WELCOME

Welcome to Colby Community College. Congratulations on making a smart choice! You have chosen to embark on an online learning adventure. It is our goal to provide the information, tips, and guidelines you need to have a successful and quality online educational experience.

Please take the time to read this manual and keep it for future reference.

ADMISSIONS

Colby Community College’s open admission policy encourages all students to explore the many educational opportunities available at the college. You are eligible for admission if you:

- Are a graduate of an accredited high school or home school.
- A student transferring from another accredited collegiate institution.
- A holder of the General Education Development certificate.
- High school or home schooled sophomores through seniors who wish to enroll in courses offered by Colby Community College either on campus, campus outreach, hybrid or online format must obtain approval from their high school principals prior to enrolling in the course.
- Students enrolling in classes must take the COMPASS test or meet ACT/SAT requirements. **All scores must be submitted to CCC prior to the class beginning.** These students are not eligible to take developmental courses.
- A student who does not fall under any of the above categories may be considered for special admission to Colby Community College by the Director of Admissions and/or Vice President of Student Affairs.

APPLICATION FOR ADMISSION

To be officially admitted as a student, the applicant should complete an application for admission online. Once the application is processed, you will receive an email with instructions of how to access our online services such as
Trojanweb (to enroll in courses and check final grades), eCollege (to access your classes and check ongoing grades) and CCC email.

**DISABILITY ACCOMMODATIONS**

If you need accommodations for any disabilities, please contact the eLearning Team at least 30 days prior to the course start date.

Phone: 785-460-5567

Email: elearning@colbycc.edu
TECHNICAL INFORMATION

The journey begins with determining if you meet all the system requirements for participating in the online classroom.

Windows Users
- Windows 2000, XP, Vista, or 7
- 28.8 kbps modem (56K recommended)
- Soundcard & Speakers
- Internet Explorer 8.0

Mac Users
- Mac OS X or higher (in classic mode)
- 28.8 kbps modem (56K recommended)
- Soundcard & Speakers
- Safari 3.0

Screen Resolution
We recommend setting your screen resolution to 1024 x 768 pixels. If you currently see a horizontal scroll bar at the bottom of your screen and would like to eliminate this, you can do so by resizing your screen.

SCREEN RESOLUTION

To check the resolution setting for Windows:

- Go to the Start Menu on the lower left-hand corner of your screen.
- Scroll up to Settings.
- Choose the Control Panel option.
- Double click on the Display icon.
- Click on the Settings tab.
- In the box titled Desktop Area, make sure the setting is at 1024 x 768 or higher. (If it is not already on 1024 x 768 or higher, move the slider to the right to change this setting.)
To check the resolution settings for Macintosh:

- Click on the Apple menu on the top left-hand corner of your screen.
- Scroll down to Control Panels.
- Choose Monitor & Sounds from the menu.
- In the resolution box, make sure 1024 x 768 or higher is highlighted.

For assistance, please contact the [CCC Helpdesk](#).
By phone: 785-460-5541 or 785-460-5492
LOGGING INTO ePORTAL SERVICES

1. Log onto the Colby Community College website at www.colbycc.edu.

2. Along the left side of the website, click on the ePortal button or Current Students > ePortal. ePortal offers access to all online applications including Trojanweb and eCourses (eCollege) with just one password.

3. Enter the email address and password that was included in the body of the email you received from Colby Community College IT Department.

USERNAME: firstname.last@trojans.colbycc.edu (all lower case)

PASSWORD: first initial + last initial + year of admittance (initials are lower case)

Example: John Smith has recently been admitted to CCC. His logins would look like this:

USERNAME: john.smith@trojans.colbycc.edu

PASSWORD: js2011
4. Enter this information on the ePortal log-in page.

5. Click on eCourses to enter the online classroom, choose Google/Email Apps to view your new CCC email, or click on TrojanWeb to view course offerings. To enroll in courses or see your information you will need to log into Trojanweb.

6. Your username is also your CCC email address. This is the email address that your instructors will use to contact you. The email can be forwarded to another email address. Please see the instructions below if you would like to forward your CCC email to your preferred provider.
After clicking on eCourses on the ePortal (OneLogin) site you will enter eCollege. Click on the Academic Tab located in the top right hand corner of the screen to access your course information. This tab shows all the courses you are enrolled in and a student tutorial. We strongly encourage that you take the time to view the student tutorial and complete the online orientation.
To access Trojanweb click on Trojanweb from the ePortal (OneLogin) site. To view personal information, enter your Student I.D. and password. The password is the first letter of your first name, first letter of your last name and the year you enrolled. For example, if your name is John Smith and you enrolled in 2011, your password is js2011.

Once your advisor has been assigned, you may use Trojanweb to enroll.

After logging into Trojanweb through the ePortal, you will not have to enter your log-in information again (as long as you enter through the ePortal site on your next visit.)
Every student admitted to Colby Community College will receive an email account. This is the only email that staff and faculty will have. Be sure to check this email often! If you have another email that you prefer to use, please follow the instructions below to forward your email.

To Forward your CCC eMail Account:

1. Sign into your Trojan email account.
2. Click the Gear Icon in the top right corner of the page.
3. Click Mail Settings.
4. Click the Forwarding and POP/IMAP tab.
5. Click Add a forwarding address.
6. Type in the email address you want to forward your mail to.
7. A confirmation code is sent to the email address you submitted to forward to (may take up to five minutes to receive).
8. Leave your Trojan email open and then open up your other email in a different tab or new window.
9. Once you get the confirmation email, make note of the confirmation code.
10. Go back to your Trojan email settings in your Trojan email account.
11. Enter the confirmation code and click verify.
12. Select the Forward a copy of incoming mail to the email address you inputted earlier.
13. Choose what you want to do with the email in the next drop down box. We recommend choosing the delete Colby Community College Mail’s copy, so the email is not building up in that account.
14. Click Save Changes.
**BOOKSTORE**

*Order your books online* from Colby Community College. Be sure to order books well in advance of the course start date to allow for delivery.

1. Click on the Textbook Link.
2. Click on Online Books.
3. Select correct Semester, Department and Course Number and click on Submit Form.
4. Add the book that you want to your cart. If it shows that we have no stock, we will order the correct title for you and ship it as soon as possible.
5. When finished shopping, go to cart and click on Checkout. (The next screen that appears will be one that says there is a problem with the website’s security certificate. However, this is not the case. We do not own our own certificate. We use the certificate supplied to us by our software provider.) Simply click on Continue to this website (not recommended) and you will go directly to the checkout screen.
6. Fill out all of the information on the Checkout screen, click Complete and the order will be processed as quickly as possible.
The Financial Aid office at CCC has many resources designed to ease the financial burden of attending college. The staff can help current and potential students explore many avenues of financial help including federal grants, work-study, and loans.

The financial aid staff explains various aid types and the process to establish eligibility. They offer counseling on the best ways to fund your college education. The staff will explain how to file the FAFSA (Free Application for Federal Student Aid) electronically at your request.

There is no charge to submit a FAFSA. Please be sure to visit the correct website to file your FAFSA.
Library services are available to assist you with literature searches, interlibrary loans of journal articles, and book requests. If you are a student living near Colby, we encourage you to visit the H.F. Davis Library. The library has a collection of over 30,000 items in a variety of formats for patron use. Our printed sources, including reference materials, fiction and non-fiction titles account for over 30,000 items in our collection. Audio-visual materials number over 5,000. The periodical section contains over 250 choices of scientific, popular and current interest titles. Back issues of numerous periodicals can be found on microfiche and microfilm.

The Davis Library is a selective depository for federal government publications as well as a depository for the State of Kansas. Additionally, access can be gained to electronic sites for Kansas state government.

Databases include but are not limited to: Newsbank, Infotrac, CINAHL, LexisNexis, FirstSearch, and A Matter of Fact. Interlibrary Loan (ILL) services are available for those resources that are available in book format or are not available electronically. Contact the library to gain access to these resources.
RESOURCES

ACADEMIC CALENDAR
To be advised of important dates please View The Academic Calendar online.

ADMISSIONS .................. ADMISSIONS@COLBYCC.EDU .................. 785-460-4690
Provides access to online application for admission and information for new, returning and transfer students.

ACADEMIC ADVISORS
Each student is assigned an advisor to discuss academic and career/life goals. Contact your advisors when you have academic-related questions or issues. Advisors can be reached during office hours by email, phone, or regular mail. Once you are assigned an advisor this information will appear in Trojanweb under Advising.

BOOKSTORE .................. BOOKSTORESALES@COLBYCC.EDU ............ 785-460-5500
Visit the bookstore to order your books online or school merchandise.

FINANCIAL AID ........................................... 785-460-4695 OR 785-460-5497
For general information, forms, student loan information, scholarship and information on applying for Federal Aid.

LIBRARY .................. LIBRARY@COLBYCC.EDU .................. 785-460-5487
The library offers support services for outreach, online and on-campus students.

REGISTRAR ................................................................. 785-460-4675
For general information and questions regarding transcripts, academic schedules, and adding or dropping classes.

SCHEDULE OF CLASSES
For a list of course offerings for current and upcoming semesters View the Class Schedules online or in Trojan Web.

STUDENT ACCOUNTS ............................................................... 785-460-4664
Contact student accounts for questions regarding your billing statement.
Tuition and fees for courses offered online through eCourses are very affordable. Both in-state and out-of-state students pay the same low price. Currently the tuition rate is $92 per credit hour.