

Course Access: Log in to courses through Moodle at classes.lanecc.edu. All telecourses, online courses and most live video courses are accessed in Moodle.

Technical Assistance: The Student Help Desk (SHeD) assists students with a variety of computer issues. SHeD can be reached at 541.463.3333 or SHeD@lanecc.edu. Online Moodle help for students is found at: www.lanecc.edu/it/m4s.htm.

Computer Access: Laptop computers are available for two-hour checkout in the Lane Library (Center Bldg., 2nd floor) and may be used anywhere inside the Library. Wireless internet access is available in many areas of the campus for use with your own laptop.

Test Proctoring: A test proctor is a person or a facility that will supervise you while taking an exam. Proctored tests are required for most online courses to ensure academic integrity of the course as well as the online program. If you can't take proctored exams on campus and live outside Lane County, please see guidelines at www.lanecc.edu/distance/testproctoring.html to arrange for a test proctor at another location.

Administrative Withdrawal: Instructors may administratively drop students who do not participate in classes during the first week of the term. To avoid administrative withdrawal, students should log in to Moodle and participate in their courses as early in the week as possible. Contact the Student Help Desk or your instructor immediately if you have difficulty logging in.

Resources:

Counseling and Advising:

www.lanecc.edu/counseling, 541.463.3200

Academic Advisor for LaneOnline:

Cindy Lott, 541.463.5232 or lottc@lanecc.edu

Enrollment Services and Student Financial Services: 541.463.3100

Enrollment Services: www.lanecc.edu/es

Financial Aid: www.lanecc.edu/finaid

Library: www.lanecc.edu/library, 541.463.5220

Testing Office (for placement testing):

www.lanecc.edu/testing, 541.463.5324

TitanStore: titanstore.lanecc.edu, 541.463.5772

Veteran's Office: www.lanecc.edu/va, 541.463.5663

Veterans using GI benefits should check regarding current VA regulations

[LaneOnline](http://www.lanecc.edu)

**Lane Community College
Academic Technology Division**

Building 2, 1st Floor

4000 E 30th Avenue

Eugene OR 97405

online@lanecc.edu

541-463-5893



***Distance Learning is now
LaneOnline***

Distance Learning has adopted a new name and a new focus. We will continue to offer the same services, courses, and assistance as always, but we are positioning for evolution as well.

Every term a wide array of credit courses in many subject areas are offered. See the courses at www.lanecc.edu/distance. Under *Class Schedule*, click on the term you wish to view. Courses are listed separately under the online, telecourse, and live video headings.

LaneOnline courses follow the same term schedule as classes on campus. Study times can be planned at the discretion of the student, but exams and assignments must be completed by assigned due dates. These courses require as much time for completing assignments, study and testing as classes on campus. Students should be independent, organized, and self-motivated learners.

The Associate of Arts Oregon Transfer (AAOT) degree can be earned through LaneOnline. Significant coursework can also be completed for the Associate of General Studies and Associate of Science degrees. There is an annual course schedule online.

Online Courses

An online course is a complete course that includes lectures, assignments, and discussions delivered on the Internet. Some online courses may have on-campus labs or exams, or require viewing video programs. Interaction with the instructor and other students is provided through discussion forums and email. Students don't have to be online at a certain time every day, but will be expected to log on and participate in the course regularly. Enrolled students log in to the course on the first day of the term. Online courses don't have required orientation sessions but some may have optional sessions. Students are responsible for maintaining their own computers and software required for each class.

In order to participate in online courses, students need access to a computer with reliable internet, have a current email address on file in myLane, be comfortable using email, and be able to operate a browser such as Firefox or Internet Explorer. Course-specific software may also be required. High-speed internet access is recommended. In addition to computer skills, students need to have good time management and written communication skills. For more information, please see www.lanecc.edu/it/m4s/requirements.html.

Telecourses

These courses include weekly video programs, textbooks, assignments and periodic exams. Students are required to use email and the Internet. Each telecourse has an assigned instructor who will answer questions, evaluate examinations and assignments, and can be contacted by phone, email or in person. Students may need to take proctored exams.

Some telecourses have an optional on-campus orientation session during the first week of classes. Times and locations are on the web schedule under the course listing. If the telecourse does not have an orientation listed, log in to Moodle and look for online orientation information.

The course syllabus and viewing schedule will be posted in Moodle and distributed at the on-campus orientation. Make sure you obtain the syllabus before proceeding with the telecourse. Handouts, discussion forums, and other materials may also be posted in Moodle.

There are several options for viewing telecourse programs. All courses can be viewed on Comcast Cable channel 23, Charter Communications channel 9 and in the Lane Library. DVD copies can be checked out of the Library for one week at no charge (need to show photo ID). Streaming is available for most courses; some are free but others have a \$35 fee. DVDs for some telecourses can be purchased in the TitanStore. Check the shelf tag listing materials for your course or the online book list.

Live Video

These courses are offered via video conferencing to LCC at Florence, LCC at Cottage Grove, other off-campus locations, or are sent out live over cable television. Students enroll in these courses and participate by attending on campus, at the off-campus location, or at home. Students enroll in the CRN for the location they want to attend. Not all courses are offered at all locations. These courses must be attended in person and are not videotaped or available for viewing at a later time.

Getting Started

Admission: New students must fill out an application for admission and complete any required placement testing before enrolling in classes. There is no cost to apply. Students register for classes by using myLane at mylane.lanecc.edu.

Costs and Refunds: Tuition and fees are charged at the same rate as on-campus courses. Some courses have additional fees charged by the instructional department. All telecourses have a \$25 fee. Students enrolled only in LaneOnline courses are not charged the student activity fee and are not eligible for an LTD bus pass. In order to receive a refund of tuition and fees, you must officially drop courses in myLane by midnight on Sunday of the first week of classes. It is the student's responsibility to drop any course in which they do not plan to participate.