The following information represents broad guidelines that apply to all students in all online or blended courses. More course-specific guidelines can be found in your course and on the syllabus for individual courses. Generally, student responsibilities in an online or blended course parallel those encountered in a face to face classroom, naturally, there are variations given the nature of the course environment.

These responsibilities include:

**OL 101: Online Orientation:**

As part of the University's ongoing efforts to enhance the quality of our online learning experiences, the College of Professional and Continuing Studies (CPCS) and Academic Computing and Technology (ACT) have developed a free, non-credit course, OL 101 WB: On-Line Orientation. Through this self-paced course, students will have the opportunity to practice the tools used in the Blackboard Learning System, become familiar with guidelines and expectations for online courses, and gain confidence within the online learning environment. All students registering for a fully online course, who have not previously taken a fully online course at La Salle, are required to register and complete OL 101 WB before they begin their actual course. OL 101 WB is free, has no credits attached to it, will be graded on the Pass/Fail option and will not appear on the official La Salle University transcript. Students complete the content at their own pace and it should take about one hour. A facilitator will monitor the course discussions and answer questions posted in course mail.

**Reading Course Documents:**

As soon as the course documents are available in the course, it is important for you to read all course documents (e.g., syllabus, schedule, assignments). You will need to be familiar with the instructors' expectations. Knowing what is expected of you will allow you to properly plan for course activities and anticipate any time constraints that you may have with your own personal schedule. You can simply send an email to your professor if you need clarification.

**Attending Class and Participation:**

Online and blended courses cannot work without your PRESENCE! You must “attend” the online components of your course just as you would in a traditional face to face course. Class participation is essential to course success. You are responsible to complete assignments; take tests during the assigned days/times; keep the professor notified of any problems, issues, or questions that arise. NOTE: if you foresee that you will have a delay or interruption participating in your online course, it is mandatory that you notify your instructor before such occurs. Instructors must know why you are not in the course for that period of time. If you need clarification on this point contact your instructor.
Organization:

Online and blended courses do not always provide students with traditional face to face reminders of what needs to be completed and when. Therefore, you need to be well organized and must pay careful attention to the course schedule and all of the deadlines. You should check announcements, emails, discussions, and any updated materials for each week. For example, a discussion can be open for a week for you, and your classmates, to continually read and post comments. It is impossible for you to fully participate if you wait until the last minute to become familiar with the discussion exchange that has been going on all week. Therefore you should expect to login twice a day to keep up with the ongoing discussion. This does not mean you need to write a lengthy response every time you login; it does mean you should check your course twice a day, to stay up to date by reading all the newer exchanges until you are ready to make your own well thought out post.

Academic Integrity:

Academic honesty is a cornerstone of your online coursework. All coursework must be your own. La Salle University does have an Academic Integrity policy; please refer to the following website for more information:

Acquiring Needed Materials:

You must obtain all necessary course materials, including required textbooks, lab materials, and/or course CDs. In addition, you may need to access various library resources. In this instance a current La Salle University ID card is required. You may need to know the barcode number on the back of the University ID Card. Acquiring these materials is often essential for completing the online activities.

Evaluating Computer Setup:

You are responsible for ensuring that you have the required hardware, software, and a high-speed Internet connection. This will provide you with a good experience and easy access to the online elements of the course. You are required to follow the instructions in the “Blackboard Learning System” document. This is an online student guide to help you set up your computer for taking an online course. If you have a situation and you need to use public Internet access (e.g., a public library, etc.), you must contact the provider to determine whether the service is a viable option for you to complete what is expected of you. La Salle e-mail accounts are a primary source of communication between students and faculty and students and administration; you must be comfortable using your accounts. Keep in mind that the course e-mail is not part of the La Salle e-mail account that you receive when you become a student. They are two different e-mail accounts. Your instructor will designate which e-mail account will be the primary e-mail system for your online or blended course.

Staying in Contact - Being Part of an Online Community:

Student interaction with peers and the instructor is just as important in an online or blended course as it is in the face to face classroom. You must take advantage of all the communication options that are available in the course (e.g., email, discussion boards, chat areas) to facilitate learning and to complete projects. Please take all the above student responsibilities seriously.

Good luck and enjoy learning online!