



Call Telecourse at
708-596-2000 ext. 2464



TELECOURSE LAB HANDBOOK

South Suburban College
REV. 080311

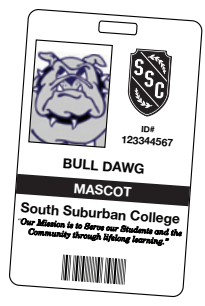
KEY COMPONENTS OF TELECOURSE –



TEXTBOOKS



VIDEOS



STUDENT I.D.



PENCILS



TEST DATES

Welcome to the South Suburban College Telecourse Program

In an attempt to create a successful and rewarding experience for you, we have prepared this student handbook to acquaint you with general procedures involved in completing a Telecourse. **You are responsible to read and understand the content of this handbook.**



What is a Telecourse?

Telecourses require reading textbooks and testing on campus like traditional classes, but have students watch videos instead of lectures. The course content, tuition rate, and credits earned are the same as that of a traditional on-campus course. A small, special course fee is charged for each Telecourse.

Students register, take exams, participate in campus activities, and work with SSC faculty by telephone, email, or in personal conferences, just as students in on-campus courses. The only thing that changes is the delivery system.

The elements of a Telecourse at SSC include the course syllabus, this handbook, media components (typically streaming video on the internet), a textbook, a study guide and instructor.



Telecourses provide a different way of earning college credit. The successful Telecourse students are ones who like to work independently and are highly motivated. ***Students who need the structure of the classroom — a regular time and place to meet, regular personal contact with an instructor and/or peers, and regular guidance in doing course work — will have difficulty succeeding in a Telecourse.***

Your course syllabus is developed by your Telecourse instructor and is distributed by the Telecourse Lab. It includes general information about your Telecourse, including required textbooks, how the course will operate, methods of evaluation of student achievement, your instructor's office hours/contact information and important due dates.

An SSC faculty member coordinates each Telecourse and maintains office hours to answer your questions about the course, make assignments, and grade/evaluate student work. They should keep in regular contact with you to inform you of your progress throughout the course.

Your textbook and study guide are available for purchase at the SSC Bookstore on the main campus. For information on book prices and bookstore hours please visit http://www.ssc.edu/en_US/Services/Bookstore/ on the internet.

Remember that your Telecourse instructor is the final authority on how your Telecourse operates. This handbook is meant to be a general guide to the Telecourses. Your specific class may vary from the information in this handbook

We are pleased that you have chosen to take a Telecourse. We believe that you will find this method of education flexible, interesting, and personally challenging.

Telecourse Lab Hours

The Lab is open Monday through Friday during the Spring and Fall semesters, and Monday through Thursday during the Summer. Visit http://www.ssc.edu/en_US/Distance_Learning/Telecourses/ on the internet for additional information.



**MUST
KNOW!**

SUMMER LAB HOURS*

Monday through Thursday 8:00 AM to 8:00 PM

Friday through Sunday CLOSED

FALL & SPRING LAB HOURS*

Monday through Thursday 8:00 AM to 8:30 PM

Friday 8:00 AM to 4:00 PM

Saturday and Sunday CLOSED



**Closed School Holidays*

Video & Audio Materials

For your convenience, the Telecourse materials are available for viewing on the internet, at the SSC University and College Center in Oak Forest, “The Educator” — SSC’s very own on cable television channel, and at the Telecourse Lab located in the library on SSC’s main campus.

On The Internet

http://www.ssc.edu/en_US/Distance_Learning/Telecourses/videos.asp is accessible from anywhere you might have access to the web. A high-speed internet connection is recommended for better picture quality. By accessing your materials online, you avoid any possible late fees and the hassle of coming to the lab to check out materials. This service is available 24 hours a day/seven days a week. Watch your course whenever you want with the convenience of the internet!

Open computer labs are available on the main campus (room 3241, hours posted) and at the University & College Center (Rooms 5130 and 5170, hours posted) to allow you the opportunity to view your materials online. Workstations are also available in both campus libraries.

You will need to provide your own headphones to listen to the computer’s audio. Any standard mini jack headphones will work, like the ones that you use with your mp3 player. The College Bookstore also has headsets available for purchase for approximately \$8.



**SMART
TO KNOW**

24-HOUR INTERNET VIEWING

Telecourse materials are available on the internet!:

http://www.ssc.edu/en_US/Distance_Learning/Telecourses/videos.asp

USERNAME & PASSWORD PROVIDED AT ORIENTATION



Telecourse Lab Tape Circulation

Video and audio cassettes can be checked out for home use from the SSC Telecourse Lab only. The SSC University & College Center provide materials for on-site viewing only!

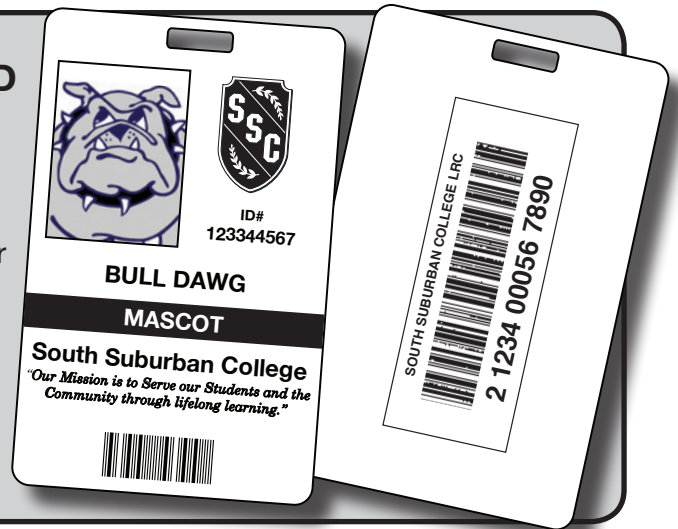


**MUST
KNOW!**

1. LIBRARY BARCODE REQUIRED

A SSC photo ID with Library Checkout Barcode on the back is required to check-out materials from the lab. This will be the only piece of identification required. A driver's license or other photo IDs will not be accepted.

Your ID is available from Student Life on the 2nd floor, across from Registration. The checkout barcode is available from the circulation desk in the Library.



- Materials are checked-out on a first come first served basis. We do not reserve materials.
- Only students enrolled in a Telecourse may check-out materials. If you check-out a tape for a class you are not enrolled in, you will be charged a \$5 fee for every day you have the tape. This includes the day it was checked out and the day it was returned.
- Only one video tape per class may be checked out at a time, or one video and one audio tape, or two audio tapes (no video). If you have more tapes than allowed, you will be charged a \$5 fee for every day you have the tape. This includes the day it was checked out and the day it was returned.
- Be sure you have time to view the tape you check out. **There are no renewals**, although you may return and check the tape out the following day.
- Please ask for the Telecourse tape you need by course name and video lesson number.
- Print your name and your student ID number clearly on all video check out and testing cards.



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8. TWO-DAY CHECK-OUT

Tapes may be checked-out for TWO DAYS and are due back by lab closing time. There is a \$5 PER DAY CHARGE on each tape kept out past the due date.

If a tape is not returned by closing time on the day due, the student will be charged a \$5 fee (including the date the day the tape is returned up to \$30 per tape) at the close of business on the due date. No checks or charges are accepted. All late fees are CASH ONLY.

**2-DAY
CHECK-OUT
\$5/DAY
LATE FEE**



9. There is **no take home check-out of materials during finals week**, although you may view tapes on-site or on the internet.
10. **Return all materials to the Telecourse Lab. Materials left in other areas of the school and received in the Telecourse Lab past their due date will be charged accordingly.** If the Telecourse Lab is closed and the Library is open, you may leave your tape with the staff behind the main counter in the Library and they will place it in our mailbox. As long as your tape is in the Telecourse mailbox **before the library closes** it is considered returned that day.
11. **Do not put tapes through the library book drop.** Students will be held financially responsible for all tapes returned in this manner that are damaged, missing or late.
12. There is a \$35 fee for lost or damaged video tapes and a \$15 fee for audio tapes.
13. A restriction is placed on a student's college file if they owe any fees or have non-returned Telecourse Lab materials. This restriction will keep a student from registering, receiving their transcript, etc. Additionally, tapes or tests cannot be taken and assignments will not be delivered to your instructor until all fees are paid.
14. The last day to check-out a tape during the Spring or Fall semester is the **Friday before finals week**. It will be due back the following Monday. The last day to check-out a tape during the summer semester is the **Thursday before finals week**. It will be due back the following Monday.

Typical Fall/Spring Semester Check-Out Schedule

Day Checked-Out:	Day Due Back:
Monday	Wednesday 8:30 PM
Tuesday	Thursday 8:30 PM
Wednesday	Friday 4:00 PM
Thursday	Monday 8:30 PM
Friday	Tuesday 8:30 PM

Typical Summer Semester Check-Out Schedule

Day Checked-Out:	Day Due Back:
Monday	Wednesday 8:00 PM
Tuesday	Thursday 8:00 PM
Wednesday	Monday 8:00 PM
Thursday	Tuesday 8:00 PM

SSC Telecourse Lab Testing Policy

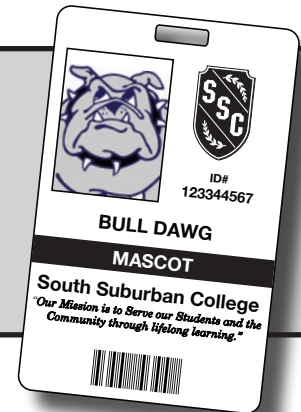
1. Cell phones, pagers, etc. must be turned off in the telecourse lab.
2. Testing is conducted on a walk-in basis. No appointment is necessary for telecourse testing.
3. **We stop handing out tests one hour before closing.** If you wait until the last minute to finish your testing, there is a possibility you will not be able to test if a seat or a test is not available before the cut-off time.



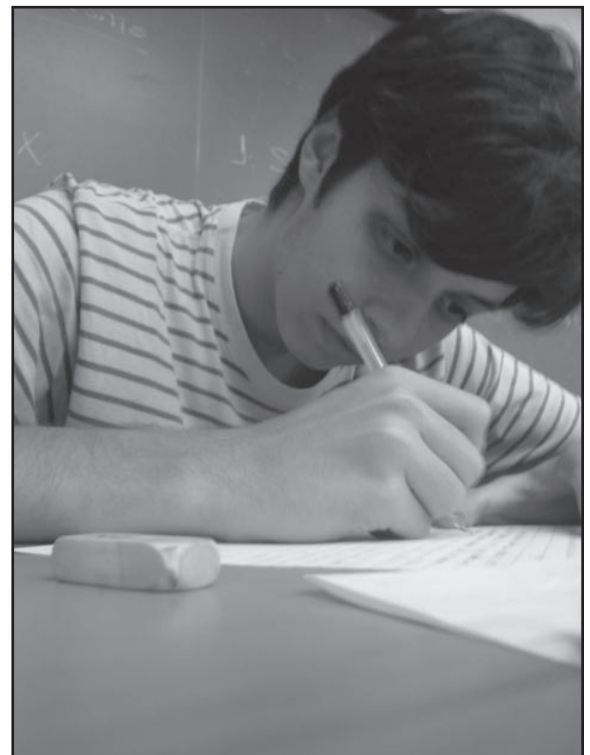
**MUST
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4. SSC PHOTO ID REQUIRED

A SSC photo ID is required for each test taken. **THERE ARE NO EXCEPTIONS.** The telecourse lab reserves the right to request a second form of photo identification.



5. You will not be given a test if you have overdue materials or owe an outstanding fee.
6. Books and notes are not allowed in the testing room.
7. Testing tables must be kept clear. Coats, books and all other items must be left outside the testing area. Purses may be hung on your chair or put on the floor next to you. The college will not be responsible for items you choose to bring with you when you test. Leave the items at home, in a locker, with a friend, etc.
8. Accounting and economics students may use scratch paper provided by the lab. It must be handed in with the test.
9. Be sure to request the correct test number corresponding to the material you have studied. **Once you have viewed a test you must take that test! You may not hand it back in and return at another time to take it.**
10. If cheating occurs, the test and cheating materials will be immediately confiscated from the student and handed in to the instructor with a written explanation of the occurrence.
11. The final decision as to class status is left with the instructor.
12. In order to be fair to all students, if you have more than one test to take and the testing area is full, you will have to go to the end of the line after each test. **Again, we stop handing out tests one hour before closing.**



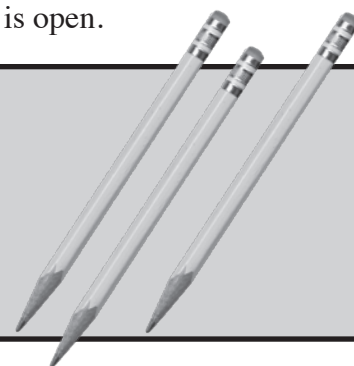
13. **Many instructors require all testing to be complete the week before regular final exams.** Check your syllabus for the last day you may test. It is not necessarily the last day the lab is open.



**MUST
KNOW!**

15. BRING A #2 PENCIL TO ALL TESTS

They are available for purchase from the bookstore and library.
They will not be provided by the lab for you.



14. Allow yourself enough time for your test. If you must erase, be sure to erase completely.

16. Do not write on the test itself — only on the Scantron. **Make sure you put your name, course abbreviation, test number, date and your Student ID Number (from your Student ID Card) on all tests.**

Grades

The content of a Telecourse is comparable to that of a traditional on-campus course, so the same grading system which applies to all SSC credit students is used for Telecourse students. Be aware, some instructors do not give incompletes. Please review your course outline/syllabus for additional information on grading.

Telecourse Completion Times



**SMART
TO KNOW**

GRADE RESULTS & QUESTIONS

Your instructor grades all tests. Test results will be posted by your instructor. **Tele-course lab attendants do not have access to grades.** Please contact your instructor with questions or concerns.

You should complete all Telecourse requirements by the end of the semester in which you are enrolled. The deadlines in your course outline/syllabus are set by your instructor. Some instructors list suggested dates, while others assess penalties for late work.

It is up to you to know and understand your course outline/syllabus. Do not rely on the Telecourse Lab staff to explain or know when your assignments are due. Please contact your instructor with any questions or concerns.

If you complete your Telecourse before the end of the semester in which you have registered, you will have to wait until the end of that semester to receive your official grade report form.

Withdrawal And Refund Policies

The policies for withdrawal and refund for Telecourses are the same as for traditional on-campus courses. Visit http://www.ssc.edu/en_US/Admissions_Registration/ on the internet for additional withdrawal information.

Change Of Address

If you have a change of address or phone number after registering for a Telecourse, please notify the Admissions and Records office, as well as your instructor, as soon as possible. This is important as your final grade and other communications will be mailed to you throughout the course.

Occasionally throughout the semester, you may receive course information through the mail. Please be sure to read any correspondence from the college and keep this handbook for future reference.

Academic Assistance Center

The AAC is designed to provide assistance to students in achieving successful course work through tutoring, which is available on a first-come, first served basis. The AAC is located on the Main Campus in room 2264. For additional information visit http://www.ssc.edu/en_US/Services/Student_Services/Academic_Assistance_Center/ on the internet.

Children

Children are not allowed in the Telecourse Lab and are not to be left alone in the library while you are in the Telecourse Department. Campus police will be called if a child is left without adult supervision anywhere on campus.

The College does offer an on-campus child care service for students with children between the ages of 2 and 12. For complete information please visit http://www.ssc.edu/en_US/Services/Student_Services/Child_Development_Center/

Child care is not available at the SSC University & College Center. Please make arrangements for the care of your child while you are viewing materials at either location.

TELECOURSE QUICK REFERENCE

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Friday through Sunday CLOSED

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Wednesday	Friday 4:00 PM
Thursday	Monday 8:30 PM
Friday	Tuesday 8:30 PM

SUMMER CHECK-OUT SCHEDULE

Day Checked-Out:	Day Due Back:
Monday	Wednesday 8:00 PM
Tuesday	Thursday 8:00 PM
Wednesday	Monday 8:00 PM
Thursday	Tuesday 8:00 PM