

ONLINE Courses through our educational partner ED2GO

Brookhaven College Workforce and Continuing Education offers a wide variety of online courses, some in partnership with other training providers and others through our own qualified instructors. Please review carefully which source for online instruction is available and best fits your need. Policies for registration, financial aid and course completion may vary.

Q: What is an online class like?

A: An online course is different from a campus classroom course. The course has an electronic classroom with a real instructor and students. The course is built around a syllabus, completion schedule, assignments and textbook, if required. You are evaluated by means of your completed assignments, quizzes and a final exam.

The greatest benefits of an online class are:

- You can access the course from any computer with Internet access—any time, day or night.
- With self-study learning materials and instructor guidance, you work at your own pace within a pre-set time period as guided by a completion schedule.
- You don't have to rush to get to a class.

Q: How does an online class work?

A: With an online course, you can take the time necessary to complete a lesson - you don't have to stop at a designated time. Your instructor is available via email to help you through the course. Your instructor acts as a facilitator to help you master the course goals; please do not hesitate to contact your instructor.

- The combination of online learning materials with a highly qualified instructor provides an effective, flexible and low-cost training solution for busy students and professionals.
- By now, you probably realize that this type of course requires motivation and self-discipline on your part. You must supply both.

Q: How do I enroll in an online class?

A: **ED2GO** online courses are offered through a partnership agreement with Brookhaven College. For **ED2GO** courses, follow these instructions.

1. Click on the Web link as indicated for the course of your choice
2. Enter the course name in the search box on the **ED2GO** page.
3. Click on the Enroll Now button
4. Complete the **ED2GO** online registration –Be sure to complete *all the steps*.

Some online courses are offered directly from Brookhaven College, from our qualified instructors. These are offered through the credit side of the college and are called concurrent classes. To enroll/register in these classes, please call 972-860-4715.

Q: Can I pay online?

A: Contact the Brookhaven Admissions Office at 972-860-4715 to complete enrollment in your Ed2Go class. If you are paying by credit card you may ask to be transferred to the Business Office at 972-860-4819 to pay for your class or pay online through eConnect. Brookhaven College accepts American Express, MasterCard, Visa, Discover, financial aid and company sponsorship over the phone. If you are paying by check or cash, you must come to the campus.

Q: Can I take more than one class at a time?

A: Yes, we often have students taking two or more online courses at the same time. Think carefully about the amount of time you will have to devote to your coursework and study when deciding how many courses to take.

Q: Can I enroll in classes that overlap, taking one each month?

A: Yes, you may register for a course each month. The courses are six weeks in length, and they are offered each month.

Q: How do the ED2GO courses work?

- A:
- A new section of each course starts monthly.
 - All courses run for six weeks, with a two-week grace period at the end.
 - Two lessons are released each week - each Wednesday and Friday - for a total of six weeks. There are a total of 12 lessons.

- You do not have to be present when lessons are released.
- You will have access to all lessons until the course ends. However, the interactive discussion area that accompanies each lesson will automatically close two weeks after the lesson is released. As such, we strongly recommend that you complete each lesson within two weeks of its release.
- The final exam will be released on the same day as the last lesson. Once the final exam has been released, you will have two weeks to complete all of your course work, including the final exam.

Q: Are these courses scheduled so I can work at my own pace?

A: A course can have a schedule of completion or be self-paced, depending on the course and the instructor. Scheduled courses generally have two lessons released each week for six weeks, a total of 12 lessons.

Q: How can I successfully complete an online class?

A:

1. Be self-disciplined.
2. Set a regular time to attend your class.
3. Stay focused on your commitment and limit interruptions during study time.
4. Take responsibility for your own learning.
5. Begin your class on the official start date.
6. Obtain the required textbooks and software, if necessary, before the course begins.
7. Read and study the assigned material.
8. Complete assignments.

Q: Required hardware / software?

A:

- Connection to the Internet; Mozilla or IE is preferred; although AOL will work
- Email address
- One of the following browsers:
 - Mozilla Firefox
 - Microsoft Internet Explorer (9.0 or above)
 - Google Chrome
 - Safari
- Adobe PDF plug-in (*This is a free download obtained from Adobe.com.*)
- Microsoft Windows XP or newer operating system.

- Please be sure to review the requirements for your class before completing the enrollment process.

Q: Is there financial aid available?

A:

- You should contact the Financial Aid Call Center in one of the following ways:
 - By phone at 972-587-2599; or
 - By email at facc@dcccd.edu

Call Center Hours:
Monday-Thursday, 7 a.m.-7 p.m.;
Friday, 7 a.m.-5 p.m.

Q: Do I need a textbook?

A:

- If a textbook is required for a course offered through a partnered training provider, it will be listed with the course description.
- Textbooks should be purchased before the class begins.

For additional questions email Dennis Maddox at dmaddox@dcccd.edu

Best wishes for a successful semester.