-272-3441

Specific Blackboard Questions?

- Contact: Cyd Burgwyn
Distance Learning Support Technician
Office Location: Building 13, 1307
[cбургwyn@robeson.edu](mailto:cburgwyn@robeson.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 10/29/08



Robeson Community College

Distance Education Student Guide

Spring 2009

ONLINE CLASSES BEGIN MONDAY, JANUARY 12, 2009!
Blackboard Website: <http://bb.robeson.edu>

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.robeson.edu>>.

- Select Distance Education
- Select Online Orientation

A face-to-face orientation will be held on Saturday, January 10, 2009 from 9:00-11:00 in Building 17, Room 1729A.

Additional orientation sessions for new and returning students will be scheduled the week of January 12-16, 2009. Please check CampusCruiser for an updated list.

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 at:

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



Web Address: <http://www.robeson.edu>

SPRING 2009 Online Class Listing

ACC 121	Principles of Managerial Accounting		OST 131	Keyboarding	
ACC 129	Individual Income Taxes		OST 132	Keyboard Skill Building	
ART 111	Art Appreciation		OST 136	Word Processing	
BIO 140	Environmental Biology		OST 184	Records Management	
BIO 140A	Environmental Biology Lab		OST 149	Medical Legal Issues	
BUS 110	Introduction to Business		POL 120	American Government	
BUS 125	Personal Finance		PSY 150	General Psychology	2 sections
BUS 230	Small Business Management		PSY 241	Developmental Psychology	
BUS 270	Professional Development		PSY 244	Child Development I	
CIS 110	Intro to Computers	4 sections	PSY 245	Child Development II	
CIS 115	Intro to Prog & Logic		SOC 210	Introduction to Sociology	2 sections
COE 111	Co-op Work Experience		SOC 213	Sociology of the Family	
CTS 130	Spreadsheet		SPA 111	Elementary Spanish I	
DBA 115	Database Applications		SPA 112	Elementary Spanish II	
ECO 251	Principles of Microeconomics		WEB 110	Internet/Web Fundamentals	
EDU 119	Intro to Early Childhood				
EDU 131	Child, Family & Community		Hybrid Class List		
EDU 146	Child Guidance		ACA 115	Success & Study Skills	
EDU 153	Health, Safety & Nutrition		ACC 121	Principles of Managerial Accounting	
EDU 221	Children with Exceptionalities		ACC 150	ACC Software Applications	
EDU 241	Children with Exceptionalities		BIO 111	General Biology	
EDU 261	Early Childhood Admin I		BIO 112	General Biology II	
EDU 262	Early Childhood Admin II		CIS 110	Intro to Computers	
EDU 271	Educational Technology		DBA 110	Database Concepts	
EDU 280	Language & Literacy Experiences		EDU 271	Educational Technology	
EDU 280A	Language & Literacy Experiences Lab		ENG 111	Expository Writing	
ENG 111	Expository Writing		PSY 150	General Psychology	
ENG 112	Argument-Based Research		SOC 210	Introduction to Sociology	
ENG 114	Professional Research & Reporting				
ENG 131	Intro to Literature		Learn and Earn Online (High School Students)		
HIS 121	Western Civilization I		ART 111	Art Appreciation	
HIS 122	Western Civilization II		CIS 110	Intro to Computers	
HIS 131	American History I		HIS 121	Western Civilization I	
MAT 060	Essential Mathematics	2 sections	SOC 210	Introduction to Sociology	
MAT 070	Introductory Algebra	2 sections			
MAT 140	Survey of Mathematics	2 sections	Lateral Entry (PSRC Lateral Entry Teachers)		
MKT 120	Principles of Marketing		EDU 163	Classroom Management and Instruction	
MUS 110	Music Appreciation		EDU 243	Learning Theory	
NOS 110	Operating Systems Concepts		EDU 244	Human Growth/Development	
OST 080	Keyboarding Literacy	2 sections			

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 at: <http://www.robeson.edu>.