

Distance Learning **PASSPORT**

Your Name _____

As you travel through the Passport to Success workshop, you will complete this form to help keep all of your Distance Learning information together and handy during the semester.

Section A:

To be completed with information from the Distance Learning Passport to Success workshop Part 2.

1. Your Distance Learning course name _____
Course number _____ - _____
Synonym number _____
2. ACC Student ID number _____
3. Learning Lab nearest you
Location _____ Phone _____
Hours of Operation _____
Learning Labs, Tutoring Labs, & Computer Centers website: www.austincc.edu/tutor/
4. Library nearest you
Location _____ Phone _____
Hours of Operation _____
Library website: <http://library.austincc.edu/>
5. Campus Bookstore nearest you
Location _____ Phone _____
Hours of Operation _____
ACC Bookstore website: <http://austincc.bkstore.com/>
MBS Direct (online textbook orders) website: <http://direct.mbsbooks.com/austincc.htm>
6. Distance Learning Help Line phone number: 512.223.8026 (toll-free: 1.888.223.8026)
Distance Learning email: dl@austincc.edu
Distance Learning website: <http://dl.austincc.edu/>
7. Computer Center nearest you
Location _____ Phone _____
Hours of Operation _____
College Computing Labs & Facilities for Students: <http://irt.austincc.edu/CollegeComputers/>
8. Note the preferred day and time you will dedicate each week to work on this course.
Day _____ Time _____
9. Advising & Counseling Center nearest you
Location _____ Phone _____
Hours of Operation _____
ACC Advising & Counseling Offices website: www.austincc.edu/support/advising/
10. Testing Center nearest you
Location _____ Phone _____
Hours of Operation _____
ACC Testing Center website: www.austincc.edu/testctr/
Distance Testing Procedure: <http://dl.austincc.edu/students/DistanceTesting.html>
11. The syllabus should outline course requirements and explain the grading system. If you don't see the information in the syllabus, ask your instructor--the earlier in the semester the better. If you can't reach your instructor, contact the Distance Learning Help Line.
12. Date and location of on-site orientation (if available) _____
URL for online orientation (if available) _____

Section B:

To be completed with information from your course orientation session based on the information from the Distance Learning Passport to Success workshop Part 3. We recommend you complete Section B for each Distance Learning course that you take during the semester.

13. Instructor's Name _____
Phone Number(s) _____ Email _____
Office Location _____

14. Student Phone Number _____ Email _____

15. Course Textbooks	Other Course Materials
_____	_____
_____	_____
_____	_____

16. Technology tools used in this course

<input type="checkbox"/> Blackboard http://acconline.austincc.edu/	<input type="checkbox"/> Website URL _____
<input type="checkbox"/> Videotapes	<input type="checkbox"/> Other _____
<input type="checkbox"/> Streaming Video/Media	<input type="checkbox"/> Other _____

17. Assignments	Due Dates
_____	_____
_____	_____
_____	_____
_____	_____

18. Instructor Office Hours _____
Instructor preferred method for contact Email Phone In-Person Other _____
Approximate response time for email _____
Approximate response time for phone calls/voice mail _____

19. Course Evaluation Methods

20.	Dates
Midterm Exam	_____
Final Exam	_____
Other Test	_____
Other Test	_____
Start of Semester	_____
End of Semester	_____
Last Day to Withdraw	_____
Drop/Add Dates	_____
Holidays	_____

ACC Academic Calendar: www.austincc.edu/support/admissions/academiccalendar/