Online Learning

Technical Support for Blackboard
BbHelp@allenc.edu
Iola Campus: 620-365-5116 ext. 242
Burlingame Campus: 785-654-2416 ext. 201

Allen Student Support
studentsupport@allenc.edu
Skype us at AllenStudentSupport
620-365-5116 ext. 219

Allen Writing Center
http://web.allen.edu/accc/owl.htm
Bruce Symes: symes@allenc.edu

Technical Support for myAllen
Doug Dunlap: ddunlap@allenc.edu
620-365-5116 ext. 261

Allen Advising
advisor@allenc.edu
Iola Campus: 620-365-5116 ext. 268
Burlingame Campus: 785-654-2416 ext. 214

2015 Important Dates:

Fall full semester/16 week courses
Orientation: July 18-August 17
Classes Begin: August 18
Last Day to Add Classes: August 24
Last Day to Drop Classes: August 31
100% Refund Ends: August 31
Last Day to Withdraw: December 2
Classes End: December 17

First 8 week courses
Orientation: July 18-August 17
Classes Begin: August 18
Last Day to Add/Drop Classes: August 24
100% Refund Ends: August 24
Last Day to Withdraw: October 6
Classes End: October 9

Second 8 week courses
Orientation: September 12-October 11
Classes Begin: October 12
Last Day to Add/Drop Classes: October 18
100% Refund Ends: October 18
Last Day to Withdraw: December 2
Classes End: December 17

Computer Requirements
You must have access to the Internet to take an online class. You also need a computer that meets the specifications below. Mobile devices do not meet these requirements.

Minimum PC Specifications
- Windows 7 or 8
- Mac OSX 10.7 or above
- 5 GB of hard drive space
- Consistent, high speed internet
- 1 GB of RAM
- Sound card with speakers
- Processor speed: 1GHz or higher
- Check the recommended browsers which are listed on the Blackboard log-in screen at: https://allencc.blackboard.com
- Cookies enabled
- JavaScript/active scripting enabled
- Allow pop-ups from https://allenccc.blackboard.com

Allen Community College is committed to a policy of nondiscrimination on the basis of race, color, sex, national origin, religion, age, and disability in admissions, educational programs or activities, and employment; all as required by applicable laws and regulations under the Title VI Civil Rights Act of 1964, the Title IX Regulations of 1972, Section 504 of the Social Rehabilitation Act of 1973, and the Americans with Disability Act of 1990. Responsibility for coordination of compliance and receipt of inquiries has been delegated to the Vice President for Student Affairs, Allen Community College, 1801 North Cottonwood Street, Iola, Kansas 66749, 620-365-5116, vpsa@allenc.edu
Accessing Your Courses

- Go to https://allencc.blackboard.com
- Login
  - Username: Your student ID number
  - Password: First four letters of your last name and the last four numbers of your Social Security Number (i.e. smit1234). If your SSN does not work, try replacing the numbers with 9999.

Before Classes Begin

Online Student Orientation
This orientation is available to all online students approximately one month before classes begin. The orientation is optional but highly encouraged for student success.

Online Student Resource Center
The Resource Center contains helpful information for online students.

When Classes Begin

On the official start date of the courses, you will be able to access your courses through Blackboard. Please note that you will not be able to access your courses before their official start dates.

myAllen

- Go to http://my.allencc.edu/ics

myAllen is your source for Allen services and information. You can use myAllen for email, financial aid, payments, unofficial transcripts, calendars, and much more.

Home
The Home tab provides links to Allen’s website, Blackboard, and your Allen email. It is important to check your Allen email account on a regular basis, as it is the email address that instructors and the college use to communicate with students.

Academics
The Academics tab allows you to view and print your course schedule, course history, unofficial transcripts, and grade reports. You will also be able to view your ESPs (Early Student Progress reports) as well as calculate a projected GPA.

Finances
The Finances tab allows you to view and print your financial aid award, 1098-T information, and your course and fee statement. You can track your financial aid progress and determine what documents are still needed to complete your financial aid. You can pay your bill or sign up for the FACTs payment plan.

Textbooks

Allen operates a textbook rental program for students. The textbook rental cost is $12 per credit hour. Specialized classes may require the purchase of a book or workbook.

Textbooks may be mailed to you or picked up from either campus. To arrange for textbooks to be mailed or for additional questions please contact:

**Allen Community College Bookstore**
Iola Campus
harrison@allencc.edu
620-365-5116 ext. 296

**Allen Community College Book Counter**
Burlingame Campus
mjohnson@allencc.edu
785-654-2416 ext. 208

Order textbooks online at:
https://my.allencc.edu/BookReq.aspx

Returning Rental Textbooks
Rental textbooks must be returned to the bookstore following your final exam. If a textbook is not returned, a hold will be placed on your account until the textbook is returned or replacement cost payment is received.