

# Open Entry/Open Exit Assignment Drop-Off for Winter 2019

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## **Assignment Submission:**

Assignments 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 confirm their preferred method of assignment submission for your class.

The OE/OE Mailbox is located just outside the OE/OE Computer Lab, Room 120 of the Biomedical Technology Center. As long as the building is open, you will be able to access the mailbox. Assignments placed in the mailbox are 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 Submit Assignments:**

**Monday, April 29, 2019 by 9:00pm**

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

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

**END OF SEMESTER:** Once the OE/OE semester ends April 29, the OE/OE lab will be closed.

## **Assignment Pick-Up at the End of the Semester:**

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

- Wednesday, May 15 from 8:00 am to 4:00 pm
- Thursday, May 16 from 8:00 am to 4:00 pm

Any assignments not picked up by 4:00 pm on Thursday, May 16 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 Assignment Pick-Up area located at the front desk inside the OE/OE lab. (BTC 120)