

Online Student & Advisor Checklist

Iowa
Community
College
Online
Consortium



For more information
go to
www.iowaconline.org

or contact Tracy Sleep,
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Concierge,
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8-Week Accelerated Session
(This is an accelerated session—one course will take approximately 20 hrs per week).

Registration

- Previous online course success
- Course load review (*recommend 1 to 2 courses per 8-week session and no courses in 16-week session*)
- Review assessment scores
- Review program requirements
- Registration process; verify system has the correct email address and phone number for student

(All changes to schedules go through the student's home college)

16-Week Session
(This is the traditional semester—one course will take approximately 10 hrs per week).

Registration

- Previous online course success
- Course load review (*recommend no more than 3 to 4 courses per session and no courses in 8-week session*)
- Review assessment scores
- Review program requirements
- Registration process; verify system has the correct email address and phone number for student

(All changes to schedules go through the student's home college)

Student Checklist for both 16-Week and 8-Week Sessions

User ID and Password

- A confirmation email with student's user ID and password to the eCollege system is sent within 24 hours of registering for an online course. If no email is received, contact the Help Desk at helpdesk@iowaconline.com or 800-970-8228.

Financial Aid

- Financial aid can be used with online courses. Visit the Financial Aid office at your college for more information or www.iowaconline.org/financial-aid-faqs.

Textbooks

- Textbooks must be purchased **PRIOR** to term start date. For information, visit www.iowaconline.org/textbook-information where textbook information for shared online courses is posted. Contact your Bookstore if you have questions. (*Note: Textbook information for restricted online courses is not listed on the ICCOC Bookstore website.*)

Tuition Payment (www.iowaconline.org/paying-for-online-classes)

- Tuition must be paid prior to the start of the term. If tuition is not paid, the college will place a block on your online course until the bill has been paid. Please note that instructors do not accept this as an excuse for missed assignments, quizzes or exams.

Review of Important Semester Dates (www.iowaconline.org/calendar)

- Start and end dates of terms
- Refund dates for dropped courses
- Withdrawal deadline (Last date to drop a course)

Prior to Semester Start Checklist

(www.iowaconline.org/is-online-learning-for-you)

- ICCOC Online Orientation
- eCollege SOT - Student Orientation Tutorial or .NExT Student Orientation Tutorial
- Strategies for Student Online Success

(The second and third resources are located under "Special Courses" when you log into eCollege. Students have immediate access to these at www.iowaconline.com.)

- Ensure your computer meets the technical requirements (www.iowaconline.com/index.learn?action=Technical)
- Verify the email address that is being used by your college and the email address that has been sent to the eCollege System (*Go to "My Profile" located at the top-right corner of the page when you log in at www.iowaconline.com.*) Understand how to use your college email account

Access your online courses by logging in at www.iowaconline.com