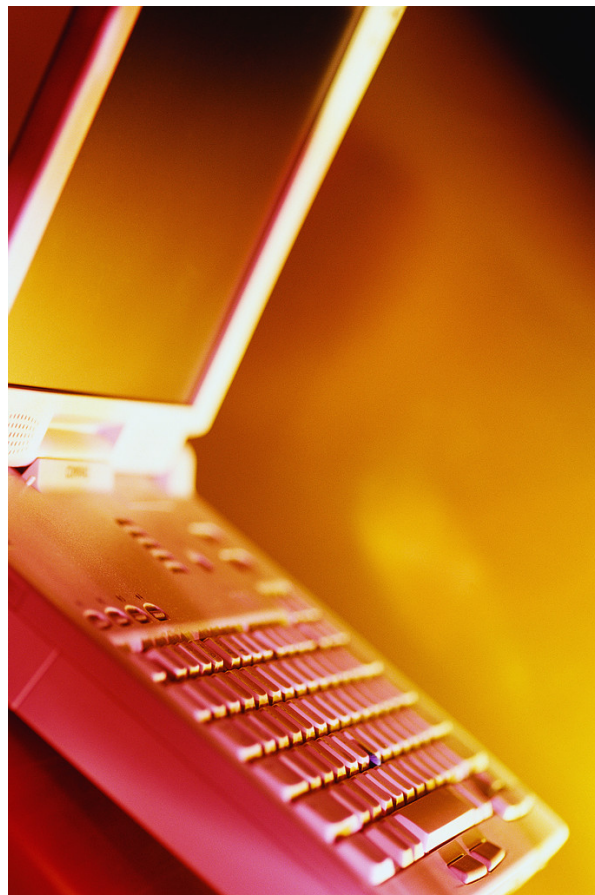


Distance Education Student Handbook 2007-08



CENTRAL CAROLINA
TECHNICAL COLLEGE

Table of Contents

General Information about Distance Learning	1
Definition of Distance Learning	3
Academic Misconduct	4
Special Accommodations	4
Assistance and Contact Information	4
Online Course Information	5
Student Skills	6
Registering for Online Courses & Fees and Books	6
Online Course Attendance Policy	6
Financial Aid and Veterans Administration	7
Frequently Asked Questions	8
About WebCT & Computer Requirements	10
WebCT & Login Information	11
WebCT Email & Discussion Board	12
WebCT Quizzes	15
Central Carolina Online Library Resources	16
Helpful Hints & Netiquette	17
Central Carolina Acceptable Use Agreement	18
Illuminate ®	19
Telecourse Information	20
General Telecourse Information	21
Telecourse Terminology	22

This Handbook was compiled to provide the “distance” learner with an easy reference to distance education information. The three sections include information on the following topics: general distance learning information, online course information, and telecourse information. This handbook is intended to serve as a guide and should be used in conjunction with other Central Carolina publications such as the current College Catalog & Student Handbook, semester schedule, and course resources. Students enrolled in distance education courses are subject to the same policies, procedures, and standards as students enrolled in traditional courses in regard to academic responsibilities and code of conduct.

General Information about Distance Learning

Definition of Distance Education

Distance education is defined as instruction in which the teacher and student are separated by physical distance and often time. Technology (i.e. voice, data, Internet, software, and/or print) is used to bridge the instructional gap. These types of programs can reach those who have limited time to “attend” college, are separated by distance, and/or who desire an alternate form of delivery method and the convenience of anytime, anywhere learning.

Distance Education Opportunities at Central Carolina

Internet (Online) Courses – Central Carolina’s online courses are taught using a course management software tool called WebCT®, which allows course materials (syllabi, instructions, links, etc.) to be put together in a secure course website. Students access the course information via the Internet. Students communicate with the instructor and the other students in the course via internal course email, discussion boards, and chat rooms. Central Carolina offers a variety of online courses each semester. A list of online courses can be found in the semester schedule and are designated with a “D” section number. Hybrid courses, which have a required, scheduled, laboratory component or face-to-face meetings are listed in the semester schedule and designated with a “DH” section number.

Telecourses – A telecourse is an interactive video course offered between two or more sites using video conferencing equipment. This allows faculty and students to see, hear, and interact live with classes or individuals at other locations. Central Carolina uses this technology to connect the Main Campus with the F.E. DuBose Center in Manning. Telecourses are listed in the semester schedule and designated with a “V” section number.

Satellite Courses – Satellite technology allows for the transmission of audio and video over great distances. South Carolina Education Television (ETV) transmits courses via satellite to schools with satellite dishes/receivers and Central Carolina can receive courses in this manner.

More information about distance education opportunities at Central Carolina Technical College and descriptions of all courses can be found in the College Catalog and through the online Course Schedule search on the College’s website at www.cctech.edu.

Academic Misconduct

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information will call for discipline. All violations will be handled according to the Student Code for South Carolina Technical Colleges as set forth in the Central Carolina Technical College Student Handbook/Calendar that is published annually. Students are strongly encouraged to become familiar with the definitions of academic misconduct as outlined in the Student Code.

Special Accommodations

Any student with a documented disability who needs to arrange reasonable accommodations must contact the Central Carolina Technical College Disability Counselor. Students requiring accommodations must notify the Disability Counselor each semester and request accommodations for each semester. Your contact person is Barbara Wright, Disability Services Coordinator, Building M100, Room M135-B, on the Sumter Main Campus, or telephone at (803) 778-6695, or (800) 221-8711, ext. 295 or email wrightb@cctech.edu. The Telecommunication Device for the Deaf (TDD) telephone number is (803) 774-3313.

Distance Education Assistance and Contact Information

Help Desk:

1-800-221-8711, ext 207

(803) 778-6607

helpdesk@cctech.edu

Room M117

Richard Green

(803) 778-7897

greenrl@cctech.edu

Nancy Bishop:

(803) 778-6638

bishopnw@cctech.edu

Room 585 (Building 500, Main Campus)

Central Carolina website:

www.cctech.edu

- **ONLINE COURSE
INFORMATION**

Student Skills for Taking Online Courses

Since online courses are Internet and computer-based, students need to have excellent computer, reading, and study skills and be in academic “good standing” prior to enrolling in online courses. In order to be eligible to take online courses a student must:

- Be in academic “good standing” and have completed CPT 102 or placed into CPT 101.
- Be able to use various computer programs such as Microsoft Word, Internet Explorer, etc.
- Be able to save files in various file formats and attach files to e-mail messages, etc.
- Be able to perform Internet searches, use e-mail, chat, and discussion boards.
- Be able to study independently, be self-disciplined, and have good study and time-management skills.

Registering for Online Courses

Online courses will be advertised in the semester schedule and can be identified by the “D” section numbers and hybrid courses which have both online and required, scheduled laboratory attendance or face-to-face meetings will be identified by the “DH” section numbers. Course descriptions and prerequisites are listed in the College Catalog and online at www.cctech.edu. Current students should meet with their academic advisor and then register through their *myCCTC* account. New students should contact the Admissions and Counseling Office and be admitted to the College, then meet with a counselor (Admissions or Advisement Center) or an academic advisor prior to registering.

Fees and Books

The tuition for online courses at Central Carolina is the same as for other courses at the College. Please refer to the current College Catalog or semester schedule for tuition information. Books for online courses will be available through the College Bookstore. Some online courses use publisher materials and some have additional fees and access codes associated with them. The course syllabus will provide detailed information on the required text and course materials. This information is also available through the Online Book Search on the Bookstore page on the College’s website at www.cctech.edu.

Online Course Attendance Policy

Central Carolina Technical College expects students to participate in all instructional activities. Online courses are no different from classroom courses in this regard; however, participation must be defined in a different manner. Student "attendance" in online courses will be defined as active participation in the course as described in the individual course syllabus. Online courses will, at a minimum, have weekly mechanisms for student participation, which can be documented by any or all of the following methods: student

Telecourse Introduction

Central Carolina utilizes compressed digital video to transmit courses between the main campus, the F. E. DuBose Career Center in Manning, and to other locations which have reception capabilities. This highly interactive video conferencing system allows faculty and students to see, hear, and interact live with classes or individuals at other locations.

Students enrolled in telecourses are subject to the same policies, procedures, and due dates as students enrolled in traditional courses in regard to academic responsibilities and code of conduct.

Locations of Telecourse Classrooms/Conference Rooms:

Main Campus:

- Building 500, Room 583
- Building 500, Room 584
- Building 500, Room 582 (Conference Room)

F. E. DuBose Campus:

- Room 194

Telecourses are listed in the Schedule of courses and are denoted with a “V” section number. Each participating site will have a section in which to register students and will be marked by location. (Example: Main Campus and F. E. DuBose will run simultaneous sections.)

Technical staff will connect the sites 15 minutes before a class is to begin. This time before class is reserved for students from the different locations to communicate and for technical staff. The sites will remain connected at least 15 minutes after class. This time is reserved for students at the remote site(s) to communicate with the instructor.

If a connection between the sites fails, the instructor will seek technical assistance. If the sites can not be reconnected, the instructor will make the decision to cancel class or to continue the class with the students at site where he/she is located.

Terminology

Sending Site or Originating Site	Classroom where the instructor is located and from where the compressed video originates.
Remote Site or Far End	Classroom that receives compressed video of instructor.
WAN	Wide Area Network. The network that connects the main campus and F.E. DuBose so classes can “meet” via videoconferencing technology.
Tandberg	Company that manufactured the equipment that enables us to connect classrooms via compressed digital video technology.
Doc Camera	Document Camera. Device that utilizes a small but powerful camera that allows the projection of visual images (books, pictures, items, etc.)
Main Cam	Main Camera. Camera that is focused on the instructor. (Located in the back of the room pointing toward the instructor.)
Aux Cam	Auxiliary Camera. Camera that is focused on the class. (Located in the front of the room pointing toward the class.)
PIP	Picture in Picture. Setting that allows you to see multiple video displays within one screen. (Example: You can see what you’re sending and the remote site in the same picture.)
CODEC	Compressor/Decompressor. The part of the videoconferencing equipment which compresses the audio and video signals, allowing them to be transmitted via ISDN telephone lines or the Internet.
Compressed Digital Video (CDV)	A powerful telecommunication tool which transmits two-way interactive live video and audio simultaneously between two sites or multiple sites.