# Why is distance learning right for you?

- You are an independent thinker
- You want a flexible schedule
- You are self motivated
- You are ready to make a change

# Why should I take an online class?

Online classes are convenient and allow you to take courses at your own pace in a location of your choosing. To participate an online class, all you need is access to a computer with an Internet connection and an email address. Each individual course will have its own list of required software and system requirements.

# What can I take online?

HCC currently offers more than 240 online and hybrid courses in a variety of different subjects, with new courses being added each semester. HCC also offers hybrid courses, which blend face-to-face instruction with online learning.

To see a current listing of online classes, visit *www.hagerstowncc.edu/online*

## Contact Information

**Academic Advising & Registration**
240-500-2240
*advise@hagerstowncc.edu*

**Academic Testing Center**
240-500-2398
*testingcenter@hagerstowncc.edu*

**Admissions & Enrollment**
240-500-2238
*admissions@hagerstowncc.edu*
*www.hagerstowncc.edu/admissions*

**Credit for Prior Learning**
240-500-2637
*creditforprior@hagerstowncc.edu*

**Financial Aid**
240-500-2473
*finaid@hagerstowncc.edu*

**Distance Learning**
240-500-2587
*distlearn@hagerstowncc.edu*

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HAGERSTOWN COMMUNITY COLLEGE

# HCC Online

*Stay close. Go far*

## HCC Online Programs

The following programs can be taken in a 100% online format from start to finish:

**Associate's Degrees (two-year programs)**

- A.A. Arts and Sciences
- A.S. General Studies
- A.A. Health, Physical Education & Leisure Studies Concentration, Arts and Sciences
- A.A. Psychology Concentration, Arts and Sciences
- A.A. Sociology Concentration, Arts and Sciences
- A.A.S. Commercial Transportation Administration
- A.A.S. Management
- A.S. Arts and Sciences
- A.S. Business Administration
- A.S. Education
- A.S. Human Services Concentration, Arts and Sciences

**Certificates**

- L.D.C. Administrative Assistant
- L.D.C. Advanced Network Security
- L.D.C. Management
- L.D.C. Management: Marketing
- L.D.C. Commercial Transportation Management

For recent updates, visit *www.hagerstowncc.edu/online*

*"Online classes through HCC enabled me to pursue an education without detracting from my busy lifestyle. I was able to work while still getting the full educational experience—taking online classes was a really good decision for me!"*

*- Laura Eby, English major*



## TIPS FOR SUCCESS IN ONLINE CLASSES

**1 Take responsibility for your learning**

- Taking an online course requires you to take responsibility for own progress.
- The key is to stay motivated and try your best to adhere to all deadlines.
- If you find yourself falling behind, you can always reach out to the instructor for assistance just like you would in a live classroom setting.

**2 Pace yourself**

- Allow yourself sufficient time to get the reading and assignments completed each week.
- You will not have a scheduled class time, but you will have many deadlines.
- Avoid waiting until the last minute, just in case you run into any technical issues.

**3 Always have a back-up plan**

- In case of an emergency or personal issue, your instructor's contact information is always listed in the class syllabus.

- You should contact HCC's Help Desk team for assistance, at the first sign of any technical issues.
- There are computers readily available for students on the HCC campus in the Learning Support Center (LSC).

**4 Check the online classroom and your HCC email account on a regular basis**

- Throughout the semester, students are encouraged to check their email on a daily basis.
- Being present in the virtual classroom is essential in the online environment, since your instructor may post last minute reminders, homework tips or updates to the class schedule.

**5 Never be afraid to ask questions**

- Contact HCC's Distance Learning Department if you have any additional questions: *distlearn@hagerstowncc.edu*.