# DISTANCE LEARNING

Blue Ridge Community College values the opportunities for access that online learning provides for its students, and it views online education as an important aspect of educational access. The College offers online learning courses in a variety of disciplines, and many classroom-based courses incorporate online learning technology to enhance student learning.

To meet the needs of students, BRCC offers students the option to enroll in courses entirely online, as well as hybrid, hyflex, and seated courses. These courses are a great option for students who want the flexibility to complete courses at home, work, or even at the College, around their schedule. Students should expect to use electronic mail, MS Office, and Web browsing software, and possibly a webcam with a built-in microphone, or a headset, and a mic. Remote proctoring software and Zoom may also be required. For more information, please go to  https://www.brcc.edu/academics/dl/

The following are types of distance learning courses offered at BRCC:

V sections (Example: ENG 111-V01) - Virtual Asynchronous

- This course meets entirely online with no scheduled meeting times.
- Students may have to purchase physical and/or electronic books and/or other course materials.
- Students may be required to take at least one proctored assessment.  Faculty will inform students of the proctored assessment requirements in the syllabus and class notes.
- Instructors may require a webcam and microphone for audio and video capabilities.

VS sections (Example: ENG 111-VS01) - Virtual Synchronous

- This course meets through web conferencing software at the times indicated in the course schedule.
- Student attendance requirements are specified in the course syllabus and class notes.
- Students may be required to take at least one proctored assessment. Faculty will inform students of the proctored assessment requirements in the syllabus and class notes.
- Instructors may require a webcam and microphone for audio and video capabilities.

F Sections (Example: ENG 111-F01) - HyFlex

- Students may choose to attend this type of class in-person on BRCC's campus OR synchronously online via Zoom during the scheduled dates and times of the class. Some faculty may allow this class to be completed asynchronously.
- Students who attend synchronously via zoom may need a webcam and microphone for audio and video capabilities.
- Faculty may choose some dates where in-person instruction is required.
- Students may be required to take at least one proctored assessment. Faculty will inform students of the proctored assessment requirements in the syllabus and class notes.

H Sections (Example: ENG 111-H01) - Hybrid

- This course will consist of asynchronous online, anytime coursework, AND one or both of the following - scheduled on campus in-person meetings AND/OR virtual meetings via Zoom.
- Faculty will inform students about the In-person, Zoom, and Online dates required in the syllabus and class notes.
- Students may be required to take at least one proctored assessment. Faculty will inform students of the proctored assessment requirements in the syllabus and class notes.
- Instructors may require a webcam and microphone for audio and video capabilities.

Proctoring Procedures

Virtual, hybrid, and hyflex courses may require proctored assessments. Proctored assessments may be required to be taken at the BRCC Testing Center. Students who live outside the BRCC service area may make arrangements to take the test at any other college, university, or military testing center. Alternatively, faculty may allow the use of one of the remote proctoring services, such as Respondus Lockdown Browser and Video Monitoring or RPNow.

You should allow at least 5 business days for processing of a proctored request. Proctors cannot be a family member, friend, employer, or someone with whom you work with. Proctors will not be approved based solely on student preference. BRCC reserves the right to reject requests or proctors for any reason.

BRCC students who want to have a BRCC test/exam proctored at another school or agency must:

- Notify their BRCC instructor that they plan to test elsewhere and provide the name of the
  school or agency where the test will be proctored.

- Complete the *Student Information, Course Information, and Faculty Information* sections
  of the Alternate Proctor Request Form (https://www.brcc.edu/wp-content/uploads/2023/09/alternate-proctor-request-form.pdf). (Complete
   a separate form for each course.)

- Send the completed first page to the Alternate Proctor. The Alternate Proctor should fill
  out, sign and date all Proctor sections and return to the student.

- After receiving the filled form back from the Alternate Proctor, please forward the form to
  the faculty member.

- Follow the proctoring school or agency's timeline and process for submitting the
  completed request form. (Do not send the form to BRCC's Testing Center.)

- Know whether a proctor fee will be assessed.

For courses that allow remote proctoring, students must:

- Notify your instructor to schedule the assessment.
- Present a photo ID.
- Have a reliable Internet connection and webcam.
- Provide audio and 360° video recordings of the exam-room environment.
- Pay any fees associated with the proctoring service.

BRCC's remote proctoring service adheres to all of the obligations and requirements listed under FERPA and the United States – European Union Safe Harbor Framework.

Additional information about distance learning classes, including a listing of computer skills required for successful completion of Internet-based courses, can be found online at https://www.brcc.edu/academics/dl/.