



Welcome to your Distance Education course.

There are a few facts I would like to go over that will help you be successful.

\*This is NOT a self paced class. This means that you are not to turn in your assignments whenever you feel like it. There are due dates for everything! The time you work on your class IS up to you. Please remember that we are providing you with a period everyday so you can work on this course---USE IT WISELY!!

\*The grade you receive in this course will also be on **YOUR HIGH SCHOOL TRANSCRIPT!**

\*You are given access to your Blackboard one week before class. Please keep checking to see if you have access. Your A number is your password and your MyVU is your username. If you do not have a MyVU username, please come see me ASAP.

\*Once you can access Blackboard start exploring! On the left side of the first page will be tabs. Each tab will have a section YOU must read. Assignments may be in different tabs so please take the time to go into each one.

\*Print off the assignment schedule and keep it where you can see it everyday! I suggest getting a calendar and writing out all assignments and test so that you can see them.

\*I am not a teacher. I will not be double checking to see if you have completed your assignments! I will, however, will be here for you. If there is a problem please come see me right away. If you wait till the last day of class, I can not help you. If you have any questions always **EMAIL** your instructor. Please CC me on all emails! This will give me written documentation that contact is being made by you to your instructor.

\*This is a college class and you will be treated like a college student!!

Good Luck this semester!!! If you need to contact me and I am not here, please email me [darwin@vinu.edu](mailto:darwin@vinu.edu)

Dana

Office hours

Monday 8:00-3:30 (lunch hours may vary)

Wednesday 8:00-1:00

Thursday 8:00-3:30(lunch hours may vary)



