



## “I WISH SOMEONE HAD TOLD ME THAT...”

Making sure students are informed of potential “surprises” before the first day of class!



Course	What the student needs to know in order to be successful in this class...
All Courses	<p>All CCCC students are expected to have access to a computer and the ability to email instructors. CCCC utilizes Campus Cruiser to communicate with students; therefore, it is expected that each student will check their Campus Cruiser account on a regular basis.</p> <p>Students <b>MUST</b> use their Campus Cruiser account to e-mail instructors. All other e-mail providers can be filtered by the college’s firewall and the message may not be received.</p>
All Online Courses	<p>Before attempting an online class, it is <b>highly recommended</b> that the student have successfully completed, or placed out of, all developmental courses. <b>Online classes require advanced reading comprehension skills. These classes are intensive in reading and writing.</b></p> <p>When registering for an online class, students will be required to sign a form stating that they have read the requirements for each online course by clicking on the following link:</p> <p><a href="http://www.coastalcarolina.edu/distance_learning/online_courses/online_courses_home.htm">http://www.coastalcarolina.edu/distance_learning/online_courses/online_courses_home.htm</a></p> <p>Students are expected to read the syllabus for each class and abide by the attendance policy as stated. Attendance in online courses can be measured differently by different instructors, so the student should be very aware of the policy for each course.</p>
All Developmental Courses (ENG, MAT, and RED)	<p>Students must earn a grade of "C" or better to advance to the next course level. Please be aware that developmental students could earn a grade of "IP" in place of the standard "D" grade. A grade of "IP" will require the student to retake the developmental course.</p>

	Before the semester begins, students should investigate any impact this may have on <b>all</b> types of funding from financial aid sources. Students may be required to pay out of pocket if they earn an "IP" and have to repeat any of these classes.
ACA 111	Because many of the activities and assignments are completed using actual pages from the textbook, students must purchase a new textbook.
ACC 120 and 121	Must have an access code to My Accounting Lab, which must be used to complete all assignments, quizzes and exams. If you buy a used book, you must purchase an access code. This is usually more expensive than buying the text new, bundled with the access code. The access code can be purchased at <a href="http://www.myaccountinglab.com">www.myaccountinglab.com</a> .
ACC 131 and ACC 140	Due to annual changes in the tax code and the use of worksheets, students must purchase a <u>new</u> textbook.
ACC 150	Students cannot use a MAC operating system with the required QuickBooks Pro Software. Students are required to download the latest version of QuickBooks Pro Accounting software (accompanied with the text) on a computer with internet access.
ART 111 (Online)	The ART 111 online courses use a different book from the seated classes. The required book for the online courses is <u>A World of Art</u> , 6th Ed.
ART 121	In addition to a required text, approximately \$75 in Art supplies will be required.
ART 131 and 132	There is no required text, but approximately \$75 in Art supplies will be required.
ART 135 and 235	There is no required text, but approximately \$75 in Art supplies will be required.
ART 231 and 232	There is no required text, but approximately \$50 in Art supplies will be required.
ART 240 and 241	There is no required text, but approximately \$75 in Art supplies will be required.
ART 244	There is no required text, but approximately \$75 in Art supplies will be required.

Last Updated: September 2011

Requirements apply to ALL sections of the course unless otherwise noted.

ART 261 and 262	There is no required text, but approximately \$150 in Photography supplies will be required, plus a working SLR film camera.
BIO 110 compared to BIO 111	Bio 110 is a survey course that covers a wide range of biology topics including the cell, plants, and animals and is designed for non-majors. Bio 111 is designed for biology/science majors and focuses more in-depth on the cell. Bio 112 continues the in-depth focus on plants and animals for biology/science majors.
BIO 140A	Most lab periods are conducted outside in potentially uncomfortable surroundings, such as hot, cold, rainy, muddy, with biting insects, etc.
BIO 175 compared to BIO 275	Bio 175 has only 2 hours of lecture and 2 hours of lab compared to Bio 275, which has the traditional 3 hours of lecture and 3 hours of lab. If you are planning on transferring microbiology as other than part of a program, you should consider Bio 275 the better course choice.
BUS 110	BUS 110 is a survey course with numerous online components. It uses numerous supplements requiring special access codes not readily available for purchase elsewhere. Usually the least expensive and dependable means of acquiring the complete package is through Coastal's bookstore, and the materials will be needed on the first day of class. Access codes are date sensitive and cannot be reused from semester to semester. Must have access to high-speed Internet to view videos and to do simulations. Microsoft Office 2003 or more recent versions (Word, PowerPoint and Excel) needed for class assignments.
BUS 148	Have a working knowledge of Microsoft Office 2007 (Word and PowerPoint)
BUS 225	Must have an access code for My Finance Lab, which must be used to complete all assignments, quizzes and exams. If you buy a used book, you must purchase an access code as well. This is usually more expensive than buying the text new, bundled with the access code.

Last Updated: September 2011

Requirements apply to ALL sections of the course unless otherwise noted.

	Students must have a financial calculator; Texas Instruments BA II-Plus is the recommended model.
CHM 090	Depending on the instructor, student may be required to complete online homework.
CHM 151 and CHM 152	Depending on the instructor, students may be required to complete online homework using an online homework instrument.
CIS 110	<p>Must complete work using the current version of Microsoft Office with Microsoft Access (students <u>cannot</u> use Microsoft Works).</p> <p>If a student purchases the Microsoft Office Home and Student Edition, this will not include Microsoft Access.</p> <p>Students are highly encouraged to purchase the customized bundle from the College Store. If a student purchases a used book, they will still be required to purchase a Myitlab key code from the College Store or online. If a student purchases a used book they may not receive the trial copy of Office 2010 and other included materials that are required for the course. It is actually less expensive to purchase the bundled materials new than it is to purchase a used text and all the supplementary items.</p> <p>Since the course now covers Windows 7, online students should have a computer running Windows 7. Some of the requirements cannot be met using Windows XP or Windows Vista.</p> <p>Myitlab will not work with the Safari, FireFox, or Google Chrome web browsers.</p> <p>CIS 110 cannot be completed on a Macintosh computer.</p>
CIS 111	<p>Must complete work using <b>Microsoft Office 2010</b> (students <u>cannot</u> use Microsoft Works).</p> <p>If a student purchases a used book, they will still be required to purchase the Snap booklet/code and will need the black &amp; white CD in order to complete the activities in the</p>

Last Updated: September 2011

Requirements apply to ALL sections of the course unless otherwise noted.

	<p>textbook.</p> <p>SNAP will not work with a Mac or Foxfire.</p>
<i>CJC Courses</i>	Controversial/graphic subject matter may be discussed in class.
<i>CJC 145</i>	<p>Students should be familiar with the Windows environment (copy/paste/minimize/mouse functions, etc.) and MS Office 2007. Students will need to purchase a USB drive, pencils, an eraser, a 1 inch binder, a 12 inch ruler, and a protractor.</p> <p>It is recommended that students successfully complete CIS 110 before registering for this class.</p>
<i>CJC 144, CJC 146, CJC 222, CJC 245, and CJC 246</i>	Students will be dealing with fingerprint powders and ink (could be messy), certain crime scene processing chemicals, and will be required to work outside in both hot and cold conditions.
<i>COM 110 (Online/Crum)</i>	Students within a fifty-mile radius of Jacksonville will be required to come to campus twice, with a student ID, to present prepared speeches.
<i>CTS 115</i>	<p>Students are required to have an access code for myMISlab. Students are highly encouraged to purchase the bundled text and access code from the College Store. If a student purchases a used book, they will still be required to purchase a myMISlab access code from the College Store or online. It is actually less expensive to purchase the bundled materials new than it is to purchase a used text and the access code separately.</p> <p>myMISlab will only work on Internet Explorer - no other browsers are currently supported.</p>
<i>CTS 130</i>	<p>Must complete work using <b>Microsoft Office 2010</b> (students <u>cannot</u> use Microsoft Works).</p> <p>If a student purchases a used book, they will still be required to purchase the Snap booklet/code and will need the black &amp; white CD in order to complete the activities in the</p>

Last Updated: September 2011

Requirements apply to ALL sections of the course unless otherwise noted.

	<p>textbook.</p> <p>SNAP will not work with a Mac or Foxfire.</p>
DBA 112	Students must have access to Access 2007. This software can be purchased for a home computer at a substantial discount by students registered for this course (ask your instructor).
ECO 251 and ECO 252	Final Examination is comprehensive and must be taken under the supervision of a proctor
EDU Courses	Field observations required in many classes; background checks with a fee required by field sites; online submission of assignments required in some classes; and materials may need to be purchased for teaching lesson plans.
EDU 216	A field experience that involves visiting public schools (grades K-12) and public learning opportunities is required. The time for this will be in addition to the regular time for the class. You will need to be able to submit work in Word and Excel documents.
ENG Courses (Seated)	<p>A majority of the instructors will be utilizing in-class group work, peer review of writing, and Campus Cruiser.</p> <p>A jump/flash drive is recommended for saving work done in the English computer labs.</p> <p>*Students will be required to submit original written work in all English classes. Students should be aware that <b>all</b> instructors have the knowledge and ability to determine plagiarized work, and will follow the rules and discipline as outlined in the CCCC catalog regarding plagiarized work.</p> <p>Students should keep back-up copies of all written work, including drafts and research sources.</p>
ENG Courses (Online)	Students should have access to a word processing program, preferably Word (not Works or Word Pad), and the ability to submit papers via Blackboard or as an attachment with

Last Updated: September 2011

Requirements apply to ALL sections of the course unless otherwise noted.

	<p>email (this depends on the instructor). A majority of online English classes utilize discussion boards, and peer review of writing. *See previous statement on submitting original work and issues related to plagiarism.</p> <p>Students should keep back-up copies of all written work, including drafts and research sources.</p>
ENG 080 and 090	<p>Students are strongly encouraged to purchase a new textbook for completion of exercises. Exercises in the text will be required both in class and for homework assignments. Students will find it more beneficial and conducive to learning to complete the assignments in the textbook.</p>
ENG 111 (Doolittle)	<p>Students expected to read and respond to essays in books on Reserve at LRC.</p>
ENG 112, 113, or 114	<p>Students in the second level of English will be required to write at least one research paper; some instructors require more than one. *See previous statement on submitting original work and issues related to plagiarism.</p> <p>Some sections of these classes will require a supplemental text. Students should check with the instructor as to whether or not to purchase the supplemental text for ENG 112/113/114.</p>
ENG 112	<p>Controversial and debatable topics are covered and discussed. Some instructors require participation in class debates.</p>
ENG 112 (Bates, Seated)	<p>Students will be involved in a group project and presentation as well as an individual presentation tied into the research report.</p>
ENG 112 (Cannon, Seated)	<p>Students are expected to participate in organized class debates.</p>
ENG 113	<p>Literature from different genres will be utilized, some with adult themes and content.</p>
ENG 113 (Bates, Seated)	<p>Students will be involved in group work and will also have an individual presentation tied into a research report.</p>

Last Updated: September 2011

Requirements apply to ALL sections of the course unless otherwise noted.

ENG 113 (Bolinger and Smith)	Students will be required to read "The Great Gatsby." This novel is available through the College Store.
ENG 113 (Cancelli)	Students will participate in a drama production (in-class) and will have the choice to work on stage or behind the scenes.
ENG 114	A majority of instructors will require a PowerPoint presentation. Seated ENG 114 classes require an oral presentation.
ENG 126	In-class writing exercises will require the student's participation and he/she should bring a suitable journal to class for that purpose. These in-class writings may remain personal or shared with the class at the student's discretion; however, the student should be a full participant in this in-class writing activity. Students need a jump drive to hold any work completed related to the course. Students may need to make copies of his/her work for in-class critiques and students should be willing to have his/her work peer reviewed in supervised writing workshops. A textbook will be required for purchase.
ENG Literature Courses (ENG 231, 232, 241, 242, 261, 262, and 273)	Each literature course is based on a specific historical time period. Some works will include adult themes and content. Students are expected to be familiar with MLA format as taught in ENG 112, 113 or 114. Oral presentations are expected from a majority of literature instructors. *See previous statement on submitting original work and issues related to plagiarism.
ENG 231 (Bates, Kunkel, and Terzaken, All Seated)	An oral presentation, tied in with a research report, is required.
ENG 231 (Bates and Terzaken, Both Online)	A required Powerpoint Presentation uploaded to the discussion board. Familiarity with Powerpoint is needed.
ENG 261 (Cancelli)	Students will have the opportunity to participate in a drama production (in-class) and will have the choice to work on stage or behind the scenes.
FIP 224	Requires one scheduled trip to campus to deliver final presentation.

Last Updated: September 2011

Requirements apply to ALL sections of the course unless otherwise noted.

FIP 230	Subject to proctored examinations.
FIP 232	Subject to proctored examinations.
FRE Courses	Internet access is required. Most of the homework assignments will be submitted online. For most classes, students will also need a headset or speakers. There is a strong emphasis on oral and written communication in French.
HIS Courses	One or more supplemental books are usually required and are available in the College Store.
HIS 115	Online quizzes and assignments are required.
HIS Courses (Dees-Killette)	Student oral debates are required.
MAT Courses	All math courses require a calculator. MAT 60, 70, 101, 115, 121, 140 require a scientific calculator. MAT 80, 151, 161, 171, 172, 263, 271, 272, 273, 285 require a graphing calculator (TI-83 or TI-84 is recommended). Calculator and computer usage may be restricted at the instructor's discretion. Students in all math courses are required to bring the required textbook to each class; a used textbook is acceptable.
MAT Courses (Online)	All online math courses require students to take 2-5 proctored tests. Local students are required to take these proctored tests at CCCC. Other students must arrange for a proctor at an approved educational institution. Online math students are required to have an online access code that accompanies the required textbook. Students with used textbooks must purchase an online access code separately. An online version of the complete textbook is usually available with this access code.
MAT 050, MAT 060, MAT 070, and MAT 080	Developmental math students could earn a grade of "IP" in place of the standard "D" grade. A grade of "IP" will require the student to retake the developmental course. Before the semester begins, students should investigate any impact this may have on all types of funding from any financial aid sources.

Last Updated: September 2011

Requirements apply to ALL sections of the course unless otherwise noted.

MAT 151	Students will need a graphing calculator (TI-83 or higher). Students will also need regular access to the Internet and Microsoft Word and Excel. Students will be required to work in groups on a major cumulative project.
MUS 110	Students are expected to have a working computer to be able to do the interactive listening activities. Listening to music is a class requirement.
MUS 210 (Schmidt)	All testing will be done online AND in traditional seated format.
NET 125, NET 126, NET 225, and NET 226	Students should expect to spend time outside of class working in the CISCO Lab to practice with CISCO equipment and/or finish assignments.
NOS 110	Students must have access to the current version of Windows and Fedora Linux. Students will be required to write a research paper.
NOS 120 and NOS 220	Students should expect to spend time outside of class working in the Linux Lab OR to install a version of Linux at home to practice and/or finish assignments.
OST 131 and OST 134	Part of the book for OST 131 is also used in OST 134. The OST 131 book covers lessons 1-60; the class covers lessons 1-40. The OST 134 book covers lessons 61-80; the class covers lessons 41-80. If students take OST 134, they will need both Kit 1 and Kit 2.
OST 136 and OST 236	Students must have access to Word 2007; Microsoft Works is not acceptable. One textbook will be used for both of these courses. Students will receive a SNAP code with the purchase of a new book. If they choose to purchase a used book, they must purchase the SNAP code separately (available at the College Store).
OST 223	A foot pedal is recommended and must be purchased separately. They run about \$70.
OST 233	Students must have access to Publisher 2010.
OST 241	A foot pedal is recommended. They run about \$70.

Last Updated: September 2011

Requirements apply to ALL sections of the course unless otherwise noted.

OST 247 and OST 248	Require the purchase of coding books which can cost as much as \$275.
RED Courses	<p>Students are highly encouraged to purchase a new textbook for completion of exercises. Exercises in the text will be required both in class and for homework assignments. Students will find it more beneficial and conducive to learning to complete all assignments in the workbook.</p> <p>Students must earn a grade of "C" or better to advance to the next course level. Please be aware that developmental students could earn a grade of "IP" in place of the standard "D" grade. A grade of "IP" will require the student to retake the developmental course. Before the semester begins, students should investigate any impact this may have on all types of funding from financial aid sources. Students will probably have to pay out of pocket if they earn an "IP" and have to repeat the class.</p> <p>Some classes may require students to complete homework activities online.</p>
PED 110	Physical activity required.
PHY Courses	All Physics courses will require the submission of online homework.
POL Courses (Moore)	Online quizzes and exams are required.
PSY 150 (Online)	Proctored midterm and/or final exam may be required.
PSY 150 (Harpe)	Online quizzes and assignments are required.
PSY 150 (White)	In seated classes, ten typed writing assignments <u>or</u> Service Learning required. Quizzes are given online and midterm and final exam are given in the classroom.
PSY 241 (Snead)	Interwrite Personal Response System required and can be purchased in the College Store.
PSY 241 (White)	Group project and individual project or Service Learning project required.

Last Updated: September 2011

Requirements apply to ALL sections of the course unless otherwise noted.

PSY 281 (Harpe)	Online quizzes and assignments are required.
SOC Courses	Controversial subject matter may be discussed in class.
SOC Courses (Weatherly)	Required weekly writing assignments (1-3 typed pages)
SOC 210 (White)	In seated classes, ten typed writing assignments <u>or</u> Service Learning required. Quizzes are given online and midterm and final exam are given in the classroom.
SOC 210 (Williams)	Online quizzes and assignments required.
SOC 210 and SOC 213 (Heishman-Harpine)	Writing assignments required throughout entire semester. All assignments are expected to be typed. Group activities utilized at least once during each chapter. Service Learning may be provided as an option in place of another assignment.
SOC 240 (White)	Students must choose between facilitating a section of text in class or Service Learning.
SPA Courses	Internet access is required. Most of the homework assignments will be submitted online. For most classes, students will also need a microphone and either a headset or speakers. In SPA 111 and SPA 112 there is a strong emphasis on oral and written communication in Spanish. In SPA 211 and SPA 212 most instruction and class activities are in the target language (Spanish).
SPA 111 (Online)	This course will make serious demands on your computer system and skills. Hardware and software needed: MySpanishLab registration code* <b>*Please note SPA 111 Online will continue to use MySpanishLab and the <i>Arriba</i> e-book. This course has not adopted the new text.</b> a reliable computer a webcam a sound card & speakers a good quality computer microphone a computer printer a hi-speed modem (Cable or DSL)

Last Updated: September 2011

Requirements apply to ALL sections of the course unless otherwise noted.

	<p>a dependable Internet Service Provider (ISP)  a working Email address  <b>Students taking Spanish online are required to have the final exam proctored.</b></p>
SPA 111 and SPA 112	<p>SPA 111 and SPA 112 are now using <i>Exploraciones special custom editions for CCCC</i> which are available exclusively in the campus bookstore. Keep all contents inside the book. Internet access is required. Most of the homework assignments will be submitted online. For most classes, students will also need a microphone and either a headset or speakers. In SPA 111 and SPA 112 there is a strong emphasis on oral and written communication in Spanish.</p>
SPA 211 and 212	<p>SPA 211 and SPA 212 will continue to use the <i>Arriba 5<sup>th</sup> edition</i> textbook. In SPA 211 and SPA 212 <b>most</b> instruction and class activities are in the target language (Spanish).</p>
WEB 120	<p>Students are required to purchase Adobe Flash Professional CS5 software to complete assignments in the course.  Adobe Flash CS5 software can be purchased for \$140 at  <a href="http://www.academicssuperstore.com">http://www.academicssuperstore.com</a></p>
WEB 140	<p>Requires Dreamweaver CS5 software, approximately \$199 at assorted vendors on the web.  List price from Adobe is \$399</p>
WEB 230	<p>Requires Microsoft Word, 30 GB of hard drive space, Windows XP or Windows 7 or Linux (preferably Fedora 6-9 or Red Hat Enterprise Linux 5) but NOT Windows Vista</p>