Advising Checklist for Traditional Students Requesting Permission to Take an Online Course

At Notre Dame College, traditional undergraduate students are permitted to take one online course per semester with permission from BOTH the student’s advisor AND the Dean of Online Educational Services. Below is the process required for a student to enroll in an online course:

1. The student meets with their advisor and discusses their readiness to take an online course based on the checklist below.
2. If the student and advisor agree that the student can be successful in an online course, the advisor signs the student’s advising form.
3. The advisor then directs the student to self-enroll in the course “Is Online Learning for Me?” available at http://moodle.ndc.edu
4. After completing the module, the student should schedule an appointment with the Dean of Online Educational Services to discuss the results of the online readiness assessment.
5. If the Dean approves, he/she will sign the advising form and the student can then register for the online course.

Distance learning courses are not for everyone. Online courses at NDC are accelerated and intensive, covering in eight weeks, the same material the course normally covers in an entire semester. Most students find online courses more challenging than regular classroom courses because of the accelerated nature of the online course. Some students have trouble with time management, need the structure of a classroom, or miss the face-to-face interaction with other students and the instructor. The following are some characteristics students should have to be successful distance learners.

- Self-starter, does not procrastinate.
- Discipline to complete projects by deadlines instead of waiting until the end of the semester.
- Motivation to read, write, and participate fully in class activities.
- Ability to work independently and in teams.
- Flexibility in dealing with technology problems.
- Excellent reading and writing skills in the English language with the ability to learn from the printed word. The majority of materials and communication are available through reading and writing.
- Set aside specific times on a routine basis to ‘participate’ in the course.
- Ask questions when they do not understand.
- Access to a current computer and the Internet.
- Good basic computer and email skills.
- Good time management skills.

(Adapted from: http://www.lccc.edu/distance-learning/about-distance-learning/characteristics-of-successful-online-learners/)

Note: Students may incur a separate fee, in addition to tuition, when enrolling in an online course.

Questions? Contact Dr. Rob Davis, Dean of Online Educational Services at x6386 or rDavis@ndc.edu