

Dear WEB student,

You have registered for a Web Math class in Technical Studies (Tech 0085, Tech 1110 or Tech 1120). You are required to attend one of the following orientation sessions for Web classes on **June 2, 2011 at 9:00 AM and at 6:00 PM in room 635**. Technical math classes will be using Georgia View and a Vista Student Access Kit-(MyMathLab Access Code with blue stripe) will still be required. You will need to purchase a Vista Access Code for this class at the Bainbridge College Book Store. It is essential that you have you access code no later than the first day of class, June 6th, but it would be better if you had it when you attend the orientation.

At the orientation you will have a chance to meet your instructor, receive a printed copy of the syllabus and semester plan, ask questions and learn other useful and important information. Failure to attend the orientation will result in you not being counted present for attendance during the first week and could result in your name being dropped from the class roll. Attendance of the Web orientation is vital to your success in this course.

Please email your instructor before June 2, 2011, if you are not able to attend an orientation session. Please sign the statement at the bottom of this letter regarding your responsibilities in taking a web class and bring the letter with you to the orientation session.

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I hereby acknowledge that I have access to a computer and reliable internet service. I further acknowledge that should problems arise and I am without a computer or reliable internet service, I agree to use one of the computer labs on campus or make use of the facilities available at a Public Library to complete my assignments in a timely manner. I agree to abide by the terms, conditions and guidelines established by my instructor and by Bainbridge College.

If a student fails to attend orientation, to turn in this document signed or fails to login to the course during the first week of classes, **you will be dropped from the course! You are required to login into Georgia View – MyMathLab account and complete some course work during the first week of class to be counted as attending!** You must complete the assignments and quizzes in a timely manner. You should check the web site daily for assignments and postings. **Most instructors only post exams on the Web site for a limited time; students who do not take the exams during this window of time will receive a zero test grade.**

You must have access to the Internet and a current email account to participate in this course.

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Please sign below to indicate that you understand the following computer and software requirements to take the on-line courses:

1. Windows 2000 or higher operating system
2. Internet access
3. E-mail account

I am capable of completing the following tasks on a computer

1. Accessing and surfing the internet
2. Using a search engine for research
3. Downloading documents from the internet and saving them on disk
4. Using an email application to send and receive email
5. Attaching documents to an email
6. Downloading and installing Internet components such as Windows Media Player or Adobe Acrobat.

I understand and accept the above-stated responsibilities to enroll in the on-line or web-enhanced course listed above.

\_\_\_\_\_  
(Sign name here)

\_\_\_\_\_  
(Print name here)

\_\_\_\_\_  
(Date)

Email Address: \_\_\_\_\_

Day phone# \_\_\_\_\_ Night phone# \_\_\_\_\_