



## GCC Course Expectations for Online Learning Students

### Online students must:

- Be self-starters - have the maturity and motivation to work independently.
- Use time wisely, be organized, be self-directed, and be willing to use new modes of communication and learning.
- Be willing to put in the needed time, read the text carefully, and actively participate in online class activities.
- Check communication frequently, get all assignments in on time, and discuss any concerns and questions with the instructor.
- Have regular access to a computer that meets minimum requirements.
- Have basic computer skills and be able to navigate the Internet.
- Purchase, rent, or download necessary course materials as listed in the course syllabus.
- Reach out to support offices for help as needed – tutoring, library, testing center, etc.

### How an online class works:

- Confirm you have your username/password and know how to access the online course.
- Be sure to check in for the first time within 1-2 days of the start of the term.
- Establish a routine for checking for course communication and participating in course activities - students need to check in at least 3 times a week to the online class.
- Read the course syllabus and check for any special instructions from the instructor - be aware of any instructor expectations as well as any assignment/activity deadlines.
- Tour the online class to become familiar with where to find assignments and activities – click on all the links and read the content.
- Follow the assignments and associated deadlines as identified on the syllabus and/or special course instructions.
- If you have a question or concern, contact the instructor through established course communication.

**Please note:** online and hybrid courses are just as difficult - or more difficult - and might be more time-consuming than traditional courses. Online courses typically require much more reading and writing than traditional classes.

### Minimum Student Behavioral Expectations:

- Students taking an Online Learning course will log in as requested by the instructor. At a minimum, students will log into the class three times a week. Instructors may also impose additional login requirements.
- Students taking an online or hybrid course for the first time are urged to participate in the **Success Course for GCC Students**.
- Orientation reinforces the necessary computer skills, familiarity with essential online class functions, and awareness of strategies for online student success.
- To comply with Federal financial aid attendance requirements students must check into the class within the first two days of class and must engage in at least one substantial activity (e.g., sending a course communication to the instructor, participating in a discussion and/or completing a quiz) each week of the class. This minimum level of participation only satisfies the Federal regulation and does not supersede the additional requirements that may be set by the instructor of the course.
- Students in online courses are required to adhere to the [Student Code of Conduct](#), Plagiarism Policy, and [Academic Dates and Deadlines](#) stated on the [genesee.edu](http://genesee.edu) website.

### Minimum computer set-up you must have:

#### Hardware and operating system requirements:

- PC running Windows 10 or 11, MAC running OS 12 Monterey or Later
- 8GB RAM (memory), 8GB or more recommended
- 500MB of Free Disk Space
- Display set to 1024x768 or higher resolution
- Internet Connection, high speed or DSL recommended

#### Software: Recommended Applications and Viewers:

- Mozilla Firefox is the recommended Web browser.

#### Supported browsers:

- PC: Chrome, Firefox, Microsoft Edge

#### Mac: Chrome or Firefox

- Word processor compatible with Microsoft Word 2021 or Office 365
- Adobe Acrobat Reader
- VLC Player

### **Required Browser Settings:**

- Allow pop-up windows from all genesee.edu sites (\*.genesee.edu)
- Allow cookies from all genesee.edu sites
- JavaScript enabled
- Java Runtime Environment installed

### **Minimum computer skills you must have:**

- Ability to download and install files from the Internet.
- Ability to create, save, and upload documents.
- Knowledge in navigating the Internet.
- Proficient in the use of search engines for research.
- Ability to send and receive e-mails with attachments.
- File management skills: copy files from a flash drive or the Internet to a specific directory on the hard drive.
- Word processing skills such as: how to create, open, save, print, and edit files & documents.

If you need to upgrade your computer skills, please consider taking one of the excellent introductory computer courses offered at GCC (CIS102 or CIS116).

As a GCC Online Learning student, reading and fully understanding this document and abiding by all expectations will keep you on the path to success. Please contact Online Learning if you have any questions regarding the Online Learning instruction guidelines or expectations.

## **Contact Online Learning**

Available Monday through Friday 8:30 am to 4:30 pm or by appointment

Call: 585-345-6969

Chat: [bit.ly/LCDiscordOnline](https://bit.ly/LCDiscordOnline)

Email: [GCCOnline@genesee.edu](mailto:GCCOnline@genesee.edu)

Make an in-person or virtual appointment: [whos-next.com/genesee/appointments](https://whos-next.com/genesee/appointments)

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