



## NOTICE TO STUDENTS ENROLLING IN ONLINE COURSES

Thinking of enrolling in an online class? Here are requirements and expectations of an online student:

- Requirements
  - Convenient access to a computer that has the latest version of Microsoft Internet Explorer installed. **Microsoft Internet Explorer is the recommended browser when using Blackboard.**
  - An active e-mail account
  - Word processing software (**Microsoft Word is the recommended word processing software at Southwest Wisconsin Technical College**)
  - ***Availability of 10-15 hours per week for each 3-credit course***
  - ***Self-motivation and self-discipline***
- Expectations
  - Online courses are not easier than traditional college courses. The online learning process requires commitment on the student's part. Online students need to be self-motivated and self-disciplined. Online students must also possess the necessary technical skills to navigate the course. The successful student will view online courses as a convenient way to receive their education - not an easier way.
  - Online courses correspond with the college's semester sessions. Each online course has a start date and an end date. The schedule of coursework, assignments, and due dates are determined by each instructor.
  - You will need to schedule sufficient time to participate in the course each week. It is recommended that you allow a minimum of 10 hours per week (for each 3-credit course) to be online for each online course you are taking. Studying for tests, reading and written assignments, and other class-related activities will take additional time.

If you are considering an online course, we want you to have all the knowledge, skills and tools needed to be successful. One way to assess the knowledge, skills and tools needed is for you to complete an "Orientation to Online Learning." This introduction will give you an idea of what to expect in an online course. Even if you have had previous experience with online learning, we ask that you complete the Orientation. Our course development platform is provided by Blackboard; part of this unit will orient you to this software.

**If you have previously completed the orientation or successfully completed an online course, please call 608-822-2302 to verify your enrollment.**

If you have any questions, contact Beth Cummins, Online Learning Assistant, by phone (800-362-3322, Extension 2302) or email [bcummins@swtc.edu](mailto:bcummins@swtc.edu).

## **IMPORTANT NOTICE**

Once a student enrolls in an online class, they are obligated to pay for 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 Service Office in person or in writing. The procedure to obtain a refund (if applicable) is provided by reading the enclosed Policies for Online Students. The decision to withdraw from a class may affect your Financial Aid.