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Adding/dropping:

- Adding procedures for this course: This course has very few additional spots, but any additional spots that become available in the course from the waitlist will be given according to waitlist ranking and discretion of instructor. The waitlist disappears on day 1 of the semester, so if you are between 1 and 10, please keep a copy of your rank on the waitlist. During the first week I will send students add codes to their email account listed in MyCoM.
- Students should log on weekly, to maintain good standing. Students who have not logged on in two weeks may earn a failing grade. Dropping the course is the student’s responsibility, and not dropping but yet not doing the work can result in a failing grade.

Participation requirements for the course:

- Weekly: discussion, quizzes and course content material must be completed. There are as well as several papers in the semester. The course will require 6 hours study plus 3 hours with lecture materials each week.

Required texts, materials and competencies:

- Technology requirements are that you have a dependable internet connection, ability to post discussions, upload papers and download applications for viewing material such as flashplayer, realplayer, adobe, acrobat etc and skype for teacher/student meetings.
- You can contact the instructor at Yolanda.vanecke@marin.edu but generally you will not get a response in between semesters until a week before classes start.

Getting into the course site:

- Students who are registered for the course must go to www.marin.edu, sign on to their MyCoM account, and list their email address in their personal account page at MyCoM, by clicking the “preferred email” box. This way they will receive the course welcome letter that will be sent out during the week before classes start. Students who have not listed their preferred email address in their MyCoM account, (either mycom email address or other email address), will not be visible with an email on the instructor’s class list and thus will not receive the welcome letter. Students should also forward their MyCoM emails to their preferred email account (gmail, yahoo or aol, for example) if they do not plan to check their MyCoM account daily. Students who do not have a valid email, phone number and address listed with the college’s MyCoM account will not receive communication and risk being dropped from the course.
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- The deadline by which students must log on to the course, in order to secure their spot in the course is the first Tuesday of the semester.
- There are no mandatory meetings on campus but is one mandatory student/teacher conference per semester. Each student must contact the instructor by phone once in the semester during office hour. You will be given a special skype number in the welcome letter.