COURSE STRUCTURE GUIDE

FACE-TO-FACE
- Traditional in-person classes
- All course meetings are held in-person
- Brightspace may be used occasionally

BLEND/HYBRID
- Blends online work with face-to-face classes
- 50-85% of the course will be online

ONLINE
- Course fully online
- Proctored exams are possible (vary by professor)
It’s Your Time...Make the Most of It.

Are you ready to take online courses?

Answer the following questions honestly, with a **YES** or **NO**:

- I feel confident using a variety of technology.
- I know how to use common software, such as Microsoft Word and PowerPoint.
- I know how to attach videos or images to a document or email.
- I enjoy searching the Internet to learn about topics that interest me.
- I use social media to connect with others.
- I spend a good portion of my time using technology.
- I have access to a reliable computer or phone with Internet access.
- I enjoy reading articles or websites on a computer or phone.
- I need to take online courses because of my personal/work schedule.
- I have a conflict of schedule or location that makes it difficult to attend classes on campus.
- I am comfortable seeking help when I have a problem.
- I am organized and can follow a schedule.
- I am motivated to take online courses.
- I am comfortable interacting with others through discussion posts and email.
- I am capable of completing work independently, with little guidance from others.

If you answered “**YES**” to eight or more questions, there is a strong possibility that you are ready for online courses.

If you answered “**NO**” to eight or more questions, you may want to brush up on your technology skills, your study habits, or your time management skills before starting an online course. Seek support from family, friends, and campus resources when you decide to enroll in an online class.

For additional insight into how to prepare for an online class, please refer to Distance Learning SmarterMeasure at https://mclennan.smartermeasure.com/

Username: **mclennan** • Password: **student**

Could 8-week courses be right for you?

To be successful, students should try to plan a balanced course load.

Please note: 8-Week classes cover the same amount of material as a 16-Week but in half the time.

**Example Semester**

Example schedule for a student enrolled in 15 credit hours

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<td>HIST 1301 (First 8 Weeks)</td>
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<td>PSYC 1300 (16 Week Semester)</td>
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