**Distant Learner Checklist**

Processes may be slightly different for Texas residents, non-residents, and military students. Please select the track that applies to your situation.

1. Get started (prospective students) at <http://www.ctcd.edu/students/prospective-students/>.
2. Get academic advising at <http://www.ctcd.edu/students/current-ctc-students/academic-advising/>
3. Register and pay for classes at <http://www.ctcd.edu/students/current-ctc-students/registration/>, through a military portal, or at the CTC site.
4. Check your EagleMail account: <http://www.ctcd.edu/students/current-ctc-students/student-email/>.
5. View a syllabus at <https://www.ctcd.edu/syllabus/syllabus.asp>.
6. Get books at <http://www.ctcd.edu/academics/booksinstructional-materials/>.
7. Explore the Distance Education and Educational Technology (DEET) website at <http://online.ctcd.edu>. Pay particular attention to the Student Resources and Blackboard Help Quick Links.
8. Access Blackboard at <http://ctc.blackboard.com> up to 72 hours prior to your course start date.
9. Read the course syllabus and any ‘Start Here’ information and note due dates for assignments.
10. Access your classes frequently and complete assignments as scheduled. You may be administratively withdrawn for non-participation if you do not complete certain required activities the first week of class.
11. Be aware of CTC’s Scholastic Honesty Policy and the consequences for transgressions: <http://online.ctcd.edu/plagiarism.cfm>.
12. Communicate with your instructor(s). Contact your instructor for any questions about your course and notify him/her of any situations that may affect your ability to complete your coursework as scheduled. Note that you must meet the qualifications to be considered for an extension, and it is your instructor’s prerogative as to whether it will be awarded.
13. Get 24/7 technical support for Blackboard and BioSig-ID at <https://online.ctcd.edu/on_demand_blackboard.cfm>.
14. Contact the CTC Information Technology (IT) Department at <http://www.ctcd.edu/students/student-it-services/> for help with EagleMail or WebAdvisor.