

Building and Site Abbreviations

BBG	Birmingham Botanical Gardens
CC	Chilton – Clanton Center
CLIN	Clinical Site
iCADEMY	Pell City iCADEMY Building
JCALB	James B Allen Library
JCBDH	Bethune-DeRamus Hall
JCCAR	HY Carson Building
JCFSC	Fitzgerald Student Center
JCGLB	George Layton Nursing Ed Bldg
JCGWH	George C Wallace Building
JCHMB	Harold C Martin Career Ed Bldg
JCJSM	Jeff State Manufacturing Ctr
JCLBB	Leroy Brown HPR Building
JCLWH	Lurleen B Wallace Hall
JCRCH	Ruby Carson Hall
NGP	Neutral Ground Productions, LLC
PC	St. Clair – Pell City Center
SAM	Samford University
SCGSB	Shelby-Hoover General Studies Bldg
SCHSB	Shelby-Hoover Health Sciences Bldg
SCMSB	Shelby-Hoover Math/Science Bldg
UAB	University of Alabama at B'ham

Other Abbreviations

AU	Audit
CLAS	PE Class
CLN	Clinical
CRN	Course Reference Number
F	Friday
LAB	Lab
LEC	Lecture
M	Monday
PLT	Plato
PRE	Preceptorship
R	Thursday
S	Saturday
T	Tuesday
TBA	To Be Arranged
TRN	Internship
W	Wednesday

Web-Required Courses - Web required courses are traditional lecture courses where students attend regularly scheduled class meetings at a Jefferson State campus/instructional site. However, students are required to use the Blackboard course management system or course specific software to complete some course requirements. Students should feel comfortable using email, the Internet and any software required by the instructor. Students should either have a home computer with a reliable Internet connection or plan to complete online work in the open computer labs available at every Jefferson State campus/instructional site.

Video-Conference Courses - Each Jefferson State campus/instructional site has at least one room designed for interactive videoconferencing. This allows students at different locations to receive simultaneous instruction, interacting with their instructor and their classmates as though all participants were in the same room. Interactive videoconference courses are similar to traditional lecture courses, with regularly scheduled class meetings. Students in interactive videoconference courses may be required to use the Blackboard course management system.

Hybrid/Blended Courses - Hybrid/blended courses have some regularly scheduled class meetings at a Jefferson State campus/instructional site, but the number of meetings is reduced by incorporating online instruction. Students are expected to complete at least half of the course requirements without visiting an instructional site by accessing content and completing assignments delivered online through the Blackboard course management system or by using course specific software. It is vital for students to attend the first class meeting to receive specific information about the class meetings, exams and assignments. Students should feel comfortable using email, the Internet and any software required by the instructor. Students should either have a home computer with a reliable Internet connection or plan to complete online work in the open computer labs available at every Jefferson State campus/instructional site.

Internet Courses - Students enrolled in Internet courses receive 80% or more of their instruction through the Blackboard course management system, without visiting a Jefferson State campus/instructional site. Students communicate with the instructor and other students via email, live chat, message board, and/or phone. Most courses include weekly assignments with specific due dates. **Some courses can be completed entirely online, but others have a few on-campus requirements, including exams, labs, presentations and/or other activities. Students can determine which Internet courses require campus visits by following the instructions at www.jeffstateonline.com/register.**

Students enrolling in Internet courses should be self-starting, requiring little or no supervision to complete assigned tasks on schedule, and should have regular access to a computer with a reliable Internet connection. Students should also be comfortable browsing the web, using a word processor (formatting, copying, pasting, editing) and using email (sending and receiving, adding and downloading attachments). Most courses have specific software requirements (current version of MS Word, PowerPoint, Adobe Acrobat Reader, Windows Media Player, Java Script, etc.). Some useful downloads are available through the resources link on www.jeffstateonline.com/DistanceEducation. Students with course-specific questions are encouraged to contact the course instructor before classes officially begin. Instructor names will be posted in the online schedule and instructor contact information is available at www.jeffstateonline.com/ContactUS through the Employee Directory link.

Blackboard Hardware, Operating System and Browser Requirements

Visit www.jeffstateonline.com/DistanceEducation and select the Blackboard Help link to see if your computer has the hardware, operating system and browser necessary to access courses delivered in Blackboard.

Accessing Blackboard Courses

To access Internet courses using Blackboard, students:

1. Go to www.jeffstateonline.com
2. Select the My JSCC Pipeline link in the top-left corner
3. Log in to Pipeline (email help@jeffstateonline.com if you are not able to log in)
4. Select the Access Your Blackboard Courses link in the Online Services section on the right side of the page.

Students will be able to access Internet courses through Blackboard on the first official day of classes and become responsible for course materials and assignments available at that time. It is important for students to review material in their Internet courses on the day classes begin and to contact their instructors using the course email tool. Students who are able to log in to Pipeline but are not able to access Blackboard should contact webcthelp@jeffstateonline.com for technical support and should also make their Internet instructors aware of the problem. Instructor contact information is available at www.jeffstateonline.com/ContactUS through the Employee Directory link. Blackboard technical support is available throughout the term at webcthelp@jeffstateonline.com. Go to www.jeffstateonline.com/DistanceEducation or call (205) 856-7824 to learn more about distance education options at Jefferson State.