

ACKNOWLEDGEMENT FORM

(Please fill out and sign. Email confirmation is acceptable)

I have received the materials for the _____ (name of your course)
on this day: _____ (today's date).

I am aware that all assignments for this course are due on my due date:
_____ (six months from date above) * see notes below

I have read and understood the Student Handbook (found in your course binder).

I understand that materials used for this course including notes and audio files (lecture notes, CD/MP3s, iTunes U, Moodle) are for my exclusive use and I am not to distribute these in any way (photocopying, email, web post) without the permission of the copyright owners.

I understand that when requesting exams I must give two weeks notice if taking the exam on campus and one month notice for exams to be mailed to proctors.

Student Number (found on your course confirmation form): _____

Signature: _____

Print Your Name: _____

Please complete this form and mail, fax, or email it to Regent College as soon as possible. A pdf version of this form can be found here, www.regent-college.edu/distanceeducation.

Your DUE DATE is set according to the following

On campus students (if you picked up your course from the office): Your due date for the course will be 6 months from the date of signing this form OR three weeks after the initial phone/email notification of course materials ready for pick-up (whichever comes earlier).

Off campus students (if you received your course via courier): If we do not receive this form within three weeks of the shipping date, your due date will be six months from the shipping date.

For students who are enrolled in iTunes U: Your course start date will be the first day you login to the course moodle site, or 3 weeks from the initial email notification giving you access to iTunes (whichever comes earlier). Your due date will be six months from that date.

Graduating students: March 15 is the deadline to submit all assignments for students applying to graduate in Spring.