

SPRING 2012

FOR NEW MD-335 LAB STUDENTS

- I. **CHECK-IN** with one of the lab staff; have your **completed Student Data Sheet** ready. You will receive:
 - A. A copy of the *Self-Paced Lab Procedures Manual*
 - B. A calendar of seminars and lectures
 - C. The first page of the course syllabus for textbook/supplies information
- II. **ATTEND** the *Orientation Seminar* as soon as possible.
- III. **ATTEND** the *Course Seminar* or first lecture of the course in which you are registered; Check the Lecture Calendar for the earliest day/time—bring your textbook and course syllabus with you to the seminar or lecture.)
 - BUS-165: KEYBOARDING SEMINAR
 - BUS 170 / 171 / 175 / 180 / 185 / OIS 136.1, .2, .3: SAS SEMINAR
 - OIS-101: BEG KEY SEMINAR
 - OIS-102: INT KEY SEMINAR
 - OIS-103: ADV KEY SEMINAR
 - OIS-108: DATA ENTRY SEM
 - OIS-115: FILING SEMINAR
 - OIS 231.1: MEDICAL MACH TRANS SEMINAR
- IV. Have your **student ID number** with you at all times; you will need your student ID number to record your lab attendance on the attendance tracking computer (ATC) when working in the lab.

RETURNING MD-335 LAB STUDENTS

- I. **CHECK-IN** with the lab staff; have your **completed Student Data Sheet** ready. You will receive:
 - A. A copy of the *Self-Paced Lab Procedures Manual*.
 - B. A calendar of seminars and lectures.
 - C. The first page of the course syllabus for textbook/supplies information.
- II. **ATTEND** the first lecture for your course (see the *Lecture* section of your course syllabus for lectures needed); for example: BUS-171 WORD-6; OIS-136.2 WORD-5; or OIS-136.3 WORD-8 (Check the *Lecture Calendar* for the earliest day/time—bring your textbook and course syllabus with you to the seminar or lecture.)
- III. See the lab assistant regarding any lab set-up changes since last semester.
- IV. Have your **student ID number** with you at all times. You will need your student ID number to record your lab attendance on the attendance tracking computer (ATC) when working in the lab.