

Student Handbook for Online Courses

Fall 2009



El Camino College
Distance Education Office
Schauerman Library
East Wing, Lower Level, Room 76
(in the Library Media Technology Center)
310.660.6453
www.elcamino.edu/distanceEd

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Welcome to the Distance Education program at El Camino College!

El Camino College offers online courses (via computer). 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, on the ECC website at <http://www.elcamino.edu/admissions/schedule.asp>.

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 <http://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.

Fall 2009 Online Course Schedule

Many of the courses listed on pages 3-8 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.

Fall 2009 Online Course Schedule (For updates and changes see the Distance Education website at <http://www.elcamino.edu/library/distance-ed/index.asp>)

El Camino College
Online Course Orientation Meeting Information
Fall 2009

COURSE NAME / INSTRUCTOR	SEC #	REQUIRED ORIENTATION	DATE/TIME/ROOM #
Administration of Justice 100 Skipper, John	4780	Orientation on campus or contact instructor before the start of the semester	Monday, August 31, 2009 at 400pm-600pm in (ADM 202) john.skipper@redondo.org
Anatomy 30 Steinberg, Margaret	4835	Orientation on campus	Friday, September 4, 2009 at 500pm-810pm in (LS 109) <u>The lab meets most Fridays at 500p-810p in (LS 109)</u>
Anthropology 1 Waters, Marianne	4100	Visit the instructor's website and complete the online orientation the first week of the semester	www.elcamino.edu/faculty/mwaters
Anthropology 1 Waters, Marianne	4101	Visit the instructor's website and complete the online orientation the first week of the semester	www.elcamino.edu/faculty/mwaters
Art 1 Cornelius, Camille	4500	Orientation on campus and contact instructor before the start of the semester	Monday, August 31, 2009 at 500pm-700pm in (ARTB 103) camillecornelius@earthlink.net
Art 2 Atherton, Elizabeth Class Info	4503	Orientation on campus	Thursday, September 3, 2009 at 7pm-9pm in (ARTB 103)
Art 2 Atherton, Elizabeth Class Info	4504	Orientation on campus	Friday, September 4, 2009 at 12pm-2pm in (ARTB 106)
Astronomy 20 Pierce, Dave	4840/ 4841	Orientation on campus	Tuesday, September 1, 2009 at 430pm-6pm or 7pm-830pm in (MCS 8)
Business 1A Miller, Timothy	4300	Orientation on campus and contact instructor before the start of the semester	Tuesday, September 1, 2009 at 200pm-400pm in (COMM 204) tmiller@elcamino.edu
Business 1A Amling, Joy	4301	Orientation on campus and contact instructor before the start of the semester	Wednesday, September 2, 2009 at 500pm-600pm in (COMM 303) jamling@elcamino.edu
Business 1B Daily, Robert	4303	Orientation on campus and contact instructor before the start of the semester	Wednesday, September 2, 2009 at 500pm-700pm in (COMM 302) daily.ecc@gmail.com
Business 15 McGovern, Donna Class Info	4304	Orientation on campus and contact instructor before the start of the semester	Wednesday, September 2, 2009 at 400pm-530pm in (ADM 219) dmcgovern@elcamino.edu
Business 17 Whitson, Stephan	4306	Orientation on campus and contact instructor before the start of the semester	Monday, August 31, 2009 at 430pm-545pm in (COMM 303) swhitson@elcamino.edu

Business 20 Som de Cerff, Melissa Class Info	4310	Orientation on campus and contact instructor before the start of the semester	Saturday, August 29, 2009 at 900am-1100am in (MUSI 204) msomdecerff@elcamino.edu
Business 27 Stoudenmire, Jessica Class Info	4315	Optional orientation on campus and contact instructor before class meeting	Saturday, August 29, 2009 at 1015am-1115am in (ADM 219) jstoudenmire@elcamino.edu
Business 54 Stauber, Kriss Class Info	4312	Orientation on campus	Saturday, August 29, 2009 at 900am-1000am in (COMM 205) <u>This section meets every Saturday on campus at 900am-1000am in (COMM 205)</u>
Child Development 103 Phillips, Antoinette Class Info	4115	Orientation on campus	Monday, August 31, 2009 at 500pm-600pm in (ARTB 317)
Child Development 104 Phillips, Antoinette Class Info	4117	Orientation on campus	Tuesday, September 1, 2009 at 430pm-530pm in (SOCS 203)
Child Development 108 Montgomery, Jennifer	4127	Orientation on campus	Monday, August 31, 2009 at 500pm-600pm in (ARTB 311)
Child Development 131 Young, Janet	4128	Orientation on campus	Monday, August 31, 2009 at 400pm-500pm in (ARTB 313)
Child Development 129 Montgomery, Jennifer	4125	Orientation on campus	Tuesday, September 1, 2009 at 500pm-600pm in (ARTB 311)
Child Development 150 Young, Janet	4116	Orientation on campus	Monday, August 31, 2009 at 500pm-600pm in (ARTB 313)
Communication Studies 14 Hunt, Carmen	4520 / 4521	Contact Instructor before the start of the semester	chunt@elcamino.edu
CADD 31 ABCD Hughes, Richard	4790	Orientation on campus	Monday, August 31, 2009 at 500pm-600pm in (TA 204)
CIS 13 Thompson, Jacquie Class Info	4342	Orientation on campus and contact the instructor before the start of the semester Students will need to have Vista and Office 2007	Monday, August 31, 2009 at 400pm-600pm in (MCS 111) jthomps@elcamino.edu
CIS 13 Vacca, Pat Class Info	4343	Orientation on campus and contact the instructor before the start of the semester Students will need to have Vista and Office 2007	Wednesday, September 2, 2009 at 600pm-800pm in (MCS 108) pvacca@elcamino.edu
CIS 143 Miller, Dave	4365	Orientation on campus and contact the instructor before the start of the semester	Tuesday, September 1, 2009 at 500pm-700pm in (COMM 204) dmiller@elcamino.edu
Contemporary Health 1 Hazell, Thomas	4571	Orientation on campus	Monday, August 31, 2009 at 600pm-700pm in (PE North 26)
Contemporary Health 1 Lofgren, Dean	4572	Orientation on campus	Monday, August 31, 2009 at 500pm-600pm in (PE North 27)
Contemporary Health 1 Pattison, Le Valley	4573	Orientation on campus	Tuesday, September 1, 2009 at 500pm-600pm in (PE North 29)

Contemporary Health 1 Delzeit, Linda Class Info	4574	Contact the instructor and visit the instructor's website for course information before the start of the semester	ldelzeit@elcamino.edu http://youth.net/ecc
Dance 1 Berney, Daniel	4510/ 4511	Contact the instructor before the start of the semester	dberney@elcamino.edu
Economics 1 Keskinel, Meric	4130	Orientation on campus	Tuesday, September 1, 2009 at 600pm-700pm in (SOCS 111)
English 84 DeVaney, Allison Class Info	4646	Orientation on campus	Mandatory enrollment in both the online English 84 section and the on-campus English A section 6207. Monday, August 31, 2009 at 800am-1005am in (H 302)
English 84 DeVaney, Allison Class Info	4647	Contact the instructor for the online orientation link before the start of the semester or attend the optional orientation on campus	adevaney@elcamino.edu Monday, August 31, 2009 at 1015am-1200pm in (H 114)
English 7 Newbury, Inna	4630	Orientation on campus	Monday, August 31, 2009 at 600pm-800pm in (H 213)
English 7 Newbury, Inna	4631	Orientation on campus	Tuesday, September 1, 2009 at 600pm-800pm in (H 213)
English 1A Gates, Suzanne	4600	Orientation on campus	Monday, August 31, 2009 at 600pm-800pm in (H 101)
English 1A Schenk, Joyce	4604	Contact the instructor before the start of the semester	jschenk@elcamino.edu
English 1C Zhao, Joy Class Info	4622	Contact the instructor before the first day of class and/or attend orientation on campus	jzhao@elcamino.edu Tuesday, September 1, 2009 at 600pm-715pm in (H 101)
English 1C Zhao, Joy Class Info	4623	Contact the instructor before the first day of class and/or attend orientation on campus	jzhao@elcamino.edu Thursday, September 3, 2009 at 600pm-715pm in (H 101)
English 27 Madden, Janet	4633	Orientation on campus	Wednesday, September 2, 2009 at 800pm-900pm in (SOCS 106)
English 28 Blake, Sara Class Info	4636	Visit the instructor's website and complete the instructions on the site by the end of the first week of class	www.elcamino.edu/faculty/sblake
History 1A Gold, Christina Class Info	4150/ 4151	Contact the instructor before the start of the semester	cgold@elcamino.edu
History 140 Suarez, Jason	4158	Orientation on campus	Saturday, August 29, 2009 at 1100am-1230pm in (SOCS 212)
Humanities 1 Madden, Janet	4650	Orientation on campus	Wednesday, September 2, 2009 at 700pm-800pm in (SOCS 106)
Law 5 Botello, Michael	4376	Orientation on campus and contact the instructor before the start of the semester	Tuesday, September 1, 2009 at 1030am-1135am in (COMM 306) mbotello@elcamino.edu

Mathematics 40 Roeun, Malinni Class Info	4830	Orientation on campus	Friday, September 4, 2009 at 900am-1055am in (MCS 219A). <u>This section meets every Friday on campus at 900am-1055am in (MCS 219A).</u> http://www.elcamino.edu/faculty/roeun/index.html
Mathematics 40 Wang, Lijun	4831	Orientation on campus	Tuesday, September 1, 2009 at 830am-1030am in (MBBM 115). <u>This section meets every Tuesday on campus at 830am-1030am in (MBBM 115)</u>
Mathematics 150 Miao, Wendy	4832	Orientation on campus	Friday, September 4, 2009 at 930am-1130am in (MCS 208). <u>This section meets every Friday on campus at 930am-1130am in (MCS 208).</u>
Music 11 Doyle, William Class Info	4515/ 4516	Contact Instructor before the start of the semester	wdoyle@elcamino.edu
Nutrition and Foods 11 Lyons, Mary Class Info	4798	Orientation on campus and contact Instructor before the start of the semester	Saturday, August 29, 2009 at 900am-1100am in (NATS 5) mlyons@elcamino.edu
Oceanography 10 Noyes, Thomas Class Info	4850	Orientation on campus	Friday, September 4, 2009 at 8am-1110am in (NATS-218). <u>The laboratory portion meets most Fridays on campus at 8am-1110am in (NATS-218).</u>
Philosophy 2 Sedgwick, Emily	4170	Contact Instructor before the start of the semester	esedgwick@elcamino.edu
Philosophy 5 Shadish, Elizabeth	4179	Orientation on campus	Tuesday, September 1, 2009 at 500pm-700pm in (SOCS 212)
Philosophy 7 Shadish, Elizabeth	4181	Orientation on campus	Wednesday, September 2, 2009 at 500pm-700pm in (SOCS 212)
Philosophy 8 Georges, Joseph	4183	Orientation on campus	Monday, August 31 2009 at 600pm-800pm In (SOCS-106)
Political Science 1 Houske, Laurie	4190	Contact the instructor before the start of the semester and/or attend orientation on campus	Tuesday, September 1, 2009 at 5pm-7pm In (SOCS-112)
Political Science 1 Munoz, Eduardo	4191	Orientation on campus	Wednesday, September 2, 2009 at 430pm-530pm in (SOCS-109)
Psychology 3 Simon, Angela	4195	Orientation on campus	Monday, August 31, 2009 at 500pm-700pm In (SOCS-203)
Psychology 5 Himsel, Amy	4196	Visit the instructor's website before the start of the semester	http://www.amyhimsel.com
Psychology 5 Mascolo, Richard	4197	Contact the instructor before the start of the semester	http://www.elcamino.edu/faculty/rmascolo/
Psychology 5 Simon, Angela	4198	Orientation on campus	Tuesday, September 1, 2009 at 500pm-700pm in (SOCS 204)
Psychology 16 Himsel, Amy	4199	Visit the instructor's website before the start of the semester	http://www.amyhimsel.com

Sociology 101 Dowden, F Sue	4290	Orientation on campus	Tuesday, September 1, 2009 at 600pm-800pm In (ARTB-311)
Sociology 101 Dowden, F Sue	4291	Orientation on campus	Monday, August 31, 2009 at 600pm-800pm In (SOCS 109)
Sociology 102 Butler, Marie Class Info	4292	Orientation on campus	Tuesday, September 1, 2009 at 500pm-700pm In (SOCS-104)
Theatre 1 Fagan, Suzanne Class Info	4525/ 4526	Contact the instructor before the start of the semester	sfagan@elcamino.edu
Theatre 4 DeMita, John	4527	Orientation on campus	Tuesday, September 1, 2009 at 3pm-5pm in (MUS-133)

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 website for their course; others are using course management programs such as Etudes NG, Blackboard, and others.

Will I be required to attend class meetings on campus?

This is determined by the instructor. Many instructors have on-campus meetings at the start of the semester, but some do not. 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 10.0
- A recent version of a web browser such as FireFox 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), 310.660.3593 x6715

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 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.

Office	Location	Phone Number
Admissions Office and Registration Information	Student Services Center, 1 st Floor	310.538.5700 or 310.660.6034
Bookstore	Northwest of Student Services Center, Below Cafeteria	310.660.3380
Cashiers Office	Administration Building, 1 st Floor	310.660.3593 x3142
Counseling Office	Student Services Center, 1 st Floor	310.660.3458
Financial Aid Office	Student Services Center, 2 nd Floor	310.660.3493
Library Media Technology Center (Computer Commons)	Schauerman Library, East Wing, Lower Level	310.660.3593 x6715
Periodicals/Reserve Dept., Schauerman Library (Textbooks on Reserve)	Schauerman Library, East Wing, Main Level	310.660.3593 x3528
Learning Resources Center (Free Tutoring) Basic Skills	Schauerman Library, 2 nd Floor, West Wing	310.660.3511 or 310.660.3593 x6012 310.660.3593 x7495

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 **code** and instructions to login to the MyECC site for registration. **It is the student's responsibility to follow the directions to add the class.** For details, see below.
 - **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/library/distance-ed/>** and clicking on **"Our Faculty,"** located in the **"Distance Education Quick Links"** box on the right hand side of the home page. DE faculty members are listed in alphabetical order.
 - **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://www.elcamino.edu/library/distance-ed/>**. Click on **"Our Faculty."**
 - **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 their office.**
3. Once you are given permission from the instructor to add the class, please be sure to follow the following instructions:

Online Add Procedure: Please use the permission number the instructor has given you and follow the steps below to register for your section. 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. Before adding the new section, drop the classes you are no longer taking. 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: the permission number only works for one student.

1. Go to: <http://myecc.elcamino.edu>.
2. Login in with your username and password.
3. Under WebAdvisor, click on "Registration".
4. Click on "Online Add with Faculty Permission".
5. You will see the screen below and be asked to enter the two sets of numbers on the sticker.

6. Click on the “SUBMIT” button.

7. 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 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 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 or in the Academic Division offices.

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/student-services/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>) 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>)

ETUDES NG Course Management System

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.

Etudes Login Information

REMEMBER:

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

WELCOME TO YOUR ONLINE ETUDES CLASS!

<https://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: the same as your user id used to login to MyECC

*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 class 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. (<https://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 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 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 10.3.X or above
- System should have at least 512 Ram (for faculty/authors, 1G is preferred)
- 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 7.0 SP2 or Firefox 2.0.0.16. Internet Explorer 6.0 SP2 is supported, but IE 7.0 SP2 is recommended. Other Web Browsers are not supported and will not function properly. Both browsers are available as free downloads:

Get Mozilla Firefox at: http://etudes.org/gateway/Firefox_Win_2.0.0.16.exe

Get IE7.0 SP2 at: <http://www.microsoft.com/windows/internet-explorer/ie7>

Notes:

- Please do not download Firefox 3.0 yet. We have found issues and bugs with it.
- Windows Vista has not been tested yet. Although it may work successfully, we cannot recommend it at this time as we cannot guarantee optimal performance.

Browsers for the Mac

The recommended Web Browser to use with Etudes-NG for Mac users is Firefox 2.0.0.16. Firefox requires OSX.3 or higher.

Get Firefox here: http://etudes.org/gateway/Firefox_Mac_2.0.0.16.dmg

Notes:

- Please do not download Firefox 3.0 yet. We have found issues and bugs with it.
- Many of our Etudes-NG users use Camino browser successfully. We do not conduct testing with Camino and do not recommend it, as we cannot guarantee optimal performance across all areas of the Etudes-NG software.
- 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, tests & quizzes and assignments.
- 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.

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 some 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 some 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 link below.

◆ [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-NG. For instructions as to how to configure these items on your computer, see the link below.

◆ [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:

- | | |
|-------------------|--|
| Internet Explorer | <ol style="list-style-type: none">1. From the Menu, select Tools2. Select Internet Options >> Security Settings >> Custom3. Scroll down to Scripting4. Select 'enable' for Active Scripting |
|-------------------|--|

- | | |
|---------|---|
| Firefox | <ol style="list-style-type: none">1. From the Firefox menu, select Preferences2. In the left-hand pane, click Web Features (or Content)3. Make sure the Enable Java and Enable JavaScript checkboxes are selected4. Click OK |
|---------|---|

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