

For Spring 2010 Courses



NOTE: Your course is available the first day of classes, Monday, January 11. If you do not find your course, please call the Service Request

REMEMBER: You need to log in within the first 3 days of classes **(By end of day on Wed., January 13.)**

Dear Online Student:

Welcome to Hawkeye Community College Online Learning. The Online Course in which you have enrolled is one of several that Hawkeye is offering this term, providing flexibility and convenience to you.

You will need to follow specific procedures to get into your course. Please see the next page for instructions (Steps 1 – 6) on how to access your online course. PLEASE READ COMPLETELY!

Your Hawkeye instructor will be your guide and facilitator for the online course. You should contact your instructor any time you have questions about the course, assignments, exams, or would like clarification of any information in your textbook. Call (319) 296-2320 or toll free 1-800-670-4769. The instructor is here to assist and guide you to successful completion of the course.

By now you may have already ordered your **textbooks**, if not, please contact the Hawkeye Bookstore, or call 1-800-670-4769, extension 1403. MasterCard, Visa, and Discover are accepted, and the books can be sent to you through the mail.

In many ways the online course will be **like a traditional class** in that you will have a text, topic information will be presented on the Web, group discussions will be held, and you will have assignments to complete for the instructor. In addition you will have exams, and you will receive a grade and credit for successfully completing the course. In some ways an online course is harder than a face-to-face course, and requires one to be an independent and self-motivated learner. Online courses are not self-paced courses; check the syllabus for when assignments and information is due.

The online course will be **different from a traditional class** in that you can participate in the convenience of your own home or at any site where you have access to the Internet, and at any time of day that you choose. You can also receive help from your Hawkeye instructor on a one-to-one basis through the course, e-mail or phone.

Most of these online courses carry three or four semester hours of credit that may be applied to your program of study or degree at Hawkeye. These credits may also be transferred to other colleges and universities if you choose to pursue a higher degree.

Whatever your future plans, we are very glad you chose to enroll at Hawkeye Community College in this online course. We wish you the best of luck. Please feel free to call me at 319/296-4022 or (1-800-670-4769, ext. 4022) any time you have questions or would like to recommend a future online course.

Sincerely,

For Spring 2010 Courses

Dawn L. Fratzke, Distance Learning Coordinator,

Region VII ION Scheduler & RTC Coordinator

Distance Learning Department



It is very important that you follow these steps to begin your course!

Your course(s) begin January 11, 2010.

DIRECTIONS FOR ONLINE COURSE STUDENTS

NOTE: Your course will be available when the course term starts: January 11, 2010

Make sure that you purchase your text book, since some of these courses may require an access code (provided with your text) in order to get into the course. If this is the case, your instructor will provide information about using this access code.

1. All information will be sent to you via your Hawkeye e-mail account before classes begin (all Hawkeye Community College students enrolled in HCC courses receive a Hawkeye e-mail account). You can find your e-mail address by going to our website, www.hawkeyecollege.edu and click on Student E-mail in the upper right corner.
2. To access your course(s) go to (and bookmark) the Angel Learning Management System at <http://angel.hawkeyecollege.edu>. If you need additional help with your ANGEL account call the Academic Support Center at 319-296-4029, the Service Request Line at 319-296-4415, or go to <http://www.hawkeyecollege.edu/currentstudents/logins.aspx> for assistance.
3. Your ANGEL user name is identical to your e-mail (in most cases this will be your firstname.lastname).
4. Your initial password is your six digit birth date (i.e. if your birthday is January 17, 1962 it is 011762).
If you're a returning student of ANGEL, your password has not changed.

Please keep your password in a safe location as the college cannot reset your password. If you forget your password click on "forgot password" under the log in area in ANGEL.
5. Once you're logged in you will see your name on the upper right corner, and the listing of course(s) in the Courses Nugget on the left-hand side. (NOTE: The listing will not show your courses until the start date of when the term begins.)
6. Once logged in, you can immediately access your syllabus from the RESOURCE tab. Please read

For Spring 2010 Courses

thoroughly to know how to contact your instructor, to see if an initial e-mail from you is required, and

what assignments are expected from you by your instructor and the completion dates expected.

7. Student Tutorial: Once you're logged in, a student tutorial is available by clicking on the Question (?)

Button on the left hand-navigational panel.

8. For Technical Support, call the Service Request line at 319-296-4415 or e-mail angel@hawkeyecollege.edu.

NOTE: All Hawkeye Community College students enrolled in HCC web courses receive a Hawkeye e-mail account. All correspondence from now on will be via your e-mail account.

Thank you for enrolling at Hawkeye Community College!
The Distance Learning Department - 319/296-4022