

# Open Entry/Open Exit Homework Area for Winter 2012



Homework for OE/OE classes may be accepted several ways:

- Via email
- Via Blackboard
- Via drop off to the OE/OE Mailbox

You will need to work with your individual instructor to see what is preferred for homework drop off for your class.

The Homework Drop-Off Mailbox is located just outside the OE/OE lab (Room 120) of the Biomedical Technology Center. As long as the building is open, you will be able to access the Homework Drop-Off Mailbox. Homework placed in the mailbox is picked up several times each day (excluding Sundays) and placed in a designated area for faculty to pick up.

Envelopes are located in a bin attached to the mailbox for your use in submitting homework. Please be sure to list the **instructor's name, class, and your name** on the envelope before you drop it into the mailbox.

## **THE LAST DAY TO DROP OFF HOMEWORK**

**Friday, April 27, 2012 by 9:00pm**

- **The mailbox will be removed from the hallway promptly at 9:00 pm.**
  - **No other homework will be accepted after this deadline.**

Instructors will grade your homework and return it to you by the same means you sent it to them. Homework emailed will be returned via email or to the Homework Pick-Up area, homework submitted via Blackboard will be graded in Blackboard, and homework dropped off to the Homework Drop-Off Mailbox will be returned to the Homework Pick-Up area.

**END OF SEMESTER:** Once the OE/OE semester ends **April 27**, the OE/OE lab will remain open for general student use through **Friday, May 4, 2012**.

## **HOMEWORK PICK UP AT THE END OF THE SEMESTER:**

**Homework may be picked up at the end of the semester on the following dates:**

- **Thursday, May 10** from 1:00 pm to 6:00 pm or
- **Monday, May 14** from 9:00 am to 12:00 pm and 1:00 pm to 9:00 pm.

**Any homework not picked up by 9:00 pm on Monday, May 14 will be destroyed.**

A **Picture ID** (Driver's License, State ID, or Schoolcraft College ID) will be **required** to pick up your work from the Homework Pick-Up area located just inside the OE/OE lab doors. An OE/OE faculty member or the Testing Center Administrator must pull your work from the bins. **Do not attempt to retrieve homework from the bins on your own.** If an instructor is not seated at one of the workstations just inside the lab, go to the Testing Center in the corner of the room and consult with the Testing Administrator.

Please contact Rachel Ford, Learning Options Associate at (734) 462-4481 with any questions or concerns.