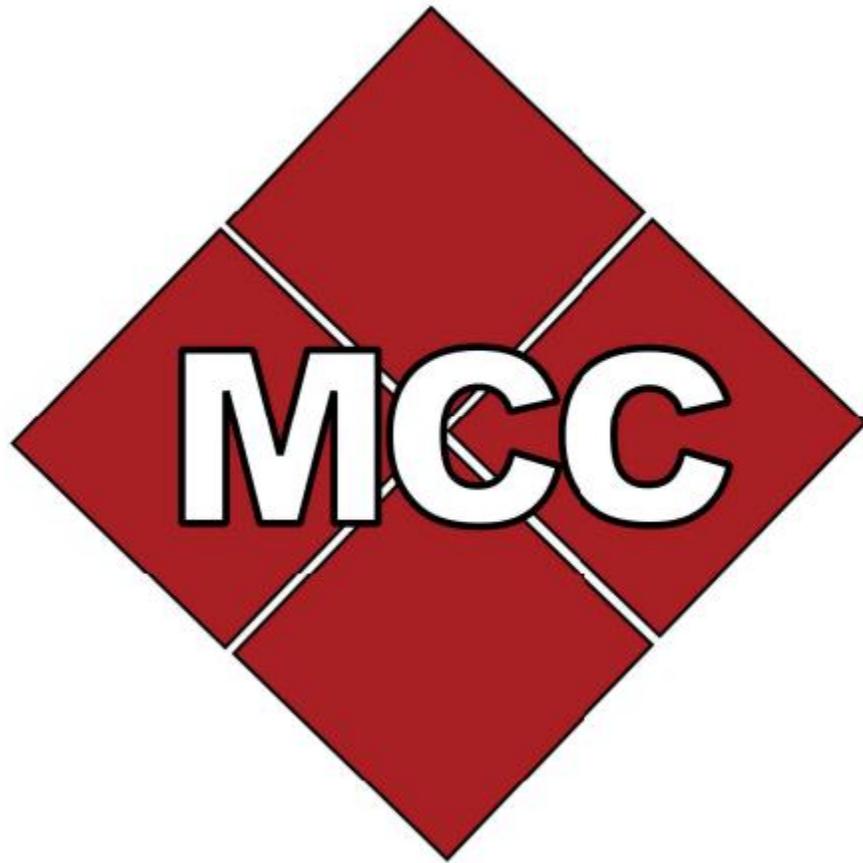


Martin Community College Distance Learning



Curriculum Student Guide

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Welcome

Dear MCC Student,

Welcome to Martin Community College!

We are thrilled to have you here and excited for your journey ahead. To support you on this new academic adventure, we have created a Distance Learning Guide to help you navigate the world of online education and make the most of your college experience.

You will find valuable information about Distance Learning, instructions on how to log into your myMartin account, course schedule formats, and additional information to support you being a successful online student.

We understand reaching your academic goals can be a challenge while trying to balance work, family, school, and life. Martin Community College offers tools and support to help you reach your goals.

MCC's Distance Learning Department is available to assist you with the Moodle Student Orientation called "MORE-Martin's Online Resources for Excellence and Moodle technical support. We look forward to supporting you throughout your college journey.

Sincerely,

Distance Learning

MCC's Mission

Martin Community College seeks to build better futures by providing affordable, accessible, quality, educational programs, and workforce development in a student-centered environment in order to meet the community's needs.

Distance Learning Contact

Kim Barber
Online Distance Learning Coordinator
distancelearning@martincc.edu
(252) 789-0249

Amelia Wilkinson
Assistant LMS Administrator
distancelearning@martincc.edu
(252) 789-0203

Distance Learning Lab Location

Building 4, Room 62A

Distance Learning

MCC Distance Learning offers you a way to complete classes without the usual time and location restrictions of traditional classroom instruction. Students who take distance learning classes at MCC enjoy flexibility and convenience while also benefiting from the same quality academic experience as our on-campus students.

Moodle & Account Setup Help

Martin Community College uses Moodle as its Learning Management System (LMS) to provide custom learning environments for students, like you. Once you have been accepted to Martin Community College, you will receive your admissions letter, which includes your initial password along with instructions on how to log in to your Moodle account called myMartin account. You will use your myMartin account to login to every service: email, Self-Service, Moodle, etc.

Initial Password: If you are a curriculum student who applied to the college through CFNC, then you should have been sent your initial password in your welcome letter. If you are a continuing-education (Con-Ed) student, then you should have been given your initial password from a staff member in your program.

If you are a high-school student taking college classes, you should have received your initial password in your welcome letter. Your designated Career Coach or College Liaison, www.martincc.edu/ccp-contact will also have your initial password.

If you cannot find your initial password, then call [252-789-0300](tel:252-789-0300) or email it@martincc.edu.

Note: Please be sure to change your initial password for security measures.

To change your initial password, please visit the Password Portal, www.martincc.edu/passwords. Click the *Password Change* button, sign into your account, click the Change Password option.

Username: Your username is your first initial, last initial, and the last five digits of your student ID number. (Your student ID number is included on your admissions letter from the college). Example: if John Smith had a student ID of 1234567, then the myMartin username would be the following: **js34567**

Email Address: First letter of first name + first letter of last name + last 5 digits of ID+@my.martincc.edu

Example: js34567@my.martincc.edu

Setup Multifactor Authentication (MFA): On your first login, you will be prompted to setup multifactor authentication, install the Microsoft Authenticator app on your phone and follow the necessary steps. MFA is mandatory, increases the security of your account, and must be setup by all new students. If you need assistance, please call **252-789-0300** or email it@martincc.edu.

Logging into Moodle:

1. Visit **martincc.edu**
2. At the top, click the **Moodle tab**.
3. Click the **Microsoft Box**.
4. If prompted, login using your myMartin email address & password.

Moodle Student Orientation: If you are a student who has registered for online courses, you can attend the orientation “MORE-Martin’s Online Resources for Excellence” that will introduce you to distance learning and also familiarize you with using Moodle.

Please email distancelearning@martincc.edu to pre-register for individual sessions or attend the monthly MORE-Martin’s Online Resources for Excellence sessions.

Microsoft 365 Instructions: Please visit this link to view the Microsoft 365 Download Instructions, <https://tinyurl.com/2p95c6t3>.

Self-Service

Martin Community College uses Self Service for students to confidentially access their school records, register for classes, view grades, plan courses, and view financial statements. To access your Self-Service account, you will use your myMartin email address. For more information about Self-Service, please visit, <https://www.martincc.edu/help-ss>.

Course Schedule

Please view the table below as needed to know which section numbers and which format your courses will be delivered. The Course Legend below is also helpful to view so you will know the meaning of the acronyms on your course schedule, for example whether you have a late start course or a course at Bertie High School (BHS).

If you have not enrolled in any courses at this time and would like more information about the *Course Catalog and Programs of Study*, please visit, <https://www.martincc.edu/classchedules>.

Moodle courses are available 8:00AM on the course start date.

Online Course Formats	Section Numbers	How They Are Delivered
Online/Internet	50-59	100% delivered online.
Hybrid	60-69	50% or more of your class time will be online.
Blended	70-79	Less than 50% of the classroom hours will be online.
Online Synchronous	SYN	Seated/online syn. class. Must attend at specified time/day.
Hyflex	80-89	The option to attend sessions in the classroom, participate in sessions online, or do both. Students can change their mode of attendance weekly.
Information Highway Room	90/95	Originates either at MCC or another community college. The class is taught by a “live” instructor who interacts with the students either in person or through the use of live video.

Course Legend	
 LS = Late Start	 M = Mini-Mester
 E = Evening	 SYN = Synchronous
 BG = Bear Grass Charter	 NER = NERSBA
 BHS = Bertie High School	 BEC = Bertie Early College

Tips for Success with Online Courses

Free WIFI Access: List compiled by public internet search; availability subject to change.

- MCC Library is a wonderful place for students who do not have Wi-Fi or need a place to study. The library has laptops to check out to curriculum students on a semester long basis that can be used with hotspots on many phones to access the internet.
- Martin Memorial Library - 200 N. Smithwick St. Williamston, NC 27892
- McDonalds - 823 East Blvd. Williamston, NC 27892
- Walmart – 1529 Washington St. Williamston, NC 27892
- Bojangles – 401 East Blvd, Williamston, NC 27892
- Parking Lot Access, please visit this website:
<https://www.martin.k12.nc.us/o/williamston/article/226515>

Time Management:

-  Use a planner or a to-do list to stay on top of your tasks and reduce stress.
-  Identify the most important tasks and focus on them first.
-  Eliminate distractions by turning off your phone, log out of social media, and find a quiet place to study.
-  Avoid procrastination by working on tasks as soon as they arise, instead of delaying them. Or set a day and time to do your assignment(s) and stick to it.
-  Try the Pomodoro technique: Work in focused 25-minute intervals, with 5-minute breaks in between.
-  Find ways to keep yourself motivated, such as setting small goals and reward yourself for achieving them.
-  Concentrate on one task at a time to get it done more efficiently.

Take care of yourself:

- ♥ Establish a daily routine that works for you to help you stay organized and focused.
- ♥ Make sure to get enough rest each night to boost your energy and productivity.
- ♥ Make sure to get at least 10-30 minutes a day of physical activity to boost your mood, increase energy, and reduce stress.
- ♥ Make sure to eat a balanced diet that includes plenty of fruits, vegetables, and whole grains, which can improve your mental clarity and focus.
- ♥ Set aside time for self-care activities to help improve your mental health.
- ♥ Use stress management techniques, such as deep breathing, progressive muscle relaxation, or visualization, to cope with stress.
- ♥ Engage in positive self-talk, replace negative thoughts with positive affirmations. Ex of affirmations: All I need is within me right now. I am proud of myself. I can do this!

Get Involved:

Community College is a fantastic opportunity to get involved in campus life. Join clubs and organizations that interest you and take advantage of the many events and activities on campus. This will help you meet new people and make the most of your college experience. Check out MCC's Student Life webpage, <https://www.martincc.edu/studentlife>.

Look for opportunities:

Martin Community College is a great starting point for many students and can open many doors to new opportunities. Consider transferring to a four-year university after you finish your associate degree or look for internships or job opportunities in your field.

Meet with your adviser:

You can find your assigned advisor through your Self-Service account. Make sure you schedule an appointment with them when you need assistance. They are there to help you navigate the college experience and help you be successful. Do not be afraid to seek help when needed, whether it is academically, emotionally, or financially. Your advisor can help you find the resources available to help you succeed and reach your goals.

Unlock your full potential and soar to success by enrolling in ACA during your first semester – statistics reveal that students who do so achieve a higher rate of credential completion!

Instructor Availability:

Each instructor will post their office/contact hours in the course Syllabus and provide their contact information. Please be sure to read your instructors guidelines for their time for returning grades and responding to students.

As an additional tip be sure to always refer to your course's syllabus for success in all of your online courses.

Last but not least.... **Do Not Give Up!**

Have a Great Semester!!

Support & Resources

Academic Advising: Each student is assigned an advisor who helps with planning your program of study, registering for classes, dropping/adding/withdrawing from classes. Your advisor is also available to assist with any circumstances getting in the way of your education. You can find your advisor through your Self-Service account, under “*Advising.*”

Admissions: For all questions regarding admissions or any other questions you may have, please contact the Admissions office (252) 789-0268.

Continuing Education (Con-Ed): Con-Ed courses are training programs such as, firefighting, law enforcement, basic skills, etc., and receive the same support in the Moodle environment as Curriculum courses. For more information regarding Con-Ed, please visit, <https://www.martincc.edu/coned>.

Disability Services: MCC is committed to making our campus community truly accessible and inclusive. If you are a student with a documented disability and want more information about reasonable accommodations, please contact **Vanessa Trip: (252) 789-0293**.

Financial Aid: To apply for financial aid, please visit, <http://www.studentaid.gov/>. Visit the Apply for Aid section and complete the FAFSA. For assistance with completing the application, please call (252) 789-0245 or email: fa@martincc.edu

Martin County Resources: For all Martin County resources including transportation, medical/housing/food/financial assistance, helplines, etc. Please open this spreadsheet, <https://tinyurl.com/y4esce4m>.

MCC Bookstore: The bookstore is operated by the college for the convenience of students, faculty, and staff, by making available textbooks, course materials, etc. The bookstore is located in Building 1. If you have any questions, please call (252) 789-0242.

MCC Library: MCC Library provides a wealth of resources and can be found in building 2. Check out the MCC’s Library website for more information, <https://martincc.libguides.com/library>.
MCC’s Library Hours: 8:00am – 6:30pm M-TH & Closed on Fridays.

Registrar’s Office: The Registrar’s office maintains students’ personal and academic records and provides a variety of services and support for students. To contact the Registrar’s office call (252) 789-0219 or email, registrar@martincc.edu.

Student Help: For overall help with logging in to Moodle, Email, Self-Service help, and student forms, please visit, <https://www.martincc.edu/help>.

Technical Support: If you have trouble logging in to services like email or Moodle, contact MCC’s IT Department by calling (252)789-0300 or emailing it@martincc.edu. To contact Distance Learning (DL) Department call (252) 789-0300 and **Press 2**.

For 24/7 assistance call **1-866-833-2953**.

Tutoring: MCC tutoring is exclusively available online through the Upswing online tutoring portal. You may request a live tutoring session or send in your work for written suggestions for improvement. For free online tutoring anywhere, anytime, please visit the Upswing website, <https://martincc.upswing.io/>.