



Otero Junior College

Spring Semester 2019 Hybrid/Online Courses

Important Dates

Spring Semester is January 14, 2019 to May 3, 2019

IMPORTANT DATES	FALL SEMESTER 2018
Sunday, January 13	New Student Orientation
Monday, January 14	Classes Begin
Monday, January 28	Last Day to Drop Classes and Receive a Refund (Drop Date)
Monday - Friday, March 18 - 22	Spring Break
Monday, March 25	Classes Resume
Monday, March 25	Early Registration for Summer/Fall Semester Begins
Friday, April 5	Last Day to Withdraw from Classes Earning a "W" (Withdrawal Date)
Friday, May 3	Last Instruction Day of the Semester
Saturday, May 4	Graduation
Tuesday, May 7	Final Grade Reports Due



Otero Junior College Course Fees for 2018-2019

For the 2018-2019 academic year, all courses with the following prefixes will be charged a \$6.95 per credit hour fee. Courses included within these categories have been deemed to be medium to high cost by the Colorado Community College and Occupational Education System Board. Otero Junior College is required to collect these fees in order to recover some of the costs associated with producing these courses.

Prefix	Description
ABM	Farm/Ranch
AGE	Agriculture Economics
AGP	Agriculture Production
AGR	Agriculture
AGY	Agriculture Crops and Soils
ART	Visual and Performing Arts
ASC	Animal Science
AST	Astronomy
BIO	Biology
CAD	Computer Assisted Drafting
CHE	Chemistry
CIS	Computer Information System
CRJ/LEA	Criminal Justice, Law Enforcement
CSC	Computer Science
DAN	Visual and Performing Arts
EGG/DRT	Engineering
EMS	Emergency Medical Services
GEY	Physical Science
HPR	Health Professional
HWE	Health and Wellness
MLT	Medical Laboratory Technician
MUS	Visual and Performing Arts
NUA	Nursing Assistant
NUR	Health Professional

PHY Physical Science
RAM Range Management
THE Visual and Performing Arts
WEL Welding
** All Remedial Courses

Courses included within these categories have been deemed to be medium to high cost by the Community Colleges of Colorado. Otero Junior College is required to collect these fees in order to recover some of the costs associated with producing these courses.

Student Fees

OJC has two fees which are charged on all credit courses, and two additional fees that are charge only to full time students (12 hours or more).

Fees will be charges to all courses regardless if they are online, hybrid or campus based.

Fee 01 – Student Center Fee - \$6.73 per credit hour, \$74.03 maximum (11 hours).

This fee is prorated on fractional hours (i.e. ½ hour credit is charged \$3.37).

Charged to: Students registering for one or more classes carrying college credit. Full time students (12 or more credit hours) charged maximum: \$74.03.

Fee 02 – Associated Student Government Fee - \$11.62

Charged to: Full time students (12 hours or more)

Exemptions: High school students, special contract students.

Accounting: Credited directly to Agency Activity Fund 380 Student Government account used for student clubs and organizations.

Fee 03 – Student Athletic Fee - \$19.65

Charges to: Full time students (12 hours or more)

Exemptions: High school students, special contract students.

Accounting: Credited directly to Agency Activity Fund 380 Athletics. Fee is used to fund athletic team sports.

Fee 04 – Registration Processing Fee - \$13.30

Charged to: Students registering for one or more classes carrying college credit. Non-refundable. Not prorated on fractional hours.

Exemptions: None

Accounting: Credited to General Fund Student Fee revenue and becomes part of general operating revenue.

Fee 05 – Fitness Center Fee \$2.25

Charged to: All students at \$2.25 per credit hour taken.

Exemptions: High school concurrent students

Accounting: Credited to Auxiliary Fund Fitness Center Account used for Fitness Center Operations

Fee 06 – Technology Fee \$4.00

Charged to: All students a \$4.00 per credit hour taken.

Exemptions: High school concurrent students

Accounting: Credited to General Fund Student Fee revenue to support student technology service and equipment.

Graduation Cap/Gown fee - \$40.00

Pass – Through Fees

Certain ART prefix courses will be charged a materials fee of \$27.25 per semester. These will include the following courses – ART 121, ART 122, ART 123, ART 161, ART 162, ART 209, ART 211, ART 212.

Nursing, EMS and NUA courses will also have a pass through fee of \$155.00 for liability insurance and testing.

Nursing 109-206 – Nursing Simulation Laboratory fee of \$175.00 per semester.

International Students are assessed a \$110.00 pass through fee for transportation to and from the airport.



The following schedule of classes will be offered Spring Semester of 2019.

Note: CCCS Online classes are priced slightly higher than OJC Online classes.

Please refer to this schedule for course I.D., course title, course credit, instructor, days the class meets, hours the class meets, the building and room in which the class will be held.

REGISTRATION: Students may register for Spring semester classes beginning Monday, October 22, 2018 up to the day prior to class start date in the Student Services Center (McBride Hall Room 132).

Most classes begin Monday, January 14, 2019. Note that some classes begin and end on different days throughout the Spring Semester (refer to the schedule of classes).

LATE REGISTRATION: Students are allowed to register late with permission of the instructor.

Some late start courses are hybrid or online classes.

OJC HYBRID COURSES- All hybrid courses have a required on-campus component. These are courses that provide students some flexibility. Students will have SCHEDULED face-to-face/technology enhanced meetings with OJC Instructors in these courses; Students may contact their instructor via phone, email, or personal visits.

OJC HYBRID COURSES ARE NOT INDEPENDENT STUDY OR SELF-PACED, THEY ARE INSTRUCTOR-PACED.

For online courses, activate your student email and enter the class on the first class day.

** The listing of a course in this or any other college publication does not constitute a guarantee that a particular course will be offered during the time listed. All courses are subject to scheduling changes or cancellations. Every effort to inform students of such changes and/or cancellations will be made. **

REFUNDS: All students will be charged a one-time non-refundable processing fee. For courses held January 14, 2019 through May 3, 2019 a full refund will be made of tuition and unused board and room.

**This requires an official withdrawal form to be completed in the Student Services Center by 5:00 p.m. on Monday, January 28, 2019. **

**Courses with beginning or ending dates other than normal term require calculating 15% of total week days from start to end date to determine drop date. **

FINANCIAL OBLIGATION: Payment of tuition, fees, room and board, books, and any other college charge is due no later than the first day of class. If students have confirmed scholarships or other financial aid sufficient to pay the charges or if payment is going to be made by a third party, who has confirmed in writing that they will pay, this will satisfy the payment requirements. Financial aid or third party payment must be sufficient to cover the full charges and they must be confirmed. If these requirements are not met, students are responsible for payment of any amount due on the first day of class.

CCCOOnline Classes-offered by the Colorado Community College System. These classes are created and taught by CCCS faculty from all over the state. You may register for these classes, indicating that OJC is your "home college" and these credits, once earned, are placed on your OJC transcript.

CRN	SUB	COURSE	SECT.	COURSE TITLE	CR.	START DATE	END DATE	START TIME	END TIME	BUILD	ROOM	DAYS	INSTRUCTOR	DROP DATE	WITHDRAWAL DATE
Please note you must have your textbook and/or access code by the first week of the semester															
ENGLISH															
31559	ENG	121	008	English Composition I:CO1	3	14-Jan-19	3-May-19	OJC Hybrid		OMCBRI	122 M		Bamber	28-Jan-19	5-Apr-19
Pre-requisite: Appropriate placement score, or CCR 092 or Co-requisite: CCR 094															
Please note that there will be some scheduled face to face meetings for this hybrid course															
*Required Class Meetings:															
Monday, January 14th 7:00pm - 8:00pm, February 18th, March 25th, April 22nd 12:00pm - 1:00pm															
Please note you must have your textbook and/or access code by the first week of the semester															
HISTORY															
31667	HIS	121	008	US History to Reconst: HI1	3	14-Jan-19	10-Mar-19	OJC Hybrid		OMCBRI	122/113 M		Boettcher	21-Jan-19	26-Feb-19
Please note that there will be some scheduled face to face meetings for this hybrid course															
*Required Class Meetings:															
Monday, January 14th, January 28th, February 4th, 12:00pm - 1:00pm McBride Room 122 Monday, February 18th McBride Room 113**															
Please note you must have your textbook and/or access code by the first week of the semester															
31836	HIS	122	008	US History since Civil War:HI1	3	11-Mar-19	5-May-19	OJC Hybrid		OMCBRI	122/113 M		Boettcher	18-Mar-19	23-Apr-19
Please note that there will be some scheduled face to face meetings for this hybrid course															
*Required Class Meetings:															
Monday, March 11th (McBride Room 122), March 25th (McBride Room 113), April 8th (McBride Room 122), 12:00pm - 1:00pm															
**Monday, April 22nd (McBride Room 113) 12:00pm - 1:00pm **															
Please note you must have your textbook and/or access code by the first week of the semester															
HUMANITIES															
31290	HUM	122	008	Humanities: Mediev-Mod: AH2	3	14-Jan-19	3-May-19	OJC Hybrid		OHUCTR	113 M		Stork	28-Jan-19	5-Apr-19
*Required Class Meetings:															
Monday, January 14th, February 4th, March 4th, April 1st 2:00pm - 3:00pm Humanities Room 113															
Please note that there will be some scheduled face to face meetings for this hybrid course															
Please note you must have your textbook and/or access code by the first week of the semester															
HEALTH & WELLNESS															
31251	HWE	100	008	Human Nutrition	3	14-Jan-19	3-May-19	OJC Hybrid		OWHEEL	113 W		Schmidt	28-Jan-19	5-Apr-19
*Required Class Meetings:															
Wednesday, January 16th, February 20th, March 27th and May 1st at 12:00pm - 12:50pm Wheeler Room 113.															
Please note that there will be some scheduled face to face meetings for this hybrid course															
Please note you must have your textbook and/or access code by the first week of the semester															
31683	HWE	111	00L	Health and Fitness	3	14-Jan-19	3-May-19	OJC Online					Schmidt	28-Jan-19	5-Apr-19
Please note that this course is all online															
Please note you must have your textbook and/or access code by the first week of the semester															
MATHEMATICS															
Lecture Based Instruction: Traditional taught, exams will be either web-based or paper written.															
**Lab Based Instruction: These courses will be facilitated by a faculty member present in a mediated learning environment.															
Meeting times will be set by student and instructor. Students are expected to frequent the lab.**															
31567	MAT	121	008	College Algebra : MA1	4	14-Jan-19	3-May-19	OJC Hybrid		OMCBRI	120 T		Khanal	28-Jan-19	5-Apr-19
Pre-requisite: MAT 055 or Appropriate placement score															
*Required Class Meetings:															
** Tuesday, January 15th, February 12th, April 2nd, April 30th - 1:00PM - 3:00PM McBride Hall Room 120 **															
Please note that there will be some scheduled face to face meetings for this hybrid course															
Please note you must have your textbook and/or access code by the first week of the semester															

CRN	SUB	COURSE	SECT.	COURSE TITLE	CR.	START DATE	END DATE	START TIME	END TIME	BUILD	ROOM	DAYS	INSTRUCTOR	DROP DATE	WITHDRAWAL DATE
PUBLIC HEALTH															
31784	PBH	100	00L	Intro to Health Navigation	2	14-Jan-19	3-May-19	OJC Online		OLIFES			Striegel	28-Jan-19	5-Apr-19
**Please note that this course is <u>all online</u> **															
Please note you must have your textbook and/or access code by the first week of the semester															
31786	PBH	102	00L	HN Principles & Practices II	3	14-Jan-19	10-Mar-19	OJC Online		OLIFES			Striegel	21-Jan-19	26-Feb-19
**Please note that this course is <u>all online</u> **															
Please note you must have your textbook and/or access code by the first week of the semester															
31787	PBH	103	00L	HN Principles & Practices III	2	11-Mar-19	5-May-19	OJC Online		OLIFES			Striegel	18-Mar-19	23-Apr-19
**Please note that this course is <u>all online</u> **															
Please note you must have your textbook and/or access code by the first week of the semester															
31717	PBH	204	00L	Health Communications	3	14-Jan-19	10-Mar-19	OJC Online		OLIFES			Schmidt	21-Jan-19	26-Feb-19
**Please note that this course is <u>all online</u> **															
Please note you must have your textbook and/or access code by the first week of the semester															
31718	PBH	205	00L	Transition to HN	2	11-Mar-19	5-May-19	OJC Online		OLIFES			Schmidt	18-Mar-19	23-Apr-19
**Please note that this course is <u>all online</u> **															
Please note you must have your textbook and/or access code by the first week of the semester															
PSYCHOLOGY															
31247	PSY	101	008	General Psychology I: SS3	3	14-Jan-19	3-May-19	OJC Hybrid		OWHEEL	113 W		Mueller	28-Jan-19	5-Apr-19
Required Class Meeting: Please note that this class meets in Humanities 113 for the first meeting then in Wheeler 113 for the rest of the meetings															
Wednesday, January <u>16th</u> at 3:30pm - 4:30pm in Humanities Room 113*															
***Wednesday, February <u>13th</u> , March <u>13th</u> , April <u>24th</u> 12:00pm - 1:00pm Wheeler Room 113 ***															
Please note that there will be some scheduled face to face meetings for this hybrid course															
Please note you must have your textbook and/or access code by the first week of the semester															
31586	PSY	235	008	Human Growth & Developmnt: SS3	3	14-Jan-19	3-May-19	OJC Hybrid		OHUCTR	113 W		Mueller	28-Jan-19	5-Apr-19
**Required Class Meeting:															
Wednesday, January <u>16th</u> at 3:30pm - 4:30pm in Humanities Room 113*															
***Wednesday, February <u>13th</u> , March <u>13th</u> , April <u>24th</u> 3:00pm - 4:00pm Humanities Room 113 ***															
Please note that there will be some scheduled face to face meetings for this hybrid course															
Please note you must have your textbook and/or access code by the first week of the semester															
31676	PSY	238	008	Child Development: SS3	3	14-Jan-19	3-May-19	OJC Hybrid		OHUCTR	113 W		Mueller	28-Jan-19	5-Apr-19
**Required Class Meeting:															
Wednesday, January <u>16th</u> at 4:30pm - 5:30pm in Humanities Room 113*															
***Wednesday, February <u>13th</u> , March <u>13th</u> , April <u>24th</u> 4:00pm - 5:00pm Humanities Room 113 ***															
Please note that there will be some scheduled face to face meetings for this hybrid course															
Please note you must have your textbook and/or access code by the first week of the semester															
31671	PSY	249	008	Abnormal Psychology: SS3	3	14-Jan-19	3-May-19	OJC Hybrid		OHUCTR	113 W		Mueller	28-Jan-19	5-Apr-19
**Required Class Meeting:															
Wednesday, January <u>16th</u> at 4:30pm - 5:30pm in Humanities Room 113*															
***Wednesday, February <u>13th</u> , March <u>13th</u> , April <u>24th</u> 5:00pm - 6:00pm Humanities Room 113 ***															
Please note that there will be some scheduled face to face meetings for this hybrid course															
Please note you must have your textbook and/or access code by the first week of the semester															
SOCIOLOGY															
31286	SOC	102	008	Intro to Sociology II: SS3	3	14-Jan-19	3-May-19	OJC Hybrid		OWHEEL	113 W		Schmidt	28-Jan-19	5-Apr-19
**Required Class Meeting:															
** <u>Wednesday, January 16th</u> , February <u>20th</u> , March <u>27th</u> and May <u>1st</u> 6:30pm - 7:20pm Wheeler Hall Room 113 **															
Please note that there will be some scheduled face to face meetings for this hybrid course															
Please note you must have your textbook and/or access code by the first week of the semester															



OJC Quick Guide

Access Codes/E-Packs

Some courses at Otero Junior College use web based programs or course materials called E-Packs, which are provided by the textbook publisher. In a few cases, you will need an Access Code in order to complete your login to these courses or to access all course information. If your course uses web based programs or an E-Pack, the access code will generally be included with your textbook. You may need to purchase the E-Pack Access Code separately, particularly with a used book. Talk to E Campus about purchasing an Access Code.

Catalog

You can access the Otero Junior College catalog at the following web link: <http://www.ojc.edu/about/publications/catalog.aspx>

Class Attendance

Students should always notify faculty and/or instructors of absences beforehand, if possible. If class work cannot be turned in due to: Serious illnesses or death in the family, arrangements are to be made between the student and the instructor. In case of extended absences, the Student Services Center should be notified.

OJC Hybrid class orientation is scheduled for the first week of class. Check the schedule for time and place. All students in Hybrid classes must log on to class within the first twelve days of any semester or they may be administratively dropped from the course(s).

FAQs (Frequently Asked Questions)

Please visit the FAQ section of the Otero Junior College website for quick answers to commonly asked questions.

Student ID

Your student ID number begins with an "S" followed by eight numbers (for example, S12345678). Your Student ID number is **not** the same as your Social Security Number. You will need this number to be able to access the My OJC campus portal and campus computers. If you forget your Student ID Number, please contact Student Services at 719-384-6831. PIN (Personal Identification Number)/Password

You will use the same 6-digit PIN that you created when you printed out your schedule in the My OJC portal. Your original PIN will be your 6-digit birth date. (Example May 18, 1975 would be 051875). The first time you log onto My OJC, you are asked to change your password. The new password will require at least six digits of mixed numbers and letters. This is the password you will use to access the My OJC Portal, your student gateway to transcripts and other information and the learning management system, Desire2Learn.

Accessing the Portal

You may access the portal prior to the beginning of classes. Once the semester begins, access to Desire2Learn delivered course

materials will also occur there. Follow these steps.

1. Go to: <http://www.ojc.edu/>
 2. Select “My OJC” in the upper right hand corner. Upon clicking, you are taken to the login page. You may get a warning or see a bar pop up under the browser address bar. If you get a security warning box, click “no”. If you get a bar, right click it and allow content.
 3. Enter your ID and Password as listed below:
ID: (case sensitive) Example: S12345678
Password: Your 6-digit college PIN, or if you have changed it before in the portal, your new pin.
(If you do not know your S# and/or your PIN number please contact the 24/7 help Desk at 1-888-800-9198)
 4. Once inside the portal, you will want to click the Student tab.
- If you have any trouble accessing your course(s) please contact: Meagan.Hotchkiss-Trejo@ojc.edu

Emails

Your email address is an important avenue of communication between Otero Junior College and you. It is vitally important that you keep Otero Junior College informed of your correct email address. Your instructor/s and Student Services may need to communicate with you through this address. Please set up your student email once inside the Portal. Access is through the student tab. You may also want to include an alternate Email in your personal profile in Desire2Learn

Spam

Make sure that Otero Junior College emails to you are not filtered out by any anti-SPAM program you are running on non-campus PCs that you will use to communicate with OJC and you instructors. Generally Otero Junior College email will be identified by a person’s name listed as firstname.lastname@ojc.edu.

Student Responsibilities

Mutual Respect in Otero Junior College Communications:

A very important aspect of learning is an environment that provides for respectful communication. The Otero Junior College learning community is based on the value of mutually respectful communication. Upon enrolling in courses delivered by Otero Junior College, students assume responsibility for respectful communications with other students and with course instructors, including communications, which do not disrupt the learning environment.

Violations of Mutual Respect in Otero Junior College Communications:

Disruptive Communications: Definition

- Communications which disrupt the respectful learning environment.
- Use of profanity, insulting or harassing remarks in email, discussions, chat or telephone communications.

Consequences

- A student who participates in disruptive communications forfeits the right to further class participation and is subject to removal from the hybrid course for the given term without reimbursement by Otero Junior College.
- A student who is suspended more than once for disruptive communications forfeits the rights to further enrollments in Otero Junior College hybrid courses.

Desire2Learn Frequently Asked Questions

There is a lot of good information on the following website dealing with D2L issues. Not all the information located in the document works for Otero Junior College but the technical issues will. If you are having a problem with technical issues, please visit this site.

[http://www.studentwiki.cconline.org/index.php?title=Main Page](http://www.studentwiki.cconline.org/index.php?title=Main_Page)

Desire2Learn Policy

1. Log into your course on the first day of class.
2. Read your syllabus and understand what is expected for the course.
3. Communicate with faculty if you encounter any problems.
4. If you are having technical problems with D2L contact the 24/7 help Desk at 1-888-800-9198. They will be happy to help you.
5. Communications in e-mails and discussions should be professional.
6. Any disruptive communications will cause you to be blocked from further ability to use the communication tool and/or dropped from the course.

Desire2Learn Support

There are several ways that you can receive help with the My OJC portal or D2L issues. First, when you login to Desire2Learn, a series of YouTube videos are available on the right side of your homepage to help you with commons functions. There is also a 24/7 helpdesk for the Colorado Community College System available at <http://help.cccs.edu/> or call 1-888-800-9198 . Otero Junior College support is available by phone from 8:00 a.m. - 5:00 p.m. Mountain Time, Monday-Friday. Call us at 719-384-6970. You can expect a response within 24 business hours. If you are having problems, please pursue these methods so you can get assistance before you fall behind in your course(s).



Institutional Mission

To provide quality higher education that is accessible, transforms lives, expands employment opportunities, enriches our communities, promotes individual and global cultural diversity, and fosters economic development.

Vision

Otero Junior College will provide superior educational opportunities and be a valued partner with the communities we serve.

Value Statement

The special spirit of Otero Junior College celebrates learning as the process that changes and improves lives. By setting standards of excellence for ourselves, and by placing a high value on integrity, honesty, teamwork, communication and innovation, we assist students in realizing their greatest potential. We hold ourselves personally accountable for our stated values and the public trust placed in us.



Otero Junior College is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools.



OJC Crime Awareness and Campus Security Policies and Information:

OJC Campus Security is responsible for monitoring and recording criminal activities occurring on campus and/or to college property. In addition to traditional law enforcement responsibilities, Campus Security enforces parking regulations, maintains building security, conducts fire safety inspections, and makes frequent security checks at the residence hall. Safety and security information is provided to students and college staff through bulletins, crime alerts, posters, and brochures.

Campus Security does not have police jurisdiction over public or private property. Department staff work in close association with the La Junta Police Department, Otero County Sheriff's Department, and other federal, state, and local agencies. Arrests and apprehensions are referred to the La Junta Police Department; community fire and ambulance personnel are notified as necessary. All criminal incidents occurring on campus must be reported to Campus Security as soon as possible.

Colorado law prohibits the possession, consumption, or distribution of alcohol and controlled substances on campus.

The following information is provided in accordance with Title II of Public Law 101-542, the Crime Awareness and Campus Security Act of 1990. The full report is available in the Student Services Center, printed for distribution in the Campus Safety & Security brochure.

Criminal Offenses	On Campus			On Campus Residential			Public Property			Non Campus		
	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
Murder and Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Non Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	1	1	2	0	0	2	0	0	0	0	0	0
Burglary	2	0	0	1	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0

The above statistics include OJC students and non-students.

OJC's policy is for the immediate arrest for any Liquor Law related violations.

For more information on the Otero Junior College Campus Crime Statistics, Contact:

Director of Physical Plant
Otero Junior College
1802 Colorado Avenue
La Junta, CO 81050
719 384-6818



Student Right to Know, OJC Awareness and Campus Security Act:

Under the Student Right-to-Know and Campus Security Act of 1990, Otero Junior College is required to make the following information available to current and prospective students:

OJC Campus Security is responsible for monitoring and recording criminal activities occurring on campus and/or to college property. In addition to traditional law enforcement responsibilities, Campus Security enforces parking regulations, maintains building security, conducts fire safety inspections, and makes frequent security checks at the residence hall. Safety and security information is provided to students and college staff through bulletins, crime alerts, posters, and brochures. All crimes occurring on campus are reported in both the college and La Junta newspapers.

Campus Security does not have police jurisdiction over public or private property. Department staff work in close association with the La Junta Police Department, Otero County Sheriff's Department, and other federal, state, and local agencies. Arrests and apprehensions are referred to the La Junta Police Department; community fire and ambulance personnel are notified as necessary. All criminal incidents occurring on campus must be reported to Campus Security as soon as possible.

Colorado law prohibits the possession, consumption, or distribution of alcohol and controlled substances on campus.

Non-Discrimination Statement

Otero Junior College does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, sexual orientation, gender identity, age, military or veteran status, physical ability, pregnancy status, genetic information or any other characteristic protected under federal, state or local law in admission or access to, or treatment and employment in its educational programs or activities. Individuals with limited English proficiency interested in career and technical education programs will be assessed and offered options to support their participation in OJC programs. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to the Affirmative Action Officer; Otero Junior College, 1802 Colorado Ave. Macdonald Hall Room #221, La Junta, CO 81050 (719) 384-6824 or to the Office For Civil Rights, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204 (303) 844-5695.**

**This statement is made pursuant to requirements of Secs.602, 604 Civil Rights Act of 1964, 42 U.S.C. 200 d. (1), (3); 45 C.F.R. Part 80; Secs. 901, 902, Educational Amendments of 1972, 20 U.S.C. 1681, 1682 as amended. 45 C.F.R. Part 86; and sec. 504, Rehabilitation Act of 1973, 29, U.S.C. 794, 45, C.F.R. Part 84.



OJC Hybrid Courses

Otero Junior College's Hybrid courses provide students some flexibility in how their courses are delivered. Students will have scheduled face-to-face meetings with OJC instructors and through the use of the Internet will utilize a Learning Management System (LMS) to access course materials, complete reading and writing assignments, take exams, and communicate with the instructor and other students.

OJC hybrid courses are not independent study or self-paced. They are instructor-paced. Students may contact their instructor via phone, email, or personal visits. Each course is a normal one-semester OJC course. Courses offered as hybrid courses may vary each semester.

Technical Requirements

Platform: Windows 7, XP or Vista

Mac OS9, Mac OS X, Leopard, Snow Leopard, Lion

Hardware: 512MB of RAM, 1 GB free disk space

Software: Microsoft Word, Microsoft Excel, Adobe Acrobat Reader

Browser: Internet Explorer 7.0 or higher, Firefox 5.0 or higher. Safari 5.0 JavaScript and Cookies Enabled, Pop-Up Blockers Disabled

Internet Speed: Dial-Up (56K), DSL/Cable or Broadband preferred

Download Add Ins: Adobe Flash, Adobe Shockwave, Java 6 update 26Microsoft PowerPoint Reader

Technical requirements may change or be higher based on any given class. It is the responsibility of the student to keep their software and hardware updated with the latest upgrades. Alternate software is permissible if it can save to the .doc or .xls format.

Dial-up is not preferred for classes that require large transfers of data, (e.g. Photoshop images, videos or webcam).

Students will need to be proficient with computers to access the Internet, reply to emails, and send attachments. Students also need to assume responsibility as a full partner in their OJC hybrid learning process.

Tips for Success

- Attend the on-campus orientation/tutorial session offered each semester.
- Read your course syllabus carefully. This has all the information regarding your responsibilities as well as add/drop and withdrawal dates.



Bookstore- OJC Virtual Bookstore

How do I buy my books? All books or material required for courses are ordered through a virtual bookstore online site. Students can buy new or used books, rent books or purchase E-books from the virtual bookstore site.

Staff in student services are available to assist students with making their purchases online. The books and materials will be delivered to the student's home or specific mailing address, including the OJC dorm address.

What is a virtual bookstore? A virtual bookstore is an online purchasing site where students purchase the books and resources they will need for each class they are enrolled in. The virtual books is accessed online at: <http://www.ecampus.com/ojc> or through the "Bookstore" link on OJC's website at: <http://www.ojc.edu/about/campus/bookstore/default.aspx>

What methods of payments does the virtual bookstore accept? The OJC virtual bookstore accepts traditional forms of payment, including financial aid/scholarship vouchers, credit/debit cards, PayPal, checks and money orders.

Can I use my Financial Aid to pay for books purchased in the virtual bookstore? Yes. If a student intends to use financial aid for his or her books, that student must visit OJC's financial aid office for consultation and approval. Upon approval they will have access to their financial aid money on the virtual bookstore to pay for their books online.

Are used books available at the virtual bookstore? Yes

Is textbook rental available at the virtual bookstore? Yes.

What is the virtual bookstore's buy-back policy for textbooks? Used books can be sold back through the virtual bookstore. The student will be provided with a prepaid label to ship their books back for cash. OJC will also have an on-site buyback 2-3 times a year for students to sell their books back at the end of each semester.

The following schedule of classes will be offered Spring Semester of 2019.

Note: CCCS Online classes are priced slightly higher than OJC Online classes.

Please refer to this schedule for course I.D., course title, course credit, instructor, days the class meets, hours the class meets, the building and room in which the class will be held.