Ten step program to your course completion
(Compliments of John Shirley)

Step 1: You should have received a welcome e-mail from me one week before classes start at the e-mail address you submitted during registration. There is no face-to-face orientation unless you simply want to visit me with questions about the course or just meet.

Step 2: Review the online orientation document first. It gives the general guidelines for my online courses.

Step 3: At the beginning of the term please submit your Initial Contact Form. This form will be available on my home page one week before the start of the term. Make sure you are aware of all the important dates for this semester (http://www.losrios.edu/lrc/lrc_startend_fall.php) and mark your calendars with the dates that apply to you! (Students occasionally will swear they were not aware of the critical dates, such as Drop for no-progress, and final assignment testing dates.) I keep every e-mail sent to me, so ignorance or forgetfulness is not a valid excuse.)

When you send mail to me make sure the subject line has your name and the course number, i.e. Jane Doe, CISA300. Often students use an e-mail moniker that gives me no idea of from whom the mailing is sent. I will enter your information in my grade sheet and follow up with a reply.

Step 4: Review your specific course syllabus next. This will be available one week before the start of the term. The course syllabus contains the required assignments and method of submission, links to data files, grading criteria, presentations tips, constraints, etc. Do not simply print the syllabus. Check first for any embedded links to other information.

Step 5: Get your textbook. You can purchase the texts from the campus bookstore FLC (916) 608-6565. Note the EDC bookstore does not carry the text but, with payment, they can be sent to the EDC campus for pick-up (530) 642-5656. The Rancho Cordova Center does not have a bookstore.

If you find the correct required texts elsewhere for a cheaper price, fine, but remember, the clock is ticking. Nothing can be more disconcerting than to have a student call two days before the course is over and state that his/her book has not arrived from Amazon.com or other vendors or they received the wrong text(s). Trust me, it happens. Note: the bookstore begins returning unsold texts to the publisher about two weeks before the end of term.

Step 6: Get the Data Files. The new texts comes with a CD containing Data files. If you get a used text without a CD, you can download the files from the data files link on my home page or copy the files from the T: Drive, Heiler folder in the lab.
**Step 7:** Read the chapters/do the work. Submit only the exercises which I request in your course syllabus that count for points. Do not send extra assignments. You cannot do the assignments unless you have access to the text. One copy of each text is available at the reserve desk in the library at FLC with a 4 hour in-library check out.

**Step 8:** Submit any assignment via the Dropbox in D2L (Desire 2 Learn) that the course syllabus lists as counting for graded points. I usually will grade and return comments in five days or less. If you e-mail on Friday evenings or weekends, do not expect a response before Monday or mid-day Tuesday. **If you get no response from me by the third workday,** I have not gotten it, or I’m incapacitated. (Some e-mails do go into cyber-limbo.)

**Step 9:** Take the quizzes or exams in D2L as stated in the course syllabus. Instructions on getting into D2L are on my home page.

**Step 10:** Take charge of your grade. From your grade reports, you can see what you have accomplished and what you need to accomplish to finish. **Keep in mind that everyone starts with an F** and will need to earn enough assignment and test points (70% of the course) for their grade to become a C.