



Dear Distance Learning student:

Welcome to Distance Learning at Lane Community College. Please check your student schedule in ExpressLane to see in which Distance Learning courses you are enrolled. Please carefully read the information below to learn how to begin your Distance Learning course(s) and where to find additional information about them.

For complete information about online courses, telecourses and live interactive courses, please go to: www.lanecc.edu/distance

- **Online** courses will be available for log in access at 8 a.m. on the first day of the term. To begin your online course, please go to: www.lanecc.edu/distance, click on the DL Quick Links box, and select "Log in to Online Courses." Find your course in the list and verify the CRN. The website for the course is listed in the far right column. Follow any instructions that may be listed and click on the link to enter the course website. Online courses no longer have required on-campus orientation sessions, but instructors may schedule optional on-campus meetings.
- All **telecourses** have an on-campus orientation session held during the first week of classes. Telecourse orientations are optional, but highly recommended. See the orientation schedule at: www.lanecc.edu/distance/orientations.htm If you are enrolled in a Cottage Grove or Florence telecourse section, please contact the outreach center about telecourse orientations held there.
- **Live Interactive** courses don't have orientations, but meet at the scheduled class times. If you are enrolled in the on-campus section, attend the course in person (Bldg 19, Rm 257). If you are enrolled in an outreach center section, attend in person at the outreach center. If you are enrolled in a Cable TV section, view the course at class time on cable TV (Comcast ch. 23 or Charter Communications ch. 9) See www.lanecc.edu/distance/livecourses.htm for more information about Live Interactive courses.

Students who do not participate in classes during the first week of the term may be dropped from their courses. In order to avoid possible administrative withdrawal:

- **Online** course students must log in to the course website during the first week of classes and complete any required assignments due the first week.
- **Telecourse** students must turn in a completed blue student information card by the end of the first week of classes. Blue cards are available at the orientation session or at the LCC Bookstore.
- **Live Interactive** course students must either attend the course in person or send an email to the instructor by end of the first week of classes if they are enrolled in the Cable TV section.

Students are financially and academically responsible for all courses in which they enroll. Any tuition refund is based on the date of official withdrawal. If you decide not to proceed with a course, it is your responsibility to drop. Classes are dropped using ExpressLane. For college policy regarding refunds, see www.lanecc.edu/es/refunds.html

We hope that this course will be an enjoyable learning experience for you. Please contact Distance Learning if you have any questions. Best wishes in your academic pursuits.

Distance Learning
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