



Distance Education



2018 - 2019

Student Handbook

P.O. Box 818 Baytown, TX 77522

Table of Contents

Table of Contents.....	2
I. INTRODUCTION.....	4
Welcome, Students!.....	4
Mission Statement of Online Learning at Lee College.....	4
II. DISTANCE EDUCATION PROGRAM OVERVIEW.....	4
Class Formats.....	4
Face-to-Face (F0).....	4
Hybrid Course (H0).....	4
Online Course (OL).....	4
Figure 1. Understanding the Difference Between Face-to-face, Hybrid and Online.....	5
III. HARDWARE/SOFTWARE REQUIREMENTS.....	5
Browser:.....	5
Operating System:.....	6
Blackboard Learn Help Homepage.....	6
IV. ARE DISTANCE EDUCATION COURSES RIGHT FOR ME?.....	6
Blackboard Orientation Course.....	6
Online Class Orientation.....	6
Online Attendance Policy.....	6
Expectations of Students.....	7
First Week of Class.....	7
Throughout the Term.....	7
Federal Student Aid and Online Attendance.....	7
Cost of Online Courses.....	8
How do I register for Distance Education Courses?.....	8
Privacy Statement.....	8
V. DISTANCE EDUCATION STUDENT SERVICES.....	8
Blackboard Technical Support.....	8
MyLC Help Desk.....	8
Writing Center.....	8
Math Lab.....	9

Testing Center.....	9
Testing Center Hours.....	9
Library Resources.....	9
Financial Aid.....	9
Title IX – Campus SaVE.....	9
Advising/Counseling Services.....	10
Disability Services/Access Center.....	10
Veterans Counseling.....	10
Text Alerts.....	10
VI. FREQUENTLY ASKED QUESTIONS.....	11
1. Are online classes easier than traditional classes?.....	11
2. How do you know if online classes are a good fit?.....	11
3. Are online courses accessible from anywhere?.....	11
4. Will I be required to come to campus during the semester if I am taking an online course?	11
5. How much time is required for on online class?.....	12
6. Since the class is online, does that mean it is self-paced, or can the student complete it whenever?.....	12
7. Do all online and hybrid classes use Blackboard?.....	12
8. What is Blackboard?.....	12
9. Is there a test that I can take to measure my readiness for online education courses?.....	12
10. Do I need to own a computer?.....	13

I. INTRODUCTION

Welcome, Students!

Welcome to the Lee College Online Education program. We are excited you have chosen to learn with us, and we look forward to helping you achieve your educational goals.

Online education is a convenient way to access the learning environment, and if you are new to online learning at our college, we understand that you may have many questions. This handbook is designed to provide distance education learners with specific information about Lee College student services, technical support, tutoring and policies.

Please use this handbook as a resource, but also remember that there are many dedicated employees at Lee College who are willing to assist you. Don't hesitate to use the contact information in this handbook and in your course information materials to find assistance with other questions you may have.

We want to provide you with the knowledge and skills to successfully navigate in the modern world!

Mission Statement of Online Learning at Lee College

To provide educational opportunities to students through an alternative delivery method, Lee College faculty will provide and promote superior online learning in keeping with expectations of local industry and four-year institutions.

II. DISTANCE EDUCATION PROGRAM OVERVIEW

Class Formats

Face-to-Face (F0) ---These courses are traditional synchronous, on campus, that provide face-to-face instruction in a traditional classroom on campus. However, courses may be enriched by the addition of an online component. This online component is hosted on the Blackboard. Face-to-face courses may contain as little as 1% to as much as 50% of instruction in Blackboard. All classes include the maintenance of a gradebook and the posting of the course syllabus in Blackboard Learn 9.1 so students can access their grades/syllabus at any time during the semester.

Hybrid Course (H0) — A course in which a majority (more than 50 percent but less than 85 percent), of the planned instruction occurs when the students and instructor(s) are not in the same place. Hybrid courses have regular class meetings, but meeting times vary. Hybrid courses could meet once per week, or once every few weeks, depending on the instructor.

Online Course (OL) — A course in which more than 85 percent of the instruction occurs when the student(s) and instructor(s) are not in the same place. Online courses may require mandatory face-to-face sessions, such as orientation, laboratory, exam review, or exams in the college testing center.

Figure 1. Understanding the Difference Between Face-to-face, Hybrid and Online

Teaching Online Certification & Blackboard Training	Delivery Method for Courses	Class Schedule Symbol	0% Instruction Outside of Class	50% Instruction Outside of Class	100% Instruction Outside of Class
Not Required	Face-to-Face	FO01	All content CAN BE in Blackboard. 1%-50% Instruction in Blackboard. e.g., Class meets face-to-face as scheduled in the semester unless otherwise stated by the instructor.		
Required	Hybrid	HO01	All content MUST be in Blackboard 51%-84% Instruction in Blackboard. e.g., Class will meet face-to-face 7 times or less in a 15-week semester course.		
	Online	OL01	All content MUST be in Blackboard. 85%-100% Instruction in Blackboard. e.g., Class will meet face-to-face only once in any type of course session/semester.		

Classes may be offered in a variety of lengths throughout the semester. During the long semester, classes may be offered in 16-week, 13-week, and 8-week sessions. During the summer, classes may be offered in 3 week, 5-week, 8-week, or 10-week sessions. Courses are offered online through Blackboard, Lee College’s Learning Management System ([LMS](#))

III. HARDWARE/SOFTWARE REQUIREMENTS

Browser:

PC Users: Mozilla Firefox, Google Chrome, Internet Explorer* (Better results with Mozilla Firefox)

or Google Chrome)

MAC Users: Safari, Mozilla Firefox, Google Chrome

Pop-up blockers need to be set to allow pop-ups from the [LMS](https://elearn.lee.edu/) site (<https://elearn.lee.edu/>).
Cookies should be set to “Allow” from elearn.lee.edu.

Operating System:

PC Users: -, Windows 7, 8 or 10-

MAC Users: OSX 10.6 or higher

Blackboard Learn Help Homepage

Additional information can be found at the Blackboard help page:

[Blackboard Learn Help Homepage](#)

[Blackboard Learn Help Browser Support](#)

IV. ARE DISTANCE EDUCATION COURSES RIGHT FOR ME?

Lee College provides a Blackboard Student Orientation Course where students can get a feel for how Blackboard works, investigate different assignment modalities, and increase his or her knowledge of online student learning.

If you have concerns about whether an online course is right for you, consider taking this [Online Learning Readiness Questionnaire](#) , The questionnaire is free and provides you with feedback as to your readiness for an online learning experience.

Blackboard Orientation Course

Students are strongly encouraged to take the Lee College Blackboard Orientation Course. This course takes you through the nuts and bolts of Blackboard Learn, the college learning management system. You will get a basic understanding of how online courses are set up, how to upload assignments, participate in discussion boards, take tests, etc.

*Your instructor may also provide a separate orientation for his/her specific class.

Online Class Orientation

Orientations are mandatory for all OL courses, and they may be online or face-to-face, depending on the instructor. Online students must contact instructors for orientation times and locations. During orientation, instructors will introduce themselves and provide any relevant course information.

Online Attendance Policy

In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically

related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question.. – *FSA Handbook 2017-18, Volume 5, p. 61.*

Expectations of Students

Students enrolled in distance education courses at Lee College are expected to maintain ongoing course engagement in order to uphold positive academic standing with the college. In an online environment, "attendance" is more than just logging into a course, or the Learning Management System (LMS). Online attendance is measured by your academic engagement with the course content, course tools, course instructor, and with other students in the course. The following is strongly recommended:

First Week of Class

All Lee College online courses open on the first day of the term unless the course is a late-start or second eight week course, then the course will open the first day of the beginning of those scheduled courses. All Lee College online students are expected to login to the LMS (Blackboard) and access online courses during the first week of their classes. Students must engage in an academically related activity prior to the official census date.

Throughout the Term

As the term progresses, all Lee College students are expected to maintain an ongoing online presence in their online courses by participating in course related activities. This may include, but is not limited to reading announcements, taking exams online, participating in group work, posting to discussion forums, submitting assignments and carrying out the requirements set forth by the instructor.

It is a good practice to login to online courses several times a week to stay informed of news, announcements, grades, assignments, and other important course information.

Federal Student Aid and Online Attendance

Federal regulations require that online students establish attendance/participation in coursework each term to be eligible for federal financial aid. Lee College verifies student attendance in accordance with this regulation.

*In a distance education context, logging into an online class is not sufficient, by itself, to demonstrate attendance by the student. Students must establish a record of participation in **academically related** activities in order to comply with this requirement.*

Academically related activities include, but are not limited to:

- physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- submitting an academic assignment;
- taking an exam, an interactive tutorial or computer-assisted instruction;
- attending a study group that is assigned by the school;
- participating in an online discussion about academic matters or
- initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Academically related activities do NOT include activities where a student may be present, but not academically engaged, such as:

- logging into an online class without active participation or
- participating in academic counseling or advisement.

Students who have not established attendance/participation in online courses may have their federal financial aid eligibility adjusted.

Cost of Online Courses

Distance Education courses cost the same as on-campus courses. All students are assessed a flat technology access fee per semester of \$50.00. Students may use the “Tuition and Fees Table Calculator” at the Lee College Business Office Web page to calculate the cost of courses.

How do I register for Distance Education Courses?

The Student Success/Counseling Center counselors are available to help students register for courses. Students may also register independently by logging into their MyLC account and registering for online courses.

Privacy Statement

Students will retain the same rights to privacy in online courses as they would in a traditional classroom environment.

V. DISTANCE EDUCATION STUDENT SERVICES

Blackboard Technical Support

Paula Lee
281.425.6285
plee@lee.edu

MyLC Help Desk

281.425.MYLC
281.425.6952
helpdesk@lee.edu

Writing Center

Bonner Hall 225

281.425.6534

wconline@lee.edu

[Writing Center Website](#)

Math Lab

Bonner Hall 113

281.425.6891

Testing Center

Rundell Hall, 2nd Floor

281-425-6262

Lee College Testing Center – Hours of Operation:

Testing is conducted in a variety of ways, depending on your instructor. Exams may be given online through Blackboard or on campus in the testing center. It is important to communicate with the instructor and read the syllabus for testing schedules and locations.

If you are required to test on campus, you must make an appointment and bring a photo ID. The Lee College testing center is located in Rundell Hall on the 2nd floor. Call 281.425-6262 for appointments.

[Testing Center Hours Website](#)

Testing Center Hours

- Mondays.-Tuesdays: 8:00 a.m.- 9:00 p.m. (Appointments required beginning at 7 p.m.)
- Wednesdays-Thursdays: 8:00 a.m.-5:00 p.m.
- Friday: 8:00 a.m.- 12:00 p.m.

Library Resources

ATC Building, 1st Floor

Will Mayer

832-556-4017

wmayer@lee.edu

[Library Service's - Distance Education](#)

Financial Aid

Rundell Hall, 1st Floor

281.425.6389

finaid@lee.edu

[Financial Aid Website](#)

Title IX – Campus SaVE

Title IX Coordinator: Dr. Rosemary Coffman, Associate Dean of Student Affairs
Rundell Hall, 107
281 – 425-6387

[Title IX – Campus SaVE Webpage for information and reporting](#)

Advising/Counseling Services

Location: Rundell Hall, 1st Floor

Phone: 281.425.6384 or 800.621.8724

Fax: 832.556.4004

E-mail: counselor@lee.edu

[Counseling Center Website](#)

- Mon.-Tue.: 7:30 a.m.-7:30 p.m.
- Wed.: 7:30 a.m.-5:15 p.m.
- Thu: 9:00 a.m.-5:15 p.m.
- Fri.: 7:30 a.m.-12:30 p.m.

*Limited services at the Student Advising and Success Center are available Thursday mornings from 7:30-9:00 a.m. prior to opening. Walk-ins and/or appointments for Advising/Counseling are scheduled to begin 30 minutes after opening and end 30 minutes before closing.

Disability Services/Access Center

K-Leigh Villanueva

Rundell Hall, 1st Floor

832.556.4069 or 281.425.6217 for appointments

kvillanueva@lee.edu

[Disability Services - Access Center Website](#)

Veterans Counseling

Ehab Mustafa

Rundell Hall, 1st Floor

832.556.4300 or 832.556.4302

emustafa@lee.edu

va@lee.edu

[Veteran's Center Website](#)

Text Alerts

Sign up at: [Text Alert Sign up Website](#)

Lee College has a state-of-the-art notification system that is capable of sending you notifications instantly and simultaneously on several kinds of devices. You may choose to receive notifications on your:

- Mobile phone (text message)
- Blackberry

- Wireless PDA
- Pager
- E-mail address
- Lee College website
- Google, Yahoo, or AOL home page

You will receive information about:

- Weather cancellations and delays
- Emergency conditions
- You may also check on any of the optional groups listed from which you would like to receive notifications.
- To register, you must fill out the form on the Web. To complete the process, make sure your cell phone is powered on.

VI. FREQUENTLY ASKED QUESTIONS

Online courses are often the answer for students who are busy, have difficulty driving to the college, or live far away. With a different format from the traditional learning environment, students should consider a number of factors to determine their chances for success. These FAQs below may help you determine your readiness to successfully complete such courses.

1. Are online classes easier than traditional classes?

No. Online classes are more difficult due to the amount of self-discipline, motivation and time that is required to successfully complete an OL class. While they do offer flexibility and convenience for people with already busy schedules, the motivation for completing the assignments, taking the tests and all other requirements falls to the student. The student must log in everyday to the course to check for announcements, updates, new postings, etc., and take the appropriate actions. Most online courses are NOT self-paced and do have deadlines for turning in assignments and taking tests, just like a traditional class.

2. How do you know if online classes are a good fit?

Distance Education classes are definitely not for everyone. In a typical online class, the student will be working independently and in an asynchronous environment. This means there is not much real-time interaction between the students and the instructor. In addition to good typing, reading, and communication skills, there are a number of general computer skills needed, too. You need to be able to attach documents, upload and download files, email, and post discussions. The successful online student is self-motivated, has good time management skills, self-discipline, and is independent.

3. Are online courses accessible from anywhere?

Yes, it is available anywhere that has high-speed Internet access. If you have Internet access, you should be able to access your courses. People considering online courses need to consider what type of Internet service they have access to. If only dial-up Internet is available, distance education courses may not be the answer to your education needs. If the Internet service in your area is not ideal, check out other resources in your area that might be better, such as the public library.

4. Will I be required to come to campus during the semester if I am taking an online course?

It is a possibility:

- Courses marked as “H01” are “Hybrid” and 51%-84% of instruction will occur in Blackboard.
- Courses marked as “OL” will have 85%-100% of instruction will occur in Blackboard
- Some instructors do require that students come to campus to take their exams.
- Depending on the course, students might also be required to come to campus for activities related to course work, such as lab work or group projects.

5. How much time is required for on online class?

An online class is typically going to require significantly more time than a traditional one. Students should understand that each hour of class credit requires three hours per week: one hour in lecture and two hours personal study/homework. For example, a three-hour course requires nine hours per week, three hours in class and six hours on your own. It is the student's responsibility to login and check for announcements, emails, new discussion postings, assignments or assessments that have been released and complete the work. In addition, students should not wait until the last minute to submit assignments or take exams or assessments. Technical glitches are a very real possibility. If something does happen while taking an assessment or trying to submit assignments, students should notify the instructor immediately.

6. Since the class is online, does that mean it is self-paced, or can the student complete it whenever?

No. The majority of online classes will have assignments and assessments with due dates associated to them. If a student fails to complete them on time, the student will not be able to access and submit them. Students need to contact their instructors immediately if they are having technical trouble with assignments/assessments or any other part of their online course. Again, it is important to complete work in advance, and **not** to try to complete course material immediately before the deadline.

7. Do all online and hybrid classes use Blackboard?

Yes, every instructor uses Blackboard.

8. What is Blackboard?

Blackboard is a company that develops Learning Management Systems. It is a self-contained place to present material to students. Blackboard can be used in a variety of manners, such as online or hybrid instruction, or to enhance a traditional class. It can also serve as a virtual community for users, such as the drafting community, the nursing community, honor societies, or faculty learning communities. The advantage of Blackboard is that it is self-contained, so sensitive information is not accessible to unauthorized users.

9. Is there a test that I can take to measure my readiness for online education courses?

Yes! Lee College would like every student to be successful. Students can access the Blackboard Student Orientation Course in order to gain familiarity with the online learning environment.

10. Do I need to own a computer?

Yes. Online courses are designed for the student who wants to study at a different location than the college, and has high-speed Internet access. If you do not have ready access to a computer or only have access to dial-up service, you should seriously consider taking the course in either a Hybrid or traditional setting.