

**Information:**

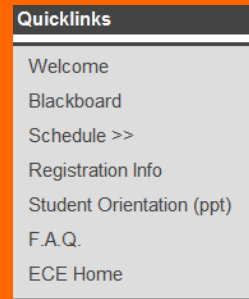
- Students may not take more than **15 hours** of online Distance Education courses towards an **Associate in Arts** degree.
- Students may not take more than **30 hours** of online Distance Education courses towards a **Bachelors** Degree.
- You must have a Campbell GPA of 2.0 and completed six semester hours of traditional courses to take online courses.
- The syllabus and textbook lists will be posted on the Distance Education page on our website a week before registration.
- Students must have a functional Campbell University e-mail account and use **Web Access**. *The Blackboard user name and password is the same as your Web Access user name and password.*
- Students that have registered will be automatically loaded into Blackboard each day.
- Students are limited to a maximum of one DE class (3 or 4 hours) the first term they take an internet class. Thereafter students may take up to two classes a semester. Any exceptions will have to have the Campus Director and the Director of Distance Education.
- **You will be able to view your class the Wednesday before the first day of class.**

**Registration Instructions:**

- Students are required to meet individual course prerequisites prior to enrollment for a particular course.
- The course description in the Catalog contains all prerequisites for a course.
- Campbell University reserves the right to limit the number of enrollments per class and to cancel classes with insufficient enrollment.
- Continuing students may be eligible to register online through WebAccess.
- New students and those who are not eligible to register online will be able to register at their Extended Campus.
- **To drop a course by Jan. 12 (Spring I) or Mar. 16 (Spring II) you must contact your home campus office.**

*Please turn over for important information about enrolling in the Student Orientation course.*

For an overview of Bb and instructions on logging in go to the Distance Education page on our webpage [www.campbell.edu](http://www.campbell.edu). Click on Student Orientation under Quicklinks and view the PowerPoint.



The PowerPoint includes information on logging in, technical and browser tips, and navigating in Bb.



**How to Login**

Go to [www.blackboard.campbell.edu](http://www.blackboard.campbell.edu)  
Type in your Username\*  
\*Username = WebAccess username

2. Type in your Password\*\*  
\*\*Password = WebAccess password

3. Click Login.

4. Look under “My Courses” to find your course.

Students are asked to participate in an online course orientation. After you login to Blackboard you need to self-enroll in the orientation site. Follow the directions below.

## Self-enroll in Student Orientation

1. Go to Blackboard, located at <http://www.blackboard.campbell.edu/>
2. Click the [**login**] button.
3. Enter your username (same as your Web Access username) and your Blackboard password. (Web Access password) Click [**login**] to enter Blackboard.
4. Once you are logged in, click the [**Community**] tab at the top of the screen.
5. Use the Organization Search box to type in **Student Orientation**. Then click on the orange GO.
6. To enroll click the [**Enroll**] button to the right of the orientation. You may have to scroll to the right in order to see it. Do not click directly on the course name.
7. On the Self Enrollment screen click [**Submit**]. You will receive confirmation that your enrollment was successful.
8. Click [**OK**] to enter the orientation.

The Student Orientation will now display in your "My Organizations" section when you log in to Blackboard.

<b>Important Dates</b>			
<b>TERM</b>	<b>TERM DATES</b>	<b>REGISTER</b>	<b>ADD/DROP</b>
Spring I, 2009	5 Jan. - 28 Feb.	1 Dec. - 2 Jan.	5 Jan. - 12 Jan.
Spring II, 2009	9 Mar. - 2 May	23 Feb. - 7 Mar.	9 Mar. - 16 Mar.
Full Spring 2009	5 Jan. - 24 Apr.	1 Dec. - 2 Jan.	5 Jan. - 12 Jan.
Summer, 2009	18 May - 18 July	4 May - 16 May	18 May - 27 May