

ROBESON COMMUNITY COLLEGE

Summer 2009 Internet/Hybrid Classes Student Enrollment Policy

The following guidelines apply to students requesting enrollment in Internet or hybrid delivered curriculum classes.

1. A student who desires to enroll in an Internet/hybrid course must have access to the Internet off campus and access to software compatible with that used in the course which is to be taken.
2. The student must be computer literate in computer and software operations, must know how to use e-mail to include sending attachments, must know basic browser operations, and must be proficient at downloading and installing software and other class related materials as necessary for the course.
3. To enroll in an Internet or hybrid course, a continuing or re-enrolling RCC student must have a **cumulative GPA of 2.0 or a GPA of 2.0 for the previous semester. A new RCC student** must have the appropriate test scores (placement, SAT, or ACT). Additionally, both continuing and new RCC students must meet the prerequisite requirements for the course.
4. **New RCC students** must complete an orientation (online or face-to-face) for Internet/hybrid classes. A face-to-face orientation will be held on Saturday, May 23, 2009 from 9:00-11:00 in Building 17, Room 1729A. If the student does not complete the orientation, the student can be dropped from the course at the discretion of the course instructor.
5. **For Summer 2009, online courses begin Wednesday, May 27, 2009.** Students **must contact** the course instructor prior to the fifth consecutive day of class (June 2, 2009) or be dropped from the course. **Contact must be in the form of either an e-mail and/or completion of the first week's assignment.** The instructor's syllabus will specify the type of contact to be made.
6. Students who successfully enroll in an Internet/hybrid course must maintain weekly contact with the course instructor or be dropped from the course.

I, _____ (*printed name*) have been advised of the requirements for enrolling in an online course. I have read and understand the guidelines noted on this form.

Student's Signature

Student ID Number

Student's E-mail Address

Advisor's Signature

Date

Classes: _____, _____, _____, _____.

A Robeson Community College instructor or staff person advising a student to take an Internet/hybrid course must sign and date the form. A copy should be provided to the student; other copies should be forwarded to the distance learning coordinator.

White • Student's Copy

Canary • Distance Learning Coordinator's Copy

Pink • Instructor's Copy