**Your Course Name / Semester**  
 **Example: Expectations**

* **Access**: You will use Desire2Learn <https://d2l.sdbor.edu/d2l/login> to access the course and complete the course requirements.
  + You must have access to the Internet to complete the work. You may certainly use the computers at Black Hills State University.
  + No additional time will be given to students who do not have access to their own home computers.
* **Online Week:** Your online course week begins midnight on Monday and ends the following Sunday at 11:59 p.m.
* **Required Hours:** Being enrolled in an online course does not mean that you will spend less time working on the course work than you would for an on-campus face-to-face course. It means that you will have flexibility to schedule how you get that same work done.
  + For a 3-credit hour course on campus course, you are expected to spend around 8-10 hours off campus per week for reading and completing course work. So you should be prepared to spend that much time on this online course during the week
* **Make-up Policy - During the Semester:** 
  + It is critical that you turn in your work on time. No late work is accepted unless you have made arrangements BEFORE THEY ARE DUE!!
  + It is also critical that you participate in DISCUSSIONS in a timely manner. If you wait until the last minute to post your responses then the rest of the class will not be able to incorporate your postings into their analysis.
  + Please note that you will not be able to make up late Discussions – by the end of the week the rest of the class has moved on to the next topic and your participation in the Discussion after that occurs doesn’t benefit the class.
  + Certainly, it is understood that sometimes things interfere with our abilities to complete things on time. If that happens to you, don’t wait. Please contact as soon as possible. We might be able to make arrangements for the assignments as you cannot make up late Discussions.
* **Make-up Policy – After the Semester -** No late work will be accepted after the term.

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