

GCC Course Expectations for Online Learning Students

Online students must:

- Be self-starters - have the maturity and motivation to work independently.
- Use time wisely, be organized, be self-directed, and be willing to use new modes of communication and learning.
- Be willing to put in the needed time, read the text carefully, and actively participate in online class activities.
- Check communication frequently, get all assignments in on time, and discuss any concerns and questions with the instructor.
- Have regular access to a computer that meets minimum requirements.
- Have basic computer skills and be able to navigate the Internet.
- Purchase, rent, or download necessary course materials as listed in the course syllabus.
- Reach out to support offices for help as needed – tutoring, library, testing center, etc.

How an online class works:

- Confirm you have your username/password and know how to access the online course.
- Be sure to check in for the first time within 1-2 days of the start of the term.
- Establish a routine for checking for course communication and participating in course activities - students need to check in at least 3 times a week to the online class.
- Read the course syllabus and check for any special instructions from the instructor - be aware of any instructor expectations as well as any assignment/activity deadlines.
- Tour the online class to become familiar with where to find assignments and activities – click on all the links and read the content.
- Follow the assignments and associated deadlines as identified on the syllabus and/or special course instructions.
- If you have a question or concern, contact the instructor through established course communication.

Please Note: Online and hybrid courses are just as difficult - or more difficult - and might be more time-consuming than traditional in-person courses. Online courses typically require much more reading and writing than traditional in-person classes.

Minimum Student Behavioral Expectations:

- Students taking an Online Learning course will log in as requested by the instructor. At a minimum, students will log into the class three times a week. Instructors may also impose additional login requirements.
- Students taking an online or hybrid course for the first time are urged to participate in the **Success Course for GCC Students**.
- Orientation reinforces the necessary computer skills, familiarity with essential online class functions, and awareness of strategies for online student success.
- To comply with Federal financial aid attendance requirements, students must check into the class within the first two days of class and must engage in at least one substantial activity (e.g., sending a course communication to the instructor, participating in a discussion and/or completing a quiz) each week of the class. This minimum level of participation only satisfies the Federal regulation and does not supersede the additional requirements that may be set by the instructor of the course.
- Students in online courses are required to adhere to the [Student Code of Conduct](#), Plagiarism Policy, and [Academic Dates and Deadlines](#) stated on the genesee.edu website.

Minimum computer set-up you must have:

Hardware and operating system requirements:

- PC running Windows 10 or 11 / Mac OS 12 Monterey or higher
- 8GB RAM (memory), or more recommended
- 500MB of Free Disk Space
- Display set to 1024 x 768 or higher resolution preferred
- Internet Connection, high speed or DSL recommended

Note: Desktop computers and/or laptop computers are recommended for online courses; students using mobile devices may encounter issues.

Supported browsers:

- For PC: Google Chrome, Mozilla Firefox, and/or Microsoft Edge
- For Mac OS: Google Chrome, Mozilla Firefox, and/or Microsoft Edge
- Check each browser you are using with Brightspace, [Browser Support Help](#)
- **Note:** Suggested secure site for downloading software is ninite.com

Required Browser Settings and Plug-ins:

- Allow pop-up windows from all *genesee.edu* sites (*genesee.edu)
- Allow cookies from all *genesee.edu* sites
- JavaScript enabled

Software (Other):

- Word processor compatible with Microsoft Word or Office 365
- Important: Refer to the specific course technical requirements as the following or other software **may be** required to be installed for course completion.
 - Adobe Acrobat Reader
 - Java Runtime Environment installed
 - VLC Player
 - Windows Media

Minimum computer skills you must be comfortable with:

- Ability to download and install files from the Internet.
- Ability to create, save, and upload documents.
- Knowledge of navigating the Internet.
- Proficient in the use of search engines for research.
- Ability to send and receive e-mails with attachments.
- File management skills: copy files from a flash drive or the Internet to a specific directory on the hard drive.
- Word processing skills such as: how to create, open, save, print, edit, and scan documents.

Important Note: Chromebooks have compatibility issues with some applications and classroom technology.

If you need to upgrade your computer skills, please consider taking one of the introductory computer courses offered at GCC (CIS102, CIS116, or CIS117).

As a GCC Online Learning student, reading and fully understanding this document and abiding by all expectations will keep you on the path to success. If you have questions about the Online Learning guidelines, please contact Online Learning.

Assistive Technologies:

- If you have a physical, psychological, medical, or learning disability that may impact your coursework or participation in an online course, please contact [Access and Accommodation Services](#), 585-343-0055, ext. 6045, or email access@genesee.edu. The Assessment team will determine with you what accommodations are necessary, appropriate, and reasonable. All information and documentation is confidential.

Contact Online Learning

Available Monday through Friday, 8:30 am to 4:30 pm or by appointment.

Call: 585-345-6969

Email: GCCOnline@genesee.edu

Make an in-person or virtual appointment: whos-next.com/genesee/appointments