

## Distance Education – Online Classes

### What Is Distance Education?

Distance Education (DE) provides students who have schedule, distance or physical limitations an opportunity to access college-level courses online.

### Offers Flexibility and Convenience

DE classes have the same content as regular classes; they are simply presented in a different manner. For most courses, students are required to take exams and do homework, just like a traditional course, but there is limited or no classroom time.

### Hybrid Courses

A hybrid course is one that is delivered both in the classroom and online. Attendance requirements vary with each class.

### Who Should Take an Online Course?

Anyone can take a DE class. Online classes are a great alternative for students who are unable to come regularly to the campus or who, for scheduling reasons, want to combine online and traditional classes.

### How Can I Succeed as an Online Student?

A successful online student is:

- Self-motivated
- Organized
- Able to follow written directions and schedules
- Proactive about contacting their instructors Take this self-assessment to determine if a distance education class is a good fit for you. Check on the following link: <http://www.sierracollege.edu/distance/celearning/help-center/getting-started/readiness-assessment.php>

\*Used with permission from Sierra College

Successful online students are also computer literate and are able to:

- Access the Internet
- Send and receive e-mail
- Send and receive attachments
- Participate in chat rooms, discussion boards, and instant messenger systems
- Read and follow directions on a website

### How Can I Learn More About Distance Education?

- Visit <http://www.citruscollege.edu/de> and take the DE online orientation.
- Select the session you are interested in attending and view what is being offered.
- Contact the DE office at 626-914-8831.

### How Do I Get Started?

1. You must be admitted to Citrus College as a student. Apply at <http://www.citruscollege.edu/ar>
2. Activate your student e-mail account at <http://outlook.com/student.citruscollege.edu> You cannot access information or communicate with instructors without it.
3. Before registration, decide which online courses you are interested in taking. Course listings are available in the class schedule online at <http://www.citruscollege.edu>
4. Register online on your appointment day/time at <https://wingspan.citruscollege.edu> for the classes you have chosen.
5. Go to <http://www.citruscollege.edu/de> after you have registered. Locate the class you have registered for and read the special instructions for the instructor. Complete the DE Orientation at that time.

**NOTE:** Some instructors have a mandatory orientation requirement that takes place before classes begin.

Go to <http://www.citruscollege.edu/de> for a list of mandatory orientations.

6. Purchase the materials required for the courses at the college bookstore or online, <http://www.owlbookshop.com>.
7. On the first day of class go to the class site many, though not all, are in Blackboard. When you log in, you are verifying that you are the registered student. Read the syllabus and other posted course materials, and then get started with the coursework. Most instructors post assignments that are due during the first week of the term. Some faculty may send a "Welcome Letter." **Do not fall behind.**

### What If I Am Having Trouble Or Need More Information?

The person you should contact in case of difficulties is, always, your instructor.

**Online degrees are available in several subject areas.**

**Contact the Distance Education Office at (626) 914-8831**