

## 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!!!

## What courses can I take online?

Online classes are convenient, and allow you to take courses at your own pace in a location of your choosing. 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. Each individual course will have its own list of required software and system requirements.

To see a current listing of fully online programs, visit [www.hagerstowncc.edu/online](http://www.hagerstowncc.edu/online)

To see a current listing of all online classes, visit [www.hagerstowncc.edu/registration/online](http://www.hagerstowncc.edu/registration/online)



### Contact Information

#### Academic Advising & Registration

240-500-2240  
[advise@hagerstowncc.edu](mailto:advise@hagerstowncc.edu)

#### Academic Testing Center

240-500-2398  
[testingcenter@hagerstowncc.edu](mailto:testingcenter@hagerstowncc.edu)

#### Admissions & Enrollment

240-500-2238  
[admissions@hagerstowncc.edu](mailto:admissions@hagerstowncc.edu)  
[www.hagerstowncc.edu/admissions](http://www.hagerstowncc.edu/admissions)

#### Credit for Prior Learning

240-500-2637  
[creditforprior@hagerstowncc.edu](mailto:creditforprior@hagerstowncc.edu)

#### Financial Aid

240-500-2473  
[finaid@hagerstowncc.edu](mailto:finaid@hagerstowncc.edu)

#### Distance Learning

240-500-2587  
[distlearn@hagerstowncc.edu](mailto:distlearn@hagerstowncc.edu)



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Hagerstown, Maryland 21742  
240-500-2000  
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## 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.A. General Studies
- 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. Commercial Transportation Management (Track 2)
- L.D.C. Management
- L.D.C. Management: Marketing

For recent updates, visit [www.hagerstowncc.edu/online](http://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 may 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 online classroom.

- You should contact the Help Desk team for assistance, at the first sign of any technical issues.
- There are computers readily available for students on 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](mailto:distlearn@hagerstowncc.edu).