



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 (see Syllabus)	COMPLETED
ORIENTATION & GROUP SESSIONS:	Student's Signature:
I officially registered for Adjunct Skills 232 & 233 on-line or in person on: <input type="text"/> Registration Deadline Date: <input type="text"/>	
I am aware of the drop deadlines <input type="text"/>	
I reviewed all documents on the Orientation page, and completed the Orientation and the Orientation Quiz (10 pts) in Catalyst by the deadline: Orientation Quiz Deadline Date: <input type="text"/>	
I know I must attend all Study Group Sessions this quarter (10 pts each, minimum 60 points) Group Sessions start in Week <input type="text"/> and end in Week <input type="text"/>	
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="text"/> <input type="checkbox"/> Lab Deadline Date: <input type="text"/>	
LABS:	Student's Signature:
I understand that I must complete 4 Skills Labs (25 pts each) of my choosing by the final deadline. Final lab deadline: <input type="text"/> <input type="checkbox"/> I completed my 1 st lab on: <input type="text"/> <input type="checkbox"/> I completed my 2 nd lab on: <input type="text"/> <input type="checkbox"/> I completed my 3 rd lab on: <input type="text"/> <input type="checkbox"/> I completed my 4 th lab on: <input type="text"/>	
I checked my Grades in Catalyst to ensure that I received a Pass Grade on each of my labs.	
LAST SESSION:	Student's Signature
I verified with my SI the number the Study Group Sessions attended: <input type="text"/>	
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.	

