



# The EWC Times

SPECIAL ACADEMIC YEAR 2014-15 EDITION:  
HOW TO BE A *SUCCESSFUL* DISTANCE LEARNING STUDENT

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## Enrollment in Distance Education Classes

If this is your first time taking an Eastern Wyoming College (EWC) course, you will need to complete an application for admission to EWC. If you will need financial aid, the online Free Application for Federal Student Aid (FAFSA) form should be completed at this time, as well. Your outreach coordinator or Mike Durfee (307) 532-8346 or toll free at 866-327-8996 (866-EAST WYO) x 8346 can assist with these aspects and can also help you choose and register for classes. Generally, you can register for classes at the same time you apply for admission.

If you are a continuing or returning EWC outreach/distance education student, you should contact your local outreach coordinator to help register you for classes. Alternatively, you may contact Mike Durfee at (307) 532-8346 or toll free at 866-327-8996 (866-EAST WYO) x 8346 for advising and registration guidance.

**It is best to select and register for your distance learning classes well-ahead of the beginning of the term.** This allows enough time to view and accept your financial aid package, purchase textbooks, and prepare for your courses. Avoid registering for classes after they begin; you will already be behind and oftentimes you will find yourself continually trying to “catch up” in your courses.



## Getting Started with Textbooks

Concerning textbooks for your courses, a variety of purchase and rental options are available at the EWC bookstore, conveniently located online at: <http://www.ewc.bkstr.com/>. To view the required books for your class(es), roll your mouse over “Books” in the black navigation bar and choose “Textbooks and Course Materials.” Here you can use the dropdown menus to select your course(s) and identify and purchase needed books and materials. For those enrolled in a “Section 90 (or 91, 92, etc.)” distance course, you may select this section or the corresponding “Section 40 (or 41, 42, etc.)” as your course section to determine the required books and materials.

If you have questions about textbooks, you may call the EWC bookstore at (307) 532-8240 or 888-392-8398. You are also welcome to visit the bookstore, located in the Activities Center building on the main campus in Torrington.

**If you do not have your textbook or course materials by the start date of classes, you should still log into LancerNet, access your distance classes, and let your instructor(s) know your situation.** In many cases, temporary alternative arrangements can be made. Communication with each of your instructors is critical if you are having issues with obtaining textbooks and materials.

## Accessing Your Distance Learning Classes for the First Time

The attached “Getting Started with LancerNet” guide provides a summary of the LancerNet system, login information and the first time login process, and an overview of important LancerNet personal tools. Many frequently-asked questions are answered in this document. If you still have an issue or are unable to log in after reading this guide, please call David Banville at (307) 534-2912, Option #3, or toll free at 877-392-4678, Option #3.

**Distance learning courses begin on the same date as the first day of the term.** You should begin accessing and working in your distance course(s) on this date. Instructors do NOT require or expect you to visit your distance learning courses before this date and you should not begin working on your course assignments before the semester officially begins. Once the semester does begin, however, timely and consistent interaction with your distance courses is expected.

## Interacting with Your Distance Learning Classes

While distance courses offer many time and logistical benefits, most follow a schedule set by the instructor, with required readings, assignments, message board postings, assessments, and other course requirements **due throughout** the term. In most

cases, due dates are posted in the syllabus, course schedule, or

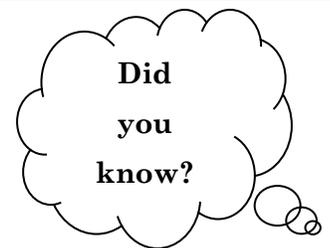
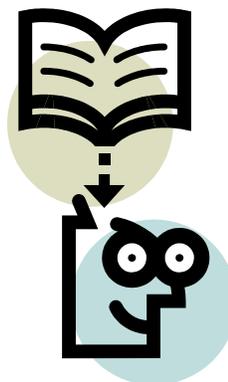
**Keeping current with your distance courses the entire semester is essential for success!**

via the course announcements tool. Daily interaction with your courses is strongly encouraged; many students access their distance courses multiple times a day. Keeping current with your distance courses the entire semester is essential for success.

## Knowing Exam Dates and Assignment/Activity Due Dates

In general, you can find exam dates and assignment/activity due dates in the syllabus, schedule, or through announcements your instructor will post. It is a best-practice for success to write down those important dates and keep them in a personal calendar. LancerNet offers an electronic calendar feature that displays on your LancerNet homepage. If you click on a date, you can choose “New Entry” and make a calendar entry. Other good options include a calendar in your personal email program; a calendar “app” on your smartphone, tablet, or blackberry; or simply writing down a complete list in paper form and displaying it in an area you visit daily.

In addition to due dates, other helpful calendar entries could include “begin studying for exam x” and/or “begin work on assignment y” type reminders to yourself.



*74% of EWC students access their distance learning course at least once a day...*

*EWC offers over 100 distance learning sections of courses each year...*



## Communication with Your Instructors

Distance learning instructors want to hear from you if you are having problems with any aspect of the course (e.g., content, accessibility, technical). They can assist you, or guide you to the most appropriate person for help. It is most beneficial for everyone if you contact an instructor during the early stages of an issue or problem you have, rather than waiting until it becomes an urgent matter.

### Need Help? Having an Issue or Problem? Important EWC Contacts You Should Know



EWC staff members are available to help ensure a positive foundation for success in your distance learning classes. Generally, staff are available from 8:00am to 5:00pm (Mountain Time) M-F to answer your questions. You may, however, call anytime and leave a message for the individual/office you are trying to reach.

**For a menu of distance learning services**, please call (307) 534-2912 or toll-free 1-877-392-4678; select from the following options to be connected to the person who can assist you:

Press 1 for Registration (Sue Schmidt)

Press 3 for username and passwords; LancerNet questions (David Banville)

Press 4 for the EWC Bookstore

Press 6 for the EWC Financial Aid Office

Press 7 for other LancerNet issues (Aaron Bahmer)

#### **For ADA accommodations:**

For instructor-student discussions about documented learning disabilities, please contact Michelle Ogburn at (307) 532-8238 or 866-327-8996 (866-EAST WYO) x 8238.

For campus building access issues, please contact Stuart Nelson at (307) 532-8330 or 866-327-8996 (866-EAST WYO) x 8330.

**For general EWC or distance learning questions**, please contact the Learning Office at (307) 532-8260 or 866-327-8996 (866-EAST WYO) x 8260.

*Note:* If you are not sure who to call, are having difficulty reaching a particular person, or just need additional guidance, your local outreach coordinators are an excellent first point of contact. They can assist with many issues or help you reach the most appropriate person for support.