



March 13, 2020

Dear Students of Las Vegas College,

Although there have been no confirmed cases of coronavirus (COVID-19) at Las Vegas College, your health and safety is our main priority. We also would like the least amount of disruptions to your educational goals. Having said that, as a precautionary measure, this is to inform you that the majority of classes at Las Vegas College will immediately be moved to our online platform. We will remain in this online status until such time as we receive guidance from federal, state, and local authorities that such precautionary measures are no longer necessary.

You may access your online classes as mec.instructure.com. Please be sure to use your LVC email address and password as your online User ID and password. As classes are moved online, you will receive either an email asking you to accept your class, or you may go directly to mec.instructure.com and accept your classes there. Please check this platform often, as classes are being added individually, and it may take a few days before all classes are available. There are instructions below on how to access the online platform via mobile device.

All theory classes scheduled for the week of Monday, March 16, will shift by one day in order for all instructors to properly prepare your class. For instance, lectures normally held on Monday between 9 a.m. and 12 p.m. will be held live via online conference Tuesday between 9 a.m. and 12 p.m. Note: Classes will only be shifted this first week. Also, recordings of lectures will be made available just in case you are not able to join the live lecture during the shifted week. These theory classes will resume their regular times the week of March 23 and will be held via online conference.

Students are expected to attend all classes and complete all assignments. Attendance for the week runs from Monday, 12:01 a.m. to Sunday, 11:59 p.m. Pacific Time. To be marked present for a class, students need to log in a minimum of three times each week and post substantive, meaningful content at least twice on two separate days to relevant class discussions for the week and complete at a minimum one homework assignment or quiz.

Las Vegas College will remain open for those of you who wish to use computers on campus or have other needs. We will continue to maintain appropriate facilities, equipment, technology, and resources for all programs. Students will continue to have access to computer labs, printing, photocopying, Wi-fi, library and electronic resources, etc. Library resources are also available online, and instructions are provided in the online courses on how to access that online material.

Students are still held to the policies as outlined in the campus catalog. Las Vegas College seeks to create an environment that promotes integrity, academic achievement, and personal responsibility. Accordingly, the Code of Online Student Conduct is as follows: Disciplinary action, including suspension/dismissal, may be initiated against any student based upon reasonable suspicion of involvement to commit any of the following:

- Cheating, plagiarism, fabrication or other forms of academic dishonesty
- Unauthorized copying, downloading, file sharing, or transmission of copyright-protected material
- Misrepresenting personal identification
- Participating in unauthorized acquisition, use, or attempt to use the username/ID or password of others
- Providing username/ID and password to others with the intent of misrepresentation in accessing and/or completing coursework or class attendance

If the school determines that the student's behavior may have violated this Code of Online Student Conduct but does not warrant a suspension or dismissal, the school will promptly provide the student with a written warning.

Please note: Our accrediting agency has approved this move to online.

Institutional Responsibilities:

Campus Leadership will:

- provide students and faculty with access to equipment and facilities during operating hours
- provide the faculty and students of the schools with access to a reliable LMS
- provide students with LMS training and ongoing assistance as necessary
- provide faculty with LMS training and ongoing assistance as necessary
- provide students and faculty with access to online research databases and e-book collection, and staff support for training and guidance via telephone, webinar, or in-person
- comply with all standards and regulations as mandated by accrediting bodies, governmental agencies, and MEC.

Faculty Responsibilities:

The faculty will:

- utilize the LMS to meet course learning objectives
- provide clear expectations for students
- provide timely and meaningful responses to student questions and discussion posts
- grade all assignments in a timely and consistent manner
- incorporate materials according to the Federal Copyright Act and Employee Agreement Regarding Confidentiality and Inventions document

- comply with all standards and regulations as mandated by accrediting bodies, governmental agencies, the individual campuses, and MEC.

Student Responsibilities:

The student will:

- Request online training or assistance as needed
- abide by the Copyright Policy as outlined in the student catalog
- maintain the standards of academic integrity and Code of Online Student Conduct
- participate in weekly online discussions and complete all course requirements

Distance Education System/Technology Requirements

Screen Size

The system is best viewed at a minimum resolution of 800x600.

Operating Systems

- Windows 7 and newer
- Mac OSX 10.6 and newer
- Linux - chromeOS

Mobile Operating System Native App Support

As of January 5, 2019, Android apps require version 5.0 or later and iOS apps require version 11 or later. All Android and iOS both support the two most recent versions of their respective operating systems.

Computer Speed and Processor

- Use a computer 5 years old or newer when possible
- 1GB of RAM
- 2GHz processor

Internet Speed

- Minimum of 512kbps

Internet Browser

The system supports the current and first previous major releases of the following browsers:

- **Chrome** 73 and 74
- **Firefox** 65 and 66 (Extended Releases are not supported)
- **Flash** 31 and 32 (used for recording or viewing audio/video and uploading files)
- **Internet Explorer** 11 (*Windows only*—functionally supported; may exhibit slight visual differences from other browsers, but these differences do not restrict product functionality)
- **Edge** 42 and 44 (*Windows only*)
- **Respondus Lockdown Browser** (supporting the latest system requirements)
- **Safari** 11 and 12 (*Macintosh only*)

You should always use the most current version of your preferred browser. Your browser will notify you if there is a new version available.

Some supported browsers may still produce a banner stating Your browser does not meet the minimum requirements. If you have upgraded your browser but you are still seeing the warning banner, try logging out of the system and deleting your browser cookies. The warning banner will display in versions of Firefox older than Firefox 60 and versions of Chrome older than Chrome 66.

Required Components

Flash is required for recording audio and video in the Rich Content Editor. Other than these features, Flash is not required to use most areas of the system. Please note that some browsers may no longer support Flash.

The Java plug-in is required for screen sharing in Conferences. Please note that some browsers do not support Java. Otherwise, there are no other browser plug-ins used. JavaScript must be enabled to run.

Mobile Devices

The system interface was optimized for desktop displays, so using small form factors such as phones may not be a pleasant experience. For the best user experience, please download the system's mobile applications.

Since the system uses small elements of Flash, not all features may be supported on mobile devices, especially on iOS. However, the system offers limited support for native mobile browsers on tablet devices. For additional details, please reference the limited-support mobile browser guidelines.

Mobile Browsers

Visit the Apple store or the Play store to download mobile browsers. The following major browsers are compatible with mobile devices:

iOS

- Safari (default browser with limited system support)

- Chrome
- Photon Flash Player (supports Flash)

Android

- Chrome (default browser with limited system support)
- Internet
- Firefox