

CHICAGO STATE UNIVERSITY

Office of Distance Learning

9501 S. King Drive / LIB330
Chicago, Illinois 60628-1598
TEL 773-995-2960 • FAX 773-995-2580

MEMO

TO: Arthur Redman, Ph.D.

FROM: Julian Scheinbuks, PhD
Director

DATE: 3/24/06

RE: Student Advising for Distance Learning

1. I have attached a check-list that each student who plans to enroll in a Web-based course should read and sign. The advisor should then sign and place the statement in the student's permanent file.
2. The student should be given the URL of the Oasis site to visit to become familiar with navigating within the Blackboard System. The link to the Oasis site is:
<<http://www.ilcco.net/oasis>>
3. The student should be directed to the Distance Learning site for general and technical information and assistance using the link:
<<http://www.csu.edu/DistLearn/>>
4. The student should then contact the Office of Distance Learning (773-995-2960) if he or she requires assistance in interpreting the statements on the Checklist or has any further questions before registering for the class.

Retain in student file

Office of Distance Learning

Student Advising Checklist

ONLINE LEARNERS SHOULD....

- Have reliable access to a Pentium III or better (700 mhz or better) computer with a DSL or cable modem preferable. Dial-up connections may be used, but do NOT provide consistent reliable access. (AOL dial-up access is discouraged.)
- Possess a headset (earphones and microphone) or have a computer equipped with speakers and a microphone.
- Possess a USB Flash drive or other insertable media (floppy discs) and know how to use them.
- (If you do not have your own computer,) Use the CSU computer labs (LIB-120, 122 or SUB-150) or arrange to use a computer (at a community college library, a public library, or at work with employer permission) for at least 2 hours per day a minimum of 4 times per week (Check the hours of availability to determine if it fits your schedule).
- Feel that high quality learning can take place without having face to face (f2f) interaction.
- Dedicate a minimum of 4 to 6 hours a week (anytime during the day or night) to participate in the learning process.
- Be a self-motivated and self-disciplined person.
- Stay on task without direct supervision.
- Be comfortable communicating in writing.
- Be a capable and avid reader.
- Understand the nature of critical thinking in the learning process.
- Be comfortable with E-mail, computers, and new technologies.
- Be able to prioritize your own workload.
- Be good at assessing your own progress.
- Know how to “copy” and "paste" text from a word processor into an E-mail or a text box. Know how to use the WYSWYG (What You See Is What You Get) editor effectively.
- Understand how to attach a file to an E-mail or to a website for upload.
- Know how to convert a word processing document to a rich text file (rtf).
- Be able to access the World Wide Web at least five times a week.
- Know how to download software from the WEB and install software on your computer if needed.
- Be able to create, save and manage files on your computer.
- Have and use an active CSU Email account and become familiar with CSU Webmail, or other E-mail software such as Netscape Mail, Outlook Express, Entourage, Eudora, etc. with access to the CSU E-mail server.

I have read the above statements and understand that these statements are the qualities and skills needed to be successful in a web-based course.

_____ (Student Signature/ Date)

_____ (Advisor Signature/ Date)