


DISTANCE LEARNING ADVISING GUIDE

(This information can be found at: <http://www.isothermal.edu/DistLearn.htm>)

	Distance Learning Opportunities at Isothermal
Curriculum Online Courses	Continuing Education Online
<p>To register for an online curriculum class, you must:</p> <ol style="list-style-type: none"> 1. Complete the Admissions Requirements for the program 2. Contact your advisor to get registered 3. Pay for your classes 4. Contact the instructor of your course as soon as possible after registration. <p>For more information on the Admissions and registration process, please contact the Admissions Office at ext. 251.</p> <hr/> <p>Once you have completed these 4 steps, then you are ready to go online. Your instructor will advise you which platform is used for your course. If you have any questions or problems logging on, contact the instructor for your course.</p> <p>For more information on Distance Learning, go here.</p> <p>Blackboard Moodle</p>	<p>Are you a "Lifelong Learner," interested in furthering your knowledge or exploring new subjects in non-curriculum areas? "Attend classes" in the comfort and convenience of your home or office. All that is required is a computer workstation that meets minimal requirements and Internet access.</p> <p>If you are not currently registered for a Continuing Education Online Course, go here first.</p> <p>If you have completed the registration process, you are ready to go here.</p>

When advising a student interested in taking an on-line or hybrid course, be sure to emphasize the need for the student to contact the instructor of the on-line or hybrid course before classes begin. Also, take the time to evaluate whether or not the student is a qualified candidate to take an on-line or hybrid course by looking at the student requirements for Distance Learning.



Resources for Distance Learning

Technical Requirements for Online Learning

To be successful in taking online courses, students should:

Be able to perform basic computer operations such as:

- Copying, saving, moving and deleting files on your computer
- Installing new software
- Using a web browser such as Internet Explorer, Firefox or Netscape Navigator
- Using word processing software such as MS Word
- Using email for communication and to exchange files

Have access to:

- a computer with Internet connection (or be able to come to campus computer labs)
- email. Students who do not already have an email address may use the [free student email available](#) at Isothermal.
- required software. This will vary by course - [check with your instructor](#). Nearly all courses will require common software such as Internet Explorer and MS Word.

NOTE: While even very old computers may be able to connect to the Internet, many machines more than 3-4 years old may not be able to run required software. [Check with your instructor](#) if you think your computer may be too slow to run special software required for some courses.

These are the minimum computer skills a student should have when signing up for an on-line or hybrid course. Please go over these requirements with your advisee.

If a student does not have access to a computer with reliable internet access at least 3-4 days a week, an on-line or hybrid class should not be recommended. Check with the instructor of the course before registering a student for an on-line or hybrid class.



Some documents on our web site are in .PDF format and require the Adobe Acrobat Reader for viewing. The Adobe Acrobat Reader is available for downloading at no cost by selecting the graphic at left.