



Syllabus for CIS-1 Computer

Information Systems

Course Information

Semester & Year: **Summer 2022**

Course ID & Section #: **CIS-1-V4012-2022X**

Instructor's name: **Amy Murphy**

Day/Time of required meetings: **Online** (*course delivery and participation are fully online, includes regularly scheduled quizzes, lectures, labs, and exams; synchronous attendance is NOT required*)

Course units: **4**

Instructor Contact Information

Office location or *Online: **Online**

Office hours: **Zoom Office Hours: TBA & by appointment**

Phone number: The **Canvas Inbox** mail/messages tool is the **most reliable contact method and preferred** during the summer session. CR faculty email is a second choice (amy-murphy@redwoods.edu) but will be unavailable during campus power outages.

Email address: Use Canvas Messaging/Inbox (preferred) or email me at amy-murphy@redwoods.edu

Communication Guidelines:

- Canvas messages and/or emails sent to my faculty email address are usually answered within 24-48 hours, but generally sooner. **If I am temporarily out of service for a period of time, I will post an announcement prior.**
- Please **remember** that instantaneous responses are not possible in a fully-online course. Please **make it a habit** to check both your **Canvas Inbox, your student email**, and **Canvas Announcements** regularly for information about our class and all CR communications.
- More information about your MyCR student email account can be found [here](#).

We live in the age of text messaging, where communications can be overly terse/blunt, and it is the acceptable norm. However, at the college level, it is good soft-skill practice to use a **polite, professional tone in all written email communications**, including when you are encountering technical issues, asking for assistance, and/or inquiring about grading.

Please consider using a **brief greeting, closing, and respond to emails from your Instructor in a timely manner**, whenever applicable. (*Please do **not** return a response to emails that do not require one, such as due date reminders.*)

WARNING: student comments left in submissions comments boxes (*post-grading only*) will ***NOT*** be seen/responded to because Canvas does NOT send instructors a notification when students enter comments in this location.

Therefore, please use Canvas Messaging to inquire about grading feedback.

Zoom Meeting Room – Office Hours (TBA) + By Appointment Only

Topic: Zoom Meeting Room

→ See CIS-1 syllabus inside CANVAS course for live link & passcode

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us>)

Meeting ID: 912 7183 7966

Password (*passcode*): xxxxxx

Or iPhone one-tap (US Toll): xxxxxx

Or Telephone:

Dial:

xxxxxx

Meeting ID: xxxxxx

Catalog Description

CIS-1 Computer Information Systems (4 units). CIS-1 is an intermediate-level course focusing on the principles and applications of computers, including their role in business and society, the fundamentals of information systems, database management systems, networking, e-commerce, ethics and security, and computer systems hardware and software components.

Course Student Learning Outcomes (*from course outline of record*)

Upon successful completion, the student will be able to:

1. Solve common business problems using appropriate Information Technology applications and systems.
2. Demonstrate an understanding of information systems used in business.
3. Evaluate the implications of technology on society.

Prerequisites/co-requisites/ recommended preparation

Advisory Prep: Basic computer skills are the recommended preparation for this class; currently enrolled students **must already possess a basic proficiency in Microsoft Office word processing, (spreadsheets a bonus but not required), electronic presentation software, file management and the ability to use the Internet and email.** Students must have access to a PC computer running a recent version of Windows (ver. 10 or 11); a broadband Internet connection; and MS Office Professional 2016 or later (Office 365 Education), as well as basic skills in learning and studying in an online environment. The class uses the Canvas Collaborative Learning Environment (CLE).

Required Materials

REQUIRED TEXTBOOK (any condition/any format; MUST be **2018 Comprehensive** edition):

Title: **New Perspectives on Computer Concepts 2018: Comprehensive**

Author: **Parsons**

ISBN-13: **978-1-305-95149-5**

Edition/Copyright: **2018 Edition Comprehensive**
Publisher: **Cengage Learning**

REQUIRED HARDWARE: PC Computer or laptop running MS Windows 10 or 11.

Please note that Macintosh or Chromebook are NOT supported in this course. (I provide more information on this further below)

Portable Devices vs. Computers: You should plan on doing the majority of your work (especially labs, exams and assignments) from a reasonably late-model notebook or desktop PC computer. *Do NOT plan to participate in this class solely from a portable device.* If you do decide to use your portable device for **some** of your class work, use the free Canvas app (called "Canvas by Instructure") available in iTunes (for iOS) and the Google Play Store (for Android). Do not try to connect to Canvas using a web browser on a portable device. Your experience with Canvas will be a lot better using the app.

REQUIRED SOFTWARE: Microsoft Office 365 for Windows

Obtaining Free Microsoft Office 365 Education subscription

Through a licensing agreement with Microsoft, College of the Redwoods is able to provide you with a free copy of Microsoft Office 365 Education that remains active as long as you are a CR student. Please see Canvas Tools --> Announcement --> announcement posted on June 2nd @7:13pm for the updated/final directions (FIX).

You can also find these directions posted as linked pages in Module 1 (above lab 1 and lab 2).

IMMEDIATE ALTERNATIVES:

✦ You can purchase a **\$6.99 monthly subscription** for **ONE user** or **\$9.99 for up to 6 users** directly from Microsoft [here \(Links to an external site.\)](#).

--> **Make sure to select a link pointed out in red below - don't use the "Buy Now" button.**

The screenshot displays two Microsoft 365 subscription cards. The left card is for 'Microsoft 365 Family' at \$99.99/year, labeled 'Recommended for 2-6 people'. It lists benefits: 'Perfect for up to 6 people', 'Up to 6 TB of cloud storage, that's 1 TB per person', and 'Premium safety features in mobile app¹'. The right card is for 'Microsoft 365 Personal' at \$69.99/year, with benefits: '1 person' and '1 TB of storage'. Both cards have a 'Buy now' button. Below each 'Buy now' button, there is a link 'Or buy at \$9.99/month >' for the Family plan and 'Or buy at \$6.99/month >' for the Personal plan. Red arrows point from the 'Buy now' buttons to these monthly subscription links. Below the Family plan's monthly link is another link 'Try free for 1 month >'.

Subscription Type	Price	Recommended For	Key Features	Monthly Option
Microsoft 365 Family	\$99.99/year	2-6 people	Perfect for up to 6 people, Up to 6 TB of cloud storage (1 TB per person), Premium safety features in mobile app¹	Or buy at \$9.99/month >
Microsoft 365 Personal	\$69.99/year	1 person	1 person, 1 TB of storage	Or buy at \$6.99/month >

➡ Subscription automatically renews. Cancel anytime to stop future charges.

✱ You can **purchase a \$69.99 annual subscription** from collegebuys.org ([Links to an external site.](#)) that will remain active the full 12 mos. (no need to be a CR student) which breaks down to just under **\$5.80/per month** for **one user**.

WARNING: Other Office Suites, such as LibreOffice, Google apps, etc., will NOT work for this course. The ONLINE version of Microsoft Office has limited functionality and will also NOT work for this course.

ADDITIONAL REQUIRED SOFTWARE:

You will be required to **INDEPENDENTLY** download, install, and learn additional software programs to complete assignments and labs. These programs are free to use. They are from reputable Web sites and have been used by millions of people and specifically by CIS-1 students for many years. Having said that, neither myself nor CR is responsible for any issues arising from the download, installation or use of such software. You are expected to have Anti-Virus software running on your computer. If you are uncomfortable with any of this, you should not take this online course.

Technology and Skills Requirements:

CIS-1 students **MUST** have the following items at the beginning of this course:

- **reliable high-speed internet service**, such as provided by cable, DSL, or satellite service providers, and **ample data on your plan** as there are weekly online labs and videos that require this speed/higher data usage. You need to have reliable access to the internet, at least 5-7 times per week, for the duration of the course.
- regular access to a **desktop or laptop/notebook PC computer** running a recent version of **Microsoft Windows** Operating System (version 10 or 11), and MS Office Professional 2016 or later (*Free Microsoft Office 365 Education subscription is available to CR students - please see syllabus*).
- Please note that the **online version** of **Microsoft Office Suite** has **limited functionality** and will **NOT work** for this course.
- **MS Office 2016 Professional Edition (or later) is required for this course.** You need a copy an Office Suite such as MS Office 365 Education with the following apps (Word, Excel, PowerPoint, and **Access**). All the how-to videos, examples and Lab work are based on Microsoft Office.
 - *If you DO intend to use a **MAC**, realize that is NOT supported for this course; you will have to **independently** "search" for selections when doing labs, and you will **DEFINITELY** need to either borrow a PC or use one of the CR Campus computer labs (if/when available) to complete the Microsoft Access database lab.*
- **You CANNOT participate in this class solely from a portable device (tablet/smartphone) or Chromebook.** *If you DO intend to use a **Chromebook**, realize that is **NOT supported** for this course. Reminder: The **online version** of Microsoft Office Suite has **limited functionality** and will **NOT work for this course**. You will need to borrow a PC or use CR Campus computers (if/when available) to complete **ALL Microsoft Office** labs.*
- **Work completed in other Office Software Suites, such as Google apps, Libre Office, etc., will not be accepted in this course.**
- proficiency in using **Canvas**, including all required Canvas tools, including but not limited to downloading/uploading documents for submission, and viewing grading feedback.
- proficiency using a PC and Microsoft Office Suite to complete labs (skills needed include file management, creating, saving, uploading/downloading, formatting, inserting images into Word

documents and PowerPoint presentations, (you will be introduced to Microsoft Excel and Microsoft Access), proficient typing skills, and intermediate proficiency navigating an OS.

- intermediate-level **multitasking abilities**; you may have multiple windows open at any given time (browser window, companion lab sheet(s) or images, Microsoft Office application windows, tutorial videos/pages, e-book, etc.), and you will need to navigate efficiently between them.

If you choose to enroll in this course, it is your responsibility to meet the technological demands of the course for its entire duration.

Admissions deadlines & enrollment policies

- **Summer Session 5/31 - 7/21**
- **Classes begin: 5/31/22**
- **Last day to drop without a W and receive a refund: 06/09/22**
- **Census date: 6/10/22**
- **Census rosters due: 6/17/22**
- **Last day to drop (or for instructor drop) with a W grade = 7/1**
- **All Campus Closure 7/4/22**
- **Semester ends: 7/21/22**

Evaluation & Grading Policy

Course Grading Policy:

50% Labs
30% Exams
20% Quizzes

Grade Scale:

90-100% = A; 80-89% = B; 70-79% = C; 60-69% = D; Less than 60% = F

Participation:

This class is an online course offered during a **compressed** summer schedule. **You will be expected to do 2 weeks of a normal semester's coursework during each of our summer weeks.** It is VERY easy to fall behind in an online, compressed schedule, course.

It is also VERY easy to fall behind in an online course in general. It actually takes MORE effort to stay on schedule in an online course than it does in a traditional face-to-face course. I highly recommend that you log on to Canvas at least 4-6 days a week to check announcements, view lectures, post labs, and take quizzes and exams. There are strict deadlines posted for labs, quizzes, discussions, and exams that you must be aware of in order to avoid penalties.

Students are expected to:

- do the assigned reading from the textbook
- as needed, research topics using the Web and/or supplemental textbooks

- as needed, download, install, and learn additional free software
- participate fully in discussion forums
- complete all assignments
- complete all labs
- take all quizzes
- take exams online

WARNING: You MUST complete this course using Canvas **Modules** link, **NOT** through the use of the Course Calendar. The course calendar should ONLY be used to double-check weekly due dates.

No-Show/Disqualification/Excessive Absence Policy:

You will automatically be **officially disqualified (dropped from the course roster in WebAdvisor)** as a "no show":

- **If you have not completed Quiz 1 (Syllabus Quiz) by Wednesday, June 1st @ 11:59pm.**
- **If you have not posted your initial Discussion Forum Introduction post, AND you have not completed "Lab 1 - Competency Exercise" by Thursday, June 2nd @11:59pm.**
 - This constitutes a first-week "no-show", meaning you may be dropped to allow waitlisted students to add.
- **If you have not obtained the course's required textbook by Thursday, June 2nd.**

In addition, you **may be dropped from the course** at any point on or before the last day for student/faculty initiated drops if you:

- Are not participating online at least **four (4)** days a week
- **Miss more than 4 labs total or 3 consecutive labs**
- Are not completing the weekly tasks
- Are not passing the course due to a lack of participation resulting in missed labs, quizzes, discussion posts, or exams

Each of the items above constitutes excessive absence and is grounds for course disqualification.

Exams:

The exams are administered online, and you typically have a time window to complete the exam once it is open. Failure to complete an exam during the defined time window will **result in a zero on that exam**. Because there is a generous time span to take the exam, there are **NO MAKEUP EXAMS, regardless of the reason for missing the exam**. Plan ahead - take exams early. Be sure to give yourself plenty of time for technology and logistical problems when taking the exam. Please do not test this policy, you will be very disappointed with the results.

Other considerations:

Be aware that the exams have **set time limits** (such as 2 hours - see individual exam instructions for specific time restrictions) once they have been started. I will NOT restart exams, so please **do not push start** until you have the **allotted** time to dedicate to finishing the exam in one sitting.

Warning: last minute starts that do not allow for the full test time will not extend the due date.

**DSPS/approved time accommodations will automatically be accounted for; however, you must plan to start your exam early enough to account for the extra time as due dates will not be extended.*

Exams are open textbook/e-book, but not open internet-search. Please maintain integrity during exams.

Quizzes

There are **TWO online quizzes each week**. Failure to complete a quiz by the posted due date will result in a zero on that quiz. **There are no make-up quizzes/NQAs cannot be applied**. Be sure to give yourself plenty of time for technology and logistical problems when taking the quiz.

Labs

54 hours of lab work is required. Note: The lab work **doubles** the amount of hours you will be working as compared to a typical non-lab 3 unit course. Be sure you understand the time commitment needed. The lab work will consist of exercises and tutorials requiring the use of a computer to demonstrate your understanding of the material presented. Labs are graded on neatness and completeness. All required elements must be present for full credit on a Lab. Labs will be due as noted in each week's Module, typically 2 per week.

If you have missed points on a lab, please remember to diligently **CHECK LAB SHEET MARKUP** feedback (marked up on the LAB ITSELF, not just grading "comments" section) so that you are not losing points by making the same mistakes week after week. Go to the lab's submission page - click on **submission details - view feedback** link to review mark-up corrections on your lab sheet.

Labs completed in other applications than what has been specified in the lab instructions will NOT be accepted for credit. All Office Suite submissions (Word, PowerPoint, Excel, Access) **must be created in the Microsoft Office Suite** (downloaded version).

Late Labs / NQA Policy

We all have "emergencies" that arise from time to time. In recognition of this reality, I have a "no questions asked" (**NQA**) policy. Here's how it works: at the beginning of the semester, you will receive **THREE (3) NQA credits** (virtually of course). Each credit is worth **one late lab** - if something comes up, and you need to turn in a lab late, you can use an NQA credit to turn it in **up to TWO WEEKS LATE** (assuming there are 2 weeks remaining before the **late labs deadline of 7/17@11:59pm**). If a lab is **still unlocked for submissions**, you may submit your lab late with an **available** NQA credit, and it will be graded as if it were handed in on time, no questions asked!

NQA credits can NOT be used for quizzes, or exams. NQAs cannot be used after Sunday, July 17th @11:59pm.

When you are out of NQAs, all lab work must be completed and submitted on time to receive credit. Even if a lab is still unlocked for submissions, late work received after you have used up your NQAs will NOT be accepted, meaning you will NOT receive ANY credit (even partial), regardless of the reason for missing the lab due date.

WARNING: if you have taken courses with me, this is a Policy Change from REGULAR FALL/SPRING 16-week semesters:

- Each late lab with an available NQA can be submitted **up to a maximum of 2 weeks late** (assuming there are 2 weeks remaining before the **late work deadline** on **7/17@11:59pm**).
- If you have **not** submitted a late lab **by the time the lab locks**, you will receive a **zero** for the lab and **it cannot be made up**, regardless of remaining NQAs. **Locked labs will NOT be reopened.**
- Please plan accordingly and submit any late work with a remaining NQA **in advance** of the lab's **"accept until" date/time**.

Connection Issues

Problems with your internet connection or your computer will NOT result in an extension of the due date for any deliverable (lab/quiz/exam, etc.).

Incomplete Grades

I do not give incompletes! However, if your place of residence is carried away by a tsunami while completing your final assignment, I may reconsider. This means an incomplete may be granted in EXTREME circumstances. You must be receiving at least a C grade at the time of the tsunami.

Grading Feedback Policy

Students will receive prompt feedback and/or scores on labs, quizzes, forums, and exams as follows:

- Students can expect feedback and/or scores to be posted to the Canvas course Grades tool within 7 days after their submission or the item's due date, whichever is later.
- If feedback/scores are not posted within 7 days, the instructor will notify the students as to when they can expect it to be posted.
- If you have not received either a grade or notification within 7 days, please **promptly alert the instructor** in case there is a submission issue.

Accessibility

College of the Redwoods is committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or [Disability Services and Programs for Students](#) (DSPS). Students may make requests for alternative media by contacting DSPS based on their campus location:

- Eureka: 707-476-4280, student services building, 1st floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

If you are taking online classes DSPS will email approved accommodations for distance education classes to your instructor. In the case of face-to-face instruction, please present your written accommodation request to your instructor at least one week before the needed accommodation so that necessary arrangements can be made. Last minute arrangements or post-test adjustments usually cannot be accommodated.

Student Support

Good information and clear communication about your needs will help you be successful. Please let your instructor know about any specific challenges or technology limitations that might affect your participation in class. College of the Redwoods wants every student to be successful.

Academic dishonesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

Disruptive behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, the student may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

Inclusive Language in the Classroom

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is inclusive and respectful.

Setting Your Preferred Name in Canvas

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact [Admissions & Records](#) to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. This does not change your legal name in our records. See the [Student Information Update form](#).

Canvas Information

If using Canvas, include navigation instructions, tech support information, what Canvas is used for, and your expectation for how regularly students should check Canvas for your class.

Log into Canvas at <https://redwoods.instructure.com>

Password is your 8 digit birth date

For tech help, email its@redwoods.edu or call 707-476-4160

Canvas Help for students: <https://webapps.redwoods.edu/tutorial/>

Canvas online orientation workshop: [Canvas Student Orientation Course \(instructure.com\)](#)

Community College Student Health and Wellness

Resources, tools, and trainings regarding health, mental health, wellness, basic needs and more designed for California community college students, faculty and staff are available on the California Community Colleges [Health & Wellness website](#).

[Wellness Central](#) is a free online health and wellness resource that is available 24/7 in your space at your pace.

Students seeking to request a counseling appointment for academic advising or general counseling can email counseling@redwoods.edu.

Special programs are also available for eligible students include

- [Extended Opportunity Programs & Services \(EOPS\)](#) provides financial assistance, support and encouragement for eligible income disadvantaged students at all CR locations.
- The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in [Eureka](#) or in [Del Norte](#)
- The [Veteran's Resource Center](#) supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.

Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821.

If you are in search of a Free WiFi hot spot: free WiFi is available at the Del Norte campus, Trinity/Hoopa campus, and Eureka campus.

If you are in need of food/housing/medical assistance anytime during this semester: check out our new CR [Grove](#) student services webpage.

Numerous additional covid-19 related student support resources and information can be found at the CR [Covid-19 Updates](#) page located on our [CR Homepage](#).

Covid-19 Update page includes additional information and links to:

- CR Gym's covid-19 vaccination clinic dates for students and staff
- Covid-19 updated rules summary
- food resources information
- financial resources information
- mental health resources information

- emergency resources for Humboldt County homeless information
- technology resources

Emergency procedures / Everbridge

College of the Redwoods has implemented an emergency alert system called Everbridge. In the event of an emergency on campus you will receive an alert through your personal email and/or phones. Registration is not necessary in order to receive emergency alerts. Check to make sure your contact information is up-to-date by logging into WebAdvisor <https://webadvisor.redwoods.edu> and selecting 'Students' then 'Academic Profile' then 'Current Information Update.'

Please contact Public Safety at 707-476-4112 or security@redwoods.edu if you have any questions. For more information see the [Redwoods Public Safety Page](#).

In an emergency that requires an evacuation of the building anywhere in the District:

- Be aware of all marked exits from your area and building
- Once outside, move to the nearest evacuation point outside your building
- Keep streets and walkways clear for emergency vehicles and personnel

Do not leave campus, unless it has been deemed safe by the campus authorities.

Del Norte Campus Emergency Procedures

Please review the [Crescent City campus emergency map](#) for campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information, see the [Redwoods Public Safety Page](#).

Eureka Campus Emergency Procedures

Please review the [campus emergency map](#) for evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information on Public Safety go to the [Redwoods Public Safety Page](#). It is the responsibility of College of the Redwoods to protect life and property from the effects of emergencies within its own jurisdiction.

In the event of an emergency:

1. Evaluate the impact the emergency has on your activity/operation and take appropriate action.
2. Dial 911, to notify local agency support such as law enforcement or fire services.
3. Notify Public Safety 707-476-4111 and inform them of the situation, with as much relevant information as possible.
4. Public Safety shall relay threat information, warnings, and alerts through the Everbridge emergency alert system, Public address system, and when possible, updates on the college website, to ensure the school community is notified.
5. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet, (evacuation to a safe zone, shelter in place, lockdown, assist others if possible, cooperate with First Responders, etc.).
6. If safe to do so, notify key administrators, departments, and personnel.
7. Do not leave campus, unless it is necessary to preserve life and/or has been deemed safe by the person in command.

Klamath Trinity Campus Emergency Procedures

Please review the responsibilities of, and procedures used by, the College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to communicate to faculty, staff, students and the general public during an emergency. It is the responsibility of College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to protect life and property from the effects of emergency situations within its own jurisdiction.

1. In the event of an emergency, communication shall be the responsibility of the district employees on scene.
 - a. Dial 911, to notify local agency support such as law enforcement or fire services.
 - b. If safe to do so, notify key administrators, departments, and personnel.
 - c. If safe to do so, personnel shall relay threat information, warnings, to ensure the school community is notified.
 - d. Contact 530-625-4821 to notify of situation.
 - e. Contact Hoopa Tribal Education Administration office 530-625-4413
 - f. Notify Public Safety 707-476-4111.
2. In the event of an emergency, the responsible district employee on scene will:
 - a. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet.
 - b. Lock all doors and turn off lights if in lockdown due to an active shooter or similar emergency.
 - c. Close all window curtains.
 - d. Get all inside to safe location Kitchen area is best internal location.
 - e. If a police officer or higher official arrives, they will assume command.
 - f. Wait until notice of all is clear before unlocking doors.
 - g. If safe to do so, move to the nearest evacuation point outside building (Pooky's Park), directly behind the Hoopa Tribal Education Building.
 - h. Do not leave site, unless it has been deemed safe by the person in command. Student Support Services (required for online classes)

Student Support Services

The following online resources are available to support your success as a student:

- [CR-Online](#) (Comprehensive information for online students)
- [Library Articles & Databases](#)
- [Canvas help and tutorials](#)
- [Online Student Handbook](#)

[Counseling](#) offers assistance to students in need of professional counseling services such as crisis counseling.

Learning Resource Center includes the following resources for students

- [Academic Support Center](#) for instructional support, tutoring, learning resources, and proctored exams. Includes the Math Lab & Drop-in Writing Center
- [Library Services](#) to promote information literacy and provide organized information resources.
- [Multicultural & Diversity Center](#)

Special programs are also available for eligible students include

- [Extended Opportunity Programs & Services \(EOPS\)](#) provides services to eligible income disadvantaged students including: textbook award, career academic and personal counseling, school supplies, transportation assistance, tutoring, laptop, calculator and textbook loans, priority registration, graduation cap and gown, workshops, and more!

- The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in [Eureka](#) or in [Del Norte](#)
- The [Veteran's Resource Center](#) supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.
- Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821