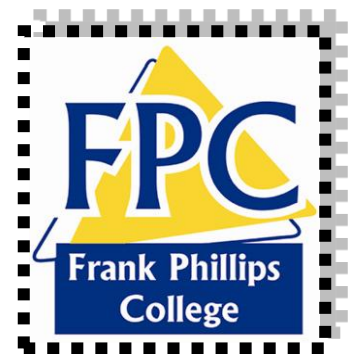


Frank Phillips College

Distance Learning Handbook



FPC is an equal opportunity community college.

Note: This is a supplement to the Student Handbook and is not meant to replace the policies that govern all students.

Welcome to Frank Phillips College

Distance Learning

Frank Phillips College offers students the opportunity to engage in learning via distance education. This gives students the opportunity to earn college credit while allowing the flexibility to schedule classes around their particular needs and circumstances. It is designed for students separated by location and time to enroll in Online, Hybrid, or interactive video classes.

Mission of Distance Learning

The mission of distance learning at Frank Phillips College is to provide students with opportunities to take courses from various locations while ensuring the integrity in the courses and in the services to students.

History of Distance Learning

In 1986, Frank Phillips College began a distance learning endeavor through the use of a microwave system that was one of only three being used in the nation, and FPC's system was the largest in the world at the time of installation. Canadian, Dalhart, and Perryton High Schools were equipped with televisions and microphones so that the teacher at FPC could communicate directly with students in a distance classroom. In the late 1990s, FPC began to offer online classes, and in 2002, began capturing courses for review by students. Today, students may take courses in a variety of means that best fit their needs.

Is Distance Learning Right for You?

Before enrolling in distance learning courses, you need to consider the demands of learning outside of a face-to-face classroom. As convenient as distance learning courses may be, the demands are great for all students.

The following checklist may help you determine whether distance learning by any method is a good alternative for your educational needs.

- I am able to work independently.
- I am able to budget and manage my time.
- I have the necessary equipment for the course (VCR, DVD player, computer).
- I have online access to check CAMS Student Portal.
- I will be able to find and secure a proctor for testing.
- I can use email functions easily.
- I have the initiative to contact the instructor as needed.
- I am able to teach myself new concepts by reading material.
- I am proficient in computer skills.

Delivery Methods of Distance Learning

Frank Phillips College provides a variety of means through which a student may learn. The most common learning environment is, of course, the face-to-face classroom in which students interact live with an instructor who is in the same room. However, as the needs of students change and the diversity among

students increase the need for alternative methods of delivery also increases. Currently, Frank Phillips College meets the diverse needs of its student body through the following distance learning modes:

ITV: Instructional Television uses the local cable channel (currently Channel 63 on the Cable network) that broadcasts into Borger, Fritch, and Stinnett communities. Students may watch the class live during its scheduled time or may video tape the class for later viewing. This method may be ideal for students who have family commitments that prevent them from coming to campus on a regular basis; however, it is the student's responsibility to capture the class. Video tapes are available in the library but must be viewed on campus. Students considering this option should also note that the class is not interactive from their local television station, so it is imperative to communicate with the instructor via e-mail or telephone.

DVD: On occasion classes are recorded and captured on DVD for students enrolled in dual-credit courses in the college's service area high schools. These DVDs are sent through a courier system weekly then viewed at the high-school campus. The courses are taught by a qualified Frank Phillips College faculty member and are usually facilitated by a high-school teacher. However, the FPC faculty member teaches the course and grades all work associated with the college grade that appears on the student's transcript. On occasion, a DVD course will be offered to students individually when no other method of delivery is suitable to his or her needs.

Interactive Live Classes: Interactive Live Classes are taught in Borger or Perryton and are connected to a site other than the site in which the class originates. Students taking a class in Borger, for example, often interact live with students in Perryton or one of the high-school campuses in which students are enrolled for dual-credit courses. Being part of an interactive classroom is often invigorating for students and faculty. This system does require, however, that students be prepared for the technology associated with interactive classes included the cameras and microphones necessary to project from one location to another. Students must also be willing to communicate with other students from a remote location.

Online Courses: These are taught exclusively through internet access. Students must have accessibility to computers that function properly and can easily connect to the FPC web site. Students will use CAMS Student Portal as the learning platform for on-line courses. An orientation is required of all students. Whenever possible, students are encouraged to attend the orientation in Borger or Perryton, but an on-line orientation is available as needed.

Hybrid Courses: These courses use a combination of online technology through CAMS Student Portal and DVDs or video links to view actual face-to-face instruction for the course.

The main contact for students is always the instructor. Upon enrollment in the course, students will be provided the contact information for each instructor. Students should contact the instructor through email or by telephone during the first week of classes. Through this contact, students are given the information for accessing CAMS Student Portal or any other necessary technology. Distance-learning students should also complete the tour of the Learning Resource Center which is available online or on campus.

Students are expected to utilize their FPC emails for correspondence as this is how the college will contact students with announcements and other information. Students who do not check their email accounts regularly will miss important notices critical to their continued success.

Success in the Distance-Learning Classroom

Your success as a distance learning student depends a great deal on your communication with the instructor and requires a serious commitment on your part. Therefore, it is critical that you attend to the following steps to ensure your success:

1. Upon registration, find out contact information for the instructor.

2. Upon registration and advising, ensure that you have the technical requirements to take the course including internet access, cable television, or a distance learning classroom as applicable.
3. Use your FPC student email as a mode of contact between you and the instructor.
4. During the first week of class, contact the instructor for textbook information, reading requirements, schedule of course assignments, and any test-taking requirements.
5. If a proctor is required for your testing, during the first week of classes you should make plans with a local school district or other suitable agencies for proctoring tests and give this information to your instructor.
6. Make arrangements to participate in any required orientations for the course.

In addition to completing these tasks during the first week, distance learning students must organize themselves to succeed. This organization is similar to that required of all college students, but some of the steps may be specific to distance learners. The following checklist will help ensure a positive learning experience for the students:

1. Secure a printed copy of the syllabus that will be maintained throughout the student's college career. This is a contract between the instructor and the student and will serve as the basis of working out transfer disputes at universities. In addition, it is the way you will understand the calculation of grades and all other expectations the instructor has for the course.
2. Review the course outline that gives you the assignments and due dates. Write those dates into your calendar so that you can prepare for them and manage the time conflicts as soon as possible.
3. Become familiar with the course materials including the textbook, required lab documents, and CAMS Student Portal during the first week of classes. Knowing what to expect and how to navigate ancillary materials is critical to your success. Ask questions and get assistance as early in the course as possible.
4. Become familiar with the college's website (www.fpctx.edu) so that you are able to navigate all pages, especially the distance learning pages. Know where the contact information for college personnel is located and how to find and log into CAMS Student Portal.
5. If you are enrolled in an on-line course, find the forum and chat features in CAMS Student Portal so that when an assignment is given, you are able to navigate the technology. This is also an excellent place for you to communicate with other students enrolled in the course.

Contact your instructor as soon as the class begins. Find out when his or her office hours are and how you may best communicate with one another. Many instructors have office hours dedicated to distance learning students, and all instructors will make arrangements to be available to you outside of their office hours when necessary. Communicate frequently with your instructor, and remember that it is your responsibility to make your instructors aware of any special needs that you may have.

In classes delivered in means other than on-line, form study groups and partnerships with other students early in the semester. At the very least, make two good contacts with other students so that you can get notes and other information from a good source if you are absent. Remember that the instructor does not re-teach the material if you are absent, so you need a reliable student in cases of emergency.

Student Support Services

Students enrolled in courses through distance education are most often enrolled simultaneously in face-to-face courses. All student services are available to every student regardless of the mode of delivery, but if you are attending classes at the Borger or Perryton locations, you may find it most useful and efficient to secure services from the appropriate personnel in a face-to-face situation. However, if you are not attending classes at Borger or Perryton, you should take advantage of the opportunities provided to you through the college website.

Office of Student Records

The office responsible for admissions and records is located in the Student Central building. You may contact this office any time through email or by telephone. All assessment records are located here as are your schedules and any other documentation.

Frank Phillips College Student Financial Services

Frank Phillips College understands the financial commitment it takes on your part to pursue higher education. And you are not alone; three out of four students receive some type of financial assistance. The good news, we know how to navigate you through the process. If you are looking for ways to help pay for college you are in the right place. An important note: Our payout plan is available to all students.

Step 1: Choices

You have several choices regarding student financial services: scholarships, grants, loans, part-time employment, and our payout plan. Realize that you may have multiple choices all of these, one of these, or various combinations.

Step 2: Determine Eligibility and Financial Need

Eligibility and financial need for grants, loans, and part-time employment are the same. Eligibility for FPC scholarships is determined by the requirements of the individual scholarship. There is no eligibility requirement for our payout plan.

Step 3: Suggested Deadlines

A good rule of thumb regarding student financial services deadlines is the earlier the better. The student financial services office gives first priority for aid consideration to students whose applications are received early. However, don't count yourself out until you have contacted our office.

Step 4: Complete FAFSA

A completed FAFSA (Free Application for Federal Student Financial Aid) will be needed. You will need your income information (and possibly your parents income information) from the previous year.

Step 5: Complete FPC Application

For a FPC scholarship, complete a FPC scholarship application:

For grants, loans, and part-time employment complete a FPC Student Data Form:

For a Payout plan online application:

Learning Resource Center

On the FPC website, you will find the library tour, which will prove invaluable as you prepare research for your classes. In this tour, you will learn how to navigate all of the resources available on-line, including the Harrington Library Consortium, TexShare, and inter-library loan.

Advising and Counseling

These services are also available on-line, and you will have the same care given to you as you would find in a face-to-face meeting. When it is in your best interest to communicate in ways other than those on-line, the FPC employee will contact you at the telephone number you have provided so that there is no cost to you. Advising is available through e-mail and a help-desk live chat. However, you will want to make regular contact with your assigned advisor so that you may file a degree plan and make progress towards your goals. Your assigned advisor will be a faculty member or a counselor who has expertise in the area you are pursuing. ULifeline is a resource for college students who need counseling at a time when college personnel are typically out of their office. ULifeline (www.ulifeline.com) is a free service to all students.

Bookstore

Books can be purchased through the Texas Book Company bookstore located in the Student Central building in person, by phone or via the website. To contact the bookstore with any questions relating to

purchases, refunds, or to place an order, call 806-457-4200 ext. 725. Students must use a separate form of payment than their tuition payment. The bookstore accepts Visa, MasterCard, checks/money orders, and cash. For more information, please visit the bookstore website at www.fpcbookstore.com

Tutoring

Students may visit the ARC for one-on-one and small-group tutoring. The ARC provides a variety of resources for students' use and is also an open computer lab for students to use in preparing assignments and fulfilling certain lab requirements for courses. The ARC is located in the mezzanine of the library.

Technical Support

Technical assistance or questions relating to CAMS Student Portal or student email may be directed to Michele Stevens at mstevens@fpctx.edu or 806-457-4200, ext. 707.

Testing

Assessment in distance education courses is often similar to the assessment of face-to-face courses. Therefore, it is common for a student to take timed tests in on-line and other distance learning classes. It is the student's responsibility to find a suitable proctor and get the proctor approved by the instructor. Generally, local school districts and libraries will assist students needing proctoring. Some tests will be given on-line and do not require a proctor. Speak to your instructor about what arrangements you will need to make for your particular course.

Grade Changes

Occasionally it will be necessary to change a student's final grade. A petition to change a final course grade must be filed in writing no later than the end of the semester following the grading period in which the grade was earned. The petition should be filed with the Executive Vice President and should include compelling reasons for the change.

Incomplete Grades

An "I" (Incomplete) may be given when a student, for a justifiable reason (such as illness), has failed to complete the requirements for a course. In order for the grade "I" to be assigned, the exact requirements the student is to fulfill must be outlined in a contract and signed by the student and instructor and submitted to the Executive Vice President for approval before the end of the term. The student must complete the specified course requirements before the end of the next full semester unless special permission for an extension is granted by the Executive Vice President. The instructor may specify a make-up time of less than the full-semester interval if the time period is noted in the contract. If the course requirements are not completed within the allotted time, the "I" will be changed to an "F."

Drop Procedure

To drop a course, a student should consult their advisor or the appropriate Dean. The student must also complete a schedule revision form. The student must obtain clearance from their advisor or Dean and turn in the schedule revision to Student Central and the final processing will take place in the Office of Admissions and Records. Students who do not officially drop, but stop attending class will be treated as if they are still enrolled. This usually results in failure of the class.

Grade Reports

Students' semester grades in all courses are filed in the Office of Admissions and Records, and these are the official records of the college. Final grades are reported at the end of each semester, and students may check their grades through the Frank Phillips College website (CAMS); directions for accessing the site are posted on the Frank Phillips College home page (www.fpctx.edu).

Conclusion:

Distance Learning provides an opportunity for students with particular scheduling needs to attend well-organized and thoughtful classes in a convenient format. However, students who choose to enroll in classes

through a distance learning delivery system must commit to frequent communication with the instructor and other agents of the college. Frank Phillips College is proud to offer its students the chance to earn college credit in a situation conducive to learning. Welcome to FPC. Start here . . . Go Anywhere

Contacts for Distance Learning Support Services

Dean of Academic Affairs

Shannon Carroll
Email: scarroll@fpctx.edu

Director of Extended Education

Kim Ward
Email: kward@fpctx.edu
Phone: 806-457-4200, ext. 775

Director of Enrollment Management

Beth Raper
Email: braper@fpctx.edu
Phone: 806-457-4200, ext. 740

Financial Aid

Diane Ensey
Email: density@fpctx.edu
Phone: 806-457-4200, ext. 718

Director of Counseling, Testing, and Career Services

Marilee Cooper
Email: mcooper@fpctx.edu
Phone: 806-457-4200, ext. 751

Director of Accounting

Bridey McCormack
Email: bmccormack@fpctx.edu
Phone: 806-457-4200, ext. 714

Bookstore

Kenneth Castillo
Email: kcastillo@fpctx.edu
Phone: 806-457-4200, Ext. 725

Library Services

Jason Price
Email: jprice@fpctx.edu
Phone: 806-457-4200, ext. 787

ARC/Tutoring

Sherrell Wheeler
Email: swheeler@fpctx.edu
Phone: 806-457-4200, ext. 754

General Information

Director of Student Central
Aaron Lopez
Email: alopez@fpctx.edu
Phone: 806-457-4200, ext 704