Online OPT Orientation Checklist

STEP ONE (Orientation Forms)

INITIAL

_____ I have downloaded:

- Student Data Form
- Orientation Checklist
- Orientation Completion Form

_____ I have submitted:

- Student Data Form to Opticianry Program

Date of Submission ______________________

_____ I have read:

- Orientation Checklist
- Orientation Completion Form

STEP TWO (Apply to HCC)

INITIAL

_____ I have read and I am familiar with the requirements for admission and enrollment as presented by:

- College Catalog
- Advising Guide
- Student Handbooks

_____ I have submitted my Application for Admission to HCC and have submitted:

- High School or GED Scores
- All previous College Transcripts
- SAT, ACT or CPT Scores (if no previous college transcripts are applicable)

Date of Submission ______________________

Application Username ______________________

Application Password ______________________

_____ I have received my HCC “Acceptance Letter” and:

- My HCC Student ID# is ____________________________
- My Florida Residency Status is ______________________
- I have contacted the HCC Admissions and Records Office by email to correct any discrepancies

Date of Receipt ______________________
BEGIN THE ONLINE NEW OPTICIANRY STUDENT ORIENTATION

Test your computer software compatibility

INITIAL

_____ I have tested:
   □ My Browser Compatibility
   □ Download Capabilities
   □ Video Technologies

_____ I have repaired any technologies that did not work

Complete the following questions as you progress through the HCC Opticianry Online Orientation. To be successful in the Opticianry Program, all Students must be aware of the information contained in all areas of the online orientation.

PART 1 - Introduction of Faculty

Dr. __________ started the HCC Opticianry Program in the year __________.

The Opticianry Program Director is __________________________.

The Edison College Program Coordinator is ____________________.

The current State President of Professional Opticians of Florida is ______________________.

PART 2 – HCC Website/ Hawknet Webadvisor

Students manage their personal records through ______________________.

Students identify their Username through the ______________________ area.

To contact the Admissions and Records Office Students must email _____________________.

   □ My HawkNet Username is ____________________________
   □ My HawkNet Password is ____________________________

PART 3 – HCC Opticianry Program Website

Students are required to access the Opticianry Website _______________________

The Opticianry Website provides information regarding (list two) ___________, ___________.

The Opticianry Program is a program in the ______________________ Department

The Opticianry Student Organization is known as ____________________.

Important information for our Students is found in ________________________________.

Organization and Regulatory Board information is found in ________________________________.
PART 4 – Detailed Instructions for OPT Students

REGISTRATION

Registration information should be gathered from ______________________ only.

Students use the ______________ registration option to register for sections.

In addition to the 4-digit Course Number the 7-digit __________ number and term are entered during the registration process.

Our Students are asked to check their schedule every day through the first __________ of the semester to be sure your do not get purged.

   My “Registration Classification” is ____________________________

   My “Start Semester” is ____________________________

TEXTBOOK ORDERING

Each Opticianry Course requires __________________________________.

To order your textbooks online you must first create a __________________ account.

Opticianry Program texts are found under the __________________________ Campus category

The required texts and course packs are found in the document titled _______________________________

   My Bookstore Profile Username is ____________________________

   My Bookstore Profile Password is ____________________________

SPONSOR SITE INFORMATION

Practical experience is accomplished in two ways _____________________and______________________.

It is the Student’s responsibility to ensure that the off-campus lab/clinical sites have the
________________________________________________________ necessary to complete the objectives of the lab/ clinical classes.

Students must complete _____ Vision Care Clinical Courses prior to completion of the program.

Students registered for _____ on-campus credits must attend on-campus clinicals.

Submission of Sponsor Information is done __________________________.

MIDTERM PROCTOR INFORMATION

If at any time a student submits Quiz _____ - that is the score that will be recorded.

Final Exams are administered __________________________ for ALL Students.

ALL students (whether taking exams on or off campus) must submit Midterm Proctor Information by the _____________week of ______________ semester
ONLINE@HCC/ BLACKBOARD INFORMATION (Course Delivery System)

Online Opticianry Blackboard Courses cannot be accessed prior to ____________________________.

Students should create a shortcut on their desktop to the Blackboard _____________________ page.

The ______________________ of the course presents the requirements of the course.

Course Content and Components are found on the _____________________ of the course.

Course Communication Tools are found on the _____________________ side of the course.

Questions about specific courses should be emailed within the ____________________

Students browse the _______________________ area of the Email function to select recipients of emails.

Quizzes allow __________ attempts for each quiz.

Quizzes are generally presented for each __________ of the course.

Quiz B provides the “Student’s Response” and well as the ________________

My BlackBoard Username is ____________________________

My BlackBoard Password is ____________________________

FINANCIAL AID

The ______________________________________ does not counsel students about Financial Aid.

Should a student require Financial Aid it is recommended that the process begin ________________.

The two main procedures to begin the process of applying for financial aid are Step One
_______________________ and Step Two _________________________

PART 5 – Conclusion of the HCC Opticianry Online Orientation

Once you complete the HCC Online Orientation you must submit the ________________

Students should NOT __________ without first being contacted about registration options.

The Opticianry Program starts new classes of students in ____________ , ____________ , and ____________.

The ____________________ semester is the only full-time semester.

HCC Opticianry Program Address: _________________________________________________________

HCC Opticianry Program Manager Name: ____________________________________________________

Date of Submission of Orientation Completion Form __________________________

Date of being contacted about account activation and registration options ______________

Keep this checklist for your records. Refer to the information here to refresh your memory about
our requirements, procedures and information. Feel free to access the Online Orientation at any
time to review this important information.