

I hope everyone had a wonderful holiday break.

It is time to get back to work.

Here are a few tips to get us back in the groove....

- I know that many of you may need to participate in testing on your campus during this semester and/or attended UIL activities that cause your absence in a Dual Credit class. It is VERY IMPORTANT that you inform your instructor in advance, in the specified timeframe stated in your individual class syllabus. Your class syllabus is an implied contract between you and that faculty member as to what the rule of the class will be. You should always be able to see the syllabus on the first day of class, and if you cannot abide by the policy listed in the syllabus, you should drop the class. By staying in the class, you have agreed to all things stated in the syllabus.
- Remember that you MUST have approval from your high school counselor BEFORE you can drop a Dual Credit class. NEVER assume that your instructor will drop you from a class. It is YOUR responsibility to confirm that the drop has been processed.
- THE LAST POSSIBLE DAY TO DROP A CLASS IS APRIL 15TH.
- Please remember that I am here for All things DC. Please feel free to call me on my cell number listed below, at anytime. I know many of you take classes in the evening. If there is an issue at that time, don't hesitate to call. I am always available.
- FERPA- Family Education Right to Privacy Act- We must have approval from you, the student, before your parent or guardian can talk with me or your instructor about your academic progress.
- If you still have not logged into your online class (or the online portion of your live class), please contact your Instructor IMMEDIATELY.

Regards,

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