

Distance Learning Course Information Checklist

The MCC Online Office recommends that students print a copy of this sheet for each Distance Learning class they take. Check the boxes as you review the course for relevant information.

Students must contact their instructor on or before the *first* day of class. Visit the New Student area of the Distance Learning website for instructions on how to find your instructor's e-mail address and course location.

<http://www.mc.maricopa.edu/other/distance/new.html>

Students should know the information listed below **within three days** after the starting date of class.

- Contact Information.
 - Instructor's name.
 - Instructor's e-mail address.
 - Instructor's office number (if applicable).

- Course Access Information.
 - I know how to find the course.
 - If applicable, I know how to access this class using an id and password. (Some classes are password protected.)

- Course content and materials NOT included in the course website (if applicable).
 - I know the textbook titles and how to acquire them.
 - I know what the other course materials are (such as CD-Rom(s), lab kits, etc...) and how to acquire them.

- Methods of communication—How will students be communicating with the instructor and each other? (check those that apply)
 - MCC E-mail – all e-mail communication **must** be done via MCC e-mail accounts.
 - E-mail – any personal e-mail account is acceptable (AOL, Cox@Home, Hotmail, etc...)
 - Discussion board postings.
 - Scheduled “live” chat sessions.
 - Office hours via telephone.
 - Other Communication tool _____

- Instructor's communication policy.
 - I know approximately how long it will take for the instructor to respond to general questions about the course.
 - I know approximately how long it will take for the instructor to grade and return my work.

- I know the course assignments and how much they are worth (check those that apply).
 - Written assignments.
 - On-line quizzes.
 - On-line exams.
 - In-person exams.
 - Course projects.
 - Other _____

- I know how assignments are to be submitted (check those that apply).
 - Regular e-mail.
 - E-mail attachment.
 - WebCT “Dropbox.”
 - Webboard attachment.
 - Upload assignment using course software tool.
 - Other _____

- Technical requirements and computer literacy requirements (check those that apply).
 - This class has specific computer hardware requirements—I understand them and can adhere to them.
 - This class requires specific software programs, and I know how to acquire them.
 - This class requires that I have specific computer skills—I understand them and can perform them.

- Important course dates (check those that apply).
 - I know the due dates for all the assignments.
 - I know where to find the due dates for all assignments.
 - This course is self-paced and has no due dates.
 - I know the start date of class.
 - I know the end date of class.

- I know whether or not I have to be on campus for this class for an exam or orientation.

- I understand the instructor’s “drop” policy (if applicable—your instructor may not have one).

Be sure to check your MCC e-mail account regularly for messages from your instructor.

If, after reviewing the course website and reading introductory e-mails from your instructor, you are unsure about any of the course requirements and policies, you must e-mail your instructor as soon as possible for clarification. If you do not hear back from your instructor in a timely manner, please consult the MCC Online website for information on what to do next:

<http://www.mc.maricopa.edu/other/distance/helpme.html>