

BCCC Distance Learning Advising Form

It is important that students be advised about distance learning courses **before** they register for online (sections 20, 21...) and hybrid courses (sections 40, 41...). This form should be signed by both advisors and advisees. It will provide proof that proper advising has taken place. For a step-by-step guide to online learning at BCCC, access the BCCC homepage and click on **Taking an Online Class** (located on the left). Use the following information as a guideline for advising new online students.

GETTING STARTED

Step 1.

Registration

- Register for Online Class
- Requirement Procedures

Step 2.

Requirements

- Take the Assessment (Online Students Only)
- Contact Your Instructor
- Attend Orientation (Online Students Only)
- Competencies
- Equipment Requirements

Step 3.

Log-In Procedures

- Campus Network
- Blackboard
- Student Email
- Netstorage (file storage)

Step 4.

Student Email

- Accessing Email

New Student Orientation Information Available for Distance Learners

Please call Penny, Tricia, or Brenda if you have questions. Feel free to send students to the LRC for help.

- New Student Orientation information:
 - [Library resources](#)
 - [Blackboard](#) and [Email](#)
 - [Netstorage](#)
 - [“How Do I?”](#)
 - [NC LIVE](#)
- *All new students are sent a Welcome to Distance Learning Letter with vital links to distance learning resources.*
 - [Handout of log-in procedure for BB](#)
 - Link to [“How Do I?”](#)
 - Links to [Library resources](#)
- A Distance Learning Electronic Handbook ([“How Do I?”](#)) is available in CD format or on website.
- [Open orientation sessions](#) to BB/Email, etc. are provided on the first day of class and third day of class as well as 2 night sessions each semester.
 - One-on-one, as needed assistance for students is available in the LRC
 - [Assessments](#)
 - [Assignments](#) etc.
 - [Log-in](#) (Email, BB, Netstorage, NC LIVE)
- Dedicated [web page](#) for distance learning students and faculty is available.
 - Used for advising
 - Log-in information, etc.
- LRC has signs at each computer for [log-in information to BB](#). Handouts are also available at the front desk.
- [Online orientation](#) available for all distance learning students.
- Schedule of on campus [orientation sessions](#) available online and mailed to registered online students each semester.
- Blackboard refresher workshops for students is available upon request.
- [Self Check Test](#) for prospective distance learning students available online.

- [Online assessment](#) used to test the ability of online students to save & attach files, and successfully email to their instructor.
- [Record of assessment](#) completion is recorded in Datatel by LRC staff.
- Student [email](#) and [Netstorage](#) information available to students on the web.
- [Distance learning](#) information is only one or two clicks to for students and instructors on the web.
- Step-by-step [tutorials](#) available for instructors on website.

Online Student Advising Checklist

We discussed:

- The above information.
- The appropriateness of this **student** taking this distance education **course** this **semester**.
- That **participation in an assessment/orientation activity is mandatory**.
 - 1). We discussed the assessment/orientation requirement, that orientation information will be posted on the web site.
 - 2). If a student cannot participate in an orientation activity during the drop/add period, it is **their responsibility to contact the instructor** ahead of time and make alternative arrangements during the drop/add period.
 - 3). 100% refunds are made only if a class is dropped before classes start at Beaufort County Community College or if a class fails to materialize.
- That if a student does not **participate in a course in a two week period** and has not contacted the instructor; they will be administratively withdrawn from the course.

The advisee has permission to register for the following **Distance Learning course(s)**:
[please list]

_____	_____
_____	_____
_____	_____
_____	_____

Advisee's Name Printed

Advisor's Name Printed

Advisee's Signature

Advisor's Signature

Date

Date