

ONLINE EDUCATION

SANDHILLS COMMUNITY COLLEGE

RIGHTS & RESPONSIBILITIES

Sandhills Community College uses Moodle as its Learning Management System (LMS) for courses delivered in online, hybrid, and some classroom courses. Before utilizing the system, it is a good idea to become familiar with the information in this guide - especially if you are a totally online student.

Important Note

Refer to the college catalog as your primary source of information regarding SCC student rights, responsibilities, and opportunities afforded to students.

ONLINE STUDENT PRIVACY

SCC protects the privacy of students enrolled in distance learning courses (including online, hybrid, and classroom courses) through the following measures:

- LDAP verification using secure usernames and passwords.
- Student's right to omit person information in college LMS.
- Civility Policy

CIVILITY AT SCC

The College defines “civility” as respect for others, courtesy, civil exchange of ideas, and human interactions that create a positive environment in which to learn. All members of the College community are expected to adhere to the Five Core Values, most notably Integrity and Respect. The College will set the tone for such practice using the following guidelines, and expects students to also follow these guidelines: Respect for the Civility at SCC work and ideas of all persons; courteous oral, written, and nonverbal discourse (in personal and electronic forms); honest interactions and exchanges; fair and just treatment; open professional communications; recognition and respect for diversity; social responsibility: tolerance of differing points of view; zero tolerance for any forms of cyber stalking, cyber bullying, or cyber sexual harassment, especially as related to social networking while engaged in college-related activities or in courses online.

Student Identification and Authentication

In the online environment, your identity is protected and verified using the LDAP system: The Lightweight Directory Access Protocol.

Since you establish your username and password, you are using this LDAP identifier each time you enter your Moodle courses to verify for your instructor that the work you are submitting is your own.

At this time, SCC levies no student fees for online student authentication efforts.

Intellectual Property Rights

Online students are afforded equal rights and privileges in every manner. To that end, online students should be aware of the SCC policy related to their protections in regards to intellectual property rights.

The college provides an environment that supports the academic activities of the faculty, staff and students.

The college's intellectual property policy supports the College's mission while it encourages and supports the intellectual property rights of the faculty, staff and students of the College. This policy and its supporting procedures are located and detailed in the General Catalog.

That same policy governs the activities of faculty and staff, thereby ensuring equal rights to all members of this academic community. This reference also appears in the Sandhills Community College Student Governance Statements.

ORIENTATION ASSIGNMENT FOR ONLINE COURSES



Online students must prove to be active in the course prior to the 10% reporting date each semester. Failure to do so can result in removal from a course.

Please follow your individual instructor's announcement regarding the Orientation assignment in your course(s). Merely opening the course and reading material does NOT verify your enrollment. You must complete the Orientation assignment.

It is important to check your SCC email account regularly to keep up with campus and instructor announcements and to check your courses on Moodle at least four times a week to stay current with assignments, due dates, and changes that might occur.

At the start of each semester, your online courses are made available on the first day of the semester. Accessing courses prior to that date is a violation of state-level college enrollment practices; so do NOT contact your instructor or the Distance Learning department asking for course availability prior to the first official day of classes. If your online course is not available on the first day of class, please contact your instructor.

ENROLLING IN DISTANCE LEARNING

Applying

Prospective students may apply for admission as a degree-seeking student, or as a special credit, non-degree-seeking student by completing a free online application. Applications will be immediately sent to the college admissions office for processing. You will receive an Admissions Packet in the mail within one week of applying to the College.

Placement Testing and Test Exemptions

The Admissions page on the SCC website provides information related to test exemptions and scheduling the placement test on campus. If it is inconvenient to come to the SCC campus, students may complete placement testing at the North Carolina community college of their choice and request that their scores be sent to the SCC Testing Center. For admission purposes, the college accepts scores for Accuplacer, Asset, ACT, SAT, or Compass tests. Tests must have been taken within five years of the application to SCC.

Registration in Online Courses at SCC

Prior to registering for online courses, new students follow the same steps to admission as for traditional courses. New students will receive information in their Admissions Packet about the New Student Orientation and course registration. Currently enrolled students can register online through WebAdvisor during designated periods.

Payment

SCC allows students to pay their tuition and fees online through WebAdvisor. Payments must be made in full, as the college does not offer payment plans. Tuition and fee payments may also be mailed to the college business office or deposited in a campus drop box, if this is more convenient. Specific information and instructions for online payments are detailed on the college website.

ONLINE COURSE INFORMATION

You gain access to Moodle once you are officially enrolled in courses, however, your courses will not be listed until the beginning of the semester. The login information is the same as your other Sandhills Community College accounts (email and WebAdvisor). To access the Moodle login link, go to the MySCC page of the college website.

ATTENDANCE REQUIREMENTS FOR ONLINE COURSES



By completing assignments, you are demonstrating your attendance in your online course.



If you fail to complete an assignment within a two-week period, your instructor may drop you from the course. See the attendance policy located in the course syllabus for more information.

If you need to drop an online course, follow the normal course drop procedures. Failure to do so may result in an "F" for the course. Your advisor or the Student Success and Advising Center can assist you.

DROPPING A COURSE AS AN ONLINE STUDENT

If personal challenges or academic problems force you to drop a class, you will follow these simple steps:

- Contact your instructor. The instructor will ask you to provide an email authorizing that instructor to complete a Course Change Form to implement the drop.
- The instructor will verify your identification and note your Last Date of Attendance based on your last submitted assignment.
- The instructor will then forward your verification email and the Last Date of Attendance to a counselor in the Student Success Center, who will complete the Course Change Form

Important: If you are receiving financial aid and are dropping all courses, you must notify the Financial Aid Office.

SUCCESS IN ONLINE COURSES

EXPERIENCE AND COMFORT LEVEL WITH TECHNOLOGY



To successfully participate in your online course, you must have:

- Moderate experience using a computer. The computer you use for class will need to be reliable and also have a reliable internet connection (mobile phone connections are not recommended for taking tests or quizzes online). You will need to know how to enter and retrieve course information on the computer and be able to receive and submit assignments and assigned materials. Other essential skills include being familiar with a word processing program and the ability to send and receive email including the use of attachments.
- A good understanding of the web and its use. You should be able to navigate from one site to another; to find things on the web, and to do searches, if it is part of an assignment.

CHARACTERISTICS

- Self-motivated and self-disciplined. The online environment takes both a real time commitment and discipline to meet course requirements and deadlines. Online courses take more time than a traditional course. Most often this will require that you spend between 5-15 hours per week per course.
- Able to follow deadlines and due dates. There is no teacher in front of the room reminding you to get things done. It is up to you to watch the announcements, email, schedule of assignments, and syllabus. It is best to work ahead so there is time to ask questions and receive help if needed.
- Able to make time to study and participate in class assignments. It is necessary to log in regularly to your course, which means multiple-times per week. Make sure that you have enough time to study and that you do not procrastinate. Take notes just as you would in the traditional class to aid in assignment completion.

ACADEMIC AND STUDENT SUPPORT SERVICES

Every SCC student is afforded rights and privileges related to the library, tutoring services, disability services, student support services, career and personal counseling, and student engagement in activities. You can familiarize yourself with these resources by clicking on the links.

CHANGE OF MAJOR OR ADVISOR REQUEST

Students may request a change of major or advisor by emailing the request to the Director of Student Success, Davis Smith at from their student email account. You will be sent an electronic copy of the Change of Major form. Your new advisor information will be available in WebAdvisor within 3 business days. For questions about change of major or advisor, please contact Davis Smith at (910) 695-3732 or smithd@sandhills.edu

MY SCC

MySCC is the student portal. Make sure that you always go to this page to login to Moodle, student email and WebAdvisor. There is also a button to submit a ticket if you have questions. When you are on the page, make sure that you take a look at the banner on the top of the page. Important announcements and events will be in this space.

- Reading comprehensive skills. While students in traditional courses mostly learn by listening to lectures and taking notes, the majority of online students are expected to master material through reading and frequent contact with the instructor.