

## Distance Learning

SouthArk offers and delivers a variety of classes online. Distance learning students share the same admissions standards as traditional students and must follow the same process for enrollment. All prospective distance learning students may apply for admission, register for classes, and pay tuition and fees during registration. To register for online courses, students must consult with a student advising coach by contacting the Office of Enrollment Services at (870) 864-7142.

The following student support services are available at a distance:

Students can fill out an application online and then mail, email or fax in all the supporting documents, shot records, test scores and other transcripts.

Once students have been advised, they can either register themselves by [MyCampus](#), fax in their request, or scan and email, or Student Services staff will register them in the Student Center offices.

All students can withdraw from classes by sending a fax to the Office of Enrollment Services, which will secure the necessary signatures, or scan and email with original signature.

Students may access degree check lists on the website, and once completed, can fax them to Enrollment Services for processing. Similarly, distance learning students may apply for financial aid and access other student services, such as the Virtual Career Center, on the college website, <http://www.southark.edu>; or may access additional Student Services information and policies via the Online Course Catalog at <http://www.southark.edu/admissions-enrollment/course-catalog>.

The distance learning website is an additional resource for valuable information. The website includes a list of technologies used at SouthArk, including the technical requirements for their use. While visiting the website, students can download files such as a campus technology flyer, which lists specific information that promotes the safe and effective use of technology, and a best practices document to follow in order to succeed in an online course. Students and faculty may also visit here to schedule an appointment. The distance learning website may be accessed at <http://www.southark.edu/admissions-enrollment/distancelearning>.

### Campus Technology Course Requirement

All first time SouthArk students are required to enroll in the Campus Technology preparatory course. This course provides an opportunity to practice using tools related to our institution's learning management system and other campus technologies essential for student success in technology-rich courses. All online students must pass the Campus Technology course. In order to pass Campus Technology students must receive a 90 percent or better on every unit assignment and exam. Students who do not pass the Campus Technology course will not be allowed to enroll in online courses. Students are required to complete the Campus Technology course before the first official class day. The course may be completed from start to finish in less than three hours.

### Test Proctoring for Online Courses

To maintain the integrity of courses and to deter cheating, some online instructors may require students to take tests in a proctored environment. Students who live near El Dorado will be expected to take their tests in the Testing Center, where they will need to show their SouthArk photo ID to receive their test materials and sign a form in which they state that they understand, and will abide by the testing policies. Students enrolled in online courses requiring proctored exams must make arrangements at the beginning of the semester with their instructors for off-campus testing.

Students may also use Respondus Monitor as a way to have a test proctored. Students use their own computer and a webcam, all while completing a test in Blackboard. Once a student logs into a test which uses Respondus Monitor, they will need to show their SouthArk photo ID to the webcam. In addition, their testing environment and audio will be recorded while they are taking their test. This service is free to

SouthArk students. If you are interested in using Respondus Monitor please contact the Distance Learning office.

A student who does not live close to campus and desires to test elsewhere must notify the instructor no later than two weeks after the first official class day so the instructor will have time to arrange for a proctored testing site near the student's home. Typically the instructor may choose a testing center on another college campus, at a public library, or in a high school computer lab or library. Students will need to show their SouthArk photo ID to the recruited proctor who will verify that the student did his or her own work and followed the testing procedures prescribed by the instructor. In some cases, the student may have to pay a proctoring fee to the institution where the test is taken. Contact the SouthArk Testing and Learning Center in order to find a college approved testing facility.

### **Online and Hybrid Course Attendance Policies**

Faculty members at SouthArk expect students to participate in all instructional activities in the online and hybrid courses they take for credit.

#### **Online Attendance Policy**

Students must log in on the first day of class and submit a graded academic assignment (an assignment that counts toward the student's course grade) by the 11th day class during a regular semester or during the equivalent of the 11th class meeting during a compressed session (summer school classes, mini-esters, etc.). Students who do not log in and submit such an assignment by the 11th day or its equivalent will be dropped from the course.

Student attendance in online courses will be defined as active participation, which will be characterized by the student's timely submission of graded academic assignments. A student is expected to complete all such assignments by the appropriate due date. Failure to submit three graded academic assignments may trigger an Excessive Absence Notice, a form that positions the instructor to drop students in breach of the policy if they do not improve their participation.

#### **Hybrid Attendance Policy**

Hybrid courses have classroom and online attendance requirements. Student attendance in hybrid courses will be defined as active participation, which will be characterized by attending class and the student's timely submission of graded academic assignments. Students enrolled in a hybrid course will meet with their instructor on the first day of the class. The syllabus should include the dates that students are required to be on campus. Failure to submit three graded academic assignments or missing three classes may trigger an Excessive Absence Notice.

Departments and programs governed by accreditation or certification standards may have different attendance policies. Instructors may further refine these requirements to fit a particular course. Such additional requirements should be clearly stated in the syllabus and should not contradict the online or hybrid attendance policies stated above.

### **Helpful Resources for Online Students**

Aelearn Helpdesk: Students having technical difficulties with Blackboard should contact the Aelearn Helpdesk. Go to <http://onlinecoursesupport.com/southark> to find information on how to send Aelearn Helpdesk an email 24 hours a day, 7 days a week, or call or chat with technical support Monday through Friday during the hours of 9 am to 9 pm.