A Web-assisted course is a seated course that meets at specific times and on specific days on campus. However, students are required to have Internet access as a supplement part of the course.

Blackboard and distance learning orientations are delivered online. There is no on-campus orientation.

Go to this URL to begin the online orientation: http://www.halifax.cc.edu

Click the link to Distance Learning.

Read the “welcome.” Then, click the link “Online Orientation.”

HCC uses a 3-digit or 4-digit class section identifier system.

First digit denotes the semester. Example: 3 0 1
1 - Spring
2 - Summer
3 - Fall

If there is a 4 digit number, the second number denotes a mini session. It may be a DMA course that may follow 4 mini sessions or one of 2 8-week mini sessions. Example: 301

Middle digit denotes type of class. Example: 3 0 1
0 - Seated Class (the number zero)
C - Career & College Promise
D - Distance Learning Class
F - Friday Night Class
S - Saturday Class
T - Tuesday Class

Last digit/letter denotes a section. Example: 3 0 1
A - Art Appreciation
B - Business
C - College Transfer Success
D - Dental Assisting
E - Early Childhood Education
H - Health Information Management
M - Medical Assisting
M - Medical Assistant Training
O - Office Systems Technology
R - Radiography
S - Substance Abuse
T - Technology

Examples:
301 = Fall Semester, Seated, First Section
32D1 = Monday, Tuesday, Wednesday, Thursday, Friday
32D2 = Monday, Tuesday, Wednesday
3WS1 = Tuesday, Wednesday, Thursday

Abbreviations:
HY - HYBRID
IN - NORTH CAROLINA INFORMATION HIGHWAY
IN/IN1 - Building code/room code used for internet-online classes
HOSP/HOSP1 - Halifax Regional Medical Center
TBA-TO BE ANNOUNCED
TR - TRADITIONAL SEATED/WEB-ASSISTED

Building Codes/Locations:
17 - Cosmetology Department/classrooms
20 - Dr. Philip W Taylor Complex (Main Building - 1st floor Administration/Classrooms; 2nd floor Business & Commercial Technologies Department/classrooms)
22 - 400 building (BLET, Industrial Maintenance Technology Department/classrooms)
24 - 500 building (Developmental Education, Science Department, Criminal Justice, Early Childhood Education, & Human Services Departments/classrooms)
31 - Building 200 (Allied Health Building - 1st floor Dental Hygiene Department/classrooms; 2nd floor Nursing Education Department/classrooms)
32 - Wellness Center (classroom-0110) (RED & HEA classes)
EPARK = Emry Park
HHC = Halifax County Community College
HY/HY1 = Building code used for hybrid classes
HOSP/HOSP1 = Halifax Regional Medical Center
IN/IN1 = Building code/room code used for internet-online classes
TBA - To Be Announced

**Career & College Promise**

“Occasionally, it is necessary to cancel a scheduled course because of low enrollment. Every effort is made to announce the cancellation before the first class meeting; however, this is not always possible. If a course is cancelled, a student who does not choose to transfer to another course may receive a full refund of the tuition and fees paid for the cancelled course.”
<table>
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<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
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