



## **ONLINE FREQUENTLY ASKED QUESTIONS**

### **How much time can I expect to spend per week on classes?**

The typical amount of "in class" (taking quizzes, responding to discussions, watching lectures, etc.) time is 3 hours per week per class. The typical amount of "out of class" (reading textbooks, writing papers, completing assignments) time would be around 8 hours per week per class. This time is an estimate and varies from student to student depending on the speed that you work.

### **What kind of technology do I need?**

You will need a computer and internet access for your online classes. We do not require any webcam or other technology for the program, but some classes may ask you to record a video or audio of yourself for an assignment. Our digital classrooms are MAC and PC friendly.

### **What does the average class schedule look like?**

Our courses are offered on an eight week session basis. You can choose to take classes that suit your needs and your schedule. Your financial aid is dependent upon the number of classes you take during a given semester. Here is an example of the course schedule many students choose.

Fall Session A (8 Weeks): 2 Classes

Fall Session B (8 Weeks): 2 Classes

Spring Session A (8 Weeks): 2 Classes

Spring Session B (8 Weeks): 2 Classes

Summer Session I(8 Weeks): 2 Classes

### **How do I register for classes?**

If you are a first-time student to TFC, you will fill out a [Course Load Form](#) to register for classes. If you are a continuing student, you will receive an email to your TFC email address from the Online Department, Registrar's Office, and/or your Academic Advisor notifying you of when it is time to register for classes. The email should include directions on how to add courses to your cart in the Self-Service account.

### **How do I order textbooks?**

On the bottom of myTFC there is an icon labeled "TFC Bookstore". This will take you to the bookstore website where you can find all of the required and suggested textbooks for your courses in the current and upcoming semester.

### **What happens when classes begin?**

During the first few days of a semester, there is a required "check-in" for all online classes. Many professors will have an activity such as an introduction forum or syllabus quiz for students to complete to see who is intending on taking the course. Failure to complete the activity could result in a student being dropped from a class.

### **Who helps me if I have problems?**

For any academic problems, you will reach out to your professors or academic advisors. If something is wrong with course pages or you face other technical difficulties, you can contact the Online Department at [online@tfc.edu](mailto:online@tfc.edu) or the IT department at [support@tfc.edu](mailto:support@tfc.edu).