## Course Information

**Fall 2015** (October 19 thru December 12, 2015)

**Course #:** 17742  
**Instructor:** Concepcion (Connie) Perez  
**E-Mail:** connie.perez@canyons.edu  
**Office hours:** Fridays at 11-12 p.m. Online

**Note:** Best way to reach me is through the Blackboard email. I will respond within 48 hours Monday thru Friday. It could take up to 72 hours for weekends and holidays.

## Course Description

This course introduces students with information and resources in order to facilitate a smooth transfer to four-year colleges and universities. Topics include UC/CSU applications, major and general education requirements, financial aid/scholarships, private and out of state options, and analysis of factors involved in the selection of transfer schools.

![4-Year University NEXT EXIT](image)

## Student Learning Outcomes:

1. Evaluate colleges and college majors utilizing multiple resources that relate to the students’ educational, career, and life goals.

## Required Textbook:

No textbook is required.

If you need access to a computer, please use the resources on campus:  
**Computer locations:** Library Room 210, Student Center S-115, TLC – BH Room 209.

## Attendance:

Regular attendance is mandatory. You are expected to logon onto Blackboard every other day. Those who do well in the class are usually the ones who consistently log in (just as you would attend class if you were in a face-to-face section).

## Classroom Conduct & Participation:

College behavior is expected at all times. Respect for each other and the professor is critical. Use appropriate language at all times while using email, discussion boards and any other type of correspondence with other classmates and the professor.

You are expected to participate and be fully prepared. Class discussions will focus on behaviors which contribute to a successful and positive
Learning is an active process and during each class you are expected to engage in activities that relate to the topic via discussion boards. Be ready to share about your experiences and provide sound advice to others.

Other ways you will participate in this class is by being prepared and reading the textbook, taking the quizzes, and by completing written assignments each week.

I encourage you to communicate any concerns with me as soon as possible. Email is the best way to reach me outside of class or during office hours. I will respond 24-48 hours. Please note that I check e-mail Monday thru Friday and on occasion on the weekend, but don’t count on it.

Please view the following website for further information on netiquette, emoticons and electronic communication. Netiquette

Please refer to the College of the Canyons Catalog for detailed information regarding COC’s policy on Student Conduct- Disciplinary Action

You will be expected to perform the same standards of behavior as a traditional class. Use appropriate language on all posting on the discussions boards, e-mails and chat rooms.

### Assignments

Refer to the course Calendar for specifics about assignments. You are responsible for submitting your assignments by the due date indicated on the course calendar via Black Board each week. **No late assignments will be accepted**, unless arrangements are made in advance with the instructor due to extenuating circumstances.

All assignments are to be typed (except class notes) and will be evaluated for writing: content, clarity, spelling, mechanics and grammar. This is a graded course.

### Drop/Withdraw Policy:

The instructor will drop students on the first day for not signing into Blackboard (which is the same as not showing up for class in a face to face class). A student may withdraw from this course by the deadline, please check out the Admissions & Records website and Calendars for details.. A grade of "W" will be recorded when a student drops a course after the deadline. The student is responsible and must officially withdraw through Admissions and Records or on My Canyons. Failure to attend class without an official withdraw will result in a “FW” grade in the course and this will affect your GPA.
Add Deadline – 4/22/15  
Drop w/o “W” – 4/22/15  
Drop Deadline with a “W” – 5/21/15  
Drop Refund – 4/17/15

**Americans with Disability Act (ADA):**  
It is the policy of COC to comply with the Americans with Disability Act. Therefore, Disabled Student Programs and Services (DSPS) offers educational support services to students with disabilities who are enrolled in college classes. Students with verifiable disabilities who wish to avail themselves of services provided by DSPS, including reasonable accommodations if eligible should visit the [DSPS](#) web page. If you are covered under this act and need reasonable accommodations to take this class, please notify me immediately.

**Plagiarism & Cheating**  
Cheating is copying another person's answers or words on an assignment, exam or quiz. Plagiarism is using another person's ideas or words as your own without credit to the source. Students at COC are subject to disciplinary action for "cheating, plagiarism, fabrication, and other forms of academic dishonesty, and/or facilitating academic dishonesty." (COC College Catalog 2013-2014 – Regulations and Policies). The instructor has a right to dismiss a student for cheating or plagiarism.

**Grade Points and Assignments:**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Boards</td>
<td>80</td>
</tr>
<tr>
<td>Quizzes</td>
<td>100</td>
</tr>
<tr>
<td>Assignments</td>
<td>70</td>
</tr>
<tr>
<td>Personal Statement Essay</td>
<td>70</td>
</tr>
<tr>
<td>Student Educational Plan</td>
<td>50</td>
</tr>
<tr>
<td>Class Analysis Report</td>
<td>70</td>
</tr>
<tr>
<td>Final Exam</td>
<td>60</td>
</tr>
</tbody>
</table>

**Total possible points:** 500 Points

The class is based on 500 points total. The course is graded on an A-F scale. The point breakdown is listed below:

**Grading Scale**

A= 450 - 500  
B= 400 - 449  
C= 350 - 399  
D= 300 - 349  
F= 0 - 299  

**Note:** There are no make-ups for any assignments or exams. In an
event of an **EXTREME EMERGENCY**, a make-up may be given. Should an emergency occur, official documentation is required (physician’s letter, hospitalization, police report, etc).

<table>
<thead>
<tr>
<th>Good luck this semester!</th>
<th></th>
</tr>
</thead>
</table>