

# Distance and Online Learning

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## Online Learning

Visit [www.cincinnati-state.edu/online](http://www.cincinnati-state.edu/online) on the Cincinnati State website for the most current information about online learning.

Cincinnati State currently offers over 200 courses either totally or partially online. Online courses at Cincinnati State offer students a choice in how to complete coursework.

- Totally online courses (marked WEB on course schedules) have no on-campus meetings.
- Partially online courses (marked HYB on course schedules) have most of the educational activities online, but also include some required on-campus meetings.

Either choice gives students flexibility to include college classes in a busy lifestyle.

## Success in Online Learning

Successful online students exhibit the following traits:

- self-disciplined
- self-motivated
- good time management skills
- independent learners
- effective readers and writers
- effective problem solvers

Success in online classes also requires students to be comfortable using basic features and functions of a computer, such as:

- sending and receiving email
- downloading software
- attaching and sending documents
- resolving simple technology issues
- using word processing software

Some online courses require students to use other computer skills also.

## Online Learning Definitions

**Online/web-based (virtual):** Courses that contain all online activities, with no scheduled campus meetings. However, in some online courses, students may be required to take tests on campus or at a specially-arranged proctored location. These classes are identified in the registration process with the code WEB.

**Hybrid:** Courses that contain more than 70% online activities and also require regularly-scheduled on-campus meetings, which could include (for example) completing lab activities or delivering speeches. Testing may occur online, on campus, or at specially-arranged proctored sites. These classes are identified in the registration process with the code HYB.

**Web-enhanced:** Courses that are delivered primarily on-campus with required in-person attendance, but have some assignments, activities,

discussions, and/or testing available online. These courses are not considered online learning courses.

## Orientation for Cincinnati State Online Courses

Cincinnati State offers an Online Orientation Workshop for students considering this delivery method. The workshop includes online activities that students work on at their own pace, and should take about one to three hours to complete. For instructions on how to enroll, go to Online Orientation Workshop (<https://www.cincinnati-state.edu/contact-us/campuses/online/orientation>) on the College website. After enrolling in the workshop, you will:

- use the Blackboard online course delivery tools
- identify policies and procedures that apply to online students
- use College resources that support online students
- recognize characteristics of successful online students

## Taking Exams in Online Courses

In most online courses, students take exams and quizzes online. However, some online learning courses may require students to come to campus for testing, or find a qualified proctor or testing center. External proctors must sign an agreement with the College in order to proctor an exam. Contact your instructor for further information.

## Student Support Services for Online Learning

**Library:** Online students can access available electronic resources through the Johnnie Mae Berry Library, including full text articles, e-books and streaming videos from the library's homepage at <https://www.cincinnati-state.edu/library> (<https://www.cincinnati-state.edu/library>). Students will be prompted to provide their last name and student ID number when logging in to databases and e-book collections.

Specific Library Guides have been created for Online Learning courses with information on accessing research materials and are available at <http://library.cincinnati-state.edu/guides>. Students can call (513) 569-1606 or use the chat feature from the Library homepage for online assistance or to speak to a Reference Librarian during Library open hours.

**Bookstore:** Cincinnati State's Follett Bookstore provides online access to order books, supplies, and materials. Students may order textbooks and merchandise from the bookstore's website, <https://www.bkstr.com/cincinnati-state-techstore/home>. Online students may have materials shipped to them, or if they are near the campus, may pick up materials at the bookstore.

Many Cincinnati State instructors use customized versions of textbooks which are not available at other online retailers. Cincinnati State's bookstore is the only place to obtain these materials. Check with your instructor to determine if customized materials need to be purchased.

**Technical Help Desk:** The College Help Desk can assist online students with technical problems related to their online learning courses. Live Help Desk assistance is available at (513) 569-1234, option 1, during the following times:

Monday through Thursday - 7 a.m. to 10 p.m.

Friday - 7 a.m. to 7 p.m.

Saturday - 7 a.m. to 2:30 p.m.

Help Desk hours may be reduced during College breaks and/or Summer Semester

Help Desk assistance is available via email at [itshelpdesk@cincinnati.edu](mailto:itshelpdesk@cincinnati.edu). Students emailing the Help Desk can expect a response within 24 hours.

**Academic Advising for Online Students:** At Cincinnati State, students are assigned an academic advisor based on their program choice. Advisors for online students are the same as those advising students who complete non-online classes. Students should consult frequently with their advisor—in person, by email, or via phone—to ensure success in achieving academic goals. Students may contact their academic advisor through their division office.

**Registration:** Registration for all Cincinnati State courses is available online. For available online courses, use your Cincinnati State login to view courses on MyServices. Online courses are noted in registration information with the codes WEB (fully-online course) or HYB (hybrid course). Online students are encouraged to view the comments section for each hybrid course for information about required on-campus meetings and/or proctored assessments.

**Cost for online courses:** Tuition for online courses is the same as on-campus courses. Web-based courses are assessed an additional fee of ten dollars (\$10) per credit hour.

**How to get started:** Applying for admission to Cincinnati State to take online classes is easy and convenient. The admission process is completely online and open to everyone. The admissions process is the same for students taking online courses and those taking traditional courses.

To begin your application, visit the Admission Overview (<http://www.cincinnati.edu/admission-financial-aid/admissions/admission-process>) page on the College website.

## Programs and Courses

To view the list of degrees and certificates available fully online, please visit the Online Learning Programs (<https://www.cincinnati.edu/online-learning-programs>) section of the College website.

Program chairs and academic advisors can provide more information about the online courses that are available as options for completing requirements for other degree and certificate programs.