

## TOP TEN QUESTIONS FOR THE PROSPECTIVE DISTANCE LEARNER

- 1. Can you use email?** You are required to use your MC email account for all communication with your instructors and the MC offices
- 2. Do you have access to internet?** You will need to have an account with an ISP and have either DSL or Broadband connections.
- 3. Can you navigate the web?** Some of your courses may require you to research online, utilize the online library resources, or other navigation.
- 4. Do you own your own computer?** You must have administrative rights to the computer used for college coursework. Using a computer at a library or a workplace is *not* advisable, as you may experience difficulties with needed functions or be blocked by firewalls. Using a computer that is not your own will provide you with *limited* support options and no exceptions for late work or online complications.
- 5. Are you comfortable with computer applications?** You will need to submit documents via MCMoodle, so you should be comfortable with creating assignments using Microsoft Office (EXCEL, Word, PPT), as these create the PC file types required. Be prepared to convert any other file types if you are using a Mac or upgrade to more recent versions so your professor can open your submissions.
- 6. Can you answer “yes” to the “minimum computer skills”?** See skills list below.
- 7. Do you know how to manage your time?** Before you even register for a class, decide what your commitments are (your job, family, living situation). Write out timeframes on a calendar. Block out study times and scheduling.
- 8. How heavy is your course load?** Just because you are taking classes off campus does not mean you will have plenty of time to do more work. Take what you can manage, and be sure to consider your other responsibilities outside school.
- 9. Are you good at setting deadlines and meeting them?** Once you have made a plan, stick to it. Taking classes at home can be more challenging if there are distractions.
- 10. Do you know who to call for help?** Know who to talk to when you need to resolve a problem. Your advisor can help with managing your time, your instructor with course work, a student counselor with special needs issues, a financial aid officer for financial assistance. Be sure to visit the MC website and educate yourself concerning contact information.

### MINIMUM COMPUTER SKILLS

- Start up a computer, and find/run software programs.
- Organize, copy, paste, name and rename data files.
- Operate a word processor, and save and organize the resulting documents.
- Access and browse the World Wide Web.
- Send and receive e-mail, and attach data files to an e-mail, and save attached files from an e-mail.
- Download and save data files from a website.
- Download and install computer software.
- Navigate and post to a Web-based course bulletin board.