



Online Course Fact Sheet

Spring 2009

Orientations for Online Students:

16 Week Online Courses:

January 12, 2009 at 4:00 pm. Main Campus (Room 121E/F)

January 13, 2009 at 4:00 pm. Main Campus (Room 121E/F)

January 14, 2009 at 3:00 & 4:00 pm. Kershaw Co. Campus (Lab K1)

January 14, 2009 at 4:00 pm. F. E. Dubose Campus (Room C302)

Minimester II Orientation:

March 9, 2009 at 4:00 pm. Main Campus (Room 121E/F)

Help is also available at the User Support Center in Building 500.

Some courses have course-specific orientations. Refer to the course syllabus for more information about additional orientation or attendance requirements.

Find more information about online courses go to: www.cctech.edu and also check out the information on the Student tab in [myCCTC](#).

Online Course Access:

1. Go to www.cctech.edu.
2. Log into *myCCTC* using your username and password (If you need help with your username and password, contact the User Support Center (Help Desk) at 803-778-6607 or by email to support@cctech.edu).
3. Click on the “Student” tab.
4. Click on “My Courses.”
5. Click on the course title to go to the course home page (it will open in a new browser window.)
6. Make sure you see “WebCT” in the upper left corner; this confirms you are in your online course.
7. Find your syllabus and other course information and instructions under the “Course Information” icon.
8. Complete the Orientation to Online Learning module under the “Learning Modules” icon.
9. Communicate with your instructor and classmates by using the course communication tools found under the “Communication Tools” icon.

Online WebCT Help:

1. Click on the “Check Browser” link on the upper menu.
2. Click on the “Help” link on the upper menu.
3. See Contact Information on p. 2 of this publication.

About WebCT

WebCT is the software that allows Central Carolina instructors to “teach” on the web. Course materials (syllabi, instructions, links, etc.) are available for students to access via the Internet. Students communicate with the instructor and the other students in the course by internal course email, discussion boards, and chat.

Computer Requirements: Students must have access to a computer with reliable Internet access. The minimum PC requirements for using WebCT are a supported Internet browser with JAVA and “cookies” enabled for proper operation of the software.

Browser Tune-up: Check your browser by following the directions at: <http://www.webct.com/tuneup>.

Course Software Requirements: Some courses have additional software requirements. Check your course syllabus for more information.

Pop-up Blockers: Pop-up blockers and other online restriction mechanisms can interfere with the proper operation of WebCT.

AOL Issues: WebCT is only compatible with full-featured versions of Internet Explorer 4.0 or higher or Netscape 4.0 – 4.7. America Online (AOL) provides its users with customized versions that **are not** compatible with WebCT. If you are using AOL, log into AOL as you normally do, and then minimize the application and open either Netscape or Internet Explorer to access your online course.

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 tracking records in WebCT, submission/completion of assignments, and communication with the instructor.

Students who do not log on to the course within the drop/add period for the course will be dropped from the course. Drop/add and withdrawal dates are listed in the published semester credit course Schedule and College Catalog. Students who fail to maintain active participation in an online course as defined in the course syllabus will be processed in accordance with the current College attendance policy.

Students should maintain communication with your instructor throughout the course. If you wish to drop an online course, you must submit a completed Drop/Add Form to the Center for Student Information. You may drop a course or courses without academic penalty up to a certain date. These dates are listed in the semester schedule, Student Handbook/Calendar, and College Catalog. You should also inform the course instructor and your advisor of this action. NOTE: Any change in enrollment could affect your Financial Aid or loan status.

User Support Center Contact Information

1-800-221-8711, ext 207
(803) 778-6607
support@cctech.edu
Building 500

Hours of Operation:
Monday—Thursday
7:00 am—10:00 pm
Friday
8:00 am—4:30 pm
Saturday
9:00 am—2:00 pm

Additional information about distance education is available at the Central Carolina website:

www.cctech.edu/academics/569.htm