



You have enrolled in an LWTC-hosted online learning course this upcoming quarter. This document gives you the basic information you will need to get started with your course and contact information if you need help. This information refers **only** to your LWTC-hosted courses (designated by the Section **L1** or **H1**). If you are registered for other distance learning courses, there are different instructions and procedures. For further information, visit the Distance Learning website at [www.lwtc.ctc.edu/dl](http://www.lwtc.ctc.edu/dl)

### Winter Quarter 2008

Quarter Begins: January 8, 2008  
Quarter Ends: March 28, 2008

Please visit [www.lwtc.ctc.edu/current/calendars/academic/](http://www.lwtc.ctc.edu/current/calendars/academic/) for the specific dates related to advising requirements, adding and dropping classes, refunds, and so on.

Generally, LWTC-hosted distance learning courses follow the academic year calendar just like the “traditional” courses. Please refer to your class syllabus and other information from your instructor for particular course requirements.

**Please Note:** This is *not* self-paced instruction! You must log in and attend your online class during the first day of the quarter, participate as required and turn in assignments on schedule. Your instructor will contact you if there are to be any *on campus* sessions to get started. If you are having difficulties, you should contact your instructor as soon as possible. Please refer to the LWTC Student Handbook for additional policies and procedures regarding academic conduct.

### Log-In Information

Log on at <http://lwtc.angellearning.com> on the first day of the quarter.

**Username:** Firstname + . + Lastname (as your name appears on your student record, e.g. John.Brown).

**Password:** Use your Student ID number e.g. 885071234

For step-by-step instructions, please visit [www.lwtc.ctc.edu/dl](http://www.lwtc.ctc.edu/dl) and click on “Entering Your Classroom.”

If you use Hotmail, AOL, Yahoo or other similar e-mail accounts, you might find your important e-mails in the trash or junk mail area. You may sign up for a free LWTC e-mail account to avoid such problems. Print out the e-mail account application form found at the Distance Learning web site ([www.lwtc.ctc.edu/dl](http://www.lwtc.ctc.edu/dl)) under "Technical Requirements." Once you have filled out this form, you may submit it to the Library Media Center, Rm. W203.

### Textbooks

LWTC-hosted courses are coordinated with the campus bookstore. If you have any problems acquiring your textbooks, please contact the bookstore at (425) 739-8108.

Make sure you know the course number (e.g. ENGL& 101) and the instructor's name.

### Financial Aid Procedures for Distance Learning Students

If you receive financial aid, you must verify your attendance in at least 2 classes before a financial aid check can be released.

Step 1: Request the instructor to email Financial Aid at [FinancialAid@lwtc.edu](mailto:FinancialAid@lwtc.edu) stating that you have been active in the class.

Step 2: Financial Aid will print the email and deliver it to the Cashier's Office. After both emails have been received, you can go to the Cashier's Office and pick up the financial aid check.

*Note: If you cannot come to the college, contact the Financial Aid Office and request that the check be mailed to you. After both attendance verification e-mails have been received, the Financial Aid Office will arrange to mail your check to you.*

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If, after reviewing this document and the Distance Learning website, you have other questions, please do not hesitate to contact us.

### Contact Information

For LWTC distance learning technical support issues:  
Sukirti Ranade  
Education Technology Specialist  
Teaching Learning Center, Rm. T315  
(425) 739-8303 or [dl@lwtc.edu](mailto:dl@lwtc.edu)

## *Frequently Asked Questions (FAQs)*

**I registered for my course today, but I was denied access when I tried to log in. What do I do?**  
Remember you need to log in through <http://lwtc.angellearning.com> for your LWTC-hosted courses! You may also use the Quick Login area on the Distance Learning web site.

**How do I pay for books if I am on special funding?**

Often times you are required to purchase your books through the on-campus bookstore if they are paid for with financial aid or other alternative funding. You will need to get the necessary paperwork from Financial Aid along with the book information (title, author, publisher, ISBN, edition) and purchase the book through the campus bookstore.

Check with the Bookstore at (425) 739-8108 and Financial Aid at (425) 739-8106 for more information.

**Is this a “learn at your own pace” class?**

No! The courses are designed to allow you to access the classroom at convenient times during the day. Regular attendance is both *required* and *tracked* by your instructor. Courses vary slightly from instructor to instructor, but assignments are due at regular times and daily “lecture” materials are provided on a regular basis. Quizzes and tests are administered within a certain timeframe. Typically, you will need to access the classroom five days per week.

**How does this course compare to a live course on campus?**

More work! Almost unanimously students have praised the quality of their LWTC-hosted online courses as well as the quality and accessibility of the instructor. But their very next sentence is, “Wow, there was a ton of reading!!” Courses are text driven (with various visual components). Instead of listening to a lecture, you read the lecture materials, read the online discussions, and read the accompanying texts.

On average, you should plan to spend 15-20% more time on an online class overall. Of course this depends greatly on your reading speed and what type of learner you are... while some breeze through the reading, others get stymied in it.

**Can I access LWTC-hosted courses through the WAOL system?**

No! The WAOL courses are housed on a different server in Spokane and is in no way linked to the Angel system. In order to log into your LWTC-hosted courses, you must go through the LWTC distance learning system.