

MCC Telecourse Student Information

Telecourse Overview	
Explanation of a Telecourse www.mchenry.edu/DistanceEd	<ul style="list-style-type: none"> • Regular college credit courses, which enable students to work independently, at their own pace and location. • Syllabus, textbook, study guide and videotapes, DVD or CD-ROM are primary source of instruction. • 18 weeks in length unless students choose to complete telecourse early. • Coursework requires the same academic rigor as a traditional course.
Communication Exchange	<ul style="list-style-type: none"> • Communication between instructor and student and/or coursework exchange transacted via mail, email, telephone or face-to-face meetings.
Flex-ed Schedules Flex-ed schedules can be found on the Distance Education home page – www.mchenry.edu/DistanceEd	<ul style="list-style-type: none"> • Telecourses are designed to be flexible, and most often scheduled to start on a bi-monthly basis throughout the semester. • Other telecourses have start dates that are aligned with traditional start dates of the semester.
Telecourse Structure	
Required Materials	<ul style="list-style-type: none"> • Textbook • Study guide • Media component such as videotapes, DVD or CD-ROM • Syllabus
Web-based Communication (Instructor optional) http://mchenry.angellearning.com	<ul style="list-style-type: none"> • Instructors may give students the option to participate in the discussion area, email, post grades or use other options on the Online Course System.
Tests/Exams	<ul style="list-style-type: none"> • Tests/exams are proctored/completed in the college Testing Center. • Contact the instructor to review and/or discuss a test after receiving a grade.
Testing Center – (815) 455-8984 Hours - www.mchenry.edu/TestingCenter Location - www.mchenry.edu/Maps	<ul style="list-style-type: none"> • Testing Center is located in Building A, Room A245 • Testing/exam requirements may vary from one telecourse to another; be sure and read syllabus thoroughly • Proof of registration (current schedule) and a picture ID (driver's license) must be shown to Testing Center personnel prior to each test/exam. • No children, friends, neighbors, relatives or pets are allowed in the Testing Center. • Only if instructor has given permission can telecourse students bring testing/exam materials such as textbooks, calculator, and/or class notes into the Testing Center. • Testing Center hours vary each semester. Students are responsible for checking the times/dates Testing Center is open. • There are no additional fees to take a telecourse test/exam in the Testing Center. • Test/exams usually can be completed between 30-60 minutes. Plan to arrive at least 1 hour 15 minutes prior to closing.

Telecourse Policies/Procedures

<p>Registration – (815) 455-8588 Web - www.mchenry.edu/register</p> <p>Hours - www.mchenry.edu/Registration</p>	<p>Three ways to register:</p> <ul style="list-style-type: none"> • Web Registration and tuition payment. Previously enrolled students may register and/or pay tuition from 8 a.m. – 10 p.m., seven days a week. • Walk-in – Students may register in person in the Registration Office, Building A, Room A258 during office hours (see web site). Payment is also accepted when registering in person.
<p>Receiving Telecourse Materials www.mchenry.edu/telecourses</p>	<ul style="list-style-type: none"> • Telecourse syllabi and information are downloaded from MCC Distance Education web site.
<p>Videotapes, DVD and/or CD-ROM</p> <p>Library – (815) 455-8533 www.mchenry.edu/library</p> <p>Bookstore –(815) 455-8747 http://mccbookstore.mchenry.edu</p>	<ul style="list-style-type: none"> • Videos, DVD and/or CD-ROM provide an alternative to the classroom lecture. Information presented in the videos, DVD or CD-ROM is not repeated in textbook. • Test questions may be based on videos, DVD or CD-ROM. • Videos, DVD or CD-ROM run 15-60 minutes in length. • Students can purchase DVD and CD-ROM in bookstore. Financial aid, scholarship or grant funds can be used to purchase DVD and CD-ROMs. Normal book return and buyback rules apply. • For courses with CD-Rom or DVD requirements one copy of each telecourse video is available in the MCC library for library use only. • For courses with Video options ONLY, students can check out and renew telecourse videos in person from the MCC library. • All regular library fees and fines apply.
<p>Library Support – (815) 455-8533 www.mchenry.edu/library</p>	<ul style="list-style-type: none"> • Library is located in Building A, Room A212. • Library hours vary each semester. Students are responsible for checking the times/dates the Library is open.
<p>Instructor Responsibilities</p>	<ul style="list-style-type: none"> • Maintain office hours to answer questions about assignments, tests, grades and address other questions students may have. • Give feedback or test results in a timely manner. • Reply to student emails or student related inquires to coursework, grades and/or test results.
<p>Student Responsibilities</p>	<ul style="list-style-type: none"> • Complete a telecourse or withdraw from the course. • Possess good time management skills and the ability to work independently. • Bring a copy of their current schedule and Photo ID to the Testing Center and Library. • Contact instructor (either via email, phone or office hours) whenever questions about coursework, grades and/or test results arise.
<p>Withdrawals http://www.mchenry.edu/Registration/Withdrawing.asp Fax Number - (815) 455-3766</p>	<ul style="list-style-type: none"> • Students may withdraw from a class by contacting the Registration Office in person or by fax (include name, student I.D. number if known or birth date, class prefix, number and section, class title, instructor, reason for withdrawing, and signature). • Withdrawals are not accepted over the telephone. • Withdrawal deadline for 18 week courses is the last day of the fourteenth week of the course.
<p>Grades/Grade Reports</p>	<ul style="list-style-type: none"> • Instructor grading information is included in course syllabus. • Telecourses completed before 18 week session will wait until the end of the semester to receive a grade report unless student communicates with instructor and requests an early grade submission. • If a telecourse is scheduled to end after the end of a traditional semester two grade report forms will be mailed to students. The first once with a grade of “IP” indicating “In Progress” and the second with the official grade.

<p>Transcripts - www.mchenry.edu/ATC/RequestingTranscripts.asp</p>	<ul style="list-style-type: none"> • Telecourses are listed on a student's transcript with no special identifiers. • Transcripts should be requested from the Registration Office. A fee is charged for transcripts.
<p>Student Change of Address, Phone Number or Name Registration Office –815-455-8588, Building A, room A258</p>	<ul style="list-style-type: none"> • Any change of address or phone number must be submitted to the Registration Office – Building A, Room A258. This can be done by calling the Registration Office at (815) 455-8588 or by stopping by the office. • Any name change must be submitted to the Registration Office – Building A, Room A258, in writing and in person. • Notifying instructor of these changes is also recommended.
<p>Other Useful Telecourse Information</p>	
<p>Telecourse Student Considerations</p>	<ul style="list-style-type: none"> • Telecourses require independent and focused learning skills to complete all course work. • Strong time management skills and the ability to schedule a certain amount of time each week to focus on telecourse instruction leads to a successful telecourse experience. • It is highly recommended that students plan a certain time during the week to do assignments, tests, watch videos – of course, telecourses are designed to be flexible – so time adjustments can be made. • The syllabus needs to be read thoroughly. Contact your instructor with questions. • Plan to take/turn in tests in a timely manner. • Students should utilize every resource available @ MCC. It may be helpful review – “Tips to be Successful in Distance Learning” http://telelearning.dcccd.edu/Resources/The+Emerging+Learner.htm <p>Especially Useful: #2. Program 2: Getting Time and Technique on Your Side and/or #3. Program 3: Managing Your Courses, Your Tests, and Your Anxiety</p>