

NUNEZ COMMUNITY COLLEGE
ONLINE COURSE CONTRACT

(This form must be filled out during registration and given to the Division Administrative Assistant for filing)

BLACKBOARD SITE: www.nunez.edu or <http://lctcs.blackbaord.com>

USER NAME: (nz first initial last name first two digits of Banner ID# - all in lower case with no spaces) _____

PASSWORD: nunez

Students who register for online classes must: (initial each)

- _____ Have access to a computer with high speed (DSL/cable) internet connection other than on campus.
- _____ Have access to all hardware and software (e.g., Microsoft Suite) required for course.
- _____ Complete the online orientation before registration or as the first class activity. (You need to take the orientation only once.)
- _____ Participate in a face-to-face meeting with the instructor during regular office hours within the first three weeks of the semester.
- _____ Take your final exam at Nunez or at an approved secondary proctoring site.
- _____ Acknowledge that neither the instructor nor Nunez is responsible for connection to the internet.
- _____ Acknowledge that technical problems encountered are not an excuse for failing to complete assignments on time.
- _____ Be responsible for checking announcements and discussion boards as required by the course syllabus.
- _____ Possess basic computer skills (e.g., creating, opening, saving, copying, and printing files: using email and the internet.

Exceptions to these rules may be granted only by the Program Directors.

Advisor's Signature

Date

Student's Signature

Date

NAME: (PRINT) _____

EMAIL ADDRESS: (PRINT) _____

PHONE NUMBER: _____

NUNEZ COMMUNITY COLLEGE

POLICIES FOR ONLINE COURSES – STUDENT RESPONSIBILITIES

Students who may **NOT** take an online class are:

- Students taking or testing into developmental classes. (If you are required to take only DEVM0940 as a developmental class, you may take ONE online class.)
- Students on probation.

NOTE: First-time freshmen may take no more than one online course.

All students registering for online courses must complete and sign the Online Course Contract at the time of registration.

To succeed in an online setting, all students taking online courses must be familiar with and accept responsibility for the following policies, procedures, requirements, and expectations of the online program, as follows:

- Have access to a computer with high speed (DSL/cable) internet connection other than on campus.
- **Have an active email address:** Yahoo, Google, or MSN offer free email addresses.
- Ensure that your email address and phone number are correct in the Admissions Office and on the personal information section of the Blackboard site. (If you change your email address, you must go into the personal information section and change it there also.)
- Have Microsoft Word, Access, Excel, and PowerPoint if you are taking an online computer (CINS) class. All other classes require Word and PowerPoint.
- Use Microsoft Word as your word-processing software when submitting assignments.
- Have the ability to read PowerPoint presentations.
- Have access to any additional software required by the course prior to the beginning of the course.
- Make initial contact with the online instructor within the first week of class.
- Complete the online orientation before registration or as the first class activity if you haven't had an online class before. (You need to take it only once.)
- Assume sole responsibility for use of your student ID and password. Do not share this information with anyone.
- Acquire any required textbooks within the first week of class.
- Use all resources provided by the instructor in the online course.
- *Complete all assignments according to the course schedule.*
- Complete all assignments for online classes by the last day of regular class meetings, as stated in the College catalog.
- Possess basic computer skills (e.g., creating, opening, saving, copying, and printing files; using email and the internet.)

ALL STUDENTS ENROLLED IN ONLINE COURSES SHOULD READ THE COURSE SYLLABUS CAREFULLY FOR ADDITIONAL REQUIREMENTS AND GUIDELINES.

TO ACCESS BLACKBOARD

Blackboard is the course management program that Nunez Community College uses.

- Go to www.nunez.edu and click the Blackboard link. This will bring you to a log-in page. Below is a sample of the Nunez website links:

[[College Catalog](#)] [[Fall 2012 Schedule](#)] [[LoLA/Registration](#)] [[Nunez Email](#)] [[Nunez FAQs](#)] [[Intranet](#)] [[Blackboard](#)]
[[Announcements](#)] [[Career Library](#)] [[Tutor Links](#)]

- Or you can go to <http://LCTCS.blackboard.com>

HOW DO I LOG IN?

- Your username is nz first initial last name two digits of Banner ID
EXAMPLE: nzjdoe89
- Password:
 - Your initial password is “nunez” (without quotes), but you can change it once you have logged in. An administrator will ask if you have changed the password if you call for help.
 - If you have any problems logging on...GET HELP IMMEDIATELY.

WHERE DO I GET HELP FROM?

- Ask for help from your instructor
- Email: all online professors have an email address that is composed of their first initial last [name@nunez.edu](#). Example: nmainville@nunez.edu.
- You can get phone help for Blackboard from Nora Mainville @504-278-6285.

KEEP IN TOUCH

- Be sure to visit the site regularly.
- Visiting the site without completing assignments does not ensure credit.
- If you find you can't finish the course, be sure to drop it and get a “W” before the deadline to withdraw.
- Maintain contact with your professor at all times.
- Keep up-to-date information in the Personal Info area of Blackboard.
- GOOD LUCK: YOU CAN DO IT!