

# **Interested in Brookdale Community College's Online Courses?**

## **The Basics ...**

Online courses are offered over the Internet and can be accessed, via your assigned password, at any time, day or night. Instructor contact will take place through the ANGEL learning management system, and/or e-mail.

Testing locations will be assigned, and, because of the need for a password, the textbook packet indicated must be purchased. Many online courses require an initial orientation meeting, and some require proctored testing.

Most online courses utilize the ANGEL Learning Management System.

In addition to online courses, Brookdale offers face-to-face (traditional) courses. Many of these courses also leverage online materials. Students are encouraged to register for either type of course. Many students enjoy taking a combination of these course types depending on the course subject and their own schedules.

# Common Questions about Online Courses

## How do I know if online courses are right for me?

Successful distance learners should have good time management, reading and writing skills. Students are able to interact with the course material, professor and colleagues with flexibility and convenience.

At a minimum, students should be comfortable using a computer, accessing the Internet using a web browser, sending and receiving emails, working with computer files and using a word processing application.

Take a **quick survey** to see if online courses are for you! The survey can be accessed at:  
<http://ux.brookdalecc.edu/fac/tlc/self-eval/>

## Do I need a textbook?

**Yes.** Online courses typically use the same textbook as the face-to-face sections.

However you should always check with the campus Bookstore before purchasing your textbook. Some courses use special versions of textbooks that include needed CD's or access codes.

An access code is mandatory for some classes. They are typically provided on a card within a new textbook. They are unique to each book so you should check with instructor to see if an access code is needed. If an access code is required, then you should only purchase a new textbook.

## What is ANGEL?

**ANGEL** is the Learning Management System Brookdale uses for most of its online, hybrid and web-enhanced courses.

ANGEL is a repository for course material and communication.

Through ANGEL you will access your course materials, interact with your instructors and fellow students. ANGEL includes an email service and discussion forums to facilitate easy communication.

Many online courses also use ANGEL to deliver and accept your homework, quizzes and exams.

## **What type of computer system do I need?**

### **ANGEL Computer Requirements**

Please make sure your computer meets the following minimum requirements for ANGEL:

**HARDWARE:** Mac Power PC, G3, G4, computer with a 486/66 MHz processor or higher, Pentium recommended.

**OPERATING SYSTEM:** OS 10 or higher, Windows ME, Windows 2000, Windows XP, Windows Vista

**RAM:** 32 MB, 64 MB

**INTERNET CONNECTION:** 28.8 kb or higher

### **BROWSERS Supported:**

With PCs running Windows OS: Internet Explorer, Firefox and Mozilla

With Macs running OS X: Firefox 2.0 or higher

## **Are online courses self-paced?**

**No.** Our online courses run in the same term schedule as our face-to-face sections.

While you typically do not have specific dates and times to be online, instructors do usually set a range of dates and times when you must complete assignments.

It is critical that you as a student manage your time so that you do not miss any course deadlines and risk falling behind the rest of the class.

Sometimes your instructor might schedule online office hours or chat sessions that are held at specific dates and times. These sessions are held so that students know they can reach their instructor directly on a given day and time.

## Can I do all my work online?

**Sometimes, but not always.** Some courses and instructors have all your course material and assignments within ANGEL. There are however some cases where you will be expected to visit a certain location at a prescheduled time or range of dates.

Some courses use ANGEL online quizzes and tests which can be taken from any computer with Internet access. Often these types of assignments have time limits that you must adhere to. Drop-boxes allow you to submit homework to your instructor from within ANGEL.

There are cases where instructors require proctored testing. This may mean that you need to come to the Brookdale campus and take an exam in the Testing Center or at the Teaching and Learning Center's office.

If you are not able to take an exam at Brookdale you may have someone submit a Proctor Request form so that they can be approved to give a test to you and then return it to Brookdale for grading. The Proctor Request form is located on the Distance Education website on the Resources page.

Lastly, many instructors hold face-to-face orientations for online courses so that they can meet the students and explain how the course will be run. These orientations are posted on the Distance Education web site at the beginning of each term.

## Will my online course credits transfer to another school?

**It depends.** It is important that your school approve the course since they are the ones who must agree to accept it.

Usually you can provide a course description to your school and they will indicate whether they will accept the course for transfer credit or not .

In terms of credit and course material, Brookdale's online courses are equivalent to the face-to-face sections. Also Brookdale does not indicate on your transcript when a course was taken online versus taken face-to-face.

## How do I register for an online course?

Students register for online courses in the **same manner** as they would for Brookdale's face-to-face classes.

You may also use the registration form found in the back of the Distance Education brochure.

Students should check with their **Student Development Specialist** for specific registration instructions since this may vary from individual to individual.

## **How and when do I get access to my course?**

By default, students are enrolled in their ANGEL courses on the first day of the academic term. If you do not already have an ANGEL account it will be created at that time.

Students who already have ANGEL accounts may be able log into ANGEL before the term begins but will not see their new courses until the first day of the term

Please note, there are some cases where instructors may request that their students be enrolled into the ANGEL courses before or after the first day of the term.

## **Can I take an online course if I am out of state or the country?**

**Yes.** However, you should contact the professor before registering for the class. This is important since the course may require any of the following:

- Mandatory Face-toFace Orientation
- Proctored Exams
- Course Related Trips

Only your professor can let you know if there might be an issue for your specific case.

If proctored testing is required. the Teaching and Learning Center can approve an individual close to your location. You can find out more about this by visiting the Resources page of the Distance Education web site.

Also be aware that time deadlines for course work are based on the U.S. Eastern time zone.

# What if I have problems with my course?

## Problems or Questions about the Course Itself?

If you have questions about the course and the course material, or what is expected of you, contact your instructor directly using ANGEL's course mail.

You may also find contact information for you instructor by using **Brookdale's Employee directory**.

Please note that **only your instructor** can allow you to make-up a quiz or test, or extend a course deadline.

## Problems with Logging into ANGEL?

If you cannot log into ANGEL because of password or disabled account problems contact the **24/7 Helpline at (877) 725-4357**.