

Online Course Administration Timelines		
Action	Timeline	Exception
1. Request course activated for semester	4 weeks prior to start of semester	Courses in development – last minute hires – last minute instructor assignment
2. Begin student data upload	1 week prior to beginning of course	None
3. Student access to course	4 days prior to the 1 st day of courses at Hartnell	None (instructors can email students, once students are uploaded)
4. Last day to add students in CMS	15 business days after the start date of courses	None
5. Last day to drop students (So CMS doesn't bill Hartnell)	15 business days after the start date of courses	Students can be dropped later than this date but the college pays anyway
6. Last day to access student data from course (not archived)	2 weeks after semester ends	Special request to on-site eCollege administrator

In addition to following the above mandatory timeline, instructors are encouraged to read the Hartnell College Distance Education: Online Learning Best Practices document. Faculty should pay close attention to the section on Recommended Faculty responsibilities starting on page 11 of the document.

This document can be found online at:

- www.hartnell.edu/ecampus

Please be sure to provide contact information (ie: your Hartnell email and/or phone number) for your students in the schedule of classes. Having a syllabus or some informative web page that sits outside the CMS (course management system) but on the internet is very important.

<http://panther.hartnell.edu/faculty/>

note: Contact an Instructional Technologist if you are not sure how to do this.