



# Distance Education Student Checklist Fall 2009

## **G**etting Started

### 1. Complete the Online Distance Education Orientation.

<http://www.nwsc.edu> > Students > Distance Education > Orientation Session

### 2. Check to see if your class has an on-campus orientation meeting. (See the back of this sheet.) If your course does have an on-campus orientation meeting, **you still need to complete the online orientation.**

### 3. Log into Blackboard. Your instructor should have information posted for you to help you get started. **Note: You may not be able to log into Blackboard until August 18.**

<http://www.nwsc.edu> > Blackboard (under Featured Links)

Username: NW-SCC Student Number

Password: Six-Digit Birthdate

## **I**mportant Notes

- **Most distance courses have deadlines throughout the semester! They are NOT self-paced.** If you know you will be away from your computer several days, let your instructor know ahead of time.
- **Most distance courses require students to add and submit attachments similar to the process of emailing an attachment.**
- **All distance courses require at least one exam to be taken on campus at the Testing Center.**
- **Streaming videos are available in Blackboard for most courses that require videos.** If you have trouble with the streaming videos, you can also check out most course videos on DVD from the campus library.

## **C**ourse Specific Notes

- **BIO103 – Principles of Biology I** students must sign up for one of the scheduled on-campus labs.
- **CIS146 – Microcomputer Applications** students must have Microsoft Office 2007 Professional Edition in order to complete all course lab assignments without coming to campus.
- **English Composition and Literature** students must have the ability to save documents in Microsoft Word format.
- **MUS101 – Music Appreciation** students should purchase the course discs at the bookstore to bring with them to the on-campus orientation meeting.
- **SPH107 – Fundamentals of Public Speaking** students must come to campus a minimum of four times to deliver speeches.

## DISTANCE EDUCATION ORIENTATION SESSIONS

All distance students are required to complete a **General Online Orientation to Distance Education at the following link:** <http://www.nwscc.edu/distancededucation/orientationsession.html> Online course material for Fall 2009 courses may not be posted until after August 17, 2009. If you are unable to log in after this date, are unsure about how to complete orientation, or do not see your course listed, please contact April Cookson at 256-331-5395 or Carol Kerr at 256-331-5435. Important Note: All distance education courses require at least one-campus or proctored exam.

### SHOALS CAMPUS DISTANCE EDUCATION ON-CAMPUS ORIENTATIONS

DATE	COURSE	LOCATION	START TIME
<b>Full-Term Classes:</b>			
Monday, August 17, 2009	ART 100	Bldg. 127, Room 110	4:00 p.m.
Tuesday, August 18, 2009	BUS 275, BUS 285	Bldg. 112, Room 112	4:00 p.m.
Monday, August 17, 2009	CHD 201	Bldg. 127, Room 102	4:00 p.m.
Monday, August 17, 2009	CIS 191	Bldg. 112, Room 112	5:00 p.m.
Monday, August 17, 2009	COS 111, COS 167	Bldg. 110, Room 107	3:00 p.m.
Monday, August 17, 2009	COS 124	Bldg. 110, Room 107	3:30 p.m.
Monday, August 17, 2009	COS 131, COS 168	Bldg. 110, Room 107	4:00 p.m.
Monday, August 17, 2009	MUS 101	Bldg. 112, Room 113	5:00 p.m.
Monday, August 17, 2009	SPH 107	Bldg. 127, Room 102	5:00 p.m.

### PHIL CAMPBELL CAMPUS DISTANCE EDUCATION ON-CAMPUS ORIENTATIONS

DATE	COURSE	LOCATION	START TIME
<b>Full-Term Classes:</b>			
Tuesday, August 18, 2009	ART 100	Bldg. 306 (Library), L-13	4:00 p.m.
Monday, August 17, 2009	BUS 275, BUS 285	Bldg. 307, AV-5	4:00 p.m.
Tuesday, August 18, 2009	CHD 201	Bldg. 306 (Library) AV-5	3:00 p.m.
Tuesday, August 18, 2009	MUS 101	Bldg. 307, AV-31	4:30 p.m.
Tuesday, August 18, 2009	SPH 107	Bldg. 306 (Library), L-13	5:00 p.m.

**Students enrolled in the following Distance Education courses should contact their instructor by phone during the first week of class.**

BIO 103A Principles of Biology I	Instructor: Lana Horton	lhorton@nwscc.edu	Phone: 256-331-5298
DDT 117 Manufacturing Processes	Instructor: Alton Rice	rice@nwscc.edu	Phone: 256-331-5257
MTH 100 Intermediate College Algebra	Instructor: Sharon Watson	sberrian@nwscc.edu	Phone: 256-331-6253
MTH 113 Precalculus Trigonometry	Instructor: Sharon Watson	sberrian@nwscc.edu	Phone: 256-331-6253

### COURSES REQUIRING BLACKBOARD ONLINE ORIENTATION ONLY

No on-campus orientation meetings are required for these distance courses! Instructions on how to log into Blackboard are located at the bottom of this section and on the College website homepage under Featured Links.

**BUS 263** Legal and Social Environment of Business, **BUS 271** Business Statistics I, **BUS 275** Principles of Management, **BUS 285** Principles of Marketing, **CIS 110** Intro to Computer Logic & Programming, **CIS 146** Microcomputer Applications, **CIS 249** Microcomputer Operating Systems, **CRJ 208** Intro to Criminology, **ECO 232** Principles of Microeconomics, **ENG 101** English Composition I, **ENG 102** English Composition II, **ENG 271** World Literature I, **ENG 272** World Literature II, **HED 226** Wellness, **HED 231** First Aid, **HIS 101** Western Civilization I, **HIS 102** Western Civilization II, **HIS 201** U.S. History I, **HIS 202** U.S. History II, **MTH 116** Mathematical Applications, **OAD 211** Medical Terminology, **ORI 101** Orientation to College, **PED 123** Golf-Beginning, **PED 124** Golf-Intermediate, **POL 211** American National Government, **PSY 200** General Psychology, **PSY 210** Human Growth & Development, **SOC 200** Intro to Sociology

#### Blackboard Login Instructions:

Go to NW-SCC website homepage: <http://www.nwscc.edu>

Click on Blackboard under Featured Links

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Password: Six-Digit Birthdate