**Fall 2016 – CSS 103: First Quarter Experience**



**Instructor:** Stephanie A. Hunter

**Office:** Ford 211

**Office Hours:** Monday & Wednesday 3:45 pm – 4:45 pm

**Email:** StephanieA.Hunter@skagit.edu

**Course Time & Location:** Tuesday 3:45 pm – 4:35 pm in L-228

 1 hour online

**Textbook –** No textbook is required.

**Course Description**

An orientation to college life and specific resources to succeed in attaining educational goals. Topics include: identifying interests and occupational choices, engaging in "college knowledge" and planning for financing college costs and a degree timeline.

**Course Objectives**

At the end of this course, you should be able to:

1. Access specific college resources to secure success in the classroom.
2. Develop a financial plan.
3. Choose appropriate occupational choices based on personal interests.
4. Plan an appropriate academic schedule and degree completion timeline.![MC900442042[1]]()

**Assignments and Grading**

Attendance 10%

College Resources Assignments 20%

Financial Planning Assignments 20%

Occupational Choice Assignments 20%

Academic Schedule and Degree Planning Assignments 30%

**Total 100%**

**Final Course Grade**

Your CSS 103 grade will appear on your transcript as part of your college level GPA.

93% - 100% A (Excellent)

90% - 92.99% A-

87% - 89.99% B+

83% - 86.99% B (Very good)

80% - 82.99% B-

77% - 79.99% C+

73% - 76.99% C (Good)

70% - 72.99% C-

67% - 69.99% D+

60% - 66.99% D (Poor)

0 – 59.99 F (Failing)

**Attendance & Class Arrival/Departure**

Absences, late arrivals, and early departures will be recorded and will affect your grade. Each late arrival or early departure counts as only 75% attendance for the day.

**Late Work & Tests**

Contact me 24 hours ahead of the due date. If there is no contact 24 hours ahead of time, there will be a 10% late penalty for each day late and a 5% penalty for work turned in within 24 hours of the due date. If there is no contact 24 hours ahead of time, you can only make up a test with my permission.

**Cell Phones**

In-class use of cell phones is not allowedwithout teacher permission!Your phone must be silenced and remain in your bag unless its use has been approved for classwork. Your phone can be confiscated until the end of class.

**Classroom Behavior**

You are here to improve your chances of college success. Please follow these guidelines:

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* Come to class every day and complete online work as if you are in class.
* Be in class early and be prepared to start class on time.
* Submit all homework when it is due.
* Try to speak English during class.
* Listen carefully when the teacher or another student is speaking
* Ask permission if you want to use your phone for a class activity

**Academic Honor Code**

All students of Skagit Valley College are responsible for knowing and adhering to the Academic Honor Code of this institution found at <http://www.skagit.edu/honorcode>. Violations of this code include: cheating, plagiarism, aid of academic dishonesty, fabrication, lying, bribery, and threatening behavior. All incidents of academic misconduct are reported to the student conduct officer. Students found to be in violation of the Academic Honor Code are subject to academic consequences up to and including failure of the course. Students may also be subject to college disciplinary sanctions up to and including expulsion from the College.

In the first instance of cheating, you will be warned with a chance to resubmit the assignment. The second instance will result in failing the assignment. The third instance will result in failing the course. All instances of deliberate cheating will be reported to the college.

**Student Responsibility**

You are responsible for reading and knowing the information in this syllabus. If you miss class, you are also responsible for contacting the instructor or another student to learn what you missed.

**Students with Special Needs**

If you are a student with a disability and need academic accommodations, please contact Disability Access Services. For an appointment on the MV Campus, call the Counseling Office (360) 416-7654, or ask in person at the Counseling Reception Desk. For more information, go to Disability Access Services under Counseling/Career Services at www.skagit.edu.

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**Emergencies and Weather**

Register for the RAVE alert system and listen to local radio and TV stations for emergency and weather announcements for the college. You can also go to www.skagit.edu for emergency postings. If the campus is closed or classes are cancelled, please check Canvas for instructionsif you are able*.*