Dear COC Student,

Welcome to Counseling 120, University Transfer Planning!

You have registered for Section 12671, a 100% online class. There will be no in person meetings. This course will provide you with the skills necessary to facilitate a smooth transition to a four-year university or college. The goal of this course is to prepare you for the challenges in selecting a transfer school and the application process. You will be given the opportunity to identify the criteria that are important to you in a transfer school and write a decision analysis paper.

**After completing this course, you should be able to:**

1. Evaluate potential transfer options using critical thinking and decision-making skills.
2. Compare and contrast the UC/CSU and independent college systems basic function, structure and requirements.
3. Compare and contrast the general education & major course requirements for a specific transfer goal.

In order to take this class, you must have access to a computer, internet services and e-mail. All communications are done through announcements, e-mail, and/or discussion board.

Keep in mind that this is an 8-week course (August 25, 2014 thru October 18, 2014). You will be expected to log onto the blackboard site at least every other day. I will be posting announcements, assignments, discussion items, and quizzes that you will be expected to participate in each week. Keep in mind that all quizzes, assignments and discussions must be completed by the posted due dates. No late work will be accepted.

All course work will be completed online using Blackboard. Be sure to complete the Blackboard orientation. You will not be able to sign into Blackboard class prior to August 25, 2014. [https://bb9.canyons.edu/](https://bb9.canyons.edu/)
If you add my class after August 25th, it may take two business days before your account is created in Blackboard. If you cannot logon after two business days, please send me an e-mail.

<table>
<thead>
<tr>
<th>USERNAME</th>
<th>YOUR 7-digit Student ID (ex. 1234567)</th>
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<tbody>
<tr>
<td>PASSWORD</td>
<td>student</td>
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Once you log in, you should change your password to something unique that you will remember. Your password does not reset to “student” each semester.

Distance education is not for everyone, please exam your personal learning style preference. You should be self-motivated, independent, enjoy spending time on the computer, have the ability to articulate your voice in written language and have the time required to complete the class.

Are you ready for distance education? If you do not know, please take the following distance learning self-assessments: How prepared are you for distance learning? In addition, determine your technology know-how quizzes at http://www.canyons.edu/offices/distance_learning/info/Assessments.asp

If you have any questions please an e-mail me at connie.perez@canyons.edu. I will respond to you within 48 hours. Please write COUNS 120 in the subject line.

I’m looking forward to having you in my class.

Connie Perez, M.S., NCC
Counseling Faculty
College of the Canyons