

Online Course Handbook for Students



Texarkana College

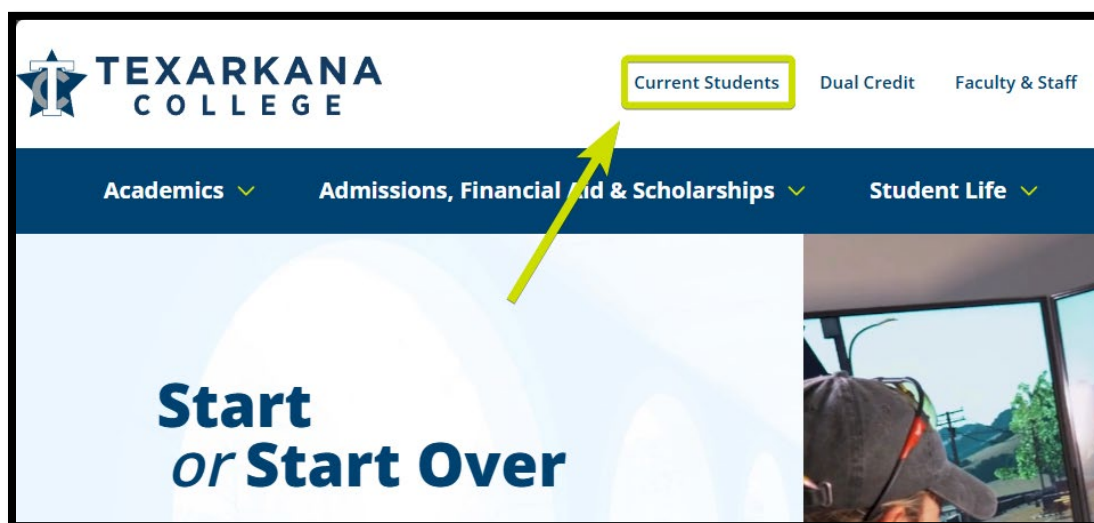
Welcome to Online Learning at Texarkana College

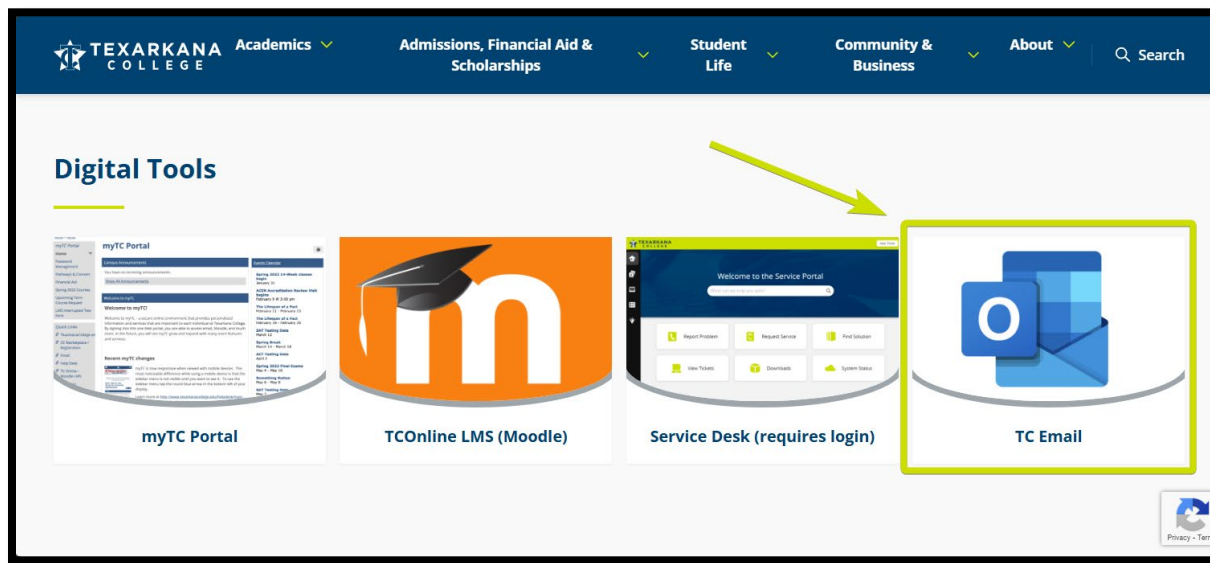
The goal of this guide is to provide you with specific information concerning online courses at Texarkana College. If you are a new student at Texarkana College, be sure to familiarize yourself with the Texarkana College website at www.texarkanacollege.edu by navigating through the various links which will provide you with general information about the college and its services. This guide is not meant to replace the general information found on the college's website, but instead provides detailed information on how to:

- Access your TC student email account
- Determine the computer requirements needed for TC online courses
- Log-in to your myTC account and get started with your TC online courses
- Navigate through your TC online courses
- Be a successful online student
- Follow Netiquette guidelines
- Locate the different Texarkana College Student Support Services

How to access your TC student email account

As a Texarkana College student, you have your own Texarkana College email account. To access this account, go to <https://www.texarkanacollege.edu> and select the Current Students tab located at the top of the page, scroll down to the Digital Tools section, and select TC Email.





When prompted, enter your TC Username, followed by your password.

Every student has a unique login to access a multitude of services at Texarkana College. Your login is your first initial, a period, the first 14 letters of your last name, and the last four digits of your student ID number. For example, if your name is Jane Doe and your ID-Number is 12345678, then your username will be j.doe5678. If your name is John Jingleheimer-Smith and your ID-Number is 87654321, then your login will be j.jingleheimersmi4321. This username will not only allow you to login to computers on campus but is also your myTC login. You must add the @texarkanacollege.edu

after your username. If you're signing in from off campus, you will be prompted to complete Multifactor Authentication, or MFA.

About Passwords

Your Texarkana College account password will be sent to the email address you provided during registration. The password will be randomly generated and follow this pattern:

- Three numbers, three lowercase letters, and two uppercase letters.
- Example: 123abcDF

If you experience any issues signing in with the password provided, please contact the IT Service Desk at 903-823-3030.

Passwords for your accounts must follow these rules:

- Minimum length of 8 characters
- Must contain 3 of the 4 character types: uppercase letter, lowercase letter, number, or special character
- Do not re-use a password, our system remembers the last 24 passwords
- The password cannot contain any part of your name

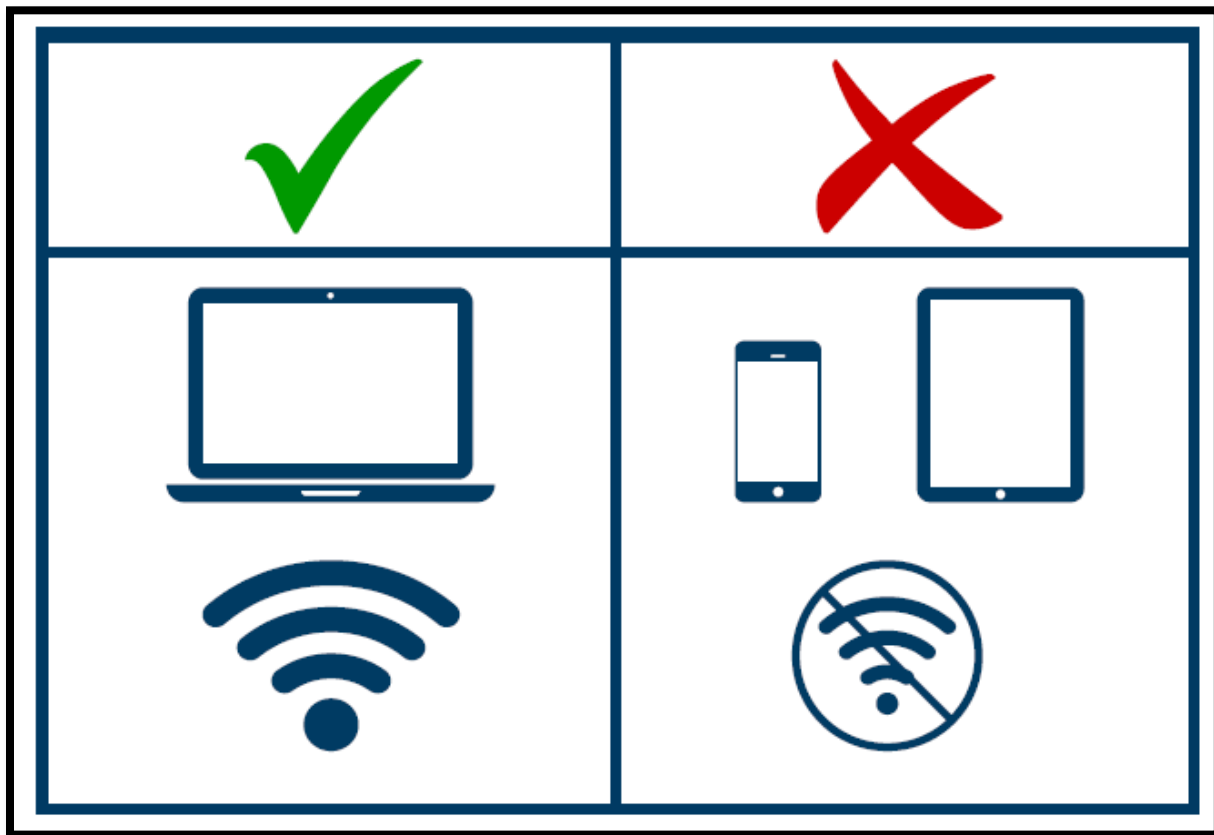
Example passwords:

- Welcome2TC#
- Go2Class!
- Books&Notes7

Be sure and check your TC email daily. Your professors will use this account to send you class information. Failure to respond to these emails could result in you being dropped from the class.

Computer requirements needed for Texarkana College

Students are required to have a computer with Internet access for classes. The computer must be an actual computer – smart phones, iPads, Androids, Chromebooks, etc., are not acceptable substitutes because they lack software compatibility necessary to complete all assignments and tests. Financial costs for the necessary equipment and internet access are the responsibility of the student.



Students needing to purchase a computer may do so through the Texarkana College Bookstore. Systems purchased through the bookstore meet or exceed all requirements, are competitively priced, and may be purchased using financial aid funds. If the system is purchased through another source, it is the student's responsibility to ensure the system meets all requirements.

Computer system requirements

- Webcam, microphone, and speakers or headphones
- Windows 11 or a recent version of Mac OS (minimum Sierra). Windows 11 S mode is not supported
- Hardware capable of running Microsoft Teams (free download) and supports multi-media playback
- Support for Chrome or Microsoft Edge – Note: Firefox, Safari, or other browsers will not work
- Able to run Microsoft Office which will be provided to free to TC students
- Adobe Reader or another PDF viewer
- Antivirus software such as Windows Defender or another 3rd party anti-virus solution
- The Respondus Lockdown browser is used for taking tests; therefore, the system must be capable of running this software. Most newer systems that meet other specifications should work.

- Students should regularly back up content to prevent loss of coursework due to hardware failure. Backup copies of documents and other coursework may be placed on OneDrive cloud storage. OneDrive is included free of charge for all TC students.

The following items may be required in some courses for you to view course materials.

- Microsoft Office Suite – Additional information found [HERE](#).
- Microsoft Teams - Additional information found [HERE](#).

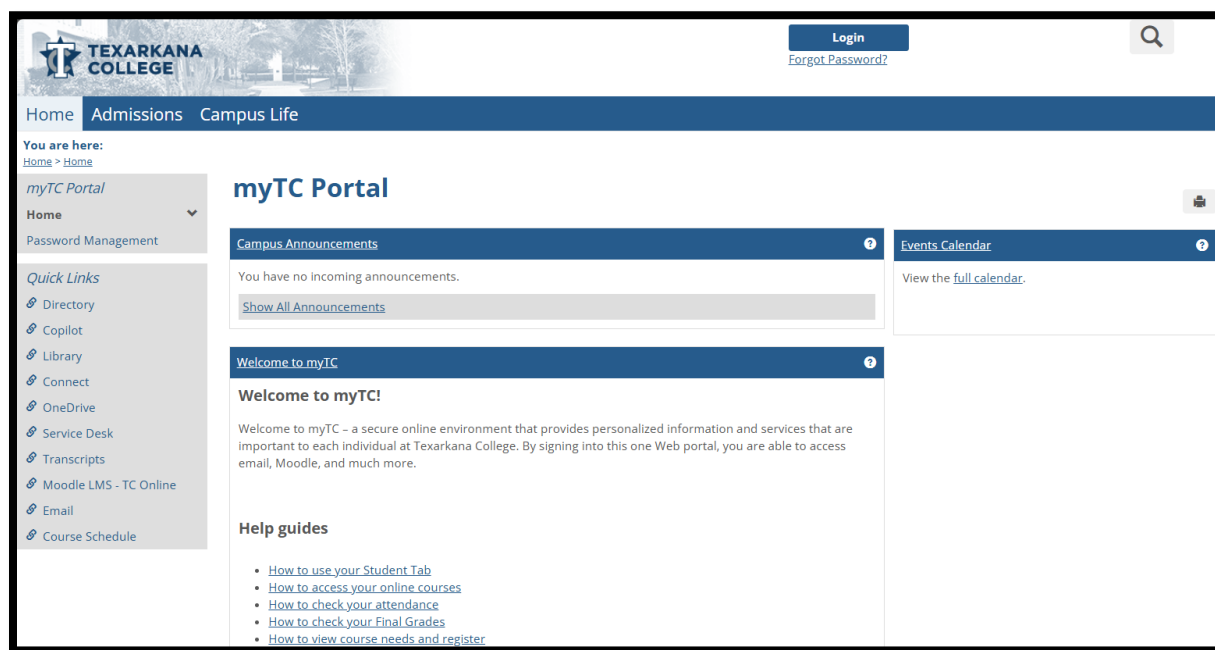
Testing Center Information

Online students may be required to take exams in the Testing Center located in Palmer Memorial Library. Current hours of operation and rules can be found on the [Testing Center webpage](#). Specific details regarding testing can be obtained from each individual instructor.

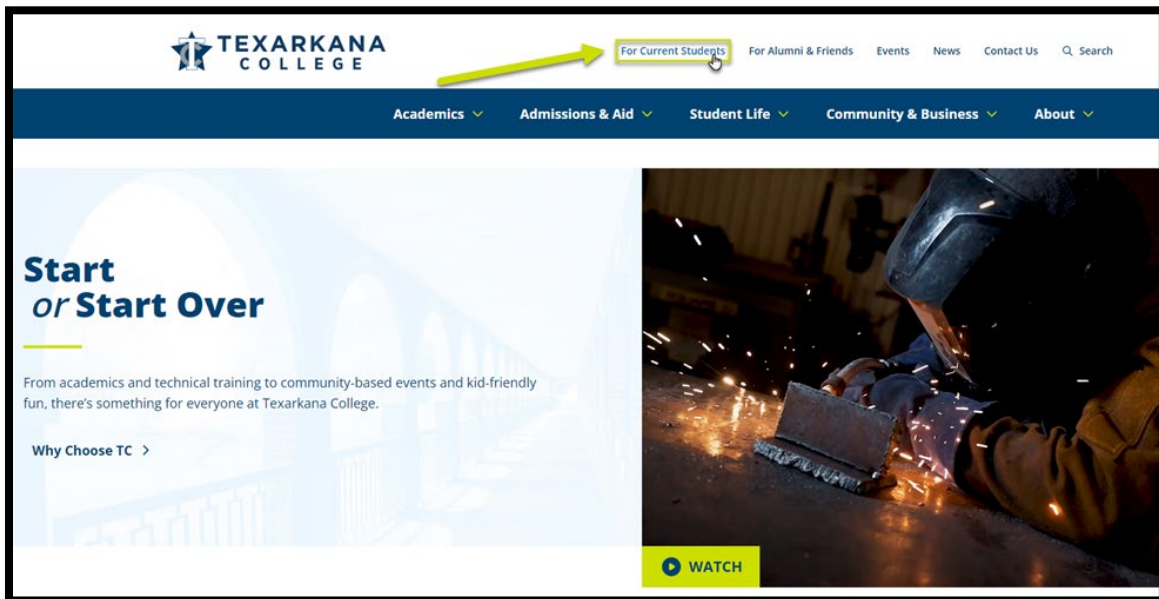
If you have any questions regarding the Testing Center, contact the Testing Center at 903.823.3278 or email: testing.center@texarkanacollege.edu

How to log-in and get started with your online courses

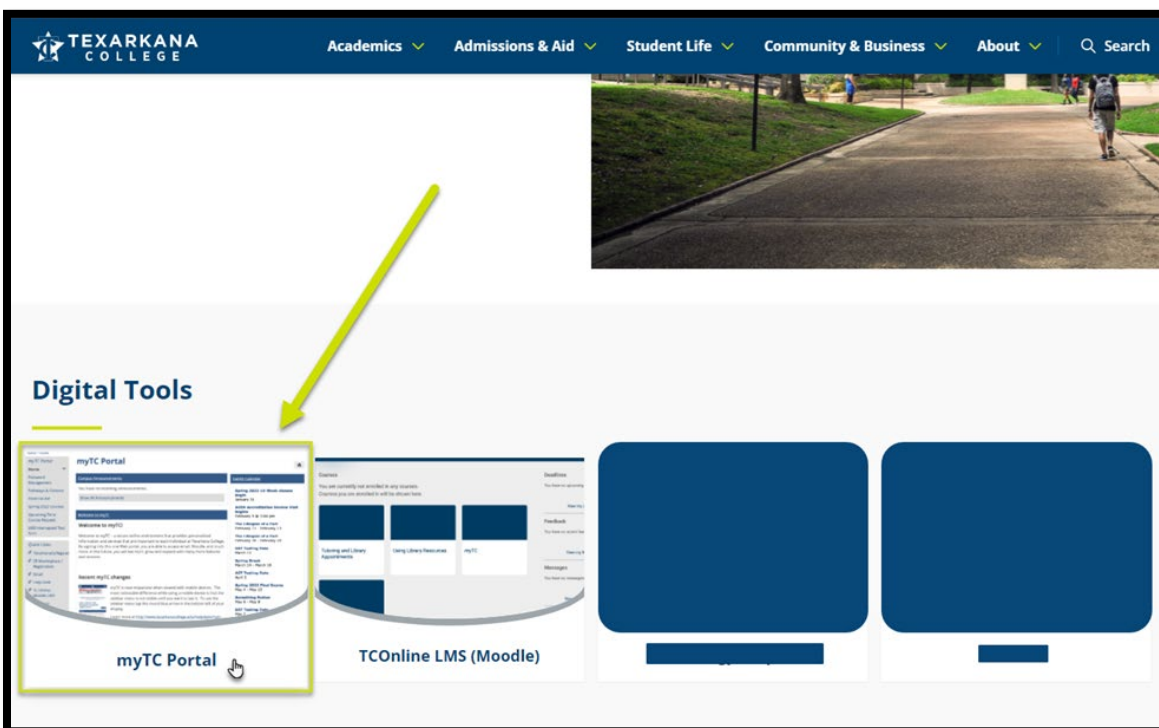
- Browse to <https://my.texarkanacollege.edu/>



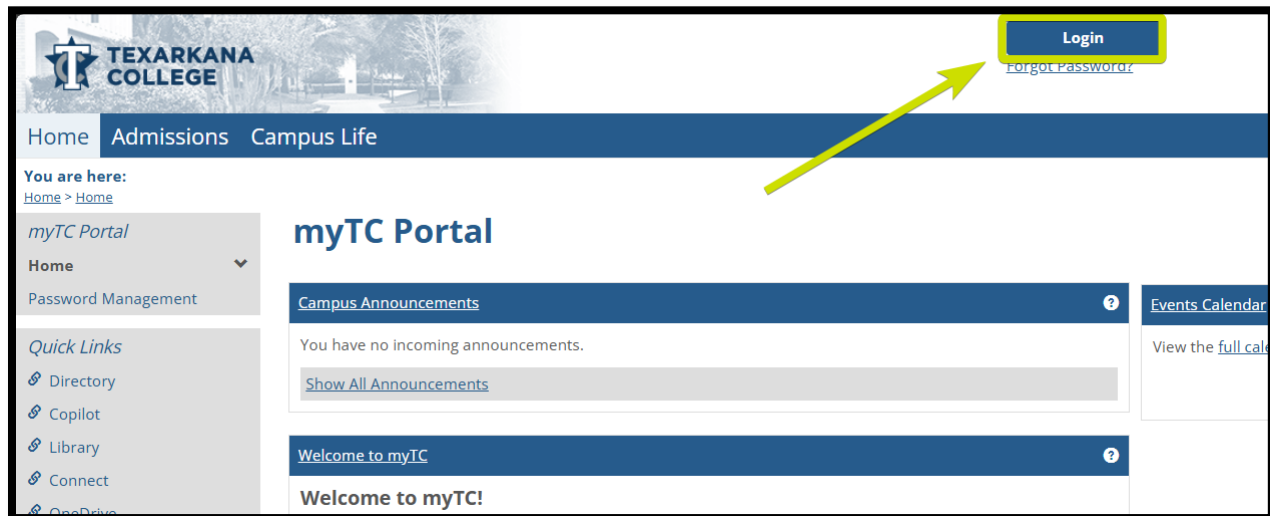
- Alternatively, browse to <https://www.texarkanacollege.edu/> and click For Current Students.



- Select myTC Portal.

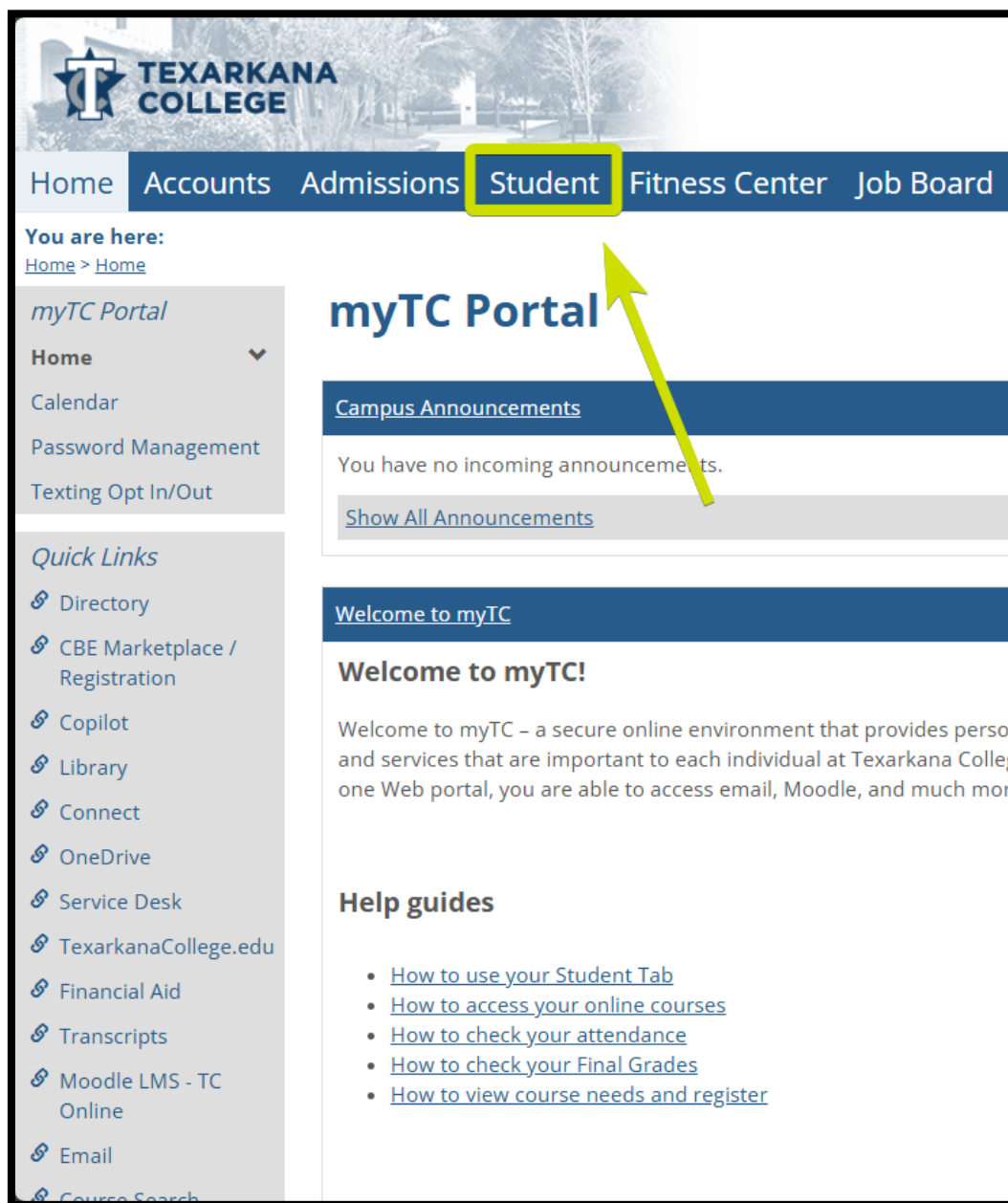


- To log in, select the Login button in the upper right corner of the page.



- On the following page, enter your Texarkana College account information

- This is your first INITIAL, followed by a period (.), your FULL last name, the last 4 digits of your student ID, followed by “@texarkanacollege.edu”.
- You will now be signed in, and have access to the Student tab, located in the header menu.



- Once your Student tab opens, you will be able to access the Moodle LMS – TC Online system. You will need to have your pop-up blocker turned off in the browser you are using. If you are using Firefox, Chrome, or Microsoft Edge, a reminder to turn them off will show up. If you are using Safari on a Mac, the reminder will not show up. You just need to make sure the blocker is off. If you do not, nothing will happen.

MOODLE LMS

Once you're signed-in to the myTC portal, select on the Moodle LMS – TC Online link under the dark-blue Quick Links sidebar on the left of the page.

TEXARKANA COLLEGE

Home Accounts Admissions Student Fitness Center Job Board

You are here:
Home > Home

myTC Portal

Home ▼

Calendar
Password Management
Texting Opt In/Out

Quick Links

- Directory
- CBE Marketplace / Registration
- Copilot
- Library
- Connect
- OneDrive
- Service Desk
- TexarkanaCollege.edu
- Financial Aid
- Transcripts
- Moodle LMS - TC Online**
- Email
- Course Search

myTC Portal

Campus Announcements

You have no incoming announcements.

[Show All Announcements](#)

Welcome to myTC

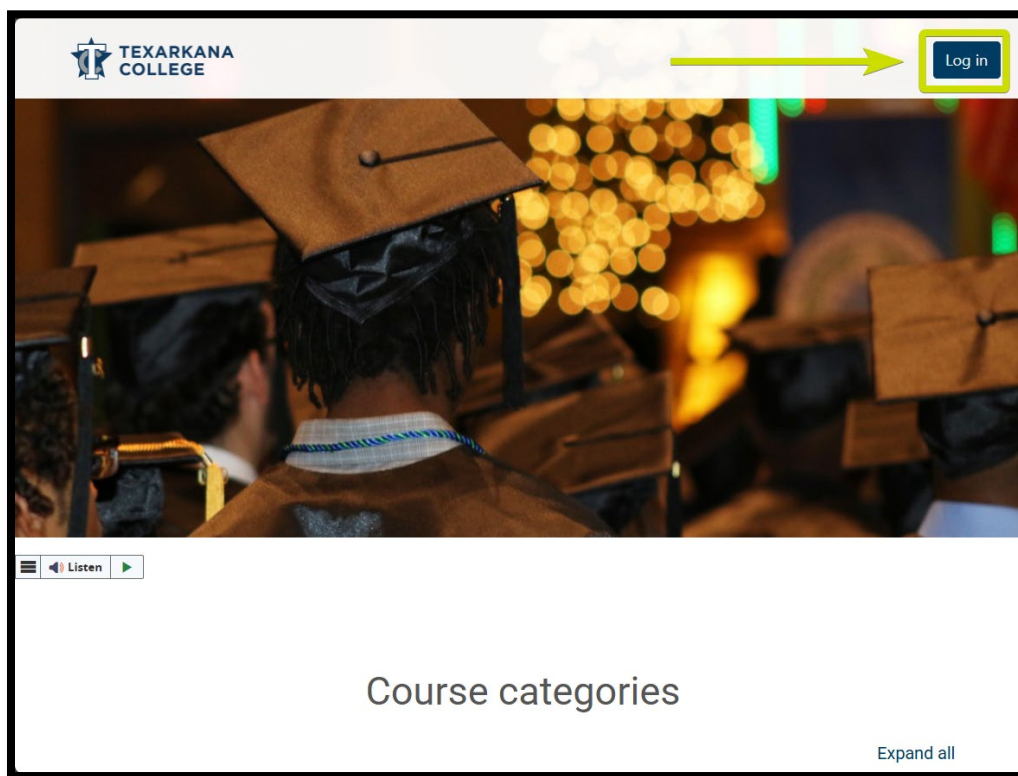
Welcome to myTC!

Welcome to myTC – a secure online environment that provides important to each individual at Texarkana College. By signing in email, Moodle, and much more.

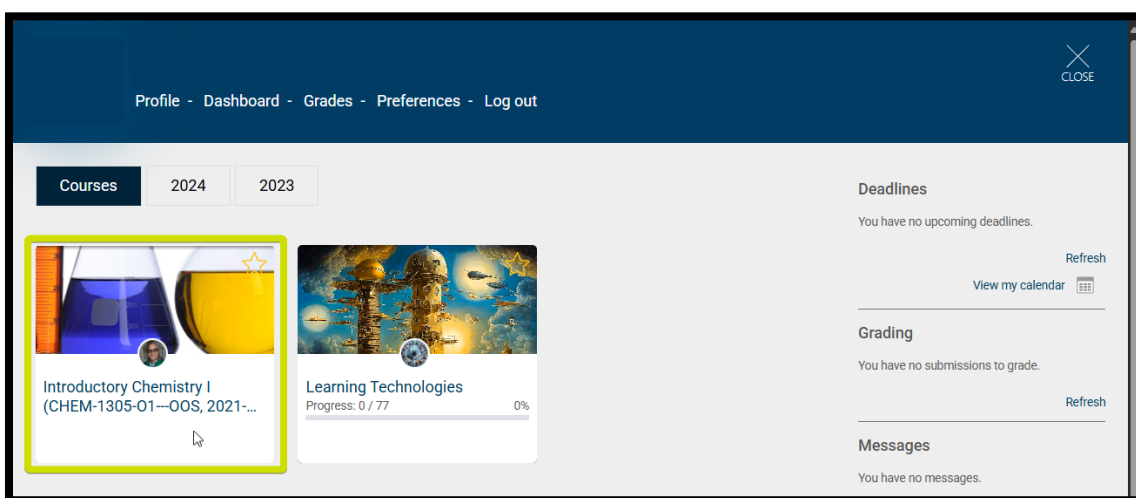
Help guides

- [How to use your Student Tab](#)
- [How to access your online courses](#)
- [How to check your attendance](#)
- [How to check your Final Grades](#)
- [How to view course needs and register](#)

- Select Log in in the upper right corner of the screen.



- If you've already signed-in to the myTC Portal, you should automatically be signed-in to the Moodle LMS – TC Online system. If you aren't automatically signed-in, you will use the same Texarkana College credentials here as you did on the myTC portal.
- Once signed in, you'll land on the My Courses page, where any courses you're currently enrolled in will be visible. To view course content, simply select the course.



- You should now be in your class located within the Moodle LMS – TC Online.
- Lastly, review our Student Tutorial videos located [here](#).

Dashboard / My Courses / Introductory Chemistry I (CHEM-1305-01---OOS, 2021-SP)

Introductory Chemistry I (CHEM-1305-01---OOS, 2021-SP)

Change cover image

CONTENTS

Introduction: Week 1: 01/19

1. Weeks 1 and 2: 01/19-01/31: Chapter 1/ Labs 1 and 2

2. Week 3: 02/01-02/07. Chapter 2/Lab 3

3. Week 4: 2/08-2/14: TEST 1 Chapters 1 and 2

4. Weeks 4 and 5 02/08-02/21: Chapter 3/Labs 4 and 5

5. Week 6: 02/22-02/28: Chapter 4/ Lab 6

6. Week 7: 03/01-03/07: TEST 2: Chapters 3 and 4

7. Week 7 and 8: 03/01-03/14: Chapter 5 and 6/Lab 7

8. Week 9: 03/15-03/21: Spring Break

9. Week 10: 03/22-03/28: Chapters 5 and 6/Lab 8

10. Week 11: 03/29-03/30: TEST 3: Chapters 5 and 6

11. Weeks 11 and 12: 0-3/29-04/06: Chapter 6/Labs 9 and 10

12. Week 13 and 14: 04/11-04/20: Chapters 7 and 8/Labs 11 and 12

13. Week 15: 04/26-05/02: Chapters 9 and 10/Lab 13

14. Week 16: 05/03-05/09: Test 4: Lewis Structures (5), Empirical and Molecular Formulas (6), Balancing and Types of Equations (7), Stoichiometry and Acids/Bases (Available May 4)

15. Week 16: 05/03-05/09: Chapter 16/No Lab

16. Week 17: 05/11: Final Exam

17. Chapter 9
Not published to students

Create a new section Course Dashboard

Listen

Introduction: Week 1: 01/19

WELCOME TO INTRODUCTORY CHEMISTRY AT TEXARKANA COLLEGE!

with Dr. Cat. Howard

[Click here for Welcome Video and Syllabus Tour!](#)

[Course Gradebook Lecture:](#)

How can I be a successful online student?

To be successful, you should be a self-starter and able to work independently. You must allocate the time required to do the activities. You must be able to read carefully and pay attention to detail. Do not wait until the last minute to start course activities because there is a great change you will not be able to finish. If you run into a problem, it may take time to get help. In general, the online student should possess the following qualities:

- Be able to communicate through writing
- Be self-motivated and self-disciplined
- Be willing to “speak up” if problems arise
- Be willing to commit 7 to 15 hours per week per course
- Be able to meet the minimum requirements for the course
- Have access to a computer and high-speed Internet
- Participate in the virtual classroom 3-5 days a week
- Be able to work with others in completing projects

- Be willing to learn independently and/or in groups
- Be able to complete assignments on time
- Check your TC email daily

Netiquette Guidelines

Online learning requires clear, respectful, and professional communication. Because we interact primarily through writing, video, and digital platforms, how we express ourselves matters as much as what we say. These updated netiquette guidelines provide a foundation for creating positive, inclusive, and effective online learning environments.

1. Communicate Clearly and Respectfully

- Think before you post or reply. Re-read messages to ensure tone is polite and constructive.
- Avoid ALL CAPS (perceived as shouting), sarcasm, or slang that may be misunderstood.
- Respect differing opinions; disagreement is welcome, but personal attacks are not.

2. Maintain Professionalism

- Use correct grammar, punctuation, and spelling.
- Address instructors and classmates with appropriate titles unless invited to use first names.
- Keep communication in academic spaces professional—avoid emojis, excessive abbreviations, or overly casual language unless context allows.

3. Be Timely and Responsive

- Follow instructor expectations for participation and response times.
- Contribute regularly to discussions without dominating them.
- Notify your instructor in advance if you will be absent or delayed.

4. Protect Privacy and Academic Integrity

- Respect confidentiality: do not share classmates' posts, course recordings, or private messages without permission.
- Cite sources properly; do not plagiarize.
- Protect your accounts and data—use strong passwords and avoid sharing login information.

5. Practice Digital Citizenship and Inclusion

- Use inclusive language and be mindful of cultural differences.
- Support accessibility: choose easy-to-read fonts and colors, provide captions or transcripts when sharing media.
- Encourage contributions from all classmates and value diverse perspectives.

6. Follow Platform and Technology Etiquette

- In video meetings: mute when not speaking, use a neutral background, and keep distractions minimal.
- Test links, files, or multimedia before sharing.
- Use chat functions appropriately—for relevant questions or discussion, not unrelated side conversations.

7. Ask Questions and Seek Clarification

- If instructions or comments are unclear, ask respectfully rather than assuming.
- Phrase clarifying questions in ways that take ownership: e.g., “I’m not sure I understood—could you explain further?”
- Respond to others’ questions with patience and support.

8. Respect Boundaries and Well-Being

- Recognize that peers and instructors may not respond outside of agreed working hours.
- Maintain a professional balance between academic and personal interactions.
- De-escalate conflicts: if frustrated, pause before replying.

The Golden Rule of Netiquette

- Do not say or post online what you would not say in person. Online spaces are extensions of the classroom; treat them with the same respect, courtesy, and professionalism.

Are There Attendance Requirements for Online Classes?

Just like professors may require you to show up for class when you take a traditional college course, students who take online courses must also meet a slightly different form of attendance requirements. While students won’t have to show up physically, they will have to log in to their course at least once a week and complete an attendance activity. Attendance in an online course is defined as an active post or submission within the course including discussions, written assignments and tests. This standard will be used to determine all attendance issues, including but not limited to, never having attended reports, last date of attendance, and involuntary withdrawal from a course due to lack of attendance.

All online students must complete an **Enrollment Verification** activity within the first week of class (activity depends upon the professor, so be sure to read the syllabus) or the professor may drop you for not having attended. Online students must complete at least one activity per week. If you are dropped, your financial aid will be affected.

Academic Integrity

Texarkana College assumes that all students will involve themselves in honest pursuit of academic acquisition. When a student demonstrates academic dishonesty, disciplinary action will be initiated.

Disciplinary proceedings may be initiated against a student accused of any form of academic dishonesty including, but not limited to the following:

- "Scholastic dishonesty" includes, but is not limited to cheating on academic work, plagiarism, collusion, or falsification of records.
- Cheating on academic work includes:
 - Copying another student's test paper in academic work;
 - During a test, using materials that are not authorized by then test administrator;
 - Without permission, collaborating with another student during a test or in academic preparation;
 - Using, buying, selling, stealing, transporting, or soliciting the contents of an unadministered test.
- "Plagiarism" is defined as presentation for credit as one's own idea or product derived from an existing source.
- "Collusion" is defined as the unauthorized collaboration with another person in preparing written work for credit.

Students found guilty of academic dishonesty in the classroom, off campus site, or testing center may be dropped with an "F" from the course in which he/she is cheating. If one student is caught taking a test for another, both will be dropped from the course with an "F".

This policy will be strictly enforced and there will be no exceptions.

Grievance Procedure

Student grievance is any dissatisfaction, complaint or an injustice a person may have while associated with Texarkana College, either as a student or as a prospective student. A grievance may result from academic experiences, non-academic matters involving administrators, staff or student organizations or matter related to alleged discrimination on the basis of age, race, creed, color, national origin, sex, marital status, physical handicap or limited English proficiency. All students who have a grievance are encouraged to resolve problems where they arise and with parties involved.

It must be kept in mind that the excellence of Texarkana College is partially a result of the academic freedom enjoyed by the faculty, and any grade change may be made only by the faculty. A

grade is the sole prerogative and responsibility of the faculty member, and any review as the result of an appeal is intended to ensure total fairness and understanding.

Student Complaint Procedure

Informal

- Student encouraged to resolve his/her complaint with the faculty or staff member involved.
- This must be done within 10 days of the occurrence
- If the student is satisfied with the faculty member's decision, the matter is settled.

Formal

- Level One
 - If the student is not satisfied, the student may submit a Student Complaint/Grievance Form within five class days after the decision to the appropriate division dean or lowest level administrator who has the authority to remedy the alleged problem. If the division dean is the faculty member involved, the complaint should be submitted to the Dean of Students. The complaint form must be hand delivered, faxed, or sent by U.S. Mail.
 - The appropriate administrator shall investigate as necessary and hold a conference with the student within ten days of receipt of the written complaint.
 - The administrator shall provide the students with a written response within ten days following the conference.
 - If the student is satisfied with the response, the matter is settled.

Level Two

- If the student is not satisfied, the student may submit a Student Appeal Form to the Dean of Students within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline. The appeal must be hand delivered, faxed, or sent by U.S. Mail.
- The Level Two administrator shall hold a conference with the student within ten days after the appeal notice is filled. The conference shall be limited to the issues presented by the student at Level One and identified in the Level Two appeal notice.
- The Level Two Administrator shall provide the student with a written response within ten days following the conference.
- If the student is satisfied with the response, the matter is settled.

Level Three

- If the student is not satisfied with the Level Two response, or if the time for a response has

expired, the student may request a conference with the College President or designee to appeal the Level Two decision within ten days of the Level Two response, or, if no response was received, within ten days of the Level Two response deadline. The appeal must be hand delivered, faxed, or sent by U.S. Mail.

- The Level Three administrator shall hold a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues presented by the students at Level One and identified in the Level Three appeal notice.
- The Level Three administrator shall provide the student with a written response within ten days following the conference.
- If the student is satisfied with the response, the matter is settled.

Level Four

- If the student is not satisfied, the student may submit a Student Appeal Form to the Texarkana College Board of Trustees within ten days after the receipt of the written Level Three response, or, if no response was received, within ten days of the Level Three response deadline.
- The College President or designee shall inform the student of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.
- The College District shall determine whether the complaint will be presented in open or closed meetings in accordance with the Texas Open Meetings Act and other applicable law.
- In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Four presentation. The Level Four presentation, including the presentation by the student or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.
- The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting.
- If for any reason the Board fails to reach a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Three.

Sexual Harassment

Sexual harassment is a form of sex discrimination that involves the unwelcome introduction of sexual activities, comments, or sexually oriented visual materials into the workplace or classroom.

Unwelcome sexual advances and other verbal, visual, or physical conduct of a sexual nature constitute

sexual harassment when (1) submission to the conduct becomes a term or condition of employment or academic achievement, (2) submission to or rejection of the conduct is used as a basis for an employment or academic decision regarding the individual, or (3) conduct unreasonably interferes with the individual's work performance or creates an intimidating, hostile, or offensive working or academic environment. Victims of sexual harassment can include employees, students, men, and women.

The Texas Legislature has recently amended the Texas Penal Code by adding a provision criminalizing sexual harassment. The new law defines "sexual harassment" to mean unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, submission to which is made a term of condition of a person's exercise or enjoyment of any right, privilege, power, or immunity, either explicitly or implicitly. Sexual harassment is classified as a Class A misdemeanor.

In addition to criminal charges, any member of the Texarkana College community who is guilty of sexual harassment will be subject to disciplinary action on the part of the College following a hearing.

Complaints of sexual harassment involving students should be directed to the Dean of Students. Complaints involving other members of the College community should be directed to the Dean of Instruction. When a complaint is received by any of the administrators listed above, that individual or his/her agent will instigate an investigation to determine the facts of the matter, and will call a hearing if deemed necessary.