

# Distance and Online Learning

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## Online Learning

Visit <https://www.cincinnati.state.edu/cstate-online> (<https://www.cincinnati.state.edu/cstate-online/>) on the College website for the most current information about online learning.

Cincinnati State offers many courses either totally or partially online. Online courses at Cincinnati State offer students flexibility in how to complete coursework.

## Course Format Definitions

Students registering for Cincinnati State courses will see these course codes used to identify formats for fully online or partially online classes:

- **Totally online Web courses** (marked **WEB** on course schedules) have no on-campus meetings and are delivered completely through online interaction between the instructor and students.
  - In some WEB courses, students may be required to take tests on campus or at a specially-arranged proctored location.
  - Participating students must have a computer and reliable internet access, but are not required to access the course using live audio and video streaming.
- **Web Hybrid** courses (marked **WHYB** on course schedules) are delivered completely online, and also include occasional required "real time" online participation at scheduled days and times using live web-conferencing tools such as Zoom, Blackboard Collaborate, or other tools.
  - Participating students must have reliable high-speed internet access and a computer capable of supporting live audio and video streaming.
- **Hybrid** courses (marked **HYB** on course schedules) are delivered primarily online, and also include occasional required in-person participation at scheduled days and times.
  - Participating students must have a computer and reliable internet access, but are not required to access the course using live audio and video streaming.
- **Live Web** courses (marked **LIVW** on course schedules) are delivered completely online, with extensive required participation at scheduled days and times using live web-conferencing tools such as Zoom, Blackboard Collaborate, or other tools.
  - Participating students must have reliable high-speed internet access and a computer capable of supporting live audio and video streaming.
- **Live Web Hybrid** courses (marked **LIVH** on course schedules) combine some required in-person lecture or lab activities and some required "real time" participation at scheduled days and times using live web-conferencing tools such as Zoom, Blackboard Collaborate, or other tools.
  - Participating students must have reliable high-speed internet access and a computer capable of supporting live audio and video streaming.

These choices give students flexibility to include college classes in a busy lifestyle.

**Web-enhanced** courses 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.

## 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.

## Orientation for Cincinnati State Online Courses

Cincinnati State offers an Online Courses 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 completing the workshop, you will be able to:

- 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.cincin> (<https://www.cincinnati.state.edu/library/>) [natistate.edu/library](https://www.cincinnati.state.edu/library/) (<https://www.cincinnati.state.edu/library/>). Students will be

prompted to provide their last name and student 7-digit ID number when logging in to databases and e-book collections.

Library Guides have been created for Online Learning courses. Guides include information on accessing research materials and are available at <http://library.cincinnati.state.edu/guides> (<http://library.cincinnati.state.edu/guides/>). Students also can get help from a librarian by calling (513) 569-1606 or using the online chat feature from the library homepage. Students can speak to a librarian in person during library open hours.

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

Some Cincinnati State online courses require 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.

**Information Technology Help Desk:** The College's Information Technology Services 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. Hours are Monday through Friday, 7 am - 7 pm and Saturday, 9 am - 5 pm (subject to revision each semester).

- Help Desk hours may be reduced during College breaks and/or Summer Semester.
- Help Desk assistance is available via email at [itshelpdesk@cincinnati.state.edu](mailto:itshelpdesk@cincinnati.state.edu). Students emailing the Help Desk can expect a response within one business day.

**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.

- New degree-seeking students must meet with their academic advisor prior to registering for courses during their first two semesters.
- Students should consult frequently with their advisor—in person, by email, by phone, or by using web-collaboration tools such as Zoom or Blackboard Collaborate—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), WHYB (primarily online course with some required in-person interaction), LIVW (online course with with extensive required live video and/or audio interaction at specified days and times), or WHYB (web hybrid course with occasional required live video and/or audio interaction).

Online students are encouraged to view the "comments" in online Registration course information for details 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 \$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 admission process is the same for students taking online courses and those taking traditional courses.

To begin your application, visit the Admission (<https://www.cincinnati.state.edu/academics/admission/>) page of 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.state.edu/degrees-certificates/?type\\_of\\_study=online](https://www.cincinnati.state.edu/degrees-certificates/?type_of_study=online)) 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 a specific degree or certificate program.

## Online Program Definitions

Online Programs and Certificates at Cincinnati State allow students to complete program requirements without coming to campus. Online Programs and Certificates may include courses that are delivered with "real time" online participation. These Programs and Certificates may also include a face-to-face placement (co-op, internship, clinicals, etc.). The face-to-face placement has the ability to be completed in your community.

Hybrid Programs and Certificates at Cincinnati State allow students to complete at least 50% of the program requirements without coming to campus. The portion of the program or certificate that will be completed off campus could consist of courses that are delivered with "real time" online participation.

On-campus Programs at Cincinnati State allow students to complete most program level coursework on a Cincinnati State campus. This could include Clifton, Middletown, and/or Harrison campuses. These programs also offer students the ability to complete some general education courses online if desired.