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Welcome to the Distance Education program at El Camino College!

El Camino College offers online courses (via computer) and Telecourses (via video). The Student Handbook for Online Courses is designed to acquaint you with our online program, and provide you with the information you will need to be successful in your course. You will find additional information about the College in the current El Camino College Schedule of Classes, which is available at the Admissions Office and on the ECC website at www.elcamino.edu.

We offer a wide variety of courses in many different subject areas. Our current online course offerings are listed in the table that follows. There are more courses that have been approved for Distance Education delivery, but we do not offer all of them each semester. You may visit our website www.elcamino.edu/distanceEd 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. Many of these services are provided to students online. For more information, please see “Useful Links” on the Distance Education website or contact our office (310) 660-6453.

Summer 2008 Online Course Schedule

Many of the courses listed on pages 3-5 will have a first class meeting on campus. Details about the first meetings can be found in the Distance Education section of the Schedule of Classes. If you do not attend the first class meeting, you may be dropped from the course!

Some courses are offered entirely online and do not have meetings on campus. You must follow the instructions under the course listing in the Distance Education section of the Schedule of Classes or you may be dropped by the instructor.

Summer 2008 Online Course Schedule (For updates and changes see the Distance Education website at www.elcamino.edu/distanceEd)
<table>
<thead>
<tr>
<th>COURSE NAME/ INSTRUCTOR</th>
<th>SEC #</th>
<th>REQUIRED ORIENTATION</th>
<th>DATE/ TIME/ ROOM #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthropology 1</td>
<td>4100</td>
<td>Orientation on campus</td>
<td>Tuesday June 17, 2008 at 4-5pm in LIB BSMT 10</td>
</tr>
<tr>
<td>Anthropology 1</td>
<td>4101</td>
<td>Visit the instructor’s website before the first day of class for instructions about logging on and completing the online orientation</td>
<td><a href="http://www.elcamino.edu/faculty/mwaters/index.html">http://www.elcamino.edu/faculty/mwaters/index.html</a></td>
</tr>
<tr>
<td>Anthropology 2</td>
<td>4103</td>
<td>Visit the instructor’s website before the first day of class for instructions about logging on and completing the online orientation</td>
<td><a href="http://www.elcamino.edu/faculty/mwaters/index.html">http://www.elcamino.edu/faculty/mwaters/index.html</a></td>
</tr>
<tr>
<td>Art 1</td>
<td>4500</td>
<td>Orientation on campus and contact the instructor before the first day of class</td>
<td>Monday June 16, 2008 at 3-5pm in ARTB 106 <a href="mailto:camillecornelius@earthlink.net">camillecornelius@earthlink.net</a></td>
</tr>
<tr>
<td>Business 1A</td>
<td>4300</td>
<td>Contact the instructor before the first day of class</td>
<td><a href="mailto:tmliller@elcamino.edu">tmliller@elcamino.edu</a></td>
</tr>
<tr>
<td>Business 1B</td>
<td>4302</td>
<td>Contact the instructor before the first day of class</td>
<td><a href="mailto:daily.ecc@gmail.com">daily.ecc@gmail.com</a></td>
</tr>
<tr>
<td>Business 15</td>
<td>4304</td>
<td>Contact the instructor before the first day of class on June 23rd</td>
<td><a href="mailto:swhitson@elcamino.edu">swhitson@elcamino.edu</a></td>
</tr>
<tr>
<td>Child Development 3</td>
<td>4117</td>
<td>Orientation on campus</td>
<td>Monday June 16, 2008 at 4:30-5:30pm in ARTB 311</td>
</tr>
<tr>
<td>Child Development 4</td>
<td>4116</td>
<td>Orientation on campus</td>
<td>Monday June 16, 2008 at 5-6pm in ARTB 313</td>
</tr>
<tr>
<td>Child Development 9</td>
<td>4120</td>
<td>Orientation on campus</td>
<td>Tuesday June 17, 2008 at 4:30-5:30pm in ARTB 311</td>
</tr>
<tr>
<td>CIS 13</td>
<td>4343</td>
<td>Contact the instructor before the first day of class with your name and section number in the subject line</td>
<td><a href="mailto:pvacca@elcamino.edu">pvacca@elcamino.edu</a></td>
</tr>
<tr>
<td>Contemporary Health 1</td>
<td>4574</td>
<td>Contact the instructor and visit the instructor’s website before the first day of class</td>
<td><a href="mailto:Idelzeit@elcamino.edu">Idelzeit@elcamino.edu</a></td>
</tr>
<tr>
<td>Contemporary Health 1</td>
<td>4576</td>
<td>Orientation on campus</td>
<td>Monday June 23, 2008 at 5-7pm. in PE 26</td>
</tr>
<tr>
<td>Course</td>
<td>Code</td>
<td>Instructor</td>
<td>Contact Information</td>
</tr>
<tr>
<td>------------------------</td>
<td>------</td>
<td>---------------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>Contemporary Health</td>
<td>4575</td>
<td>Lofgren, Dean</td>
<td>Tuesday June 17, 2008 at 5-7pm in SOCS 106</td>
</tr>
<tr>
<td>Contemporary Health</td>
<td>4573</td>
<td>Pattison, LeValley</td>
<td>Monday June 16, 2008 at 6-7pm in PE 26</td>
</tr>
<tr>
<td>Dance 1</td>
<td>4510/4511</td>
<td>Berney, Daniel</td>
<td>Contact the instructor before the first day of class <a href="mailto:dberney@elcamino.edu">dberney@elcamino.edu</a></td>
</tr>
<tr>
<td>Econ 1</td>
<td>4130</td>
<td>Kieskinel, Meric</td>
<td>Thursday June 19, 2008 at 5-7pm in SOCS 112</td>
</tr>
<tr>
<td>Econ 2</td>
<td>4132</td>
<td>Kieskinel, Meric</td>
<td>Thursday June 19, 2008 at 7-9pm in SOCS 112</td>
</tr>
<tr>
<td>English 84</td>
<td>4646</td>
<td>DeVaney, Allison</td>
<td>Contact the instructor before the first day of class <a href="mailto:adevaney@elcamino.edu">adevaney@elcamino.edu</a></td>
</tr>
<tr>
<td>English 1A</td>
<td>4600/4601</td>
<td>Jones, Kristin</td>
<td>Contact the instructor before the first day of class <a href="mailto:kjones@elcamino.edu">kjones@elcamino.edu</a></td>
</tr>
<tr>
<td>English 1C</td>
<td>4621</td>
<td>Armao, Eugene</td>
<td>Contact the instructor before the first day of class <a href="mailto:earmao@elcamino.edu">earmao@elcamino.edu</a></td>
</tr>
<tr>
<td>English 1C</td>
<td>4622</td>
<td>Schenk, Joyce</td>
<td>Contact the instructor before the first day of class <a href="mailto:jschenk@elcamino.edu">jschenk@elcamino.edu</a></td>
</tr>
<tr>
<td>History 1A</td>
<td>4154/4156</td>
<td>Gold, Christina</td>
<td>Contact the instructor before the first day of class <a href="mailto:cgold@elcamino.edu">cgold@elcamino.edu</a></td>
</tr>
<tr>
<td>History 1B</td>
<td>4158/4159</td>
<td>Brown, Maria</td>
<td>Orientation on campus and contact the instructor before the first day of class Monday, June 16, 2008 at 7-9pm in H 215 <a href="mailto:adevaney@elcamino.edu">adevaney@elcamino.edu</a></td>
</tr>
<tr>
<td>Human Development 8</td>
<td>4168</td>
<td>Nunez-Mason, Rebeca</td>
<td>Orientation on campus Monday June 16, 2008 at 9-10am in SOCS 104</td>
</tr>
<tr>
<td>Law 5</td>
<td>4376</td>
<td>Botello, Michael</td>
<td>Contact the instructor before the first day of class <a href="mailto:mbotello@elcamino.edu">mbotello@elcamino.edu</a></td>
</tr>
<tr>
<td>Music 11</td>
<td>4515/4516</td>
<td>Doyle, William</td>
<td>Contact Instructor before first day of class <a href="mailto:wdoylemusic-4515@yahoo.com">wdoylemusic-4515@yahoo.com</a> (section 4515) <a href="mailto:wdoylemusic-4516@yahoo.com">wdoylemusic-4516@yahoo.com</a> (section 4516)</td>
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<tr>
<td>NFOO 11</td>
<td>4798</td>
<td>Lyons, Mary</td>
<td>Contact the instructor before the first day of class <a href="mailto:mlyons@elcamino.edu">mlyons@elcamino.edu</a></td>
</tr>
<tr>
<td>Philosophy 2</td>
<td>4170</td>
<td>Sedgwick, Emily</td>
<td>Contact the instructor before the first day of class <a href="mailto:esedgwick@elcamino.edu">esedgwick@elcamino.edu</a></td>
</tr>
<tr>
<td>Philosophy 5</td>
<td>4179</td>
<td>Shadish, Elizabeth</td>
<td>Email Instructor before 9am on first day of class <a href="mailto:eshadish@elcamino.edu">eshadish@elcamino.edu</a></td>
</tr>
<tr>
<td>Course</td>
<td>Instructor</td>
<td>Contact Information</td>
<td>Orientation Details</td>
</tr>
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<td>---------------------</td>
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<td>----------------------------------------------------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>Philosophy 7</td>
<td>Shadish, Elizabeth</td>
<td>Email Instructor before 9am on first day of class</td>
<td>Email Instructor before 9am on first day of class</td>
</tr>
<tr>
<td>Philosophy 8</td>
<td>Sedgwick, Emily</td>
<td>Contact the instructor before the first day of class</td>
<td>Email Instructor before the first day of class</td>
</tr>
<tr>
<td>Political Science 1</td>
<td>Georges, Joseph</td>
<td>Orientation on campus</td>
<td>Orientation on campus</td>
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<tr>
<td>Political Science 1</td>
<td>Munoz, Eduardo</td>
<td>Orientation on campus</td>
<td>Orientation on campus</td>
</tr>
<tr>
<td>Psychology 3</td>
<td>Simon, Angela</td>
<td>Orientation on campus</td>
<td>Orientation on campus</td>
</tr>
<tr>
<td>Psychology 3</td>
<td>Himsel, Amy</td>
<td>Contact the instructor before the first day of class</td>
<td>Contact the instructor before the first day of class</td>
</tr>
<tr>
<td>Psychology 5</td>
<td>Simon, Angela</td>
<td>Orientation on campus</td>
<td>Orientation on campus</td>
</tr>
<tr>
<td>Psychology 5</td>
<td>Himsel, Amy</td>
<td>Contact the instructor before the first day of class</td>
<td>Contact the instructor before the first day of class</td>
</tr>
<tr>
<td>Psychology 5</td>
<td>Mascolo, Richard</td>
<td>Contact the instructor before the first day of class</td>
<td>Contact the instructor before the first day of class</td>
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<tr>
<td>Real Estate 11</td>
<td>Rooks, Robert</td>
<td>Orientation on campus</td>
<td>Orientation on campus</td>
</tr>
<tr>
<td>Real Estate 13</td>
<td>De Luca, Vince</td>
<td>Orientation on campus and contact the instructor before the first day of class</td>
<td>Orientation on campus and contact the instructor before the first day of class</td>
</tr>
<tr>
<td>Sociology 101</td>
<td>Dowden, Frieda</td>
<td>Orientation on campus</td>
<td>Orientation on campus</td>
</tr>
<tr>
<td>Sociology 101</td>
<td>Dowden, Frieda</td>
<td>Orientation on campus</td>
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<tr>
<td>Sociology 102</td>
<td>Butler, Marie</td>
<td>Orientation on campus</td>
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<tr>
<td>Sociology 104</td>
<td>Butler, Marie</td>
<td>Orientation on campus</td>
<td>Orientation on campus</td>
</tr>
<tr>
<td>Speech COM 14</td>
<td>Hunt, Carmen</td>
<td>Contact the instructor before the first day of class</td>
<td>Contact the instructor before the first day of class</td>
</tr>
<tr>
<td>Theatre 1</td>
<td>Fagan, Suzanne</td>
<td>Orientation on campus and Contact Instructor before first day of class</td>
<td>Orientation on campus and Contact Instructor before first day of class</td>
</tr>
</tbody>
</table>
Frequently Asked Questions about our program

What is Distance Education? Can anyone take these classes?
Distance Education courses are designed for students who desire 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 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 website. The instructor posts such things as lectures, assignments, announcements, and other information to the site. The class may respond with questions, comments, etc. Some of our instructors are using a bulletin board conferencing system called WebBoard to communicate with their students; others are using course management programs such as Etudes NG, Blackboard, WebCT and others.

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 on pages 14-18 the ECC Summer 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?
Do not enroll in both courses – choose only one.

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
- An Email Address
- 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 Commons in the Library Media Technology Center, for example – more details later.)

**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. That is, you should have good word processing skills, and be familiar with sending and receiving email. 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 email. 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 website.

If you find you need help with the course material, check out the Tutoring Program administered by the ECC Learning Resources Center (LRC). Tutors help students prepare for tests, learn new concepts, improve study techniques, and answer questions about assignments. Free tutoring for ECC students is available each semester. All LRC tutors are highly trained and certified. Visit the Tutoring website for more information: http://www.elcamino.edu/library/lrc/tutoring/index.asp

What do I do if I can’t access my course online?
If for some reason you cannot access your course, email 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 Bookstore.

Does 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 Schedule of Classes or visit the ECC WebServices site (https://portal.elcamino.edu/portal/main.html/) for more information. 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 Will 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 email 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 email
- 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. ECC offers a variety of credit courses in these areas, and “not-for-credit” courses are offered through ECC’s Community Education program.

Computers on Campus
If you’re on campus and need to use a computer with Internet access, head to the Computer Commons:

Computer Commons - Library Media Technology Center
Schauerman Library (East Wing, Lower Level), 310.660.6715
The Computer Commons is ECC’s central computer center serving students of all academic programs. For more information about the Center, call the number above or visit their site at http://www.elcamino.edu/Library/labs/.
**Text Materials on Reserve**
We make every effort to place required text materials for online courses on reserve in the Library (Periodicals/Reserve Dept.) for your use. You must have an ECC Photo ID to use them (see the Library Circulation 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 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.

**Tips from the Librarian**
If Distance Education students are close enough to get to campus and get a student id and library card, there are many online periodical databases available. Students need the ID card to logon via the MYECCportal page to access these databases. [http://www.elcamino.edu/library/library_ser/index.asp](http://www.elcamino.edu/library/library_ser/index.asp) links to useful resources such as Subject guides, MLA citation help, Ask-A-Librarian online reference help, E-Res, and more.

**Communicate**
It is very important that you communicate with your instructor and with your classmates. Log on to your course site regularly, read the postings, 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.
Some Helpful Information

Get connected with MyECC at http://myecc.elcamino.edu. El Camino College’s new internet based service is the best way to get connected to the college and the 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.

Students will also receive the latest campus updates and information further connecting them to the El Camino College community.

<table>
<thead>
<tr>
<th>Office</th>
<th>Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions Office and Registration Information</td>
<td>Student Services Center, 1st Floor</td>
<td>310.538.5700 or 310.660.6034</td>
</tr>
<tr>
<td>Bookstore</td>
<td>Northwest of Student Services Center, Below Cafeteria</td>
<td>310.660.3380</td>
</tr>
<tr>
<td>Cashiers Office</td>
<td>Administration Building, 1st Floor</td>
<td>310.660.3157</td>
</tr>
<tr>
<td>Counseling Office</td>
<td>Student Services Center, 1st Floor</td>
<td>310.660.3458</td>
</tr>
<tr>
<td>Financial Aid Office</td>
<td>Student Services Center, 2nd Floor</td>
<td>310.660.3493</td>
</tr>
<tr>
<td>Library Media Technology Center (Computer Commons)</td>
<td>Schauerman Library, East Wing, Lower Level</td>
<td>310.660.6715</td>
</tr>
<tr>
<td>Periodicals/Reserve Dept., Schauerman Library (Textbooks on Reserve)</td>
<td>Schauerman Library, East Wing, Main Level</td>
<td>310.660.3528</td>
</tr>
<tr>
<td>Learning Resources Center (Free Tutoring)</td>
<td>Schauerman Library, 2nd Floor, West Wing</td>
<td>310.660.3511 or 310.660.6012</td>
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</tbody>
</table>

All offices at ECC can be reached by calling 1.866.ELCAMINO
El Camino College Web Page: www.elcamino.edu

Your course instructor’s name, telephone number, office hours and office location are in the course syllabus, which is distributed by the instructor.
How to ADD an ONLINE CLASS

1. You **must get approval from the instructor** to add a class.

2. There are four (4) ways to contact the instructor:

   - **Attend the first class meeting (orientation) that is held on-campus.** In most cases this will be the only **face-to-face meeting** you will have with your instructor. If space is available, the instructor will give you a **signed add slip** or take your name and student identification number. If you are given an add slip, it is your responsibility to submit it to the admissions office as soon as possible. If the instructor takes your name and student identification number, he/she will submit a list of students to be added by Admissions office. It usually takes no more than 3 business days to add your name to the class roster. You may check this by going online to **MyECC** or using the **telephone registration system** by calling 1.310.516.9339. If there is a problem with your registration (owes fees, lacks prerequisite, repeat, etc.) your instructor will be notified and they will contact you. *When you have been added to the class by the Admissions Office, a list is also sent to the Distance Education Office so they may add you to Etudes, if appropriate.*

   - **Contact the instructor by email.** Many instructors prefer contact by email, especially if the course **does not have any face-to-face meetings.** You can find contact information for the instructor by going to the Distance Education web-page at [http://www.elcamino.edu/ distanceEd/](http://www.elcamino.edu/distanceEd/) and clicking on “**Our Faculty,**” located in the “Distance Education Quick Link” box on the right hand side of the home page. DE faculty members are listed in alphabetical order. If the instructor takes your name and student identification number, he/she will submit a list of students to be added by Admissions office. It usually takes no more than 3 business days to add your name to the class roster. You may check this by going **online** to **MyECC** or using the **telephone registration system** by calling 1.310.516.9339. If there is a problem with your registration (owes fees, lacks prerequisite, repeat, etc.) your instructor will be notified and they will contact you. *When you have been added to the class by the Admissions Office, a list is also sent to the Distance Education Office so they may add you to Etudes, if appropriate.*

   - **Contact the instructor by telephone.** This can sometimes be challenging. Many of our faculty members are full-time instructors and have offices on campus. The start of a semester can be very busy and it is difficult for faculty to respond to a voicemail in a timely manner. **Telephone information** can also be found on the **Distance Education website at** [http://http://www.elcamino.edu/ distanceEd/ index.asp/](http://www.elcamino.edu/distanceEd/index.asp/). Click on “**Our Faculty.**” If the instructor takes your name and student identification number, he/she will submit a list of students to be added by the Admissions office. It usually takes no more than 3 business days to add your name to the class roster. You may check this by going **online** to **MyECC** or using the **telephone registration system** by calling 1.310.516.9339. If there is a problem with
your registration (owes fees, lacks prerequisite, repeat, etc.) your instructor will be notified and they will contact you. *When you have been added to the class by the Admissions Office, a list is also sent to the Distance Education Office so they may add you to Etudes, if appropriate.*

- **Contact the instructor in person.** You can try to catch full-time instructors in their offices. You can contact their Division office to acquire their office schedule. Please remember that at the start of a semester, instructors are busy preparing for the new semester and may not be in the office. If you are given an add slip, it is your responsibility to submit it to the admissions office as soon as possible. If the instructor takes your name and student identification number, he/she will submit a list of students to be added by the Admissions office. If the instructor takes your name and student identification number, he/she will submit a list of students to be added by Admissions office. It usually takes no more than 3 business days to add your name to the class roster. You may check this by going online to MyECC or using the telephone registration system by calling 1.310.516.9339. If there is a problem with your registration (owes fees, lacks prerequisite, repeat, etc.) your instructor will be notified and they will contact you. *When you have been added to the class by the Admissions Office, a list is also sent to the Distance Education Office so they may add you to Etudes, if appropriate.*

**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.elcamino.edu/studentservices/highschool](http://www.elcamino.edu/studentservices/highschool)

**How to Access your Online Courses**

i. Many of the courses at El Camino College use a Course Management System or Website as a delivery method for their online courses. El Camino College fully supports the **Etudes NG** Management System. Some instructors may elect to use other systems. Students should check the Distance Education website ([http://www.elcamino.edu/distanceEd/index.asp/](http://www.elcamino.edu/distanceEd/index.asp/)) to determine what system is being used in their course.

ii. The course management system can be used by your instructor to create and manage content, evaluate performance and communicate with students. Announcements, course syllabus, assignments and grades can be posted.

iii. The information that follows will help you use the Etudes NG system. Additional information may be found on the Distance Education website ([http://www.elcamino.edu/distanceEd/index.asp/](http://www.elcamino.edu/distanceEd/index.asp/))
The course management system can be used by your instructor to create and manage course content, evaluate performance and communicate with students. Announcements, course syllabus, assignments and grades can be posted. Class discussions may also take place in Etudes NG.

The Admissions office gives every student enrolled in El Camino College a Student Identification (ID) number. Among other things, this number is used as part of the log in information to access your Etudes NG course. Students are also given a login password.

REMEMBER:
WRITE DOWN YOUR USER ID AND PASSWORD. AND STORE IT IN A SAFE PLACE FOR FUTURE REFERENCE.

Welcome to your online ETUDES class!
http://etudes-ng.fhda.edu/portal

ETUDES stands for Easy To Use Distance Education Software. Once you have officially enrolled in an ETUDES class, please follow the steps below to log in and access your class:

STEP 1: 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: Your User ID is: • your first name (underscore) last name [all lower case]
*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

EXAMPLE: Albert Einstein is enrolled in an online ETUDES classes and has the following User ID: albert_einstein [all lower case]

STEP 3: Your default Password is the month and date of birth included in your ECC record.

EXAMPLE: Albert Einstein’s birth date is March 25
His Password is: 0325

STEP 4: Print out this page so that you can refer to these instructions when you log in for the first time.

STEP 5: Now you are ready to login!
Starting on the first day of the semester (and after waiting 24 hours after you registered for
the class), log in to your class by going to the Etudes portal. (http://etudes-ng.fhda.edu/portal) REMEMBER TO BOOKMARK THIS SITE TO ACCESS YOUR ONLINE CLASS QUICKLY!!

REMEMBER: WRITE DOWN YOUR USER ID AND PASSWORD. AND STORE IT IN A SAFE PLACE FOR FUTURE REFERENCE

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 userid 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

♦ Computer and Internet Connectivity (PC and Mac)

General System Requirements:

♦ Screen resolution set to 1024 X 768

♦ PC’s should be running Win 2000 or XP

♦ Macs should have OS X

♦ System should have at least 512 Ram

♦ 56K minimum is required. DSL or cable modem strongly advised.

You must have regular, reliable Internet access 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 either Internet Explorer (IE) 7.0 or Firefox 1.0.6. Other Web Browsers are not supported and will not function properly. Both browsers are available as free downloads:

Get Mozilla Firefox at: http://www.mozilla.org/products/firefox/

Get IE7.0 SP2 at: http://www.microsoft.com/windows/downloads/ie/getitnow.mspx

Browsers for the Mac

The recommended Web Browser to use with ETUDES-NG for Mac users is Mozilla Firefox 1.0.6. Firefox requires OSX.3 or higher. Firefox is available as a free download.

Internet Explorer and Safari are not supported browsers for the Mac. Safari works, but you won't be able to use the editor in some of the tools.

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.

There are three ways to use an External Browser while signed on to AOL.

Method One

1. Sign on to AOL as your connection.
2. Minimize the AOL screen.
3. Launch Internet Explorer or your favorite other non-AOL browser from your computer’s desktop.

Method Two

1. Sign on to AOL as your connection.
2. Launch Internet Explorer via Start > Programs > Internet Explorer (or other browser's name).

Method Three

1. Sign on to AOL as your connection.
2. Launch Internet Explorer (or your favorite other non-AOL browser) from the toolbar next to your Start button (usually at the bottom left of your screen).
Your Computer's Cache

You must configure your browser's cache correctly for ETUDES-NG to work properly. 99% of problems are due to incorrect browser cache settings. For instructions as to how to do this on your computer, see the Distance Education Website.

**Other Important Settings**

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

**Configure Cookies, JavaScript and Pop-Up Blocker**

Browser Tune Up - IE and Firefox
Enable JavaScript and cookies, and disable pop-up blocking
You will need to perform the following adjustments to optimize your browser for use with ETUDES-NG.

1. Enable Java & JavaScript

You will need to perform the following adjustments:

<table>
<thead>
<tr>
<th>Internet Explorer</th>
<th>Firefox</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. From the Menu, select Tools</td>
<td>1. From the Firefox menu, select Preferences</td>
</tr>
<tr>
<td>2. Select Internet Options &gt;&gt; Security Settings &gt;&gt; Custom</td>
<td>2. In the left-hand pane, click Web Features (or Content)</td>
</tr>
<tr>
<td>3. Scroll down to Scripting</td>
<td>3. Make sure the Enable Java and Enable JavaScript checkboxes are selected</td>
</tr>
<tr>
<td>4. Select 'enable' for Active Scripting</td>
<td>4. Click OK</td>
</tr>
</tbody>
</table>

2. Enable Cookies

You will need to enable cookies in order to log in to ETUDES-NG and maintain sessions (not get logged out).