To:       Full-Time and Extended Students

From:    Sandra R. Bolton, M. Ed
         Assistant Dean, Student Services

Re:      Taking courses in an Intensive Weekend format

Full-Time and Extended Degree students who may need to enroll in a course which is held in an Intensive Weekend format must be aware of the following requirements for this type of instruction:

1. **The course starts four weeks before the actual meeting dates.** Preparatory notes, syllabi, bibliographies, textbook requirements and first assignments are available on Blackboard approximately five weeks prior to the first day of class. Students should contact the Office of Student Services if the information is not posted by the fourth week prior to class meeting dates.

2. Classes in the Intensive Weekend program are held one weekend per month and meet from 9:00 am until 5:00 pm each of the class days, Friday, Saturday, and Sunday the first month; Saturday and Sunday the next month. Note: some classes meet on Thursdays.

3. Your attendance and participation is required for all class days. In the event of an emergency, instructors may excuse one day of absence if it does not compromise the academic integrity of the course. (Please see your course syllabus for instructor’s policy on attendance). Students who must miss more than one day of class will be withdrawn at full tuition cost.

4. Because of the nature of the full-day instruction, it is assumed that all assigned material will be read and all written assignments completed (as noted in the syllabus) prior to class meeting days.

5. It is likely that a final assignment will be due 3-4 weeks after the last class session. You will need to set aside time to complete this final assignment on time.

If you have questions about this format, please feel free to contact me (216-368-2100) or the Intensive Weekend Director, Gerald Strom (216-368 5880).

*Last updated September 25, 2007*