

## Need Help Getting Started?

Hands-on assistance will be available on the following days: August 26-27

**Tupelo Campus** 9 a.m. – 7 p.m.  
eLearning Center  
Advanced Education Center, first floor

**Fulton Campus** 9 a.m. – 4 p.m.  
Assessment Center, BE 11

**Itawamba Community College** is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone: 404.679.4501) to award the Associate Degree.

**Itawamba Community College** does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President of Student Services, 602 West Hill Street, Fulton, MS 38843, 662.862.8271.

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## Important Fall 2013 Dates

August 26	Online classes begin
August 30	Last day to add an online class
November 6	Last day to drop an online class
November 18 - December 4	Online final exams



## Important Phone Numbers

Bookstore	662.862.8205 or 662.620.5065
Business Office	662.862.8010 or 662.620.5055
eLearning Office	662.620.5350
Financial Aid Office	662.862.8221 or 662.620.5319
Registrar's Office	662.862.8030
Student Success Center	662.862.8259 or 662.620.5022
TIS Helpdesk	662.862.8295

**I T A W A M B A**

**C O M M U N I T Y C O L L E G E**

### eLearning

2176 S. Eason Blvd.  
Tupelo, MS 38804

Phone: 662.620.5350  
Fax: 662.620.5354



## eLearning

*Education accessible*  
**ICC**  
*eLearning*  
*anytime... anywhere...*

**Fall  
2013**



[www.iccms.edu](http://www.iccms.edu)

**I T A W A M B A  
C O M M U N I T Y C O L L E G E**

Welcome to *Itawamba Community College* eLearning. This guide is designed to help you get a head start in taking our online courses. Please familiarize yourself with the information, guidelines and requirements for online classes at ICC. We want you to have the best possible online experience.

### Computer System Requirements

Use the latest versions of Internet Explorer, Mozilla Firefox, Google Chrome, and Safari for best results.

#### Minimum Specifications:

- An internet connection through an ISP with a minimum of 512kbps
- 2GHz processor
- 1GB or higher of RAM
- Latest version of JAWS and VoiceOver screen readers
- Operating System equal to Windows XP SP3 or higher, Linux - ChromeOS, or Macintosh with OSX 10.6 or above



### Books and Software

Once you've registered, go to <https://sbcjcweb.sbcjc.cc.ms.us/msvccvisitor/studentlogin.asp>.

Complete the required information to see your schedule, as well as instructor and textbook information. Contact the bookstore at 662.862.8205.

### How Do I Find My Class?

Your online class will be taught using a virtual learning platform called Canvas by Instructure. All class interaction will take place in the Canvas course shell, except email which is accessed through the GO2ICC Portal. You may first access Canvas courses **on the first day of class, August 26**, at <https://iccms.instructure.com>.

### Attendance

Submission of weekly assignments corresponds directly to attendance, so stay in contact with your instructor and submit assignments regularly. Should you need to withdraw, contact our eLearning advisor at 662-620-5351.

### How Do I check My Email?

Go to <http://www.iccms.edu> and select Portal Login located with the Links section.



Upon enrolling, you are assigned an ICC email address in ICC's web portal system, which is used to register you into your online course. It is vital that you learn to check your email, create email and send email to your instructor. Communication will be conducted online, and email is one of the primary sources for communication. For more information on communicating online and using email, visit [www.iccms.edu](http://www.iccms.edu). To obtain your ICC email account information, contact the **TIS Helpdesk** at 662.862.8295.

### Proctored Testing

Two proctored tests are required in each online class; for test security a student should be prepared to show a photo ID at his/her testing center. No children are allowed in the testing area or halls, and cell phones are strictly prohibited. ICC students are able to schedule appointments using an online appointment service at <https://www.securedata-trans10.com/ap/itawambacommunitycollege1/index.php?page=10>.

Please contact Melinda Lentz at 662-862-8466 or [mglentz@iccms.edu](mailto:mglentz@iccms.edu) for proctoring options outside the state of Mississippi.

### Guidelines

Once classes begin, you are required to complete a **Student Orientation in each course** in order to navigate in Canvas and to be considered present for the first class meeting. Carefully read the course information, announcements, syllabus, etc. Make certain you have all correct materials for the first class.

### Privacy Policies

A student's username and password will not be given out over telephone or live chat. All telephone, live chat, or email requests for such credentials will be distributed appropriately to the permanent address of the eLearning student. The student is encouraged to store his/her username and password in a safe location. Each eLearning student initially receives his/her username and password information via mail. The information is also available on account statements.

Alternative options for receiving a username and password are to visit the locations listed below:

#### Fulton Campus

- TIS HelpDesk (TIS Office Building)
- Learning Resource Center (LRC)

#### Tupelo Campus

- Sherry Bennett (Advanced Education Center)
- Learning Resource Center (LRC)

#### Belden Center

- Freda Braddock (Belden Center)

If you have any questions, concerns or problems, please contact Sherry Bennett at 662-620-5353 or [srbennett@iccms.edu](mailto:srbennett@iccms.edu).