

Extended Learning Department

Academic Affairs



W I L L I S T O N
S T A T E C O L L E G E

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Student eLearning Handbook

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Williston State College Mission, Vision, & Values

Mission

Where the People Make the Difference

Vision

We are committed to student excellence. We embrace quality student experiences, open communication, and actionable data that enrich personal relationships among our college, faculty, and students.

We believe that people make the difference; that the college is the heart of the communities we serve; that our facilities are a needed, neutral, and central community space; and that our faculty and staff serve multiple and diverse needs in a global environment.

We strive for a strong student presence on-campus, expanded offerings, fiscal sustainability, modern facilities, current technologies, and continuous improvement as a result of both our master and strategic plans.

Values

- *Truthfulness
- *Empowerment
- *Inspiration
- *Personal and Professional Growth
- *Relationships
- *Vision
- *Achievement
- *Success

Extended Learning Department Mission Statement

The Extended Learning Department supports the integration of technology into learning for all delivery methods (online, interactive video, traditional classroom, and hybrid). We provide technical support for users of the learning management system, interactive video system, and other related technologies. The Extended Learning Department is a resource for evaluating new technologies and assisting in implementing technologies into learning.

Contact Information



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Learning Management System

Williston State College along with the North Dakota University System utilizes Blackboard as its Learning Management System (LMS).

How to Access Blackboard?

Students login to Blackboard by going to the WSC Online Campus link located at <http://www.willistonstate.edu/Current-Students/Online-Campus.html> , or online.willistonstate.edu and logging into Blackboard using their campus connection username and password.

Training

An online orientation has been developed for students to familiarize them with Blackboard prior to the start of the semester. This course can be accessed 25 days prior to the start of the semester by logging into blackboard and selecting Student Orientation from the Courses Tab. For more information regarding this orientation please contact wsc.extendedlearning@willistonstate.edu

For specific Blackboard questions please contact Ryan Avery at Ryan.Avery@WillistonState.edu or 701.774.4590

Tech Requirements

It is important that your computer has the following requirements in order to access your online classes.

Operating Systems:

Microsoft Windows XP, Vista, 7, 8, 10
Mac OS X 10.6, 10.7, 10.8, 10.9, 10.11 10.12

Browsers for Windows and Mac

[Firefox \(Final Release Channel, latest version\)](#)
[Firefox \(ESR, allows Silverlight playback\)](#)
[Google Chrome \(Stable Channel, latest Version\)](#)

Hardware Requirements:

Optical Drive (DVD-ROM/Blu-Ray), sound card, speakers
*some classes might require a webcam and a microphone

Software Requirements-

Microsoft Office 2007, 2010, 2013, 2016, or Office 365
[Adobe Flash](#)

[Java](#)

Online Student Responsibilities

1. Online and on-campus students are to follow the policies and procedures found in the Student Code of Conduct (<http://www.willistonstate.edu/Current-Students/Student-and-Resident-Life/Student-Conduct-and-Policies.html>) and Williston State College Catalog.
2. Students must access and complete any intro assignments within the first couple days of class. If students do not do this they will be dropped from the course as a no-show.
3. Online students have the responsibility to abide by the course requirements provided in the syllabus or as part of the Learning Management System course shell.
4. Like on-campus students, online students have the responsibility to follow the official line of authority when issuing concerns, questions, complaints, etc. about a course.
5. The student's first point of communication is the course instructor. Both instructor and student shall follow the proper chain of command as stated in the Student Code of Conduct.
6. Communication that breaks the chain of command will be forwarded to the proper person in the line of authority.

IVN Student Responsibilities

1. Interactive video network and on-campus students are to follow the policies and procedures found in the Student Code of Conduct (<http://www.willistonstate.edu/Current-Students/Student-and-Resident-Life/Student-Conduct-and-Policies.html>) and Williston State College Catalog.
2. Interactive video network students have the responsibility to abide by the course requirements provided in the syllabus.
3. Like on-campus students, interactive video network students have the responsibility to follow the official line of authority when issuing concerns, questions, complaints, etc. about a course.
 - a. The student's first point of communication is the course instructor. Both instructor and student shall follow the proper chain of command as stated in the Student Code of Conduct.
 - b. Communication that breaks the chain of command will be forwarded to the proper person in the line of authority.

Proctor Information

Some courses will require students to obtain a proctor for tests and or exams. A proctor is an individual selected by the student to administer and monitor tests for online courses throughout the semester. Each student must follow the following guidelines set by WSC when selecting a proctor:

1. Proctors may not be a family member
 2. Approved proctors include*:
 - Librarian
 - Teacher
 - School Administrator
 - High School Counselor
- * Proctor U (if used by the instructor)

It is the instructor's responsibility to notify students if a proctor is needed and to ensure students receives a proctor form at the beginning of the semester. Many instructors post this form on their Moodle course page. Any questions regarding proctors should be directed to the instructor of your course.

Ordering Textbooks

Students are responsible for ordering their own textbooks, and instructions are listed on the bookstore website at <http://www.willistonstate.edu/Current-Students/Bookstore/Textbooks.html> A list of required textbooks may also be found at the site. Any bookstore associate can help answer questions about textbooks and resources by calling 1.888.863.9455 ext. 4260.

Students paying for textbooks and materials using financial aid should double-check that funds are available by contacting Financial Aid at 701.774.4244 before ordering textbooks.

Student Complaints

Williston State College is committed to providing a high quality educational experience, fully supported by a range of academic and administrative services. It is our intention to meet the students' educational goals through a positive and rigorous academic experience.

GRIEVANCE POLICY

Occasionally, students are dissatisfied with some dimension of the course. In such cases, students should first schedule a meeting with the instructor. If the student and instructor cannot reach a satisfactory resolution, the student should schedule a meeting with the Chair of the Department. (See page 10 of the Student Code of Conduct.)

Student Services

Williston State College offers services to all students to ensure not only their academic success, but the development of well-rounded, healthy individuals.

Academic Advisement

Program scheduling and class planning for students is coordinated through the Academic Affairs. Students are assigned advisors based on their selected fields of study. Advisors assist students with program selection, course selection, and formulation of future plans. Students may change advisors by request in the Admission Office.

Tutorial Services

Communication Lab: Supplemental instruction is provided to assist students who are either having difficulty or desiring extra help with specific subjects. The Communication Lab assists with composition, writing, communication, and public speaking. The Communication Lab is located in Stevens Hall 120. Students should make appointments at wsc.writinglab@willistonstate.edu.

Math Lab: Supplemental instruction is provided to assist students who are either having difficulty or desiring extra help with specific subjects. The Math Lab assists with all math needs. The Math Lab is located in Stevens Hall room 120.

SmarThinking: Web based program that offers live tutoring services in a variety of subject areas at no cost to the student. With SmarThinking you can access live tutors, ask a question and come back the next day for a response, and/or submit writing pieces to be reviewed. If you have further questions or need assistance in using this great tool, please stop in the Learning Commons in Stevens Hall or contact Katie Peterson at 701-774-4594.

Accessibility Support Services

Williston State College is committed to providing equal access to students. If you have a disability which may impact your performance, attendance, or grades in this course that requires accommodations, register with the WSC Accessibility Support Office. Please note that classroom accommodations cannot be provided until your instructors receive an Accommodations Form, signed by you and the Accessibility Support Office.

Personal Counseling

A counselor is on campus to assist students with personal counseling needs. Students may walk in during office hours, or call 774-4212 to set up an appointment, or contact the Executive Director for Student Services at 774-4557.

Career Services

Personnel offer assistance to help Williston State College students make informed decisions about career and educational goals, using a variety of resources to explore possible careers. Resources offered include online assistance for students who are interested in career assessments, help with choosing a major, guidance on resume writing and job interview skills, information on occupational outlooks and hot jobs, and job searches. For More information check out the Career Services Website WSC Career website <http://www.willistonstate.edu/Current-Students/Career-Services.html>.

Student Health Insurance

The North Dakota University System (NDUS) offers health insurance coverage to NDUS students through United Healthcare insurance company. Domestic students (i.e. American citizens) are not required by the NDUS to carry this coverage, however, the Affordable Care Act does require some sort of health insurance. This plan is an option.

Eligibility:

All NDUS full-time students who attend at least one course face-to-face on campus are eligible to enroll in this student health insurance plan.

Please see the following website for additional information. <http://www.willistonstate.edu/Current-Students/Life-On-Campus/Student-Health-Insurance.html>

Campus Library

The mission of the Williston State College Learning Commons (Library) is to provide access to the materials, services, and facilities necessary to meet the current and future informational needs of Williston State College students, faculty, and staff.

The Williston State College Learning Commons, located on the second floor of the main building, originated in the spring of 1966 with a sizable collection transferred from the Memorial Library of the Grand Masonic Lodge of North Dakota. The present collection, which is continually updated and expanded, supports the curriculum of the college with books, electronic databases, and audio/visual materials. The electronic databases provide access to academic journals, eBooks, newspapers, and news magazines. There are also some print journals available for browsing.

Joining the Online Dakota Information Network (ODIN) has allowed the Learning Commons to expand services. In addition to providing access to the Williston State College Learning Commons resources, ODIN provides access to a statewide Library Catalog. Resources not available locally may be requested through interlibrary loan.



Extended Learning Department

The Learning Commons is designed with an open atmosphere, incorporating social areas with comfortable seating in addition to space for individual and group studying. There are computers available for use. Desktops are located at a standing bar, and laptops are available for check out. All computers are connected to a printer.

The college community and the general public are encouraged to utilize library services and facilities and to request assistance from library personnel.

Campus Bookstore

The Williston State College Bookstore is operated as a service to students for the purchase of textbooks, supplies, drinks and snacks as well as Williston State College apparel. Andrea's, located in the bookstore is a full-service coffee bar.

The bookstore is operated by the college, and the revenues from this store are applied toward the financial obligation associated with Williston State College.

Student Activities

In addition to intellectual enrichment, Williston State College provides a number of activities and organizations to further develop students' social, cultural, interpersonal, and physical abilities. Students are encouraged to participate in the various on-campus activities and organizations. A list of Organizations currently active on campus can be found at <http://www.willistonstate.edu/Current-Students/Student-and-Resident-Life/Student-Life/Clubs-and-Organizations.html>.

For questions please contact Student Life Coordinator: Karissa Kjos (701) 774-4213 karissa.kjos@willistonstate.edu