

# E-LEARNING SERVICES

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## Contact Information

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e-Learning Services (eLS) facilitates delivery of instruction and services to faculty, students, staff, and businesses in the following areas:

- Web Based Instruction
- Hybrid Instruction
- Non-Matriculated Instruction/Programs

## Web Based Instruction

Offering fully online courses allows students who have time and geographic constraints to pursue an education at Lewis-Clark State College. Courses are delivered through Blackboard Learn. Instruction in online courses is delivered via video streaming, asynchronous discussion boards, digital documents, and other multimedia. While there are no structured class meeting times, online courses typically have set due dates for assignments and exams. Online courses follow the same academic calendar dates and registration procedures as on-campus classes.

Students need regular access to a computer with a current operating system and high-speed Internet to complete online coursework. Refer to the eLS webpage (<http://www.lcsc.edu/e-learning>) for a list of online course offerings and technical requirements. Online courses are well suited to self-directed individuals with strong reading, study, and time management skills.

## Hybrid Instruction

Hybrid courses utilize classroom and online instruction through Blackboard. Students normally meet on campus one day a week, then complete assignments, discussions, and other course work online. The amount of time spent in-class and online is determined by the instructor, but online instruction should not comprise more than 70% of total instruction.

## Non-Matriculating Programs

Non-matriculating courses are offered in the Blackboard Community system. Programs include:

- Workforce Training Online Courses
- Career & Technical Education Academy
- Fundamentals for Health Professionals (High-School) Online Courses

## Online Degrees Offered

LCSC offers the following degree programs in a fully-online format:

### Business Division

- Business Administration (AS, BA/BS)
- Business and Communication (BA/BS)
- General Business (BA/BS)
- Management (BS)

### Business Technology & Service Division

- Early Childhood Development (AAS, BAS)
- Web Development (AAS)

### Humanities Division

- Business and Communication (BA/BS)

- General Studies: Humanities (BA/BS)
- Liberal Arts (AA)

## **Nursing & Health sciences division**

- RN to BSN

## **Academic Programs**

- Interdisciplinary Studies (BA/BS)

## **Services**

e-Learning Services supports students and faculty with the following::

- Online Degree Programs
- 24-hour Access to Online Courses
- 24/7 Blackboard Support via the Online LCSC Blackboard Help Center

## **Course Management**

eLS provides course management support to faculty, including:

- Instructional Design Consultation
- Training/Tutorials
- Course Content Transfers
- Blackboard Administration
- Textbook Publisher Technology Integration

## **Department of Education Compliance, State Authorization, and Policy for Student Complaints**

Online and distance education are important parts of Lewis-Clark State College's program offerings, with many students participating in federal financial aid. Recent amendments to the Higher Education Act of 1965 include changes in regulation for State Authorization that may impact online, distance, and correspondence education providers. The relevant language includes:

*If an institution is offering post-secondary education through distance or correspondence education to students in a State in which it is not physically located or in which it is otherwise subject to State jurisdiction as determined by the State, the institution must meet any State requirements for it to be legally offering post-secondary distance or correspondence education in that State. An institution must be able to document to the Secretary of State's approval upon request. (Authority: 20 U.S. C. 1001 and 1002)*

*Lewis-Clark State College is approved to operate under the National Council for State Authorization Reciprocity Agreement (NC-SARA). A map of the NC-SARA approved states, as well as State Portal Agency Contact information for each state, can be found on the e-Learning Services webpage under State Authorization: <http://www.lcsc.edu/e-learning/state-authorization/>. For more information regarding NC-SARA, please visit <http://www.nc-sara.org/about>. (<http://www.nc-sara.org/about/key-attributes-sara>) LCSC is a member of the regional compact of Western Interstate Commission for Higher Education.*

### **Student Complaints and Grievances**

Students of Lewis-Clark State College should attempt to resolve all issues and complaints with the college by following the process for filing a complaint located in the Student Handbook (<http://www.lcsc.edu/media/3506765/Student-Handbook.pdf>). If an issue cannot be resolved internally, and the student resides in an NC-SARA state, they have the option to file a complaint about LCSC by referring to the following list of state agencies (<http://www.nc-sara.org/content/state-portal-entity-contacts>) in compliance with the federal Department of Education regulators. Students should attempt to resolve all complaints with the college prior to going to any outside agency.