

## If You Are Taking An Online Course at FRC Please Read!

**No matter what online course you take, the first step is always the same. Contact your instructor by email as soon as you can after you register.** Instructor email addresses are always the first initial of the first name, plus the last name, plus @frc.edu. So the email address of Jane Smith would be [jsmith@frc.edu](mailto:jsmith@frc.edu) . You can get your instructor's name or email address from the faculty page on the main FRC web site at [www.frc.edu](http://www.frc.edu) , or from the Admissions and Records office at 530-283-0202 Ext. 600, or from the Instruction Office at 530-283-0202 Ext. 242 .

**If you do not know how to use email, you should reconsider taking an online course.** Although it may be possible to learn the computer skills necessary to take an online course, while you are taking a course, this will put an extra burden on you. You may fall behind in the class and have difficulty catching up.

### Computer Equipment and Skills for Distance Education

#### Minimum Skills Needed

- Know how to use email, including sending and receiving messages, attaching and opening attachments
- Know how to browse the Internet (how to open web sites, use links, type in a web address, and use a search function like Google)
- Know how to find a file on your own computer (required for sending assignments to your instructor that you save on your own computer)

#### Minimum Computer Resources Needed\*

- A Mac or PC no more than 5 years old, or that has been upgraded in the last 5 years
- A recent version of Internet Explorer, Netscape, or Firefox browser installed on your computer
- A DSL Connection, Cable Internet Access, Satellite Internet Connection, or other high speed Internet connection. You can take a course using a 56K modem but you'll need to be patient

All students should sign up for a **free** Feather River College email account. Most courses will require an email program such as Outlook Express (standard on PCs). Get the forms from Registration, in the library, or online at <http://www.frc.edu/information/services/forms.htm>

There are various tools used at FRC for online courses. Some online courses use web sites provided by textbook companies, some instructors create their own web sites. Many instructors use [www.frc-online.com](http://www.frc-online.com) , the official web site for FRC Distance Education. **You are not automatically registered into this site just because you have registered for class. You must go to the web site [www.frc-online.com](http://www.frc-online.com) and create your own online account.**

Besides the equipment and skills mentioned above, you'll need the following to create an account on [www.frc-online.com](http://www.frc-online.com) and take a course:

- An email address, preferably an FRC email account. **You may not be able to access other email accounts while on the FRC campus**
- A course enrollment key provided by your instructor (used only the first time you enter the course)

#### To Register on [www.frc-online.com](http://www.frc-online.com)

1. Go to the site and click on the "Create a new account" link under the login box on the top right.
2. Provide whatever you like for a user name and password, and a working email address (use your FRC email address if you have one).
3. After you click "Create my new account," you should receive an email with a link in the message. Click on this link to verify your account.
4. Go back to the home page of [www.frc-online.com](http://www.frc-online.com) and find your course by clicking on the appropriate "Course Category" on the left. This will display a list of courses in this area of study
5. Click on the name of your course.
6. Enter the enrollment key provided by your instructor. You should only need to enter it the first time you access the course. This should complete your registration in the web site and your course.