Online Dual Enrollment

A Guide For Students

LC ONLINE
LANDMARK COLLEGE

THE COLLEGE FOR
STUDENTS WHO LEARN DIFFERENTLY

LC Online Dual Enrollment
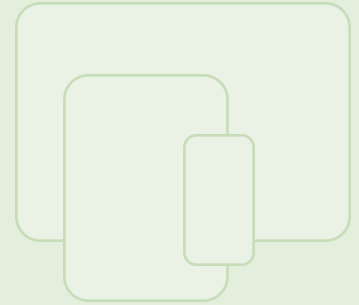
Welcome

Welcome to the LC Online Dual Enrollment program. We are excited you have chosen to learn with us and we look forward to helping you achieve your educational goals!

If you are new to online learning here, we understand that you may have many questions. This guide is designed to provide you with specific information about our online learning program and services.

Please use this guide as a resource, but also remember that there are many dedicated people in this program who are willing to assist you, including:

- **Course Instructors**—Questions regarding the content, assessments, and due dates within a course should be sent to the course instructor. Instructors can also assist you with textbook publisher systems (e.g., Connect) used within their courses. You can contact your instructor from within your Canvas course using the email tool. Instructors may also provide a telephone number and will be available to meet during office hours each week.

- **Course Coach**—Your course coach can provide you with assistance on issues such as time management, organization, and prioritization to help you stay on top of course material, reading assignments, and homework.

- **Landmark Dual Enrollment Support**—The LC Online team is available to assist with technology issues including trouble logging in, difficulties navigating courses, assistive technology software, and compatibility with client devices like computers. Contact edtech@landmark.edu or by 802-387-6800 during regular business hours.

Wishing you all the best this semester!

Denise Jaffe
Co-Director for Undergraduate LC Online and Intersession Programs
Landmark College

LC Online Dual Enrollment

Contents

What is Dual Enrollment?

Dual enrollment is a program that allows high school students (juniors and seniors), homeschooled, or gap year students to enroll in college courses for credit.

Dual enrollment offers students the opportunity to experience college-level classes, take coursework not offered at their schools, and explore possible pathways to their postsecondary futures. Students who successfully complete a dual enrollment course may earn both secondary and college credits. This decision would be made at the participating student's high school.

The LC Online Dual Enrollment Program offers 3-credit, college-level courses. These course credits become part of the student's transcript. Dual enrollment credits earned may be considered and accepted by colleges as transfer credit. For students interested in transferring their dual enrollment credits to a college/university. Please verify with that institution directly as every college has different transfer credit requirements.

What is online learning?

Online learning allows instruction and interaction to occur when students and instructors are not in the same place. You may also hear online learning called distance education, distance learning (DL), or eLearning.

Our Online Dual Enrollment (ODE) courses deliver 100% of content online. Online courses provide greater flexibility of schedules and convenience of access to students while allowing them to meet the same learning outcomes and level of rigor achieved in our on-campus courses.

Will I have to be online at a given time?

Our courses do not require students to be online on a set day of the week and time. However, courses will include real-time interaction with the instructor. This is an essential component of our classes and may require students to use a synchronous tool provided by us to attend these sessions. Courses may also have specific online meetings as a class. The instructor will list the dates and times of group meetings in the class schedule. Those sessions will be recorded and shared for students who cannot attend the session and for future access.

- **Asynchronous**—Means "not at the same time." Asynchronous tools, such as email and discussion boards, allow participants to communicate without having to be online at the same time.

- **Synchronous**—Means "occurring at the same time." Synchronous tools, such as text chat, audio chat, or video chat, require all participants to be online at the same time.

What Makes Our Online Dual Enrollment Program Unique?

Our model is guided by Landmark College's expertise honed over three decades of working with students who learn differently. The courses provide the same content as our on-campus foundational level classes. Unlike typical online courses, our dual enrollment program has a course coach who works closely with the instructor to support the students. This design structure supports executive function skill development in a way that is personalized for individual learners.

Program structure
Our courses are 100% online, allowing students to access course content and assignments from anywhere at any time. Instructors who teach the specific course content meet with students in several personalized one-on-one sessions throughout the semester for direct instruction and feedback, while course coach meet with students regularly to assist with navigating the online learning environment and staying on top of course assignments.

Course structure
- Flexible
- Asynchronous (not at the same time)
  - Peer engagement
    - Postings/discussion boards
    - Peer review projects
  - Recorded small lectures and multimedia
  - Readings
  - Assignments
- Synchronous (live/at the same time)
  - Instructor meetings
    - 3x per semester—required
    - Office hours
  - Course coach meetings
    - 30 minutes per week (approximately)
    - Adjustments based on need (individualized)
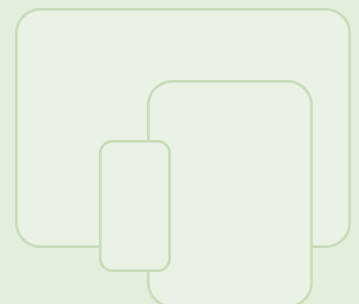
Course coach model

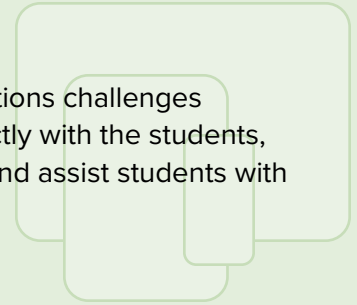Each student has an online/onsite course coach who supports executive functions challenges experienced by many students with learning differences (LD). They work directly with the students, their families, and instructors to facilitate communication, course navigation, and assist students with problem-solving and advocacy skills.

Design and delivery

Our courses are designed to be scaffolded to better support students with learning challenges. For example, the amount of text per screen is limited, icons and layout are standardized across courses to help recall and recognition, and suggested study guides cue students to activate learning strategies. Courses are designed to reduce cognitive load in multiple ways.

Each semester consists of 15 weeks of course material with each week containing a combination of engaging course materials and assignments such as discussion forums, projects, case studies, videos, written papers, presentations, and journals.

Landmark College Online Student Readiness Course

All dual enrollment students are given access to our Online Student Readiness course prior to the start of the semester. This readiness course is designed to build confidence and reduce stress associated with learning online. Although this course is not graded, it is highly recommended for students to help prepare for learning online. It will also give them the opportunity to meet the other students in our programs.

- The course begins with a self-assessment that immediately informs students of their strengths and weaknesses in specific skills for online learning.
- Each of the 6 modules covers the topics from the assessment.
- Students receive access 2 weeks prior to the start of the semester
- Digital Badge program—students who complete this course receive the LC Online Learning Readiness Badge from Badgr

The Successful Online Learner

What do I need to do to be successful?
To be successful in your courses, you should:

- Have a strong desire to learn.
- Check your Landmark College email account several days each week.
- Access your course daily to check for messages, announcements, and upcoming due dates.
- Keep a calendar with reminders of assessment due dates and other important milestones (e.g., registration dates, first day of class, last day of class, etc.).
- Avoid procrastination! Complete and submit assigned work early. Instructors may deduct points or assign a grade of zero for work that is late.
- Dedicate at least 2 to 3 hours per week for each course credit hour (e.g., plan to study at least 9 hours a week for a 3-credit course).
- Maintain a regular study schedule/routine.
- Study in a quiet, uninterrupted space.
- Communicate regularly with your instructor and course coach.
- Utilize all the resources available to you. Your course coach, the library, and other support services at your school can help you succeed.
- **Reach out when you need help!**

How can I get the most out of my online course?

1. **Access your online course daily.** It can be tempting to skip accessing your online class because the professor is not standing in front of you at a scheduled time. However, you will miss out on notes and fall behind very quickly. Tell your instructor ahead of time when you know you're going to be absent (i.e., family going on vacation). Make arrangements with your instructor to obtain any assignments due on the day(s) you will be absent. **An unexcused absence on the day of a quiz or test means you cannot make up that quiz or test unless you have *pre-arranged permission* from the instructor.**

2. **Notes are your best friend.** Taking notes is a tried and true learning strategy. They assist in getting information from your short-term (temporary) memory into your long-term memory. It's how you study/review for a test or prepare for an essay. Consider writing notes in the margins of your textbook or change the title of a sections into questions, then write the answers to those questions in your notes. For example: your textbook chapter heading is "Causes of World War I."

Change that title in your notes to read, "What were the causes of WWI?" and answer that question in the margins as you read.

3. **The syllabus is everything.** Download and print a copy of the course syllabus. Links are available on the Syllabus tab in your course navigation menu. Once printed, highlight any due dates. This will serve as a reminder to you about assignments, their deadlines, and all the instructor's policies. Add this to your binder for easy reference.

4. **Keep a planner.** Write down due dates and homework. Use your phone's calendar/alarm to set reminders.

5. **Network!** Get to know and get contact info for at least one other person in your course. College courses are a great way to build a social network of friends and peers who also share learning issues and want to achieve their college dreams.

6. **Observe/Ask others.** What specific strategies are your peers using that seem to help them? Do they make flash cards? Does writing notes in a notebook work better than typing? Do they use their phone for calendar/date reminders? Do they use highlighters? Or do they participate in discussions in a different way?

What if I am struggling?

1. **Reach out.** Don't wait to ask for help. You are not expected to remember or understand new concepts right away—that's the point of being a student. The earlier you reach out, the better. Don't be shy.

2. **Check the Help Me! tab in your course.** This tab explicitly explains who to go to for different circumstances.

3. **Review your notes.** Highlight and use sticky notes (in your notebook and textbooks). Write a quick summary next to paragraphs or sections about the text in your readings (one sentence or phrase).

4. **Make flash cards and use them.** Create old-fashioned notecards or use the online apps that come with your online textbook.

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Academic Calendar and Dates

Sample Fall schedule

August 10	Dual Enrollment Open House at 5:30 p.m.
August 19	Course Registration Deadline
August 15	New semester packets & credentials sent
August 16	Online Course Coach will start outreach
August 29	Begin Student Online Readiness
August 29	Full Payment Due
August 29	Classes Begin
Sept. 26	Last day to drop courses
October 12	Mid-semester grades due
Nov. 21 – 25	Thanksgiving Break
December 19	College Credit Course Ends
December 19	Course Feedback forms due
December 22	Grades due

Sample Spring schedule

January 28	Classes begin at 8:30 a.m.
February 5	Last day to add courses or change audit to regular course enrollment
February 24	Last day to drop courses, change regular course enrollment to "Audit" or select the "Pass/Low Pass/Fail" option
February 25	Start date to withdraw from courses with a W
March 13	Spring break begins at 5 p.m.
March 23	Classes begin at 8:30 a.m.
March 25	Mid-semester grades due by 5 p.m.
March 30	Last day to withdraw from courses with a W
March 31	First day to withdraw from courses with a WP or WF
May 8	Last day of classes, last day to withdraw from courses with a WP/WF
May 12	Final exams begin
May 14	Grades for graduating students due by 3 p.m.
May 15	Final exams end
May 19	Grades due by 5 p.m.

Up-to-date calendar information can be viewed at landmark.edu/academics/academic-calendar.

Registering for a Course

One way to register for a course is to visit the High School Online Dual Enrollment page at landmark.edu/dual and download the application. Another way is to follow these three steps:

1. Open the course listings[1] and check the syllabus link to determine what course to take.

2. Download the dual enrollment application.[2]

3. Fill out and email the completed application to applyode@landmark.edu or mail it to the address on the application.

For questions about eligibility, college transition, and partnerships, contact:

Carroll Paré
Senior Director of Intersession and Online Programs
cpare@landmark.edu
(802) 387-6885

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1   https://etop.landmark.edu/forms/DUAL_Courses.pdf
2   https://bullshark.landmark.edu/app/form.html

Purchasing Books and Materials

What textbooks and supplies do I need for my course(s)?
The Online Dual Enrollment Textbook and Supplies list needed for each course will be available at etop.landmark.edu.forms/Textbooks.pdf two weeks prior to the start of each semester. This list will contain the textbook and any additional supplies you will need for your course(s). You can also access this information on the course syllabus.

When should I plan on purchasing the textbook(s) and supplies for my course(s)?
Partner schools provide textbooks in paper (and digital versions when available). Students not from a partner schools will need to acquire the textbook(s) and any other requested supplies before the end of the first week of classes. We strongly suggest obtaining the materials before the start of the semester to ensure a smooth start.

How do I purchase textbooks?
Once you know what is needed for a course, you may rent or purchase the textbook at any location, including Amazon. Be sure to use the ISBN number to search for the required text. Only a matching ISBN number will ensure you have the correct volume and text.

How do I purchase and receive the textbook(s) and other supplies for my course?
The course syllabus contains a list of all textbooks and materials required for your online course. You can access the most recent course syllabi at etop.landmark.edu/syllabi.

Partner school responsibility:
Partner schools receive a new semester packet that contains the Dual Enrollment Textbook and Supplies list. This packet is distributed via email two weeks before the semester begins. This information can also be accessed at etop.landmark.edu/forms. Partner schools are responsible for obtaining required textbooks in the requested formats for each registered student. This purchase should occur prior to the start of the semester. Textbooks are to be distributed to students by the course coach in the first week of the semester.

Instructor responsibility:
In addition to identifying all textbooks, course instructors must submit any required supplies, articles, and texts that students will need for the course to the director of online learning at least three weeks prior to the start of each semester.

Course instructors must include all additional materials in the course syllabus.

Student responsibility:
Students not associated with a partner school must purchase textbooks and other required materials listed in the syllabus. This information can also be accessed at etop.landmark.edu/forms

two weeks prior to the start of each semester. If you have any issues obtaining course materials, you must inform your instructor within the first week of class.

What if I need my textbook or other course materials in alternative formats?

Digitization: Most textbooks have the option to purchase the paper version, a digital version or both. When not specified in the Dual Enrollment Textbook and Supplies List for your course, the selection of platform is your choice. However, we strongly suggest purchasing both the physical textbook and the digital version. The digital version allows additional options to access the text (i.e., text-to-speech, bookmarking, highlighting, and more).

Landmark College offers our dual-enrolled students free access to digital versions of textbooks under certain conditions. These conditions are as follows:

1. You must purchase or rent the textbook. The textbook could be a print version or an online version sold by the publisher or a vendor on behalf of the publisher. If the print or online textbook is rented, the rental period must be at minimum for the length of the student's course.

2. Fill out the LC Online Digital Text Request Form and attach the receipt from your book purchase.

3. Email the form and the receipt to the Landmark College Library at library@landmark.edu, or to Denise Jaffe, co-director of online programs at denisejaffe@landmark.edu.

4. Once processed, the digital texts are released. A secure download portal will be provided to you to access your digitized materials.

Other types of alternative formats: Other types of alternative formats may require an academic accommodation. The College has policies and procedures in place to evaluate requests and ensure access through an interactive process. Some formats can take a considerable amount of time to produce (e.g., braille), so please begin this process early.

To view policies and procedures for requesting academic accommodations at Landmark College, please visit: landmark.edu/student-life/our-community/request-for-accommodations.

Student self-advocacy and agency is always encouraged! If you are registered in a course and would like to review the format of the course materials, please reach out to your instructors.

Technology Requirements

Landmark College Online Dual Enrollment courses are hosted on the Canvas platform and are optimally experienced through a full-featured web browser running on a desktop or laptop computer with Microsoft Windows or Apple Mac OS. Mobile phones and tablets are not adequate for completing certain aspects of your coursework. All popular browsers are supported, but Landmark College recommends Google Chrome® or Mozilla Firefox®.

Using a public computer, tablet, or phone: If circumstances occur where your laptop or desktop is not available, you can access your course pages through a mobile web browser such as Chrome or Safari. This allows you to keep up with your assignments, calendar, and to-do list when traveling. (The mobile app called "Canvas Student" is not compatible with our courses and should be avoided.)

Technical Requirements for Specific Courses: Certain courses cannot be completed unless they are experienced 100% of the time using specified hardware. Please see below for a listing of these courses:

- **Introduction to Programming** (CSC1631) and **Introduction to Web Design and Development** (CSC1221) require a desktop or laptop running Windows or macOS for most aspects of the coursework. These courses install software that only runs on Windows or macOS.

- **Statistics** (MAT1321) requires a desktop or laptop running Windows only. The course includes software that only runs on Windows.

Network Content Filters: Students may have issues completing their assignments if they access courses from school networks that use content filtering systems, which block access to public sites such as YouTube and Vimeo.

Microsoft Office 365: All students taking dual enrollment courses are offered the installation of Microsoft Office 365 free of charge for the duration of the course semester. Installing 365 is recommended for collaborative activities that might occur in a course.

Other hardware: Students need the ability to access Landmark College's online course using a desktop or laptop computer with a webcam. An audio headset is strongly recommended, but not required.

Q&A for Dual Enrollment
1. **How do I get my credentials?**
   You will receive an emial from TechSupport@landmark.edu with your credentials and information on how to get your device ready for class.

2. **Is there software to install to be ready for classes?**
   A link in the welcome letter will walk you through setting up Office 365. We recommend logging in using the readiness guide and contacting techsupport@landmark.edu if you need help.

3. **If you already use Microsoft O365 on your device, do you need to install the software again?**
   No. You only need the apps installed once.

Using Canvas
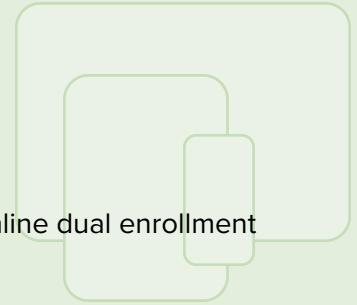
We use the Canvas Learning Management System (LMS) as the core of our online dual enrollment program.

In Canvas, all our courses have the same navigation and structure. Each feature is specifically designed to ensure that student's experience is successful by including explicit instructions, scaffolded learning strategies, and many other unique features.

Canvas login instructions will be sent to you via email or through your course coach at least two weeks prior to the semester start date.

You will access Canvas via the web at landmark.instructure.com. (Note: Bookmark this link in your browser for future easy access.)

1. Log into Canvas by entering your Canvas username and password.
      Sample Username: EthanAllen
      Sample Password: 12345!

2. Once you are logged in, you will see the Canvas Dashboard where you will find a rectangular tile for each course you are enrolled in. Note that courses will not appear on the dashboard until the first day of the semester. You should find a sample course you can enter and work with immediately.

3. Click on Landmark College Online Student Rediness or visit the HelpMe! tab from within any course. The Canvas Tutorials page was created especially for you.

   - Access the page by clicking the Tech Help link on the navigation bar and selecting the link in the Canvas Tutorials section.

   - View the General Navigation, Navigating Landmark Courses, and Getting Help videos.

Need additional assistance?
If you have any questions or problems with your Canvas username or password, please contact edtech@landmark.edu immediately.

Canvas Time Zones

All dates and times throughout our courses are displayed according to U.S. Eastern Time Zone (ET). Students can set their own personal time zone in order to accurately scale and display the course's time zone to their own local time.

I'm a student in a time zone other than Eastern Time; how will I see due dates in Canvas?
In Canvas, you can set your own time zone; this means that Canvas dates are localized to display your local time zone. For instance, if an east coast instructor sets a due date for 11:59 p.m., and a student in the course is on the west coast, they will see the assignment as due at 8:59 p.m.

### When is my assignment actually due?
Generally, your assignment will be due by 11:59 p.m. (ET) on Sunday night. Check the course syllabus for policies outlined by your instructor. An instructor may choose to modify due dates to be 3 a.m. on Monday morning to accommodate other time zones.

### What happens if I turn in my assignment at 11:59 p.m. local time?
That is up to your instructor. In the ODE program, assignments will not be considered late if they are turned in by 11:59 p.m. in your time zone. Check the course syllabus for the due date policy.

How do I change my time zone in Canvas?
To change your time zone in Canvas, click Settings in the upper right corner and click Edit Settings. Once you select your time zone and click Update Settings, your Canvas time zone will be updated. https://community.canvaslms.com/docs/DOC-10622-4212717410.
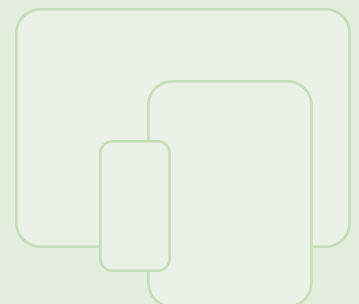
Administrative Policies, Course Guidelines, and College Policies
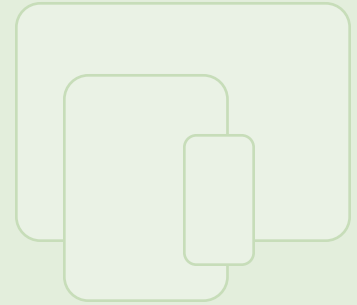
Academic honesty and plagiarism policy

"As an academic community, Landmark College strives to instill and foster intellectual honesty and integrity. Effective evaluation of student work can occur only in an environment where intellectual honesty is respected. Academic dishonesty is a clear violation of academic integrity and academic responsibility." (Excerpted from page 14 of the Student Handbook.)

To plagiarize is to give the impression that a thought or piece of writing is original when, in fact, it is borrowed from another or from a source without providing a reference.

Academic integrity and responsibility are important. In cases of academic dishonesty, a conversation with the student and professor will convene and the College's policy for academic dishonesty will be followed.

Accommodations policy

Given the nature of our approach to teaching, students may find that many of the disability-related academic accommodations that might be customary at traditional institutions of higher education may not be needed with a Landmark College online course.

However, if you feel that you need individual academic accommodations, the College has policies and procedures in place to evaluate requests and ensure access. You can find our policies and procedures for requesting academic accommodations at landmark.edu/student-life/our-community/request-for-accommodations.

Behavior expectations

"All students and staff of Landmark College are members of a unique educational community whose goal is to enable each student to tap into his or her full potential for success. Such a goal requires tremendous individual effort on the part of each student and cooperative effort on the part of each member of the Landmark College community. Our guiding principles include hard work, respect for others and oneself, honesty, personal accountability, and careful organization of time and materials." (Excerpted from page 3 of the Landmark College Student Handbook.)

Communication

Ongoing and timely communication is critical in a collaborative online learning environment. Therefore, in keeping with accepted standards of professionalism, responses to communications originating from students or the instructors will take place within 24 hours (or by the end of the next business day in the case of weekend communication). In some cases, communications will be sent that require a response within 24 hours. Communication is a graded aspect of course components.

Office hours
Office hours will be scheduled by your course instructor and available in the syllabus. Times may vary as we seek to address schedules that vary across schools and states. Office hours will be held via conferences in Canvas.

Work completion
Students who do best in our programs complete readings and assignments on a regular basis and are therefore prepared on the days assignments are due to be discussed and reviewed.

Late policy
All assignments are available on the assignments page and in the suggested student schedules, as well as on the Canvas "to-do list" and calendar. Assignments are directly correlated to the learning taking place at the time. In addition, the course goals and objectives include a focus on maintaining an effective organization system to manage course materials, support assignment completion, and enhance participation in course discussions, quizzes, and tests. As with any college course, established due dates will be strictly adhered to throughout the semester. If you find yourself challenged with an assignment, you must contact your instructor to discuss an Action Plan.
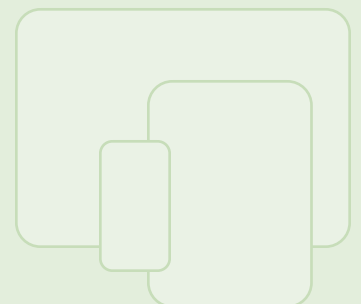
Credits and Grading
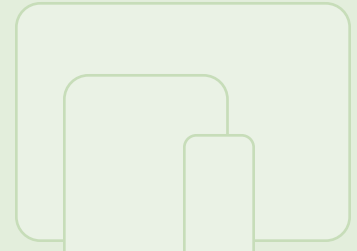
Landmark College grading scale

A student's grade point average is calculated based on two values. The first is the total credit hours the student has taken and the second is the total quality points the student has earned. **When a GPA calculation extends beyond two decimal places it is truncated**. For example, a GPA calculation of 1.456 would be evaluated as 1.45. The total credit hours a student has taken is equal to the sum of the credit hours assigned to each course she has successfully completed. It is the policy of Landmark College that the following shall constitute its grading. More information can be accessed at http://catalog.landmark.edu/content.php?catoid=9&navoid=186#grading-system.

Letter Grade	GPA Equivalent	Grade Scale	Definition (credit courses only)
A	4.0	93 – 100	Excellent; distinguished achievement in all phases of the course
A-	3.7	90 – 92	
B+	3.3	87 – 89	Very good; high level of achievement in some phases of the course
B	3.0	83 – 86	
B-	2.7	80 – 82	
C+	2.3	77 – 79	Fair; basic understanding of subject has been demonstrated
C	2.0	73 – 76	
C-	1.7	70 – 72	
D+	1.3	67 – 69	Poor; minimal performance
D	1.0	63 – 66	
D-	0.7	60 – 62	Passing
F	0.0	0 – 59	Failure

How do I get my grade?

Grades are always available through the Canvas interface in the Grades option on the navigation menu. Final grades are available in Canvas after the final dates of exams. Check landmark.edu/academics/academic-calendar for specific dates.

Deadlines, Withdrawals, and Dropping a Class

Visit catalog.landmark.edu for our policies on course drops and withdrawals.

You may drop a class prior to the beginning of the semester by completing a Withdrawal Form[3] on your own. If you choose to drop or withdraw from a course after the semester has begun, you must complete the Withdrawal Form and obtain your course coach's signature.

Please note that it is the policy of Landmark College that no refund of fees is made if a student is suspended or expelled from the College.

Week of Voluntary Withdrawal	Percentage of Tuition Refunded
Academic Term/Semester	
First Week	80%
Second Week	60%
Third Week	40%
Fourth Week	20%
After Fourth Week	0

Requests for refunds should be submitted in writing to the Executive Vice President for Administration & Finance. If granted, refunds will be remitted by check from Landmark College to the person or entity who paid the fees.

David LaValley
Vice President for Administration & Finance, Chief Financial Officer
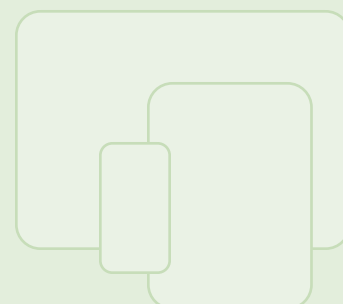802-387-6721
davidlavalley@landmark.edu

When the total fee was paid by more than one person or entity, the amount of refund granted will be paid to the party listed as the Responsible Payor.
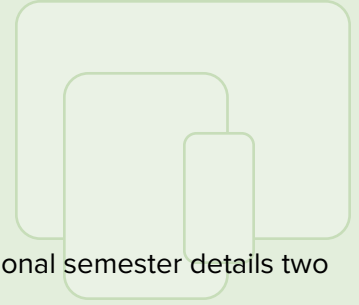
Course Extensions
Visit catalog.landmark.edu for our policies on course extensions.

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3   https://etop.landmark.edu/forms/DE_Withdrawal_form.pdf

Parent Communication

For students under 18 years of age

- The college will send an email to parents with a course timeline and additional semester details two weeks prior to the semester start date.

- The college will contact the student and the parent(s)/guardian(s) via email if we have not heard from the student by the beginning of the second week of the course.

- Mid-semester grades will be distributed by the course coach in Week 7 of the semester.

- If the student is at risk of course failure, the online course coach will contact the student and parent.

- The online course coach will send the student and parent final grades.

For students over 18 years of age

We will need a completed FERPA Release on file to share student information with parents.

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Payment Process

Payment for each course is due in full prior to the beginning of the semester. Lack of payment will delay student access to their course.

Please note:

- Upon receipt of the completed application, individuals who do not have a partner school will receive a Welcome Letter and the Payer Agreement.

- Partner schools will receive an itemized invoice from Student Account three weeks after the semester start date. This invoice is based upon the signed Memorandum of Understanding (MOU) document.

- Questions about payment should be directed to:

  Paul Breault
  Controller
  802-387-1678
 paulbreault@landmark.edu

Making Payments

Personal or company check—A personal or company check can be accepted for full payment. Please return the signed Payer Agreement with your check to the address listed on the agreement.

Credit card payments—Quikpay is the College's convenient online system for credit card, debit card, and e-check payments. You can make online payments, review bills, and examine payment history 24 hours a day, 7 days a week.

Quikpay accepts Visa, MasterCard, Discover, American Express, and e-checks for all payments.

International payments—International students can use Quikpay to view bills, but Quikpay cannot be used with foreign currency. For payments that will be made using foreign currency, students can use peerTransfer to make low-cost bank wire payments. Using peerTransfer, students can save on bank fees and exchange rates, track payments from start to finish, and have dedicated customer support for assistance.

School Choice—For Vermont Public School students, check the Vermont Voucher Program for eligibility and payment information. For other states, go to https://www.edchoice.org/ to locate information on your specific state's eligibility.
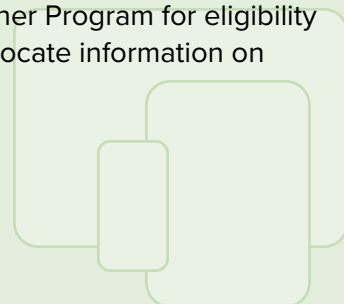
Requesting Official/Unofficial Transcripts

22
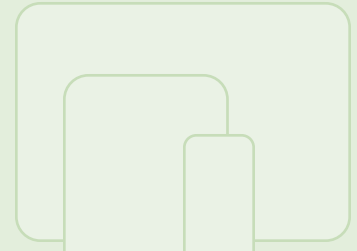
How do I get my grades?

Grades are always available through the Canvas interface in the Grades option on the Navigation menu. Final grades are available in Canvas after the final date of exams. Check the Landmark College Academic Calendar for specific dates.

Will I have a Landmark College transcript?

Yes. Once final grades are entered by the instructor, your transcript is available.

- **Official Transcript**—Students can request an official transcript for a nominal fee at www.getmytranscript.org.

- **Unofficial Transcript** (free of charge)—Copies of unofficial transcripts can be requested free of charge. Students must complete a signed request and submit it to the Registrar's office.

  The Unofficial Transcript request form is at: https://www.landmark.edu/uploads/pages/doc/Landmark_Unofficial_Transcript_Request.pdf.

  It can also be located on the Registrar's page at landmark.edu.

Questions about transcripts should be directed to:

Registrar
802-387-6711 (phone)
802-387-6400 (fax)
registrar@landmark.edu

Are Dual Enrollment credits transferable?

Yes, our credits are eligible for transfer because we are an accredited institution by the New England Commission of Higher Education (NECHE). Because requirements vary by higher education institutions based upon curriculum alignment, the transferability of LC Online Dual Enrollment credits is dependent on the institution and the program for which the student is requesting to transfer the credits to.

Library Resources for Online Learning

Can I use the campus library resources if I am an online student?
Yes! The Landmark College Library offers a full range of research services and academic materials, including unparalleled resources on learning disabilities and differences.

As a LC online dual enrollment student, you have full access to library resources digitally at landmark.edu/library, or by telephone during library hours.

Library links:
- Search the library: landmark.edu/library
- Library hours: landmark.edu/library/library-services/hours
- Library staff: landmark.edu/library/library-services/staff
- Contact and assistance information: landmark.edu/library/library-services/faculty-staff-library-services
- Class and subject guides: These guides feature recommended resources in the Library and on the web by course. landmark.edu/library/class-subject-guides
- Citation Guides: landmark.edu/library/citation-guides
- Books & Movies: landmark.edu/library/books-movies-music

Dual Enrollment Contact Information

For questions please contact:

Carroll Paré
Senior Director of Intersession and Online Programs
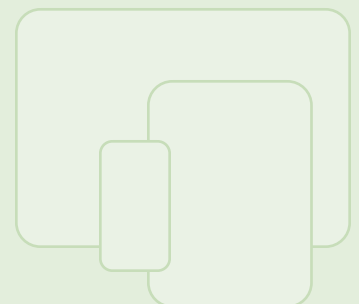cpare@landmark.edu
802-387-6885

or

Denise Jaffe
Co-Director for Undergraduate LC Online and Intersession Programs
denisejaffe@landmark.edu
802-387-1682

Glossary of Terms for Online Learning

ASYNCHRONOUS LEARNING: When learners participate in an online learning course at different times, it is known as asynchronous learning. This might also be called eLearning or web-based training (WBT). Asynchronous learning allows learners to go through a course at their own pace and on their own schedule. (Compare with SYNCHRONOUS LEARNING below.)

AUDIO CONFERENCING: Audio conferencing refers to a connection between three or more locations that involves a voice-only connection. This can be done via telephone or via the computer. When the audio conference is done between computers over the Internet, it uses a technology known as VOIP (Voice Over Internet Protocol).

BLENDED LEARNING: Blended learning is an instructional approach that includes a combination of online and in-person learning activities. For example, students can complete online self-paced assignments by a certain date and then meet on-site or online for additional learning activities.

COMPUTER-BASED TRAINING (CBT): CBT refers to any type of course that runs on a computer, either on a CD, on a person's hard drive or on the Internet. The distinguishing point is that computer-based training does not involve an instructor or facilitator who is physically present. Now that most computer-based training occurs via the Internet; the term is used infrequently. More common terms are online learning, eLearning and Web-based Training (WBT).

**COURSEWARE**: Courseware refers to any instructional software that is delivered on a computer.

DISTANCE EDUCATION or **DISTANCE LEARNING**: Distance Education/Learning occurs when students and their instructors are in different geographical locations and the instruction occurs on an electronic device, such as a computer or mobile phone. The learning can occur in a synchronous environment, in which all participants are connected at the same time; or in an asynchronous environment, when participants are engaged in learning at different times.

DUAL ENROLLMENT: An opportunity for high school juniors, seniors, home schoolers, and gap year students to take online courses for college credit at Landmark College. Each course is 3 college credits.

Our unique model is guided by Landmark College expertise honed over three decades of working with students who learn differently. The courses provide the same content as our on-campus foundational level classes. Unlike typical online courses, our dual enrollment program has a course coach who works closely with the instructor to support the students, a design structure that scaffolds executive function skill development, and is personalized for individual learners.

eLEARNING: eLearning (short for electronic learning) is an umbrella term that refers to all types of training, education and instruction that occur on a digital medium, like a computer or mobile phone.

HYBRID LEARNING: See blended learning.
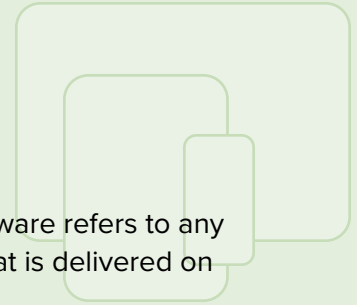
INFORMAL LEARNING: Informal learning occurs when people have a need to know something. They set their own learning objectives and acquire knowledge, skills, and information in their own ways. This could be through asking questions, observing experts, practicing and conversing. It's the kind of natural learning humans do outside of a structured environment.

INSTRUCTOR-LED TRAINING (ILT): ILT typically refers to providing instruction in a classroom environment where the instructor and learners are together at the same time and in the same physical location.

INTERACTIVE MULTIMEDIA: Interactive multimedia allows learners to provide input to an online course and receive feedback as a result of the input. The input might consist of a mouse click or drag, gestures, voice commands, touching an input screen, text entry, and live interactions with connected participants.

MOBILE LEARNING: Learning that takes place on a hand-held device, such as a mobile phone, that can take place anytime and anywhere.

MULTIMEDIA: Multimedia refers to the presentation of information and instruction through a combination of graphics, audio, text, or video. Multimedia instruction is often interactive.

ONLINE LEARNING: The term online learning is often used synonymously with eLearning. It is an umbrella term that includes any type of learning accomplished on a computer and usually over the Internet. These courses have the same learning outcomes and substantive components of a standard lecture/seminar course with an alternative delivery method. Contact time is satisfied by several means which can include, but are not limited to, the following: a) Regular instruction or interaction with a faculty member once a week for each week the course runs. b) Academic engagement through interactive tutorials, group discussions moderated by faculty, virtual study/project groups, engaging with class peers and computer tutorials graded and reviewed by faculty. In all such instances, the faculty member is required to keep records as courses must meet the total amount of instructional and student work time as the examples above even if delivered via distance delivery, synchronously, or asynchronously.

SELF-PACED LEARNING: Self-paced learning refers to the type of instruction that allows a person to control the flow of the courseware. It implies the learning environment is asynchronous.

SOCIAL MEDIA LEARNING: Social media learning refers to the acquisition of information and skills through social technologies that allow people to collaborate, converse, provide input, create content, and share it. Examples of social media learning can occur through online social networking platforms, blogs and microblogs (like Twitter), online talk radio, and wikis.

STREAMING MEDIA: Streaming media refers to video and audio that is downloaded to a computer from the Internet as a continuous stream of data and is played as it reaches the destination computer.

SYNCHRONOUS LEARNING: When learners participate in an online learning course at the same time but in different locations, it is known as synchronous learning. Synchronous learning allows learners to interact with the instructor and other participants in real time. This is done through software that creates a virtual classroom.

VIDEO CONFERENCING: Video conferencing refers to the use of video technology (both hardware and software) to create a virtual meeting between two or more people in different physical locations. Participants can see and hear each other through this technology.
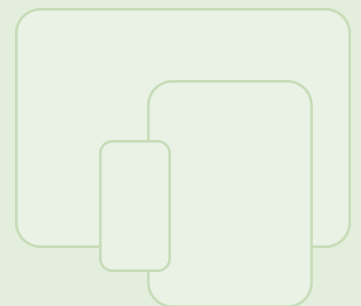
VIRTUAL CLASSROOM: The virtual classroom refers to a digital classroom learning environment that takes place over the Internet rather than in a physical classroom. It is implemented through software that allows an instructor and students to interact.

WEBINAR: A webinar is a seminar or workshop in which the facilitator and participants view the same screen at the same time. Usually the webinar has an audio component that the facilitator controls and functionality that allows participants to chat by entering text, answering polls, raising their hands and asking questions.

WEB-BASED TRAINING (WBT): WBT refers to all types of digital instruction where the learning material is presented via the Internet.

Notes

LC ONLINE

LANDMARK COLLEGE

Putney, Vermont