Login Directions for Professor McMullen’s online classes

Greetings and thanks for enrolling in one of my online courses here at Long Beach City College. Course activities will begin the first scheduled day of the semester, at which time you will be able to login to the course website. There will NOT be an on-campus orientation.

LOGGING IN: I now use the Moodle course management system for all of my classes. The following link contains login directions for entering our course website: <http://www.lbcc.edu/DL/eschedule/index.cfm>. Should you have questions regarding this process, it would be best to go directly to the DL helpdesk <http://www.lbcc.edu/DL/>.

CONFIRMING ENROLLMENT: Since there will NOT be an on-campus orientation, you MUST login to the course website <http://online.lbcc.edu/> on the first day of the semester in order to confirm your enrollment. There are always a large number of petitioners for this course and if you have not entered the course website by the second day of the semester I will assume that you will not be attending and I may give your seat to a petitioner (the same as not showing up on the first day in the classroom).

WAITLISTS: The People Soft (PS) system now automatically handles all drops and adds, prior to the beginning of the semester. If this class is closed when you attempt to enroll, you should still enroll as a petitioner, because you will be automatically moved up the wait list as other people drop or are dropped for administrative reasons. I will not be making petition decisions until the first week of the semester, at which time my decisions will be based strictly on the sequenced petition numbers generated by our Student Self Services system. Just to reiterate, what this means is that if someone drops the class prior to the beginning of the semester the Self-Service system will automatically fill the vacancy from the list of petitioners. Therefore, if you keep checking your SSS status you may be one of the lucky petitioners who gets bumped into the class and you won’t need to petition.

TEXTBOOKS: You can find a listing of textbooks for my courses in the Viking Bookstore. Quite often I'm asked about the need to purchase textbooks, since the cost of textbooks can be prohibitively high. Textbooks are an important learning tool and will be used extensively throughout this course, although there are certainly a variety of other purchasing options than the bookstore, so feel free to shop online or in other local bookstores. A recent older edition of the textbook will also work if you locate such an option, although keep in mind that chapter numbers do sometimes change and you may need to make adjustments to your reading and assignment plans. Additionally, there is usually a reserve copy available in the LBCC library.

ONLINE COURSE PREPARATION: I also would suggest that you access the LBCC Distance Learning website <http://www.lbcc.edu/dl/> and go to the "Resources for Students" section on the left of the page, where there are a number of very useful links designed to help you prepare for this course and will definitely contribute to your success in online coursework.

FINALLY: Please keep in mind the importance of communicating in a professional manner while in my courses. There will be more about this when you login to the course website and go through the online orientation, but until then please remember 2 things:

- First, this is a college course and college-level standards apply to all communications. Misspellings, poor grammar and texting/tweeting slang are not conducive to a professional atmosphere.
- Second, as of right now please address all email correspondence to me as follows (based on which course you are enrolled in:
o GBUS 5 – gbus5mm@lbcc.edu
o MGMT 80 - mgmt80mm@lbcc.edu.

These course-related email addresses are designed to ensure that your messages to me are identified and answered in an expedient manner. Should you not use these addresses for course-related communication you run the risk of delayed response. It is also important to remember that whenever you email me you should include your name and the course name/number in the Subject: box. This helps my Inbox recognize you as a student and will keep your mail from being deleted.

Thanks, and I'm looking forward to an enjoyable semester together.

MYKE McMULLEN … Long Beach City College
DEPARTMENT CHAIR - Business Administration and Economics
PROFESSOR - Marketing/Management