



# FLINT RIVER TECHNICAL COLLEGE

## Online Course Agreement 2008-2009

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

Quarter: Su Fa Wi Sp 20 \_\_\_\_\_ Program \_\_\_\_\_

CRN	Course Number	Course Name
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You have enrolled in one or more on-line courses at Flint River Technical College (FRTC). This means that you will not attend class on the campus of FRTC for this course. The course requirements can be completed anywhere you have access to the Internet. The FRTC main campus library in Thomaston provides access to computers during the day and evening. FRTC also has computer labs in Butler and Talbotton. Public libraries have access to the Internet.

If you have not successfully completed an online course or SCT 100, you must complete the OLO 099 - Online Learning Orientation (CRN 20212).

You must email your instructor every day for the first 4 days of the quarter. Use your FRTC student email account to email your instructor and participate in this course. If you have not set up your FRTC email account, please use the instructions that follow this form to do so. Your online instructor will communicate with you using this email account, so make sure to check it on a regular basis.

**Some courses such as SCT 100 require additional software on your home computer to complete the course. Currently, the Microsoft Office 2007 versions of Word, Excel, and Access are required for SCT 100, BUS 101, BUS 108, BUS 201, BUS 105, BUS 202, CIS 127, CIS 2228, and CIS 2229.**

In order to remain active in a course and not be dropped, students must check the online course classroom at least 3 times weekly to receive updates to the schedule and to be considered active. Students must complete and submit the required work to the instructor by the due date.

Please indicate your understanding of the requirements of this course below.

I am capable of completing the following tasks on a computer.

- 1) Using a search engine for research
- 2) Using a word processing application to submit assignments
- 3) Using the Windows cut and paste functions to copy information from one document to another
- 4) Downloading and installing Internet components such as Macromedia or Windows, Media Player or Adobe Acrobat
- 5) I have access to the required software for the course.

**You must access this course on the first day of the quarter. You must message or email your instructor by the 3rd day of the quarter!**

From your Internet browser software, enter the following URL, website address and click the GO button or press enter, <https://gvtc.angellearning.com/>. The first screen that you are presented with is a logon screen. A logon user identification and password have been set up for you.

The ANGEL USERID and Password is 47\_XXXXXXXX (X=9-digit Flint River Technical College ID)

If you have questions, please call your instructor at the number listed on your syllabus. If you decide to drop this course, you must initiate paperwork, notify your advisor and contact Student Affairs at 1-800-752-9681.

If you are unable to successfully login to our course, please call our Director of Online Learning, Mrs. Elaine Denham, at 706-646-6323 or email her at [edenham@flintrivertech.edu](mailto:edenham@flintrivertech.edu).

<b>Drop/Add Policy</b>	
<b>Instructional Day</b>	<b>Policy Applied</b>
<i>Before Day 1 of Quarter</i>	All fees must be paid or student will be purged from system
<i>Days 1 – 3</i>	<b>Drop Course(s) Only:</b> <b>No Harm No Foul Period</b> <ul style="list-style-type: none"> <li>➤ Must officially withdraw from course(s)</li> <li>➤ No grade issued</li> <li>➤ 100% refund of applicable tuition and refundable fees</li> </ul> <b>Drop/Add Course(s):</b> <b>If credit-hour total does not change</b> <ul style="list-style-type: none"> <li>➤ No grade for dropped course</li> <li>➤ No additional tuition paid</li> </ul>
<i>Days 4 – 7</i>	<b>May add open sections of course(s)</b> <b>If dropping course(s):</b> <ul style="list-style-type: none"> <li>➤ Must officially withdraw from course(s)</li> <li>➤ Grade of W issued</li> <li>➤ No refund of tuition or fees</li> </ul>
<i>Days 8 – midpoint of quarter</i>	<b>Can no longer add course(s)</b> <b>If dropping course(s):</b> <ul style="list-style-type: none"> <li>➤ Must officially withdraw from course(s) (WF issued if not officially withdrawn)</li> <li>➤ Grade of W issued</li> <li>➤ No refund of tuition or fees</li> </ul>
<i>Midpoint – 30<sup>th</sup> Day</i>	<b>WP</b> – Assigned when student officially drops a class after the midpoint of the quarter and through the 30 <sup>th</sup> day of the course and is passing the coursework assigned thus far. Hours attempted are included in Total hours. There is no effect on GPA. <b>WF</b> – Assigned when student officially withdraws after the midpoint of the quarter or after the 30 <sup>th</sup> day of the quarter and is not passing the coursework; also assigned when student is withdrawn for excessive absences. Grade carries zero (0.0) grade points and is calculated in the GPA.
<i>It is the student's responsibility to make sure that all paperwork for official addition of or withdrawal from all courses is initiated. Please follow up with the Registrar's office to make sure all paperwork has been completed and processed. Without official withdrawal paperwork from the student grades for withdrawn courses will be an F.</i>	

I understand and accept the responsibility of enrolling in an online course.

\_\_\_\_\_ Date: \_\_\_\_\_  
 (sign name here)

**FRTC Email Address:** \_\_\_\_\_

Evening phone: \_\_\_\_\_ Day phone: \_\_\_\_\_