



Syllabus



Rappahannock Community College's (RCC) Quality Enhancement Plan (QEP), aims to equip students with technology skills needed to navigate the college experience, to succeed academically, and to compete in a 21st century workplace.
<https://www.rappahannock.edu/qep>

Discipline Prefix:	SDV	Course Number:	100	Course Section:	D6NK
Course Title:	College Success Skills				
Credit Hours:	1	Contact Hours:	1	Semester:	Summer 25
Meeting Days/Time/Location:	June 3rd th to July 28 th , 2025. (8 weeks) Online via Canvas, 24/7 Access with due dates at midnight every Sunday				

Instructor Information:

Name:	Kelly Osuanah (Ms. O)	Office Location:	Warsaw Campus, Room # 104
Office Hours:	Anytime via an online Zoom appointment. See Link below: To schedule a meeting: https://rcc.campus.eab.com/pal/6WWGJ7Dr5X Zoom Link: https://vccs.zoom.us/j/9079423105		
Email:	kosuanah@rappahannock.edu	Phone:	804-822-5538 Text is best!
Instructor Response Time to Email:	Within 24-48 hours.		

Course Information:

VCCS Course Description:	Assists students in the transition to college. Provides overviews of college Policies, procedures, and curricular offerings. Encourages contact with other students and staff. Assists students toward college success through information regarding effective study habits, career and academic planning, and other college resources available to students. Strongly recommended for beginning and current students.
Prerequisites:	None

Exam Date:	July 21 st through July 28 th , 2025	Last day to drop (with refund):	June 11 th , 2025
		Last day to withdraw (no refund):	July 7 th , 2025
NOTE: Students who do not participate in a course by the drop date will be dropped from the course. If a student drops by the drop date a refund will be issued. After this date, students will not receive a refund for any reason. Students have the option to withdraw themselves before 60% of the course is completed (withdrawal date) and will receive a grade of “W”. Students who stop attending and/or participating and who do not complete course requirements after the last day to withdraw will receive a grade of “F” in the course with no refund.			
Method of Instruction:	Online via readings, lectures, videos, workshops, and Discussion Questions.		
Instructional Materials:	Instructional materials are included in this course and are uploaded to your Canvas site.		
Course Objectives:	1. Students will be introduced to the academic culture of RCC including classroom etiquette and student conduct, college policies and processes, online resources, and programs and services. 2. Student will identify education and career goals, develop a time management plan, determine learning styles, and use critical thinking and problem solving in learning. 3. Student will adapt note taking strategies for reading and lectures; a plan for successful college writing and reading strategies, and practice test anxiety reduction, improve test preparation and follow-up. 4. Students will improve financial literacy, commit to a reasonable wellness plan, and identify external agencies that provide support services. 5. Students will understand the variety of communications tools and skills required of college students and how diversity of cultural backgrounds influence communications.		
RCC General Education Goals:	This course may assess general education goals and student learning outcomes as stated in the VCCS policy manual 5.0.2.2. and listed on the RCC website at https://www.rappahannock.edu/catalog/academic-programs/general-education-goals/		
Grading and Evaluation	Letter grades will come from the following grading scale: • 90%-100% = A • 80%-89% = B • 70%-79 % = C • 60%-69 % = D • Below 59% = F Note: The final exam must be taken to pass this course.		

Course Policies and Other Information:

Attendance Policy:	You must log in frequently and participate online in class discussions. Each assignment has due dates and students are responsible for completing and submitting assignments and quizzes by the assignment due dates; which will be given by the instructor during class.
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	All assignments will be due each week Sunday night by midnight.
Testing Policy:	Exams and quizzes will be online. The final exam will be taken online and must be taken to pass this class.
Other:	

Learning Technology Information:

Navigate	Use this system for: • Course Planning • Communications with Advisors This is available through myRCC login, and students are strongly urged to install the mobile app from Google Playstore or Apple Appstore	For more information: https://www.rappahannock.edu/navigate/
Canvas	Use this system for: • Quick communications with Instructor and classmates • Online based coursework (even in Face-to-face classes) • Keeping up on class Grades during the semester This is available through myRCC login, and students are strongly urged to install the mobile app from Google Playstore or Apple Appstore	For more information: https://www.rappahannock.edu/helpdesk/#toggle-id-2

Honor Code:

RCC does not condone academic dishonesty. The complete policy may be reviewed at https://www.rappahannock.edu/catalog/student-handbook/academic-dishonesty. Faculty are required to report violations of the policy and include clearly in the Syllabus how the violation will be handled.
Consequences for academic dishonesty: If cheating or plagiarism is discovered, the following penalties will be enforced: First offense: Zero on the assignment Second offense: F for the course All offenses will also be reported to the appropriate academic dean and dean of Student Development.
Students have the right to due process and to appeal as defined in the sections on Student Disciplinary Procedure and Student Grievance and Academic Due Process in the student handbook.
Other: Generative AI Usage Policy: No Generative AI Usage Permitted For the duration of this course, the use of Generative AI in assignments is strictly prohibited. Assignments are opportunities for personal growth, critical thinking, and applying your acquired knowledge. Your individual effort and creativity are essential in demonstrating your understanding of the course material. Dependence on AI undermines these objectives and compromises the integrity of the learning process. We appreciate your commitment to academic honesty and dedication to upholding this course's principles by refraining from using Generative AI in your assignments.

ADA Accommodations:

Rappahannock Community College is committed to creating a learning environment that meets the needs of its diverse student body. If you anticipate or experience any barriers to learning in this course because of a disability, or if you think you may have a disability, please feel welcome to discuss your concerns with one of our accommodation coordinators.

To begin this conversation or request an official accommodation, please email ADAaccommodations@rappahannock.edu. You may also access the student handbook at <https://www.rappahannock.edu/catalog/student-success/disabilities> for more information.

High Risk Program Policies (If applicable; this DOES NOT apply to Science, Health Programs, or PE classes)

Faculty teaching high risk program courses will inform students that they are enrolled in a high risk program course.

Complying with college safety policies and procedures is the responsibility of all students. Safety is a part of the student's grade as evidenced through course instruction, evaluation, and practice. Students enrolled in college identified high risk programs are subject to the policies identified below. Violation of these policies and procedures is considered a conduct violation which will be reported and result in disciplinary action. Faculty teaching in high risk programs have the authority to enforce these policies and procedures in program courses.

- Students will receive course specific safety training and must pass a course specific safety test prior to beginning laboratory activities. Additional safety tests may be given during the semester as required by course content.
- Students must be familiar with safety equipment located in the labs and in the immediate vicinity of labs.
- Students must follow safety procedures regarding clothing, safety glasses, shoes, etc. as required by specific guidelines provided by the course instructor.
- Students may not work in laboratories without supervision. An instructor must be present at all times. If the instructor must leave the lab, all students must take a break and leave the lab.
- Students must leave the lab in a clean and organized manner as directed by the course instructor.
- Students must read the RCC conduct code and sign a statement that they have read and understood the conduct code, consequences, and implications for safe conduct in the laboratory.

Course Specific Consequences for Safety Violations (if applicable):	
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Title IX:

Rappahannock Community College is committed to providing an environment that is free from harassment and discrimination based on any status protected by law. This institution promotes and maintains educational opportunities without regard to race, color, sex, ethnicity, religion, gender, age (except when age is a bona fide occupational qualification), disability, national origin, or other non-merit factors. More information on Title IX can be found at www.rappahannock.edu/title-ix/. For questions related to Title IX, please contact RCC Title IX Coordinator, Lorraine A. Justice, at 804-333-6737 or titleix@rappahannock.edu or Dr. David Keel, Dean of Student Development at 804-758-6730 or by email at dkeel@rappahannock.edu.

Learning Sequence:

Weekly Sequence:	
WK/Unit	Sections included in Units
WK 1	Getting Started Learning about RCC
WK 2	You and Your College Experience
WK 3	Staying Motivated, Organized, and on Track
	Thinking about Thought
WK 4	Listening, Taking Notes, and Remembering
	Reading to Learn
WK 5	Interacting with Instructors, Others, and Classes
WK 6	The Social World of College Diversity on Campus
WK 7	Taking Control of Your Health Taking Control of Your Finances Taking Control of Your Future
WK 8	Review Final Exam: July 21st Thru July 28th, 2025



Rappahannock Community College Course Policies and Procedures can be found at
<http://www.rappahannock.edu/policy/course-policiesrcc/>.

Teach Act Copyright Notice "The materials provided for this course are only for the use of students enrolled in this course for purposes associated with this course, and may not be retained or further disseminated.

