

Student's Name
Address
Address

Welcome to Casper College! Spring 2012 semester will start **January 17**. Moodle4Me courses will be made visible to students by the first day of class. For [syllabus](#) information, please check your Moodle4Me courses or contact your instructor directly at their college email address. You can access [required textbook](#) information within WebAdvisor, under a course section information link, or at the Casper College Bookstore site: <http://www.bkstr.com/CategoryDisplay/10001-9604-10586-1?demoKey=d>.

Casper College Distance Education uses the Moodle course management system for delivery of online, hybrid or web-enhanced classes. You can access Moodle4Me directly at <http://moodle4me.caspercollege.edu> or by going to the Distance Education web page at www.caspercollege.edu/distance_ed then clicking on the **Moodle4Me** link on the upper right side of the webpage. Use your CC Username and Password/PIN as shown below to login to Moodle4Me. Access will be made available by the first day of class.

CC Username: xxxxxxxxx
Password/PIN: 8-digit password

Before beginning your semester, it is recommended you do the following from the distance education website (www.caspercollege.edu/distance_ed):

- Click on the **Technical Requirements** tab and then to the **System Technical Requirements and Recommendations** section.
- Check <http://my.caspercollege.edu> to confirm your **Casper College Google email account**. Use your Web Advisor login. This email address (username@my.caspercollege.edu) will be used by the college departments and your instructors to communicate with you. Please check it often.
- Click on the **Student Links** tab
 - Go through the **Student Orientation to Distance Learning**
 - Review **Student Resources** links
 - Click on the **FAQ** tab to view other important information

Remember: 1. Online courses require a great level of commitment and dedication. 2. The successful student will spend an average of two to three hours per credit on each online distance course per week. 3. Your instructor maintains the same standard of excellence for distance courses as for conventional courses and it is very important that you check your Moodle4Me courses on a daily basis for messages and updates. If you have any login questions, do not hesitate to call our office at (307)268-3882. Our best wishes for a successful semester!

Sincerely,

Ana Thompson M.S.
Director of Distance Education
(307) 268-2486
(800) 442-2963, ext. 2486
distance_ed@caspercollege.edu

Teresa Millan B.S.
Student Support
(307) 268-3882
(800) 442-2963, ext. 3882
distance_ed@caspercollege.edu

David Siemens B.S.
Technical Coordinator
(307) 268-3330
(800) 442-2963, ext. 3330
distance_ed@caspercollege.edu