Internet Academy

Herkimer College's Internet Academy offers 19 complete associate degrees and four Certificate programs.

All you need is a computer and Internet access.

Want to find out more?

Visit the Internet Academy website at

www.ia.herkimer.edu

HCCC Internet Academy
(315) 866-0300
or toll free in NYS (844) 464-4375
ext. 8742

internetacademy@herkimer.edu

Herkimer | INTERNET ACADEMY
THE STATE UNIVERSITY OF NEW YORK

Generals Online Student Instructions

Important information for students taking online, hybrid and/or web-enhanced classroom courses.

Herkimer
THE STATE UNIVERSITY OF NEW YORK

Herkimer College
100 Reservoir Road
Herkimer, NY 13350

An equal opportunity institution

College...
Online. Anytime.

www.herkimer.edu/ia

Internet Academy

Supported by Open SUNY

Expanded functionality is available in online courses as well as courses offered on campus that use an online component.

Features:

▪ Simplified log in process to access your course(s)

▪ Online Student Orientation available to get you started

▪ Improved "My Grades" report in courses utilizing the electronic gradebook

▪ *Messages* for one-on-one contact with your professor.

▪ Better options for feedback on your learning activities.

▪ Personalize your screen using *Themes*.

▪ Helpdesk support 7 days per week at (844) 673-6786 or http://open.suny.edu/support/contact-us/ (click the Help Request button)

Accessing Your Online Course:

To **access** your Internet Academy course(s), please go to the Online Learning page at:
http://www.herkimer.edu/learn/online-learning/go-student-center/

This page provides:

- A link to Generals Online (GO), our Learning Management System (be sure to bookmark this link!);
- Instructions on how to determine your GO username and password;
- Orientation information and tips to help you fully participate in your online course.

- Students are expected to gain access to their courses prior to the first day of classes. If you have difficulty logging in, please contact the Internet Academy at:

internetacademy@herkimer.edu

Online functionality is available for *all* Herkimer College classes!

All Herkimer College faculty have the option of supplementing their classroom work with online components using GO. Check with your professors to see if they plan to use online enhancements for their courses!

Things to Remember...

Courses "Go Live" several days before the term begins. You are encouraged to access your course and view the course information materials at that time. **You are required to access your course(s) and begin participating *on the first day of class*.** Remember, if you register late, it will take a minimum of 24 hours before you will be able to access your course.

Textbooks and other materials **may be required** for online courses and are available for purchase at: www.herkimer.edu/bookstore. **Please pay close attention to the course and section numbers on your *Student Schedule* when selecting your textbooks.**

Be sure to review the GO login page and MyHerkimer at https://my.herkimer.edu periodically for important announcements!

All Herkimer College students are assigned an **official campus email account** that should be monitored regularly. Mailboxes are enabled for all currently registered students. You can access your Herkimer College email account via MyHerkimer: https://my.herkimer.edu

Students who have registered for courses, but then decide to not attend **must officially notify** the Registrar's Office in writing prior to the course start date to avoid liability for tuition and fees.

Questions? Contact us!
Herkimer College Internet Academy
(315) 866-0300
or toll free in NYS (844) 464-4375
ext. 8742
Email:
internetacademy@herkimer.edu