

## DISTANCE LEARNING

### MDCC VIRTUAL COMMUNITY COLLEGE

MDCC recognizes the needs of students, who because of various time or space barriers, cannot attend the traditional classroom offerings of our courses. Through the use of the Internet, MDCC brings the opportunity for students to receive classes at home or office. MDCC provides a growing number of credit courses through distance learning delivery. MDCC is an active participant in the Mississippi Virtual Community College (MSVCC), an on-line effort of 15 public Mississippi Community Colleges, further increasing the number of Internet based courses that are available.

Faculty and students participating in distance learning courses interact through phone, e-mail, discussion boards, chat rooms, and face to face meetings. These courses meet the same educational requirements as the traditional classroom, just in a more flexible format.

Admission/Registration procedures for distance learning courses are the same as outlined for the traditional classes. Cost for distance learning courses are maintained at the same rate as the traditional courses, plus an additional \$15.00 fee per distance learning course. Textbooks for distance learning students are available for MDCC-originated courses in the MDCC Bookstore located in the Student Union Building. Textbooks for distance learning classes that are not originated courses from MDCC may also be purchased through the MDCC bookstore.

Prior to registering for a distance-learning course, MDCC recommends that students visit the distance learning web site and consult with an advisor to determine if distance learning is a viable alternative. The web site is linked from the MDCC Home Page, <http://www.msdelta.edu> and from the <http://msvcc.blackboard.com> home page.

Information regarding the schedule for distance learning courses may be found, through the distance learning link from the college web-page and from the <http://msvcc.blackboard.com> web page.

College Policies and Procedure for distance learning classes follow the same rules and regulations as on-campus classes with a few specific exceptions. These exceptions are necessary due to the difference in delivery systems of on-campus and distance learning classes.

#### *Rules Specific to Distance learning Instruction*

##### **1. Admissions:**

Admissions procedures and policies are the same for distance learning students as they are for on-campus students.

**2. Student Advising:**

MDCC will assist students with advising by placing a counselor's page on the MDCC website. The school encourages the students to contact the counselors for further help. Students with questions are referred to the appropriate faculty members for specific assistance.

**3. Registration:**

Students who wish to register for distance learning courses should (1) contact the Office of Admissions to gain acceptance to Mississippi Delta Community College, (2) consult with an advisor to discuss course and technical requirement. After completing these steps, the student is ready to register for classes. Students may register on-line through the MDCC Distance Learning web page. The course request form is completed and submitted electronically to the Distance Learning Office. A student may check his/her schedule by accessing his/her profile on the <http://msvcc.blackboard.com> web site or checking their MDCC class schedule. Distance learning students pay fees according to the same procedures as on-campus students.

**4. Withdrawal from Class:**

The MDCC Distance Learning web site contains withdrawal instruction. The student prints the form, fills it out, includes a fee, and mails the form to the Distance Learning Coordinator. The last day to withdraw is posted on the Distance Learning webpage. A student may withdraw during the first 75% of the semester for the fall and spring semesters.

**5. Refund:****Summer Distance Learning Classes:**

There is no refund for summer distance learning classes once classes begin. Students who register for courses and do not return for the registered semester must contact the distance learning office to be dropped from their classes before the first day of class. Failure to drop classes from the campus web system will result in charges to the student account and those courses will appear on the student's transcript.

## **Distance Learning Classes:**

Refunds for Fall and Spring semester distance learning classes will be figured based upon the institutional refund policy which can be found under the student cost section of the MDCC catalog. Students who register for courses and do not return for the registered semester must contact the distant learning office to be dropped from their classes before the first day of class. Failure to drop classes from the campus web system will result in charges to the student account and those courses will appear on the student's transcript.

### **6. Class Attendance and Participation:**

Attendance and participation on a regular basis is expected. If a student does not log in to class during the first two weeks of the Virtual Community College term, the instructor will contact the Distance Learning Coordinator and request that the student be withdrawn as a "never attended". The student activity is documented by means of "course statistics: in Blackboard, Desire 2 Learn and/or record of assignments submitted or participated in. Withdrawal forms and instructions for distance learning class withdrawal are published on the MDCC Distance Learning website. The form is to be printed and mailed to the Distance Learning Coordinator with a withdrawal fee. The form must be in the Office of the Distance Learning Coordinator by the date published on the MDCC Distance Learning website. The student is responsible for all tuition fees associated with the class upon registration.

### **7. Orientation:**

Students enrolled in on-campus and distance learning classes go through the campus orientation process. Additionally, every distance learning MDCC student is provided with and encouraged to participate in our on-line orientation process. The Orientation site can be accessed at [www.msdelta.edu](http://www.msdelta.edu), select Distance Learning, and then click "On-Line Orientation". Students are instructed to read through the site and submit a "Word" document containing their impressions of the site. The Distance Learning Coordinator uses these responses to improve quality of the site. Our instructors are encouraged to place a link to the orientation web pages in their class sites. All distance learning students are emailed instructions on how to log into their class site prior to the beginning of the MSVCC term.

### **8. Instructional Quality:**

The Division Chairs are responsible for insuring quality in all courses that are taught by the department, both traditional and distance learning. The chairs work with the Dean of Instruction and the Distance Learning Coordinator to insure capable, qualified instruction in all areas of the college.

**9. Accessibility:**

The Distance Learning Department at Mississippi Delta Community College welcomes and is prepared to accommodate any students with disabilities. If a disabled student is in need of special accommodations in any capacity, the student may address the need with the Distance Learning Coordinator.

**10. Proctored Testing:**

A system of proctored testing has been established and communicated to instructors who teach distance-learning classes. MDCC has a proctor identified who is responsible for scheduling testing times for distance learning students. All courses require some proctored testing at approved sites. Students email the Distance Learning Office to schedule required proctored test.

**11. Ownership of Materials/Copyright:**

Mississippi Delta Community College reserves the right of ownership of all electronic documents, programs, curricula, etc...developed under the auspices of the College.