Dear Student,

Welcome to Counseling 120, University Transfer Planning! This is a 100% 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 or 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 decisions based on those characteristics.

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 have access to a computer, internet services and a MyCanyons Student email. All communications are done through e-mail, chat rooms or the discussion board.

Keep in mind that this is an 8-week course. You will be expected to log into the CANVAS 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. Only one week will be posted at a time. 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 CANVAS, the new online learning tool. Some of you may have used Blackboard in previous classes and this will be a similar online format. Be sure to follow the CANVAS log in instructions listed in the link below. Also, there are tutorials for different sections of CANVAS for additional assistance. You will be able to access CANVAS on Monday, the FIRST day of class. Please log into the class by 4 pm on Wednesday of the first week or you will be dropped from the class.

CANVAS log in information and tutorial resources: 
http://www.canyons.edu/Offices/DistanceLearning/Pages/CanvasAccess.aspx
If you add the class after the first day of class, it may take two business days before your account is created in CANVAS. If you cannot log in after two business days, please send me an e-mail.

<table>
<thead>
<tr>
<th>USERNAME</th>
<th>Your MyCanyons username (for example: jdsmith)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PASSWORD</td>
<td>student</td>
</tr>
</tbody>
</table>

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, so please exam your personal learning style preference. To be a successful online student, 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 this 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?
- Determine your technology know-how quizzes.

http://www.canyons.edu/Offices/DistanceLearning/Pages/Assessments.aspx

There is **No Textbook** required for this class!!!

If you have any questions that need to be answered in advance, feel free to send me an e-mail at christy.richter@canyons.edu. I respond to emails within 48 hours, Monday through Thursday. Please write COUNS 120 in the subject line.

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

**Christy Richter**

Christy Richter, MS
Adjunct Counseling Faculty
College of the Canyon’s Counseling Department