

Dear Student,

Welcome to the exciting world of distance education, specifically on-line delivery. By enrolling in an internet-interactive course at Camden County College, you have joined the growing number of students nationally who are seeking alternative ways to engage in rewarding educational experiences.

We know that you are excited about starting your online course (and probably a little apprehensive, too!). You probably have a number of questions. Hopefully, this letter will answer some of the more general ones.

Am I ready for an on line course?

The Distance Learning website offers to students a brief self-graded self-assessment. The self-assessment may be accessed from the Distance Learning menu on the Camden County College Website –

<http://www.camdencc.edu/distancelearning/selfassess.htm> If you cannot say “yes” to most of the questions, you might want to reconsider taking an on line course. If you wish to further discuss your readiness for distance learning, please contact our *E-Advisor* at extension 4450 or email to eadvisor@camdencc.edu.

What are the technical requirements?

They are available at the Distance Learning menu on the Camden County College Website –

<http://www.camdencc.edu/distancelearning/info.htm>

When do you “attend” your course?

The on-line course is really a web site. The course is available to the student 24 hours a day, seven days a week, however there are due dates for assignments, exams, etc..

How is testing handled in an on-line course?

Instructors use a number of testing options: most tests will be available on-line; However, students may be required to use the College test center or may be assigned to designated proctored sites off campus. Again, instructors will provide specific information at the beginning of the semester.

How do you access your course?

Go to the website ccc.webstudy.com

Here you will find yourself on a home page where you are asked to **log in** with a *username* and *password*.



First initial of the student's first name + first initial of student's last name + student's college ID number.

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⇒ **Your log in may not be active until the first day of the semester** ⇐

- ✓ *Students who have not logged into an online course within 10 days (4 days for mini-semesters) from the beginning of the online semester will be in risk of being removed from the course.*
- ✓ *This may affect your financial aid or insurance status.*

Your Log In/Username and Password.

The student is asked for two pieces of **LogIn** information each time the student accesses the course website: A **username** AND a personal **password**. The College has created these two pieces of information for each student. After logging on the student can change the password:

Log in/id/username: first initial of the student's first name + first initial of the student's last name + college 7-digit ID number (no spaces), Password: same (you can change your password after log on).

Example: Harry James, College ID number: 0123456

Log in/username: hj0123456

Password: hj0123456

The screenshot shows the 'WEBSTUDY LOGIN' form. The 'User Name' field contains 'hj0123456' and the 'Password' field contains 'hj0123456'. A blue arrow button is to the right of the password field. A 'CAUTION' message is displayed below the fields. Annotations include: 'Current status information' pointing to the CAUTION message, and 'Enter username and password then click arrow/box' pointing to the blue arrow button.

Then you will see the screen below. This is your student account. Select your course here.

The screenshot shows the WebStudy student account dashboard. The page title is 'Camden County College' and it says 'Welcome Harry! Enjoy your stay at WebStudy.' There are several sections: 'news' (Total news: 0), 'student zone' (contact info: online@camdencc.edu or 856-374-5007), and 'forums'. A 'SELECT A COURSE' dropdown menu is open, showing options like 'FALL 2003' and 'History'. Annotations include: 'Click here to email your instructor' pointing to an email icon, and 'Select your course' pointing to the course selection dropdown.

Does the Distance Learning Program Provide Technical Assistance To Students?

There is a student help line (technical assistance) that students may dial directly, 856-374-5007 during the business day. Students may also email days and especially evenings, weekends and holidays to the Help Desk at online@camdencc.edu.

Sincerely,
Distance Learning department