***Welcome to Cerritos College!***

We are so excited to meet you and begin working with you along your educational journey. Below you will find information to help you prepare for the coming semester. Please do not hesitate to ask questions if anything is unclear. We are here to support you. As we move closer to the first day of class, you will start receiving e-mail communication directly from your course instructor(s) with additional details specific to your course.

**Okay, let’s get started.** You have already been enrolled in classes for the Fall 2020 term through Retail Management Program’s ***Priority Enrollment*** facilitated by your company. You are enrolled in classes that run for 9 weeks. The first 9-week session for Fall 2020 begins on August 17th and the second begins on October 19th. Please check your particular course start date in your MyCerritos account (instructions below).

**Now that you are a student,** there are two primary places online that you need to become familiar with at Cerritos College. The first is your MyCerritos Account. The second is Canvas.

**Let’s start with MyCerritos.** MyCerritos is the place you log into to see your registration status, any fees you owe, which courses you are enrolled in, your transcripts, and your general student information at Cerritos College. You will need to pay any fees in a timely manner to remain in good standing so you can continue taking classes. To access your MyCerritos go to [www.cerritos.edu](http://www.cerritos.edu/) and choose “MyCerritos” from the Students menu on the left of your screen. Now, down towards the middle of the screen there is a place to sign into your MyCerritos using your User ID (same as your student ID) and your Password (your birthday MMDDYYYY). Once you are in, you will be able to see some fees on your account. You are responsible for the CCSA Fee, Heath Fee and any Materials Fees. These are not

“optional”. Your company will be paying your tuition (aka Enrollment fee) directly to the college on your behalf. Below are some additional details to help you with fees. When you complete the class successfully, you can apply for reimbursement for anything not covered by your company through the CGA at [www.cgaef.org/career-development-tuition-reimbursement](http://www.cgaef.org/career-development-tuition-reimbursement)

| **Charge Details** | **Amount** | **Who Pays** | **What is it?** |
| --- | --- | --- | --- |
| CCSA Fee | $10.00 | Student/Employee Personally | Student Activities fee, all students must pay this once a semester. |
| Health Fee | $19.00 | Student/Employee Personally | Student Health Services fee. All students pay this once a semester. All students have access to on campus student health Services *(even if they don’t intend to use it*). <https://www.cerritos.edu/shs/> for more  information. |
| BA Materials Fee – OER Textbook | $20.00  per class | Student/Employee Personally | This is the textbook fee for each class. If you are charged this fee on your account, your class is using an Open  Educational Resource (OER) as the book and you will not have to purchase another textbook for that course. |
| Enrollment Fee | $276  **(two classes)**  $138  **(one class)** | Your Company | This is your tuition for the class(es) and your company will pay the college directly so you don't have to worry about  this one. |

**The second place** you need to visit is Canvas. Canvas is where your actual classes will take place for an online class. This is where you will interact with your instructor, other students, read materials, take quizzes, submit assignments and everything else class related for any online classes at Cerritos College. To access Canvas, go to [www.cerritos.edu](http://www.cerritos.edu/) and chose Canvas from the quick links menu. For Canvas you will log in with your student ID again and your Password (birthday MMDDYYYY). Note that for Canvas, we use the full 4-digit year in the password. Once you log in, you will be able to see your courses. Keep in mind that you often will not be able to see your course in Canvas until just before the class starts or even that first day of class. These are “living” places and your instructors are hard at work creating a wonderful class experience for you.

**Your instructor will also be sending you messages** specific to your class about what to do when you log into Canvas that first day and other course details throughout the term. It is VERY common for instructors to require students to check in on the first day of class by writing a brief introduction and posting it to an introductions discussion board. This is how we know students are engaged and “here” for the class. Your instructor will give you instructions about how to do this. All you need to do for now is mark your calendar to log into Canvas on that first day of class on 8/17and/or 10/19. If you run into any trouble, simply e-mail your instructor, let them know the problem so they can work with you. You will receive emails to the e-mail address you used on your Cerritos application by default. Check your email often!

**The neat thing about online classes** is that they are flexible. You can log in anytime (24/7) that works for your schedule to complete your work. The challenge, of course, is that it takes real self- discipline to make sure that you DO log in multiple times a week and set aside time to complete your work by the posted due dates. Generally, classes require you to read two chapters each week, complete two short quizzes (one for each chapter) and either an assignment and/or a discussion board posting each week. Many instructors have these items due each Sunday.

**I hope this helped to answer some of your questions** and to eliminate some of the mystery in starting a new program. Keep in mind that you will probably experience a bit of a learning curve during your first class learning a new system and new material but I am certain you will become comfortable quickly. Ask lots of questions – trust me we have heard them all! Your instructors and colleagues are all rooting for you and we will do all we can to help you have an enjoyable and enlightening experience.

***Again, welcome to Cerritos College!***

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