

Distance Education Student Guide

What is Distance Education?

Distance Education is a term used to describe the teaching and learning process that takes place when the instructor and student are separated by place and/or time. Distance delivery methods are particularly suited to students who find it difficult to attend regular on-campus courses because of schedule conflicts, family and work responsibilities, or travel barriers. Distance Education courses carry the same academic credit and rigor as traditional on-campus classes and follow the same semester start and end times.

The mission of LCC's Distance Education services is to provide students with quality educational experiences at a distance in order to better serve the educational needs of our constituents.

What types of distance learning opportunities are there at LCC?

Lenoir Community College provides three main categories of Distance Education courses:

1. Total distance courses can be taken completely at a distance without the student ever needing to come to campus. These are great for students living beyond the eastern North Carolina area, students with transportation difficulties, students who are home-bound, students with work schedules which might interfere with attending classes in person, or otherwise prefer not being constrained to rigid schedules or required to travel to the campus.
2. Some distance courses require students to come to campus at a specified time and location during the semester. Telecourses require only infrequent attendance for an orientation, major tests or other special class sessions. Some Internet classes have scheduled on-campus class times each week. These courses may be best for students who can attend the few on-campus sessions, but who would not be able to attend traditional classes requiring frequent travel to campus. The semester printed schedule lists the meeting times and/or locations for the courses.
3. Two-way interactive TV (North Carolina Information Highway) courses require students to attend classes on campus on a designated day at a specific time and location. These courses are taught by an instructor at another community college and are generally courses that students wish to take but are not offered by LCC.

Lenoir Community College offers distance courses in a variety of formats:

Some distance courses are provided which allow the instruction to be presented at one time and received by the student at his/her convenience. The instruction may be presented on the Internet, on video tapes, via interactive television, or through a combination of these methods.

Typically, these courses also provide instruction through required textbooks, study guides and/or other print materials.

Many of the most popular distance courses provide instruction via the Internet. These courses are academically challenging courses that utilize web pages and all the methods of interaction available from web browsers to deliver instruction in ways that help meet diverse student learning styles. Course materials including syllabi, course outlines, assignments, references and other materials are presented by the instructor via the Internet. Students use the communication tools of the course management system, such as Blackboard, and, if needed, of the Internet (email, chat, listserv, discussion forum, etc.) to communicate with the instructor and other classmates. Students have great flexibility in their learning by participating in these courses. Students who enroll in Internet courses must have a working knowledge of the Internet, know how to use a Web browser such as Internet Explorer or Netscape, and be familiar with Windows 95/98/2000/XP/ME or comparable systems. The course listing in the semester printed schedule will show if Internet delivery will be used for the course.

Interactive video courses are similar to traditional lecture based courses. Students must attend during a regular class time, but not necessarily at the same place as the instructor. The class meets via ITV, and the instructor is 'present' on the students' monitor and sees the students by return transmission. The students see and hear the instructor as he/she teaches. The students are able to ask questions and receive answers immediately. Students in these courses gain experience by communicating with diverse populations of students from all across the state.

Distance Learning Success

Total distance courses allow the student the freedom to receive instruction at his or her own time and place. BUT, this freedom comes with MUCH GREATER responsibility. The student becomes almost completely responsible for his or her own time management. There is no set class time, so the student MUST set aside time to participate in the instruction and study. The student MUST possess the discipline to maintain the necessary time schedule in spite of all the demands life places on his or her time. The instructor is not sitting at the front of the classroom to see if the student is in class. Attendance is determined, not by being present, but by completing the course assignments on time and by how well the assignments are completed. The asynchronous student MUST be comfortable using technology to receive instruction, to ask questions and to receive the answers, and to submit assignments and receive the instructor's responses. Sometimes the delivery used is common US postal service mail and the telephone; however, most of the time it will include some combination of video tapes, computer programs, the Internet, and/or email.

A successful distance learning student is one who is:

Mature
Independent/Self-motivated
Self-directed/Focused
Disciplined/Organized
Able to study independently
Dependable/Responsible
Studios/Above Average
Able to Read and Write Well
Able to Think Critically and Solve Problems
Timely in Keeping Up With Assignments
Dedicated/Committed/Goal Oriented

If these characteristics describe you, then you may want to enroll in Distance Education courses at LCC!

How Do Distance Students Enroll?

Distance students may apply for admission and enroll in courses without coming to the campus. Students submit the online Application for Admission to LCC. When the online application has been accepted, students may enroll in courses for the coming semester during designated registration times by completing the online Registration Form. To complete the enrollment process, distance students must contact the Cashier to pay their tuition by credit or debit card. Distance students living near the campus may apply for admission and enroll in courses on-campus the same as other students, if they prefer.

Contacts for Distance Education Courses

Distance Education
Ms. Shelia Graham
Office: LRC 225
Phone: (252) 527-6223 ext. 505
email: dehelp@lenoircc.edu or sgraham@lenoircc.edu

Student Services <http://www.lenoircc.edu>
Dean of Student Services
Mrs. Myra Poole
Office: Administration Building - Room 140
Phone: (252) 527-6223 ext. 318
email: mpoole@lenoircc.edu

Admissions
Director of Enrollment Management ([Admissions](#) and [Counseling](#))
Mrs. Beth Spence
Office: Administration Building - Room 140
Phone: (252) 527-6223 ext. 309
Email: bspence@lenoircc.edu

Registration

Registrar

Ms. Sue Greiner

Office: Administration Building - Room 133

Phone: (252) 527-6223 ext. 306

Email: sgreiner@lenoircc.edu

Financial Aid

Financial Aid Director

Mrs. Mary Anne Dawson

Office: Administration Building - Room 207

Phone: (252) 527-6223 ext. 348

Email: madawson@lenoircc.edu

Business Office

Cashier

Mrs. Melissa Netherly

Office: Administration Building

Phone: (252) 527-6223 ext. 324

Email: mnetherly@lenoircc.edu

Learning Resources Center (Library)

Coordinator of the Learning Resources Center

Dr. Stephen Hawkins

Office: LRC - Room 104

Phone: (252) 527-6223 ext. 504

Email: shawkins@lenoircc.edu

Bookstore

Ms. Leslie Hines

College Union (252) 522-3964 or on-campus ext. 203

Email: cbabooks@yahoo.com

Any questions regarding course materials and content should be directed to the instructor of the course. For additional information on distance education visit LCC [Distance Education](#).

Specific Course Procedures

For Courses on Video Tape

Tape sets may be picked at the Circulation Desk in the Learning Resources Center if you are on campus. You will need a current LCC ID card to check materials out of the LRC. If you do not have a current ID card, you may have one made in the LRC.

If you are a total distance student, contact the Distance Education staff assistant and request the tape sets. After verification that all tuition has been paid, tapes needed for the course will be sent via US Postal Service.

Each set is individually identified with a bar code which is scanned for check-out and check-in. Do not lose the carton or you may not be able to be credited for return of the tapes. If a video taped orientation is available for the course, it will be included with the set of tapes. Be sure to watch it first.

There are multiple sessions or lessons per tape. Follow the tape closely to observe the end of each lesson and the start of the next --look for the session identification screens. You can stop the tape at these points and start it again at these points to stay on track with the lesson assignments.

If you receive a tape with poor video quality, first check the tracking on your VCR. If the tape is still not watchable, return the entire set to the LRC for replacement. You may check out a new set of tapes prior to returning the initial set; however, be careful you do not forget to return the initial set and receive an overdue fine at the end of the semester. Individual tapes will not be accepted or replaced. You must return the tape sets for check in and check the new set out, using your LCC ID card, when doing this in person.

Rewind the tapes when you have completed your assignments.

Follow the instructor's requirements for submitting homework and other assignments. Typically homework may be mailed to the instructor or dropped off in person at the instructor's office. Any materials mailed to instructors must be properly addressed.

Instructor's Name
Lenoir Community College
P.O. Box 188
Kinston, NC 28502-0188

A return address for the student must include the name of the student as well as the class name, and section number (e.g. Jane Doe, ENG 111-TC).

Failure to follow these requirements may result in lost submittals, late receipt of submittals by the instructor or return of materials un-graded. It is essential that the materials be submitted properly, and on-time to be accurately credited for the work. The print materials in the envelopes must also contain the student's name and any other information, following the instructor's requirements.

When submittals include notebooks, student produced video tapes, computer disks or other bulky or delicate items, these must be submitted in appropriate packaging for delivery in person, by postal mail, or other delivery (FedEx, UPS, etc.).

Electronic submittals must follow the instructions in the course syllabus. Email messages must have the course identified in the 'subject' of the message (e.g. ART 111-TC). If email attachments are permitted by the course syllabus, follow the document type and software versions allowed explicitly. Failure to send files that can be read by the instructor's software may be considered the same as failure to submit the assignment.

Return the tape sets to the LRC on, or before, the last day of classes. Tapes must be returned as a set and in the tape covers. Non-returned tapes, or sets returned incomplete, will be handled the same as other overdue tapes checked-out from the LRC. Non-returned tape sets and physically abused sets are valued at \$50.00.

For Courses Using the Internet

View the online orientation on the LCC Distance Education web site. This may serve as the only orientation for Internet Courses. The instructor may provide a course-specific orientation in the Course Information section of the Blackboard course site, or the instructor may require an on-campus orientation for specific courses. If any course requires an on-campus orientation, the details will be given in the semester printed schedule.

Contact the instructor, on or before the start of the semester, or at the latest by the contact date given in the semester printed schedule, to complete enrollment in the course. You can find instructors' email addresses in the semester printed schedule or in the Syllabus in the Course Information area within the LCC Blackboard course site.

You will need to provide the instructor the following information via email:

Your full name and the name you'd like to go by in the class;
Your Student ID number;
Your primary email address;
Any other email address your instructor can use to reach you;
Your primary phone number and the best time to reach you by phone;
Any other phone numbers at which you can be reached and the times you are available.

You will be given a username and password in reply to your enrollment email message.
When you receive the reply:

Click on the Distance Education link.

Click on LCC Blackboard link. This will take you to the LCC Blackboard login screen. Bookmark this page for easy access.

Click the 'Login' button.

Enter your username and password, and then click 'OK'.

The next screen is your personal 'My Blackboard' page. It will show recent announcements to you on the left. It shows the courses you are enrolled in on the right side of the screen. Click on the name of the course to access the pages for that particular course. This is where you will be 'attending' class for the semester. Examine all the major sections (Course Information, Course Documents, and Assignments, etc.) for your course. Contact your instructor with any questions/comments you have about the site.

Note: If you get a message that the page cannot be found, wait an hour and try again. The network or server may be experiencing temporary difficulties. If you are not granted access to the course, you will get an Error Message 401. Check that your username and password spelling is correct. If that does not work, check that you have version 4.1 of Internet Explorer or 4.0 of Netscape or later. If not, you can download new versions from <http://www.microsoft.com> or <http://www.netscape.com> . If you are still unable to get in, contact your instructor immediately, by email or phone.

There are multiple pages for each course site. Follow the page navigation closely to locate the Assignments and Course Documents pages. If you lose your place, you can click the 'My Blackboard' button to return to the initial screen. If you are enrolled in more than one course, use the 'My Blackboard' button to return to the initial screen where you can click to enter another course. Note: If you are enrolled in more than one course and receive different usernames for different courses, contact your instructor or the Coordinator of Distance Education, to correct this before you submit any assignments or you will have to live with this for the remainder of the semester.

Follow the instructor's requirements for submitting homework and other assignments. Typically homework and other assignments will be required to be submitted in the body of an email message, as an attachment, or through the drop box feature of the course. Email messages must have the course and section identified in the 'subject' of the message (e.g. ART 111-IN). If email attachments are required, follow the document type and software versions allowed explicitly. Failure to send files that can be read by the instructor's software may be considered the same as failure to submit the assignment.

Homework print material submittals may be sent to the instructor by the US Postal Service or dropped off at the instructor's office. Any submitted materials must be in sealed envelopes. The envelopes must be addressed to the instructor and college as follows:

Instructor's Name
Lenoir Community College
P.O. Box 188
Kinston, NC 28502-0188

Whether mailed or dropped off, the envelope must be identified with a return address containing the student's name as well as the class name and section number (e.g. Jane Doe, ART 111-IN).

Failure to follow these requirements may result in lost submittals, late receipt of submittals by the instructor or return of materials ungraded. It is essential that the materials be addressed legibly, submitted properly, and on-time to be accurately credited for the work. The print materials in the envelopes must also contain the student's name, the course ID and section, and any other information, following the instructor's requirements outlined in the course syllabus.

When submittals include notebooks, student produced video tapes, computer disks or other bulky or delicate items, these must be submitted directly to the instructor. They must be in appropriate packaging for delivery in person, by the US postal service, or other delivery (UPS, FedEx, etc.).

The course web pages will be available for the entire semester; however, specific exams or assignments may be posted for a limited time. Follow the instructions in the course syllabus and schedule to ensure that you stay on schedule.

With distance courses you are on your own to find when assignments are due and to complete them on time. This information will be found on your course schedule. It is your responsibility to find the information and to keep up with the course schedule. If you need help, contact your instructor. Do not wait until you are far behind. If you do not hear from your instructor within the first week of class, contact him/her to verify that they have received your information and have you registered for the course. If you have problems contacting your instructor and/or reaching your course web site, please email or phone the Distance Education Department.

Phone: (252) 527-6223 ext. 505

NOTE: Students who enroll in Internet courses MUST be self-motivated and able to work comfortably on their own. Students MUST have a working knowledge of the Internet, email, use of a browser, such as Internet Explorer or Netscape, and be familiar with the operation of their computer in order to be successful in these classes. A word processing program such as Microsoft Word or WordPerfect is essential for most Internet courses. Microsoft Works IS NOT acceptable since it is not compatible with the instructor's software.

For Courses Using Two-way Television

An instructor is present, either in the room or on TV. At sites where the instructor is viewed on TV, a facilitator is present in place of the instructor. There is continuous two-way communication between the instructor and students. The instructor and students see each other either in person or on TV.

Assignments are handed in to the instructor or facilitator. The facilitator sends the materials to the instructor for grading. Returned papers are distributed by the instructor or facilitator. Exams are monitored by the instructor or by the facilitator.

Students can ask questions and participate in discussions the same as in a conventional lecture class.

Students may contact the instructor by email or by phone during office hours for communication outside class.

Orientation to the Two-way TV system is provided for students enrolling in these courses during the first few class sessions. Students in Two-way TV courses need no special technological skills.

For more information about us, visit [LCC's homepage](#).