

## **Student Orientation Information Letter-HCR 230**

**Instructor: Dr. Virginia Dumas**

**Email: [virginia.dumas@gmail.com](mailto:virginia.dumas@gmail.com)**

Welcome to the online courses at Glendale Community College (GCC). Online classes are taught on the internet using Blackboard – <http://www.maricopa.edu/blackboard> . Taking an independent online study class, such as **HCR 230** requires organization and discipline. You need to schedule time to complete weekly assignments, take quizzes and tests. Many students fail to do this and do not complete the classes. For every credit hour you are taking, you should plan on spending a minimum of 32 – 48 hours. Actual time varies with each student. This course is set up so that you have assignments and quizzes at specific intervals. This means that if you registered for three internet classes, you need to be working on all of them at the same time, just as if you would if you were taking the classes on campus. Once you are in your class read your entire syllabus to find out about assignments, quizzes, tests, grading scale, etc. You are responsible to know what the expectations are of the class.

**This is an Internet course, so therefore, there is no face-face contact with your instructor. There will be no campus assignment, all assignments, tests, and quizzes are done online.**

### **ASSIGNMENTS**

This course will entail weekly assignments with specific due dates, quizzes & tests. Assignments are both individual and group. An Instruction Packet will be provided for this class.

**This is an EIGHT WEEK CLASS.**  
**CLASS STARTS with CHECK-IN on January 20, 2009.**

### **IMPORTANT!**

You are officially enrolled in this course even without your completing an orientation or submitting an assignment, so therefore, if there is a change in your schedule and you decide not to complete this course you must **WITHDRAW**. **Official withdrawal procedures are YOUR RESPONSIBILITY**. Otherwise, you may receive an F and that could cause problems with your financial aid.

### **PROBLEMS/ISSUES**

If you are having, problems do not wait to get assistance. ***Email*** as soon as you are having difficulty. If you cannot get into your Blackboard class, your contact person is Dr. Virginia Dumas at **[virginia.dumas@gmail.com](mailto:virginia.dumas@gmail.com)**. If you can get into your Blackboard class but have questions about your class, you need to contact Dr. Virginia Dumas, instructor of your class [virginia.dumas@gmail.com](mailto:virginia.dumas@gmail.com) .

### **TECHNOLOGY**

Students must have access to a computer and modem, at home, work, or campus. Access to an Internet provider is required for this course. Required software includes Microsoft Office, in particular Word for written papers, and a Power point Program. Also, make sure that the Pop-Up blocker is turned off.

### **INSTRUCTIONS FOR BLACKBOARD**

**Go to website: [www.maricopa.edu/blackboard](http://www.maricopa.edu/blackboard) and login. Click on Student help for assistance if needed.**