

Lansing Community College

Instructions for Students Enrolled in Online and Lecture/Internet Courses

Welcome to LCC for Spring Semester 2009! Following you will find important basic information and directions for logging into your online or lecture/Internet course site for this semester.

Basic Information

Computer Access: You must have access, on a regular basis, to a computer. You can use the computers in the computer lab on the first floor of the TLC Building or at the West Campus Building if you do not have your own computer. Please refer to <http://www.lcc.edu/online/technical.htm> for minimum hardware requirements for your own computer.

Deadlines: You must abide by deadlines and due dates for assignments, quizzes and tests.

Dropping Students: Instructors reserve the right to drop any online or lecture/Internet student for lack of participation in the course. However, do not assume that you will be dropped for non-participation; it is each student's responsibility to drop all courses.

Logging into Angel and Checking Course Mail: Students should check course mail within their Angel Course Site for a particular class. For example, if you were taking a math class online you would go to that course in Angel to check your messages from your math instructor. It is very important that you check for messages from your instructor the first week of your class.

To login to Angel and to check your mail messages:

1. Go to the **LCC home page** at www.lcc.edu and **log into Star Port**
2. Click the **link for Angel** in the eToolbox (Angel opens in a new window) and enter your TUID/password
3. Select a **course title** from the Courses area to access your course
4. From within a course site, select the **In Touch Tab** (this tab may also be called Communication)
5. Select **Read Course Mail** from the Course Mail area
6. Select the **title of a message** to read a mail message
7. To exit a course and go to your Home area, select the **House Icon** found in the top left side of the screen

Online courses are not self-paced: You need to participate in these classes just as you would a face-to-face course. Plan to spend as much time, if not more, doing the work for this class as you do for a face-to-face course, which as a rule of thumb is three hours per week for every course credit.

Technical Help: If you have any technical problems with Star Port or accessing Angel contact the LCC Help Desk at 517-483-5221(toll free 1-800-644-4522) or lcc1@lcc.edu.

Word Processing Program: You must also have some type of word processing program on you computer. Notepad is typically **not** adequate.

Testing/Assessment Center

If you live outside the Greater Lansing Area (60 miles from downtown Lansing) then you may be required to obtain a proctor if your instructor requires that you take your exams in a secure testing environment. If you do not live 60 miles from the main campus Assessment Center, and are required to test in a secure testing environment, you will be required to test at the main campus Assessment Center.

Outside proctoring fees may apply. For information on how to set up a proctor and deadline information, please go www.lcc.edu/assessment or contact the LCC Online Testing Support Office at 517-267-5503, or by email at lcc_online_testing@lcc.edu.