

Welcome to the Center for Self-Directed Learning (CSDL),

You are registered for a **Guided Self-Study course(s)** at the Center for Self-Directed Learning. The course facilitators are here to guide you through your course, assessing your work and answering any questions you may have. All the courses offered through the Center require textbooks. Your textbook is the main source of learning, and much of the work is accomplished through individual study time. There are tutors and supplementary materials available to guide you through your course. You must start your course at the beginning of the semester. If you register after the start of the semester, you are required to begin the course **IMMEDIATELY.**

You are required to see your course facilitator for an orientation.

At that time, you will have the opportunity to meet your course facilitator in person, receive information regarding your class, and pick up your course syllabus and materials. Please come to the CSDL, located at H-Building, Room H165.

NA Grades:

During the third and fourth week of each semester, we are required to evaluate all current semester enrollments for NA (Never Attended, Federal Financial Aid regulation). Once you receive NA grade, you will be withdrawn from the course. If you are receiving Financial Aid and an NA grade is recorded, your Financial Aid will be stopped. All students, whether you are receiving Financial Aid or not, will be evaluated for NA grade. It is your responsibility to make sure that we have evidence that you are attending and progressing in your course during the first 4 weeks. That evidence includes: **Assignments passed in, exams taken, other tasks in your syllabus, and speaking with your course facilitator at least once a week.**

Attendance:

There is an attendance requirement. You do not need to arrange your hours; you can fulfill the attendance requirement based on your own scheduling needs during the hours of operation. In order for your attendance to be counted, you must login to our student login system by entering your student ID #. You will not receive credit for the time you have been here if you do not login/logout.

Testing:

All the CSDL tests are administered in a centrally located testing room. The Testing Room is located in room H160. To take a test, you must have a valid driver's license or student ID card. Most tests can be taken at least twice.

Textbook Information

Check BHCC Bookstore online to find out what books are required for your class. Just follow the steps below:

- Go to textbooks section of BHCC Bookstore <http://bhcc.bncollege.com>
- Select Term (Fall 2015)
- Select Department such as MAT, ENG, PSY, SOC, etc.
- Select Course
- Select Section (LC)
- View required textbook

Hours of operation:

FALL & SPRING SEMESTER HOURS:

Monday – Thursday 8:30 a.m. – 8:45 p.m.
Friday 8:30 a.m. – 1:00 p.m.
Saturday – Sunday 9:00 a.m. – 3:45 p.m.

SUMMER SEMESTER HOURS:

Monday – Thursday 8:30 a.m. – 8:45 p.m.