

Edgecombe Community College

Distance Learning

HANDBOOK



Richard Greene
Distance Learning

Distance Learning

Distance Learning at Edgecombe Community College includes those classes that an individual can take anytime and anywhere in which classroom attendance is not required. The classes include curriculum college-credit courses, Continuing Education non-credit courses and the online GED/Adult High School Diploma program. The distance learning classes are best suited for mature, self-motivated students who have good study skills and do not need to be reminded to study and complete their assignments. Student support services (such as the library, student services, and financial aid) are available without being on campus. Changing lives with quality instruction and a genuine concern from the instructors are an integral part of Distance Learning at Edgecombe Community College.

Curriculum College-Credit Courses

Curriculum online college-credit courses at Edgecombe Community College can be taken anytime and anywhere provided an individual has access to the Internet. Classroom attendance is not required.

The online curriculum classes compare to traditional classroom courses:

- earn the same credit.
- have the same quality and standards.
- are fully accredited.
- have the same course objectives.

Hybrid courses combine the traditional classroom and the Internet. Therefore, depending on the instructor, the student must meet on campus at certain times during the semester. Lessons are completed online. As with online classes, hybrid courses earn the same credit and have the same quality and standards as face-to-face courses. Likewise, support services are available online for the hybrid student. Financial aid also is available.

Support services such as the library, student services, and the bookstore are available online for the online curriculum distance learning student.

All distance learning courses are best suited for mature self-motivated students who have good study skills and who enjoy learning independently.

Continuing Education Non-Credit Online Courses

The *Continuing Education non-credit online courses* are informative, fun, convenient, and highly interactive. These courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas (chat rooms), supplementary links, and more. All courses run for six weeks (with a two-week grace period at the end).

These courses:

- can be completed from your home or office, day or night.
- start every month.
- are 24 contact hours.
- generate 2.4 Continuing Education Units (CEUs).
- require Internet access, e-mail, and a web browser such as Internet Explorer or Netscape Navigator.

Unless noted, tuition per course is \$55. For seniors age 65 or older, the courses are free. Teachers may get approval for the courses for teacher renewal credits. At the end of the course, one will receive an official certificate issued by ECC's Division of Continuing Education. Contact Marie Inscore at 252.823.5166 extension 322 or (<http://www.ed2go.com/edgecombecc/>) or via email at: inscorem@edgecombe.edu for more information.

GED/Adult High School Online

One can prepare for the GED exam or the Adult High School Diploma at home using the Internet. Both programs are free of charge and are fully accredited.

An on-campus orientation is strongly suggested for the online Adult High School Diploma program. Prospective GED students need to visit the Learning Lab on the Tarboro or Rocky Mount campus to take a placement test and to take the actual GED Test.

System requirements: Windows 98, NT, ME, 2000, XP

For more information on the GED/Adult High School Diploma Online program, contact Troy Winstead, Basic Skills instructor, at 252.823.5166 extension 229, or email winsteadt@edgecombe.edu.

Characteristics Of Successful Distance Learning Students

After several years of research, the following qualities are some of the characteristics of a successful distance learning student. There are many students who register for an online class, but lack many of these qualities:

- Knows how to work independently and keeps up with assignments
- Has the necessary skills such as a college reading level
- Has completed any necessary prerequisites for the course
- Participates in orientation when applicable
- Begins course activities within the first week of the course
- Sets aside an adequate amount of time on a routine basis for study
- Contacts the instructor promptly with questions about any aspect of the course
- Has the required computer hardware and necessary software
- Knows basic word processing
- Familiar with sending and receiving e-mail

It is strongly recommended a student consider taking the *Edgecombe Community College Self-Assessment* which will give one an idea if a distance learning course is an option:

<http://www.edgecombe.edu/mst/oacselftest2.htm>.

Computer Requirements

One must have easy access to a Microsoft Windows computer connected to the Internet, a web browser such as Netscape Navigator/Communicator or Internet Explorer 5.0 or later, an e-mail address, and the Microsoft Word processing software. Some online classes may also require Microsoft PowerPoint

America Online is one of America's largest Internet Service Providers which allow Internet users to browse the worldwide web using AOL's software and services. While many, many people use America Online, it does have some limitations when attempting to view certain types of web pages or use certain Web Applications (such as Blackboard. While it is possible to use AOL with Blackboard, it is not recommended.

However, if you must use AOL to access Blackboard, here are some known problems, and some tips to help you if you are having trouble using AOL with Blackboard:

1. **DO NOT** use AOL to take online exams with Blackboard
There are many known inconsistencies between Blackboard and AOL, and taking exams while using AOL can cause "lock-ups", "time-outs", and "incomplete submissions" of exams and tests taken on Blackboard while using AOL.
2. **DO NOT** use the AOL Browser to view/navigate the Blackboard site.
The AOL browser causes many pages to constantly ask you to re-login with each visit to the page which can be very annoying.

If you must use AOL, please do the following in order to access Blackboard:

- First, login to AOL as you normally do.
- Once, you have successfully logged into AOL, minimize the AOL browser.
- Click on Start, Programs, and open Internet Explorer.
- Type the <http://bb6.edgecombe.edu> into the address bar of Internet Explorer.
- Login to Blackboard with your username and password.

AOL Inactivity Timer

When AOL is not in use while you are working on your class(es) using Internet Explorer, AOL will consider the user inactive and will disconnect the user after a period of time. To remain active and avoid being disconnected, return to the main page of AOL (every half hour or so) and click on a link, check email, or check the weather (just do something in AOL). Following one or all of these tips will reset the AOL "inactivity timer". Then continue working on your online course using Blackboard and Internet Explorer.

Blackboard Software

Blackboard is the software used by the college for all curriculum online and hybrid courses. No download is required. Students are strongly urged to review the Blackboard Online Orientation which is available at www.edgecombe.edu (no password needed). The Orientation will familiarize the student with how to use the software and should answer most questions.

Blackboard Login:

[\(http://bb6.edgecombe.edu/\)](http://bb6.edgecombe.edu/)

All student usernames and passwords are created in the following manner:

- Your **USERNAME** is your first initial, last name, and first four digits of your date of birth. Example: John Smith born May 18, 1988, the **USERNAME** would be:
jsmith0518
- Your **PASSWORD** is your 7-digit student ID number found on your registration schedule in the upper left corner and begins with "0".

Note: One can not access his online course(s) until the first day of classes for the semester.

Blackboard Technical Support/Report Problems:

For technical support & to report a Blackboard problem: 1.866.854.7253 or http://www.edgecombe.edu/technical_support/blackboard_tech_support.htm

Frequently Asked Blackboard Questions:

A list of the Frequently Asked Blackboard Questions can be found on the website at: <http://www.edgecombe.edu/mst/bbfaq.htm>

Curriculum Online/Hybrid Class Registration Procedure

To register for an online or hybrid class at Edgecombe Community College, follow the steps below:

New Students:

1. *Apply to Edgecombe Community College:*

https://www.edgecombe.edu/scripts_ssl/application.htm

2. *Submit official transcripts to Edgecombe Community College:*

Edgecombe Community College
225 Tarboro Street
Rocky Mount, NC 27801

3. *Contact a counselor in Student Services:*

http://www.edgecombe.edu/student_services/advising_and_counseling.htm

Note: Special credit students can register via phone by contacting:

Richard Greene
Director of Distance Learning
252.823.5166 extension 340

Returning Students:

(Please note contact information above)

1. Contact your *faculty advisor*. The advisor must sign the Pre-Registration form and send it to student services.
2. Special credit students can register via phone by contacting:

Richard Greene, Director of Distance Learning, 252.823.5166 ext. 340

Resources for Online Students

The same resources available to the traditional classroom student are available totally at a distance for the online student. These are some of those resources:

Student Services:

(http://www.edgecombe.edu/student_services/advising_and_counseling.htm)

- Career Counseling
- Personal Counseling
- Academic Advising
- Financial Aid
- Veteran's Services
- Student Organizations

Library:

(http://www.edgecombe.edu/lrc_library/lrc_lib.htm)

All research and collection databases are available at this link. Contact information for library staff members also can be obtained at the above link.

Bookstore:

(http://www.edgecombe.edu/student_services/bookstore_info.htm)

Students can get the required books for a course, the cost of books, as well as order books directly from this link.

Frequently Asked Questions:

(<http://www.edgecombe.edu/mst/bbfaq.htm>)

Included within this link are the most frequently asked questions about distance courses.

Curriculum Online Class Schedule

A schedule or list of curriculum course offerings (online or hybrid) can be found by clicking on “*Course Schedule*” on the Edgecombe Community College webpage: www.edgecombe.edu. The schedule can also be found under “*Curriculum Distance Learning*” on the Distance Learning webpage:

http://www.edgecombe.edu/distance_learning/curric_dist_learning.htm

HELP!

If there are questions about Distance Learning at Edgecombe Community College, one should contact:

Richard Greene
Coordinator of Distance Learning
Edgecombe Community College
225 Tarboro St.
Rocky Mount, NC 27801
greener@edgecombe.edu
(252) 823-5166 ext. 340

