

Distance Learning Courses

Distance learning offers you the opportunity to earn college credits through self-paced learning that offers maximum flexibility. Some distance learning classes require no on-site activities; others do have required on-site attendance. Please be aware that the college does not provide hardware or software for home use. Check with your instructor to determine specific equipment needs. You should check the information provided in the orientation sections of the distance learning pages for full details.

You must provide the college with a valid email account to participate in distance learning classes.

Students enrolling in Fast Track/Term 4 distance learning courses may register in person at any campus location, by fax, or by mail (when enrolling in distance learning courses only) by the deadlines listed below. All fees are applicable to distance learning classes except the Student Center Fee. After registering, students enrolled in distance learning courses usually attend an orientation session where they will receive information regarding course requirements, examination schedules, instructor conferences, and review sessions. The dates and locations of orientation sessions are listed by each course. If a student registers after the orientation session, he or she must contact the instructor immediately. Email addresses are provided in the orientation

section. If a message to the email address shown is returned to you, click directory on the college's home page for email addresses.

Those registered students who choose to withdraw from class must follow withdrawal procedures if they do not wish to receive a failing grade (see page 18 of the spring 2009 credit schedule). For information about any of the procedures listed above, call ext. 3248. All add, withdrawal, and refund deadlines apply to distance learning students, regardless of where the student resides.

The enrollment size of each online class is limited to the same size as an on-campus class. This ensures that the quality of the teacher-student interaction is maintained.

Register early!

Many classes are filled well in advance of the registration deadline.

Live out of the area and need to take a test?

Whether it's the START placement test or a test for your distance learning class, the Testing Center can help you.

Access the online proctor request form at www.hancockcollege.edu (click Student Services then Testing Center) or email salldredge@hancockcollege.edu for details.

Distance Learning Registration (for Spring 2009 Fast Track / Term 4 classes)

If you are enrolling in Distance Learning courses only, you have three additional options to register:

1. In person
2. by Fax
3. by Mail

Please refer to the dates and information below.

1. In-person Registration

Now through March 25, 2009

2. & 3. Fax and Mail Registration

Your complete registration packet needs to be received by March 25, 2009, by 6 p.m. or it will be returned to you unprocessed.

To register by fax or mail for Fast Track/Term 4 Distance Learning courses, follow the instructions below:

- Apply online for admission
- Complete the credit registration form and the fees worksheet
- Calculate and submit the correct payment
- If your class is full, obtain an email from the instructor granting permission to add the course and submit it with your packet
- **Fax your registration packet to (805) 925-2093** during regular business hours (M-Th, 8 a.m.-6 p.m. PST; F 8 a.m.-4 p.m. PST)
To confirm receipt of your fax registration and view your class schedule, log onto www.hancockcollege.edu and click on WebReg in the left column. Fax registrations are processed within four hours of receipt, during regular business hours.

OR

- **Mail your registration packet to:**
Allan Hancock College, Admissions & Records office, Distance Learning Registration, 800 South College Drive, Santa Maria CA 93454-6399
When registering by mail, include a self-addressed, stamped envelope (to receive confirmation of enrollment)
- Once you are enrolled, contact your instructor by email to obtain information regarding the course and blackboard access.

Not sure if online classes are right for you?

To check to see if taking a class online is right for you, go to

<http://www.hancockcollege.edu/DistanceLearners>

You are well on your way to success in distance education if you are self-motivated, communicate effectively through reading and writing, can type, have access to a computer and the Internet. **You must provide the college with a current and valid email account address at the time of registration in order to participate in distance learning classes.**

Students often wonder if they have the computer skills to take a distance learning class. Recommended computer skills include, but are not limited to, the ability to:

- Use a browser (Internet Explorer, Netscape)
- Use word processing software (Microsoft Word, Works, or Word Perfect)
- Use email, including sending and receiving email attachments
- Perform basic file management including saving and moving files
- Find info on the Internet
- Complete online forms
- Download and use plug-ins

As always, contact your instructor directly if you have questions. Instructor email addresses are listed in the 'orientations' section of the distance learning class list.

Your Personal Security as a Distance Learning Student

Allan Hancock College does not restrict enrollment in distance learning classes any more than it does in on-site classes. The law requires that we admit all qualified students. We encourage you to exercise the same kind of caution in a distance learning class as you would if you were taking an on-site class. Do not share personal information about yourself; do not give a relative stranger or new acquaintance your home phone number or address. Additional advice about maintaining your personal security while enrolled in a distance learning class will be provided during your class orientation.

Need a textbook for your distance learning class?

Go to "Bookstore" on the AHC home page to check book requirements for your class. New and used textbooks are available online from the AHC Bookstore. **Questions?** Call the bookstore at (805) 922-2391 or email bookstore@hancockcollege.edu

Online Student Services

Click in the "Online Student Services" box on the **Blackboard** login page for information on the following services:

- Academic Counseling
- Admissions & Registration
- Apply for Financial Aid
- Class Schedules/Catalog
- Distance Learning Information
- Job Placement
- Library Resources
- myHancock Portal
- New Student Orientation
- Purchase Books
- START Assessment
- Test proctoring for out-of-area distance learning students
- Tutorial Services

Blackboard

"Blackboard" is the mechanism used by most instructors for instructional activities. Students must have direct, personal access to the Internet and an email account. The expectation is that the students use the computer themselves and do not work through an intermediary, except in the case of students with physical disabilities. Computers are available at both the Santa Maria campus and Lompoc Valley Center on a first-come, first-served basis. To access class pages via Blackboard, students may point their browsers to <http://blackboard.hancockcollege.edu> or go to the AHC homepage at <http://www.hancockcollege.edu> and click on **Blackboard**. Instructors will provide more information concerning access to Blackboard, such as login name and password, at orientations.



Recommended minimums for equipment and browsers:

To see the current recommended minimum equipment and browser requirements for the online distance learning classes, visit the Allan Hancock College Web site at www.hancockcollege.edu and click **Blackboard**, then user login, then "Minimum System Requirements".

TEACH Act Notification

Allan Hancock College complies with federal copyright law. Be aware that some materials used in distance learning courses by college faculty are subject to provisions of copyright law. You are not permitted to download and retain or redistribute these materials. For additional information, please contact your instructor.

Distance Learning Classes *Internet • Hybrid • Video/OnlineVideo/DVD*

Internet Classes

These classes are offered on the Internet. Students enrolling in these classes will need direct, personal Internet access and an email account. Some courses have on-site attendance requirements. Check the orientation section below for full details. The Santa Maria campus Academic Resource Center (bldg. L South, room 101) and Lompoc Valley Center Learning Resources Center (library) each provide student access to the Internet on a first-come, first-served basis. Students who are using a home computer to complete an online class must have access to the required software for the class. The college does not provide the software for home use. The student is also responsible for ensuring that the home computer is able to run the required software.

Tkt #	Course #	Title (# of UNITS)	Instructor
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6520	ANTHRO 101	Intro to Physical Anthropology (3)	B. Stokes
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6521	ANTHRO 102	Intro to Cultural Anthropology (3)	B. Stokes
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Orientation/Examinations: Class runs 3/23 to 5/20. Orientation information will be emailed to students. Students may contact the instructor at bstokes@hancockcollege.edu. All quizzes and exams are online; no on-site attendance is required.

6542	BUS 102	Marketing (3)	R. Bryant
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Orientation/Examinations: Class runs 3/23 to 5/20. Orientation is Friday, 3/27, 7-7:30pm, at the Santa Maria campus in room M-130. Students may contact the instructor at rbryant@hancockcollege.edu. All exams are on site and attendance is required. Students must present a valid photo-ID at the exams.

6551	BUS 107	Human Relations in Business (3)	M. Harrison
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Orientation/Examinations: Class runs 3/23 to 5/20. Orientation is Friday, 3/27, 7-7:30pm, at the Santa Maria campus in room M-130. Students may contact the instructor at mharrison@hancockcollege.edu. All exams are online; no on-site attendance is required.

6544	BUS 121	Business Economics (3)	H. Elliott
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Orientation/Examinations: Class runs 3/23 to 5/20. Orientation information will be emailed to students. Students may contact the instructor at helliott@hancockcollege.edu. Quizzes are available online; however, the final exam is on site and attendance is required. Students must present a valid photo-ID at the exam.

6546	BUS 141	Global Economics (3)	H. Elliott
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Orientation/Examinations: Class runs 3/23 to 5/20. Orientation information will be emailed to students. Students may contact the instructor at helliott@hancockcollege.edu. All exams are online; no on-site attendance is required.

6627	ECON 101	Principles of Macro Economics (3)	H. Elliott
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Orientation/Examinations: Class runs 3/23 to 5/20. Orientation information will be emailed to students. Students may contact the instructor at helliott@hancockcollege.edu. Quizzes are available online; however, the final exam is on site and attendance is required. Students must present a valid photo-ID at the exam.

6629	ECON 121	Business Economics (3)	H. Elliott
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Orientation/Examinations: Class runs 3/23 to 5/20. Orientation information will be emailed to students. Students may contact the instructor at helliott@hancockcollege.edu. Quizzes are available online; however, the final exam is on site and attendance is required. Students must present a valid photo-ID at the exam.

6630	ECON 141	Global Economics (3)	H. Elliott
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Orientation/Examinations: Class runs 3/23 to 5/20. Orientation information will be emailed to students. Students may contact the instructor at helliott@hancockcollege.edu. All exams are online; no on-site attendance is required.

6641	EL 113	Fundamentals of AC Circuit Analysis (1.5)	R. Allredge
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6644	EL 114	Fundamentals of AC Circuit Analysis Lab (1)	K. Keinert
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Orientation/Examinations: Class runs 3/23 to 5/20. Orientation is Monday, 3/23, 6:30-8:30pm, at the Santa Maria campus in room M-334. Students may contact the instructor at rallredge@hancockcollege.edu or kkeinert@hancockcollege.edu. All exams including the final will be online. Homework and lab assignments can be turned in by fax. Instructor will be on campus on Mondays and Wednesdays, 5-6:20 in room M-312 and 6:30-9:35pm, in room M-334.

6650	EMS 315	Ambulance Strike Team Provider (1)	M. McDonough
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Orientation/Examinations: Class runs 3/23 to 5/20. Students enrolled in this course must contact the instructor for orientation information. Students may contact the instructor at mmcdonough@hancockcollege.edu. All exams are online; no on-site attendance is required.

6655	ENGL 101	Freshman Composition: Exposition (4)	P. Estrada
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Orientation/Examinations: Class runs 3/23 to 5/20. Orientation is available online. Students may contact the instructor at pestrada@hancockcollege.edu. All exams are online; no on-site attendance is required.

6658	ENGL 103	Critical Thinking & Comp (3)	C. Nunez
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Orientation/Examinations: Class runs 3/23 to 5/20. Orientation is available online. Students may contact the instructor at tnunez@hancockcollege.edu. All exams are online; no on-site attendance is required.

6660	ENGL 106	*Creative Writing (3)	M. Guista
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Orientation/Examinations: Class runs 3/23 to 5/20. Orientation is available online. Students may contact the instructor at mguista@hancockcollege.edu. All exams are online; no on-site attendance is required.

6506	ENVT 359	*FRO Refresher (.5)	S. Coffman
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Orientation/Examinations: Class runs 3/23 to 5/20. No on-site orientation. Students may contact the instructor at scoffman@hancockcollege.edu. All exams are online; no on-site attendance is required.

6505	ENVT 359	*Hazwoper 8-Hour (.5)	K. Treur
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Orientation/Examinations: Class runs 3/23 to 5/20. No on-site orientation. Students may contact the instructor at ktreur@hancockcollege.edu. All exams are online; no on-site attendance is required.

6689	FCS 159	Controversial Nutrition (1.5)	C. Dunbar
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Orientation/Examinations: Class runs 3/23 to 5/20. Orientation is Monday, 3/23, 3:30-4:30pm, at the Santa Maria campus in room J-14. Students may contact the instructor at cdunbar@hancockcollege.edu. All exams are online; no on-site attendance other than the orientation is required.

6705	FT 359	Apparatus and Equipment (3)	D. Senior
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Orientation/Examinations: Class runs 3/23 to 5/20. Students enrolled in this course must contact the instructor at desenior@hancockcollege.edu for course information. All exams are online; no on-site attendance is required.

Distance Learning Classes

Internet • Hybrid • Video/OnlineVideo/DVD

6719 HIST 102 World Civilizations Since 1500 (3) R. Hall
Orientation/Examinations: Class runs 3/23 to 5/20. Orientation information will be emailed to students. Students may contact the instructor at rhall@hancockcollege.edu. Exams and written assignments are online; no on-site attendance is required.

6721 HIST 118 US History (3) J. Ashbaugh
6722 HIST 119 History of California (3) J. Ashbaugh
Orientation/Examinations: Class runs 3/23 to 5/20. Orientation information will be emailed to students. Students may contact the instructor at jashbaugh@hancockcollege.edu. Exams and written assignments are online; no on-site attendance is required.

6727 HUM 102 World Civilizations Since 1500 (3) R. Hall
Orientation/Examinations: Class runs 3/23 to 5/20. Orientation information will be emailed to students. Students may contact the instructor at rhall@hancockcollege.edu. Exams and written assignments are online; no on-site attendance is required.

6731 INT ST 141 Global Economics (3) H. Elliott
Orientation/Examinations: Class runs 3/23 to 5/20. Orientation information will be emailed to students. Students may contact the instructor at helliott@hancockcollege.edu. All quizzes and exams are online; no on-site attendance is required.

6762 PD 115 Career Planning (1) E. English
Orientation/Examinations: Class runs 3/23 to 5/20. Orientation is Thursday, 3/26, 5:30-6:30pm, at the Santa Maria campus in the Open Access Lab, Bldg. L-South (The ARC). Students may contact the instructor at benjenglish@hancockcollege.edu. All exams are online; no on-site attendance is required. This course does not use Blackboard.

6775 PHILOS 114 Critical Thinking (3) C. Tennberg
Orientation/Examinations: Class runs 3/23 to 5/20. Orientation information will be emailed to students. Students may contact the instructor at ctennberg@hancockcollege.edu. All quizzes and exams are online; no on-site attendance is required.

6787 POL SC 103 American Government (3) R. Masaoka
Orientation/Examinations: Class runs 3/23 to 5/20. Orientation information may be found on the course's Blackboard website. Students may contact the instructor at masaoka@hancockcollege.edu. Quizzes are available online; however, the final exam is on site and attendance is required. Students must present a valid photo-ID at the exam.

6790 PSYCH 101 General Psychology (3) L. Haddad
Orientation/Examinations: Class runs 3/23 to 5/20. Orientation may be found on the course's Blackboard website. Students may contact the instructor at lubnahaddad@yahoo.com. All exams are online; no on-site attendance is required.

6792 PSYCH 101 General Psychology (3) T. VanderMolen
Orientation/Examinations: Class runs 3/23 to 5/20. An orientation packet will be emailed to enrolled students approximately one week prior to the start of class which will include the date of the online orientation meeting with CCCConfer.org. If course orientation packet is not received one day prior to the start of class, contact the instructor at tvandermolen@hancockcollege.edu. All exams are online; no on-site attendance is required.

6795 PSYCH 112 Human Sexuality (3) T. VanderMolen
Orientation/Examinations: Class runs 3/23 to 5/20. An orientation packet will be emailed to enrolled students approximately one week prior to the start of class which will include the date of the online orientation meeting with CCCConfer.org. If course orientation packet is not received one day prior to the start of class, contact the instructor at tvandermolen@hancockcollege.edu. All exams are online; no on-site attendance is required.

6796 PSYCH 117 Child Psychology (3) L. Haddad
6798 PSYCH 118 Human Development-Lifespan (3) L. Haddad
Orientation/Examinations: Class runs 3/23 to 5/20. Orientation may be found on the course's Blackboard website. Students may contact the instructor at lubnahaddad@yahoo.com. All exams are online; no on-site attendance is required.

6809 SOC 101 Intro to Sociology (3) D. McNeil
6811 SOC 102 Social Problems (3) D. McNeil
Orientation/Examinations: Class runs 3/23 to 5/20. Orientation is recommended. Orientation is Thursday, 3/19, 5-5:45pm at the Santa Maria campus in room C-30. Students may contact the instructor at dmcneil@hancockcollege.edu. Quizzes are available online; however, the final exam is on site and attendance is required. Students must present a valid photo-ID at the exam.

6812 SOC 110 Personal/Family Relations 21st Century(3) D. McNeil
Orientation/Examinations: Class runs 3/23 to 5/20. Orientation is recommended. Orientation is Thursday, 3/19, 5-5:45pm at the Santa Maria campus in room C-30. Students may contact the instructor at dmcneil@hancockcollege.edu. Quizzes are available online; however, the final exam is on site and attendance is required. Students must present a valid photo-ID at the exam.

6813 SOC 120 Race & Ethnic Relations (3) A. Restrepo
Orientation/Examinations: Class runs 3/23 to 5/20. Orientation information will be emailed to students. Students may contact the instructor at arestrepo@hancockcollege.edu. All exams are online; no on-site attendance is required.

6823 SPEECH 110 Intercultural Communication (3) E. Reeves
Orientation/Examinations: Class runs 3/23 to 5/20. Orientation is available online. Students may contact the instructor at ereeves@hancockcollege.edu. All exams are online; no on-site attendance is required.

Internet/Hybrid Classes

These courses are offered partly as distance learning and partly on site. They combine the flexibility of distance learning with the benefit of face-to-face instruction. These classes may meet on site one or more days per week or at intervals throughout the semester. Most require the use of the Internet. Students enrolling in course sections located on the Santa Maria campus are required to pay the Student Center Fee. Please read the detailed explanations below for more information.

Tkt#	Loc	Course#	Title (# of UNITS)	Instructor
6648	SM	EMS 302	EMS Academy 1B (Adv.) (7)	M. McDonough
Orientation/Examinations: Class runs 3/23 to 5/20. Orientation is at first class meeting, Wednesday, 3/25, 9am, at the Santa Maria campus in room P-10 (South campus). Students may contact the instructor at mmcdonough@hancockcollege.edu . Quizzes are available; however, the final exam is on site and attendance is required. This hybrid course requires on-site attendance. First week of class will meet on Wednesday and Friday, March 25 and 27, from 9am-6pm and Saturday, March 28 from 9am-5pm, on the Santa Maria campus in room P-10 (South campus) and P-10D (South campus) for lecture.				

Distance Learning Classes *Internet • Hybrid • Video/OnlineVideo/DVD*

Video Classes

These courses are offered via video. Check individual course listing for format. VCR tapes can be checked out from or viewed at the Santa Maria campus and Lompoc Valley Center libraries. VCR tapes can also be checked out from the Vandenberg AFB and Solvang centers. Most VCR tapes are available from a commercial rental service and may be rented for the entire semester. Contact Anna Rice at ext. 3320 for information.

Tkt #	Course #	Title (# of UNITS)	Instructor
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6760	PD 100	Personal & Career Exploration (3)	B. English
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Orientation/Examinations: Class runs 3/23 to 5/20. Orientation is Wednesday, 3/25, 5:30-6:30pm, at the Santa Maria campus in the Open Access Lab, Bldg. L-South (The ARC). The title of the video is "Career Advantage." Students may contact the instructor at benglish@hancockcollege.edu. All exams are online; no on-site attendance is required. This course does not use Blackboard.

Your Personal Security as a Distance Learning Student

Allan Hancock College does not restrict enrollment in distance learning classes any more than it does in on-site classes. The law requires that we admit all qualified students. We encourage you to exercise the same kind of caution in a distance learning class as you would if you were taking an on-site class. Do not share personal information about yourself; do not give a relative stranger or new acquaintance your home phone number or address. Additional advice about maintaining your personal security while enrolled in a distance learning class will be provided during your class orientation.

Library Services for Distance Learning Students

Meeting the needs of students, staff, and faculty on and off campus.

Are you an Allan Hancock College student taking an online class?

You can access these Web Resources from any location via the internet:

- Thousands of electronic books at your fingertips
- Journal articles and government reports online
- Improve your skills with an online research class
- Search the online book catalog
- Read thousands of electronic books
- Find journal, magazine and newspaper articles
- Use email to "ask a librarian"
- Ask reference librarians for help with research
- And more ...

Visit your library at
www.hancockcollege.edu/library

Contact a librarian today:
eref@hancockcollege.edu

805.922.6966 ext. 3322 or ext. 5322

Better research in less time ...

Count on your Allan Hancock College library for products and services to help you succeed.

Whether you are looking for high-quality information or an answer to a question, let us help!

Find Books

Check out our books! Click on "Online Catalog" on the library's website www.hancockcollege.edu/library. Find the book's location and whether it is checked out. Email library@hancockcollege.edu, and we will deliver the book to the AHC library nearest you.

Want to read books online? Check out thousands of electronic books by selecting the link for electronic books on the library's webpage. Visit a library on campus to set up an account.

Find Newspaper, Journal and Magazine Articles

Locate great resources for your class work and impress your instructors! For password access from your home computer, ask your instructor or contact the library.

Check out:

ProQuest – articles from thousands of publications on almost every subject

SIRS Knowledge Source – articles and government reports on social and controversial topics

For a complete list of "electronic resources" visit the library's webpage www.hancockcollege.edu/library

Ask a Librarian

Email eref@hancockcollege.edu to ask research questions or to schedule a consultation with a librarian.