

# General Medical Office Course Orientation

## Course Textbooks

Your course textbook can be obtained either through LSC-Tomball bookstore, through MyRecords or online at [efollett.com](http://efollett.com)

- If you go to efollet online, select Texas as the state and select Lone Star College System as the college and Lone Star College-Tomball as the campus. You then select Books, then Textbooks and select the term, the division (which is Tomball College), and the department which is same as the four-letter course title.

Be sure to order the book from the campus at which the course is offered – all courses sections starting with 3 (such as 3W001) are through LSC-Tomball, so the books need to be ordered or purchased from that bookstore.

Some of the courses request online access codes. These codes are available through the bookstore as listed above. If you live near a campus other than Tomball, you can have the LCS-Tomball bookstore send your books to another campus for pickup. Be sure to buy your books through the LSC-Tomball bookstore since different campuses use different books.

## Accessing eCollege

To Login go to: <http://online.LoneStar.edu>

Before you can access the course for the first time you need to know you username and password. This can be found be clicking on the **Getting Started** link.

**\*\* First-time DL students MUST complete the Tutorials & Tool Tips by going to <http://online.lonestar.edu> and click on the Student Support Resources link and then click on the Tutorials & Tool Tips link.**

On subsequent visits to eCollege, simply click on **Login button**. You will be then need to enter your login (username/userid) and password. This brings you to your myWebCT page which will have links to all your courses that use eCollege Vista. From here select the course.

Students will not have access to course until first day of class!

## Attendance

Students are expected to check in to the course **at least** 3 times per week. In most cases, 3 times a week will not be sufficient to complete all the online course reading materials. Attendance will be based upon at least 3 substantive online sessions where substantive means more than just logging into eCollege Vista. Thus it is expected that your online attendance is spending at least 1 hour online (for a total of 3 hours online per week). Grades for participation are determined by the instructor and will include more than just class attendance.

## Contacting Instructor

Generally the instructor will respond within 24 hours of a request or email. There are 3 different methods for contacting the instructor if you have questions:

- 1) Discussion board in online eVista. This should be utilized when asking general questions as your question may be beneficial to your classmates who may have the same question. Often, the course will have a “**Questions**” discussion board which does not list who posted the question for this purpose.
- 2) Mail tool in online eVista. This should be utilized when asking specific questions or for individual communication with the instructor.
- 3) This method is a last alternative as all electronic course communications should stay within the online eVista environment. This method is to use traditional email. Your instructor’s outside email will be available in the course syllabus or somewhere else within the online eVista course.

## Assignment Submission

All assignments must be submitted electronically using the online eVista Assignment Submission (dropbox) unless otherwise noted by the instructor. You will have access to the assignments within online eVista and each assignment will have a place to upload and submit the assignment. If you are not familiar with this process, you should practice it in the online eVista tutorial prior to the start of class.

Assignments are to be submitted by the due date. Any documents submitted after the due date will have points deducted or will not be accepted (rules set by individual instructors). Be sure to communicate with your instructor about any problems or concerns that you have with assignments.

## Discussions and Chats

Throughout the course, there will be various discussion topics, generally one or more topics posted at the start of the unit. Students are expected to participate in online discussions as this represents part of your participation grade.

Some courses may use online chats as necessary to clarify materials.

## Exams and Quizzes

All exams will be taken from home. They are timed and the questions are pulled from a pool of questions so that no two exams will be exactly the same. You will be able to use your book and notes, however, you will NOT have enough time to look up all of the answers. You must be prepared for the exam just as though you were not able to use your material. Quizzes may be used as homework assignments. Practice tests, when available, can be taken as many times as you want and their scores do not count towards your grade.

No extensions on exam dates will be given without prior approval and a documented excuse and/or may incur point deductions.

## Other

Be sure to read the posted syllabus and any course orientation for each class – the instructors have the right to change or extend upon these general guidelines.

## Technical Assistance

If you need technical assistance you must contact the online Helpdesk. 24/7 phone service is available at 1-866-614-5014.

Other contact methods are:

- E-mail: [online@lonestar.edu](mailto:online@lonestar.edu)
- Live Help tool (go to <http://online.lonestar.edu> and click on Technical Support).
- Other FAQ and support available at the Technical Support site.