

ONLINE COURSE ORIENTATION STUDENT POLICIES & PROCEDURES



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Mission Statement

Ogeechee Technical College (OTC) is a unit of the Technical College System of Georgia located in Bulloch, Evans, and Screven counties. We are a public institution of higher education that provides a skilled workforce in the communities we serve.

OTC provides student-focused academic and occupational programs and support services for in-demand career fields at the associate degree, diploma, and certificate levels. We utilize traditional, hybrid, and distance education methodologies with innovative technologies in state-of-the-art facilities while supporting adult education, continuing education, and customized business and industry workforce training.

Online Learning Mission Statement

Ogeechee Technical College's Distance Learning mission is to provide accessible, effective learning opportunities for students as an alternative to the traditional classroom environment. In addition, Ogeechee Technical College's quality assurance goal in Distance Learning education is to provide support and training of faculty and students in the use of a variety of online learning methods and technology.

Equal Opportunity Institution

Ogeechee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

Ogeechee Technical College shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to coordinate the College's implementation of nondiscrimination policies: Christy Rikard (Title IX), Office 198C, JEK Building, 912-486-7607 and Sabrina Burns (ADA/Section 504), Office 711, Assessment Center, 912-486-7211.

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Welcome from the President



On behalf of our faculty, staff, and students, welcome to Ogeechee Technical College. I sincerely hope that you take advantage of all that we have to offer.

Our focus here at Ogeechee Tech is simple—we strive to give you the tools you need to find your own level of achievement and success and to ensure a bright future for you and your family. We stand ready to help you achieve, no matter what you set out to do.

We have an abundance of credit courses at Ogeechee Tech to meet your needs. Whether you are seeking a degree, a diploma, or a certificate, we believe that there is something which will be of interest to you. Our programs of study range from nursing to agribusiness, from veterinary technology to automotive technology, and from accounting to law enforcement. And those choices are just the start!

The employees of Ogeechee Tech are here to serve your needs. Our instructors will impart the knowledge which they have gained through years of experience in their areas of study. Our student affairs staff members are here to help you navigate through the processes that are required for admission, registration, and financial aid. Everyone, including me, is here to answer your questions, to provide you with encouragement, and to help you succeed.

So, you see, we can provide you the tools you need to pursue not only a job, but a challenging career. Your hard work and dedication, along with our constant support, will lead to success at Ogeechee Tech—and in life!

My very best wishes to you!

Lori S. Durden

President

Welcome to Online Learning

At Ogeechee Technical College, we believe in offering programs and courses in multiple formats to meet the needs of our students. Courses may be offered in a traditional face-to-face format, blended, or online. Before registering for an online class, consider whether it is a good fit for you. Do you work well independently? Taking online classes requires that you submit work on time and participate in interactive activities and discussions.

Students who are taking online classes should have basic computer skills and access to a computer with reliable internet service. Students should be comfortable performing the following tasks:

- Accessing and using the Internet
- Using an account name and password to log onto the course site
- Sending and responding to email
- Sending and receiving files electronically
- Participating in online discussion boards
- Searching websites as well as accessing required Internet-based learning resources
- Applying basic troubleshooting techniques to solve hardware and/or software problems as required

It is the students' responsibility to ensure that they have access to a computer that meets the minimum hardware/browser requirements to participate in an online course.

If you feel that you are a good fit for online learning, talk with your advisor about online classes during your advisement meeting. Courses may be offered online only during certain semesters.

Textbooks

In order to get the most out of the online class experience, a little planning will go a long way. Textbook requirements may be found on the course syllabus. The course instructor may also email textbook and other requirements prior to the beginning of classes.

Students who decide to order textbooks as opposed to purchasing them on campus should order them from the bookstore at least two weeks before classes start. A student may order books by using the online bookstore, which can be accessed from the Ogeechee Technical College website, under Student Services. Students should contact the bookstore with any questions about books. Books mailed will have a shipping and handling fee added. Students are encouraged to use the Ogeechee Technical College Bookstore for their books and other supplies.

Student Accounts

All students have access to multiple student accounts, including Office365 (email), BannerWeb, and Blackboard. Students will use the same credentials to log into all accounts through the Okta portal. To access the account login page directly, use the web address

<https://login.ogeecheetech.edu>, or click on the link for Email, BannerWeb, or Blackboard under the Student Services tab on the OTC website. Please note that all 3 links will direct you to the same login page. You do not need to log in multiple times to switch between email, Blackboard, and BannerWeb. After logging in, select the account you would like to access. If you need assistance with your student account login, please complete the Account Assistance form, located under the Student Services tab on the Ogeechee Tech webpage.

Student Email Access

Every student at Ogeechee Tech has an email account. Online students should check their Ogeechee Technical College email on a daily basis. Email is an important source of communication between online students and their instructors. Instructors will only email students through OTC email accounts.

Blackboard

Blackboard is a web-based learning management system used by faculty and students in colleges and universities. Students will use Blackboard to locate all information for online classes, take tests, check grades on assignments, etc. After logging into Blackboard, the first screen is the College homepage.

Note: Always check the Blackboard home page for important announcements regarding access to classes prior to the beginning of the semester. You will not have access to your courses prior to the established date.

It is very important that students familiarize themselves with Blackboard and learn the location of the different areas of the course site (announcements, syllabus, assignments, assessments, etc.). Along with Ogeechee Tech email, Blackboard announcements should be checked daily. Instructors may frequently post important information in the announcement section of Blackboard. For Blackboard assistance, please submit a Blackboard Helpdesk Request Form that's located on the Blackboard main page.

eCampus

eCampus is a web-based learning management system used by faculty and students in TCSG colleges. Students enrolled in an eCampus designated course will use eCampus to locate all information for online classes, take tests, check grades on assignments, etc. After logging into eCampus, the first screen is the College homepage.

BannerWeb

BannerWeb is where students should go for their final grades, registration, financial aid, and other important information.

DegreeWorks

DegreeWorks is where students should go to view their academic progression or their Master Academic Plan (MAP).

Attendance for Online Courses

By enrolling in an online class at Ogeechee Technical College, students have made a commitment to Ogeechee Tech and to themselves. The students' commitment to the College is to follow all Ogeechee Technical College policies and procedures, including attendance.

Attendance for online classes is an important element of the class, just as it is with on-campus classes. The attendance and make-up work policies are explained on each course syllabus. Online students will follow the same policies listed in the college Catalog and Student Handbook.

Note: Logging into the class without participating in an academically related activity is NOT considered attending.

Please feel free to email or call your instructor if you have any questions about the attendance policy. Faculty contact information can be found in the Instructor Information link in each Blackboard course or on the course syllabus.

Student Policies

For a complete student policy guide, see the College's Catalog and Student Handbook on the College's website at www.ogeecheetech.edu, under the Academics tab.

No Show Policy for Online Courses

Students are required to log into online courses and complete an attendance verification (usually a syllabus acknowledgement and/or introductory discussion) during the first week of the semester. Failure to complete these tasks by the posted deadline will result in being dropped as a No Show. Any student who is reported as a No Show must complete the electronic Registration Reinstatement form in their eTrieve portal to be reinstated into classes.

Dropping/Withdrawing from Online Courses

Students may drop a scheduled course prior to the beginning of the semester by contacting their advisor before the class begins or by using the add/drop courses link on BannerWeb. During the first three days of the semester, students may drop a course by completing the electronic Course Drop form in their eTrieve portal. During the drop/add period (the first three days of the semester), there is no academic penalty for dropping a course. A student who drops

a course may be due a refund (see Refund Policy in the College's Catalog and Student Handbook).

To withdraw from a course after the drop/add period, a student must complete the electronic Course Drop form in their eTrieve portal. The instructor will forward the student request to drop the course to the Registrar's Office along with the student's last date of attendance.

More detailed information regarding withdrawals can be found in the *Ogeechee Technical College Catalog & Student Handbook*.

Academic Dishonesty

Procedure for Academic Misconduct

Academic misconduct is any act that does or could improperly distort students' grades or other student academic records. Online students must be especially cautious with regarding to avoiding plagiarism, cheating, and other academic dishonesty. Academic misconduct is not only "cheating" the student of learning the needed skills; it is also an offense to the academic integrity of the learning environment. More information regarding academic misconduct can be found in the Ogeechee Technical College Catalog & Student Handbook.

Proctoring Requirement

Proctoring Exams/Assignments

Instructors who choose to require a proctored event, will outline the requirements on the course syllabus.

The proctored event will count a minimum of 20% of the course grade, and will be reflected as such on the course syllabus. Proctored events must be completed by the last day of the term. The proctored event will be administered on the instructor's home campus and will be monitored by the instructor or another Ogeechee Technical College employee. Students must attend the proctored session as scheduled on the Lesson Plan/Course Calendar.

Students living farther than 50 miles from campus who cannot come to Ogeechee Technical College for the event must secure an approved proctor. The site and the proctor must meet Ogeechee Technical College's requirements. The student is responsible for any fees if an off-campus proctor is utilized. A student may request an off-campus proctor by submitting the Proctor Nomination/Agreement Form to the course instructor by the date established by the instructor. The instructor must approve the date and time of the off-campus event. If a student, who lives more than 50 miles from campus, does not secure an approved proctor by the established date, the student will be required to complete the event on campus during the designated time.

A proctor can be a faculty member, administrator, or another professional staff member of a school or college, an employee of a commercial testing center, an educational counselor, or a library staff member. A proctor cannot be a relative or a co-worker unless an exception is

approved. The course instructor will reserve the right to contact a student's requested proctor, if necessary to approve or deny the nomination.

Any student who does not complete a required proctored event as scheduled must submit to the instructor a valid documented excuse within three business days of the scheduled event. If the excuse is approved, the student must arrange with the instructor to reschedule the missed event. Any penalty and makeup directions will be at the instructor's discretion.

Any student who does not complete the proctored event on the scheduled date and does not present a valid documented excuse within three (3) business days will be issued a grade of zero (0) for the proctored event.

Work Ethics

In a designated introductory course in each program, instructors will define and list the work ethics traits. In a designated program capstone course, instructors must employ student evaluation methods that measure all work ethics traits. These methods will be documented and communicated to the enrolled students. Instructors will provide feedback to students with clear directions for remedial action prior to the final evaluation. A separate grade for work ethics in the capstone course will appear on students' transcripts. A work ethics grade will be assessed in any online class that is designated as a program capstone course.

Instructor Response Time

Ogeechee Technical College faculty and staff realize that when a student has a question he/she may not be able to continue course assignments until that question is answered. Email is the best method to contact an instructor. Instructors will reply to all emails by the next business day. Additionally, online instructors are required to check email at least once over the weekend and daily if tests or assignments are scheduled during this timeframe. Students can refer to the Instructor Information folder in Blackboard or eCampus, which provides online students with times and dates they can expect their instructor to be available for personal contact (phone calls or on campus visits.)

Important Links and Contacts

Important Contacts

Kathleen Bombery, Dean for Academic Affairs	(912) 688-6966
Amanda White, Technical Support & Distance Education Specialist	(912) 871-8547
Ogeechee Technical College Financial Aid	(912) 871-1937
Ogeechee Technical College Bookstore	(912) 871-1648
Ogeechee Technical College Registrar	(912) 486-7865

If you are a distance education student and you have a question about any support services provided in Student Affairs, contact April Burkes by email (aburkes@ogeecheetech.edu) or phone (912-486-7984).

Important Links

<https://www.ogeecheetech.edu/>

Ogeechee Technical College Home Page

<http://ogeecheetech.smartcatalogiq.com/>

Ogeechee Technical College Catalog

<https://gvtc.tcsg.edu/>

Georgia Virtual Technical Connection

Self-Check on Policies and Procedures

Please review all policies and procedures listed on this page and in the *Ogeechee Technical College Catalog and Student Handbook* located at www.ogeecheetech.edu. Click the Catalog/Handbook link to access and review these policies and procedures.

_____ Student Affairs Information

_____ Attendance Policy

_____ Academic Dishonesty Policy

_____ Work Ethics Orientation

_____ Instructor Response Time

_____ Withdrawal Procedures

_____ Weapons Policy

_____ Dress Code

_____ Drug-Free Campus Policy

_____ Tobacco Use

_____ Academic Misconduct

_____ Non-Academic Misconduct

_____ Proctoring Procedure

Student Resources

The Office for Student Affairs is excited you are seeking to enhance your life with education through Ogeechee Technical College, and we are committed to assist you any way we can. Provided is resource and contact information to enhance your experience as an online learner. A more comprehensive list, including links, is available in each Blackboard course, under the Student Affairs tab.

Academic Assistance

On-campus tutoring is available through the Student Resource Center. Distance Education students also have access to free online tutoring through Smarthinking. The link to Smarthinking is on the Tutoring page located under the Student Services tab on the College website.

Georgia Virtual Technical Connection (GVTC) has excellent information on their website. The site includes assistance areas including library resources, course orientation, tutorials and support information.

Library

Distance Education students have access to library resources through the College website, under the Current Students or Academic tab. Reference and research assistance is available in a variety of ways. A full-time librarian can be contacted from 8:00am-7:00pm Monday-Thursday at (912) 871-1886. The library staff is also available through email, library@ogeecheetech.edu. Students may access multiple library resources online, including GALILEO and electronic books. Program resources can be found on the Library homepage under the Program Resources links. These resources include books, ebooks, online articles, web resources, course content, and many other informational sources.

Career Services

The Career Services Office provides a variety of resources and personal assistance to graduates seeking employment. Services include job search assistance, resume writing and interview preparation. All resources may be accessed by contacting the Career Services Office at (912) 871-1620 or by email cbphillips@ogeecheetech.edu.

Additional job opportunities and career planning tools are posted on the Career Services page, which is on the College website, under Student Services.

Student Activities

The Student Activities website has contact information for clubs and a calendar of activities: <https://www.ogeecheetech.edu/student-services/student-activities> . Online students are also notified of activities and events through *The Sizzler*, the student e-newsletter, which is sent to all students via email.

Accessibility Services

Ogeechee Tech has a variety of special support services programs designed to ease the transition into higher education and maximize the potential for student success. The

Accessibility and Assessment Coordinator will assist with reasonable accommodations to qualified students with disabilities and provide students with tutoring assistance. All special support services provided by Ogeechee Technical College can be found at:

<https://www.ogeecheetech.edu/student-services/accessiblity-services>.

Admissions

For admissions questions, contact the Admissions Office at 912.688.6994 or by email at enrollmentservices@ogeecheetech.edu.

Registrar

The Registrar's Office can assist students with BannerWeb questions, transcripts, grades, and GPA. Students can contact the Registrar's Office by calling 912.486.7221 or sending an email to otcregistrar@ogeecheetech.edu. More information is available on the Registrar's page on the College website under Admissions.

Financial Aid

For questions about financial aid, contact the Financial Aid Office at 912.486.7402 or email fa@ogeecheetech.edu.

Other Questions?

If you have any problem or are in need of assistance not listed above, contact April Burkes, the Student Affairs contact person for online students (aburkes@ogeecheetech.edu).