

Practice and Procedures Manual

MISSION and GOALS

Since its inception, the Turtle Mountain Community College has been endeavoring to operate under a clearly worded, well defined Mission and goal statement consisting of a mission statement and a set of nine goals:

MISSION

Turtle Mountain Community College is committed to functioning as an autonomous Indian controlled college on the Turtle Mountain Chippewa Reservation focusing on general studies, undergraduate educational, vocational education, direct scholarly research, and continuous improvement of the student learning. By creating an academic environment in which the cultural and social heritage of the Turtle Mountain band of Chippewa is brought to bear throughout the curriculum, the college establishes an administration, faculty, and student body exerting leadership within the community and providing service to it.

GOALS

1. A learning environment stressing the application of academic concepts to concrete problems;
2. Academic preparation for learning as a life-long process for discovery of knowledge embedded in the intellectual disciplines and the traditions of the tribe;
3. In and out of class opportunities to discover the nature of Indian society, its history, variation, current and future patterns and needs to serve as a contributing member toward its maintenance and betterment;
4. A curriculum wherein Indian tribal studies are an integral part of all courses offered and related to the history, values, methods, and culture of western society;
5. Continuous assessment of institutional programs and students academic achievement for the purpose of continuous improvement of student learning;

6. Baccalaureate. Associate of Arts, Associate of Applied Science degrees and certificate programs of study;
7. Cooperation with locally Indian–owned businesses and stimulation of economic development for the service area;
8. Continued independent accreditation; and
9. Community service and leadership.

General User Agreement:

Turtle Mountain Community College use the WebCT software. Use of Turtle Mountain Community College (TMCC) WebCT accounts are expressly limited to the individual whose name appears on the account. The benefits and rights of this agreement are nontransferable.

Individuals agree to use the e-learning service in a manner consistent with any and all applicable laws, TMCC policies and procedures. Transmission of any materials or violation of WebCT restrictions or any U.S. or state regulations is prohibited. This includes, but is not limited to, copyrighted materials. Individuals agree to indemnify and hold harmless TMCC from any claim resulting from an individual's use of the e-learning service that damages another party.

Each individual is responsible for all use and confidentiality of password(s). Using someone else's WebCT ID or password is prohibited and can result in immediate dismissal from a course. TMCC must be notified immediately if an individual suspects someone has gained access to his or her WebCT ID or password.

Operations:

TMCC reserves the right in its sole discretion to delete, move or edit any information entered into the TMCC e-learning service by any individual. TMCC shall have the right, but is not obligated, to edit publicly viewable information.

The individual agrees that any material submitted via internet or e-mail will not violate or infringe upon any copyright, trademark, patent, statute, common law, or proprietary rights of others.

The individual user agrees not to behave disruptively while on-line or transmit anything obscene or libelous. Violation of the agreement may result in dismissal. Individual using the online service shall not post or transmit any information that in any way infringes upon the rights of others, is unlawful, threatening, abusive, vulgar, profane, or otherwise objectionable.

TMCC, at its sole discretion, may terminate this Users Agreement immediately or suspend an individual's access to the e-learning service.

TMCC may modify these terms and conditions upon notice. The individual's continued use of the e-learning service after any such changes constitutes compliance to the modified agreement.

If an individual is less than 18 years of age, this agreement must be signed by a parent or guardian, who is responsible for all charges related to the individual's use of the e-learning service.

Technology User Agreement

Access to computers is provided to the school community as a tool to complete school related projects and assignments only. Priority will be given to scheduled classes in the computer labs.

Technology users may not install software of any type, including games, to individual computers or to the school network. Only software licensed to the school may be used on any campus computer.

Deletions, additions, or any modifications to the Windows desktop are not allowed. Users may not modify any hardware or operating systems settings that would change the appearance or operation of the computers or network.

All technology users must respect the work of other students and faculty by not accessing, modifying, or deleting the files of others.

Technology users must respect copyright laws that protect software owners, artists, and writers. Plagiarism in any form will not be tolerated. This applies to all forms of electronic media including, but not limited to electronic encyclopedias, image files, and sound files.

While using the Internet, students and adults must follow the accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner. Students may not transmit, receive, submit, or publish any defamatory, abusive, obscene, threatening, or potentially dangerous material. Any user encountering such material whether intentionally or not, must notify a teacher or supervisor immediately. If no one is available at the time, the user is obligated to sign off the Internet.

Technology users will minimize the use of the printers and print only school-related materials, except with explicit permission.

Food or drink should not be brought into computer labs or to the desktop of computers on campus. Equipment must not be used in a dangerous manner that could result in damage.

Internet use may be monitored and/or restricted according to the policies outlined by the school administration. Policies are subject to review, users will be notified about any changes to these agreements.

Procedure in cases of Alleged Violations:

In those cases where TMCC Terms of E-learning Service in course discussion and personal interactions has allegedly been violated, the E-learning Director should be notified and the following procedures followed:

The Academic Dean and E-learning Director is responsible for notifying the student of the allegation and to inform him/her of TMCC's policy, including the student's right to hear the charges and to defend himself/herself against the charges.

**** Violation of any of the regulations above may result in disciplinary actions that include but are not limited to removal of all computer privileges, suspension or expulsion.***

Technical Requirements for Online Instruction

To access the TMCC Online Education Courses you will need a computer running one of the web browsers listed below, these include minimum requirements and recommended requirements. You may be able to access the site with less than the minimum requirements, however some content may display improperly or incompletely resulting in an inability to properly complete the course.

Microsoft Internet Explorer 6.0

Netscape Navigator 7.2 for Windows

Internet access at 36000 bps

(pages will load slow at speeds less than 36 Kbps)

ADMINISTRATIVE RESPONSIBILITIES & FEDERAL LAWS

Family Educational Rights and Privacy Act (FERPA)

TMCC enforces the Family Educational Rights and Privacy Acts (FERPA) regarding the collection, maintenance, use, and dissemination of personal student information. TMCC students have the right to inspect and review their educational records that are maintained by the institution. TMCC is not required to provide copies of the records, unless for reasons such as students living a great distance from the college so that it is impossible for students to review records at the college. A copy fee may be required.

TMCC will not release information without prior written permission from the student. However, FERPA allows the college to disclose records without student consent to the following institutions or parties under the designated conditions (34 CFR 99.31):

- School officials with legitimate educational interest;
- Other schools to which the student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Accrediting organizations/institutions;
- Court systems to comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities within a juvenile justice system, pursuant to state law.

TMCC may disclose without consent “directory” information, such as name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, students may request that the college not disclose directory information as well. Students may contact the Financial Aid Office, Registrar, Admissions or Student Support Services Department if they have any questions or to request a view of their records.

Equal Opportunity and Non-Discrimination Policy

The Turtle mountain Community College is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, religion, color, sex, national origin, age, or handicap.

In adhering to this policy, the college abides by the requirements with the Title IX, Education amendments of 1972; with the Title VI and VII of the 1964 Civil Rights Act; by section 503 and 504 of the rehabilitation Act of 1973; and the Age discrimination Act of 1975.

Questions or comments may be referred to Bernice Davis, Office of Personnel, Turtle mountain Community College, PO Box 340, Belcourt, ND 58316 (701) 477-7862, or Office of Civil rights, U.S. Department of Education, 10220 note Executive Hills Blvd., 8th Floor, Kansas City, MO 64153-1367

Federal Law Section # 508-Disabilities Act

In 1998, Congress amended the Rehabilitation Act to require Federal agencies to make their electronic and information technology accessible to people with disabilities. Inaccessible technology interferes with an individual's ability to obtain and use information quickly and easily. Section 508 was enacted to eliminate barriers in information technology, to make available new opportunities for people with disabilities, and to encourage development of technologies that will help achieve these goals.

The law applies to all Federal agencies when they develop, procure, maintain, or use electronic and information technology. Under Section 508 (29 U.S.C. ' 794d), agencies must give disabled employees and members of the public access to information that is comparable to the access available to others.

STUDENT SERVICE RESPONSIBILITIES

Admissions

Students taking e-courses will be admitted to TMCC in the same manner as traditional students. Information and advice regarding admissions requirements and procedures will be available to students applying for e-courses through students services. Students will follow the approved TMCC calendar that addresses online/IVN course registration. The last day to add/drop courses is published in the college catalog. *Contact TMCC Admissions Officer for further details or go to the www.tm.edu website.*

Course Load

E-learning students are considered to be full-time students if they are registered for 12 or more credit hours in a semester. Because online courses are self-directed and time intensive, no student may enroll in more than two online courses per semester unless they have a minimum of 2.5 cumulative GPA.

Orientation

Each new online student will be required to complete WebCT training. Upon completion of the training, the student will be given a signed document that s/he must present to Student Services prior to registering for an online course. Student Services/E-learning Director will provide students with information regarding the location and time of the WebCT training.

E-Mail Accounts/WebCT e-mail accounts

If student does not have an external e-mail account, assistance will be available through the Technology Department in room 207. WebCT assigns students an internal e-mail address; however it is important to have an alternate e-mail address as a back up so that they can contact instructors and be contacted by them when they are beginning a course and need access information or when there are problems with the WebCT server.

FINANCIAL AID

Students registering for e-courses will be eligible to apply for financial aid in the same manner as traditional students. The financial Aid Office at TMCC maintains a program of financial aid and scholarship information to assist all students in meeting the cost of their education. Students are required to fulfill the course requirements to receive signatures from instructors for financial aid purposes. Course requirements are indicated in each course syllabus.

E-FACULTY GUIDE/RESPONSIBILITIES

Glossary of Different Delivery Systems offered at TMCC?

TMCC delivery systems: Prior to discussing the faculty guide and responsibilities for online delivery, it is important to differentiate the delivery systems offered by faculty through TMCC.

TMCC offers the students three delivery systems and a variety of combinations within the three systems: Face-to-face, Online, and Interactive Video Network.

F2F (Face-to-Face)- The most common is the traditional face-to-face (synchronous) delivery- Students interact in a classroom setting with an instructor present at all times. Some faculty enhances their courses by integrating material from their online into their face-to-face courses.

ONL (Online delivery) - Students who have a computer and modem can access from anywhere, anytime and anyplace. TMCC has adopted the WebCT platform for their online delivery. The entire (asynchronous) course is completed electronically. Students complete all activities, assignments, tests and interactive discussion totally online. Faculty enhances their online courses by offering a face-to-face hybrid/blended component. Faculty meets with their students several times during the semester for labs, tests or other pre-set activities. Hybrid/blended courses are listed on the semester schedule prior to registration.

- Blended/hybrid courses-must be fully developed online with a face-to-face component. Students do most of their work online with certain pre-arranged dates where they meet classmates face-to-face for labs, interactive discussion, tests etc. The general rule for blended courses to be considered online is 4-5 face-to-face interactive class periods per semester.

IVN (Interactive Video Network delivery)- Students can take IVN courses offered by the five tribal colleges in North Dakota. The polycom system used for delivery allows students to have a combination of (synchronous/asynchronous) instruction. A new combination added to TMCC is the IVN blended/hybrid delivery.

- Blended/hybrid IVN-integration of online into the IVN courses is new to TMCC. Faculty will allow students to use the online chat, calendar, discussion board, assignment or test module in an effort to enhance student retention and comprehension.

Faculty requirements for offering online courses

Faculty wishing to create an online course needs to complete an Online Course Request form. See www.tmccte.net for a copy of the form.

After an instructor submits the form, the course will be reviewed by the e-learning committee and the Dean of Academic Programs, which will determine if the course is compatible with the TMCC programs of study and meets the requirements of TMCC for online delivery. If accepted, the course will be added to the instructor's e-learning list of online courses. If an instructor is new to online instruction, a username and password will be created and the instructor will be required to go through the WebCT online orientation prior to teaching the course.

Online faculty must have course completed and ready for instruction by the following dates:

Summer Session-March 15

Fall Session-June 15

Spring Session-October 15

Bookstore

In order to ensure books are available to students at the beginning of the semester, faculty wishing to teach an e-learning course must send a copy with the following information to the e-learning director at least three months prior to teaching a course. Late requests will be reviewed by the e-learning committee to determine if the new course is a requirement for the success of a particular program, in which case it may be scheduled even though the information was received late. Otherwise it may be scheduled for a later semester.

Exception: Because special courses are often spontaneous in nature, they will be exempt from the three-month rule.

The bookstore requires the following information:

Institution Name: Turtle Mountain Community College

Course ID:

Instructor:

Textbook:

Author:

Publisher:

ISBN:

Academic Term Offered:

Instructor's E-mail Address:

Short Course Description:

Academic Advisement

Each student at TMCC, including e-learning students, is assigned an advisor. The advisor may advise students in such areas as course selection, vocational choices, and policies. Advisors will require that first time online users register for WebCT orientation prior to taking an e-learning class. In addition, each e-learning instructor has an obligation to explain to his/her students the responsibilities and requirements associated with taking distance education courses. For example, instructors will provide students with information concerning registration procedures, the last day to add, midterm grade requirements, proctor requirements, course load, and WebCT training requirements.

Enrolling Students in WebCT

All e-learning students who register for online courses must apply through Student Services office. Faculty will add students to the course roster only when the student's name appears on the class list distributed by Student Services. Before adding a student to an online class, the instructor must determine that the student has accessed the online WebCT orientation, (See www.tmcde.net.) The tutorial takes students through the process of creating a myWebCT account, logging in, and adding a course.

Faculty Expectations

Faculty will develop a syllabus for each online course that conforms to the TMCC Policy Manual, which is available on the www.tm.edu web site.

Faculty will use a variety of ways, such as the course WebCT calendar, internal e-mail, and bulletin/discussion board, to announce any significant syllabus changes, time availability changes, course content changes, and other information that is pertinent to online students.

Authentication

Students registering for E-learning courses, especially IVN courses, may be required by the instructor to designate an approved proctor from an educational or other approved institution who will administer certain exams that are external to the institution.

IVN tests will be administered by IVN technicians. Because of the cost of copying and faxing tests, the exams will be sent via snail mail to the site technician. The technician will proctor the test and return the exams to the instructor.

Students must arrange for their own proctors for tests that require a proctor. A disclaimer form will be available to students, which they will send to their proctors. Before the first exam for which a proctor is required, the student will be responsible for having the proctor forward to the instructor (through email or snail mail) the disclaimer statement, which states that the proctor is not related or personally connected to student/s whose exam he/she will proctor.

If hard copies of exams are being used, they will be sent by the instructor to the proctors of the exam, and individual proctors will determine the method of delivery of completed exams—such as email, fax, or standard mail—to the instructor. If exams are available online, instructors will provide students and proctors with information concerning the time/s when the test may be accessed.

When an exam is supervised, proctors will be required to sign a statement attesting to the following: proctors were present when the test was administered and stayed throughout the test; students finished in the time allotted; students finished the test; and all requirements and regulations were followed.

E-course Hours

Full-time TMCC faculty will post their required office hours per week outside their office as determined by Dean of Academic Programs.

Security

On-line security and system integrity is everyone's responsibility. It is important that instructors create a password that is not prone to guessing. There are programs that are available for generating such passwords. In general, the following rules apply:

- Avoid words that could appear in a newspaper
- Have a minimum of four characters (WebCT requirement)
- Include a combination of upper and lower case letters
- Include symbols (i.e., # \$ % ^ & >)
- Include numbers (i.e., 12345)

Another important security issue is the scanning of files for viruses. While TMCC has a sophisticated virus protection system, the files those instructors transfer to students or files students submit to instructors could be infected. All people using WebCT should have current anti-virus software on their computers, and all files should be scanned before transmitting them via WebCT. Failing to do so could damage computers, causing costly repairs and undue delays.

Sharing WebCT IDs and/or Passwords

Students are not allowed to share WebCT ID's and/or passwords. Instructors must make perfectly clear that any student caught sharing a password or WebCT ID with another student for unethical purposes will be investigated and appropriate action will be taken. (Please refer to Terms of E-learning Service Agreement.)

WebCT Homepage Content

The standardized syllabus outline designed, adopted, and approved by TMCC will be utilized by all e-learning faculty. The WebCT Homepage should contain at least the following links:

- Welcome Page
- Introduction Page
- Syllabus
- Table of Contents
- Calendar
- Assignments
- E-mail
- Discussion Board
- Quiz/Test Module

Welcome Page

Students will receive a short message from the instructor that includes course expectations. The page will also include a short biography of the instructor.

Introduction Page

The introduction page will contain an overview of what will be covered in the course and what the student can expect throughout the semester.

Syllabus

The standardized syllabus outline designed, adopted, and approved by TMCC will be utilized by all e-learning faculty. All e-learning instructors should refer to the faculty policy for guidance in preparing all syllabi.

Title Page

The title page should include the following information:

Instructor's Name

Name of the Institution

Catalog Number and Title of Course

Credit Hours (Hours of lecture- recitation, hours of lab)

Prerequisites

Office Room Number/ Office Phone Number/Email

Office Hours

Date the Syllabus was prepared

Course Meeting Time

Brief citation of text; approximate reading level

Catalog Description

Faculty must copy the course description exactly as written in the current college catalog.

Rationale

This section explains why the student should take the course and also for whom the course is intended.

Course Goals

This section is designed to inform the student on broad general terms what the student and the instruction is expected to accomplish. The course goals define the general outcome desired. The goal statement should be broken into three areas: (1) Knowledge, (2) Skills (if appropriate), and (3) Attitudes. The knowledge section should include these concepts, definitions, facts, and information that the students should recall or recognize. The skills sections include activities that a student should be able to perform at the end of the course. The attitude section should list desired attitudes that the student should acquire.

Materials of Instruction

This section of the syllabus includes a list of required texts and manuals. The texts and manuals should identify the author, title, publisher, and date of publication, as well as identifying where the student may obtain the book(s). The textbook, edition, author publisher, ISBN number and ancillary textbook information will be placed on the syllabus.

Instructors/students who utilize, copy, or make changes to certain courses must be aware of copyright and user responsibilities and in some cases may be required to seek publisher's approval prior to using material for online instruction.

Assignment and Grade Disclosure Requirements

This section indicates what responsibility the instructor has in informing students what they must do in the course to receive a specific grade. Method of evaluation is of great concern to most students. The instructor must state exactly what the student is expected to do to receive a specific grade. Whatever the method of evaluation, the instructor should explain the method in detail so that the student understands how the final grade will be determined.

The online instructor has the same responsibility as face-to-face faculty in allowing students to view their assignments and test scores. Students have the right to know where they are academically at all times. The assignment and test modules allow for open disclosure of student grades.

Method of Instruction

This section indicates the type or types of instructional methods that will be available to the students to assist him/her in meeting specific objectives of the course. The syllabus should state if the course will be self-paced, have designated deadlines, include lectures, be competency-based, etc. If there are tutors available, audio-visual aids used, study labs required, field trips, or other special activities, students should be informed in this area of the syllabus.

Attendance and Participation Guidelines

In an online class, no face-to-face attendance may be required; however, class participation is vital to the success of the course. Also, financial aid is based on a 75% attendance rule.

The instructor has the ability to track student's progress in the course through the following methods:

- monitor the last date the student access the course
- how long the student stayed in the course
- and how many time the student posted

Online instructors will provide students with the following attendance guidelines in order to be in compliance with financial aid regulations:

- students must access the course and complete course requirements on a regular basis
- must complete at a minimum of 75% of required assignments
- must complete tests assigned

Course Units

An outline of the content of the course is beneficial to all those who use the syllabus. The outline need not be more than a series of descriptive phrases in chronological order. If the instructor wishes, a tentative outline of the course may be included.

Statement of Cultural Content

All faculty are required to weave throughout their course a cultural component that incorporates the instruction with the Mission of the institution.

E-learning instructors are subject to the same requirement.

Statement of Academic Honesty

E-learning students are expected to maintain scholastic honesty. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. When an infraction occurs, instructors have the authority to take appropriate action. A student has the right to appeal the instructor's action in accordance with the student appeal policy found in the TMCC Student Handbook.

(See Terms of Technology User-Service Agreement)

Table of Contents

E-courses will have a Table of Contents that is linked to specific information the student will need in each unit of study. The Table of Contents is a roadmap to important information the e-learning instructor has included in the course.

E-learning Calendar

Internal in WebCT, the calendar is utilized by e-faculty for the purpose of informing students of upcoming assignments, tests, important dates, etc. The calendar is essential to the success of a course. The calendar gives the student a schedule of events that makes the online instruction much more efficient.

Assignment Module

Internal in WebCT, the assignment module is utilized by online faculty. The assignment module transfers assignments immediately, there are no delays in transmission. The instructor and student do not have to wait for assignments. The module makes the process fast and efficient. The timeframe for each assignment will be clearly written in the assignment module for students. In addition, faculty may post the assignment dates on the bulletin board and/or

calendar so students can have the assignment information in more than one area.

Discussion Board

Internal to WebCT, the Discussion Board is a frequently used module in the WebCT delivery system and commonly is used by online instructors. The discussion board allows all online students to place messages that everyone will see and respond to as well as a way to respond publicly or privately to others' messages. The instructor may choose to place chapter objectives and points of interest on the discussion board for student response.

Quizzes/Tests

Internal to WebCT, the test module may be utilized by e-faculty. If it is used, The test module will show the date and time for the test. The instructor may also remind students of test date schedule in the calendar and discussion board.

Student E-learning Course Evaluation Survey

The online evaluation form will used as an asynchronous delivery system for course evaluation. The survey will be placed on the www.tmcde.net website.

E-faculty will allow students access to evaluation survey one week prior to midterm. The survey will contain instructional and institutional questions. As soon as the students have taken the survey, they will submit the form through email to the e-learning director. The director will compile the data contained in the survey and will list any additional comments. The survey will be returned to the instructor. The director will go over the information contained in the document with the instructor and institutional departments addressed in the evaluation. Each instructor will send a signed statement to the academic dean attesting to the completion of the evaluation process.

Special Courses

The e-learning committee will review courses that have been designated as "special courses," which are specific to an initiative or grant that may be subject to different timelines. Once approved as to content requirements, the course will go to the Academic Standards committee for final approval.

Deficiencies

WebCT has a tracking module that will allow faculty to track students to determine when the student initially accessed the course, how many times the student has accessed, the last date the course was accessed, and how many hits were made. If faculty has not heard from student one week into the course, the faculty will contact the retention officer. The retention officer will then call or email the student. If faculty has not heard from student two weeks into the semester, a deficiency form will be sent.

Withdrawal Time table

Students registering for e-learning courses will follow traditional institutional guidelines in regard to refund and withdrawal policies. Students will be sent a deficiency statement prior to the established drop date and will adhere to the same withdrawal policy as traditional students.

Student Guide/Responsibilities

Admission

Online students will register for e-courses in the same manner as traditional students. Information, application forms and requirements are readily available at the admissions office. New students intending to take e-learning courses must make their intentions known to student services so they can be appraised of the online requirements.

Financial Aid

To determine eligibility for all financial aid programs and scholarships available at TMCC, online students applying for financial aid are required to complete the Free Application for Federal Student Aid (FAFSA) form. TMCC has specific requirements with regard to financial aid applications, eligibility, disbursement, refunds and satisfactory progress requirements.

The FAFSA should be returned to the TMCC Financial Aid Office prior to the deadline. Financial aid information, advice, and answers to questions regarding financial aid will be made available to students registering for e-courses through the normal channels of communication with the financial aid office. All e-learning students must have a completed admissions file before applying for financial aid at TMCC. E-learning students applying for financial aid must fill out the following forms:

- Free Application for Federal Student Aid (FAFSA)
- Student Aid Report (SAR)

In addition, TMCC online students are eligible to apply for scholarships, provided they complete the application form and meet eligibility requirements. The TMCC scholarship application qualifies students for consideration for most scholarships administered by TMCC.

Student Expectations

E-learning students will be expected to go through a checklist of activities they must perform and forms they must complete prior to the start of their first online course. Students will be required to complete online orientation, create a WebCT ID, and contact the instructor via email, providing the instructor with the student's WebCT ID.

Enrollment In An E-learning Course

Prior to taking a WebCT online course, the student must have participated in face-to-face orientation at TMCC or read the Online WebCT Tutorial. (See www.tmcde.net.) The tutorial takes the student through the process of creating a myWebCT account, logging in to WebCT, and adding a course.

Students can create only one WebCT account, which is recognized world -wide. For all subsequent online courses taken at TMCC, s/he will have the same WebCT ID. Students are responsible for creating their own myWebCT accounts. If assistance is needed, a student may contact the instructor, or e-learning director.

Students who are taking courses from other institutions will need to create a new WebCT account for that institution. The recommendation is to keep the same WebCT ID and Password to reduce confusion. For example, TMCC students take both TMCC and NDATC courses online. Students who take courses from NDATC will have to create a new WebCT ID, it is recommended the student create the new WebCT using the same WebCT ID and Password.

E-mail Address:

It is important for ALL students to have e-mail addresses and understand how to use electronic mail. This is vital to the initial contacts between instructors and student. The registrar is aware of the e-mail requirements for online. Students entering an e-learning course must enter a valid email address. The address is used to send confirmation of enrollment in the course. The student is responsible for making the first contact with the instructor (via email) and providing the instructor with the student's WebCT ID when requesting that s/he be added to the course.

Remember: *If student changes their email address during the course they will need to contact their instructor, Retention Officer or Students Services so that their new email address can be entered in the course database for administrative and security purposes.*

Computer Literacy

Orientation is offered to provide the skills that students need to utilize e-courses. Students registering for e-courses must have basic computer skills. Faculty teaching e-courses will not provide support or help-time with topics covered in a fundamental computer literacy course.

E-Learning Orientation

All new faculty and students are required to go through online orientation. At the beginning of the semester the online director and faculty will conduct an orientation. The process will make it easier for everyone to comprehend what is expected in online delivery. Online orientation gives new students a step-by-step drill of how to log on to the system, how to create a WebCT ID, how to meet the instructor, and how to register for an online course. It also gives some valuable do's and don'ts for online courses.

Student Authentication

Students must arrange for their own proctors for tests that require a proctor. A disclaimer form will be available to students, which they will send to their proctors. Before the first exam for which a proctor is required, the student will be responsible for having the proctor forward to the instructor (through email or snail mail) the disclaimer statement, which states that the proctor is not related or personally connected to student/s whose exam he/she will proctor.

TMCC Contacts:

Name: Julie Desjarlais
Title: E-Learning Director
E-mail: jdesjarlais@tm.edu
Telephone: 701-477-7862

Name: Angel Gladue
Title: Registrar
E-mail: agladue@tm.edu
Telephone: 701-477-7862

Name: Cheryl Blue
Title: Retention & Recruitment
E-mail: cblue@tm.edu
Telephone: 701-477-7862