

## **Addendum Catalog**

### **DISTANCE EDUCATION**

Distance education at Password Technical College (PTC) is a form of teaching in which students participate in courses but do not physically attend our facilities. In this teaching system, the student receives the study material (personally, by post, email, the “NEO LMS” platform, or other possibilities offered by the Internet), allowing new techniques and strategies to be used in the educational act. student-centered learning, thus promoting self-learning and self-management, that is, it is a flexible and self-directed education, whose main tools are communication and information technologies. Learning developed with new communication technologies is called electronic learning (elearning). The platform currently used by PTC for this modality is <https://passwordtech.edu20.org/>.

Depending on the study program, students attend the institution physically to carry out the laboratories, receive tutorials, or to take face-to-face exams.

Currently, given a provisional authorization granted by Board of Postsecondary Institutions of Puerto Rico, and the Veterans Affairs Department for the COVID-19 Emergency, there are distance education activities in all our academic programs, but the most usual is that it is taught in didactic subjects (from theory) only.

#### **Distance Education Support Personnel**

- A Distance Education Coordinator
- A Distance Education and Learning Resource Center Administrator
- Counseling (student can receive services when attending labs)
- Registration (the student can receive the services when he attends the labs)
- Placements (student can receive services when attending labs)

#### **Technology Requirements**

Students are required to have technological devices with Internet access where they will receive materials and submit their assignments and other work. Communication and interactivity between faculty-student and student-student is carried out mainly through the use of the platform [www.passwordtech.edu20.org](http://www.passwordtech.edu20.org), email, discussion forums and chats.

#### **Admission requirements:**

The admission requirements for all programs are the same for the traditional face-to-face and distance education modality.

Students enrolled in diploma programs and theory courses are offered a virtual orientation and tutorial on the use and management of <https://passwordtech.edu20.org>

## **Definition of Attendance at distance courses adopted Password Technical College**

Success in a distance course depends on the participation of the instructor and her students throughout the course. As such, students are required to complete all assignments by the due date and to participate in class remotely actively on a regular basis. Educational activity includes (but is not limited to):

Participate in regularly scheduled learning sessions (where there is an opportunity for direct interaction between the student and the faculty member);

- Submit an academic assignment;
- Take a test, interactive tutorial, or computer-assisted instruction;
- Attend a study group assigned by the institution;
- Participate in an online discussion about academic matters;
- Consultations with a faculty mentor to discuss the content of the academic course;
- Participation in an independent study led by your instructor.

Using as a basis the regulation presented, attendance to remote classes at Password Training College is defined as the daily participation of the instructor (to offer virtual classes, assign tasks and initiate group discussions) and a regular participation of the student (to present their assignments, attend virtual classes, participate in discussions or ask questions) understanding that regular participation is, in programs with 5 school days a week, participating three or more times a week and in programs with 4 school days a week, participate twice or more a week, being admitted in both cases only one presentation of one if the nature of the task requires more than two days to complete. Student participation will be updated weekly.

Participate - If a student performs three or more of the described activities during a week with 5 school days or two activities in 4 school day weeks or submits an assignment that the instructor determined requires more than two days to complete, they will be marked as who participated that week.

Does not participate - A student will be marked as not participating in a particular week if she did not post in the discussion forum and / or submitted homework / essays or comp assessments.

### **Student services:**

Students who take courses in the distance education modality as they have scheduled subjects and / or face-to-face courses at the institution receive the same courses that are offered to the traditional student population.

### **Costs for students in distance education:**

Costs are no different for students taking courses