

Distance learning

allows you to take college courses without attending classes on campus. Several delivery modes are offered, ranging from fully online to video telecourses. All courses require access to a computer connected to the Internet. The amount of time online and types of activities differs for each DL mode. They are affordable, transcribed and transferable — just like regular campus-based courses! Several programs have degrees that can be completed online, including a general associate of arts transfer degree.



DISTANCE LEARNING COURSES ARE INDICATED BY A DL ICON IN FRONT OF THE CLASS LISTING.

Hybrid courses

Hybrid courses offer more convenience and flexibility than standard courses by combining the use of Web-based instruction using an online course system (Angel) with reduced classroom meetings. So, you'll do a lot of work online, but you also have opportunities to do hands-on learning in the classroom and interact in person with other students and your instructor. It's truly the best of both worlds.

HYBRID COURSES ARE INDICATED BY AN HY ICON IN FRONT OF THE CLASS LISTING.

THINGS TO CONSIDER

- **Is Distance Learning right for you?**
Take the self assessment at the Distance Learning Web site or sign up for CIS 103 and see how it works first-hand.
- **Do you have an Internet Service Provider (ISP)?**
Don't register until you are connected and working! You can use campus labs, if convenient.
- **Does your computer meet the requirements?**
Check www.washingtononline.org, click "Getting Started," click "Technology & Skills Requirements."
- **Are you ready to register?**
Check the guidelines: www.pierce.ctc.edu/getstarted.registration.php3

THINGS TO KNOW

Technology Requirements

- Computer with common software like Microsoft Office or MS Works
- Internet connection at home, work, in campus labs or some place like college or public libraries
- Skill using the computer, software and Internet systems like the Web and e-mail.

Additional Fees

- PCOL/WAOL = \$8 per credit
- TELECOURSES= \$40 flat fee
- HYBRIDS = \$2 per course

Special Details

- Financial aid students can use their award to pay the fee.
- Tuition is the same as for standard campus-based courses.
- Class start dates may differ from the regular college calendar. See listings on the following pages for details.

THINGS TO DO

Get Advised Early

- Speak with your faculty advisor or contact advising by e-mail at advising@pierce.ctc.edu.
- Make an appointment at the advising center: FS (253) 964-6705 / PY (253) 840-8431

Register Early

- Sections are limited and fill fast.

Login for "Week Zero"

- Check out the online system the week before instruction starts!

Login for Class

- Review the class start dates on the following pages. Decide early if it works for you.

NEED HELP?

Read the Web Information: www.pierce.ctc.edu/distance.

Look for "What courses are offered?" and "How do I start/Login for Welcome Letters?"

Call the Distance Learning office: (253) 964-6244 or 1-800-DLforMe

Pierce College Online / WashingtonOnline

WashingtonOnline (WAOL) courses are offered cooperatively by the Community and Technical Colleges of Washington. Instructors and students can be from any college in the state. Books and materials are all listed at a single online bookstore. You enroll at your local college and follow their admissions, advising and registration procedures.

Pierce College Online (PCOL) — Pierce College has also created online courses that are only available through Pierce College and all students enroll here. The instructor is at Pierce College and the Pierce Bookstore is the primary source for course materials.

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 • See the Distance Learning Web
 • Site for login and other "Starting
 • Your Courses" details:

 • [www.pierce.ctc.edu/Distance/
 general/startcourse.php3](http://www.pierce.ctc.edu/Distance/general/startcourse.php3)

WAOL and PCOL courses are NOT correspondence courses, nor are they self-paced! They have scheduled start and end dates closely following the normal quarterly schedule. You are expected to participate regularly in the virtual classroom. Count on spending 15 hours per week on a course, checking in five out of seven days a week. Activities include online threaded discussions, research, regular submission of assignments, group activities, textbook work, etc. You do not have to be online at a specific time, so you can fit course activities around your life.

All WAOL and PCOL mode courses have an additional \$8 per credit fee.

WashingtonOnline

Classrooms open Dec. 31.

Instruction Dates: Jan. 7 – March 17.
 Registration ends Jan. 7.

Use **WAOL bookstore!**

www.washingtononline.org

Need help? Contact WAOL at (888) 580-9011 or wa-online@ctc.edu

ENGL 210: Intro to American Literature[†]

5506 (5) WAOL GER-HM WAOL Instr.

Engr& 114: Engineering Graphics[†]

5546 (5) WAOL WAOL Instr.

Online bookstore site:

www.washingtononline.org

Follow links to ecampus bookstore. Text with software bundle is required first day of class for ENGR 114.

Pierce College Online

Classrooms open Dec. 31 • Instruction Dates: Jan. 7 – March 17.

Registration ends Jan. 8 at noon. Use **Pierce Bookstore!**

Item #	Course No.: Title	(Cr)	GER	Prereg.*	Instructor
5890	ANTH& 100: Survey of Anthropology	5	SS		Lippman
5885	ANTH& 206: Cultural Anthropology	5	SS		Danner
5916	ANTH& 216: Northwest Coast Indians	5	SS		Danner
5886	ASTR& 100: Survey of Astronomy (Non lab)	5	NS		Masura
5959	ASTR& 100: Survey of Astronomy (Non lab)	5	NS		Castell
5804	BIOL 118: Human A & P for Non-Science Majors (Non lab)	5	NS		May
5874	BIOL& 100: Survey of Biology (Lab)	5	NS		Johnson
5812	BTECH150: Medical Terminology I	5			Myers
5960	BTECH150: Medical Terminology I	5			Myers
5834	BTECH151: Medical Terminology II	5		X	Rugarber
5912	BTECH 200-A: MS Word Prepare/ Edit Documents	1			Wolden
5913	BTECH 200-B: MS Word - Enhance/Customize Doc.	1			Wolden
5915	BTECH 225-A: MS Powerpoint - Create/ Modify Present.	1			McGonagill
5829	BUS 106: Business English II	3		X	McGonagill
5806	BUS& 101: Introduction to Business	5	SS		Redwine
5845	BUS 240: Human Relations in the Workplace	5	SS		Hogan
5833	CHEM& 100: Preparatory Chemistry (Non-lab)	5	NS		Barker
5854	CIS 103: Online Learning - Getting Started (1/7 - 2/3)	2			Hamilton
5855	CIS 103: Online Learning - Getting Started (2/11 - 3/10)	2			Hamilton
5846	CIS 110: Intro to Microcomputer Business Applications	3		X	Staff
5810	CIS 121: Intro to Computer Information Systems	5		X	Staneff
5955	CIS 121: Intro to Computer Information Systems	5		X	Staneff
5814	CIS 130e: Micro Applications (Office 2007)	5		X	Staneff
5919	CMPT 107: Quality Results from the Web	1			Brasile
5901	DDSGN 120: Production Management	3			Beaumont
5921	DDSGN 150: Web Design & CSS	5		X	Martin
5940	ECE 240: Health, Safety & Nutrition	3			Staff
5822	ENGL 099: Intro to Composition	5		X	Warmington
5818	ENGL 103: Comp - Argument/Research	5	CM	X	Russell
5824	ENGL 107: English Comp - Writing About Lit.	5	CM	X	Michael
5827	ENGL& 111: Intro to Literature	5	HM		Jaech
5957	ENGL& 112: Intro to Fiction	5	HM		Salak
5856	ENGL 205: Intro to Mythology	5	HM		Murphy
5880	ENGL& 101: English Composition I	5	CM	X	Wycoff
5961	ENGL& 101: English Composition I	5	CM	X	Mohrbacher
5962	ENGL& 101: English Composition I	5	CM	X	Stevens
5963	ENGL& 101: English Composition I	5	CM	X	Scannell
5849	ENGL& 235: Technical Writing	5	CM	X	McClinton
5830	ENGL& 236: Creative Writing I	5	HM	X	Jaech
5931	ENGL 266: Women Writers: International Mosaic	5	HM		Stevens
5832	ENVS& 100: Survey of Env Science (non-lab)	5	NS		Johnson
5847	GEOG 200: Cultural Geography	5	SS		Broxson
5800	GEOG 107: Earth Systems Science (lab)	5	NS		Sager
5884	HIST& 126: World Civilizations I	5	SS		Leber-Gottberg
5805	HSCI 210: Wellness (Lab)	5	NS		Crain
5857	HSEM 102: Intro to Homeland Sec. Emerg. Mngt.	5			Caldwell
5946	HSEM 130: Technology in Emergency Management	3			Caldwell
5947	HSEM 200: Emergency Operations Center & Comm.	2			Caldwell
5864	HSSA 140: Chem. Depend. & the Family	5			Croswaite
5813	HUM 105: Black Thought and Culture	5	HM		Davis
5801	HUM 106: Ethnic Thought and Culture	5	HM		Scannell
	MATH 107: Math in Society - see Quarterly Schedule next page				
5807	MATH& 146: Intro to Statistics	5	QS/NS	X	Rasmussen
5933	MUSC 103: Introduction to Jazz	5	HM		Knudtsen
5809	NUTR& 101: Nutrition	5	NS		Crain
5888	PHIL& 101: Intro to Philosophy	5	HM		Staff
5858	PHIL 230: Contemp Moral Problems	5	HM		Staff
5825	PHYS& 100: Physics Non-Sci Majors (lab)	5	NS	X	Uhrich
5924	POLS& 203: International Relations	5	SS		McMahan
5837	PS 101: Intro to Physical Science (Lab)	5	NS	X	Uhrich
5882	PSYC& 100: General Psychology	5	SS		Seiver
5964	PSYC& 100: General Psychology	5	SS		Geron
5883	PSYC& 100: General Psychology	5	SS		Khalsa-Maulen
5866	PSYC& 200: Lifespan Psychology	5	SS	X	Seiver
5869	SOC& 101: Introduction to Sociology	5	SS		Khalsa-Maulen

[†]See the college catalog for courses with prerequisites.

Course #: Title	Item# (Cr)	Mode	GER/Fee	Instructor
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■ Quarterly Schedule

Registration runs until Jan. 6 or with instructor permission until Jan. 15. Classrooms open Dec. 31.

Quarterly schedule courses operate on the same schedule as campus classroom courses. You are required to complete assignments by due dates, take exams when they are made available, participate in any periodic campus-based sessions, and complete all work by the end of the quarter. Pay special attention to the grading policy in the instructor's syllabus.

CJ 250: Criminal Justice Work Based Learning
5610 (3) O Foster-Grahler

CJ 251: Criminal Justice Work Based Learning
5611 (4) O Foster-Grahler

CJ 252: Criminal Justice Work Based Learning
5612 (5) O Foster-Grahler

CJ 253: Criminal Justice Work Based Learning
5613 (6) O Foster-Grahler

CJ 254: Criminal Justice Work Based Learning
5614 (7) O Foster-Grahler

CJ 255: Criminal Justice Work Based Learning
5615 (8) O Foster-Grahler

CJ 260: Law Enforcement Operational Skills: Explore/Cadet
5616 (5) O Foster-Grahler

CJ 261: Law Enforcement Operational Skills: Reserve
5617 (10) O Foster-Grahler

CJ 262: Law Enforcement Operational Skills: Officer
5618 (10) O Foster-Grahler

FRCH& 121: French I
5620 (5) O GER-HM Claudio

FRCH& 122: French II†
5622 (5) O GER-HM Claudio

For MATH courses: The final exam for MATH 051, 060 and 098 will be Tues., March 16 any time between 8a and 3p in Testing Center at Fort Steilacoom and Library at Puyallup.

MATH 051: Fundamentals of Arithmetic†
5638 (5) M Brooks

MATH 060: Intro to Algebra†
5640 (5) M Brooks

MATH 098: Intermediate Algebra†
5642 (5) M Brooks

MATH& 107: Math in Society†
5670 (5) M GER-QS/NS Lippman

†See the college catalog for courses with prerequisites.

Occupational Safety & Health (OSH)

Classes begin Jan. 4 and end March 16.

You are required to complete assignments by due dates, take exams when they are made available, participate in any periodic campus-based sessions, and complete all work by the end of the quarter. Pay special attention to the grading policy in the instructor's syllabus. **OSH courses have additional \$40 fee.**

OSH 110: Safety Management
5657 (5) O Flores

OSH 150: Workers Compensation and Risk Management
5654 (3) O Murphy

OSH 155: Special Topics - Workplace Violence
5664 (2) O Flores

OSH 220: Industrial Hygiene
5658 (3) O Geppert

■ Continuous Entry

Registration/withdrawals can be done through Feb. 18. Classrooms open Dec. 31.

Continuous entry courses allow you to join open course sections up until the last day that withdrawals are allowed. You work your way through course requirements, turning in assignments and taking exams as you are able to complete them. If you don't complete by the end of the initial quarter in which the course was started, you typically receive a "Z" grade that signifies you are "in progress." Some courses may require a minimum amount of completed coursework for a "Z" grade. **Be sure you are aware of financial aid and other degree program requirements that require students to complete courses in the quarter they are started.** Your final grade is posted at the end of the quarter in which you complete the course. **All "T" mode courses have an additional \$40 fee.**

PSYC& 100: General Psychology
5650 (5) T GER-SS Lobdell

PSYC& 200: Lifespan Psychology†
5652 (5) T GER-SS Lobdell

Fire Command Admin. (FCA)

Special admission only. Contact Pam Caldwell at pcaldwell@pierce.cc.edu or (253) 677-1735.

FCA 272 Negotiation
(3) Caldwell

FCA 274 Occupational Safety and Health for Fire Service
(4) Caldwell

■ Self-Support Courses

Continuous Entry: Register now through Feb. 18. Classrooms open Dec. 31. Complete coursework by March 16.

The following courses are offered outside the traditional "state-supported" tuition system. The noted fees are collected no matter how many courses are taken on a tuition basis. Generally, they do not qualify for Financial Aid funding. Credit courses will appear on Pierce College transcripts and certificates will be issued for non-credit courses upon request. Courses follow a learner-paced lesson schedule within a limited course time frame. Since courses are offered in various distance learning modes, be sure you have the required technology.

REFUND POLICY: Class cancelled by the College = 100% refund. Students withdrawing prior to first meeting = 100% refund, less a \$5 non-refundable registration fee. Refunds are generally not made after a class has started, but remain at the discretion of the Distance Learning office.

HSSA 205: HIV/AIDS, Air & Blood Borne Pathogens†
5780 (1) BB Fee: \$85 Hamilton

NCEA 024: AIDS Training for Healthcare Professionals
5782 (0) BB Fee: \$65 Hamilton

■ Hybrid Courses

Hybrid courses combine Web-based instruction with reduced "face-to-face" class hours. Instead of meeting five days a week listening to lectures and having discussions, you could be doing those things online and spend class time doing hands-on work and getting questions answered!

You must have computer Internet access, have common software like Microsoft Office, and be comfortable using e-mail, Web browsers, and PC software and file management systems.

Hybrid courses use a course management system (Angel) and have an additional \$2 fee.

PUYALLUP HYBRIDS

ABE 84: High Intermediate Basic Education – Integrated 4
(5) Prater

CMST& 101: Introduction to Communication
(5) GER-HM Dostonjh

ENGL 107: English Composition
(5) GER-SS Stevens

FORT STEILACOOM HYBRIDS

CJ 112: Criminal Justice in America
(5) GER-SS Foster-Grahler

CJ 200: Crime and Justice in America: Issues

COLLG 111: TRIO College Success
(5) Green

ECE 112: Planning the Young Child's Learning Environment (5)	Fisher
EDUC 202: Intro to Education (Practicum) (5)	Kim
ENGL 098: Basic Writing Skills (5)	Warmington
ENGL 099: Intro to Composition (5)	Warmington
ENGL& 101: English Composition I (5) GER-CM	Scannell
ENGL& 101: English Composition I (5) GER-CM	Hartley
ENGL 103: Composition - Argumentation and Research (5) GER-CM	Michael
ENGL 103: Composition - Argumentation and Research (Advertising and Consumer Culture) (5) GER-CM	Brunnemer
ENGL 107: English Composition - Writing About Literature (5) GER-CM	Wycoff
ENGL 205: Intro to Mythology (5) GER-HM	Wycoff
ENGL 265: American Literature: Comedy, Humor, and Satire (3) GER-HM	Brunnemer
MNGT 187: Career Communications Skills (5)	Gerhardt
PHYS& 121: General Physics I (5)	Uhrich

Distance Learning Registration

Register

You may register by mail or in person at either college. You may also fax your mail-in registration to (253) 964-6427. For phone-in registration, call (253) 864-3330 Mon.-Fri. from 9:00 a.m. to 4:00 p.m. (except holidays and summer break).

CONTINUOUS ENTRY & SELF-SUPPORT COURSES:

Register up until Feb. 18.

QUARTERLY SCHEDULE COURSES: Register up until Jan. 6 or with instructor permission until Jan. 15.

WASHINGTONONLINE AND PIERCE COLLEGE ONLINE:

Due to the time needed for students to prepare for the start of these online courses, any PCOL/WAOL sections with openings at the end of the **last day to register will be fully closed. This means there is no late registration with instructor permission! Plan in advance!**

Fees

Costs follow the institutional guidelines for tuition and fees.

QUARTERLY AND CONTINUOUS ENTRY:

In addition to tuition and fees, a \$40 Distance Learning support fee is charged for each course designated with "T" mode.

WASHINGTONONLINE/PCOL: An \$8 per credit Distance Learning support fee is charged, in addition to tuition and fees, in courses designated with WAOL & PCOL mode.

SELF-SUPPORT COURSES: Fees noted in list.

Withdrawals/Refunds

QUARTERLY SCHEDULE

AND CONTINUOUS ENTRY: Institutional guidelines and dates for withdrawal and refunds apply.

PCOL AND WAOL: Since start/end dates vary from the regular campus schedule, the following apply:

- Last day to get 100% refund — Jan. 8
- Last day for 50% refund — Jan. 22
- Last day to withdraw — Feb. 18

Self-Support courses: See policy in description.

Debts to the College: If you have an outstanding debt to the college, the college may offset the outstanding debt against any refunds due to you.

After Registration Steps

WAOL, PCOL AND SELF-SUPPORT

COURSES: Don't wait! Point your browser to www.pierce.ctc.edu/Distance and look for the link to your "Welcome Letter" on the Distance Learning Web site under the "How to Start" menu. Read and follow these directions carefully! Online classrooms are typically accessible the week prior to the Thursday start date. After logging into your classroom, look for your syllabus online.

QUARTERLY SCHEDULE & CONTINUOUS ENTRY COURSES:

- 1) Welcome Letters are posted on the Distance Learning Web site (see information above under the heading "WAOL, PCOL and Self-Support Courses"). These letters direct you to our Pierce Angel system, where you will find a "classroom" with start-up handouts and syllabus information. Review the materials and note any questions. Contact the Distance Learning office for general questions, (253) 964-6244.
- 2) You should contact the instructor immediately in person, via phone, or via e-mail to introduce yourself. Ask any course-specific questions. Be sure you alert the instructor about your financial aid or degree requirements that mandate completion of the course by the end of the quarter.
- 3) Purchase books/materials at Pierce College Bookstores from the Distance Learning shelves. For courses that use DVDs, sets are available in the college libraries, some are streamed online, and sets are available for 3 month rental from the Distance Learning office for an additional \$30 fee.
- 4) If your course requires on-campus exams, check the information in our Pierce College Angel system for testing locations for Fort Steilacoom and Puyallup colleges. If you have questions about Testing Center hours of operation, call (253) 964-6244.

Need help? Contact us today!