

Online classes provide you with the ability to fit classes into your busy schedule. They allow commuters, caregiving parents and those in ill health, to conveniently complete significant portions of their education.

Having a clear understanding of what to expect and what is expected of you will help you to succeed.

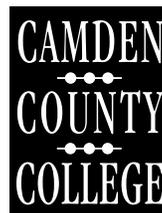
Students who are disciplined, organized and hard-working are the most successful online students.

For more information visit
www.camdencc.edu
or

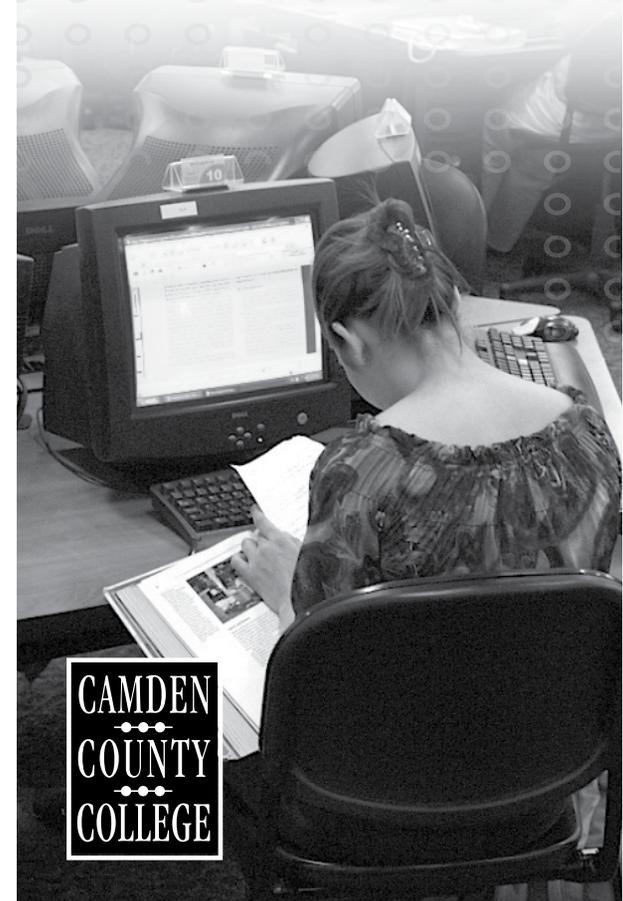
Advisement Center
Blackwood Campus
200 College Drive
Blackwood, NJ 08012-0200
(856) 227-7200, ext. 4454

Camden City Campus
200 N. Broadway
Camden, NJ 08102-1185
(856) 968-1325

William G. Rohrer Center
1889 Rt. 70 East
Cherry Hill, NJ 08003-2013
(856) 874-6000



How to Succeed in Online Courses



Before you enroll in an online course, understand and prepare for what taking an online course will require. Online courses require as much or more time as standard courses.



GUIDELINES TO SUCCESS

1. Keep on top of the work, if not you may fall behind and likely fail or have to withdraw.
2. Find out the starting date and procedure for logging into the course.
3. Be sure that you have provided the College with your correct contact information.
4. Be clear in identifying yourself and communicating with your professor.
5. Don't always expect an immediate response from your professor.
6. Check the testing requirements before you enroll in an online course.

STUDY TIME

Students who register for online classes often think these will be easier or less time-intensive than standard classes. There will definitely be time saved on commuting and attending a class, but you must also factor in the extra time required to learn the subject and complete additional assignments needed to assess progress.

ORGANIZATION

Some students are disappointed to find that they must withdraw from or are failing online classes because they “took a break” from the coursework and were unable to catch up. You must be able to organize your time so that you log into your course several times a week and submit your assignments on time, just as with a standard class.

GETTING STARTED

Not all professors send welcome materials or introductory packets to students in their online courses. When you enroll, be sure to check the registration statement for the start date. Students can go to the

login portal for WebStudy, and follow the instructions for how to access their account at <http://ccc.webstudy.com>. Students can download more detailed instructions at <http://camdencc.edu/distancelearning>

TESTING PROCEDURES

Some online courses require that all testing be done in person at an approved testing location. Other requirements might include attendance at a music performance or a visit to an art museum. Check with the department for the testing and other requirements for each online course prior to registration.

COMMUNICATION

- Professors for online courses will expect to contact you directly through WebStudy, the CCC distance learning platform. Make sure to check it regularly for messages and announcements from your professor.
- Your online professor will contact you regularly, but do not expect that your professor will be constantly and continuously available. For instance, you should not reasonably expect a response at 8 a.m. on Monday to a message sent at 11 p.m. on Sunday!
- When communicating with your professor, be very clear. Refer to a specific assignment or test and state your question in detail so the professor can respond with a helpful answer.

Students must follow the CCC *Policies for Student Responsibilities and Acceptable Use of Information Technologies* that appear in the *Student Handbook*.