



De Anza College Academic Skills Center

Adjunct Study Skills (SKIL 232 & 233)

STUDENT CHECKLIST

Complete this Checklist each week to ensure your success!

SI: Please pass checklists out to your students in Weeks 3 and 4 to ensure students complete their necessary course requirements, and remind them of the checklist each week. Explain due dates and review the SKIL 232 & 233 Syllabus and Course Outline at the beginning of each session.

COURSE REQUIREMENTS	COMPLETED
ORIENTATION & GROUP SESSIONS:	Student's Signature:
I officially registered for Adjunct Skills 232 & 233 on-line or in person on: _____ Registration Deadline Date: _____	
I reviewed all documents on the Orientation page, and completed the Orientation and the Orientation Quiz in Catalyst by the deadline: _____ Orientation Deadline Date: _____	
I know I must attend 7 Study Group Sessions this quarter. Group Sessions start in Week _____ and end in Week _____	
I know that I can meet with my group members without my SI for additional study sessions before major tests, projects, or assignments.	
I read my Skills 232 & 233 Syllabus and have noted the critical due dates and deadlines on my personal schedule/calendar: <input type="checkbox"/> Orientation Deadline Date: _____ <input type="checkbox"/> Lab Deadline Date: _____	
LABS:	Student's Signature:
I understand that I must complete 4 Skills Labs of my choosing by the deadline: <input type="checkbox"/> I completed my 1 st lab on: _____ <input type="checkbox"/> I completed my 2 nd lab on: _____ <input type="checkbox"/> I completed my 3 rd lab on: _____ <input type="checkbox"/> I completed my 4 th lab on: _____	
I checked my Grades in Catalyst to ensure that I received a Pass Grade on each of my 4 labs.	
LAST SESSION:	Student's Signature
I verified with my S.I. that I attended at least 7 Study Group Sessions.	
I completed the online portion of the Skills Center Final Evaluation.	
I am aware that my Skills 232 & 233 course grade will automatically be forwarded to my content course instructor during Finals week, and that any potential extra-credit in my content class depends on my Skills grade.	