Online & Hybrid Course Advising
Summer and Fall 2025

<u>Definitions</u>

Asynchronous Online Course: An online course that meets completely online. While there are due dates and deadlines, there are *no regular meetings*, either on campus or online, with required attendance. There *may* be online sessions at a particular time, but they are recorded for those who cannot attend at a particular time.

Synchronous Online Course: An online course that meets completely online; however, there are *required* online meetings at a regularly scheduled time. Students who are not available at this time to participate in the course should *not* register for the course, as these meetings are not optional and cannot be "made up" at other times.

Hybrid Course: A course that is conducted partially online and partially on campus. Some of the course is conducted in the classroom, and some of the course is online. The classroom portions of the course may occur weekly, or they may occur at intervals throughout the semester – each course will be different. As these courses do include classroom hours, they need to fit into the student's schedule as any traditional face-to-face course would.

<u>Identifying Online and Hybrid Courses</u>

If you want to see ALL online offerings:
1) Login to MU Online and load the Couse Schedule.
2) Choose your term.
3) When the search boxes load, click on "Advanced Search."
4) In the "Course Format" area, choose either "Online course" or "Hybrid course" as appropriate. You can also specify other criteria, such as a department or program, or an MPSL requirement.

If you are looking at a specific course and aren't sure if it is online or not:
1) Courses labeled "Lecture" are traditional face-to-face courses. The listing should specifically say "Online course" or "Hybrid course" if it has an online component.

Is it Synchronous or Asynchronous?
1) If it says "Online course" and there are no meeting times specified, it's asynchronous.
2) If it says "Online course" but still lists days and times, then it's synchronous.

REMEMBER: Asynchronous *doesn't* mean there are no deadlines – it just means there are no required meeting times.

Student Success in Online Courses

Online courses can be a great asset to students who have complex schedules are juggling priorities outside of school such as work and family. But they aren't for everyone. Some points to consider with your advisee include:

- What previous experience do they have with online courses? Do they understand the difference between their high school Covid experience and an online college course?
- Are they good at managing their time and working independently? Or do they need a lot of reminders and hand-holding? The latter student is less likely to be successful online.
- Do they have 7-9 hours a week available to complete the work for a 3-credit course, just as they would for a traditional face-to-face course? Yes, they can choose when during the week to work on the course, but they still need to have the time available to do it.
- Do they understand they're still making a regular weekly commitment to an online course? While there may be some flexibility when certain activities can be completed, skipping a week and then expecting to complete two (or more) weeks' worth of work when they "aren't busy" will not lead to success.
- Are they comfortable with writing, both as an assignment and as a means of communicating with others? The majority of work in most online courses is written, and email and forums are the primary methods of communicating with the instructor and other students.
- Are they ok with a heavier than normal reading load? Reading assignments will generally be longer and more in depth than in face-to-face courses, while lectures will be shorter.
- Are they ok being on camera? Many online courses, especially synchronous ones, include video conferencing, video chat, etc.
- Are they interested in the subject matter? This makes it much easier to stick with the class when there isn't the pressure of attendance or other in-person activities.

Technical Requirements

- Student *must* have a laptop or desktop computer that meets Millikin's minimum specifications (or the specifications for their major, if different). These can be viewed here: https://millikin.edu/campus-life/campus-services/information-technology/tech-support-media-services (bottom of the page). Some activities, such as a proctored online exam, *cannot* be done on a public computer (e.g. in the library) or with a mobile device.
- Most online courses will require access to a webcam and microphone.
- Students need to be comfortable with Moodle and able to use a word processor at minimum. Some classes may have additional requirements.
- Some experience troubleshooting basic Internet connectivity (e.g. how to restart their modem, etc.) is not required, but is extremely helpful.

Other Things to Know Before Choosing an Online Course

- The online course fee was reinstated in Spring 2023. All online courses include a $20 per credit hour administrative fee.
- International students may not register for more than one online course (up to 3 credit hours) per semester.

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