This policy is in reference to student orientation sessions, and courses, as prerequisites for e-learning instruction. Because of the nature of the technology and platform used to deliver courses electronically, it is necessary to provide students with an orientation of this nature.

In order to insure that every online student has the skills and knowledge to access and benefit from their electronically-delivered courses, and the faculty is provided the support and flexibility to provide their students with the best possible learning support systems, colleges are to develop their unique student orientation and course prerequisites for electronic learning instruction within the following guidelines:

1. All students receiving for an electronically-delivered course are to complete a Student Orientation either designed specifically for this student body or within a New Student Orientation session which includes this information.

2. Student academic advisors are to complete a Student Orientation designed to assist them in better advising students who are considering enrollment in (an) electronically-delivered course(s).

3. Online students who are unable to physically attend a Student Orientation and or an instructor’s additional face-to-face orientation session due to a disability or geographic location must have access to the same orientation information through an appropriate form.

Examples of appropriate Student Self-Evaluations for Distance Learning, Student Self-Assessment, and Learning Style Assessment have been included as an appendices to this policy for replication or modified utilization by the colleges as a part of Student Orientation.