HIT Online Orientation Guide

Welcome to the Department of Health Information Technology!! We are so excited about your future career as Health Information Professionals. The HIT Online Orientation Guide includes valuable information, links and contacts that will provide support as you progress through the HIT Program. Distance courses will be available in Moodle January 8, 2018 the first day of class for Spring Semester 2018.

Instructor Contact Information

ECC FACULTY (email addresses of all college faculty & staff follow the standard format, as in a telephone book, lastname+firstinitial@edgecombe.edu)

Nacole T. Everette, MS, RHIA
Department Chair, Health Information Technology ; teaches a variety of courses in the HIT program, including HIT 220, HIT 222 and HIT 224.
Office: Fleming Bldg./Hartwell Center Wing Rm. 208
Primary Email: everetten@edgecombe.edu
Tele: 252.823.5166 Ext. 186
Fax: 252.823.6817 Attn: Mrs. Nacole Everette, RHIA – HIT
On Campus Days – Monday and Wednesday (online but in office)
Off Campus Days - Tuesday (clinical), Thursday, and Friday (working online)
Summers – Works remotely off campus like our students.

Carla Gray, RHIA, CCS – Full Time 9 month Online Faculty/Advisor; teaches primarily HIT 211, OST 247, OST 248, HIT 214, HIT 215, and HIT 216. On occasions she may also teach HIT110, and/or MED 121/122.
Office: Fleming Bldg./Hartwell Center Wing Rm 201.
Primary Email: grayc@edgecombe.edu
Tele: 252.823.5166 Ext 163
Fax: 252.823.6817 Attn: Mrs. Gray, RHIA, CCS - HIT
On Campus Days – Tuesday and Wednesday (online but in office)
Off Campus Days – Monday, Thursday, and Friday (working online)
Summers – Works remotely off campus like our students.
Christine Keel, MS, RHIA – Full Time 9 month. Online Faculty/Advisor; teaches HIT 110, HIT 114, HIT 124, MED 121/MED 122, and HIT 280. 
Office: Fleming Bldg./Hartwell Center Wing Rm 201.
Primary Email: keelc@edgecombe.edu
Tele: 252.823.5166 ext. 157
Fax: 252.823.6817 Attn: Mrs. Christine Keel, RHIA – HIT
On Campus Days – Wednesday and Thursday (online but in office)
Off Campus Days – Monday, Tuesday and Friday (working online)
Summers – Works remotely off campus like our students.

Jean Foster, RHIA, CHPS- Part Time Evening Online Faculty (no on-campus hours). Available by appointment to meet via telephone or by e-mail.
HIT 218 Management Principles in HIT, HIT 112 Health Law & Ethics, and HIT 210 Healthcare Statistics
Primary Email: fosterj@edgecombe.edu

Johanna Underwood – ECC HIT Admission Counselor
underwoodj@edgecombe.edu
Tele: 252-823-5166 ext. 263

Other Important Online Instructors Contact Information

Samantha Spencer-English & Humanities Department Chair
HUM 115 Critical Thinking
spencers@edgecombe.edu

Johanna Owens – English Instructor for online
owensj@edgecombe.edu
ENG 111 OL1 Expository Writing and/or
ENG 114 OL1 Professional Research and Reporting

Kim Cherry – Social Science Dept Chair & Psychology Instructor
cobbki@edgecombe.edu
PSY 150 OL General Psychology

Arnold Worsley, - Computer Information Technology Instructor
worsleya@edgecombe.edu
DBA 110 OL1 Database Concepts

Tom Killoran – Math Dept Chair
MAT 143 OL1 Survey of Mathematics
killorant@edgecombe.edu

Crystal Saunders-Science Department Chair
saundersc@edgecombe.edu

Julia Galvin-Part Time Evening Online Faculty
Primary Email: galvinj@edgecombe.edu
BIO 168 or BIO 169

Deborah Parisher – Director of Library Services
parisherd@edgecombe.edu
Online access for Library Services - Password for NC Live is: Moodle login information and password

Burton Holderness – Evening Librarian
holdernessb@edgecombe.edu

Trey Cherry – Computer Information Technology Chair
CIS 110 – Introduction to Computers
cherry@edgecombe.edu

Moodle Log-in/Important Contact Numbers

Mobile Moddle App:
http://moodle.edgecombe.edu/pluginfile.php/305010/block_html/content/MoodleMobileApp\20\%283\%29.html

Moodle Help and Orientation:

http://moodle.edgecombe.edu/
In the left column of any page, click “New to Moodle?” for orientation videos.

http://moodle.edgecombe.edu/pluginfile.php/305010/block_html/content/FOR\%20STUDENTS-OrientationVideos%20%281%29.html
In the “For the Students” Block there is a short video entitled “What is Moodle” for orientation videos.

Support for Online Students:

Drop/Withdraw from Distance Education/Online Classes:
http://www.edgecombe.edu/student-portal/forms/student-course-withdrawal-request/

Technical Help: Moodle, MyEdge Email, Webadvisor
http://www.edgecombe.edu/student-portal/technical-support/

ECC Bookstore
http://www.edgecombe.edu/student-portal/bookstore/

Class Schedule
https://selfservice.edgecombe.edu:8173/Student/Account/Login?ReturnUrl=%2fStudent%2f
Online Learning
http://www.edgecombe.edu/programs/online-education/

Smarthinking: http://moodle.edgecombe.edu/
Smarthinking is an online tutorial service that is free to ECC students. Students can access Smarthinking by logging in to Moodle (The link will appear in the menu.). How does it work? Students can submit questions to a tutor, join in a live session, or can have a one-on-one live session with a tutor (Drop-ins and one-on-one live sessions will be available 24/7 after Labor Day.). Smarthinking provides tutoring in the following disciplines:

**Math**—Basic Math Skills Algebra, Calculus Single Variable, Math in Español, Liberal Arts Math, Geometry and Trigonometry, and Statistics
**Science**—General Chemistry, Physics, Intro A&P, Organic Chemistry, and Biology
**Writing**—Career Writing Live, Research and Documentation, Thesis Statement, APA formatting, Writing (All Subjects), Reading, Paragraph Development
**Business**—Intro Accounting, Cost Accounting, Macroeconomics Principles, Intermediate Accounting, Introductory Finance, Microeconomic Principles

**Spanish**

**Computer & Technologies**—Microsoft Excel, Microsoft Access, OS-Windows 7/10, Microsoft PowerPoint, Microsoft Word.

This resource is available to all of our students taking online and traditional classes. Please encourage your students to take advantage of this helpful resource!

ECC’s Curriculum Learning Center:
It is very helpful for students needing assistance with specific subject areas. If you feel you need extra help, contact the tutorial staff. ECC’s CLC has two locations to serve students. In Tarboro, they are located in Building H room 210. In Rocky Mount, they are located in the Barnes building, room 207.

ECC Student & Academic Support:
http://www.edgecombe.edu/current-students/student-support/
http://www.edgecombe.edu/current-students/academic-support/
https://www.edgecombe.edu/current-students/academic-support/student-success-center/

Follow the above link to obtain information on the following:
- Advising/Counseling Services
- ADA/Disability Services
- Bookstore
- Curriculum Learning Center
- Financial Aid
- Placement Testing
- Student Organizations
- Student Policies
- Student Success Center
- Student Support Services
- Transcript Requests (Registrar)
- Tutoring
- Veterans Affairs

Library:
http://www.edgecombe.edu/student-portal/library-lrc/
All research and collection databases are available at this link as well as other research tools. Contact information for library staff is also at the above link.

Distance Learning Contact Person:
Arnold Worsley, Distance Learning Administrator
worsleya@edgecombe.edu
252.823.5166 extension 281.

Please go to the following link for information about your books and to order from Edgecombe Community College. Your books can be shipped to you via UPS or you are welcome to come to our campus bookstore. You can also order your books online from various sources. Please be sure the ISBN # matches perfectly with the ISBN # on our booklist (found at the following link):
http://www.bkstr.com/edgecombestore/home/

Moodle is the software that is used to present your online/hybrid course. IF you have never used the Moodle software, it is strongly recommended you view the Online Orientation videos (not password protected) at this link:
http://moodle.edgecombe.edu/

Logging into your Distance Course

1. Go to www.edgecombe.edu
2. Click on the Student Portal tab to the right of the screen, click on “Moodle” in the drop down list (after completing instructions below for your password).
3. Use the following information to login:

Username (UserID):
Your Moodle user login name is your first initial, last name, and first four digits of your date of birth.
Example - John Smith Born May 18, 1988, the username would be: jsmith0518.

Password:
The password for logging into your online class (Moodle) will be the same for WebAdvisor and MyEdge email accounts. Please use the following instructions to create your new password for Moodle, WebAdvisor, and MyEdge email accounts.

NOTE: Please keep your user name and password confidential for your own protection. We don’t want a HIPAA violation. (You will learn so much about HIPAA in the HIT Program! Go ahead and research it to see exactly what it means!)

Go to WebAdvisor at:
https://wa.edgecombe.edu/WebAdvisor/WebAdvisor?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=7026737889

1. Verify you can access login with your UserID (which is the same as your UserID you have for your MyEdge email and Moodle account). The UserID is your first initial last name month & day you were born. Example: Joe Smith born on August 2 would be jsmith0802. Your default password is the last 6 digits of your social security number. Example: If your SSN is 123-45-6789, your password would be 456789.
   - Once logged in, you will be forced to change this password. First, enter your UserID and your “old” password (last 6 digits of your SSN). You will be prompted to enter a new password. The new password must be between 6 and 9 characters and contain both letters and numbers. Submit & logout. Please log back into WebAdvisor to make sure your new password is working. Note: If you ever want to change your password, go to the EdgeID link below.

2. Once your WebAdvisor login is working (with new password), you must go to the following link to activate and enroll your ID and password: https://edgeid.edgecombe.edu/
The activation must be done by everyone (even those who already had a WebAdvisor account).
   - To activate your UserID/Password, click on “Enroll”.
   - Enter your UserID and password (you just created in WebAdvisor).
   - You will be prompted to answer 3 security questions. Enter your answers. Answers to security questions are case sensitive.
   - Click on “Enroll”

3. Check immediately your WebAdvisor and MyEdge email accounts to be certain your new password has been accepted.

HELP!

Login problems (Moodle, MyEdge email, or WebAdvisor): http://www.edgecombe.edu/student-portal/technical-support/technical-support-request/
Students should complete an “IT Helpdesk” ticket at the following link:

Be sure and provide an alternate email address because this is where the instructions will be sent.
Books, software, and other required supplies:
http://www.edgecombe.edu/student-portal/technical-support/technical-support-request/
or call the Bookstore at 252.823.5166 ext. 217

Student Services/Financial Aid:
Information: 252.823.5166 ext. 319/333

Library Services:
Deborah Parisher, Director of Library Services:
parisherd@edgecombe.edu 252.823.5166 ext. 211
Online access for Library Services - Password for NC Live is: Moodle login/password
ECC LibGuide: http://edgecombe.libguides.com/HIT
Important Links and Information for the following:
- HIT Online Resources & E-books
- HIT Websites
- HIT Videos Toggle Dropdown
- HIT Print Resources
- Plagiarism
- MLA & APA Citations

Distance Learning Questions:
Arnold Worsley, Distance Learning Administrator:
worsleya@edgecombe.edu 252.823.5166 ext. 281

Recommendations for trouble-free Moodle quiz taking

1. Use only Mozilla Firefox version 7 or later (avoid Internet Explorer)
2. Don't wait until just before a quiz closes to start taking the quiz. If you do, be aware that you must start the quiz soon enough to be completely finished and submit it before closing time. Otherwise, the quiz's normal time limit will be overruled by the closing time.
3. Restart your computer before taking a quiz (especially for long quizzes)
4. Be sure Javascript is enabled on your browser (it should be already)
5. On timed quizzes, if you are not finished when the timer reaches its limit, Moodle will automatically terminate your quiz and submit your answers.
6. If you are accessing the Internet using Wi-Fi (wireless), be sure you have a strong and reliable Wi-Fi connection before attempting the quiz. Wireless Internet is not always as reliable as a wired connection because it can be affected by interference from other devices.
7. For quizzes and for Moodle in general, do not use your internet browser's "Back" or "Forward" buttons to navigate from one page to another. Use Moodle's built-in navigation features instead.
8. During the quiz, do not try to navigate away from the quiz window to visit other web sites, check email, or use messaging or chat.
9. Do not open any other browser windows during the quiz. Be sure your browser is focused only on the quiz.

10. Do not close the quiz's browser window during a quiz. Doing this may result in you receiving a score of zero.

11. On a timed quiz be aware that, even if you close the quiz's browser window, the timer will continue to count down. It is not possible to pause the timer and then resume the quiz later.

12. Be aware that the timer clock for quizzes is located on the Moodle server and therefore operates independently of the clock on the computer you are using to take the timed quiz. In other words, resetting the clock on your computer will not affect the progress of the timer's countdown.

13. Be sure that you submit the quiz when you finish taking it. If you close the quiz window without doing this, your score may not be recorded and your answers may be lost.

A Moodle quiz or assignment must be both completed and submitted before the closing time. For example, if a quiz with a one hour time limit will close on Tuesday night at 11:00 pm, and you start that quiz at 10:45 pm (15 minutes before closing time), you will only be allowed 15 minutes instead of the full hour. Your attempt will then be terminated at the closing time. "Closing time" means just that. No part of a quiz will be available after it closes.

**Online Courses**

The online version of HIT 110 and other courses are offered over the Internet through the College's campus network by accessing the Edgecombe Community College’s “Moodle” Server. You do not attend a regular "face2face" (f2f) class unless you select a “Hybrid” course [denoted by Section “RH1” (RMT Hybrid Class Section 1) or “TH1” (Tarboro Hybrid Class Section 1) on the course schedule] which requires an on campus component.

In online courses, you will complete the required coursework entirely on a computer that has Internet access and thus, access to your course. You will be able to contact the Instructor by email (Edgecombe.edu) when you need assistance and as required to submit assignments. Make sure you are emailing your instructors through your courses or if you are using the MyEdge system to be sure to email your Instructors at their Edgecombe.edu account NOT the MyEdge account. Instructors in the HIM curriculum do not use the MyEdge system for email. Ongoing and regular communication between you, your Instructor AND your online classmates is critically important to your successful online learning environment and outcome!

We want this to be as much of a collaborative learning experience as possible – just as if you were sitting in a classroom on our campus, but in actuality in our “virtual” classroom! While using email communication, it is extremely important to be mindful of email “etiquette”. Pay close attention to the tone in your words and always show respect respondents of your emails at all times. Respect is given when it is received, remember this when corresponding with your Instructors and others in your class.

**Who Can Enroll in Online HIT Courses?**
To enroll in HIT 110 and/or HIT 114, you must be ready for college level courses, but may be “pending” acceptance into the HIT program. Courses above HIT 114, you must meet HIT Program Admission policies and completed pre-requisites (developmental courses) with the following criteria:

1. You must have done **ONE** of the following:
   a. You have been admitted to the Health Information Technology degree granting program by letter of acceptance from the ECC HIT Admission Counselor, OR
   b. You have been admitted to one of ECC’s non-degree granting HIT coding programs (either Certificate or Diploma) AND have met all pre-requisites, OR
   c. You have been approved by the HIT Department Chair as a special student seeking specialized training from one of ECC’s HIT affiliated clinical sites through the “Clinical Affiliate Partnership Program,” OR
   d. You are an eligible student enrolled in an accredited HIT program at a sister institution with official transcripts submitted to ECC - Attn: Nacole Everette, RHIA, HIT Department Chair and your home based program Director’s approval and support to verify your eligibility and readiness to take requested HIT course at ECC.

All OL course students (eff. Spr05) are required to use an ECC Student e-mail account address and it must be posted in your personal information section in all OL courses. In this manner, there is greater capability of trouble-free communications going through our network security system without blockage or stripping. Students may obtain their ECC IMail/Email accounts free almost immediately at the ECC homepage [http://edgeid.edgecombe.edu/smop/](http://edgeid.edgecombe.edu/smop/)

These new procedures are to help assure that an effective communication mechanism for greater student success is viable from the very beginning prior to students entering online coursework and that they have met mandatory pre-requisites.

2. You must have access to a Personal Computer with 4 GB or more RAM (preferably at home) that can access the Internet and have the following software installed:

   **NOTE:** That lack of access to your computer at any time during your course(s), on campus or elsewhere, does not in any way waive a student’s accountability for required assignments in currently enrolled courses.

   - **Windows** Operating System (7 or later version).
     **NOTE:** Chromebook, Macbook, Tablets and Smartphones are NOT considered Windows Operating Systems.
   - Word 2013 or higher version; if using Office 2013 or Office 365 – save all documents as “Office 2013.doc” version for greater ease in document viewing and sharing by all course participants; that’s document suffixes of “.doc” Link to purchase Office 365, if needed – [https://products.office.com/en-us/university](https://products.office.com/en-us/university)
• PowerPoint 2013 or higher version.
• It is recommended to use the most up-to-date version of Mozilla Firefox with Moodle courses.
• Current version of an anti-virus computer application and personal firewall with regular daily updates and scanning of your computer! (Virus definition files and signature files change continuously!!)

3. You must have a working ECC Student e-mail account through ECC and (not one belonging to another person). ECC provides free e-mail accounts to all registered students and are required communication mode for online students. Effective Su08, students will get New MyEdge e-mail accounts through the college home page at link entitled “New MyEdge email.”

The format for MyEdge.cc accounts will be for John Doe with a birthday of February 14th, will look like this jdoe0214@MyEdge.CC. The default password, until changed by student, will be your 7-digit DataTel Student ID # (on class schedules, tuition/fees receipts, available from counselors or advisors).

**NOTE:** Official faculty e-mails are not within the “MyEdge.cc” student e-mail system and should always have @edgecombe.edu domain.

**NOTE:** All ECC Faculty and Staff email addresses have lastname+firstinitial@edgecombe.edu (not “myedge.cc” like student accounts). Therefore, if you know the faculty or staff name, you will readily know their email address following this format.

4. Subject line format for OL course emails! Learn early how to best manage your communications. Typically, you need to post pertinent info on email subject lines as follow:

Subject: 110JDoe 082015 Icebreaker Assignment (course#)(student) (due date) (assignment)

This tells your message recipient this email is for course HIT110, you are Jane Doe, submitting assignment due on 08.20.15 and it is your Icebreaker Assignment. Should you send another email message, **PLEASE revise your subject line to always match your message content!! You will learn to appreciate this style of effective communication very much also as you organize your communications for different courses.**

**Attendance Policy**

1. You are not officially enrolled in online courses until you have paid tuition through the College Business Office and may do this via credit card via telephone with the Business Office 252.823.5166 x 284 or at x 292.
Check this Online Orientation Guide listing above and/or the ECC web site directory for e-
mail addresses for Instructor(s).

2. You must enter all of your Course(s) by the First Class meeting date and for OL courses, before the 10% point reporting period (10% of total course contact hours which in Summers is 1st or 5 business days and Fall/Spring within 8 business days or you will be counted as a “No Show” and will be automatically dropped from your course. Prompt entry and submission of coursework assignments and tests in the FIRST week in particular is critical to be able to stay in your course, but your participation from the beginning to the end of the semester is an important element for your course success as well.

3 Attendance will be taken once per week by documented evidence of an assignment in your coursework. You are required to submit weekly assignments as evidence of your course pursuit (such as assignments, tests, etc.” that you have submitted. Students MUST complete an assignment to justify attendance not just view items in the course. During the Fall and Spring Semesters, a student can only have 3 absences and still pass the course. During the Summer Semester, a student can only have 2 absences and still pass the course. This corresponds to the 20% Attendance policy.

Credit will be given for students' active participation in Weekly Text Chat Sessions throughout semester. This grade will be based upon the number of sessions and your participation level. Attendance to the live chat sessions are recommended, but not required and student grades are not penalized for not attending.

NOTE: Your ability to effectively use e-mail and other computer skills is also critically important to the level of success in your online courses; therefore, e-mail is the preferred communication method between students and Instructor(s) for Online Courses. Students, please allow at least 24-48 business hours for your Instructor to respond to your e-mails (72+ hours at the earliest on Friday evenings, weekends and/or after holidays.)

4. Students are expected to attend all scheduled classes, laboratories, clinical, and shop sessions to meet the objectives of the courses for which they are registered. Attendance begins with the first day of class and all students should be on time for classes or instructional sessions. Although special circumstances may cause a student to be absent, regular attendance is essential to satisfy course objectives. Students who anticipate an absence should contact the instructor before the class meets. Should prior notice to the instructor be impossible, the student should expect to explain the absence as soon as possible. Students have full responsibility for accounting to their instructors for absences.

All work missed during absences may be allowed to be made up at the discretion of the instructor. Failure to make up missed work will adversely affect the student’s final grade for the course. To receive credit for a course, the student must attend 80 percent (80%) of class and 80 percent (80%) of lab, clinical, and/or shop hours. However, individual programs and/or departments may adhere to a more stringent attendance policy. The attendance policy for each course is communicated on the course syllabus. It is the student’s responsibility to read and abide
by the policies outlined in the syllabus for the course for which they are enrolled. When absences total more than 20 percent (20%) (or the more stringent percentage set by respective program and/or department) of the total contact hours for the course, a student may be withdrawn from the class by the faculty member.

This policy shall be subject to any uniform policy adopted and implemented by the State Board of Community Colleges (SBCC) pertaining to attendance throughout the Community College System. To the extent that any terms and conditions contained in this policy contradict and/or conflict with the terms and conditions of any such SBCC policy, the SBCC policy shall take precedence and supersede this policy.

**Incomplete Policy**

1. Typically, the National Statistics show that only about 60% of students who start an online course finish the course by the end of the semester. About 20% receive a grade of Incomplete and about 20% withdraw from the course.
2. To be eligible to receive a grade of Incomplete, you must have completed at least 75% of the course by the end of the semester. If you do not think you can achieve this by the end of the semester, then you should contact Student Services by completing the official withdrawal form available on the ECC website and officially withdraw yourself from the course.
3. Effective Fa09, there will be NO “Incompletes” granted in HIT courses except for extenuating documented emergency circumstances (inpatient hospitalization, death in immediate family, or other tragedy).

**Withdrawal Policy**

**Withdrawal by Students from Courses or College**

1. A student who wishes to withdraw from an individual course or the College should complete a withdrawal form. A student is not officially withdrawn until he/she processes a withdrawal form with the Registrar’s Office. The effective date of the withdrawal is the date the Registrar’s Office receives the completed form. No student will be allowed to withdraw from any class after the seventy-five (75%) point or after the course has ended.
2. If a student completes the withdrawal process, the student will be given a grade of “W” for his/her class(es) prior to the seventy-five (75%) point.

**Withdrawal by Faculty or Administration from Courses**

1. A faculty member has the responsibility of withdrawing a student who has accumulated absences in excess of the number of times indicated in the faculty member’s attendance policy in the course syllabus, demonstrated that he/she does not intend to pursue the learning objectives of the course, or exhibited conduct unbecoming to a school or class.
environment. Faculty members may withdraw a student at any time of the course. Any student withdrawn by a faculty member prior to the seventy-five (75%) point of the course will be issued a grade of “W.” Any student withdrawn by a faculty member after the seventy-five (75%) point of the course will be issued a grade of “WP” or “WF.” The faculty member will issue a grade of “WP” if the student is passing the class at the point of being withdrawn from the class after the seventy-five (75%) point. A faculty member may issue a grade of “WF” if the student is failing the class at the point of being withdrawn from the class after the seventy-five (75%) point.

2. Prior to withdrawing a student for attendance reasons, the faculty member must attempt to make contact with the student to discuss the student’s standing in the class and the pending withdrawal. The contact, or attempted contact, must be recorded on the withdrawal form.

3. When extenuating circumstances exist, the Vice President of Instruction must approve the waiver of the grade of “WF”.

4. Students may be withdrawn for improper conduct by the President, the Vice President of Instruction, the Vice President of Student Services, or a designated representative.

General Procedure for Working Through Online Courses

Online Course content is typically divided into modules or units (depending upon Instructor preference). The procedure below describes what to study and how to test for each segment.

Study Phase

1. Go to the Online Orientation Guide and review very carefully your Course Syllabus for critical information about your course & its requirements. Staff information and Assignment Completion Guide or Course Schedule is also available. Read the Assignments and do as instructed.

2. When your assigned work is finished & saved (usually done in “Word,” a MS Office word processing application), go back to Assignments and submit your work so that your Instructor can assess your level of understanding. Students should submit via e-mail to their Instructor or place their homework assignments in the designated area as may be directed by your Instructor - whichever is preferred by your course Instructor.

   (NOTE: If submitting any assignments via e-mail send in this format: Subject: 110J Doe082015 Ice Breaker. This reflects on the subject line of your e-mail, this is HIT 110 course, student’s name- Jane Doe, due date of assignment for 08-20-15, and the assignment name as listed on your assignments page “Ice Breaker”) In Moodle, most assignments will be posted in the course and not emailed to the Instructor but each Instructor is different in their requirements for submitting assignments.

3. Because much of Health Information coursework is "building block" learning, it is important that you not only take courses in the proper sequence they are recommended but also complete the coursework assignments in the sequence they are set out.

4. The “Ice Breaker” assignment will be your FIRST and most important activity to remain in your course as this validates your enrollment and your active pursuit of your course.
Study all information provided through Internet links for the chosen segment. You may be requested to use your "search engine" skills to seek out good web sites related to the subject matter at hand and post your new found web site as a "Hot link" or a Web Site as a resource for coursework and or HIM professional work.

5. To support your theoretical learning, we will periodically have group discussions in a "Discussion Forum" and/or weekly live class (usually beginning the second week of classes) held in live "text chat/cyberspace" where we can all discuss together and explore areas that we may have questions about. Chat attendance for extra credit for HIT classes as it has proven to be very positive and helpful to student learning. It is not required, but it is recommended.

6. Next, read the assigned textbook chapters pertaining to the segment as they are assigned. You must read and read carefully. Taking thorough notes of your reading assignments (well labeled as the Text, Chapter, Subject matter, pages, etc.) will help you to use these once again at a later time to study for tests and/or the national exam which is the KEY GOAL of this program - TAKING YOUR NATIONAL “RHIT EXAM” & PASSING IT!

7. Print your Course Schedule at the beginning of the semester and document ALL due dates of assignments/quizzes/tests, etc. Always reference your course for dates and assignments.

Assessment Phase

1. Take tests as they are scheduled (they are not opened book tests) Any missed tests will get a “0” grade posted. Emergency absences have to be negotiated with your course Instructor. If you are allowed to take it, it may have to be taken in an approved proctored setting and/or on campus. If you do poorly, re-study the above referenced resources for greater clarity and understanding.

NOTE: All HIT Graduates must take the National Certification Examination following Graduation, so you will have to know the material. Go ahead and learn it now so each course will make sense to you as you progress in your studies.

2. Should there be opportunities to take a test more than once (rarely), the scores will be averaged unless otherwise notified or posted.

3. To validate your course studies, you may be required to take tests and/or the final exam in a proctored examination session either here at the College or at a Community College local to you. So careful studying is critical to course success, exam success and national exam success! ECC HIT wants you to succeed where it will count the most for you, which is gaining your National Credentials, "RHIT!”

4. Please check your course syllabus for course coverage and the percentage of weight of each portion of the course (i.e., tests, assignments, participation, projects, and final exam)!

5. Students who have technical difficulty with testing (repeatedly disconnected, erroneously enter testing and request re-entrance, etc.) may be requested to make an appointment to come to campus to complete tests or take Instructor selected proctored tests at a
designated site. Students are only allowed one reset for technical difficulties. Please make sure you complete your assignments and tests using a secure Internet connection.

NOTE: All tests must be completed timely and on schedule. Your Final Exam must be completed by the semester deadline date specified in the Course Schedule.

<table>
<thead>
<tr>
<th>Course Schedule and Important Dates</th>
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<tbody>
<tr>
<td>Late Registration Period</td>
</tr>
<tr>
<td>Spring Semester Begins – Ends (16 wk semester)</td>
</tr>
<tr>
<td>Regular Drop/Add Ends</td>
</tr>
<tr>
<td>Last day to Drop w/ 100% refund</td>
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<tr>
<td>Last Day to Drop w/ 75% refund</td>
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<td>Last Day for Withdrawal w/ “W”</td>
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<td>Holidays</td>
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<td>Tests and Assignments</td>
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<td>Final Exam (May be required On-Site and/or Proctored)</td>
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**Registration**

1. All students accepted into HIT and coded to the following programs:
   - (A45360 (AAS Degree)
   - D45360A (Coding Diploma)
• C45360A (Coding Certificate)

Must Contact your Advisor Mrs. Everette – A-D, Mrs. Gray – E-O and Mrs. Keel – P-Z by posting in your Advisor Forum for each semester with the following:

1. Your name
2. Student ID number
3. Course load hours desiring to take for academic advising during each registration period. We will then evaluate your transcript update your HIT Tracking/Individual Graduation Plan (IGP) and advise you to self-register the recommended courses given for you to take.

2. Students should have completed BIO 168/169 and MED 121/122 early on and all underlying foundation HIT courses to take HIT 211; HIT 211 MUST be completed prior to Senior Clinical placement, HIT 222/224; MAT 143(implimented Fall 2014) is now required for the HIT Program. Other courses may substitute for MAT 143 so please check with your Advisor.

3. Once students have been admitted to the HIT Program, please contact your Advisor so she can complete an HIT Tracking Form.

Memberships, Associations, Scholarships/Grants/Loans

2. New Graduates dues are $100.00 and Professionals dues are $175.00 ($165+$10 CE fee)
3. Joining AHIMA gives you a free membership to the Health Information Management Association in your own State.
4. You may also join free your local regional organizations (i.e., Coastal Carolina Region, Piedmont, Triangle, etc.)
5. ECC HIT Student & Alumni organization (HITSSA) is free as well. If you don’t have access to “HIT Organizations” please e-mail your Advisor for assistance and they will add you to the organization.
6. Your AHIMA membership also qualifies you for discounted price on the RHIT examination (AHIMA member $229 vs non-member $299 - start a national exam savings plan now, so you can save up your money to get your credentials as soon after graduation as you can for those jobs that will require them!)
7. Please also know that there are many scholarships, grants and loans available through AHIMA and your CSA for students, but AHIMA (with automatic membership in your Component State Association [CSA] membership is required to be eligible for scholarships, grants, and loans as well.
8. North Carolina Health Information Management Association (NCHIMA) – [http://nchima.org](http://nchima.org). When you join AHIMA, you automatically join your local state association through rebate to your CSA (Component State Association); just give your CSA preference to AHIMA on your membership application.
Semester Schedule and Calendar
Please view the following link: http://www.edgecombe.edu/events-calendar/