Dear Student,

**Welcome to Counseling 120, University Transfer Planning!** You have registered for Section 16378 an online class. We will have no in person meetings. This course will provide you with the skills necessary to facilitate a smooth transfer to a four year university college. The goal of this course is to prepare you for the challenges of selecting a transfer school and the admission process. You will be asked to analyze the characteristics that are important to you in a transfer school and make a decision.

**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 and major course requirements for a specific transfer goal.

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

Keep in mind that this is an accelerated 5 -week course (July 13, 2015 - August 15, 2015). You will be expected to log onto the blackboard site at every 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 coursework will be completed online using Blackboard. Be sure to complete the Blackboard orientation. You will be able to sign into Blackboard for this class prior by July 13th. The class will not be available prior to July 13th. 2015 [https://bb9.canyons.edu/](https://bb9.canyons.edu/) Do not use Internet Explorer to log into Blackboard, use Firefox, Chrome or Safari!

If you add my class after July 13th, 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 at liz.shaker@canyons.edu
Important Log In Information

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<thead>
<tr>
<th>username</th>
<th>YOUR 7-digit student ID</th>
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<td>(for example, ID #0123456 would log in 0123456)</td>
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<tr>
<th>password</th>
<th>student</th>
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<td>(For current/past Blackboard students, use the password you submitted.)</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 examine 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.

Set yourself up for Success and review the guidelines to "How to Succeed in Distance Learning" and the "Computer Skills Tutorials"

There is No Textbook required for this course.

If you have any questions that need to be answered in advance, feel free to call me (661) 362-3807 or send me an e-mail at liz.shaker@canyons.edu and I will respond to you within 48 business hours. Please write COUNS 120 # 16378 in the subject line.

I’m really looking forward to working with you this summer! See you online July 13th!

Elizabeth Shaker
Counseling Professor
College of the Canyons