



Beaufort County Community College

P.O. Box 1069 Washington, NC 27889

MEMORANDUM

To: Students Taking Online Continuing Education Courses

From: David A. Crosby
Director of Fire Training & Special Projects
Phone: 252-940-6262
Fax: 252.940.6484
Email: davidc@beaufortccc.edu

Campus Location: Building 10-B room 103

Subject: Access to Online Classes

Thank you for your interest in online classes offered through The Division of Continuing Education through **Education to Go**. Access to online classes is really easy and offers the opportunity for adult learners to take classes at their convenience and not have to travel to campus. Following are the requirements for registration and access to **Education To Go**. It is recommended that students have later versions of Windows and have Internet access. **Where applicable, you must have access to the software for computer application classes.** If you do not have the necessary equipment for online classes, Internet ready equipment may be accessed through BCCC's Project PLACE (Public Access to Community Education). Students may use Brown Library in Washington, Pettigrew Library in Plymouth, and Tyrrell County Library in Columbia. Online classes may also be accessed through the library in building 5 on the Beaufort County Community College campus. Please be aware that all software applications are not available in all locations.

Note: Students taking the GED Prep class online must come in and take an assessment test before they can begin this class. To schedule an assessment test please contact the Continuing Education Learning Lab at 252-940-6325.

1. Students taking online classes must be at least 18 years of age.
2. Students may obtain a registration form through The Division of Continuing Education by visiting building 8. You may also or print the registration form from the website (www.beaufortccc.edu). Click on "Continuing Education" in the header bar and then on the left hand side, click the link for "Registration Form". Print, complete and mail it in along with the **indicated registration (registration fees vary) for each online class to:**
Beaufort County Community College
Division of Continuing Education
PO Box 1069
Washington NC 27889
Attn: David Crosby
NOTE: students age 65 and over may be registration fee exempt for one course per semester. Courses listed as self-supporting (ss) are not offered registration fee exempt.
3. **Registration fees MUST be received on or before the posted start date of the class.** *Registration fees and start dates are listed at the bottom of each class description.* Typically, the start date for all Education to Go classes will be the third Friday of each month.

4. To complete the registration process, go to the Beaufort County Community College Web site: www.beaufortccc.edu and click on the **Distance Learning** selection from the drop down box.
5. Scroll down the page until you reach "**Education To Go**" and click on these words. Again, scroll down the page till you see the yellow box with "**Education To Go**" – again click on the words "**Education To Go**".
6. Students can print a registration form by clicking on the link in the yellow box.
7. In the header bar, click "**Courses**". **Click the subject heading** for the class you wish to take (**The Internet, Computer Applications, Web Page Design, or other classes**). **Click on the class title you wish to take.**
8. Scroll down past the class description. **Click on the "Enroll Now" button. Select the date of the class you wish to take and click "Continue"**.
9. Please answer all questions and follow all instructions and **click on the "Continue" button. Complete the 2nd page and click the "Click Here" to complete the orientation and registration process.**
10. Prior to beginning class, all students must complete the **online orientation**. The orientation link is also found in the Education to Go header bar.
11. To access your class once you have completed the orientation, click on **Distance Learning**, then click on **Continuing Education**, click on **Education to Go**, and then click on **Classroom** in the main header. Enter your last name and password. Enjoy your class!

Each class will consist of two (2) lessons per week for a total of twelve (12) lessons or the equivalent of twenty-four (24) contact hours for 2.4 CEU credits. Please remember, the only time constraints associated with BCCC's Continuing Education online classes is that all lessons must be completed during the eight-week period your class is offered. Students may study day or night. **In order to receive CEU credit for the class and have continued access, you must complete the second lesson by the second Wednesday from the starting date of the class and complete 80% (9 lessons minimum) during the eight-week period. In order to receive credit for completing a lesson, students must submit the quiz following each lesson. *Students who do not submit their quizzes will not have their lesson documented.*** Students will not be allowed to print their own certificates from the Education to Go website. Certificates will be issued by Beaufort County Community College for students completing the course. Certificates and CEU credit will be issued accordingly. **If you have questions, please click on *Frequently Asked Questions* highlighted under the heading of *Answers* in the online Instruction Center.** If your question still cannot be answered, please contact me at **252-940-6262** for further assistance. I look forward to assisting you with your continuing education online objectives.