



Online Learning Guide

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Section 1: Enrollment Checklist

Congratulations once again on your acceptance into SUNY Erie's online learning program. Below is a list of items that need to be completed prior to starting classes.

1. **Acceptance Letter** – Retain this letter as it is your proof of admission into the college.
2. **Review the technical requirements**- This will ensure that you have you have the proper hardware and operating system to be successful in an online learning environment. Please see Section 2 in the Online Learning Guide for more details.
3. **Financial Aid** – Apply online for Financial Aid by visiting <http://www.fafsa.ed.gov> to complete the Free Application for Federal Student Aid (FAFSA) and then link to <http://www.tapweb.org> to file for the NYS TAP grant program. Please note that you must apply for federal aid even if you are only interested in receiving a loan.

Applicants should receive FAFSA results within 5 days; however the TAP award notification may take up to three weeks. The FAFSA results **must** be on file with the college in order to process a student loan. Please see Section 3 in the Online Learning Guide for more details.

4. **Placement Testing** – Placement testing is required of all full and part-time matriculated students unless they have received a waiver which will is included in this packet. If you are required to take the placement test you are able to take it online or at one of our campus locations. Please see Section 4 in the online learning guide for more details.
5. **MyECC, Mobile App and Email** – Visit <https://myecc.ecc.edu> - All students have access to the MyECC portal within 48 hours of being admitted to college. The portal provides you access to email, college information, registration information, library resources and online learning classes. Your username and password is on your acceptance letter or visit <https://myusername.ecc.edu> Students are recommended to download our Mobile App (search for it in the Apple Store or Google Play under Ellucian Go) and setup their ECC Email account on their mobile device. Instructions may be found on <https://myecc.ecc.edu> or contact the ECC College Information Technology Services (ITS) Helpdesk at helpdesk@ecc.edu
6. **Orientation** – For your success as an online learner we require that you attend an orientation to become familiar with the learning platform. You can access the online orientation at <https://dl.ecc.edu>. Please see Section 4 in the online learning guide for more details.

If you live close to one of our campuses we encourage you to attend START (Support through Advisement, Registration, and Transition) Orientation. This is our campuses based orientation that all new and returning students who participate in. START is the first step in creating your Plan for Success. Find out if you are eligible to attend START today!

<http://www.ecc.edu/orientation/>

7. **Advisement** – Once you have completed your placement assessments and orientation you can consult with an academic advisor. Your advisor is listed on your acceptance letter. How to contact them to begin the process can be found in Section 6 of the Online Learning Guide.
8. **Registration-** Now that you have been advised as to what classes to take, you can register. Visit <http://myecc.ecc.edu> and follow the directions in Section 7 of the Online Learning Guide.
9. **Billing/Tuition** – The schedule provided at the time of registration is also a bill. The tuition must be paid by the date printed on the schedule. Your courses may be cancelled and/or a late charge may be applied to the bill if tuition payment is not received by the due date. Subsequent registration will include a late fee charge. Financial aid can be used for payment of the tuition only when an award notice has been received by the college.

Welcome to SUNY Erie!

For more information, please call (716) 851-1ECC or email us at info@ecc.edu

Section 2: Technical Requirements & Determining your SUNY Erie Username and Password

Technical Requirements

To ensure your success in an online learning environment please make sure your computer meets the following criteria:

Hardware and Operating Systems requirements:

- PC running Windows XP, Windows Vista or Windows 7
- Mac running OS 9 or OS X
- 256MB RAM (memory), 512MB or more recommended
- 500MB of free disk space
- Display set to 1024 x 768 or higher resolution
- Internet connection, high speed or DSL recommended

Chromebooks are not completely compatible with all Blackboard features. If you experience issues accessing Blackboard content, please use a compatible computer and browser.

Recommended Software Applications and Viewers:

- Microsoft Internet Explorer version 9, 10 or 11
- Apple Safari version 6, 7 or 8
- Mozilla Firefox version 31 or 32
- Google Chrome version 37
- Java JRE 7
- Adobe Flash version 11

For more information on browser compatibility, please visit <https://help.blackboard.com/Learn/Student>. We recommend users download an alternate browser, as some browsers may not be compatible with all content. From our experience, Mozilla Firefox and Google Chrome browsers have the best compatibility with Blackboard.

Required Browser Settings:

- Allow pop-up windows from all ecc.edu sites
- Allow cookies from all ecc.edu sites
- Javascript enabled
- Java Runtime Environment installed

Clearing the history and cache on your browser fixes some temporary issues.

Minimum computer skills required:

- Ability to download and install files from the Internet

- Ability to create, save and upload documents
- Knowledge of navigating the Internet
- Proficient in use of search engines for research
- Ability to send and receive e-mails with attachments
- Able to copy files from a flash drive or the Internet to a specific directory on the hard drive
- Word processing skills such as: how to create files, open files, save files, print files, and edit documents

Determining your SUNY Erie Username and Password

Step 1: Determine Username *(Also on Acceptance Letter)*

USERNAME: First six letters of your last name + first initial+ two digit date of birth+ last digit of your birth year.

(Note: If your name is shorter than 6 letters, then you would use your entire last name)

You can also go to <https://myusername.ecc.edu/> to verify your username *(Note: You will need either your Student ID or your Social Security number to complete this verification form)*



Sign in

username@ecc.edu

[Can't access your account?](#)

[Sign-in options](#)

Next

Step 2: Determine Password

PASSWORD: You can identify your initial password or reset your password by going to <https://myusername.ecc.edu/>

Section 3: Financial Assistance Process

Begin the application process for financial aid by completing the FAFSA Application.

Apply for FAFSA

Students are encouraged to complete the Free Application for Federal Student Aid (FAFSA) at <https://fafsa.ed.gov/>. This application determines your eligibility for federal, state and institutional sources of financial aid. To qualify, you need to be a matriculated student by applying and being accepted into an academic program. Begin the process by obtaining a FSA ID. The FSA ID will allow you to access and sign your online FAFSA application.

If you have forgotten your FSA ID, you can find information for retrieving your username and password or unlocking your account on FAFSA's FAQ page. The FAFSA application must be completed every year. To avoid thief of your personal information, you should never share your FSA ID with others.

FAFSA School code – 010684

TAP School code- 2065

Review Your Student Aid Report

After your FAFSA application has been processed, you will receive a Student Aid Report (SAR) by mail or made available online. You should review the report to ensure that the information is accurate and complete. If needed, you should provide corrected or missing information. The SAR will state the amount of support you and your family is expected to contribute toward the costs of your education. ECC will contact you if we need additional documentation. All our documents can be obtained on online at Aid Forms.

Tracking Your Financial Aid Status

Students are responsible for monitoring their financial aid status. After you are admitted into the college, you can access your financial aid information by logging into your MyECC account at <https://MyECC.ecc.edu>. Login in with username and Student ID as your password. This information can be found on the upper right hand corner of your acceptance letter. Then select Financial Aid under the MENU icon on the right and then clicking on the Financial Aid Self-Service link. There you will find your financial aid checklist of items to be completed, as well as helpful links to resources.

Review Your Financial Aid Rewards

Step 1: Go to selfservice.ecc.edu/student

Step 2: Enter your ECC User Name, Password, and hit Sign In button.

SUNY ECC Erie Community College
STATE UNIVERSITY OF NEW YORK

Sign in

Enter your user name and password to sign in.

Step 3: Click Financial Aid to see your **Financial Aid** status. (Or click Student Finance to see your billing information.)

SUNY ECC Erie Community College
STATE UNIVERSITY OF NEW YORK

Robin Sign out Help

Hello, Robin. Welcome to Colleague Self-Service!
Choose a category to get started.

Student Finance
Here you can view your latest statement and make a payment online.

Financial Aid
Here you can access financial aid data, forms, etc.

Step 4: You should now be on Financial Aid Self-Service

SUNY ECC Erie Community College
STATE UNIVERSITY OF NEW YORK

Financial Information Financial Aid Financial Aid Home

Welcome to Financial Aid!
Use Colleague Self-Service Financial Aid to assist in managing your Financial Aid package from submission to completion.

Select an Award Year: 2016-2017 Academic Year

Your most recent Satisfactory Academic Progress (SAP) evaluation has an Satisfactory status. Please contact your Financial Aid Counselor if you need further assistance.

Your Financial Aid Package is now ready!
Your financial aid award package is now ready for your review and acceptance.
Review and accept your Financial Aid Award Package

Average Aid Package
This chart represents the average financial aid award package that students are awarded at Erie Community College. Depending on a number of factors, your package may be different.

\$4,038.00	In Loans
\$1,900.00	In Scholarships
\$5,184.00	In Grants

Checklist

- Completed Submit a Free Application for Federal Student Aid (FAFSA)
- Completed Complete required documents

Resources

Form Links
Financial Aid Forms

Helpful Links
Financial Aid Information

For more information or assistance call 716-851-1ECC and ask for the Financial Aid office. Please be sure to tell them you are an online student.

Section 4: Placement Testing

ACCUPLACER for SUNY Erie Online Learners

Virtual Remote Proctoring for ACCUPLACER® computerized placement test is available for SUNY Erie Distance Learning students who require a placement test prior to registering for classes. You must have access to a computer with a web camera and reliable internet access. Please allow five (5) business days for us to process your remote voucher.

The Process:

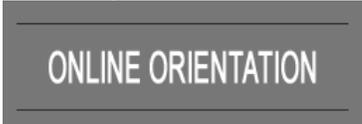
1. Complete a Virtual Remote Proctoring Form under the Online Learners tab at www.ecc.edu/placement-testing/.
2. Receive an email from placementtesting@ecc.edu confirming your Remote Testing Request.
3. Once approved, you will receive an email:
From Accuplacer
SUBJECT: Remote Voucher Notification
4. Read the entire remote voucher and follow the **ACCUPLACER Remote Test Site Information**. Follow the instructions to schedule your ACCUPLACER exam as soon as possible—the voucher is valid for 90 days from date of issue. B Virtual is available 7 days a week, 24 hours a day.
5. Once the test is completed, email placementtesting@ecc.edu for your next steps.

*If you identify yourself as a student with disability, all requests for accommodations must be made as early as possible, preferably 30 days in advance of the test. Please note the ACCUPLACER test is an untimed examination. For further information regarding accommodations, please contact **Aaron Garmon, Counselor – Student Access Center, 716-851-1495**

Section 5: Orientation

To be successful in an online learning environment it is important that you become familiar with the learning platform Blackboard.

- 1) To do this we ask you visit <https://dl.ecc.edu>
- 2) On the right hand side of the screen click in the gray **ONLINE ORIENTATION** button.



- 3) Once in the site please read the welcome information, then proceed to the **Lessons** tab on the left hand side of the screen.
- 4) Participate in the three self-paced modules.
 - Module 1-Blackboard Basics
 - Module 2 – ECC information
 - Module 3 –Student Success

The START (Support through Advisement, Registration, and Transition) orientation program is the main institutional intake process at Erie Community College for new, transfer, or returning students. Students that are able and live near one of our campuses are strongly encouraged to attend a START Orientation. The START department provides easy access to a uniform, comprehensive and seamless pathway through orientation, advisement, and registration. START is the first step to creating YOUR Plan for Success. In order to register for your START orientation, you must be admitted and either waived from or have completed the placement test. To schedule your START orientation session, please contact the department at **(716) 270-2611** or email STARTorientation@ecc.edu.

Section 6: Advisement

As an online student it is recommended that you seek advisement every semester. This can be done by the phone, via email or if you live close to campus, you are welcome to visit your academic department in person.

Your academic advisor's name and contact information is listed on the acceptance letter. Once you have completed orientation and taken your placement evaluation or it has been determined you are waived from these assessments (this information will be included with your acceptance letter) you should contact your advisor or the academic program's office.

Why is academic advisement important?

- 1) SUNY Erie believes that academic advisement is a major element of student success. An effective advisement program provides students a forum in which students, in concert with a faculty member, can begin to connect their own academic aptitude with their own educational goals.
- 2) At SUNY Erie, academic advising is the catalyst for students to achieve their academic potential, objectives and, ultimately, to be life-long learners and successful citizens. Maintaining the highest professional standards, advisers will ensure all students are given the opportunity to connect the advisement process of learning, reflection and academic goal setting to their overall college experience.
- 3) The adviser has the responsibility to possess accurate information and to assist students in their efforts to make informed academic decisions. To be successful, the individual student in pursuit of his or her educational goals must take advantage of the opportunities to meet with an adviser and must take responsibility for meeting the specific academic requirements of the college.

All first-time, full-time, matriculating students must receive academic advisement prior to registering. Please contact the Welcome Center if you are unsure of your advisor at (716) 851-1322 or info@ecc.edu.

Section 7: Registration and Billing

Registration

Please follow these instructions to register for your classes.

- 1) Visit <https://MyECC.edu> and login in with username and password. Your username can be found on the upper right hand corner of your acceptance letter.
- 2) On the main page click on the **MENU** icon on the upper left hand side of the screen.
- 3) Then select **Admissions and Registration Home**.
** On the left hand side of the under Important Dates, please note resisgtration dates for Web Registration.” Students cannot register before the dates listed.*
- 4) Under **Admissions and Registration** select **Course Registration**.
- 5) On the right hand side of the screen under **Register Now** select **Search for Sections**.
- 6) Select the **Term** you have been accepted for under the drop down box. This information can be found on your acceptance letter.
- 7) Using the information given to you by your academic advisor search for your classes by **Subject**, **Course Number**, or **Section**. Then click the **SUBMIT** button at the bottom of the screen. This will bring up the class you are registering for.
- 8) Next click the **Checkmark** at the beginning of any course line item to register for the course, and hit **SUBMIT**. You are now registered for classes. Please print a copy of your schedule for your records.

Note: Courses that have seats available will show “Open” in the Status column and the number of seats available in the Available/Capacity column.

For more information or assistance call 716-851-1ECC and ask for the Registrar’s office. Please be sure to tell them you are an online student.

Billing/Tuition

Your courses may be cancelled and/or late charge may be applied to the bill if tuition payment is not received by the due date. Subsequent registration will include a late fee charge. Financial aid can be sued for payment only when an award notice has been received by the college.

To make a payment online:

- 1) Visit <https://MyECC.edu> and login in with username and Student ID as your password. This information can be found on the upper right hand corner of your acceptance letter.
- 2) On the main page click on the **MENU** icon on the upper left hand side of the screen.
- 3) Then select **Admissions and Registration Home**.
- 4) Under **Admissions and Registration** select **Billing and Payment**.
- 5) Under the FAQs click on “How do I make a payment” and follow the instructions.

Section 8: Support Services

Dear Student,

Welcome to Online Learning at SUNY Erie.

For information on your course, go to <http://dl.ecc.edu> and click on **Online Course Blueprint**. Here you should find your course syllabus and other information you may need to get started in your class. On the first day of class a username and password will be created so that you may access your online course. You can get your username and password information by visiting <https://myusername.ecc.edu>.

Once you have your username and password, you can log into the college portal by clicking on **MYECC** on the top of the ECC website (<http://www.ecc.edu>) or by going directly to <https://myecc.ecc.edu>.

Please keep in mind that participation in an online course does not mean that the course is self-paced. It is the student's responsibility to be fully aware of the instructor's expectations, course schedule and due dates for assignments. The secret to success is to check your online class several times a week and do not wait until the last minute to submit your assignments.

We have Online Mentors available to answer your questions as you prepare for your online class and throughout the semester.

Mentor	e-mail	phone
Kristine Morrow	morrowk@ecc.edu	(716) 851-1942
Katherine Trautwein	trautweink@ecc.edu	(716) 270-5144
Derrick Parson	parsond@ecc.edu	(716) 270-5147

Good luck to you in your online course. We hope you enjoy your experience at Erie Community College and the convenience that online education offers

Sincerely,

Patrick J. Ryan
Director, Distance Learning
SUNY Erie
4041 Southwestern Blvd.
Orchard Park, NY 14127
(716) 270-2869
ryanp@ecc.edu