

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.

CCCOonline: Application Support

The first step to taking CCCOnline courses is to apply to one of our Home Colleges (see listing at the right side of this page. Chose a Home College which offers the program(s) you are most interested in earning a degree or certificate from in is the first place to start. You will also want to check the Academic Calendar at registration time to check when and if course are being offered each semester.

Getting Started is simple:

1. Research our Programs and Courses page to locate the program you are int
2. Locate the Home College's registration form at the top right corner of this p
3. After completing your application, you will receive a conformation message f
4. Once you have received confirmation from your home college - You may nov

Note: This may take a couple of business days; be sure to ask for an expected ti

If you are ready to apply - Choose a Home College:

- Northeastern Junior College
- Choose Home College
- Arapahoe Community College
- Colorado Northwestern Community College
- Community College of Aurora
- Community College of Denver
- Dawson Community College
- Front Range Community College
- Lamar Community College
- Morgan Community College
- Northeastern Junior College
- Otero Junior College
- Pikes Peak Community College
- Pueblo Community College**
- Red Rocks Community College
- Trinidad State Junior College

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

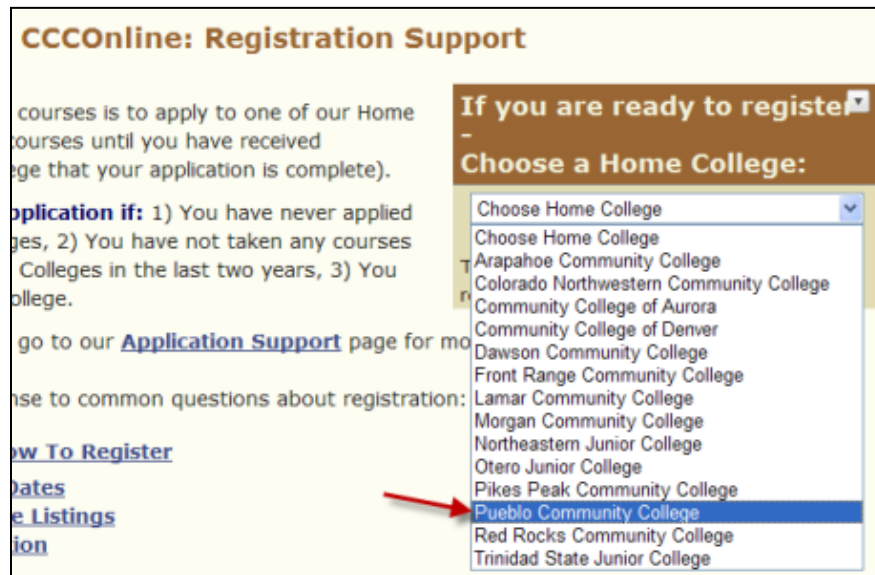
B. Registering for CCCOnline Courses

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.

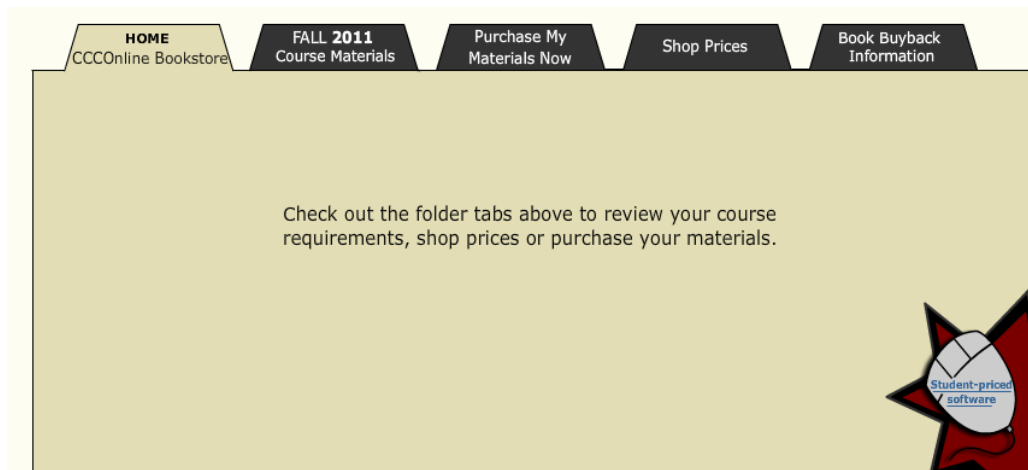
NOTE: Students may register online through MyPCC anytime from 2 am Monday through 9 pm Saturday. This option is available if there are no holds on a student's record and all financial obligations have been met. Students using this method should also check to make sure that prerequisites have been completed, 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 1-888-642-6017 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

CCOnline books and materials **are available at the PCC Bookstore** 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. Click on the "Semester" Tab



NOTE: Click 'Does your online course require a lab kit?' to see if your course is listed. If it is listed click 'How Do I Order My Lab Kit?' and follow the listed instructions.

The screenshot shows the LabPaq website with several navigation tabs: HOME CCCOnline Bookstore, FALL 2011 Course Materials, Purchase My Materials Now, Shop Prices, and Book Buyback Information. A pop-up window titled 'CHE112 LAB KIT: LabPaq CK-2-R' is open, listing course requirements for BIO090, BIO105, BIO111, BIO112, BIO201, BIO202, BIO204, and BIO221. A 'Close Window' button is visible at the bottom left of the pop-up. To the right, there is a section for 'To view the FALL 2011 course materials list and to check prices...' with a 'FALL 2011 Course Materials' button. A 'Student-priced software' logo is also present in the bottom right corner.

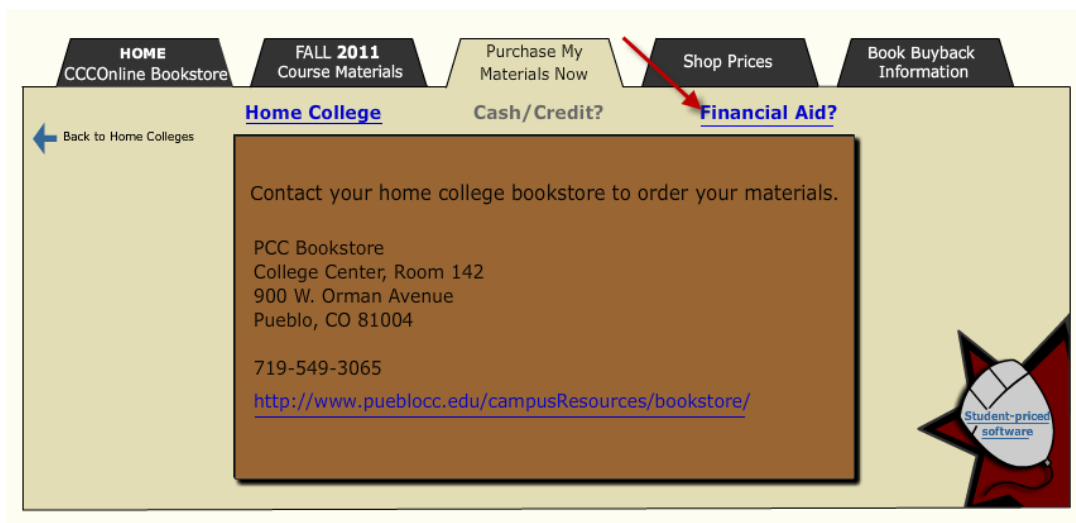
B. Click on the "Purchase My Materials Now" and then select PCC as your home college.

This screenshot shows the 'Purchase My Materials Now' section of the LabPaq website. A red arrow points to the 'Purchase My Materials Now' tab. Below the navigation tabs, the text reads: 'Select your home college from the button icons below. Prices are available on our partner bookstore websites.' A grid of college logos is displayed, including ACC, CCA, CCD, CNCC, DCC, FRCC, LCC, MCC, NJC, OJC, PCC, PPCC, RRCC, and TSJC. A red arrow points to the PCC logo. A 'Student-priced software' logo is visible in the bottom right corner.

C. For Financial Aid or for Cash/Credit:



For Financial Aid:



For Cash/Credit:



Accessing Webmate

I. Accessing Webmate

To access the Webmate website go to:

http://bookstore.pueblocc.edu/wm_home.htm

II. To Access TextBooks Reservations page:

WebMate Applications:

Begin by selecting "Course Materials Reservations"



TextBook Reservations:

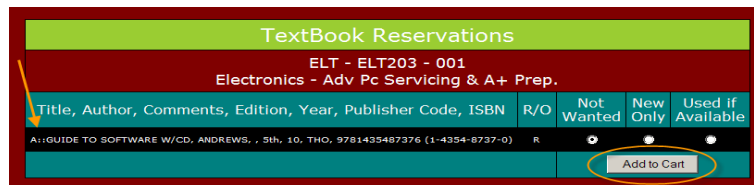
- A. In the "Select a Term Year" box click the down arrow and choose the correct semester.
- B. In the "Enter Student ID" box, enter your S number (S12345678), select ENTER.



III. To reserve text books:

TextBook Reservations:

The required and optional materials for your scheduled courses will be displayed. You have three choices listed for each course: 'Not Wanted', 'New Only', or 'Used if Available'.



- A. Select the button that corresponds to the action you would like to take for each item offered.
 1. By selecting 'Not Wanted' the material listed will not be reserved.
 2. By selecting 'New Only' new material for the course will be reserved.
 3. By select 'Used if Available' used material will be reserved if it is available. (NOTE: New books may be substituted for used books when they are not available in the bookstore. You may have to pay a difference in the total price when you pick up your books.)
- B. After you have selected the material you would like to reserve, select 'Add to Cart'.

IV. Shipping Cart Review, Bill to, and Ship to information:

- A. The 'Item', 'Description', 'Price', 'Quantity', and 'Total' is listed for each item you are reserving. Carefully review your choices, and make any necessary changes or corrections. After you have reviewed the items select 'Check Out'.

NOTE: This total does not include taxes or shipping.

Item	Description	Price	Qty	Total
AND0029N	AI:GUIDE TO SOFTWARE W/CD, ANDREWS, 5th, 10, THO, 9781435487376 (1-4334-8737-0)	\$108.50	1	\$108.50
Merchandise Total				\$108.50

Check Out

- B. Bill to Information: Please provide your billing information.

Bill To Information

* Email: PCCSTUDENT@STUDENT.CCCS.EDU

* First Name: PCC * Last Name: STUDENT

* Address 1: 900 W. ORMAN

* City: PUEBLO * State/Province: Colorado

* Zip/Postal Code: 81004

* Day Phone: 719-123-4567

Continue

- C. Ship to Information: Please provide your shipping information.

Ship To Information

* First Name: PCC * Last Name: STUDENT

* Address 1: 900 W. ORMAN

* City: PUEBLO * State/Province: Colorado

* Zip/Postal Code: 81004

* Day Phone: 719-123-4567

Continue

V. Order Information, Shipping Options, and Payment Options:

- A. Order Information – Provides the final list of items ordered.

Item	Description	Price	Qty	Total
AND0029N	AI:GUIDE TO SOFTWARE W/CD, ANDREWS, 5th, 10, THO, 9781435487376 (1-4334-8737-0)	\$108.50	1	\$108.50
Merchandise Total				\$108.50
Current Total				\$108.50

- B. Shipping Options – Choose which shipping option you would like to use.

NOTE: The Added Cost for shipping will be added to your final total.

Select One	Method	Description	Added Cost
<input type="radio"/>	Pickup at Store	Pickup at Store.	
<input checked="" type="radio"/>	Second Day Air	Note: Not available to PO Boxes, AK, HI, PR, USVI and APO/FPO addresses 2 business days	\$9.90
<input type="radio"/>	Next Day Air	Note: Not available to PO Boxes or APO/FPO addresses 1 business day	\$13.00

- C. Payment Options – Choose the payment option you would like to use.
NOTE: After you have provided your Payment Option **you must** select **Place the Order** to complete your order.

Payment Options

PLEASE SELECT ONE OF THE FOLLOWING

Credit Card: Credit Card information will be requested on next page.

Third Party Information

Enter StudentID

I will call 719-549-3065 with my payment information.

Charge to Financial Aid (If Applicable) Enter Student ID Number

Place the Order

PCC Bookstore Location: College Center, Room 142
Phone: (719) 549-3065 | [Bookstore Hours](#)

Please email the following if you have any questions, comments or concerns:

Book Information: Patrick.Mcgee@ueblocc.edu

CCOnline books: Doris.Gallardo@ueblocc.edu

Merchandise: Cheryl.Cox@ueblocc.edu

Tech Support (This page or WebMate): Christopher.Weaver@ueblocc.edu

IV. Contacting Program Chairs and Instructors

If there are any questions or concerns regarding the CCOOnline 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.



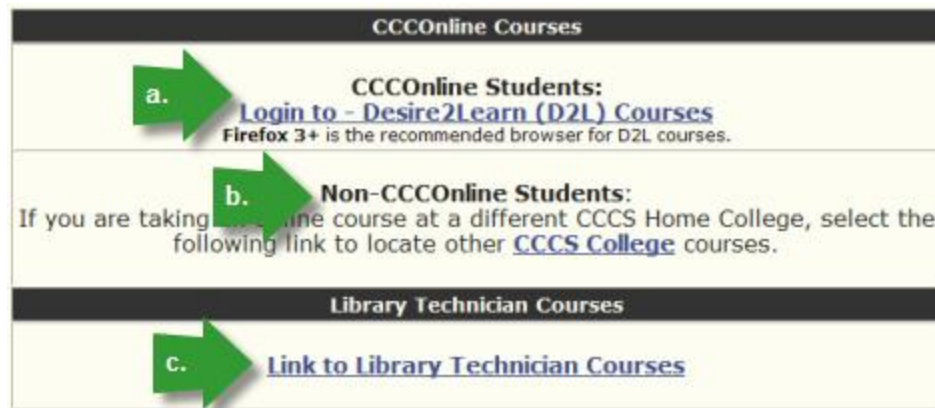
V. Accessing CCCOnline Courses

CCConline 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. **CCCOline Students** – This option is used to access all CCCOnline courses except for the Library Technician courses.
 - b. **Non-CCCOline 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/PRODCCCS/cccsemail_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.ccs.edu/PRODCCCS/cccsemail_reminder.ccs_get_snumb
 - b. **PCC PIN:**
<http://myportal.ccs.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

CCCOOnline Textbook and Bookstore issues

Bev Dwyer

1-719-549-3068

Email: Bev.Dwyer@pueblocc.edu

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

John Schmahl

1-303-595-1686

Email: john.schmah1@cccs.edu

CCCOOnline 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