



Northwest-Shoals Community College

Steps for New Distance Education Students

Are you ready for online classes? Review the list below to see if you have the necessary skills and technology to be successful as an online student.

Distance education students should:

- be comfortable using technology such as a computer, tablet, smartphone, or other devices.
- have access to a Windows-based computer with a reliable high-speed internet connection.
- have multiple browsers installed on their computers in case of technical difficulties experienced with a particular browser (note: Firefox is recommended as a default browser).
- have access to a webcam/microphone and printer.
- be able to easily browse the Internet and send and receive emails with attachments.
- be able to install software and plug-ins on computers or other devices if needed.
- be able to type at least 25-30 words per minute.
- be familiar with popular software such as Microsoft Word.
- be able to open and save files as well as copy and paste text from one application to another.
- be comfortable navigating between two or more applications.
- be self-motivated in completing assignments.
- have excellent time management skills.
- have college-level reading skills.
- be comfortable asking questions if the instructions are not clear.
- enjoy interacting with others online.
- realize that the work required for a distance course is equal to or greater than the work required in an on-campus course.

Get started with online classes by following the steps beginning on the next page!

1. Complete an Application for Admission

- a. Online application is available on the NW-SCC website.
(Official transcripts and photo ID are required. Please read the information at the above web address carefully before beginning the online application.)
- b. If you are a transient student taking a course that will transfer to the university that you are currently attending, you must request that a Transient Letter be sent to our Admissions Office. Send to admissions@nwscce.edu or mail to one of the following addresses:

Admissions Office – Shoals Campus P.O. Box 2545 Muscle Shoals, AL 35661	Admissions Office – Phil Campbell Campus 2080 College Road Phil Campbell, AL 35581
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- c. Transfer students will need to forward all official transcripts of any college/university attended as well as an official high school transcript. College transcripts should be officially mailed or issued electronically.
- d. First time freshman are required to forward an official high school transcript / GED certificate.

You may choose to fax your high school transcript or GED Certificate to 256-331- 5366 (Shoals) or 256-331-6292 (Phil Campbell) or bring it to the Admissions Office on either campus. Transcripts may also be received electronically through Parchment.

If you are a transient student with an approved transient letter on file at NW-SCC, you do not have to speak to an advisor in order to register for class. You may contact the Admissions Office via phone at 256-331-5462 or 256-331-6219 to register or register online through myNW-SCC.

(Transient students will not receive an NW-SCC BankMobile Card (Student ID). However, non-transient students will receive a BankMobile Card by mail.)

2. Apply for Financial Aid

- a. Application for Federal Student Aid is online at <http://www.fafsa.ed.gov/>.
- b. Visit the NW-SCC Financial Aid Website for instructions on applying for aid.

3. Students who wish to take a Math or English distance course must meet required Accuplacer Score cutoff or have sufficient ACT scores. To schedule an appointment to take the Accuplacer test, please call 256-331-5482. Non-local students may take the Accuplacer exam at any college or university offering the exam and have the scores transferred to the NW-SCC Admissions Office. Contact our advising center for the latest information on current required ACT scores (advising@nwsc.edu or 256-331-5221).

4. Talk with an advisor to register online. If you have a transient letter on file, you do not have to speak with an advisor at NW-SCC.

- a. New students should contact the Advising Center. E-mail our Advising Center for assistance at advising@nwsc.edu or call 256-331-5221.
- b. Current students may contact their assigned advisor or the Advising Center.

5. Register for your courses either online or via phone. Note: Advising Center may also assist with registration.

- a. Online Registration Link (myNW-SCC):
<https://my.nwsc.edu>
- b. If you experience any difficulties while trying to register online, please call the Admissions Office at 256-331-5462.

6. Pay for your course(s) or apply financial aid.

- a. Call the Cashier's Office (see last page for contact info) and have your credit card and/or financial aid information ready. If you registered online, you should be able to pay online by applying your financial aid or by credit card. If you are a local student, you may also stop by the Cashier's Office to pay during business hours.

7. Complete Online Distance Education Orientation in Moodle

(Your admissions application must be on file before you can complete the orientation. You may complete the distance orientation either at home or on campus at the library or testing center. Please allow 30-45 minutes to complete the orientation.)

- a. Web address for online orientation: <https://nwsccmoodle.com>

Your Moodle login is:

User name: NW-SCC 'N' number

(Note: You can locate your 'N' number by logging into [myNW-SCC](#) with your SSN and birthdate and clicking on any of the options under the Student tab.)

Password: six-digit birthdate (mmddyy)

8. Pick up a parking decal for your vehicle and have a photo made for your student ID card.

- a. Pick up a parking decal and have your photo made at the Student Success Center on the Shoals Campus or President's Office at the Phil Campbell Campus. If you are using remote proctoring and will not be coming to campus, you will not need a parking decal and you may use your Driver's License as a photo ID for testing purposes.

9. Contact the bookstore to order the books for your course(s).

- a. Visit the NW-SCC Bookstore website to purchase books online.
1. You CAN charge books and supplies to your financial aid during the first week of class in the campus bookstore.
 2. You cannot charge to your financial aid online. (You must pay for the books and wait for your financial aid refund.)
 3. You cannot charge to financial aid in the bookstore prior to the first day of class.

10. Check your computer for minimum technical requirements.

Minimum Technical Requirements:

- PC Users: A well-working computer running Windows 7 or higher with 1024 MB of RAM or higher.
- Mac Users: A well-working computer running Mac OS X or higher.
- A web cam with 640x480 video pixel resolution (web cams built into laptops or monitors are acceptable).
- Headphones or working speakers connected to the computer.
- A microphone connected to the computer (your web cam or laptop may already have one built into it).
- A reliable high speed internet connection (minimum 768 Kbps/384 Kbps Download/Upload).
- A web browser with Adobe Flash Player installed. Mozilla Firefox browser is recommended.
- The ability to allow video and screen sharing connections to the computer used to take an exam.

Note: Some courses have additional software requirements, and this information should be provided to you during the first week of class by your course instructor.

Test your computer requirements at <http://www.proctoru.com/testitout>.

11. The NW-SCC Testing Center provides free on-campus test proctoring for local students. Distance students who are unable to take required exams at the campus Testing Center now have the option to use ProctorU in *most* NW-SCC courses.

- a. **ProctorU** is a service that allows you to have your exams remotely proctored from your home 24x7. Look for the ProctorU logo in your Moodle class. There is a fee for this service, and certain technical requirements. This service allows distance students the option to take their tests outside of regular Testing Center hours for most courses. (Contact April Cookson at 256-331-5395 if this logo is not in your class.)
- b. The NW-SCC Distance Education Office will work with you to find a test proctor at another college or university testing center near where you are located. (*Note: Although we will attempt to locate a college that does not charge a test proctoring fee, there may be fees associated with test proctoring. Students will be responsible for these fees.*)



12. Activate your student e-mail.

- a. You will receive important communication about registration, financial aid and your classes on your student e-mail. You should check it several times a week for updates. You can also install and use a free copy of Microsoft Office 365 using the install option within your student email account.



1. To find your NW-SCC email address, log into your myNW-SCC (Banner) account, and click the Student Email link.
2. Once you have your email address, click the Campus Email link on the NWS-SCC website homepage.
3. Click Student Email
4. Click log into Student Email
5. Your username will be your email address, and your default password is "nws" followed by your six-digit birthdate. (ex. Nws020976)
 1. If you have trouble with your email, call April Cookson at 256-331-5395.

13. Begin your course work!



- a. Log into Moodle as soon as possible after classes begin. Pay close attention to the 'Start Here' section where you should find information to help you get started with your class. It is important that you complete any initial assignments your instructor has posted to verify your attendance in the class. If your class is not showing in Moodle, please e-mail cookson@nwsc.edu.

You will find Moodle linked on the NW-SCC home page <http://nwsc.edu> or you may access it directly at <https://nwscmoodle.com>.

Contact Information:

Distance Education Office

April Cookson 256-331-5395 cookson@nwscce.edu

Admissions Office

Muscle Shoals Tracy Raby 256-331-5462 tracy@nwscce.edu
Phil Campbell Becky Wilson 256-331-6219 bwilson@nwscce.edu

Financial Aid Office

Muscle Shoals Morgan Chandler 256-331-5417 financialaid@nwscce.edu
Cierra Smith 256-331-5369
Phil Campbell 256-331-6332

Bookstore

Muscle Shoals Jennifer Hallmark 256-331-8032 1246txt@fhcg.follett.com
Phil Campbell Kalynn Warren 256-331-6213 1247mgr@fhcg.follett.com

Cashier

Muscle Shoals Carol Cooney 256-331-5226 carol.cooney@nwscce.edu
Phil Campbell Brittney Roccato 256-331-6382 brittney.roccato@nwscce.edu

Testing Center

Muscle Shoals Rita Thorne 256-331-5282 rthorne@nwscce.edu
Phil Campbell Carolyn Fincher 256-331-6297 carolyn@nwscce.edu

Advising Center

Muscle Shoals & Phil Campbell Malea Milstead 256-331-5221 advising@nwscce.edu

Student Success Office

Muscle Shoals Marchia Oates 256-331-5207 moates@nwscce.edu
Phil Campbell Sarah Wright 256-331-6353 sarah.wright@nwscce.edu

Student Support Services (Tutoring)

Muscle Shoals & Phil Campbell Ann Lyndon 256-331-8057 lyndon@nwscce.edu

Disability Services

Tom Carter 256-331-5263 tom.carter@nwscce.edu

Additional information is available via the **Moodle Student Help Site** available to all distance students after logging into Moodle.

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