

# Vol State Online and Hybrid Courses:

## Spring 2024: Full-term classes begin January 16, 2024

Hello eLearn Student!

Thank you for your interest in Volunteer State Community College. Vol State is excited to provide online courses giving you the opportunity to continue or complete your education at a time that is convenient for your individual schedule.

**Log into your online course(s) the first day of the semester:**

If you are enrolled in a Hybrid course, the online portion of your course begins the first day of the semester, even if you do not meet on-campus the first day.

**How to Go To Class:**

In your My Vol State account, click on the Online Classes folder icon to access your Vol State Online and/or Hybrid course(s).

Each course is listed by semester on the eLearn homepage.

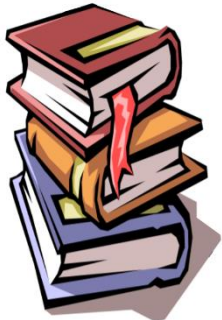
Carefully read the entire syllabus (found in Content for each course) to ensure you are aware of all course requirements, policies, and deadlines.

**Special Note:** \*eLearn Course Mail is **NOT** your Vol State student email account. eLearn Course Mail is an internal messaging service inside the eLearn system to communicate only with your instructor and classmates. An additional login may be required for software accompanying the course(s) you are taking. Check the course syllabus for specific details.



**Where to Buy Books:**

You can purchase books at the following locations:



- Cookeville Campus Bookstore (call 931-520-0551 for operating hours)
- Gallatin Campus Bookstore (check website for operating hours <https://www.volstate.edu/bookstore>)
- Livingston Campus Bookstore (call 931-823-7065 for operating hours)
- Springfield Campus Bookstore (Mon - Fri from 9 a.m. - 2 p.m.)

Some courses include a digital textbook (e-text) in your tuition price. If you register for a course with this option, you will receive an email prior to the start of the semester with more information and an option to opt-out if you prefer to purchase a hard-copy book. Contact the Bookstore for more information.

**Need Additional HELP?**

- Login/Password Issues 615-230-3302
- ELearn 615-230-3665

Send general help requests to The Office of Distributed Education from your Vol State student email account. (ex. If your course is not listed in the eLearn course list.) [eLearn@volstate.edu](mailto:eLearn@volstate.edu)

**Please include your:**

- Name
- V-Number
- Course number and section
- Nature of the problem

## ADDITIONAL HELP AND INFORMATION:



### *Useful Information:*

You must have reliable internet access and a functioning computer in order to use eLearn, or to complete an online class. You are welcome to use the Library computer labs as well!

### *Logging In:*

You cannot log into your course(s) until the published date that the semester begins. Please see the “How to Go to Class” instructions for specific details.

**Remember**, when you are taking a Hybrid course, **the online portion of the course starts the first day of the semester and you may not meet face-to-face until a later date.** Check your detailed course schedule (*found in your My Vol State account, Advising & Registration folder, View Student Schedule icon*) for exact meeting dates, times, and campus(es).

### *Attendance Reporting:*

Check the course syllabus (*found in the Content link*) for the attendance requirements and how attendance will be reported. Also, if you are receiving financial aid your attendance can impact your financial aid status and eligibility.

### *Proctored Exams:*

Most online courses require the Mid-term Exam and/or Final Exam to be taken as a proctored (supervised) exam in our Testing Center. Please check each course syllabus to determine if/ when the Mid-Term Exam and/or Final Exam must be proctored. Schedule a testing appointment at your desired campus on the Testing Center website (<https://www.volstate.edu/testing>).

### *Important Resources:*

Your instructor is your best resource when you need assistance! Be sure to communicate regularly throughout the semester. Read your entire syllabus the first day and refer to it often throughout the semester to know every requirement, policy, and deadline. The Learning Commons also offers assistance with online courses and is available at all campuses (<https://www.volstate.edu/learningcommons>). Find additional assistance here: <https://www.volstate.edu/collegesuccess>.

### *24-hour Tutoring Assistance:*

FREE online tutoring is available 24 hours a day through [Tutor.com](https://www.tutor.com)! Access Tutor.com in each of your eLearn courses. Should you require additional assistance getting familiar with the eLearn website, check out the online video tutorials provided on the Office of Distributed Education YouTube channel at <https://www.youtube.com/user/VSDistanceLearning> covering topics such as:

- How to use YouTube and upload videos
- Computer terms
- How to use the Vol State website
- Student login credentials
- Student email
- My Vol State Online (eLearn)

## Don't Wait! Practice Today!

Spend some time in our Online Readiness practice course to learn about accessing classes, taking quizzes, turning in assignments, and discussion posts. Learn to navigate the website now so you can be ready for the first day of class. Go to: <https://elearn.volstate.edu> (This is **NOT** your personal account; it is a guest account.) Username: VSGuest (case sensitive) Password: Guest123 (no spaces)



15723-168 Volunteer State Community College, a Tennessee Board of Regents institution, is an AA/EEO employer and does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, or veteran status in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Lori Cutrell, Director of Human Resources, Affirmative Action Officer, Title IX Coordinator, 1480 Nashville Pike, Gallatin, TN 37066, 615-230-3592. Revised 04/12/2023