DISTANCE EDUCATION STUDENT INFORMATION

DISTANCE EDUCATION DELIVERY METHODS:

- **Online**: An online course primarily uses the Internet, the College’s Learning Management System (Blackboard), and other web-based applications for all instruction, activities, assessments, and class interaction.

- **Hybrid**: A hybrid course is essentially an online course, but also requires four (4) or more on-campus sessions. These on-campus sessions may be used for any combination of lectures, discussions, presentations, labs, on-campus examinations, etc. Required on-campus session dates are listed on the Credit Course Schedule.

- **iTV**: An iTV course is a traditional, on-campus course taught by one instructor but delivered to two separate classrooms simultaneously using video conferencing technology and televisions and/or computers with Internet, video and audio capabilities. iTV courses may require assignments and assessments be completed online outside of the regular class time through the College’s Learning Management System (Blackboard).

**PLEASE NOTE:** All BC3 Distance Education courses follow the same start date, end date, midterm and final exam schedule as all other BC3 courses (unless otherwise noted) and have set deadlines for assignments and testing.

REGISTRATION, TUITION, AND FEES:

- Registration for Distance Education courses is the same as traditional courses. Contact the BC3 Registrar at ext. 8253 or register online at [http://www.bc3.edu/mybc3/index.html](http://www.bc3.edu/mybc3/index.html)

- Students pay the regular tuition and fees for all distance education courses. Online and hybrid courses will be charged an additional fee per credit hour. See Online Courses – Additional Cost Per Credit. [http://www.bc3.edu/paying/ tuition-fees.html](http://www.bc3.edu/paying/tuition-fees.html)

- Some courses may require proctored exams or other methods of identity verification. Additional fees may apply.

ONLINE/HYBRID COURSE REQUIREMENTS:

**Orientation**: Completion of GENL 001 - ET Orientation is **required** for ALL students taking their first online or hybrid course at BC3 or students who have not completed the Orientation within the past 2 years. This Orientation must be completed online via the College’s Learning Management System (Blackboard). This Orientation takes approximately 2 to 2 ½ hours to complete, but does not need to be completed in one sitting. It is recommended the Orientation be completed prior to the start of classes so that the student has full access to their courses. Once registered, students will receive information via their MyBC3 email account with specific deadlines and instructions for completing this requirement.

- **Skills and Abilities**: Students enrolled in an online or hybrid course are expected to have basic computing, word-processing, reading and comprehension skills, and prior experience using the Internet and email.

- **Computer Access**: Students enrolled in an online or hybrid course are expected to have regular and unrestricted access to an up-to-date computer system (Windows or Macintosh) and a reliable broadband Internet connection (cable, DSL, T1/LAN). A dial-up connection is not recommended. Tablet computers (including iPads and Chromebook), smart phones, and some Internet browsers may not be compatible. [http://www.bc3.edu/services/technology/system-requirements.html](http://www.bc3.edu/services/technology/system-requirements.html)
• **Additional Class Materials:** Additional items such as a webcam, microphone, class specific software, online access codes, and at-home lab kits may be required. Additional fees may apply.

• **Online Testing And Student Identity Verification Guidelines:**
  In compliance with federal regulations (34 CFR 602.17(g)), online instructors may require students who participate in such classes and/or take exams to verify their identity by use of one or more of the following:

  1. A secure login and pass code;
  2. Proctored examinations, which may include video and audio recording with consent of the student;
  3. A webcam and microphone; or
  4. New or other technologies and practices which assist in verifying student identity.

  Additional fees for proctoring services or use of other technologies and practices may apply and notice of such costs will be provided to students at the time of registration.