

Disciplines offered
through the
Center for Distance Learning

Anthropology
Architecture
Art
Astronomy
Biology
Business
Child Development
Criminal Justice
Economics
English
Fine Arts
Geography
Health
History
Humanities
Information Technology
Literature
Mathematics
Music
Philosophy
Physical Science
Political Science
Psychology
Social Science
Sociology
Spanish
Speech

Course Information
is on-line!
Visit
<http://cdl.ccc.edu>

Types of Courses

WW

Online

WW courses are offered in a 8 week session for summer and 16 weeks for Spring and Fall. Students complete all required coursework at the <http://ccc.blackboard.com> website. Students may need to visit one of the City Colleges of Chicago campuses to take course exams.

TW

Online with Video
Component

TW (Teleweb) courses combine video with content delivered over the Internet. TW courses are offered in a 8 week session for summer and 16 weeks for Spring and Fall. The video component is broadcast on WYCC-TV/Channel 20 of Chicago. Students complete all required coursework at the <http://ccc.blackboard.com> website. Students may need to visit one of the City Colleges of Chicago campuses to take course exams.

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Center for Distance Learning


Center for Distance Learning
Chicago's Distance Learning Leader




City Colleges of Chicago

[HTTP://CDL.CCC.EDU](http://cdl.ccc.edu)

Center for Distance Learning

The Center for Distance Learning is the central coordinating unit for all distance learning courses available through the City Colleges of Chicago. CDL enrolls over 10,000 students each year, making it one of the leading distance learning organizations in the nation. CDL offers over 90 college-credit and professional development courses in various disciplines using a range of mediums including the Internet, combined internet and television.

External Partners

The Center for Distance Learning through Kennedy King College is a member of the Illinois Virtual Campus (IVC) <http://www.ivc.illinois.edu> a statewide database of distance learning programs and with Illinois Community College Online (ILCCO) <http://www.ilcco.net> which supports course sharing among partners institutions. These external affiliations allow us to enhance our course offerings and programs and offer select support services to distance learning students, statewide.

To Apply/Register

New students register for CDL courses in-person at any one of the seven City Colleges of Chicago. Returning students may register online at <http://my.ccc.edu>

Call the Registrar's Office at your campus of registration for further details.



Distance Learning students must meet the same academic requirements as students enrolling in campus-based courses. Those who successfully complete distance learning courses earn the same credit from the City Colleges of Chicago as those enrolled in classroom based courses. Many students combine online courses with traditional classroom courses to fulfill degree and certificate requirements. The credit earned is transferable to four-year colleges and universities, depending upon the requirements of the receiving institution.

GETTING STARTED

Students registered in CDL courses should visit the <http://cdl.ccc.edu> website. The site contains step-by-step instructions indicating how to obtain the course syllabus, contact the course coordinator, log in to Blackboard (the Internet-based course management system utilized for CDL courses), instructions for taking exams, and a brief student orientation.

E-Mail/System Requirements

All students are required to use their CCC e-mail address. It will be the primary method of communication with the CDL faculty. City Colleges of Chicago offers each registered student a free student e-mail account. Information can be obtained online at the <http://student.ccc.edu> website. Students will need easy and frequent access to a computer with:

- 1.2 Ghz or greater (Intel Pentium III, Celeron processors or G4)
- Windows XP, 2000 or Mac OS X 10.2 or higher
- 256 MB RAM or greater / 20 GB hard drive or larger
- 56.6 kbs modem, DSL, or cable modem
- CD-ROM and Sound card with speakers
- Internet (ISP) account / Internet Explorer 6.0 or Firefox 2.0

Skills Recommended

We strongly encourage all students to take the *Distance Learning Readiness Quiz* along with having eligibility in or completion of **English 101** (English Composition), **CIS 120** (Introduction to Microcomputers) or **CIS 158** (Introduction to the Internet). Students should be proficient with Windows and/or Macintosh operating systems.

Course Pursuit

All students **MUST** login to each course on blackboard at <http://ccc.blackboard.com> at least **ONCE ON TWO DIFFERENT DAYS** in the **first 10 days of class** or they will be withdrawn (NSW) from their course(s). *This date may be shorten during the summer semesters.* Students need to login to their courses regularly. We suggest that distance learning students commit 6 to 8 hours a week to their courses. All students should communicate throughout the semester with the instructor via e-mail, course website, phone or fax. They are also expected to complete all required assignments, projects, quizzes and exams by the end of the term.

Textbooks

It is recommended that all textbooks for your Center for Distance Learning courses be purchased online through efollett at <http://www.ccc-distancelearning.bkstr.com>. efollett will have the most up to date listing of the required textbooks and study guides for CDL courses. Textbooks may also be available at CDL Onsite bookstore locate at Wright College—4300 N. Narragansett.

To use a financial aid **book voucher** to purchase textbooks from efollett, students will need a print out of **their courses** (Study List) and their PeopleSoft ID number. Students have the options of online, fax, or phone in ordering. They also have the option of visiting the CDL Onsite Bookstore located at Wright campus (4300 N. Narragansett). For more ordering information visit <http://cdl.ccc.edu/textbooks.asp>

Exams/Testing

CDL students take exams in a proctored environment at any one of the seven City Colleges of Chicago campuses. To schedule your exam appointments, visit the CDL website or go directly to our online scheduling website at <http://ccc.timetrade.com>. Simply follow the links and instructions to "Schedule Your Exam" online. An e-mail will be sent to confirm your exam appointment(s). Please note that CDL strongly recommends that students schedule their exams well in advance to avoid time conflicts.

Technical Assistance

Student can obtain technical and computer help desk assistance by contacting CDL:

- Via e-mail at: cdl@ccc.edu
- Via phone at:
 - (312) 553-5975 (Mon-Fri 8a-7p)
 - (312) 553-5983 (Mon-Fri 8a-7p)
 - (312) 804-2914 (Mon-Fri 7p-9p ; Sat 9:30a-1:30p **ONLY**)
 - (312) 804-2305 (Mon-Fri 7p-9p ; Sat 9:30a-1:30p **ONLY**)
 - (312) 804-2914 (Sun 4p—7p **ONLY**)