VALDOSTA TECHNICAL COLLEGE

Attendance, Drop/Add Procedures for Online Students

1. Online students are responsible for e-mailing his/her instructor prior to the first day of the quarter. Failure to do so will result in the student's dismissal (drop) from the class.

   The e-mail should be addressed to the instructor and should be sent from the e-mail address that the student plans to use for the class. The e-mail should also indicate the course in which the student has enrolled. *Use the following subject line:*
   "Student Name – Class"
   Example: Cindy Jones – SCT 100x

2. Students must log into your course before midnight of the third day of the quarter. If a student does not log into the course before midnight of the third day of the quarter, the student is considered a "No Show" and will be dropped from the course.

   If a student wants to continue the class after he/she has been dropped for non-attendance, he/she must pay a $10 drop/add fee to be re-instated into the course.

   See login information below.

   Your username is the first initial of your first, middle, and last name (as recorded in the VTC database, Banner) and the first four digits of your birthdate. Do not use spaces in your username. For example, if your name is Mary Ann Nichols, and you were born on June 4, 1958, your username is man0604.

   Mary **A**nn **N**ichols born June 4, 1958
   man + 0604

   Username = man0604
   (no spaces)

   Your password is your birthdate (as recorded in the VTC database, Banner) in six-digit format. For example, Mary Ann Nichols, born on June 4, 1958, would have a password of 060458. Your instructor might assign another password. Contact your instructor for more information.

   June 4, 1958
   060458

   Password = 060458
   (no spaces)

   The Blackboard 6 website is http://gvtc6.blackboard.com. Use your browser to navigate to that site, then log in with the username and password as listed above. Contact your instructor for more information on your username and password.

3. After the drop/add period, online instructors will check course statistics each Monday to ensure that each student has logged into the course at least one time during the preceding week. If a student has not logged in at least one time during the preceding week, the student shall be dropped for non-attendance.

Any problems or concerns with online courses should be directed to Sally Dorminey (sdorminey@valdostatech.edu).

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