

Attachment 3-2 – Independent Study Registration Process
Welcome Letter (web-based course)

Dear Student,

Thank you for enrolling in: _____ through Adams State College Extended Studies, taught by _____ . Upon review of your course requirements, you may find assignments due at a specified time or in a defined sequence, and a late start may result in missed deadlines or the loss of shared information. Students who log in immediately, review the course requirements and introduce themselves to the instructor and the other students are more likely to complete the course satisfactorily. You may begin the course by logging in as follows:

1. Go to the following URL: <http://adams.edu/getit>
2. You will be prompted for your SID (student I.D.) and token
 - a. Your SID is: _____
 - b. Your token is: _____
 - c. Once you click the “submit query” button, your password will be generated and given to you. Write this password down and keep it in a safe place. You cannot use your token more than once.
3. Go to the following URL: <http://online.adams.edu>
4. Click on “Business Courses Login.”
5. You will be prompted for your Web CT ID and your password.
6. Click on the **course name** in the upper left hand corner. This brings you to the course homepage. The course outline/syllabus is listed here. Familiarize yourself with your course requirements as soon as possible. The instructor contact information is listed here as well.
 - a. Send an email to the instructor; the purpose of the message is to introduce yourself to the instructor. Please include a little about yourself such as why you are taking the course online, how you found out about the course, where you’re from, etc.
 - b. Post a similar message to the Bulletin Board of WebCT to introduce yourself to the class.
7. **Please follow your online syllabus for all exam and assignment information.** The required textbook is listed on the online course overview. Please order your textbooks as soon as possible. ***You must have them prior to the first day of class.*** You may order your textbooks by telephone from Adams State College Bookstore by using your credit card. There will be additional charges for tax and shipping. Please contact Loretta at (719) 587-7981, by email at lcmartin@adams.edu or contact ASC Extended Studies at (800) 548-6679 and ask to be transferred.
8. **Reminder:** Always use the logout function and quit your browser when you are finished. Your login and password are saved in the browser until you quit.

Attached you will find the exam request form(s) for the proctored exam(s) in the course. **Be sure to request the exam at least three weeks before you plan to take it with your proctor.**

If you have difficulty logging in, or have any questions during the course, please do not hesitate to call Extended Studies toll-free at 1-800-548-6679 or e-mail ascextend@adams.edu. Thank you for choosing Adams State College.

Sincerely,

Tracey McMichael, Assistant Program Manager
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