



EL CAMINO COLLEGE
COMPTON EDUCATIONAL CENTER

Student Handbook for Distance Education Courses



2012 Spring Semester



Have computer skills?

Need another way to take a course?

Have good time management skills?

Online and Hybrid Courses

Distance Education Office

www.compton.edu/academics/distance-ed

Located in G-36B; email: distanceEd-cec@elcamino.edu, 310.900.1600, ext. 2137

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Welcome to Distance Education

We offer Distance Education online and hybrid (part in class and part online) courses. The Student Handbook for Distance Education courses is designed to acquaint you with our online/hybrid courses, and provide you with the information you will need to be successful. You will find additional information about the college in the current El Camino College Compton Educational Center Schedule of Classes which is available at the Bookstore or on the ECC-CEC web site at www.compton.edu

We offer a wide variety of courses in many different subject areas. Our current online course offerings are listed on page 4. There are more courses that have been approved for Distance Education delivery, but we don't offer all of them each semester. You may visit our web site to see a complete list of our courses and a schedule of the courses we plan to offer in the future.

Distance Education students are entitled to all of the support services available to traditional students. For more information, please visit the Distance Education website or contact our office. The Distance Education office is located in G-36B or call 310.900.1600, extension 2137. Assistance is also provided in the Learning Center located in G-39 or call 310.900.1600, extension 2540.

Spring 2012 Semester Schedule

Distance Education courses are located under Distance Education or under the course name.

Please read and/or go to distance education website <http://www.compton.edu/academics/distance-ed/index.aspx> for course and instructor's contact information.

Some online courses may or may not have first class meetings on campus. It is important that you make contact with your instructor by logging on to the Course Management System the instructor is using for the course. If you fail to contact the instructor, you may be dropped.

For additional assistance, contact the Distance Education Office at 310.900.1600, ext 2137 or email distanceEd-cec@elcamino.edu

ARE YOU PREPARED FOR AN ONLINE COURSE?

El Camino College Compton Center offers the following to assist you in successfully completing an online course.

1. Check your own readiness for taking an online course--*Online Assessment*.
2. You need to know how to send and receive email *with and without attachments*.
3. Learn how to be successful in an online course--*AS 60, Strategies for Success in Distance Education*.
4. Learn the basics of word processing and spreadsheets-- *CIS 13, Introduction to Computer Information Systems*.

ONLINE ORIENTATIONS and CLASS MEETINGS

Recommended Preparation for Online/Hybrid Courses

Academic Strategies (6-week)

6-Week, Online	
Course Name/Section Number	Course Information
Academic Strategies 60 – Section #9261 Strategies for Success in Distance Education Instructor: Staff Email:	6-WEEK COURSE – 2/11/12 to 3/24/12 No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.
Academic Strategies 60 – Section #9263 Strategies for Success in Distance Education Instructor: Staff Email:	6-WEEK COURSE – 4/14/12 to 5/25/12 No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.

HYBRID COURSES

Child Development (Hybrid)

Course Name/Section Number	Course Information
Child Development 154 – Section #9931 Role/Responsibility of the Special Ed. Assist. Instructor: P. West, ext. Email: pawest@elcamino.edu	This class meets every Tuesday beginning Tuesday, February 14, 2012 from 5:00-6:05pm in room E-19. Online coursework to be announced in class.
Child Development 103 – Section #9893 Child Growth and Development Instructor: P. West, ext. Email: pawest@elcamino.edu	This class meets every Monday beginning Monday, February 13, 2012 from 4:30-5:35pm in room E-19. Online coursework to be announced in class.

Computer Information Systems (Hybrid)

Course Name/Section Number	Course Information
CIS 13 – Section 9525 Introduction to Computers Instructor: M. Khalilzadeh, ext. 2271 Email: mkhalilzadeh@elcamino.edu	This class meets every Monday beginning Monday, February 13, 2012 from 8:00-10:05am in room VT-124. Online coursework to be announced in class.

Humanities (Hybrid)

Course Name/Section Number	Course Information
Humanities 1 – Section 9434 Introduction to the Humanities Instructor: R. Page, ext. 2784 Email: rpage@elcamino.edu	This class meets every Saturday beginning Saturday, February 11, 2012 from 12:30-1:50p.m. in room D-34. Online coursework to be announced in class.

Mathematics (Hybrid)

Course Name/Section Number	Course Information
Math 40- Section #9762 Elementary Algebra Instructor: M. Tavakkoli Email: mtavakkoli@elcamino.edu	This class meets every Monday and Wednesday beginning Monday, February 13, 2011 from 6:15-7:10pm in room MS-202. Online coursework to be announced in class.

Math 73 – Section #9781 Intermediate Algebra Instructor: J. Villalobos, ext. 2424 Email: jvillalobos@elcamino.edu	This class meets every Saturday beginning Saturday, February 11, 2012 from 12:30- 2:50pm in room MS-210. Online coursework to be announced in class.
Math 73 – Section 9782 Intermediate Algebra Instructor: M. Tavakkoli Email: mtavakkoli@elcamino.edu	This class meets every Monday and Wednesday beginning Monday, February 13, 2012 from 3:45-4:55pm in room MS-202. Online coursework to be announced in class.
Math 150 – Section 9802 Elementary Statistics w/Probability Instructor: J. Villalobos, ext. 2424 Email: jvillalobos@elcamino.edu	This class meets every Saturday beginning Saturday, February 11, 2012 from 9:30am – 11:20am in room MS-210. Online coursework to be announced in class.
Math 80 – Section 9786 Intermediate Algebra for Science/Engineering/Mathematics – Instructor: M. Tavakkoli Email: mtavakkoli@elcamino.edu	This class meets every Monday and Wednesday beginning Monday, February 13, 2012 from 5:00-6:10pm in room MS-202. Online coursework to be announced in class.

Psychology (Hybrid)

Course Name/Section Number	Course Information
Psychology 5 – Section #9186 General Psychology Instructor: Dr. E. French-Preston Email: epreston@elcamino.edu	This class meets every Saturday beginning Saturday, February 11, 2012 from 8:00am-9:15am in room F-40. Online coursework to be announced in class.

Political Science (Hybrid)

Course Name/Section Number	Course Information
Political Science 1 – Section #9161 Governments of the U.S and CA Instructor: L. Vasquez Email: lvasquez@elcamino.edu	This class meets every Saturday beginning Saturday, February 11, 2012 from 9:30am-10:45am in room F-40. Online coursework to be announced in class.

ONLINE COURSES

Administration of Justice

Course Name/Section Number	Course Information
Administration of Justice 100-Section #9005 Introduction to Administration of Justice Instructor: J. Sandoz Email: jsandoz@elcamino.edu	No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.

Anatomy

Course Name/Section Number	Course Information
Anatomy 32-Section #9824 General Human Anatomy Instructor: Dr. Fazal K. Aasi Email: afazal@elcamino.edu	No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.

Anthropology

Course Name/ Section Number	Course Information
Anthropology 1-Section #9016 Intro to Physical Anthropology Instructor: Dr. A. Westman Email: awestman@elcamino.edu	No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is Blackboard (https://www.coursesites.com). Check your ECC email for the instructor's instructions to log-on.

Anthropology 2-Section #9019 Intro Cultural Anthropology Instructor: Ms. J. Pfeiffer Email: jpfeiffer@elcamino.edu	No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is Course Compass (http://www.coursecompass.com). Check your ECC email for the instructor's instructions to log-on.
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Art

Course Name/Section Number	Course Information
Art 1- Section #9030 Art/Visual Culture in Modern Life Instructor: R. Roske Email: roske@elcamino.edu	No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.
Art 1- Section #9031 Art/Visual Culture in Modern Life Instructor: R. Roske Email: roske@elcamino.edu	No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.

Business

8-Week, Online	
Course Name/Section Number	Course Information
Business 22-Section # 9506 Human Relations in Bus Instructor: D. Ross, ext. 2459 Email: dross@elcamino.edu	8-WEEK COURSE - 4/14/12 to 6/8/12 No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.

Child Development

Course Name/Section Number	Course Information
Child Development 122 – Section #9924 Development of the School Age Child Instructor: S. Romagnolo Email: sromagnolo@elcamino.edu	No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.

Contemporary Health

Course Name/Section Number	Course Information
Contemporary Health 1 – Section #9608 Personal /Community Health Instructor: L. Mendoza, ext. 2943 Email: lmendoza@elcamino.edu	No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.
Contemporary Health 1 – Section #9609 Personal /Community Health Instructor: L. Mendoza, ext. 2943 Email: lmendoza@elcamino.edu	No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.

Computer Information System

Course Name / Section Number	Course Information
CIS 13 – Section 9533 Introduction to Computers Instructor: M. Khalilzadeh, ext. 2271 Email: mkhalilzadeh@elcamino.edu	No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.

CIS 13 – Section 9536 Introduction to Computers Instructor: M. Khalilzadeh, ext. 2271 Email: mkhalilzadeh@elcamino.edu	No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.
CIS 133 – Section #9545 Web Programming Concepts Instructor: A. Yahye, ext. 2457 Email: ayahye@elcamino.edu	No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements. This course may also use a publisher's website. Check for access information when you purchase the textbook.
CIS 13 – Section 9537 Introduction to Computers Instructor: D. Ross, ext. 2459 Email: dross@elcamino.edu	8-WEEK COURSE - 2/11/12 to 4/6/12 No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.

Economics

Course Name/Section Number	Course Information
ECON 2 – Section #9063 Principles of Economics, Microeconomics Instructor: Dr. M. Keskinel Email: mkeskinel@elcamino.edu	No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.

English

Course Name/Section Number	Course Information
English 1A – Section 9351 Reading and Composition Instructor: A. Gillis Email: agillis@elcamino.edu	No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.
English 1A – Section 9352 Reading and Composition Instructor: R. Roach, ext. 2232 Email: roach@elcamino.edu	No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.
English 1A – Section 9353 Reading and Composition Instructor: J. Crozier Email: jcrozier@elcamino.edu	No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.
English 1A – Section #9354 Reading and Composition Instructor: S.P. Davis Email: spdavis@elcamino.edu	8-WEEK COURSE - 2/11/12 to 4/6/12 No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org) Note: You must log-in to the system when the course begins and read the announcements.
English 1B – Section #9369 Literature/Composition Instructor: K. Jones Email: kjones@elcamino.edu	No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.
English 1C – Section #9379 Adv. Critical Thinking and Composition Instructor: S.P. Davis Email: spdavis@elcamino.edu	8-WEEK COURSE - 4/14/12 to 6/8/12 No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.

English 1C – Section #9380 Adv. Critical Thinking and Composition Instructor: N. Williams Email: nwilliams@elcamino.edu	No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.
English 27 – Section #9384 Children's Literature Instructor: M. Mayreis-Voorhis Email: mmayreis@elcamino.edu	No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.
English 40B- Section # 9385 American Literature Instructor: K. Jones Email: kjones@elcamino.edu	No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.

History

Course Name/Section Number	Course Information
History 141 – Section #9120 History of Modern Civilization Instructor: W. Vanbenschoten Email: wvanbenschoten@elcamino.edu	No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.
History 101 – Section #9107 United States History to 1877 Instructor: S. Panski, ext. 2560 Email: spanski@elcamino.edu	8-WEEK COURSE – 2/11/12 to 4/6/12 No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.
History 101 – Section #9108 United States History to 1877 Instructor: S. Panski, ext. 2560 Email: spanski@elcamino.edu	8-WEEK COURSE- 4/14/12 to 6/8/12 No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.
History 102 – Section 9115 United States History, 1877 to the Present Instructor: G. Roleder Email: groleder@elcamino.edu	8-WEEK COURSE- 2/11/12 to 4/6/12 No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.
History 102 – Section 9114 United States History, 1877 to the Present Instructor: R. Murray Email: historyrmurray@aol.com	8-WEEK COURSE- 4/14/12 to 6/8/12 No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.

Humanities

Course Name/Section Number	Course Information
Humanities 1 – Section 9431 Introduction to the Humanities Instructor: L. Noonan Email: lnoonan@elcamino.edu	8-WEEK COURSE- 2/11/12 to 4/6/12 No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.

Humanities 1 – Section 9432 Introduction to the Humanities Instructor: L. Noonan Email: lnoonan@elcamino.edu	8-WEEK COURSE- 4/14/12 to 6/8/12 No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.
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Music

Course Name/Section Number	Course Information
Music 11 – Section #9128 Music Appreciation Survey Instructor: M. Uch, ext. 2977 Email: much@elcamino.edu	No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.
Music 11 – Section #9129 Music Appreciation Survey Instructor: M. Uch, ext. 2977 Email: much@elcamino.edu	No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.

Philosophy

Course Name/Section Number	Course Information
Philosophy 3-Section #9437 Ethics and Society Instructor: S. Bennet Email: sbennet@elcamino.edu	No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.
Philosophy 3-Section #9438 Ethics and Society Instructor: S. Bennet Email: sbennet@elcamino.edu	No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.
Philosophy 8 – Section #9442 Introduction to Logic Instructor: J. Georges Email: jgeorges@elcamino.edu	No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.
Philosophy 8 – Section #9443 Introduction to Logic Instructor: J. Georges Email: jgeorges@elcamino.edu	No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.
Philosophy 11-Section #9444 History Modern /Contemporary Phil Instructor: E. Sedgwick Email: esedgwick@elcamino.edu	No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.

Political Science

Course Name/Section Number	Course Information
Political Science 1 – Section #9162 Governments of the U.S and CA Instructor: P. Flor, ext. 2589 Email: pflor@elcamino.edu	No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.
Political Science 1 – Section #9163 Governments of the U.S and CA Instructor: E. Craigg Email: ecraigg@elcamino.edu	No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.

Political Science 10 – Section #9172 Introduction to International Relations Instructor: P. Flor, ext. 2589 Email: pflor@elcamino.edu	No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org) Note: You must log-in to the system when the course begins and read the announcements.
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Psychology

Course Name/Section Number	Course Information
Psychology 5 – Section #9187 General Psychology Instructor: D. McPatchell Email: dmcpatchell@elcamino.edu	No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.
Psychology 5 – Section #9189 General Psychology Instructor: M. Pilati Email: mpilati@elcamino.edu	8-WEEK COURSE, 2/11/12 to 4/6/12 No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.
Psychology 5 – Section #9187 General Psychology Instructor: B. Conn Email: bconn@elcamino.edu	No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.
Psychology 16-Section #9199 General Psychology Instructor: D. McPatchell Email: dmcpatchell@elcamino.edu	8-WEEK COURSE, 2/11/12 to 4/6/12 No on-campus meeting will be held; an introduction is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.

Sociology

Course Name/Section Number	Course Information
Sociology 101 – Section 9211 Introduction to Sociology Instructor: Dr. M. Morales Email: mmorales@elcamino.edu	No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.
Sociology 101 – Section 9212 Introduction to Sociology Instructor: V. Haynes, ext. 2078 Email: vhaynes@elcamino.edu	No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.
Sociology 102 – Section #9219 The Family Instructor: V. Haynes, ext. 2078 Email: vhaynes@elcamino.edu	No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.
Sociology 104 – Section #9221 Social Problems Instructor: Dr. M. Morales Email: mmorales@elcamino.edu	No on-campus meeting will be held; an introduction/syllabus is available on the course management system. The course management system is ETUDES (www.myetudes.org). Note: You must log-in to the system when the course begins and read the announcements.

Tips for Success in Your Online Course

Communicate

It is very important that you communicate with your instructor and with your classmates. Log on to your course site regularly, read the announcements, and contribute your own ideas and opinions.

Don't Fall Behind

Since you do not see your instructor as often as you would in a traditional on-campus class, it can be very tempting to procrastinate. Don't fall prey to this! Log on regularly and complete your readings and assignments in a timely manner.

Speak up if you are having problems

If you are having technical difficulties or problems understanding something in the course, you need to let your instructor know. And, if you feel comfortable doing so, post your question/concern for others to see. That way, if your classmates are having the same trouble they will benefit too.

Be Courteous

Be polite to your classmates and respectful of their opinions. Keep in mind that meanings can be misinterpreted in an online environment, so word your postings carefully.

Frequently Asked Questions

What is Distance Education? Can anyone take these classes?

Distance Education courses are designed for the student who desires flexibility and convenience in their studies. Our courses are fully accredited and are considered equivalent to on-campus courses. Anyone who is eligible to take regular courses on campus may enroll in Distance Education courses. Consult the ECC-CEC Schedule of Classes for registration information.

How do these courses work? How will I interact with my instructor?

Students in online courses communicate with their instructor and classmates electronically via a course web site. The instructor posts lectures, assignments, announcements, and other information to the site. The class may respond with questions, comments, etc. Some of our instructors are using a course management programs such as ETUDES, Course Compass, Black Board, and others to communicate with their students.

How do I register for an online course?

If you are a new student, you will need to complete an application online. Go to www.compton.edu and click on APPLY located at the upper left hand corner of the webpage. Within 48 hours, you will receive further information and you will need to log on to MYECC to register. MYECC is a program used by El Camino College. This enables you to register, add, drop, and request transcripts, etc. Remember: If a course has a pre-requisite, you will need clearance from a counselor.

Continuing students may register by logging on to MYECC (online), phone or in person. Remember: If a course has a pre-requisite, you will need clearance from a counselor.

How do I add an online course?

Adding a course requires permission from the instructor and two codes. For the online courses, you must contact the instructor via email. The instructor will send the add codes to you, if approved, via email. You will need to go online (MYECC) and complete the registration.

How do I drop an online course?

It is your responsibility to withdraw from the course. You may go online (MYECC) or come in person. Remember to check the withdrawal dates; these are located in the schedule.

Will I be required to attend class meetings on campus?

This is determined by the course instructor. Many instructors have on-campus meetings, but some do not. As mentioned earlier, many instructors hold a first class meeting at the start of the semester (details are in the ECC-CEC Schedule of Classes). If you are taking a course that has a scheduled first class meeting, your instructor will give you a course syllabus at that time. Instructors teaching entirely

online will provide you with a syllabus online. The syllabus will include the course requirements and information about any on-campus sessions you will be expected to attend.

If my instructor holds a first class meeting, and plans to hold additional on-campus meetings later in the semester, will they be on the same day and at the same time as the first class meeting?

Usually, yes. We encourage our instructors to schedule all class meetings on the same day and at the same time as the first meeting. Check with your course instructor for that information.

The first class meeting conflicts with another course I want to take. What should I do?

Contact your instructors via email and make arrangements.

How are examinations administered?

Again, this is determined by the course instructor. Some instructors administer exams at on-campus meetings, while others administer them online. Your instructor will provide you with details.

What software and hardware do I need?

You must have at a minimum:

- Regular access to the Internet
- A Computer – either a PC with Windows and a Pentium processor or a Macintosh with at least System 9.0
- A recent version of a Web browser such as Netscape Navigator or Microsoft Explorer
- An Internet Service Provider (56K minimum is required. DSL or cable modem is strongly advised.)
- An E-mail Address (preferably the college email address that was issued to you)
- Current Word Processing Software as required by the instructor

Some courses may have additional requirements. Your instructor will give you more information.

I don't have a computer at home. Can I still take an online course?

Yes, as long as you're sure you'll have regular access to a computer that's connected to the Internet. Some of our students use computers they have at work. There are also computer labs on campus with Internet access. (Like the Computer Lab in VT 226A.)

What kind of computer skills should I have?

In order to succeed in this type of course, you must be computer literate and have experience in computer communication. You should have good word processing skills, and be familiar with sending and receiving e-mail. You should also feel comfortable navigating the World Wide Web. It is very important that you have these skills before enrolling in an online course, because it will take some time for you to become accustomed to the way an online course works. Before you know it, you will need to concentrate on the course material, and you won't have much time to deal with technical matters. Check the "Skills You'll Need" section later in this Handbook. It will help you determine whether or not you're ready for an online course.

I think I have the technical skills I need, but I've never taken a course like this. How do I know if this is right for me?

In order to succeed in a Distance Education course, you must be self-motivated and be able to work well independently with minimum supervision. You do not meet regularly with your instructor in the classroom, so you must be able to manage your time effectively and stay on track with your coursework. It's also important that you have strong reading and writing skills. (See the "Tips for Success" section later in this Handbook.)

Distance Education courses are every bit as challenging as on-campus courses. In fact, surveys we've conducted reveal that some students find Distance Education courses more difficult.

Will I have to be online at a particular time?

Some instructors require students to be online at a particular time to take quizzes or exams, or to participate in chat sessions. You may contact your instructor for details.

What do I do if I need help?

It's very important that you get in touch with your instructor as soon as possible if you're having trouble. You may contact them by phone or by e-mail. Our full-time instructors hold weekly office hours, so you can visit them in person, if you wish. A Faculty Directory is available at our office and on our Web site, <http://www.compton.edu/Academics/distance-ed/index.aspx>.

What do I do if I can't access my course online?

If for some reason you cannot access your course, e-mail or call your instructor or the Distance Education Office. We will get in touch with our Information Technology Services department and find out what the problem is. In the future we hope to have a "Technical Help Number" students can call, but until that time, we will contact ITS on your behalf.

Will I have to buy books for the course?

Yes. Your instructor will give you information about the text materials you'll need for your course. They are available in the El Camino College Compton Educational Center Bookstore or go to: <http://elcamino.collegestoreonline.com>

Do Distance Education courses transfer to other schools?

We advise you to check with a counselor at the school you plan to transfer to so you are sure the course will be accepted. Many schools accept our courses, but some do not. (By the way, your transcript will not specify that the course you took was delivered in a distance education format.)

What if I find I can't continue in my course? Can I withdraw from it?

Yes, but in order to receive a "W" (Withdrawal), you must apply before the deadline. Consult the current ECC-CEC Schedule of Classes. Please note that dropping a course is your responsibility – your instructor is not responsible for dropping you from your course!

I have more questions! Who can I talk to?

Contact the Distance Education Office. We are here to help you!

Skills You'll Need

Here's a list of computer and Internet skills you should have before you enroll in an online course.

Computer Skills

You should be able to:

- Cut/copy and paste within and between documents
- Use spell check
- Set page numbers and set headers/footers in a document
- Attach a document to a message
- Paste text from your word processor into an e-mail message
- Print documents
- Run two or more programs at once and move between them
- Open and close document and directory windows
- Find files that you create on your hard drive

Internet Skills

You should be able to:

- Send and receive e-mail
- Open an attachment to a message
- Find a Web page using its address or URL
- Follow links from one Web page to another
- Use the forward and backward buttons on the browser
- Print a Web page
- Bookmark pages to access them later
- Use a search engine on the Internet (e.g., Yahoo!, AltaVista, etc.)
- Download documents or software from the Internet

If you feel you need to improve your skills, consider taking a course in computer and Internet skills before you enroll in an online course.

Computers on Campus

If you're on campus and need to use a computer with Internet access, head to the Computer Labs located in the Learning Center, Vocational Technology building. The Library also has computers available.

Text Materials on Reserve

We make every effort to place required text materials for online courses on reserve in the Library for your use. You must have an ECC Photo ID to use them (see the Library Desk if you haven't previously used your Photo ID to borrow library materials). These materials may only be used in the library – they cannot be checked out.

Accessibility

El Camino College Compton Educational Center is committed to providing all students equal access to our program. In accordance with the American Disabilities Act, distance education courses, materials, and resources must be accessible to students with disabilities. Please contact our office for information about alternative formats that are available.

Don't Fall Behind

Since you do not see your instructor as often as you would in a traditional on-campus class, it can be very tempting to procrastinate. Don't fall prey to this! Log on regularly and complete your readings and assignments in a timely manner.

Speak up if you are having problems

If you are having technical difficulties or problems understanding something in the course, you need to let your instructor know. And, if you feel comfortable doing so, post your question/concern for others to see. That way, if your classmates are having the same trouble they will benefit too.

Be Courteous

Be polite to your classmates and respectful of their opinions. Keep in mind that meanings can be misinterpreted in an online environment, so word your postings carefully.

How to Access your Online Courses

Many of the courses at El Camino College Compton Center use a Course Management System as a delivery method for their online courses. El Camino College Compton Center fully supports the ETUDES Course Management System. Some instructors may elect to use other systems. Students should check the Distance Education website (<http://www.compton.edu/academics/distance-ed/index.aspx>) to determine what system is being used in their online course.

The information that follows will help you use the *ETUDES* system. Additional information may be found on the Distance Education website - <http://www.compton.edu/academics/distance-ed/index.aspx>

ETUDES Course Management System

The Etudes course management system is used by most distance education instructors at ECC Compton Center to create and manage course content, evaluate performance and communicate with students. Within the course management system you will see announcements, the course syllabus, assignments and grades may also be posted. In addition, class discussions may also take place in the course management system. ETUDES stands for Easy To Use Distance Education Software. At El Camino College Compton Center many of our online courses are delivered using the ETUDES Course Management System.

On the first day of the semester in which you are officially enrolled in an ETUDES class, you can follow the steps below to access your online course. Please Note: You will not have access to the online course until the first day of the semester unless the Instructor opens the course sooner. <http://myetudes.org/portal>

STEP 1: Go to <https://myetudes.org>

When you log in for the first time, you will be required to enter two pieces of information: your User ID and your Password (see Steps 2 and 3 below)

STEP 2: Enter your User ID. Your User ID is: the same as your user id that you use to login to MyECC . EXAMPLE: Albert Einstein is enrolled in an online ETUDES class and has the following User ID: albert_einstein [all lower case]

STEP 3: Enter your password. Your default Password for Etudes is the month and date of birth included in your ECC record. EXAMPLE: Albert Einstein's birth date is March 25 so his Etudes Password is: 0325. *Some ECC student ID numbers have been adjusted to accommodate multiple persons with the same name. If step 2 does not work please visit this site to verify your id: <https://secure.elcamino.edu/portal/logininfo/main.aspx?Item=forgot>

STEP 4: Click Login then click on the Tab to enter your course.

You will have access to the course in Etudes starting on the first day of the semester (or after waiting 24 hours after you Add to a class.

REMEMBER: WRITE DOWN YOUR USER ID AND PASSWORD AND STORE IT IN A SAFE PLACE FOR FUTURE REFERENCE AND BOOKMARK THE ETUDES LOGIN PAGE TO QUICKLY ACCESS YOUR ONLINE CLASS.

ETUDES-NG Login Tips

Reasons why you may not be able to log on:

- Classes have not started yet. If the term has not started, this explains why you can't log on or access your class site. Typically, registration data is loaded on the first day of class.
- You are not a new user of the system, yet you are attempting to log on with the default password. If you are not a new user in the system, please use the user id and password that you had established. Your account is not changed from term to term.
- You have requested to add a class, but you are not officially enrolled in the Registrar's Office. You will be able to log into the ETUDES-NG system the morning after you are officially enrolled in Admissions and entered into the Datatel system.
- You are entering invalid login information.
- You are attempting to log on from an unsupported browser, such as AOL or MSN (see [system requirements](#) for information).
- You forgot your password or have the CAPS lock key on. You may request to have your password [reset](#).
- If your class is over and your instructor has disabled the site, you can no longer see a tab for the course.

If you have been dropped from the course, you'll no longer have a tab to the class.

ETUDES-NG Technical Requirements

General System Requirements:

- Screen resolution set to 1024 X 768
- PC's should be running Win 2000, XP, Vista, or Windows 7. Etudes works well with all Win versions.
- Macs should have OS X 10.3.X or above
- 1G of RAM is recommended. Close down other applications to have more system resources when working with Etudes.
- DSL or Cable is *strongly* recommended. Dial-up or satellite requires a lot of patience. It will be slow!

You must have regular, reliable Internet access (minimum 56K modem) for satisfactory performance. Many courses require high-speed connections for interactive multimedia such as PowerPoint, Digital Video, etc. These requirements should also be stated in the course syllabus. If your connectivity is slower than a 56K modem, you might experience frustration with slow response.

Browsers for the PC

The recommended web browsers for PC users are Internet Explorer (IE) 8 and Firefox 3.6.x versions.

Both browsers are available as free downloads below:

Get Firefox: <http://www.mozilla.com/en-US/firefox/all.html>

Get IE: <http://www.microsoft.com/windows/Internet-explorer/default.aspx>

Browsers for the Mac The recommended Web Browser to use with Etudes for Mac users is Firefox 3.6.x. Firefox requires OSX 10.3 or higher. Get Firefox here: <http://www.mozilla.com/en-US/firefox/all.html> (look for English for the Mac)

Notes:

- Internet Explorer and Safari are not supported browsers for the Mac. Safari works well for viewing materials, but you won't be able to use the editor for items that need to communicate with the system, such as discussions, assignments, etc.
- Netscape, Opera, and other browsers that are NOT listed here are not recommended.

Browser Instructions for AOL and CompuServe (PC and Mac)

AOL and CompuServe (AOL/CS) software includes an integrated browser-like feature that does not provide full access to the Internet.

Students MUST minimize the AOL/CS Browser once their Internet connection is established and open one of the supported browsers. Do NOT attempt to use the AOL/CS versions of Netscape or Internet Explorer.

You must download a separate, complete, independent version of Internet Explorer. This will alleviate frustration associated with many known problems caused by the AOL/CS quasi-browser and its inherent inability to access to a significant percent of the World Wide Web.

IMPORTANT note for AOL users! You cannot use the version of Internet Explorer that is provided with your AOL Account. Instead you must download and install a "real version" of Internet Explorer or Firefox. AOL will still be your "Internet Service Provider" or ISP. [Click here for instructions on using External Browsers with AOL.](#)

Your Computer's Cache

You must configure your browser's cache correctly for ETUDES to work properly. 99% of problems are due to incorrect browser cache settings.

[Click Here for PC Browser Cache and Firefox Update Settings](#)

The way you have configured Cookies, JavaScript, and any Pop-Up Blocking Software on your computer may affect the performance of ETUDES. For instructions as to how to configure these items on your computer, see below.

1. Enable Java & JavaScript

You will need to perform the following adjustments to optimize your browser for use in Etudes: Internet Explorer

INTERNET EXPLORER (IE)

1. From the Menu, select Tools
2. Select Internet Options >> Security >> Custom level
3. Scroll down to Scripting (near the bottom of the list)
4. Select 'enable' for Active Scripting
5. Click OK
6. Continue on to Step 2: Enable Cookies as listed below

Firefox - PC

1. From the Tools menu, select Options
2. Click on the Content icon
3. Make sure the Enable Java and Enable JavaScript checkboxes are selected
4. Be sure Block pop-up windows is **NOT** checked
5. Continue on to Step 2: Enable Cookies as listed below

Firefox – Mac

1. From the Firefox menu, select Preferences
2. Click on the Content icon
3. Make sure the Enable Java and Enable JavaScript checkboxes are selected
4. Be sure Block pop-up windows is **NOT** checked
5. Continue on to Step 2: Enable Cookies as listed below

2. Enable Cookies

You will need to enable cookies in order to log in to Etudes and maintain sessions (not get logged out). Internet Explorer

INTERNET EXPLORER (IE)

1. Select "Internet Options" from the Tools menu
2. Click on the "Privacy" tab
3. Manually slide the bar down to "Medium" (3rd up from bottom) under "Settings"
4. Click "OK"

Firefox - PC

1. From the Tools menu, select Options
2. Click on the Privacy icon
3. Check "Accept cookies from sites"
4. Click "OK"

Firefox – Mac

1. From the Firefox menu, select Preferences
2. Click on the Privacy icon
3. Check "Accept cookies from sites"
4. Close window

3. Disable Pop-Up Blocking for Etudes

While using Etudes, you may have to download and open files. If you are using pop-up blocking software, you may not be able to do this. You will need to disable pop-up blocking. Pop-up blockers work in the background while you browse the internet. When they detect a pop-up window that may be an unwanted advertisement, they automatically close the window. This can prevent Etudes from performing properly.

Depending on your pop-up blocking software, you may have to set the Etudes URL (<http://myetudes.org>) as an allowed site,

OR you may need to disable the pop-up blocker while using Etudes.

To disable pop-up blockers for Etudes:

- a) Search your hard drive for any software with "pop-up" in the name. Disable it or set the Etudes URL (<http://myetudes.org>) as an allowed site. Examples of popular pop-up blocking applications include:

Pop-Up Stopper
Pop-Up Defender
Pop-Up Zapper

- b) Pop-up blocking functions are included in some anti-virus, internet security, personal firewall, and browser programs. Disable the relevant setting in the program or set the Etudes URL (<http://myetudes.org>) as an allowed site. If you don't set the latter, you may not be able to open documents or see instructions that get loaded in pop-up windows.

Examples of programs that include pop-up blocking functions include the following. Note: Click the links to read configuration information:

Zone Alarm Pro

[Google Toolbar](#)

[Yahoo! Toolbar](#)

MSN Toolbar

AOL 8.0 and later

[Microsoft Windows XP, Service Pack 2](#)

[ICQ Toolbar](#)

For more information regarding programs that include pop-ups, visit the ETUDES System Requirements at http://etudes.org/gateway/Info_BrowserTuneUp.htm

Have a Backup Plan!

Finally, sometimes your software, browser, system, or your ISP's firewall settings may block you from accessing our servers. It is prudent to have a computer back-up plan in case you experience problems with your own computer or Internet Service Provider (ISP). Have a backup plan where you can access your course from a friend's system, a campus computer lab, campus or public library computers, or your work computer. Find a reliable system early!

How to Add an Online Class

You must get approval from the instructor to add a class when the class is full and the waitlist is full.

1. If you are registered for a **hybrid course**, attend the first class meeting that is held on-campus. If space is available, the instructor will give you the codes and instructions to login to the MyECC site for registration. It is the student's responsibility to follow the directions to add the class before the deadline.
2. If you are registered in **online courses**, contact the instructor by email. Many instructors prefer contact by email, especially if the course does not have any face-to-face orientation. You can find contact information for the instructor by going to the Distance Education (DE) web-page at <http://www.compton.edu/academics/distance-ed/index.aspx> and clicking on "Course and Faculty Information," located in the left menu.

Online Add Procedure: If you have met all the pre-requisites, have no time conflicts, have not had excessive repeats of the course, and/or do not owe fees, you will be added to the section. If you have questions about pre-requisites, consult the class schedule, school catalog, or speak with a counselor. If you are on the waitlist for the same course name and number, you will need to remove the course from the waitlist before you can add the course with the add codes. . If you have a time conflict (e.g. a class you are enrolled in overlaps by one minute or more with a course you are trying to add), you will not be able to add the new class and no one is able to override that requirement. Note: Only one set of add codes can be used by one student.

Please use the add codes the instructor has given you and follow the steps below to register for your section.

Go to: <http://myecc.elcamino.edu>

- Login in with your username and password.
- Under Web Advisor, click on "Registration".
- Click on "Online Add with Faculty Permission".
- You will see the screen below and be asked to enter the two sets of numbers on the sticker.

Online Add (Faculty Approval)

Enter the section's reference number (6 digits)

Enter the authorization code (5 digits)

COURSE: MATH-101-0150
TERM: 2009/WI
SECTION REF #: 116683
AUTHORIZATION #: 01685

- Click on the "SUBMIT" button.
- Once you successfully add the section, use the "Make a Payment" link at the left of the screen in the "Financial Information" section and pay the amount due.

You are now added to the class and you do not need to go to the Admissions Office. If you encounter problems adding online, write down/print out the error message you receive, if any, and please take the permission slip to the Admissions Office. If you cannot come to campus, please email your instructor and the DE office with the error information.

Deadline to Add: You will not be able to add your class before the semester starts or after the add deadline. The deadline for regular term courses is published in the class schedule. Ask your instructor for the short term add deadline or you may examine the Short Term Class Calendar available in the Admissions Office.

High School Students

High school students follow the same process outlined above. Please review the information on the admission process for high school students located on the El Camino College website at

<http://www.compton.edu/studentervices/admissionandrecords/HighSchoolStudents.aspx>

Some Helpful Information

Get connected with MyECC at www.compton.edu and click on MyECC. El Camino College Compton Educational Center's new internet based service is the best way to get connected to the college and numerous services available online. Once registered through MyECC, students can apply, register, add & drop classes; get their FREE copy of the current class schedule; search for classes, make payments or view accounts; view test scores, check financial aid and award letter status; check grades; locate faculty; and print unofficial transcripts.

To register go to: Continuing Students: www.compton.edu and click on MyECC
New Students: www.compton.edu and click on APPLY ONLINE (Please read registration information.)

Office	Location	Phone Number
Admissions Office and Registration Information	Administration Building	310.900.1600, x 2050
Bookstore	West of the Cafeteria and east of the Student Life Office	310.900.1600, x 2820
Cashiers Office	C-36	310.900.1600, x 2104/2105
Counseling Office	Administration Building	310.900.1600, x 2076
Financial Aid Office	E-12	310.900.1600, x 2935
Library	North of the Administration Building	310.900.1600, x 2075
Learning Resource Center	G-39	310.900.1600, x 2540
Open Lab	Vocational Technology VT 212A	310.900.1600, x2265
Math Lab	Math and Science Building	310.900.1600, x2312

All offices at El Camino College Compton Educational Center can be reached by calling 310.900.1600.
El Camino College Compton Educational Center's Web Page: www.compton.edu

Your course instructor's name, telephone number, office hours and office location are in the course syllabus, which is distributed by the instructor and on the webpage www.compton.edu click on Distance Education located under Quick Links.