

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 Handbook

_____ 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 _____

Date of Receipt _____

_____ I have contacted the HCC Admissions and Records Office through HCC LIVE to correct any discrepancies

SOFTWARE COMPATIBILITY TESTS

INITIAL

_____ I have tested:

My Browser Compatibility
Download Capabilities
Video Technologies

_____ I have repaired any technologies that did not work

BEGIN THE HCC OPTICIANRY ONLINE ORIENTATION

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 Opticianry Faculty

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

The Opticianry Program Director is _____.

The current President of West Coast POF is _____.

The Edison College Program Coordinator is _____.

PART 2 – HCC Website/ Hawknet Webadvisor

Students manage their personal records through _____.

Students identify their Username through the _____ Management area.

Students contact the Admissions and Records Office Students through _____.

Students create their User Account for online system access through the _____ Directory.

My HCCNetID Username is _____

My HCCNetID 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 Club is known as _____.

Important information for our Students is found in _____ area of the Opticianry Website.

The HCC Graduation Ceremony is held in the _____ semester of every year.

Opticianry Board, POF and other organization information is found in the _____ section.

PART 4 – Detailed Instructions for OPT Students

REGISTRATION

Registration information should be gathered from _____ only.

Students use the _____ registration option to register for sections.

The 5-digit _____ number and term are entered during the registration process.

Any student not registering for all listed OPT courses must _____ prior to registering.

My “Registration Classification” is _____

My “Start Semester/ Year” 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.

ALL students (whether taking classes on or off campus) must submit Sponsor Site Information by the _____ week of _____ semester

MIDTERM PROCTOR INFORMATION

Final Exams are administered _____ for ALL Students.

Students have two choices as to where to complete Midterm Exams: _____ or _____

ALL students (whether taking exams on or off campus) must submit Midterm Proctor Information by the _____ week of _____ semester

ONLINE COURSE INFORMATION

HCC Online Course are accessed through the _____ link of the HCC Homepage.

Online Opticianry Blackboard Courses cannot be accessed prior to _____.

Course Tools are found on the _____ side of the course.

Students should review the _____ and _____ of each course when the semester begins to create a schedule that allows them to complete the course objectives in a timely manner.

Questions about specific courses should be emailed within the _____

Quiz B provides the "Student's Response" and well as the _____.

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.

After registering and paying for classes Students should order _____.

HCC Opticianry Program Address: _____

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.