

# Spring 2011 Student Information Notes



**DISTANCE EDUCATION**

*Check our Website*

<http://disted.mohawkcollege.ca>

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Dear D.E. Student:

On behalf of Mohawk College, we would like to welcome you to your Distance Education program in the School of Continuing Education.

We know that barriers such as distance to the College, work schedules, and family schedules prevent students from coming to College for a course. You have chosen to take a course by Distance Education. We would like to assure you that the course content is no different from the content found in a traditional lecture course. Only the delivery mode is different and the advantage is that you can choose the time during the week to do your course work.

We want you to be successful in your Distance Education course or program so it is important at the outset to answer positively to the following questions:

- a) Do I have the time to study?
- b) Am I a self-starter?
- c) Do I have a quiet place to study?
- d) Can I discipline myself easily or will the TV and other household distractions draw my attention from studies?
- e) Is my family supportive?

Along with the above being true, it is very important to establish a weekly schedule that allows for a minimum of three hours to be devoted to your course. Faithfully stick to your schedule and make sure you meet the deadlines for assignments. These deadlines ensure that everything does not pile up at the end of the course when you might not be able to dedicate the large amount of time required for you to complete multiple assignments and prepare for a final exam.

This package is not designed to duplicate information available to you in the Continuing Education catalogue. However, we hope we have answered most of your questions.

We wish you well in your Distance Education endeavors. We would like to hear from you via the evaluation in your package at the end of the course. Please feel free to contact our office anytime during the course by calling 905-575-2703 or faxing 905-575-2381. If Distance Education is not for you, please notify our office immediately and refer to Page 7 for our refund policy.

Sincerely,

Distance Education Staff  
School of Continuing Education

## Contacting Distance Education Office:

### **General Office**

**Phone: 905-575-2703**

**Email: [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)**

### **Susan Fulsom, Distance Education Co-ordinator**

**Email: [susan.fulsom@mohawkcollege.ca](mailto:susan.fulsom@mohawkcollege.ca)**

**Phone: 905-575-2704**

### **Shelley Kitchen, OntarioLearn Co-ordinator**

**Email: [shelley.kitchen@mohawkcollege.ca](mailto:shelley.kitchen@mohawkcollege.ca)**

**Phone: 905-575-2706**

### **Karen Bacher, Exam Co-ordinator**

**Email: [karen.bacher@mohawkcollege.ca](mailto:karen.bacher@mohawkcollege.ca)**

**Email: [deexams@mohawkcollege.ca](mailto:deexams@mohawkcollege.ca) (for exam information only)**

**Phone: 905-575-2154**

### **Katherine Pendlebury, Information Officer**

**Email: [katherine.pendlebury@mohawkcollege.ca](mailto:katherine.pendlebury@mohawkcollege.ca)**

**Phone: 905-575-2707**

## Enrolling in a Distance Education Course

### **Before you enroll in a Distance Education course:**

Spending time preparing for your role as a learner will help you achieve success as a Distance Education student. If you are new to post-secondary education, you will want to assess your goals and your ability to meet them as well as your academic readiness for college or university courses. Even if you are an experienced post-secondary student and are new to Distance Education you will want to be sure you are aware of how it is delivered and its suitability to your learning style.

### **Are you ready for Online Learning?**

Visit the following website and respond to the questions to find out if online learning is a good match for you.

<http://www.ontariolearn.com/index.php?page=areyouready>

### **Are you ready for Post-Secondary Education?**

Your ability to handle post-secondary education is greatly enhanced if you have a realistic set of goals. Do you have a purpose for learning? Do you have experience in setting and meeting goals? Your response to the following statement will help you to identify and set educational goals for yourself.

- √ I know why I want to undertake further education
- √ Further education is part of my short and long term goals
- √ I set goals for myself regularly
- √ When I set personal goals I work to meet these goals
- √ I have the support of my family and employer

### **What Distance Education students say about goal setting:**

“I started pursuing education to raise my qualifications and make myself more employable for a career change. Because I work shift work, Distance Education is my only option.”

“I wanted to get back into formal education and prove to myself that I can handle post-secondary work. Distance Education works for me because I am able to get back into studying at my own speed in a more relaxed atmosphere at home.”

### **What you can do to clarify your goals:**

- take some time to reflect and identify your short and long term goals. Write them down and keep them posted.
- write down why you want to achieve these goals.
- talk to your family about your new role as a student and how important it is for them to support you. You may also want to discuss your educational goals with your employer.
- if you want help with identifying your goals, talking to friends or co-workers can often help you clarify; or you can call the counseling or the student services department of educational institutions and ask about their resources. Public libraries also have resource books on goal setting.
- refer to your goals regularly; you may want to assess and change them as you progress through your course.

## **Assessing Your Readiness**

Preparing yourself for the responsibilities and requirements involved in being a post-secondary student is essential for success. Your responses to the following statements will help you decide whether you want to undertake some preparatory work.

- √ I have 10 to 15 hours a week to devote to reading, interacting on the computer, working on assignments and studying for exams
- √ Successful completion of a course is a priority to me. I know what to expect and feel confident about my ability to undertake college/university education successfully
- √ I know I am prepared to learn how to write a college or university level essay including a bibliography and reference notes
- √ I know I am prepared to learn how to use the library and other resources for effective research
- √ I manage my time well
- √ I have a dedicated space where I can study without distractions
- √ I understand the importance of familiarizing myself with college or university regulations and procedures

## **What Distance Education students say about handling post-secondary education**

“For me there were two things I did before starting my course - I participated in a library exercise where we went to the library and learned how to access resources (libraries have really changed since I went to high school) and I also did an essay which was critiqued for content, punctuation and style. That really helped me get on the right track.”

“My kids were really great. They respected my study time and tried really hard not to interrupt me when I was studying.”

## **What you can do to prepare yourself for Post-Secondary Education**

- establish where and when you are going to study
- identify an available library and familiarize yourself with accessing its resources
- assess your essay writing abilities. Essay writing courses and workshops are available at most post-secondary institutions; check prior to registering for a course. Your local library will also have resource material available
- assess your skills in the following areas; self-discipline, time management, learning by reading, listening and watching, note-taking, critical thinking, writing tests and examinations, ability to identify major concepts and ability to develop concepts from examples. Many institutions offer mini-courses or sessions on these topics. If your skills are not fully developed in these areas, you may wish to inquire about such opportunities

## **Preparing for Distance Education**

Once you have clarified your goals and assessed your readiness for post-secondary education, you will want to familiarize yourself with the specifics of studying via distance education. There are three characteristics of Distance Education which distinguish it from traditional classroom learning:

- learners are separated from their instructors and other learners in space and time
- media (print, audio broadcast, computer, etc.) are used to transmit the course content and to link the learner with the instructor and, in some cases, other learners
- the course content may involve more pre-packaged materials from an educational institution than you find in classroom courses

## **How do these characteristics affect your learning?**

- you have more independence but you must take more responsibility for your own learning; you may have to initiate contact with others for more feedback, stimulations and dialogue; you have more flexibility in choosing when and where to study

## **What students say about learning at a distance**

- “Distance Education requires self-discipline, not everyone can adhere to his/her own schedule. Setting small goals and patting yourself on the back when you reach them really helps”
- “What keeps me working is setting milestones for myself, specific steps that help me to get to the end of my course. Because it is a process of self-study, if you don’t work, you don’t finish the course and you don’t pass”.
- “The first time I enrolled in a Distance Education course I wasn’t prepared for the time commitment and because I still had three young children at home I was always putting off my studying. Now I know what to expect and have set a regular schedule for myself”
- “Because of my time limitations, Distance Education is my only option, I want to make it work”.
- “It was really appreciated that the instructor wrote back comments regarding assignments. Because (my instructor) made the comments...I was apt to put more effort into the work. Two-way participation is very necessary in a learning process... “

## **Capabilities to Develop for Distance Education**

In addition to the study skills that are necessary for post-secondary learning, there are some special skills that you may need for distance learning. These include:

- extra emphasis on goal-setting, self-discipline and time management
- use of inner dialogue as a means of reflection
- ability to monitor your own progress
- willingness to ask for help when you need it
- persistence in searching for information
- basic computing and computer communications skills

## DELIVERY MODE

### On-line

These courses require the use of a computer with an Internet connection and are usually conducted as discussions or seminars in which the ideas are explored or exchanged among the students and instructor. The discussions are usually based on a course of reading assignment and/or other kinds of research. The discussion takes place by computer communication through a form of group electronic (listserv, newsgroup or conferencing system). There is usually a provision as well for individual electronic mail, and the members of the class may also have access to other online resources. For this mode of delivery you will want to investigate minimum hardware and software requirements.

### Instructor Contact

Please do not hesitate to call or email your instructor with any problems. There is no such thing as a dumb question! Your instructor is paid to assist you and will be happy to respond. A 24-48 hour response time is standard. **Remember! YOUR INSTRUCTOR WANTS TO HEAR FROM YOU.** If you are having difficulty reaching an instructor, call us at 905-575-2703.

### Course Package

A course package or letter including instructions to log on to your course will be sent to you prior to the start date. If your course requires textbooks or modules, please refer to the Textbook Ordering Information form included in your package. **AVOID DELAYS – ORDER EARLY!!!**

### Semester Dates

Continuing Education runs three terms per year: fall, winter and spring.  
Schedule for years 2012 – 2012:

Terms	Registration Begins	Term Dates
Spring	March 8, 2011	April/May – August 2011
Fall	August 9, 2011	September – December 2011
Winter	November 22, 2011	January – April, 2012

**Important** Also, watch for courses which are offered as multiple intakes within these terms!!

### Driving Directions

Driving directions to Mohawk College campuses, visit [www.mohawkcollege.ca/maps-directions.html](http://www.mohawkcollege.ca/maps-directions.html)

## Refund/Withdrawal/Transfer

Student initiated refund requests will only be accepted up to **six calendar days after the official course start date.** A \$20 College administrative fee is non-refundable. **NO REFUNDS WILL BE ISSUED BEYOND THE SIX CALENDAR DAYS PERIOD AFTER THE OFFICIAL COURSE START DATE.**

For intake courses, **refund requests must be received within 3 calendar days** after the course start date.

For your convenience, please complete the **[Student Change Form - Section C – Refund Withdrawal Request](#)** and follow the instructions.

In order to be eligible for official withdrawal status only, students must submit a withdrawal form at least 10 days prior to the course end date.

To transfer within a semester, contact the Distance Education office. **TRANSFERS ARE ONLY ALLOWED WITHIN SIX CALENDAR DAYS OF THE OFFICIAL COURSE START DATE.**

For the **[Textbook Refund Policy](#)** please refer to your receipt and/or information located on the Campus Store website.

## Textbook Order Information

Textbooks costs are not included in course fees. To receive Textbook Order Information, please visit the On-Line Campus Store at **<http://mohawk.bookware3000.ca>**

Click on **Textbooks**, choose the **term**, choose the **course** and click **Search**.

Additional contact information for the Campus Store:

- Phone: 905-575-1212 X3149
- Fax: 905-575-2096
- Email: **[askde@mohawkcollege.ca](mailto:askde@mohawkcollege.ca)**.

## Campus Store Return Policy

Seven days return policy on textbooks.  
Must have original sales receipt.  
Course manuals, CDs, DVDs and open packages are non-refundable, non-returnable.

For Campus Store hours visit:

**<http://mohawk.bookware3000.ca>**

## Assignments

Assignments should be submitted to the instructor via the platform used for your course.

## MoCoMotion

MoCoMotion is the name of Mohawk's portal. Through MoCoMotion you get access to just about everything you need on campus! Things like:

- email
- grades
- course tools
- fun events happening around campus
- weather facts
- timetables

Basically everything you need...it's the place to be! **Links:** <http://mocomo.mohawkcollege.ca>

The IT Helpdesk is available to provide assistance at:

Phone: 905-575-2199

Email: [helpdesk@mohawkcollege.ca](mailto:helpdesk@mohawkcollege.ca)

## Grades

Grades can be viewed on MoCoMotion within 4-6 weeks after the course end date. Go to <http://mocomo.mohawkcollege.ca> Log on, and in the **Main Menu**, click **View Your Grades**.

## Grading and Transcript Policy

Effective Fall 2009, a minimum passing grade of 50% applies for all graded courses offered at the College. A 60% weighted GPA is required for graduation. Exceptions to promotion and grading may exist in some program areas to meet external accreditation requirements. Details about the grading system and exceptions can be found at [www.mohawkcollege.ca](http://www.mohawkcollege.ca) - Mohawk Students-Academic Records and Registration-Grading and Evaluation System

## Academic Honesty

It is the mandate of Mohawk College to provide educational programs for the effective development of the human resources within the community.

In order to provide this effective education and to promote integrity in the approach to work and life, certain conditions must prevail. Faculty should strive for the highest quality and relevancy in the content of their courses and in the conduct of their classes. All persons involved in the college community should foster an appreciation of the inherent value of learning environment, be, and be seen to be, free from academic deception. It is stressed that achievement based upon fraudulent behaviour will ultimately hurt the perpetrator and seriously damage the reputation of this institution.

It is to the benefit of all students that the College maintains the highest possible standard of academic behaviour. In order to provide an atmosphere which promotes mature and honest behaviour in the college community, guidelines and procedures have been established.

### **Definition of Academic Dishonesty**

Academically dishonest practices include plagiarism, falsification of data, cheating or the uttering of false statements by a student in order to obtain unjustified concessions. Plagiarism means presenting work done (in whole or in part) by someone else as if were one's own.

### **Appeal Procedure**

There are two levels of the appeal process.

Level 1 - Department

Level 2 - College

Please refer to the Academic Honesty/Discipline Policy found online at:

<http://www.mohawkcollege.ca/StudentServices/RecordsRegistration.html>

### **Exemptions**

Exemptions from a Mohawk College course will be granted by the Associate Dean if a student can show successful completion of work of at least the same level and scope as defined by the course's module objectives. Normally, these will be courses from another postsecondary institution but may also apply to some courses taken at Mohawk. Exemptions are not required for Mohawk course equivalencies. (For further information, students should contact the Registration Centre or their program coordinator.)

### **Applications for Course Exemption Process:**

There is no longer a paper version of the exemption process; all exemption requests are submitted electronically. Follow these steps to request an exemption:

- Log into MoCoMotion
- on the Welcome tab, click on **Self Service**
- click on **Student Information**
- click on **Exemption Menu**
- click on **Exemption Request**

If you are having difficulty:

- visit the Registration Centre, Fennell Campus - Room C066 or
- visit the Student Services office at your campus or
- call (905) 575 2000 or 1-866-410-4795 Monday-Friday 8:30 a.m. to 4:30 p.m. or
- contact us by [e-mail](#).
- For more information, visit

<http://www.mohawkcollege.ca/StudentServices/RecordsRegistration/exemptions.html>

## Examinations

# Important

If you live within a **100 km** radius of the College (see Demographics Map on Page 14 for defined area), you are required to write your course exam on the date advertised in the catalogue and/or in your package at the Campus specified. Not writing on this date will result in a failing grade.

In the case of illness, please call the office prior to the scheduled exam date and be advised that a doctor's note will be required.

For Exam Schedule, please visit: <http://disted.mohawkcollege.ca> and click on **Exam** icon.

**NOTE:** All computer course exams **MUST BE WRITTEN** at the Fennell Campus due to software requirements!

## Examinations at a Distance – Proctor Process

If you live more than **100 km** from the examination Campus (see Demographics Map on Page 12 for defined area) and are unable to travel to that location, you can have your exam proctored. **FOLLOW THE GUIDELINES LISTED BELOW. COMPLETE AND SEND THE [PROCTOR FORM TO THE DISTANCE EDUCATION OFFICE WITHIN ONE MONTH OF THE COURSE START DATE. PLEASE NOTIFY YOUR INSTRUCTOR AS WELL. USE A SEPARATE FORM FOR EACH EXAM!](#)**

1. Students writing examinations with a proctor must complete the exam **by the scheduled examination date**.
2. Only Community College/University Testing Centres may be used for proctoring exams. Test materials are sent directly to the Testing Centre with a letter of instruction. For a list of testing centres in Ontario that have been approved by Mohawk College, visit the following websites:

<http://www.tcu.gov.on.ca/eng/postsecondary/schoolsprogram>  
<http://elearnnetwork.ca>

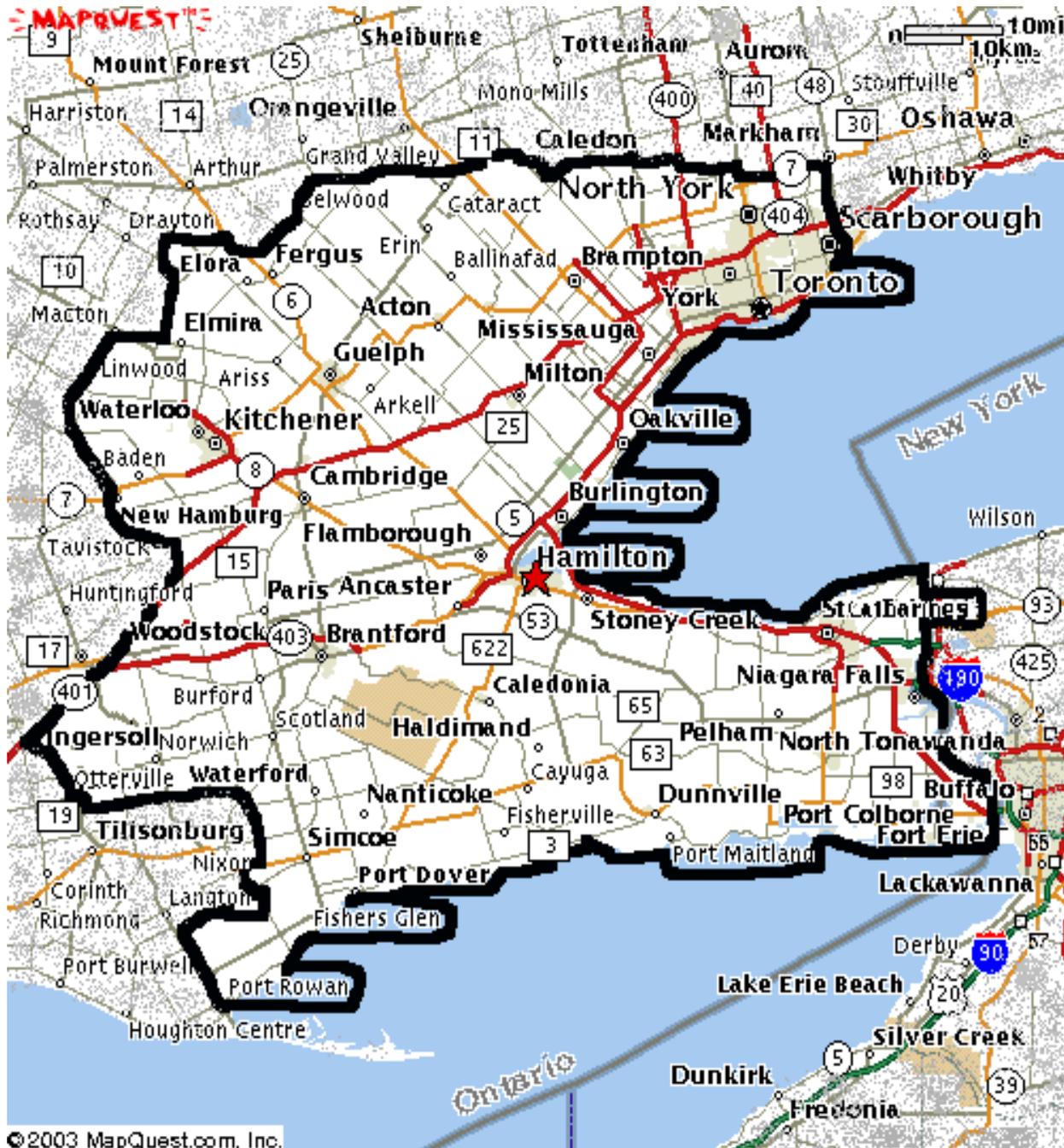
As this listing may not be complete, please contact the Distance Education office for confirmation of acceptability.

3. It is the student's responsibility to notify the Distance Education Department **within one month of the course start date** with details regarding your proctor. Failure to do this will result in grades being delayed. Please fill out the [proctor form](#) and fax or send to the Distance Education Office. Mohawk College reserves the right to reject proposed proctors.
4. Charges for this proctoring service are the responsibility of the student.

**Important**

**STUDENTS MUST PROVIDE PHOTO I.D. AT TIME OF WRITING AN EXAM - IN A CAMPUS SETTING OR WHEN USING PROCTOR PROCESS!**

## Demographics Map



### NOTE:

Students living within the defined area (indicated by the heavy outline) are required to attend all exams scheduled at the campus location advertised.

As a Continuing Education Student, you are automatically a member of MCACES which entitles you to use services and programs provided by the Association.

Visit us online! Check out our website featuring great information on all of our services and college information:  
[www.mcaces.ca](http://www.mcaces.ca).

### **Services you can access remotely:**

- Academic Advisement and Counselling
- Peer Tutoring
- Credit and Legal Counselling
- Employment Advisement including résumé and cover letter critiquing
- Online access to PlacePro Job Posting Database
- Course and college information
- Study skills and strategies for success

### **Services you can access at your nearest Campus:**

- Academic Advisement and Counselling
- Used Book Sale
- Employment advisement workshops
- Free access to computers
- Orientation weeks and special events
- Fax service and laser printing
- Student clubs
- Group home and auto insurance
- Consignment tickets

### **Join the MCACES Board of Directors**

MCACES is the Association of Continuing Education Students and is governed by an elected Board of Directors.

MCACES represents the Student Activity Fee (SAF) collected at the time of registration, providing effective programs and services for students while promoting communication among students and the College.

For more information, visit our website to fill out a form online.

### **MCACES Resource Centre**

Fennell Campus, Room F114-F116  
905-575-2176

### **Visit us online**

[www.mcaces.ca](http://www.mcaces.ca)

### **Email Us**

[mcaces@mohawkcollege.ca](mailto:mcaces@mohawkcollege.ca)

### **Keep in touch**

Visit our website and click the “Live Chat” icon, to connect with our staff.

Facebook - [www.facebook.com](http://www.facebook.com)

Twitter - [www.twitter.com](http://www.twitter.com)

LinkedIn - [www.linkedin.com](http://www.linkedin.com)

Search: MCACES

## Accessible Learning Services

### Student Development

For more information on Accessible Learning Services- Student Development please visit:  
<http://www.mohawkcollege.ca/StudentServices/AccessibleLearningServices.html>

### Accessible Parking

Individuals who require accessible parking and have a Ministry of Transportation Drivers and Vehicle License may contact the Mohawk College Parking Office to purchase a Mohawk College Drivers Parking Permit. Those who do not have a Ministry of Transportation Drivers and Vehicle License are required to contact Disability Services at 905-575-2211 and purchase a Mohawk College Parking Permit. Staff members who require the use of an accessible parking space may contact the Parking Office and HR/Staff Services as required.

### Contact:

- Fennell Campus 905-575-2211 or room C117
- Institute of Applied Health Sciences (IAHS) 905-540-4247, ext. 26751 or room 303
- Brantford Campus 519-758-6014 or room A102
- STARRT: Room A111 905-575-2507
- Email: [disability@mohawkcollege.ca](mailto:disability@mohawkcollege.ca)

## Library

This is the Library @ Mohawk's website. Please use it for all of your library needs. If you need help, check the "Ask Us" and "How Tos" tabs, you'll find ways to contact library staff, guides and tutorials that will get you to most of the things you need.

<http://brain.mohawkcollege.ca/BRAIN.html>



## Counselling

Registered Continuing Education students and confirmed applicants may access counseling services. For career or program counseling, please call 905-575-2211 or 519-759-7200 X2211.

Prospective Continuing Education students now have access to counseling services. Please call 905-575-2176 or 519-759-7200 X2176 for more information.

## Math Learning Centre

Mohawk College has a Math Learning Centre located in J Wing (**J137**) at the Fennell Campus. This Centre maintains day and evening hours and is a place where Mathematics students can study independently or receive assistance from one of the staff members. If you are registered in a Mathematics Distance Education course and wish to access this service in addition to the telephone contact with your instructor, you are welcome to do so. For current Math Learning Centre hours, please call 905-575-2357 or 519-759-7200 X2357.

For information: <http://www.mohawkcollege.ca/Discover/Help/mathLearningCentre.html>