

CCCOnline Handbook



Virtual Campus

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What are CCCOnline Courses?

PCC offers full online courses taught by PCC faculty. PCC also offers online courses taught by faculty in the Colorado Community College System. These courses are called CCCOnline. CCCOnline courses are managed through the state system office. Students taking CCCOnline courses must go to the CCCOnline website to access things like the course login page, Courses/Programs list, CCCOnline Bookstore, and faculty lists. This handbook is designed to help students navigate the CCCOnline website.

I. Accessing CCCOnline

To access the CCCOnline website go to:

<http://www.cconline.org>

II. Applying at PCC and Registering for CCCOnline Courses

A. Applying for a Home College

To register for CCCOnline courses students must apply at Pueblo Community College first. If the student has applied to the college then proceed to the next section "Registering for CCCOnline Courses".

1. To apply for Pueblo Community College begin by going to the application support page at this web address:
<http://www.CCCOnline.org/apply/>
2. On the "Application Support" page there will be a drop down menu located under "If you are ready to apply – Choose a Home College". From the drop down menu choose "Pueblo Community College" as shown below.



3. The next page will have instructions for the application process. Complete steps 3 through 7 on the page to apply at PCC.

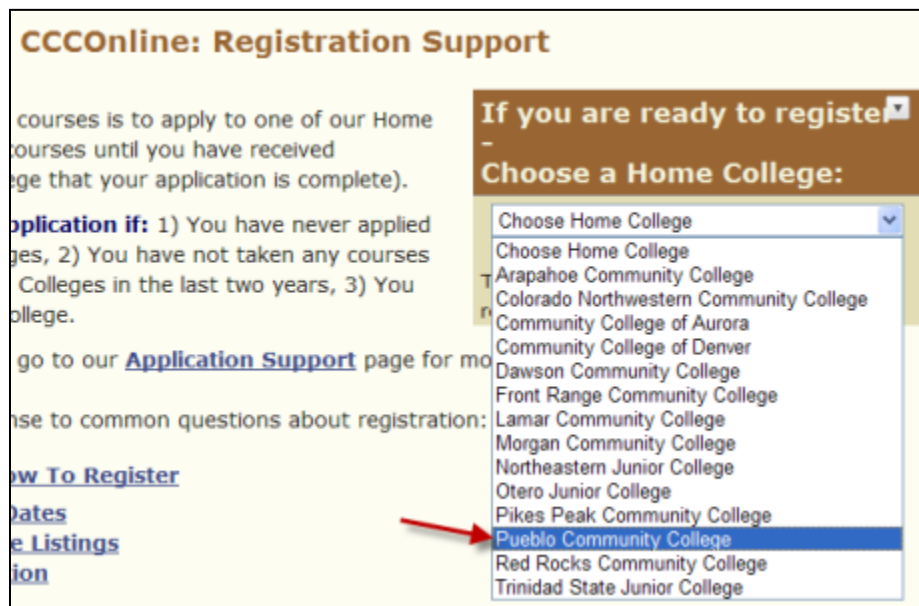
B. Registering for CCCOnline Courses

Students that have applied and are accepted at PCC can register for CCCOnline courses. The steps below describe the process of registering through the CCCOnline Registration Support page.

1. Go to the following web address:

<http://www.cconline.org/register/>

2. Locate the drop down menu located under “If you are ready to register – Choose a Home College”. From the drop down menu choose “Pueblo Community College” as shown below.



3. The next page will have instructions for the registration process. Print the instructions to use for a reference while registering. Complete steps 2 through 19 of the instruction page to complete the registration process.

NOTE: Students may register online through MyPCC anytime from 2 am Monday through 9 pm Saturday. This option is available if there are no holds on a student’s record and all financial obligations have been met. Students using this method should also check to make sure that prerequisites have been completed, time conflicts do not exist and the classes do not require co-requisites. If assistance or additional information is needed, please call 719-549-3010 or 888-642-6017 and ask for admissions during regular office hours — 8 am to 5:00 pm, Monday – Friday.

Effective Fall 2010, any student who has been dropped from a CCCOnline course, for any reason, and wants to be re-enrolled into that course must complete the Re-Enrollment form. This can be accessed by going to the Re-Enrollment form at:

<https://at.cconline.org/students/Re-Enrollment/>

III. Buying Your CCCOnline Course Materials

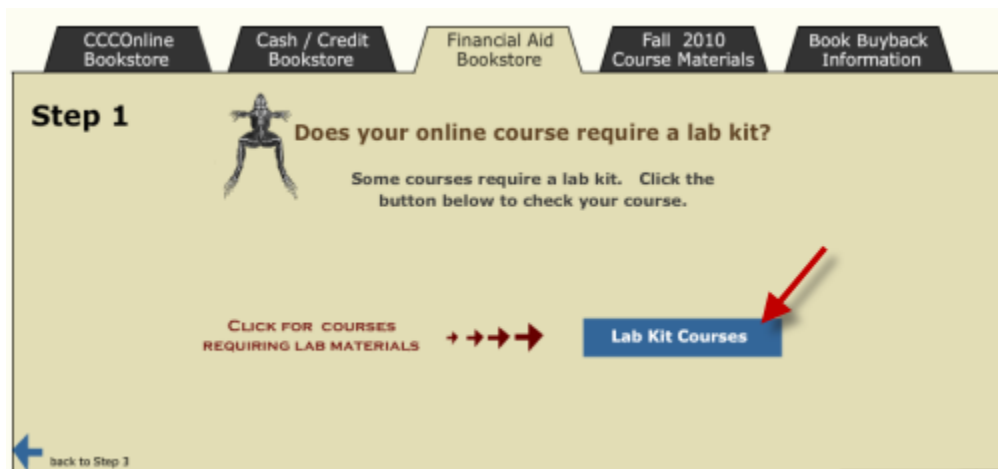
CCCOonline books and materials **are available at the PCC Bookstor** or at the Pikes Peak Community College Rampart Range Campus bookstore. Books can be purchased with financial aid, cash, and credit card. The first part of the instructions below describes the process of purchasing with financial aid. The second part explains purchases with cash and credit.

A. Using the Financial aid to purchase CCCOnline course materials

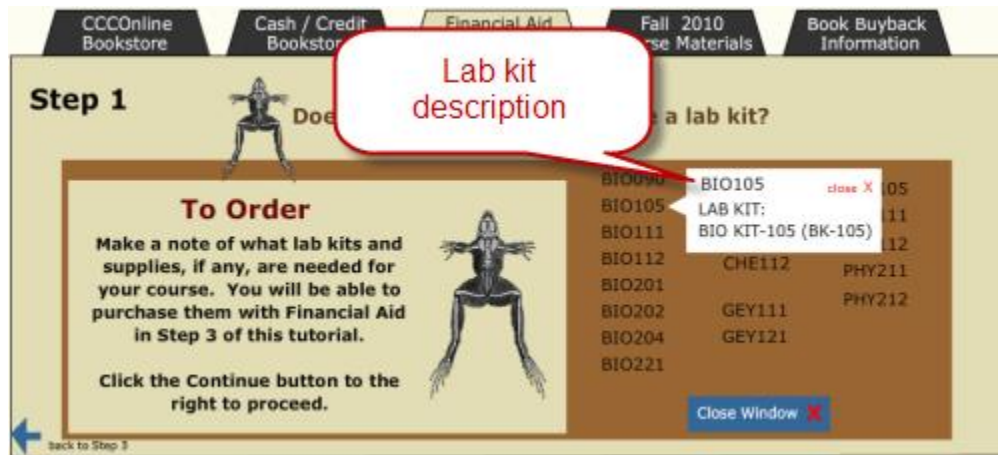
1. Go to the CCCOnline bookstore website: <http://www.cconline.org/Students/Bookstore>
2. Click on the "Financial Aid Bookstore" tab as shown below.



3. Click on Step 1 "Does my course require a lab kit?".
4. On the next page, click the "Lab Kit Courses" button as shown below.



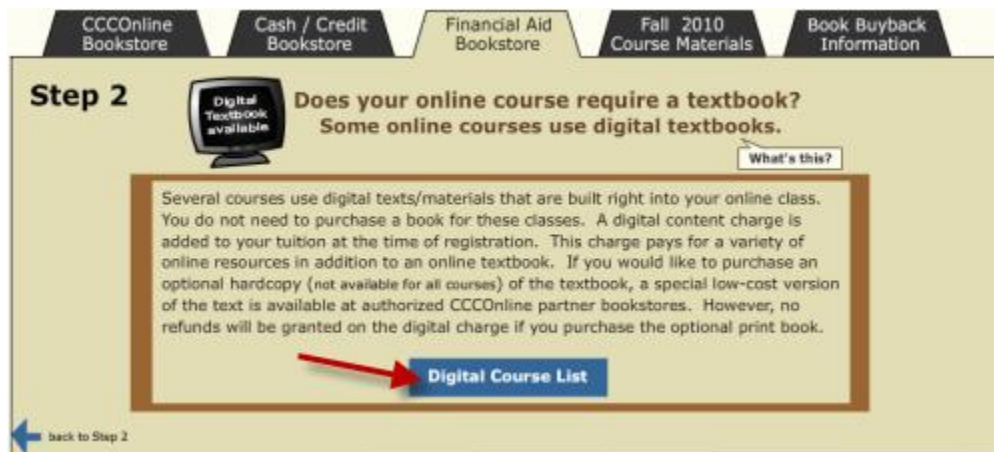
- The page will now display the CCCOnline courses that require a lab kit. If any of your courses are listed on the page, click on the title of the course to display the lab kit description as shown below. Write down the kit information for later use.



- After reviewing all required kit information click the blue arrow located in the lower left corner to return to the main page.

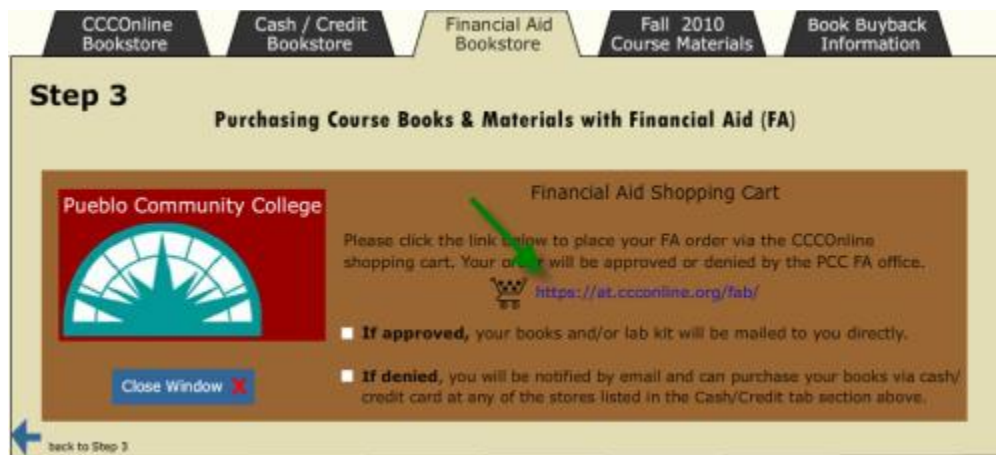


- Click on Step 2 "Does my Course require a textbook?". Some courses use digital texts that are built into the course. Books are not purchased for those courses. A charge is applied to tuition to pay for the digital text.
- To see if a CCCOnline course uses a digital text, Click on the "Digital Course List" button as shown below.



- Review the course list and verify if any registered courses are listed. Close the page to get back to the Financial Aid Bookstore page.
- Click on Step 3 "Place order with your home college". On the next page choose Pueblo Community College by clicking on "PCC".

11. Click on the web link "https://at.cconline.org/fab/" as shown below.



12. Scroll down the page and locate the login section as shown below.

SID PIN Login (non-student user)

13. Type your PCC S ID number in the SID box and type your PCC PIN in the PIN box. If you don't know these you can get this information from the following web sites.

a. PCC S ID Number:

https://erpdnssb.cccs.edu/PRODCCCS/cccsemail_reminder.cccs_get_snumb

b. PCC PIN:

<http://myportal.cccs.edu/jsp/misc/passwordRecovery.jsp>

14. Click the login button.

15. A new page will display the students required course books and materials automatically. Fill in the order information such as your name, shipping Address, etc. After confirming order information the student will be able to submit the order. The books and materials will be shipped based on the students shipping choices.

For assistance with book store issues you can contact the following person:

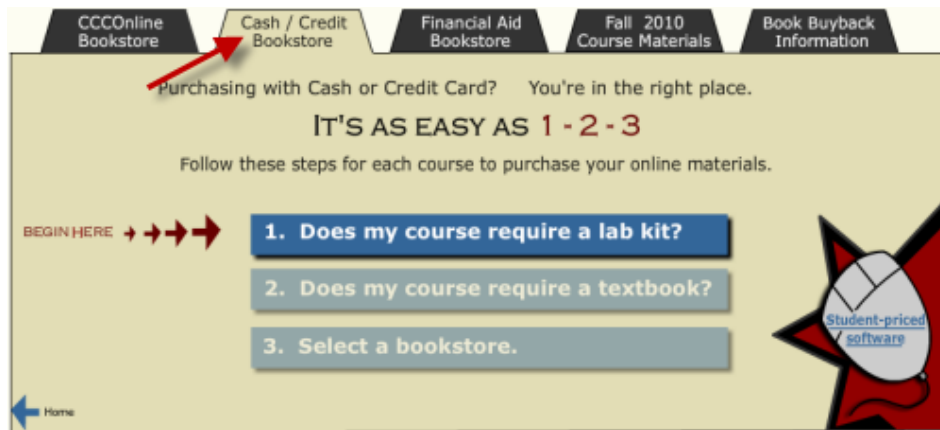
Bev Dwyer

1-719-549-3068

Bev.Dwyer@pueblocc.edu

B. Using cash/credit to purchase CCCOnline course materials

1. Go to the CCCOnline bookstore website: <http://www.cconline.org/Students/Bookstore>
2. Click on the "Cash / Credit" tab as shown below.



3. Click on Step 1 "Does my course require a lab kit?".
4. On the next page click the "Lab Kit Courses" button as shown below.



5. The page will now display all of the CCCOnline courses that require a lab kit. If any of your CCCOnline courses are listed on the page, click on the title of the course to display the lab kit description as shown below. Write down the kit information for later use.



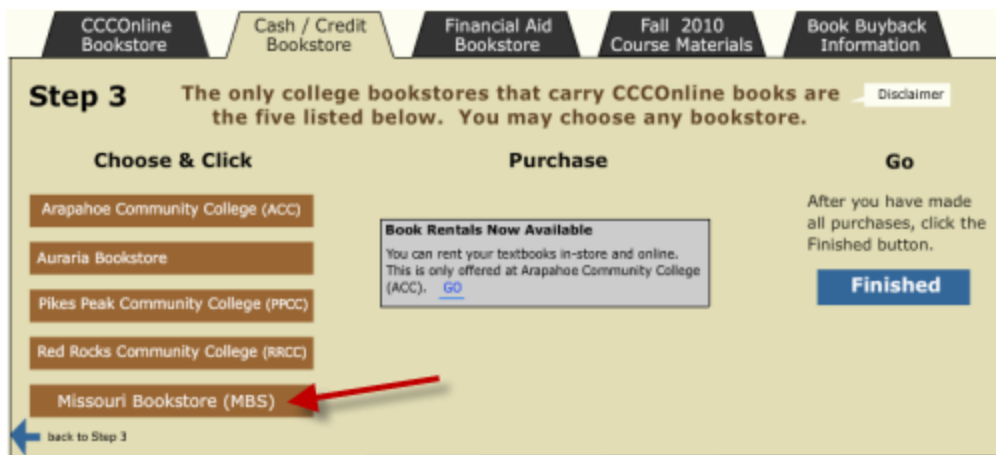
- After reviewing all required kit information click the blue arrow located in the lower left corner (as shown below) to return to the main page.



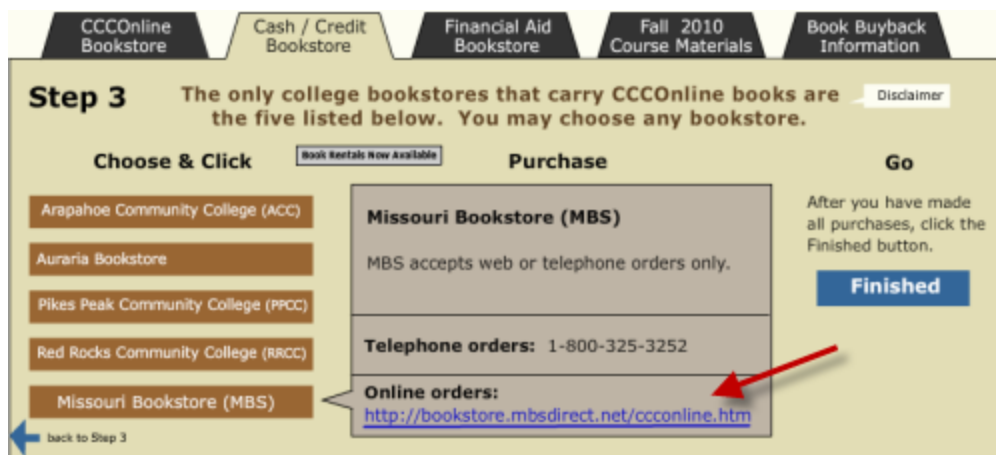
- Click on Step 2 "Does my Course require a textbook?". Some courses use digital texts that are built into the course. Books are not purchased for those courses. A charge is applied to tuition to pay for the digital text.
- To see if your CCCOnline course uses a digital text, Click on the "Digital Course List" button as shown below.



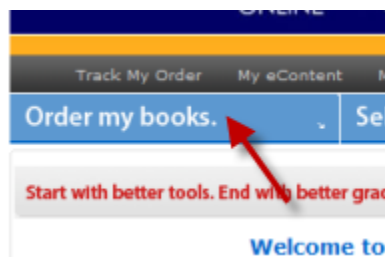
- Review the course list and verify if any registered courses are listed. Close the page to get back to the Cash / Credit Bookstore page.
- Click on Step 3 "Select a bookstore". On the next page Click on "Missouri Bookstore (MBS)" as shown below.



11. The Missouri Bookstore will take orders via phone or by web. The phone number for phone orders is displayed on the page. If the order is done by web, click on the link <http://bookstore.mbsdirect.net/ccconline.htm> as shown below.



12. Click on "Order my books" as shown below.



13. Select term using the dropdown box and then click the Continue button.

Select Term:

Choose One

14. Search for registered CCCOnline courses and check the box to the left of them as shown below.

CCCONLINE: Check the "ADD" box next to your Course ID(s) to s

Search Course ID:

	ADD	Course ID	Starting	Ending
1.	<input checked="" type="checkbox"/>	ACC 101 FUNDAMENTALS OF ACCOUNTIN	08/30/10	12/12/10
2.	<input checked="" type="checkbox"/>	ACC 115 PAYROLL ACCOUNTING	08/30/10	12/12/10

15. After selecting all of the registered courses, click on the "Submit Course ID Selection(s)" button.

OLL ACCOUNTING

16. A required course material list is now displayed. No purchases may be necessary for some part(s) of the required course material. For example a microphone may be an addition to the textbook and if you already own a mic you don't need to purchase a new one. If the item is redundant or already owned; be sure to check "**Don't Buy.**" Make sure to **check with the class instructor** of the importance of the alternative items.
17. Select purchasing options for the materials such as Buy new, Buy Used, etc. Click "**Add Item(s) to Cart.**" The next page may display some optional study aids. After choosing optional study aids, click "Add Item(s) To Cart". If no study aids are selected, click the "Add Items(s) To Cart" to continue.
18. Confirm the materials selected and then click the "Proceed To Checkout" button.
19. If this is the first time to the online book store, a new account must be setup. Fill in a valid email address and click continue (as shown below) to get to the account page. Fill out the required information to setup the account.

Home My Account Help

Order my books.

Begin Your Checkout Process

New Customer
If you are a new user, please enter the following information.

Email Address:

20. Complete the order information such as name, shipping Address, etc. (See the next page for tips on completing the order.) After confirming the order information, submit the order. The books and materials will be shipped based on the shipping choices.

For assistance with book store issues you can contact the following person:

Curt Rogers

1-720-858-2780

Email: bookstore@cccconline.org



Order my books.

MY CART ADDRESSES BILLING / SHIPPING CONFIRMATION

Checkout

How would you like us to ship your order?

- Choose One:
 - UPS Ground \$11.34
Est. arrival: Wed, Sep 29, 2010
 - SmartMail \$13.90
Est. arrival: not available
 - UPS 2nd Day Air \$22.54
Est. arrival: Tue, Sep 28, 2010
 - UPS Next Day Air \$55.02
Est. arrival: Mon, Sep 27, 2010
 - UPS Saturday \$71.07
Est. arrival: Sat, Sep 25, 2010
 - Priority Mail \$14.90
Est. arrival: not available
(not trackable)

Order Summary

Number of Items: 2
 Order Subtotal: \$152.25
 Tax: \$0.00
 Shipping:
Order Total: \$152.25

Note: The information below the shipping choices gives an estimation of the time of arrival; this may be very important in regards to classes. No one wants to get books too late! Make sure this estimated time lands **before** the day classes' start!

This is the **total price** of the order; make sure to note this!

Credit Card Information

Card Type: Choose One
 Card Number:
 Expiration Date: Choose One Choose One
 Security Code:
 Save My Card:

Shipping Account

- Choose One:
 - Charge to credit card
 - Charge to shipper account

Shipping Address:

thom moth
4477 e 8
silverton, CO 81009
US

EDIT

Billing Address:

thom moth
4477 e 8
silverton, CO 81009
US

EDIT

Make sure the "Shipping Address" and the "Billing Address" each has accurate information. If one or the other doesn't, this could hinder the whole purchase or shipping process. If there is a problem, click on the "Edit" button that applies to the specific address.

Finalize Order

Once you have pressed the "Finalize Order" button, your order is immediately processed and we cannot amend or cancel your order. Clicking the "Finalize Order" button indicates that you have read and accept the shipping terms and conditions as well as our Privacy Policy and Disclaimer. Your receipt page will appear next.

After filling this section out there's only one last step. It seems kind of surprising, right? It was painless; it's over – and now you can "Finalize [your] Order!" Today is a good day.

FINALIZE ORDER

Cart Detail

Title	Type	Quantity	Item Price
Facetas : Nivel Intermedio-Package 2ND 08	New	1	\$141.50
Labtec Desktop Microphone 600 LATEST	New	1	\$10.75

IV. Contacting Program Chairs and Instructors

If there are any questions or concerns regarding the CCCOnline classes, students can contact program chair. All communication with the instructors will be through the course communication tools. Program chairs can provide instructor contact information if needed. Follow the steps below to access the contact information of the Program Chair.

1. Access the following web address:

<http://www.cconline.org/courses/programs>

2. A list of programs will be displayed. Click on the title of the program as shown below.



3. The Program description page will be displayed. Locate the "Program Chair" link on the right side of the page and click on it (as shown below). The Program Chair contact information will be displayed.



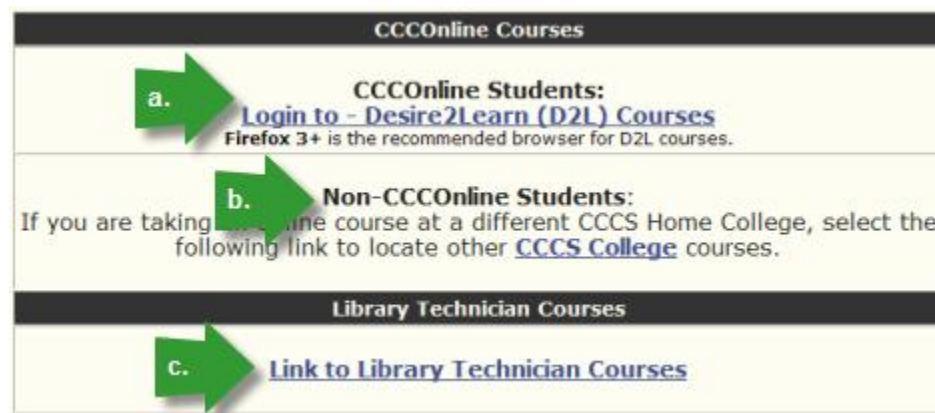
V. Accessing CCCOnline Courses

CCCOonline courses must be accessed through the CCCOnline website. The only exceptions are the CCCOnline Library Technician courses which are offered by PCC. The steps below explain the login process for CCCOnline courses. Note: Students will not be able to access CCCOnline courses until 12 PM MST on the first day of class.

1. Access the following web address:

<http://www.cconline.org/Login>

2. The page will display three login options as shown below (read the descriptions below). To login to a CCCOnline course (excluding Library Technician courses) click on "**Login to – Desire2Learn (D2L) Courses**". *If you are taking a Library Technician course, see the next section "logging into Library Technician courses".*



- a. **CCCOonline Students** – This option is used to access all CCCOnline courses except for the Library Technician courses.
 - b. **Non-CCCOonline Students** – If a student is taking a PCC online course they need to access it through PCC. This link will take you to a list of colleges. Select PCC from the list to access the PCC Online course login page.
 - c. **Link to Library Technician Courses** – The link will open the PCC Online course login page. The Library Technician courses are CCCOnline courses but they are only offered through PCC.
3. Type your PCC S ID number in the Username box and type your PCC PIN in the Password box. If you don't know these you can get this information from the following web sites.
 - a. **PCC S ID Number:**
https://erpdnssb.ccs.edu/PRODCCS/ccsemail_reminder.ccs_get_snumb
 - b. **PCC PIN:**
<http://myportal.ccs.edu/jsp/misc/passwordRecovery.jsp>
 4. Click the login button. If you are unable to login, call the toll free 24/7 technical support at 1-888-800-9198.

VI. Accessing CCCOnline Library Technician Courses

Use the following instructions to access CCCOnline Library technician Courses.

1. Access the following web address:

<https://pcc.desire2learn.com>

2. Type your PCC S ID number in the Username box and type your PCC PIN in the Password box. If you don't know these you can get this information from the following web sites.

- a. **PCC S ID Number:**

https://erpdnssb.cccs.edu/PRODCCCS/cccsemail_reminder.cccs_get_snumb

- b. **PCC PIN:**

<http://myportal.cccs.edu/jsp/misc/passwordRecovery.jsp>

3. Click the login button. If you are unable to login, call the toll free 24/7 technical support at 1-888-800-9198.

VII. CCCOnline Contacts

Course Registration or Grades

Roxanne Manske

1-303-595-1679

Email: roxanne.manske@cccs.edu

CCCOldline Textbook and Bookstore issues

Bev Dwyer

1-719-549-3068

Email: Bev.Dwyer@pueblocc.edu

CCCOldline Enrollment Management, ADA, Banner, Instructor Issues, Course Issues, or other Student issues

John Schmahl

1-303-595-1686

Email: john.schmah1@cccs.edu

CCCOldline D2L Technical Issues

24/7 Toll Free Technical support: 1-888-800-9198

or

David Chatham

1-303-595-1674

Email: david.chatham@cccs.edu