

# IMPORTANT INFORMATION

## FOR CCAC ONLINE LEARNING STUDENTS

### SPRING 2018

Spring 2018 Online Learning classes are scheduled to begin Monday, January 29, 2018.

#### Course Registration

Students may register for online credit classes prior to the start of the term.

#### Payment Due:

Wednesday, January 10, 2018.  
Registration will be accepted after the tuition due date; however, financial clearance/payment is due at time of registration.

#### Deadline

The last day to receive a 100 percent refund for an online course is Saturday, January 27, 2018 (*in person*). Check [www.ccac.edu](http://www.ccac.edu) for changes and updates.

#### Technical Requirements

Students are responsible for ensuring they will have access to a computer that meets the minimum technical requirements for using Blackboard at CCAC. The minimum requirements can be found at [www.ccac.edu](http://www.ccac.edu), search keywords "technical requirements."

#### Textbooks

Students enrolled in internet/online learning courses are encouraged to shop the online bookstore ([www.ccacshop.com](http://www.ccacshop.com)) for their textbooks and other course materials. Also, all online learning course materials will be available for purchase at the Allegheny Campus bookstore and limited supplies will additionally be stocked at other campuses.

#### Blackboard Login (NetID account)

Please refer to Getting Started for directions and assistance accessing Blackboard: [www.ccac.edu](http://www.ccac.edu) > Online Learning > Getting Started

For additional details, visit [www.ccac.edu](http://www.ccac.edu), search keyword "Blackboard."

If you register for an online course on or **before** Wednesday, January 24, 2018, the Online Learning Center will mail a letter to your home address which will include:

- Your NetID account username and student ID#
- Instructions for setting up your NetID, and logging into Blackboard and academic email
- A task list for starting the semester

If you register for an online course **after** Wednesday, January 24, 2018, follow the steps to activate your account.

1. Go to [netid.ccac.edu](http://netid.ccac.edu)
2. Enter the security verification phrase and click next
3. Enter your 7 digit student ID number and last name
4. Follow the prompts to create your NetID

#### Accessing Your Course in Blackboard

Please take a moment to get accustomed to Blackboard by accessing the "Start Here: Getting Started in OL" course site. This course site will provide valuable information on starting the semester and familiarizing you with the Blackboard system.

#### Note:

***You will not have access to your course sites in Blackboard until the first day of the class.***

Students may contact support by phone or email (email and voicemail accepted anytime). Please do not leave a voicemail and send an email regarding the same issue.

Email: [help@servicedesk.ccac.edu](mailto:help@servicedesk.ccac.edu) Ph: 412.237.8700

Please note your 7 digit student ID number here \_\_\_\_\_.  
You will be required to give your student ID number when contacting the Service Desk.

