Southwest Tech
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NURSING ASSISTANT ONLINE
"Winterim"
November 2016 - January 2017
30543-300-0081
(Revised 9-26-2016)

NOVEMBER 16, 2016
Classroom/Theory Portion Online

Online Instruction Starts: **Wednesday, November 16, 2016**
On-Campus Orientation: November 16th from 4:30-6:30 p.m.
Room 3604 (ATL), Health Science Center

Course enrollment is limited to 8 students. The lab/clinical dates listed below are tentative and are subject to change per agreement of instructor and class members.

Lab Dates at Southwest Tech (Room 2634):

Tuesday	December 20	8:30 AM – 2:30 PM
Wednesday	December 21	8:30 AM – 2:30 PM
Thursday	December 22	8:30 AM – 2:00 PM

Clinical Tour at Atrium Post Acute Care of Lancaster: Thursday, December 22, 2:30-3:30 PM

Clinical Dates at Atrium Post Acute Care of Lancaster, 6:30 AM – 1:50 PM

Tuesday	December 27
Wednesday	December 28
Thursday	December 29
Friday	December 30
Monday	January 2
Tuesday	January 3
Wednesday	January 4

Required Competency Test Review at Southwest Tech:
Tuesday, January 3, 2017
2:30 – 5:30 PM
Room 2639, 2nd Floor, Health Science Center

The textbook, workbook, and skills DVD package for the online course is available in the Southwest Tech Bookstore at a cost of **$152.98** (includes tax).

Information for Students Enrolling in Nursing Assistant Online

All students will be required to attend the on-campus orientation which will include an introduction to Schoology – Southwest Tech's learning management system. The Schoology orientation will give you an idea of what to expect in an online course and specifically orient you to the system.

Listed below are some requirements of an online student:
- Convenient access to a computer with internet access
- Frequent use of your college-issued email account
- Word processing software - Microsoft Word is preferred. Microsoft Office is available free to all Southwest Tech Students – go to this website and use your student email address to sign up - http://www.office.com/getOffice365.
- Self-motivation and self-discipline
- Ability to manage time to successfully complete required course work – 10 – 15 hours per week could be required for this online course.

Students with disabilities, who need accommodations, should contact the office of the Support Services Specialist, Knox Learning Center, (608) 822-2631 or 800-362-3322, Ext. 2631, TTY/TDD (608) 822-2072, or e-mail lgarvey@swtc.edu.

NOTICE

Online courses are treated the same as face-to-face courses. Once a student enrolls in an online class, they are obligated to pay all fees incurred. **Tuition fees must be paid prior to the first day of class.** Students who withdraw from a class must inform the **Student Services Office in person or in writing**. *Please view all policies located in the Student Handbook.*