Fall Semester 2009

James Sprunt Learn and Earn Online Courses

What Do I Have to Do?

1) Know which course(s) you are enrolled in and the start date for your course(s).
2) Know how to check your Duplin Schools E-mail account by the first date of your College course. Students should see your high school counselor if you do not have this information.
3) Go to JSCC August 17 or August 18\textsuperscript{th} (between 9:00am – 1:00pm or 4:00pm – 7:00pm) to pick up your schedule and textbook. High school students should go directly to the Academic Support Center, Hoffler building room 105, and see Matt Gamble or Jackie Lanier.
4) Review the Online Orientation course site before logging into your course.
   To access this go to \url{http://www.jamessprunt.edu}; click on Distance Learning, Online Orientation and follow the instructions on the screen.
5) The first day of class login to your course (\url{http://bb.jamessprunt.edu})
   \textbf{Username}: first initial+middle initial+lastname+last 3 digits of your JSCC student ID
   \textbf{Password}: new student passwords will be birthdate (mmddyy). Returning online students will have the same password from previous semesters
   \textbf{NOTE}: your student ID will be on your registration form that you pick up as described in item 3 above.
6) The first assignment in \textbf{EVERY} online course will be a multiple choice quiz based on the information in the orientation course site. Students will not be able to view other assignments until this quiz is completed with a score of 80 or better.
7) Upon successful completion of the quiz you should begin your first week’s assignments.
8) Login to your course a minimum of three times per week.
9) Check your Duplin Schools email \textbf{daily}. If you suspect any problems sending/receiving emails it is your responsibility to contact the high school lab facilitator.

If you experience any technical difficulties or if you do not receive responses from your instructors within 48 hours contact the Distance Learning Department at James Sprunt immediately. (910-296-1334 or jsccbbhelp@jamessprunt.edu.)

\textbf{Other Important Information}

\begin{itemize}
  \item If you fail to login by the 4\textsuperscript{th} date of the semester you will be dropped from the course and you will not be allowed to register for that course until the following semester.
  \item If you do not complete the orientation quiz with a score of 80 or better you must call/email your instructor to discuss your status in the course. The information provided in the online orientation as described in item 4 above will prepare you to take the orientation quiz.
  \item If you voluntarily drop a course or if an instructor drops you, your completion rate for college credit is negatively impacted. This may result in you being denied for financial aid in the future for college courses.
  \item You must officially withdraw from all courses you no longer wish to attend. If you do not withdraw, your college instructor may give you a grade of 'F' for the course. Receiving a grade of 'F' will negatively affect your college Grade Point Average (GPA) and will always be indicated on your college transcript.
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