**TIPS FOR SUCCESS**

***Successful CCP students:***

* Read announcements, emails, and all posting in online classes, daily. Check your Junk folder.
* Manage and set aside enough time to complete lessons and assignments by the due dates posted. If you have a block time set aside for your CCP class, use it every day! It’s a great time to study, work ahead on projects, complete lessons and assignments, troubleshoot any technical problems, or meet with the College’s Secondary Partnership Director for advising or questions.
* Never assume due dates are the same every week- especially for final exams. Your syllabus contains a calendar of assignments and due dates at the end of the document, posted in the class- in Moodle.
* Contact instructors with any concern about attending class, participating online, academic performance and meeting deadlines. Communicating with your high school about absences is not the same as communicating with the college instructor.
* Make sure your mobile device has a voicemail set up and is not full.

***College Policies***

* Exceeding the attendance policy may result in being dropped from your class (**the College does not recognize excused absences for extracurricular activities such as athletics or school events or vacations). This could result in a failing grade for high school credit**.
* Complete lessons and assignments each week for online/hybrid classes-- attendance and participation requirements are outlined in the syllabus. Just logging into Moodle, email, or a 3rd party software is not counted as participation in an online environment.
* If you have a concern about your work or a grade, contact your instructor, by email, immediately to try and resolve the situation- do not wait until the end of the semester.
* **Change your password** when you are notified by Technology Support Services, every 90 days.

***Your performance in CCP classes affects your future***

* Earning college credit builds a permanent college transcript. Failing grades or not completing a course may negatively affect future financial aid eligibility, admissions, scholarships, or athletic eligibility, etc.
* Since college courses typically count as dual credit on the high school transcript as well, your College grade impacts both transcripts. Failing may affect your high school GPA as well as graduation requirements.
* If you want to “drop” a course, communicate with your school counselor AND the College’s Secondary Partnership Director, Trish Holsten, to discuss the potential impact on your transcripts or future Financial Aid eligibility, etc.

***Help and Troubleshooting***

* If you’ve contacted your instructor and do not receive a response within 48 business hours, contactTrish Holsten: 252-246-1250 [**pholsten@wilsoncc.edu**](mailto:pholsten@wilsoncc.edu)and forward the original email you sent to the instructor for reference.
* Contact the College’s Technology Support for help logging into email or Moodle, or changing you mobile number for multifactor authentication (252-246-1224 or [support@wilsoncc.edu](mailto:support@wilsoncc.edu)). Contact Trish Holsten if your problem is not resolved in a timely way.