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E-Learning courses are offered as an option for today’s busy college students needing an alternative to traditional on-campus classes. However, E-learning courses follow the same strict standards for instruction and grading applied in on-campus courses. Students register for E-Learning courses during the regular registration period, pay the same tuition, have access to the same student services, receive the same credit, and study under the same regulations as all other students.

E-Learning courses can be accessed 24 hours a day 7 days a week, anywhere an internet connection is available with just the click of the mouse. Classes that are conducted online by a Wallace Community College faculty members use an outline course delivery program. Instructors may require students to come on campus for meeting dates and some labs, and/or presentations. Classes must meet at least twice for each course per semester to take midterm exams and final exams.

Classes typically include weekly assignments and quizzes with specific due dates. While most Internet classes use email and a discussion board, some may require live chat. E-Learning is mainly designed for those students who are self discipline, self motivated, enjoy working independently with minimal supervision and limited social contact.

To successfully complete E-Learning courses, students will need a home computer with Windows XP or higher and Internet Explorer version 6.0 or higher or Mozilla Firefox 2.0 or higher and additional software as required by the course (Microsoft Word, PowerPoint, Adobe Acrobat Reader, Adobe Flash Player, and Windows Media Player).

Because of accreditation standards, all WCCS Internet courses meet the requirements of the Commission on Colleges of the Southern Association of Colleges and Schools and are transferable to four-year colleges and universities.
PROS & CONS

PROS:

• Yes, you really can attend school in your pajamas! You can complete your work anytime and anywhere you feel comfortable.

• You can never be tardy or absent for class, because you complete your work around your regularly scheduled events.

• You can do your work at YOUR convenience, which makes it easier to schedule learning around your other activities.

• You aren’t hindered by slower class members, because you study alone or with the people you choose to work with.

• Online courses are less disruptive on your family members since you complete your work around family events.

• E-Learning is ideal for people who are comfortable with computers and have average technology skills.

• YOU are in charge of your own coursework and homework completion.

• An online degree from a reputable institution is the same as attending classroom courses at the same institution.

• Prior college credit typically receives more favorable acceptance from online college programs.

• Advances in technology-based interactive and virtual worlds are making it easier to complete course requirements in engineering and science programs.
• You save on gas and the time it takes to go back and forth to traditional classrooms.

CONS:

• Studying alone has its drawbacks, because the professor and classmates are not immediately available to ask questions or share thoughts.

• It is more difficult to learn through group work and collaborative projects, because of distance and time.

• Some academic content is not well suited for online learning, such as math and science courses, although technological advances are making more of these courses available.

• Not all degree programs are available online, although additional degree programs are becoming available every day.

• When a burning question comes to mind in the middle of the night, there is not one readily available to answer your question; you must e-mail the professor and wait for a response.

• You need to have some computer skills to access discussion boards, interactive websites, and the ability to search the internet for resources.

• You typically need high-speed internet access, such as DSL or cable broadband to download and access course materials. Dial-up internet access is unsuitable, because it is slow.
A successful E-Learning student:

- Is comfortable using a computer.
- Has access to a home computer with internet connectivity.
- Can send and receive e-mail messages with attachments.
- Can use a web browser such as Internet Explorer.
- Can download and install software plug-ins on a computer.
- Can type at least 25-30 words-per-minute.
- Can use Microsoft Word and PowerPoint.
- Can copy and paste text from one application to another.
- Can save and open files on a computer.
- Is self motivated and disciplined in completing assignments.
- Can read at a college level.
- Likes to interact with others online.
- Realizes that the work required for a distance course is equal to or greater than the work required in an on campus course.
DEVELOPING GOOD STUDY HABITS AND ABILITIES

To be a successful E-Learning student, you must develop good habits and abilities early. These habits and abilities are:

• Check your email at least once a day

• Depend on yourself as much as possible

• Use resources available to you, including online help, tutorials, manuals, course syllabi, assignment directions, and the Internet

• Monitor your own progress by noting where you are in the course, which assignments you have completed and which lie ahead

• Communicate with your instructor and peers

• Reach out when you need someone to talk to, feel frustrated or need help

• Remember you are not alone

• Contribute advice or ideas about the real-world as it applies to the subject matter you are studying

Learners who have good learning self-awareness usually have good strategies for better understanding new information and may be more successful in an E-Learning environment.
Self-discipline is another characteristic that leads to successful E-Learning. Self-discipline is evidenced by the learner’s ability to stay current with class assignments, regularly participate in online class discussions, and develop and maintain a schedule for class activities.

This need may seem fairly obvious, but without self-discipline, you cannot be a successful online learner. In traditional classes, you have an instructor and peer with whom you interact on a regular basis. You also typically meet at a certain time and place each week. This interaction and schedule help to keep you on task in your coursework. Most learning activities and communication in E-Learning courses are asynchronous, meaning that class members participate and complete their assignments at different times throughout the day or week. You can do class work when it is most convenient for you. It is much easier to put off assignments, discussion, and responsibilities. With this increased freedom and flexibility comes responsibility. It will be up to you to motivate yourself to keep up with assignments.

Self-discipline means motivating yourself to pay regular and consistent attention to the work that needs to be done, and doing it without delay or procrastination. Even more than in a traditional course, falling behind in an online class can jeopardize your likelihood of completing the course and earning the credit.

One way to promote self-discipline is to set aside a place for studying. Your own space where you can shut the door, leave papers everywhere, and work in peace is necessary. If you try to share study space with the dining room or bedroom, food or sleep will take priority over studying.
TIME MANAGEMENT

Set aside a significant amount of time each week for class work. E-Learning courses require as much time and effort as traditional courses. Develop a schedule and stick to it. Without the structure of weekly class meetings, you may be tempted to procrastinate until the last minute. Instead, you should give yourself extra time to do your work, because technological difficulties and asynchronous communication can slow down the process.

To be prepared, read the syllabus and other course materials carefully to understand:

- Class requirements
- Assignment due dates
- The proper form assignments should take
- The time it will take to get assignments in the proper form
- The proper way assignments should be submitted
- Contact information for your instructor in case you need help

Marking important dates on your calendar can be very helpful.

Technology is not all that we might expect and problems occur that are beyond our control. Servers go down, computers crash, programs freeze and work may be lost. However, there are things that we can control. Plan ahead; allow time for downloading and installing software (such as plug-ins) that you may need for class.
Your instructor will often list these in your course syllabus. Download and install this software early, then practice using it. Software programs take time to learn, and the night before an assignment is due is not the time. If you’ll be accessing the internet from work, find out if your company has a firewall. A firewall may prevent you from accessing particular web sites or using browser plug-ins to view video and audio, and interfere with file transfers.

Expect and plan for glitches and delays by starting assignments early, backing up your work regularly and making contingency plans for chats or online quizzes. Don’t wait until the last minute!

**TIME COMMITMENT**

Along with time management goes time commitment and perhaps creating your own study space away from outside distractions as mentioned above.

Completing course assignments and other learning activities can take from five to fifteen hours or more per week. And you may find that you need to be online almost every day. Be sure you can set aside enough time to keep up with your daily or weekly assignments.

**STUDENT PARTICIPATION**

Students are required to be actively engaged in an online environment throughout the course. E-learning courses involves activities that include online classroom discussion, audio/video presentations, interactive website assignments, simulated labs, group assignments, live chat, face-to-face presentation, on site labs and examinations. Please note that student postings are expected to be insightful and engaging. Students are encouraged to utilize outside academic resource and personal experiences in classroom discussion.

**CLASS COMMUNICATION**
E-Learning courses require a great deal of communication with the instructor and fellow students for assignments and class activities. However, without regular face-to-face meetings, it is hard to develop personal relationships. It can be easy to get isolated and feel lonely. Get to know your instructor and classmates by sending email, participating in class discussions, and joining chat rooms. You will find that just like in regular classes, people are your greatest resource. They can give you help, advice and support when you need it, and help you get through the rough spots. You will also have a richer, more rewarding learning experience if you reach out. Refer to course syllabus for specific requirements of each course. Students are required to contact or communicate with the instructor regarding specific needs or concerns as it relates to assignments.

Good communication skills for E-Learning course participation include:

- Clearly expressing yourself in writing
- Thinking ideas through before responding
- Observing “netiquette”, remaining polite and respectful in your communications
- Asking for help when you need it

In E-Learning courses, nearly all communication is written, so it is critical that you feel comfortable expressing yourself in writing. If you feel that you are weak in this area, try to brush up on your writing skills. Communicating clearly on the internet without creating misunderstandings is a challenge. One problem is that you haven’t any facial expressions, body language, or environment to help you express yourself.

These guidelines should help you:

- Be clear. Make sure that the subject line or title matches your content.
- Always include a subject line with an email message. Unless indicated by your instructor, the subject line should include, at the very least, the course ID as well as a description of what the email is about. Include your first and last name.
- Think two or three times before responding to a posting in anger. Try writing out what you have to say, editing it and setting it aside for a few hours before rereading it again and deciding to post it. Think to yourself, am I sure this is what the other person really meant with their posting?
Could I have misinterpreted it? Better to ask for clarification before launching.

- Do not use ALL CAPITAL LETTERS—it is equal to screaming.
- Avoid offensive language.
- Make a good impression. Your words and content represent you. Review and edit your words and images before sending.
- Be selective on what information you put in an e-mail. Information on the internet is public and can be seen by anyone in the world, including future employers.
- Remember you are not anonymous. What you write in an e-mail can be traced back to you.
- Be brief. If your message is short, people will be more likely to read it.
- Be careful with humor and sarcasm. They come across differently online and can easily be misinterpreted. This does not mean to avoid humor. Humor has its place in any classroom, on-ground or online. Just be sure to identify humor as such to avoid misinterpretation.

**COMPUTER SKILLS**

You don’t need to be a computer geek or guru to succeed, but you need to have some basic technology skills, such as word processing and using a web browser. If you don’t presently possess these skills, you will need to pick up on them fairly quickly. If you don’t think you can learn these technology skills easily, you may need to develop new skills, take a class or do some reading before enrolling.

You will need skills in:

- Basic word processing
- How to send and receive emails
- Uploading and downloading files
- How to send and receive attachments, and
- Navigating and conducting research on the Web
Spend some time at your computer and on the internet every day, getting comfortable with your equipment and surroundings. Practice your computing skills until you feel confident that you can complete class assignments.

**COMPUTER ACCESS**

The personal computer is the primary learning and communication tool in E-Learning courses. Needless to say, you will need regular access to a computer with an internet connection. With the availability of new technologies, a computer capable of playing multimedia presentations is ideal. You may find it especially convenient to have such a computer both at work and at home.

**STUDENT ACCOUNTABILITY**

The further you progress in higher and continue education, the more responsibility you will need to take for your own learning. You will begin to define and prioritize what you need to know, how you will learn it, and how you will assess your progress. Outside direction and measures of your learning will continue to be a part of your education, but these will serve more to guide and direct you in your exploration of knowledge.

**SELF-DIRECTED LEARNING**

As you explore the many avenues of learning available and begin to define your individual path, you will still need to work with your instructors to make sure you are meeting the requirements of the individual courses. Proving you understand the subject matter and can apply what is taught is still important.

**STUDENT RESPONSIBILITIES**

In the E-Learning environment, some responsibilities shift from the instructor to student, given the independent nature of the learning experience. In addition to
setting and sticking to your own schedule, reading all assigned chapters and keeping up with the due dates, you must do a few things to make the E-Learning process work:

- Use dark ink for assignments or exams that have to be faxed.
- Place your name on every assignment.
- Check with your instructor for the file format for assignments and how to submit them.
- Identify yourself in all email messages using your actual name.
- Evaluate the course delivery method as well as the course.
- Ask for help when you need it.

STUDENTS WITH SPECIAL NEEDS

Students who require special accommodations for E-Learning courses must document the special needs and request the accommodations. Please contact Sheila Theiss at 334-876-9294 or email sheila.theiss@wccs.edu. The information you provide to Ms. Theiss will be kept confidential.

Student Privacy Act

WALLACE COMMUNITY COLLEGE SELMA complies with the requirement of the Family Educational Rights and Privacy Acts of 1974 (FERPA) which requires the college to protect the students’ confidentiality regarding any information pertaining to the student’s educational records. According to FERPA guidelines, educational records include records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution or by a person acting for such agency or institution.

Educational records won’t be released without the consent of the student. Based on the guidelines of FERPA, the Office of Student Services must obtain written consent from students before disclosing any personally identifiable information from their educational records. The Student Privacy Form must be complete, accepted and filed with the Dean of Students.
ARE E-LEARNING COURSES FOR ME?
Let this questionnaire help you decide!

Select one answer for each question and score as directed.

1. My need to take this course now is:
   a. High – I need it immediately for a degree, job or other important reasons.
   b. Moderate – I could take it on campus later or substitute another course.
   c. Low – It’s a personal interest that could be postponed.

2. Feeling that I am part of a class is:
   a. Not particularly necessary to me.
   b. Somewhat important to me.
   c. Very important to me.

3. I would classify myself as someone who:
   a. Often gets things done ahead of time.
b. Needs reminding to get things done on time.

c. Puts things off until the last minute.

4. Classroom discussion is:
   a. Rarely helpful to me.
   b. Sometimes helpful to me.
   c. Almost always helpful to me.

5. When an instructor hands out directions for an assignment, I prefer:
   a. Figuring out the instructions myself.
   b. Trying to follow the directions on my own, then ask for help as needed.
   c. Having the instructions explained to me.

6. I need faculty comments on my assignments:
   a. Within a few weeks, so I can review what I did.
   b. Within a few days, or I forget what I did.
   c. Right away, or I get frustrated.

7. Considering my professional and personal schedule, the amount of time I have to work on a distance learning course is:
   a. More than enough for a campus class or a distance learning class.
   b. The same as for a class on campus.
   c. Less than for a class on campus.

8. When I am asked to use iPods, DVD players, computers, or other technologies.
   a. I look forward to learning new skills.
   b. I feel apprehensive, but try anyway.
   c. I put it off or try to avoid it.

9. As a reader, I would classify myself as:
   a. Good – I usually understand the text without help.
   b. Average – I sometimes need help to understand the text.
   c. Slower than average.

10. If I have to go to campus to take exams or complete work:
a. I can go to campus anytime.
b. I may miss some lab assignments or exam deadlines if campus labs are not open evenings and weekends.
c. I will have difficulty getting on campus, even in the evenings and on weekends.

Scoring:

Add 3 points for each “A”, 2 points for each “B”, and 1 point for each “C.”

If you scored 20 or over, a distance learning class is a real possibility for you.

If you scored between 11 and 20, E-Learning learning classes may work for you, but you may need to make a few adjustments in your schedule and study habits to succeed.

If you scored 10 or less, distance learning courses may not currently be the best alternative for you; talk with your faculty advisor or E-Learning Director.
### E-Learning Instructors

<table>
<thead>
<tr>
<th>Instructor</th>
<th>E-mail Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nancy Autery</td>
<td><a href="mailto:nancy.autery@wccs.edu">nancy.autery@wccs.edu</a></td>
<td>334-876-9256</td>
</tr>
<tr>
<td>Antionetta Baldwin</td>
<td><a href="mailto:antionetta.baldwin@wccs.edu">antionetta.baldwin@wccs.edu</a></td>
<td>334.876.9273</td>
</tr>
<tr>
<td>*Sherlisa Barnes</td>
<td><a href="mailto:sherlisa.barnes@wccs.edu">sherlisa.barnes@wccs.edu</a></td>
<td>334.301.8648</td>
</tr>
<tr>
<td>*Dr. Michael Brooks</td>
<td><a href="mailto:michael.brooks@wccs.edu">michael.brooks@wccs.edu</a></td>
<td>334-683-5160</td>
</tr>
<tr>
<td>*Channie Chapman</td>
<td><a href="mailto:channie.chapman@wccs.edu">channie.chapman@wccs.edu</a></td>
<td>334.876.9363</td>
</tr>
<tr>
<td>*Veronica Chesnut</td>
<td><a href="mailto:veronica.chesnut@wccs.edu">veronica.chesnut@wccs.edu</a></td>
<td>334-221-5084</td>
</tr>
<tr>
<td>*Lonzy Clifton</td>
<td><a href="mailto:lonzy.clifton@wccs.edu">lonzy.clifton@wccs.edu</a></td>
<td>334.876.9251</td>
</tr>
<tr>
<td>Robin Cook</td>
<td><a href="mailto:robin.cook@wccs.edu">robin.cook@wccs.edu</a></td>
<td>334.876.9376</td>
</tr>
<tr>
<td>*Bertram Crum</td>
<td><a href="mailto:bertram.crum@wccs.edu">bertram.crum@wccs.edu</a></td>
<td>334.366.0696</td>
</tr>
<tr>
<td>*Christopher Dabbs</td>
<td><a href="mailto:christopher.dabbs@wccs.edu">christopher.dabbs@wccs.edu</a></td>
<td>205.664.0073</td>
</tr>
<tr>
<td>Becky Davis</td>
<td><a href="mailto:becky.davis@wccs.edu">becky.davis@wccs.edu</a></td>
<td>334.876.9336</td>
</tr>
<tr>
<td>*Charles Dysart</td>
<td><a href="mailto:charles.dysart@wccs.edu">charles.dysart@wccs.edu</a></td>
<td>256.454.5272</td>
</tr>
<tr>
<td>*Frank Elliott</td>
<td><a href="mailto:Frank.elliott@wccs.edu">Frank.elliott@wccs.edu</a></td>
<td>334.876.9340</td>
</tr>
<tr>
<td>Kateri Evans</td>
<td><a href="mailto:kateri.evans@wccs.edu">kateri.evans@wccs.edu</a></td>
<td>334.876.9319</td>
</tr>
<tr>
<td>*Leah Fountain</td>
<td><a href="mailto:leah.fountain@wccs.edu">leah.fountain@wccs.edu</a></td>
<td>205.410.2601</td>
</tr>
<tr>
<td>Ghytana Goings</td>
<td><a href="mailto:ghytana.goings@wccs.edu">ghytana.goings@wccs.edu</a></td>
<td>334.876.9372</td>
</tr>
<tr>
<td>*Terry Grissom</td>
<td><a href="mailto:terry.grissom@wccs.edu">terry.grissom@wccs.edu</a></td>
<td>334.876.4462</td>
</tr>
<tr>
<td>Marilyn Hannah</td>
<td><a href="mailto:marilyn.hannah@wccs.edu">marilyn.hannah@wccs.edu</a></td>
<td>334.876.9383</td>
</tr>
<tr>
<td>*Chris Hargrave</td>
<td><a href="mailto:barry.hargrave@wccs.edu">barry.hargrave@wccs.edu</a></td>
<td>334.524.8300</td>
</tr>
<tr>
<td>*Vatausha Howard</td>
<td><a href="mailto:vatausha.howard@wccs.edu">vatausha.howard@wccs.edu</a></td>
<td>334.505.1040</td>
</tr>
<tr>
<td>*Keith Jackson</td>
<td><a href="mailto:keith.jackson@wccs.edu">keith.jackson@wccs.edu</a></td>
<td>334.782.6721</td>
</tr>
<tr>
<td>*Dr. Teresha Jones</td>
<td><a href="mailto:teresha.jones@wccs.edu">teresha.jones@wccs.edu</a></td>
<td>205.345.6613</td>
</tr>
<tr>
<td>*George Lewis</td>
<td><a href="mailto:george.lewis@wccs.edu">george.lewis@wccs.edu</a></td>
<td>205.389-4445</td>
</tr>
<tr>
<td>*Terrence Marshall</td>
<td><a href="mailto:terrence.marshall@wccs.edu">terrence.marshall@wccs.edu</a></td>
<td>334.954.3243</td>
</tr>
<tr>
<td>*April McKnight</td>
<td><a href="mailto:april.mcknight@wccs.edu">april.mcknight@wccs.edu</a></td>
<td>205.299.7475</td>
</tr>
<tr>
<td>*Darrio Melton</td>
<td><a href="mailto:darrio.melton@wccs.edu">darrio.melton@wccs.edu</a></td>
<td>334.413.2820</td>
</tr>
</tbody>
</table>

*Indicates part-time instructor.
<table>
<thead>
<tr>
<th>Instructor</th>
<th>E-mail Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Marc Miller</td>
<td><a href="mailto:marc.miller@wccs.edu">marc.miller@wccs.edu</a></td>
<td>256.503.5959</td>
</tr>
<tr>
<td>Dr. Holly Owens</td>
<td><a href="mailto:holly.owens@wccs.edu">holly.owens@wccs.edu</a></td>
<td>334.876.9315</td>
</tr>
<tr>
<td>*Thomas Powell</td>
<td><a href="mailto:thomas.powell@wccs.edu">thomas.powell@wccs.edu</a></td>
<td>334.365.2697</td>
</tr>
<tr>
<td>Dr. Elijah Pugh</td>
<td><a href="mailto:elijah.pugh@wccs.edu">elijah.pugh@wccs.edu</a></td>
<td>334.876.9280</td>
</tr>
<tr>
<td>Dr. Janet Pugh</td>
<td><a href="mailto:janet.pugh@wccs.edu">janet.pugh@wccs.edu</a></td>
<td>334.876.9355</td>
</tr>
<tr>
<td>Ramona Rhodes</td>
<td><a href="mailto:ramona.rhodes@wccs.edu">ramona.rhodes@wccs.edu</a></td>
<td>334.876.9318</td>
</tr>
<tr>
<td>*Ayanna Scott</td>
<td><a href="mailto:ayanna.scott@wccs.edu">ayanna.scott@wccs.edu</a></td>
<td>334.717.7756</td>
</tr>
<tr>
<td>*Don Speed</td>
<td><a href="mailto:donald.speed@wccs.edu">donald.speed@wccs.edu</a></td>
<td>334.366.3323</td>
</tr>
<tr>
<td>*Amanda Strickland</td>
<td><a href="mailto:amanda.strickland@wccs.edu">amanda.strickland@wccs.edu</a></td>
<td>804.721.6518</td>
</tr>
<tr>
<td>*Maxine Sturdivant</td>
<td><a href="mailto:maxine.sturdivant@wccs.edu">maxine.sturdivant@wccs.edu</a></td>
<td>334.876.9331</td>
</tr>
<tr>
<td>*Yolanda Thompkins</td>
<td><a href="mailto:yolanda.thompkins@wccs.edu">yolanda.thompkins@wccs.edu</a></td>
<td>334.419.5266</td>
</tr>
<tr>
<td>Anthony Turner</td>
<td><a href="mailto:tony.turner@wccs.edu">tony.turner@wccs.edu</a></td>
<td>334.876.9312</td>
</tr>
<tr>
<td>Gordon Welch</td>
<td><a href="mailto:gordon.welch@wccs.edu">gordon.welch@wccs.edu</a></td>
<td>334.876.9384</td>
</tr>
<tr>
<td>Dr. Tara White</td>
<td><a href="mailto:tara.white@wccs.edu">tara.white@wccs.edu</a></td>
<td>334.876.9424</td>
</tr>
<tr>
<td>*Wendy Williams</td>
<td><a href="mailto:wendy.williams@wccs.edu">wendy.williams@wccs.edu</a></td>
<td>334.224.9875</td>
</tr>
<tr>
<td>*Beverly Wilson</td>
<td><a href="mailto:beverly.wilson@wccs.edu">beverly.wilson@wccs.edu</a></td>
<td>571.291.2477</td>
</tr>
<tr>
<td>*Wanda Young</td>
<td><a href="mailto:wanda.young@wccs.edu">wanda.young@wccs.edu</a></td>
<td>334.874.8136</td>
</tr>
</tbody>
</table>

*Indicates part-time instructor.
LOCATION:

The E-Learning Department is located in the Charles Byrd Arts & Science Building on the 2nd Floor.

OFFICE HOURS

8:00 a.m. – 5:00 p.m.

E-LEARNING STAFF

Kateri Evans, Director  
kateri.evans@wccs.edu  
334-876-9319

Felicia Sanders, E-Learning Technical Specialist  
felicia.sanders@wccs.edu  
334-876-9352

Karen Bradsell, Secretary  
karen.bradsell@wccs.edu  
334-876-9313

MAILING ADDRESS:

Wallace Community College Selma  
P.O. Box 2530  
Selma, AL 36702-2530  
Fax: 334-876-9311
Attention all E-Learning students, the exam policy will be strictly enforced:

1. Students must report at the time and place for midterm and final exams according to the published schedule.

2. Students will be prohibited from coming into the classroom after 15 minutes of the scheduled exam time.

3. To verify student identification, all students must bring a valid photo ID and sign their name to the course sign-in sheet.

4. To ensure academic integrity only bring two #2 pencils, and any required assignments that must be submitted to the instructor.

5. If you miss an exam, you may be allowed to take a make-up according to the make-up exam published schedule. However, to be eligible for a make-up exam, you must present an acceptable excuse to the proctor (acceptable excuses: class conflict, obituary, doctor’s excuse, or subpoena) AND a written or e-mail permission statement from your E-Learning Instructors allowing you to take the make-up exam. **If you have a WCCS class conflict, you must notify the instructor on the 1ST day of login to get approval to take the make-up exam.**

6. Not completing the scheduled exam or make-up exam may result in course failure; this will be left to the discretion of the individual instructor. If an alternative make-up time is allowed by your instructor, he/she is solely responsible for administering the test.

7. For the fall and spring semester, the WCCS E-Learning Exam Schedule is organized by exam sites (Selma and Montgomery) date, time, and, as applicable, room assignments for full, first, and second mini session classes. Make-up exam schedules are listed as well.
Make-Up Exam

- Instructors may allow a student to take a make-up exam according to the published schedule if the student presents acceptable documentation of the reason for his/her absence: doctor’s excuse, obituary, jury duty, or WCCS class conflict. Other acceptable excuses may be determined by the instructor.

- Once the instructor determines eligibility for a make-up exam, the instructor must send a written or email permission statement to the designated proctor to allow for the make-up. Instructors should communicate to their students that missing a make-up exam may result in course failure. (This will be left to the discretion of the individual instructor.) If the instructor allows an alternative make-up time, he/she is solely responsible for administering the test.

Exam Sites:

- **Selma:** Wallace Community College Selma  
  3000 Earl Goodwin Parkway  
  Selma, AL 36702

- **Montgomery:** Hilton Garden Inn Montgomery East  
  1600 Interstate Park Drive  
  Montgomery, AL 36109

*Dual Enrollment/High School students will follow the published Dual Enrollment Exam schedule that is forward to all high school counselors at the beginning of each semester.*
Make-Up Exam Sites

- **ALL MAKE UP EXAMS WILL BE ADMINISTERED IN SELMA.** The make-up exams will be administered at the WCCS Main Campus in Selma according to the published exam schedule.

### ACADEMIC HONESTY POLICY

One of the chief goals of Wallace Community College Selma is to promote academic honesty. Student actions which deter or discourage intellectual growth are defined as academic dishonesty and are listed as follows:

a. Any form of cheating on any exam, quiz, problem, or other exercise which is a requirement of a course.

b. Plagiarism on an assigned paper, theme, report, or other written material submitted to meet course requirements.

c. Use of papers or any other materials from Internet sources and submitted as the student’s own.

d. Having in the immediate testing area materials or devices not expressly authorized by the test administrator.

e. Intentionally providing false information to any College official.

f. Alteration or unauthorized use of any College record or document.

g. Unauthorized use of College Computer facilities, programs, and/or data.

h. Presenting as genuine any invented or falsified citation or material.
WCCS makes every attempt to comply with the Digital Millennium Copyright Act. The use of materials and other resources for private study, scholarship or research is fair use under the copyright law. It is the responsibility of the student and the instructor to abide by copyright policy.

If you have any concerns regarding copyright infringement, please visit the Digital Millennium Copyright Act website at:
E-Learning courses feature internet-based online instruction including lessons, class interaction, and e-mail. The following courses are offered online:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO103</td>
<td>Principles of Biology</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>BIO104</td>
<td>Principles of Biology II</td>
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</tr>
<tr>
<td>BUS177</td>
<td>Salesmanship</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>BUS263</td>
<td>Legal &amp; Social Environ of Bus</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>CIS130</td>
<td>Intro to Information Systems</td>
<td>3 credit hours</td>
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<tr>
<td>CIS146</td>
<td>Microcomputer Applications</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>COS115</td>
<td>Hair Color Theory</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>COS119</td>
<td>Business of Cosmetology</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>CRJ100</td>
<td>Intro to Criminal Justice</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>CRJ150</td>
<td>Intro to Corrections</td>
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</tr>
<tr>
<td>CRJ208</td>
<td>Intro to Criminology</td>
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</tr>
<tr>
<td>CRJ209</td>
<td>Juvenile Delinquency</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>CRJ216</td>
<td>Police Organization &amp; Admin</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>CRJ220</td>
<td>Criminal Investigation</td>
<td>3 credit hours</td>
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<td>ECO231</td>
<td>Principles of Macroeconomics</td>
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<tr>
<td>ECO232</td>
<td>Principles of Microeconomics</td>
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<tr>
<td>ENG101</td>
<td>English Composition I</td>
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</tr>
<tr>
<td>ENG102</td>
<td>English Composition II</td>
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</tr>
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<td>ENG271</td>
<td>World Literature I</td>
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<td>ENG272</td>
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<tr>
<td>HED221</td>
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<tr>
<td>HED224</td>
<td>Personal &amp; Community Health</td>
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<tr>
<td>HED226</td>
<td>Wellness</td>
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<tr>
<td>HED267</td>
<td>Drug Education</td>
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<td>HIS101</td>
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<td>HIS202</td>
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<td>MTH100</td>
<td>Intermediate College Algebra</td>
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<tr>
<td>MTH110</td>
<td>Finite Mathematics</td>
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<tr>
<td>MTH116</td>
<td>Mathematical Applications</td>
<td>3</td>
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<tr>
<td>MTH112</td>
<td>Precalculus Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MUS101</td>
<td>Music Appreciation</td>
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<tr>
<td>NUR200</td>
<td>Nursing Career Mobility Assess</td>
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<tr>
<td>NUR203</td>
<td>Nursing through Lifespan III</td>
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<tr>
<td>NUR204</td>
<td>Transition into Nursing Practi</td>
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<tr>
<td>OAD101</td>
<td>Beginning Keyboarding</td>
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</tr>
<tr>
<td>OAD131</td>
<td>Business English</td>
<td>3</td>
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<tr>
<td>PHS111</td>
<td>Physical Science</td>
<td>3</td>
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<td>PHS112</td>
<td>Physical Science</td>
<td>3</td>
</tr>
<tr>
<td>POL211</td>
<td>American Nat. Government</td>
<td>3</td>
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<tr>
<td>PSY200</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>PSY210</td>
<td>Human Growth &amp; Development</td>
<td>3</td>
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<tr>
<td>REL151</td>
<td>Survey of Old Testament</td>
<td>3</td>
</tr>
<tr>
<td>REL152</td>
<td>Survey of New Testament</td>
<td>3</td>
</tr>
<tr>
<td>SOC200</td>
<td>Intro to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC210</td>
<td>Social Problems</td>
<td>3</td>
</tr>
</tbody>
</table>
SPH106  Funda of Oral Communication  3 credit hours
SPH107  Funda of Public Speaking  3 credit hours
THR120  Theater Appreciation  3 credit hours
THR126  Intro to Theater Appreciation  3 credit hours

E-Learning Orientation

It is highly recommended if you are taking E-Learning courses for the **first time** that you attend the Online Orientation session offered on campus at the beginning of each semester. The time and location will be listed on the E-Learning website at [http://elearning.wccs.edu/](http://elearning.wccs.edu/) under the Important Information Section. The Online Orientation session is provided to ensure your success as an online student. During the Online Orientation session, you will learn how to:

- Activate your WCCS student email address.
- Login to the E-Learning Course Management System.
- Navigate the E-Learning Course Management System.
- Upload files to the course website.
- Send/Receive email including attachments.
- Use Student Web Access.
- Use the Online Tutorial (Smarthinking).

If you are unable to come to campus for the Online Orientation session, tutorial videos are provided online. You may access the tutorial videos at [https://elearning.wccs.edu/index?page=loggingin.html&vid=orientation](https://elearning.wccs.edu/index?page=loggingin.html&vid=orientation).

If you have any questions or problems accessing your online class, please contact the E-Learning Technical Specialist at 334-876-9352.
Log In to an E-Learning Course

**Step 1 - Activate Your WCCS Student E-mail Account**

All registered students at Wallace Community College Selma, will have an assigned Gmail email address. This address will be used to communicate with your instructors, receive alerts, and receive notifications concerning WCCS registrations and events. A WCCS student email address **must be used for all official class correspondence with your instructor**. If you need assistance resetting your password, please contact Felicia Sanders at 334-876-9352 or email felicia.sanders@wccs.edu or Andy Burton at 334-876-9259 or email andrew.burton@wccs.edu.

**Please note:** Your account will automatically be created, but will not be activated until the day after you register. **Please wait 24 hours after clearing your registration fees to log in to your e-mail account.**

To activate your WCCS student e-mail address, go to the WCCS website at [www.wccs.edu](http://www.wccs.edu). Click on Student E-Mail at the top of the page and follow the instructions.
Step 2 - Online Initial Login/Orientation

Students registered for online courses must complete the initial login/orientation process or he/she will be submitted as a “NO SHOW”. To complete the online log-in process, type in www.wccs.edu:

- Click E-Learning
- Click LOGIN under Main Menu or in the top, left corner of the E-Learning home page.
- Type in your WCCS Student Email Address (last name followed by six-digit student ID number followed by @students.wccs.edu; Ex. smith118000@students.wccs.edu)
- Type in your WCCS Student Email password.
- Click LOGIN.
- You are now able to do the Initial Login/Orientation for this course.
- Orientation is not complete until you have filled in the information on the last page and clicked on the send it button.

Step 3 – Initial Post to the Message Board

Upon login on the first day of class, students are required to read the syllabus and respond to an initial post from the instructor via the message board within the first three days of the course start date. If you do not respond to your instructor’s initial post via the message board by day three of the course start date, you will be submitted as a “NO SHOW” and dropped from the class.

*You will not be able to access the class website until the first day of class. In order to remain on task, every student is required to check the Message Board at least three times per week for course information and course updates.

SUBMITTING ASSIGNMENTS

Your instructor will provide directions for submitting assignments as well as due dates and other criteria. Be sure to read over any directions he or she provides. These will likely be in the syllabus or in the Course Content and Assignments section of your class website.
Submit assignments according to the directions provided by your instructor. Possibilities include:

- **Email** – Send as a file attachment using your WCCS student e-mail address only.
- **Upload File** – link located on the left hand side of the class website.
- **Drop off in person** – an option open for some instructors.

Use Microsoft Word to create all documents you send to your instructor unless instructed otherwise. If you send assignments electronically (as e-mail attachments or the Upload File link), your instructor may require that you name the files a certain way so he or she can organize them easily. Please review the instructions.

Once you have typed your document in Microsoft Word, please use the Spelling/Grammar check feature to check for any spelling and grammatical errors and correct them. After the spelling/grammar check is complete please proceed as follows:

1. From the file menu click save.
2. A dialog box will pop up that gives you the option of where to save your document and what to name your document.
3. Type a “File name” for your document.
4. Click the Save button.
5. Your document should now be saved in the specified location.

**Send E-mail With An Attachment**

To send e-mail from within your class website you must first click on the Student Resources Links located on the left hand side of the page. Find the Student E-mail link and click on it. You will then need to click on the Sign In to Student E-mail link at the bottom of the page to log in to your e-mail account and follow the steps listed below.
1. Click on the Compose Mail link on the top left hand side of the page.
2. Type in your instructor’s e-mail address in the “To:” box.
3. Type in the subject of the email in the “Subject” box.
4. Click on the “Attach a file” link next to the paper clip.
5. Locate and select the file that you want to attach to your message.
6. Click on open to attach the file to your e-mail. NOTE: Your file should now be located next to the paper clip.
7. Type a message to your instructor in the message box (optional).
8. Click the Send button to send the e-mail message and attachment.

NOTE: When you click on Send your message will be delivered to the e-mail recipient and you will get a message at the top of the page telling you that your message was sent. There will also be a copy of your message in the Sent box.

**Posting to the Message Board**

You may post a message to the Message Board by clicking on the Message Board link under the Other Materials section of the class website.

To post a new message:

1. Click the post new message link.
2. Type the subject of the message in the title box.
3. Type your message in the message box.
4. Click the post message button when you are finished.

To reply to a message:

1. Click on the initial post.
2. Click post reply.
3. Type your message in the message box.
4. Click the post message button when you are finished.
WCCS offers the following online services for student use:

- Online registration
- View transcript
- Transcript request
- Print unofficial transcript
- View schedule
- View degree plans
- View grades at end of semester
- Information on books required for classes

Students may also access other information by logging into Student Web Access. To log in to Student Web Access:

1. Go to www.wccs.edu and click on the Student Web Access link.
2. User ID: Social Security # (no dashes).
3. PIN: Six-digit birthday (ex. 071289).
Online access to the library catalog, databases, journals and e-books is available to online students. The Library Resource link is located on the WCCS main-page and the E-Learning page. Students are able to go online and checkout books from the WCCS library. All students are responsible for obtaining an Alabama Virtual Library card by following these steps:

1.) Go to the E-Learning page
2.) Click on Library Resources
3.) Then scroll down
4.) Click on Alabama Virtual Library Card

Students must fill out the form and submit it to Minnie Carstarphen, Library Director to get an AVL Card. Students have the option of scanning, emailing the information from the form to mcarstarphen@wccs.edu, mailing it to P.O Box 2530 3000 Earl Goodwin Pkwy. Selma, AL 36702 or dropping off the form at the library. Students will receive a card in the mail within 3-5 business days. If you have any questions, please contact Ms. Carstarphen at (334) 876-9345.
Online Tutorial Service

**SMARTTHINKING** is the leading provider of online tutoring. Students connect to live tutors from any computer that has Internet access. SMARTTHINKING is a virtual learning assistance center. Online tutoring is provided 24 hours a day, 7 days a week. There is also an [online writing lab](#) where E-structor® Certified tutors critique and return essays within 24 hours.

Over 300 colleges and universities contract with SMARTTHINKING to improve student success. Wallace Community College Selma is proud to be one of those colleges. The SMARTTHINKING tutoring program is available for both on-campus and online students. Students work in real-time with a tutor, submit questions or essays for a next day response, or pre-schedule online appointments. Students communicate with tutors using a virtual whiteboard technology. Scientific and mathematical notation, symbols, geometric figures, graphing and freehand drawing can be rendered quickly and easily. Connect today to sign-up for assistance! Follow the instructions below.

1. Go to [www.wccs.edu](http://www.wccs.edu).
2. Click on **Smarthinking** link at the bottom of the main page.
3. Enter your 6-digit student ID number and 5-digit course code.
4. This will take you directly to the Smarthinking online tutoring- you will need to turn off pop-up blocking.

5. Follow prompts on computer.

6. You will be directed to your homepage.

7. Click on one of the following links:
   - Connect with an e-structor now. You will need to select a subject from the drop down menu. The wait time is less than 5 minutes. The time starts after contact with tutor.
   - Submit your writing (has 24 hour turn-around time). Select subject from drop down menu.
   - Submit a question (has 24 hour turn-around time). Select subject from drop down menu.

Academic Resources: These are study guides, study skills manuals, test prep and self-assessment tools.

8. Tutoring for some classes is only available in the afternoon. Math tutoring is all day long. Tutoring is also available on the weekend.

9. Make sure you are prepared for your sessions before logging in for sessions. (Have your textbook and notes from class.)
10. If you need practice using whiteboard, click on the link at the bottom of your homepage.

11. Your time starts after you submit your questions.

12. All writing assignments use 30 minutes of time.

**DO NOT USE THIS LINK: WHEN YOU SCHEDULE AN APPOINTMENT AND DO NOT KEEP IT, THE SCHOOL WILL STILL BE CHARGED FOR THE TIME.**

**Campus Tutorial Services**

Tutorial services are also available on campus. For more information and to schedule an appointment, please contact Ms. Karen Brown at 334.876.9262.
If you are unable to log in or are experiencing other problems, please contact:

Felicia Sanders, E-Learning Technical Specialist
(334) 876-9352
felicia.sanders@wccs.edu

Kateri Evans, Director of E-Learning
(334) 876-9319
kateri.evans@wccs.edu

Karen Bradsell, Arts & Sciences Secretary
(334) 876-9313
karen.bradsell@wccs.edu

Andy Burton, Programmer (Computer Problems)
(334) 876-9259
andrew.burton@wccs.edu
Who is responsible for the initial contact, the student or the instructor?

The student should access the course on the first day of class, just as you would attend class on the first day in a traditional classroom.

What do I do if I cannot access my course?

If you cannot log in to your course, please check to be sure you are typing in your WCCS student email correctly and that you are typing in your WCCS Student email password.

If you still experience problems, please contact Felicia Sanders at 334.876.9352.

I am trying to access my e-mail but I receive a message that my password and/or user name is incorrect. How can I resolve this issue?

Please be sure you are only typing your last name and six-digit Student ID# in the User Name box (see illustration below). Your password should be your entire social security number without any dashes. If this does not work, please contact Felicia Sanders at 334.876.9352 or Andy Burton at 334.876.9259 to have your password reset.
How do I drop/add an E-Learning course?

The procedure for dropping or adding a course is the same as the procedure for dropping or adding a traditional on-campus class.

Am I ever required to come to campus for an E-Learning Course?

You are required to come to campus for your midterm and final exam. However, some E-Learning courses require you to come to campus for labs or activities. Those courses are Biology and Speech.

Where can I find my midterm and final exam test date, time, and location?

There are two ways to find information concerning your midterm and final exam. One way is to log on to your class and check the syllabus or the Important Dates link. Another option is to check the E-Learning Login page. Exam schedules are listed under the Important Information section on the left hand side of the page.

What if I have two or more exams scheduled at the same time?

If you have two or more exams scheduled at the same time, you will need to take one exam on the regularly scheduled exam date and contact the other instructors to request permission to take the makeup exam.

What about exam proctoring for students living too far from campus?
Please refer to the exam testing sites listed on pages 20-22. If you are living out of state and need an exam proctored, please contact Felicia Sanders at 334.876.9352 to discuss arrangements for a proctor.
### Online/On-Campus Program Offerings

<table>
<thead>
<tr>
<th>Academic Programs</th>
<th>Campus</th>
<th>Online</th>
<th>Location: URL or Title &amp; Page Number</th>
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<td>Wallace Community College Selma 2012-2014 Catalog &amp; Student Handbook pg. 39</td>
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<td></td>
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<td></td>
<td>*Program is fully online. All other programs that are designated as online only offer some courses online.</td>
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<tr>
<td>*Associate in Science</td>
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<td>Wallace Community College Selma 2012-2014 Catalog &amp; Student Handbook pg. 40</td>
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<tr>
<td>*Associate Degree Nursing</td>
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<td>Wallace Community College Selma 2012-2014 Catalog &amp; Student Handbook pg. 44</td>
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<td>Wallace Community College Selma 2012-2014 Catalog &amp; Student Handbook pg. 52-55</td>
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Wallace Community College Selma

Online/On-Campus Program Offerings

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<td>Cosmetology</td>
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<td>Wallace Community College Selma 2012-2014 Catalog &amp; Student Handbook pg. 62-64</td>
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<tr>
<td>Drafting &amp; Design Technology</td>
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<td>Drafting and Design Technology (DDT) Program Associate in Applied Science (AAS) Degree Drafting and Design Technology (DDT) Program Standard Certificate (CER)</td>
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### Online/On-Campus Program Offerings

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<td>Wallace Community College Selma 2012-2014 Catalog &amp; Student Handbook pg. 56-57</td>
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<td>Criminal Justice</td>
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<td>Wallace Community College Selma 2012-2014 Catalog &amp; Student Handbook pg. 58-61</td>
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<td>Electrical Technology</td>
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<td>Wallace Community College Selma 2012-2014 Catalog &amp; Student Handbook pg. 68-71</td>
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<td>Associate in Applied Science (AAS) Degree - pg. 68-69</td>
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### Wallace Community College Selma
### Online/On-Campus Program Offerings

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<td>Information Processing (Secretarial)</td>
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<td>Masonry Building Trade Program</td>
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<td>Nursing Assistant</td>
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## Online/On-Campus Program Offerings

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<td>Welding Technology (WDT) Program Structural Welding Certificate</td>
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<td>Office Administration (OAD) Program</td>
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<td>Accounting (Option)</td>
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<td>Office Administration (OAD) Program Accounting (Option) Associate in Applies Science (AAS) Degree Office Administration (OAD) Program Accounting (Option) Standard Certificate (CER)</td>
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