The Most Common Questions Asked by New Distance Learning Students Along with the Answers

Does Coastline offer distance learning (DL) courses?
- Coastline College offers many courses and entire programs via distance learning!
- Online courses do not require you to attend weekly classroom sessions (although some courses may require onsite or proctored exams).
- Coastline also offers courses in other distance learning "modalities":
  - Telecourses and cable TV courses, which include video lessons made available through a variety of viewing methods, combined with a required textbook, study guide, and course student handbook. Students are not required to have online access for these courses.
  - Independent study courses, which combine textbook, student handbook, and written coursework that is emailed, uploaded, or mailed by USPS to the instructor. Students are not required to have online access for these courses.
  - Hybrid courses, where your total hours are split between online hours and a reduced, weekly, in-class schedule.
- All DL courses have the same registration process, fees, and transferability (to CSU and UC) as on-campus courses. (Consult with a counselor to confirm the transferability of a course.)

How do I register for DL courses?
- You register in the same way you register for on-site, classroom courses, using MyCCC. Go to the Coastline home page, and then click on the "MyCCC Login" tab at the top of the page.
- Before you register you must apply and be accepted to Coastline. For this, go to our home page and click on the "Apply to Coastline" button on the right side of your screen. Once you are accepted , you will receive your MyCCC user name and instructions on how to enter that system.

After registering in a distance learning course, how do I get started?
- First, make sure you have the proper technology. For instance, online courses require you to have regular access to a computer with Internet service connection.
- Buy the required materials (e.g., textbook, lab manual) before the course begins so you'll have them on the first day.
- Distance learning courses begin on the first day of the term for that course. Do NOT wait for your instructor to contact you; get started yourself by logging in on the first day.
- For online courses, Coastline uses the Canvas course management system. You can log into Canvas via MyCCC by clicking on the Student tab, then clicking the link under "My Courses."
- Or, log into Canvas directly at the Canvas Login Page. If you are logging in for the first time, click on the "Password Help" link for instructions on how to get your Canvas password. (Your user name will be your district-provided Gmail address, for example, jsmith7@student.cccd.edu.)

- Once you're logged into Canvas, start by completing the Course Orientation and review the entire course to become familiar with it.
- You must complete your "Student Learning Contract" (SLC) within the first week of the class, or you may be dropped for being "inactive."
- After you have completed the Course Orientation, open the first Module and begin your course work as directed by your instructor in the Course Syllabus.

- **When will I have access to my online course(s)?**
  - You will have access to your online course(s) on the first day of the term for that course. You can find that date on the registration confirmation you received from Coastline and/or our online searchable schedule. (Just click on the 5-digit CRN link and scroll down in the pop-up window.)

- **How much time will I need to spend on coursework when taking a distance learning course?**
  - For a 16-week course, experts recommend 3 hours of study time per week for each course unit. So, plan to spend about 9 hours of study time per week for each 3-unit course you take. (For 3-unit courses in the 8-week format, plan about 18 hours of study time per week.)
  - Academically, distance learning courses are no more or less difficult than classroom courses. DL courses are simply more convenient and flexible. They are NOT easier! So, plan accordingly.
  - You will be able to complete your coursework at any time of day or night that works for you, so long as you meet course deadlines. Yes, distance learning courses do have deadlines. ☺
  - We strongly urge you to keep up with your course lesson schedule (i.e., do not procrastinate). If you fall behind in a DL class, it is very difficult to catch up.

- **What if I need help while I'm taking a distance learning course?**
  - If you have any questions or problems with DL course content, assignments, tests, etc., feel free to contact your instructors. They are there to help.
  - Most DL instructors post their contact information (e.g., email, phone number) in the course website and/or the student handbook. Some instructors also make themselves available via web conferencing for virtual office hours or class discussions.
  - Coastline instructors will email you using your district provided (@student) Gmail account (found on the home page in MyCCC). So, check that account regularly. We recommend that you don't use your personal email account for college work; it can be blocked by anti-spam software or automatically placed in your instructor's junk mail folder.
  - Read instructions for assignments and tests very carefully and follow your instructor's directions. Contact your instructor immediately if you experience any problems.
  - Keep realistic expectations of your instructor's ability to respond to emails or phone calls. DL instructors generally reply to student emails within 2 working days, but this

varies. DL instructors often post their usual response time in their course website and/or student handbook.

- Keep copies of all the assignments you turn in (in case your instructor does not receive them). This is a good habit for ANY course.
- If you cannot complete a course successfully, you need to officially drop the course yourself in MyCCC. Otherwise, you could end up getting an "F" on your transcript. Your instructor has the right to drop you if you become inactive, but it is not his or her responsibility to do so after the census date. (The deadline to drop a course is 75% into the term.)
- If you are having technical problems (e.g., logging into Canvas, posting in a discussion forum, uploading an assignment, taking a test), then please contact Coastline's Distance Learning Department at dlearning@coastline.edu or (714) 241-6216. (Military students should contact Military students should email military@coastline.edu or call (714) 241-6296.)