

Welcome! My name Rosemarie Ortiz and I will be your instructor.

To participate in this Distance Education course it is necessary for you to have the required books and go through the learning material. The book(s) may be purchased at the Mohawk College Bookstore or online at <http://mohawk.bookware3000.ca>

Log on to eLearn@Mohawk to obtain detailed information about your course. The earliest that you can access your course will be **January 10th, 2011**

Your course will officially end on March 29, 2011

Contact Information: rosemarie.ortiz@elearn.mohawkcollege.ca

Please allow 2 weeks for assignments to be graded.

Please send me an email to introduce yourself. I am available by email to answer your questions and I encourage you to do so when you feel the need. I teach at Mohawk part-time and am not available every day, but I will try my best to get back to you within a reasonable time frame. I hope this course will be a valuable learning experience for you.

How to log in to eLearn@Mohawk:

1. Open your Internet browser (Internet Explorer [recommended], Mozilla Firefox, Netscape Navigator, etc)
1. Type <http://mocomo.mohawkcollege.ca> in the Address box (do not add www)
2. Enter your Username – **firstname.lastname** (You might have a number at the end of your last name. If you are not sure please check your Acknowledgement of Registration)
3. Enter your Password - also found on your Acknowledgement of Registration – it is your birthday in the following number format **ddmmyy**. (For example if your birthday is January 1, 1982 your password would be 010182)

***Note: If you used MoCoMotion before and changed the default password please use that password.**

4. Once you successfully logged in to MoCoMotion select the **Student** tab.
5. On the Student tab please click on eLearn@Mohawk icon
6. You will be automatically logged in to eLearn@Mohawk. Make sure you see the course name in your course listing on the top right hand of the screen.



Please click on the course name. Once the page loads, you will see the homepage of your course. Please take some time and explore all the links there.

Getting Help

You can use computers available in Library or MCACES to work on your assignments and/or to prepare for a test. If you require any help with the assignments or how to send your finished assignment(s), please feel free to contact me. For help with MoCoMotion contact our help desk at **905-575-2199 OR 1-866-301-8445**. For help with eLearn@Mohawk contact the eLearn Helpdesk at **905-575-2125**.

- **EXAMS**

You can book your exams online at <http://disted.mohawkcollege.ca>

Click on EXAMS in the right hand menu.

Click on the large yellow banner that reads **Click Here to Book Your Exam Online** and log in using your *Mohawk Student ID** number.

Exams are listed in alphabetical order by course name. Before you register, be mindful of the campus code, so that you are booking at the correct location.

- **PROCTORED EXAMS:**

If you live more than 100km from the examination campus, you can proctor your exam at a college or university in your area. Exams must be completed by the scheduled exam date, and charges for any proctoring services are the responsibility of the student.

Complete and send the proctor form to the Distance Education department by fax (905-575-2381) or by mail (ATTN: Distance Education, Mohawk College, 135 Fennell Ave. West PO Box 2034, Hamilton, Ontario L8N 3T2). Use a separate form for each course, and please notify your instructor(s).

Proctor Forms can be found at:
<http://disted.mohawkcollege.ca/faq.html#proctor>

- **TEXTBOOKS:**



Please visit <http://mohawk.bookware3000.ca> to search for the required texts for your course. Click on Textbook Search in the right hand menu, and then click the black Textbook Search Online button. Be sure to select **DISTED – Dist. Education Online Store** as your Campus.

- **GRADES:**

Grades are posted on MoCoMotion **4-6 weeks after the end date of your course.** If you cannot log in to MoCoMotion, please phone the Helpdesk at 905-575- 2199 or 1-866-601-8445.

If you require your grades sooner, please send your request to deexams@mohawkcollege.ca prior to writing your exam.

- **WITHDRAWAL:**

Refund requests must be received within 6 calendar days after the course start date. A \$20 administrative fee is non refundable. To withdraw without a refund later in the term, students must do so 10 days before the end date of the course. Visit <http://disted.mohawkcollege.ca> for online withdrawal instructions.

- ★ **STUDENT ID NUMBER:**

The Mohawk Student ID number is the 9 digit identification number located on your Acknowledgement of Registration. It will stay the same for any and all courses at Mohawk College, and is important when booking exams and registering for new courses.

Thank you and best of luck with your studies!