

## DISTANCE EDUCATION

Distance education is a method for delivering classes to students who are separated from an instructor by time and/or place. Distance education is a convenient option for all students and particularly benefits those whose work or life schedules prevent them from regularly attending classes on campus, who live outside commuting distance, or are home bound.

## WEB-BASED CLASSES AND DEGREE PROGRAMS

Online education makes it possible to attend class at any time of day, in any place students choose, as long as students have access to the Internet. Students who have the best success in web-based classes are self-regulated learners with good time management skills.

Several degree and certificate programs can be completed entirely online, while a number of others are currently being developed for online delivery. For example, students can complete many of the required courses for the Associate of Arts Oregon Transfer Degree (AAOT) without setting foot in a classroom, depending on the specific courses they are wanting/needing to take, and their own schedules.

### Degrees/Certificates Currently Available for Fully Online Delivery

- Business Office-Administration Associate of Applied Science
- Business Office Administration-Medical Office Admin. Associate of Applied Science
- Billing & Coding Specialist One-Year Certificate
- Office Specialist One-Year Certificate

## Proctored Testing/Exams

Students outside the TVCC service areas need to set up proctored testing (if applicable and allowable) the first week of the given quarter by calling the TVCC Testing Center at (541) 881-5799. Test center hours can be found at <https://www.tvcc.cc/testingcenter/>.

## Other Online Services

In order to provide committed online student services support for distant learners, the college provides students the opportunity to:

- Apply to TVCC and register for classes electronically, eliminating the need to take time from busy schedules to come to campus.
- Purchase textbooks and supplies from the TVCC Bookstore [online](#), or via telephone at (541) 881-5509, and have them shipped directly. Shipping and a handling fee will be added to the cost of the order.
- Utilize the college's password protected electronic library services system, providing quality resources, independent of time and place.
- Speak with an admissions or student services advisor via telephone, or contact them by email, to discuss educational planning and academic issues.
  - Students can schedule academic advising appointments to be conducted over the phone; and
  - Students can also schedule virtual (video) appointments with academic advisors over Zoom.
- Access limited technical assistance by calling the TVCC Helpdesk at (541) 881-5777 during regular business hours to support students who have difficulty logging into online courses.

Technical requirements for online courses include:

- A computer running a compatible Web browser
- Connection to the Internet
- Virus protection software (updated regularly)

Some online courses have additional technical or software requirements. Students should consult the class syllabus of the course they are considering. Minimum technical requirements are subject to change.

## VIRTUAL COURSES

TVCC also offers many courses as virtual courses, in which instructors livestream lectures over video (primarily Zoom) during regularly-scheduled days and times, further allowing students to attend courses in real time without having to be at a physical campus to listen and participate in a live lecture. As with online courses, students taking virtual courses need access to a computer running a compatible Web browser; an Internet connection; and regularly-updated virus protection software.