

DISTANCE LEARNING

Taking classes with Valencia Online

Valencia provides students the opportunity to take college-credit courses through several modes of instructional delivery including: online, real-time virtual, mixed-mode, and face-to-face. Students participating in coursework through Valencia Online may use all on-campus services as well as the Web-based services through the Valencia Web site and Atlas, including the LifeMap Tools for career and education planning. Through Atlas, Valencia provides each enrolled student with an official email account, which should be checked daily. For more information, visit Valencia Student Support (<https://valenciacollege.edu/about/support/how-to.php>) for tutorials and guides.

Students enrolled in online courses should carefully read instructions from faculty and in course syllabi for additional instructions on communicating throughout the course. Students enrolled in online courses will have a separate class email in Canvas, the college learning management system. This email should be checked daily to stay on top of course communications and assignments.

Students new to Canvas should participate in Canvas 101 (<https://online.valenciacollege.edu/enroll/BHPJKF/>), a self-paced course, where they can learn more about important features in Canvas, such as how to communicate with instructors, how to view and submit assignments, and how to check grades. For additional support or resources, students can visit the Canvas Resources for Students (<https://valenciacollege.edu/faculty/canvas-resources/students.php>) webpage or Canvas Student Frequently Asked Questions (<https://valenciacollege.edu/faculty/canvas-resources/student-faqs.php>) page.

Professional Licensure Disclosure Statement

Valencia College has been approved to participate in the National Council for State Authorization Reciprocity Agreement (NC-SARA) (<https://www.nc-sara.org/about-nc-sara/>). However, NC-SARA has no effect on state professional licensing or requirements for any courses or programs leading to professional licensure. If you are an out-of-state student seeking professional licensure in a state other than Florida, and are taking an online course or program leading to professional licensure, Valencia College cannot guarantee whether the course or program meets requirements for professional licensure in your state, if other than Florida. If you are considering an online academic program that leads to a professional license, we encourage out-of-state students to contact the appropriate state licensing board or agency (<https://www.nc-sara.org/resources/professional-licensure/>) where you are located to familiarize yourself with the state educational and other licensing requirements for the profession or occupation in which you are interested. Currently, the state of California is not a part of NC-SARA. Therefore, if you have a California mailing address and are not registered in at least one face-to-face or mixed mode course, you will be dropped from the online courses in which enrolled.

Instructional Delivery Modes

Students should be advised that any course may require use of a computer, computer labs, email, Internet, or other digital resources and support software, and these requirements are not necessarily in the course schedule.

Below are the principal instructional delivery modes at Valencia and their respective class schedule descriptions.

Principal instructional delivery modes at Valencia

| Type of Course | Description |
|--------------------|---|
| Face-to-Face | A course with face-to-face instruction which may be enhanced with technology. |
| Real-Time Virtual* | A course that requires students and instructors to meet online, in a virtual space, during designated days and times. |
| Mixed-Mode* | A course that blends the delivery of instruction between online and face-to-face (some hours are spent in the classroom with the rest being completed online). A minimum of 30% of the instruction of the course is delivered using some form of technology where the student and instructor are separated by time, space, or both. |
| Online* | All class meetings and coursework occur online using the college-approved course management system. |

* Proctored testing or online, remote proctored testing may be required.

Technology Requirements

Valencia uses Canvas as our learning management system (LMS). Students are responsible for providing their own hardware, software, and Internet service provider or for accessing the Internet using the technology available in any Valencia open computer lab.

Visit the Minimum Technology Requirements (<https://valenciacollege.edu/faculty/canvas-resources/minimum-technology-requirements.php>) webpage for information on technology requirements such as supported operating systems, supported browsers, system requirements, and software.

The Canvas Help and Atlas Help Desk will provide assistance to troubleshoot technical problems.

- For assistance with Canvas
 - Canvas Help is available within the Canvas navigation menu with 24/7 assistance through chat, email, and the Canvas Support Hotline at 407-582-5600
- For assistance with Atlas
 - Tutorials and videos regarding Atlas are available on the Student How To (<https://valenciacollege.edu/about/support/how-to.php>) website. Atlas Help Desk is available at 407-582-5444 and by email at askatlas@valenciacollege.edu.

Accessibility

Valencia is committed to ensuring that all of its programs and services are accessible to students with disabilities. The Office for Students with Disabilities (OSD) determines reasonable and appropriate accommodations for qualified students with documented disabilities based upon the need and impact of the specific disability. To inquire

about the range of support services offered, visit the Web site: valenciacollege.edu/osd (<https://valenciacollege.edu/osd/>).

Resources for Online Courses

Bookstore

Course materials may be purchased from the Valencia College Campus Store. Information about online campus store services can be found at valenciacollege.edu/bookstore (<https://valenciacollege.edu/bookstore/>) or by calling 407-582-5310.

Library Services and Learning Support

The Valencia College Library provides a variety of learning-centered resources, services, and facilities to support a diverse community; to encourage academic achievement, student success, and lifelong learning; and to enhance teaching excellence. Campus librarians work with faculty who are teaching online courses to ensure appropriate resources and services are available to distance learners. The following outlines a few of the services available to distance learning students.

- Remotely accessible Web-based resources for student research including articles, eBooks and streaming video
- Research guides and tutorials specific to Valencia collections
- Research help via text and email

A complete list of Library Services can be found at <https://valenciacollege.edu/students/library/> (<https://valenciacollege.edu/library/>).

Through the Learning Support division of the college, Valencia also provides access to online tutoring (hyperlink the term online tutoring with the following link: <https://libguides.valenciacollege.edu/distancetutoring>) through Valencia tutors and Brainfuse. The link to online tutoring is accessible in the Courses tab of Atlas and offers support in a variety of subjects. Students can connect with a live tutor for a drop-in session, access available supplemental resources, or submit writing samples for detailed review. Online tutoring is a great option for students who take classes solely online and rarely visit a campus or for times when campus centers are closed outside of normal business hours.

Student Services

Student Affairs offers a wide range of services for online students. Applications for Admission must be submitted online. All degree-seeking students must complete a Valencia New Student Orientation prior to registering for classes.

Students seeking financial aid can complete many processes online including FAFSA completion; accepting, declining or modifying financial aid awards; verification worksheets; and tracking satisfaction of financial aid requirements. If a student is selected for verification, the student's and parent's taxes can be provided electronically. Once students have registered for classes, they can pay for their classes online in Atlas using a credit card or ACH transfer (electronic check).

Through the My LifeMap tab in Atlas, students can access career development services and inventories; educational planning assistance including term-by-term course planning for degree completion; job prospect information including salary and company information; financial planning assistance; and an online portfolio to showcase their work to professors and employers.

Students can access Admissions and Records, Financial Aid, and an Academic Advisor virtually. Students can engage with an advisor by

visiting Virtual Advising (<https://valenciacollege.edu/students/advising-counseling/virtual-advising.php>). Students in an A.S., certificate or bachelor's program can contact their Career Program Advisor directly. They can locate the name and email address of their advisor in their Atlas account. For assistance with admissions and financial aid, students can contact the virtual Answer Center (<https://valenciacollege.edu/students/answer-center/>). Confidential information about the student's record can be researched and discussed via Atlas email within FERPA regulations because of the secure Atlas sign in.

Online Remote Proctored Testing

For students taking mixed-mode, real-time virtual, or online courses, proctored testing or online, remote proctored testing may be required. Students registered for real-time virtual or online courses may be required to take online, remote proctored exams using the online exam proctoring service, Honorlock (<https://honorlock.com/>). Visit the Student FAQ (<https://valenciacollege.edu/faculty/canvas-resources/online-remote-proctoring-students.php>) website for information including the materials needed, how to access technical assistance, and preparing for a proctored exam.

FloridaShines.org

FloridaShines.org (<https://www.floridashines.org/>) is Florida's Student Hub of Innovative Educational Services, an information-rich website of free online tools and resources to help students and adult learners succeed in school, earn a college degree, and embark on a rewarding career. Among the many features available on FloridaShines.org is the ability to easily research and compare all public colleges and universities in Florida, search for courses, check your progress to graduation, and so much more.

Online Courses with FloridaShines.org

Florida's online course catalog (<https://www.floridashines.org/succeed-in-college/learn-online/>) lets you search for online courses offered at colleges and universities across the state. Florida also makes it easy for students to take a course at another college or university without worrying if the credit is transferable. Under state policy, all state public institutions must accept credit for courses offered by another state public institution.

To register for an online course through the FloridaShines.org course catalog (<https://www.floridashines.org/succeed-in-college/learn-online/>), you must be enrolled in a state college or university. Once you find the course you want, click *Begin Registration* and complete the form. Your application will be sent automatically to your home institution and the institution offering the course. The institution offering the course will contact you to finalize registration.