

ACADEMIC SUPPORT SERVICES

Section Seven

ACADEMIC STUDENT SUPPORT SERVICES

Other Student Support Services include the Academic Computer Support, Instructional Support Labs, Instructional Technology and Distance Learning Services, Library, Military Opportunities, and Veterans' Services.

A. Academic Computer Support

The Office of Information Technology (OIT) operates the computer labs and computer classrooms on campus to provide students and faculty the support necessary for the academic programs. Darton recognizes the dynamic changes in the computer industry and offers services using the latest in technology within its reach. In addition to hundreds of PCs in the labs and classrooms, OIT operates several systems, including Windows, UNIX, LINUX Servers, as well as, ORACLE databases, in a networked environment with internet connection to thousands of sites around the globe. Web-based courses are supported for distance learning, while many faculty maintain web pages as adjuncts to their courses.

The College encourages students to be competent in the use of computers. Competence is defined as the ability to use computers in analyzing and solving problems in order to increase productivity. All students are provided an e-mail account and networked storage space during their first term of enrollment.

MyDC is Darton College's web portal – students can check their campus email account, view and save appointments on their personal calendars, receive reminders about important class and campus events, check their grades, register for classes, and pay their fees through Banner Web.

OIT supervises a central computer lab of over 70 computers and 4 printers available to students. Windows XP is installed on each Pentium-class PC with Office 2007 Professional, Microsoft Internet Explorer, Adobe Acrobat Reader, Visual Studio, and other software required for classes; also, Apple McIntosh computers running Mac OSX. A worker, usually a student, will be in the lab during all open hours to assist in using the computers. The lab worker is not responsible for helping students with their homework assignments.

B. Instructional Support Labs

Darton College instructional support labs offer academic support to students seeking assistance in writing, reading, mathematics, music, and foreign language. Each lab provides a stress-free environment that supports college curriculum and methodology, yet each offers alternative tutorials that address diverse learning styles. The labs offer students one-on-one tutoring conferences or small group sessions on particular skill areas. In addition, professional administrative staff is available to assist with special concerns and to provide expertise in related fields. Each lab offers access to computer technology, including computer-assisted instruction in math, grammar, reading, music, and foreign language. To assist students further, all labs are supplied with reference materials, selected texts, and helpful handouts.

C. Writing Center and Math Center

The Humanities/Mathematics divisions, in conjunction with the Student Support Center, provide a Writing Center and Math Center to assist non-learning support students in achieving maximum success in their coursework.

The Writing Center, located in room C-144 in the Student Center building, offers individualized assistance with writing assignments for all subject areas. The Writing Center is staffed by professionals and student tutors who provide constructive feedback throughout the writing process, utilizing an active learning approach that allows students to take complete responsibility for their success. Computers, printers, internet access, style manuals, and other writing aids are available for student usage free of charge to assist in research and the preparation of writing assignments.

The Writing Center is open 9:00 a.m. to 6:00 p.m. Monday through Thursday and 9:00 a.m. to 5:00 p.m. on Friday. For more information, call 317-6983.

The Math Center, located in room B-222 in the Science/Math building, offers individualized assistance in all non-learning support mathematics subjects. The Math Center is staffed by professionals and student tutors who provide constructive feedback and one-on-one tutoring in the foundations of problem solving with emphasis on the use of technology as a problem-solving tool. Computers, printers, calculators, and mathematics reference materials are available for student usage free of charge to assist in problem solving and completion of assignments.

The Math Center is open 9:00 a.m. to 12:00 Noon and 1:00 p.m. to 5:00 p.m. Monday through Friday. For more information, call 317-6883.

D. Distance Learning – Multiple Options

Darton College offers a variety of Distance Learning options for students seeking alternatives to traditional classroom instruction. Students may pursue a variety of courses in the core curriculum and selected degree programs through online courses, telecourses, video conferencing, or video streaming. Registration and Admissions for Distance Learning classes follow the same procedures as for traditional enrollment at Darton College. Students are expected to meet regular admissions deadlines and are eligible to apply and register online. See [Darton College Admissions Procedures](#). Distance Learning courses at Darton College are supported by the Instructional Technology and Distance Learning Department (ITDL), the Darton College Library, the Georgia Library Catalogs, and the Darton College Bookstore. The Online Learning web site at <http://online.darton.edu> provides additional information on online learning course offerings, online degrees and certificates, policies, procedures, and distance learning student services. Darton College provides free technical support for distance learning through the WebHelp Desk. Technical support may be requested by phone at (229) 317-6923 (local) or 1-800-861-8318 for students outside the Albany, GA calling area. Assistance is also available on the web at http://online.darton.edu/forms/dl_webhelp.htm

Online Degrees and Programs

Darton offers online courses in a wide variety of program areas, and online offerings are continually expanding. Darton currently offers twenty-six associate degrees and ten certificates that can be completed exclusively online. An additional ten associate degrees may be completed partially online. See <http://online.darton.edu/degrees> for the complete listing of online degrees. Online classes follow the same semester schedule as on-campus classes (see Academic Term Calendars at www.darton.edu/calendars for significant dates.) Online courses at Darton College are provided through the WebCT learning environment. These are multimedia enriched and instructor-led courses, not independent study correspondence courses. Students residing outside the immediate Darton College service area may arrange for exam proctoring. On-campus attendance for testing may be required for students residing in the service area. Testing requirements are determined by the individual course instructor. Off-campus computer hardware and Internet access are the responsibility of the student. Information regarding the minimum computer hardware and software requirements is located at <http://online.darton.edu/degrees/systemrequirements.html>. Basic skills and expectations

for distance learning are available at <http://online.darton.edu/right4u.html> Initial online advisement inquiries can be made by calling (229) 317-6815.

Telecourses

Telecasts of selected credit courses are presented each semester on local cable Channel 19 in the Albany, GA viewing area. Students enrolled in televised classes may call the Darton College TV Operations switchboard during live telecasts with questions or comments for the instructor. Students may also contact telecourse instructors via e-mail, telephone, in person, or through the instructor's division. Classes may be conveniently recorded by the student. An additional consideration is that classes recorded by Darton TV Operations are available for on-site viewing in the Library for two weeks following the class date.

Video Conferencing Courses (Two-way)

Selected credit courses are offered by two-way interactive video conferencing. These courses allow students to enroll in Darton classes, and participate in instructional activities originating at distant institutions while attending class on the Darton Campus. These classrooms are outfitted with microphones which enable the class atmosphere and interaction to be similar to a traditional classroom. Participants at the host and recipient locations are able to see one another by way of a video connection.

Video Streaming Courses (One-way)

Darton offers a few courses through one-way video streaming. This technology allows select courses to be video streamed from the Darton main campus to a satellite location. Therefore, students at the recipient locations are able to see and hear the class and the instructor. However, unlike two-way video conferencing, video streaming is not interactive since audio capabilities are unidirectional. Inquiries must be communicated with the instructor via email or phone.

E. Instructional Technology

The Instructional Technology and Distance Learning Department (ITDL) staff and facilities support the design, development, and production of instructional content. The department also facilitates the integration of instructional technology into traditional academic settings, distance learning initiatives, and community enrichment programs. Instructional technology is implemented across the curriculum through the use of multimedia courseware and content, web-based instructional materials and activities, and other appropriate presentation technologies. Faculty and staff development, one-on-one faculty support, technical assistance, and helpdesk support are also available. For more information regarding ITDL, please go to <http://online.darton.edu/itdl.html>.

F. Library

The Harold B. Wetherbee Library/Learning Resources Center combines traditional library services with the latest in technology. Facilities and equipment for the utilization of all types of media regardless of format are provided. By design and function, the activities of the Library support academic programs and services.

The mission of the Wetherbee Library/Learning Resources Center is to procure, organize and provide to the eligible citizens of Southwest Georgia learning resources that support educational programs, services and/or leisure interests. The Wetherbee Library is committed to excellence in providing and maintaining a range of quality resources/services/facilities that provide educational, cultural, social, physical, personal and professional growth for a diversity of students both on and off campus.

The library promotes distance education, individual and classroom use of these resources through an automated library system, GIL (GALILEO Interconnected Libraries) online catalog, reserve service, library instruction/information literacy programs, interlibrary loan service, reference service and various other online services. Access to the library homepage is available through the Internet or the Darton College Homepage. The library

website includes general information, forms, research instruction, hyperlinks to suggested research sites on various subjects, GALILEO and GIL (library catalog). Georgia Library Learning Online (GALILEO) can be accessed through workstations in the library or through any computer using a web browser. Full text articles in core curriculum journals, University System of Georgia library catalogs, encyclopedias, ebooks and over 200 electronic databases are all available through GALILEO. Newspapers, Georgia census data, Digital Library of Georgia, Georgia state publications and other resources are also available through GALILEO. The GALILEO initiative connects all libraries electronically and also provides service between System libraries to support faster turnaround time for interlibrary loans. Universal Borrowing is another resource sharing initiative through the Library that allows USG patrons access to circulating materials at all USG libraries. The Learning Resources Center provides service to students attending other educational institutions and the general public, provided such service does not interfere with its obligation to its primary constituents. The Harold B. Wetherbee Library operates under Criteria for Accreditation established by the Southern Association of Colleges and Schools, Commission on Colleges, the policies of the University System of Georgia and the Rules and regulations of Darton College.

The library provides a variety of seating accommodations. Small lounge areas, individual study carrels, study rooms and study conference or seminar rooms are available in the library. A vending machine is located in the downstairs study area.

The library has a book collection of over 93,604 volumes, plus a continually changing leased collection of current recreational reading materials. Audiovisual materials in various formats are also available. The serial/periodical collection is made up of 1,028 titles. Back issues of many of the periodicals are available in bound volumes or among the more than 36,986 units of micro materials.

The library also houses the American Enterprise Institute resource collection.

In-house equipment items available for the benefit of patrons are VCRs, computers including wireless, cassette recorders and playback units, microfilm/microfiche reader-printers, microfiche readers, filmstrip/cassette machines, laser printers, laptops, DVD/CD player and digital reproduction equipment. Adaptive technology housed in the library includes a magnification system, scanner and computer with Jaws, Zoomtext and Cicero.

Once enrolled in the College, each student should consult the latest Student Handbook for more details concerning the library at Darton College.

G. Military Opportunities

There are numerous opportunities with the military awaiting Darton College students who graduate with an Associate degree. The United States Air Force, United States Army, United States Marine Corps, and United States Navy need a well-educated military workforce and Officer Corps to accomplish their missions. Military recruiters schedule regular visits with the Director of Student Activities and meet with enrolled students in Darton College's Student Center to discuss military programs and career opportunities.

For additional information, visit the websites: www.airforce.com www.goarmy.com
www.marines.com www.navy.com

H. Veterans' Services

The Office of the Registrar serves as the Veterans' Affairs administrative representative at the College. Please contact the V.A. representative in the B.R.Tilley Academic Services Building, Room 101, telephone (229) 317-6742 to learn more about any of the military opportunities and veterans' services available to students at Darton.

I. First Year Experience

Also called DART 1000, this course is designed to assist first year students in adjustment to the academic and social community at Darton College. DART 1000 is required for each first-time, full-time, entering freshman. Not available for full-time online students at this time.