



Policy Governing Attendance and Course Certificate

The Continuing Education Unit (CEU) is a nationally recognized unit of measurement for participation in non-credit, continuing education programs. The CEU was created to provide a standard unit of measure to quantify continuing adult education and training activities. The CEU is used to quantify educational effort and is defined as "10 contact hours of participation in an organized continuing education experience."

Why CEUs? CEUs provide:

1. Present or potential employers with an official record of quantified learning relevant for job maintenance, career advancement or job applications;
2. Documentation to registration boards, certification boards, or professional organizations;
3. Official documentation for organizations such as Teacher Qualification Services who determine placement on salary scale based on training experience and education.

IACET ACCREDITATION

UVICELL is an International Association for Continuing Education and Training IACET Authorized Provider and can issue internationally recognized Continuing Education Units. UVICELL will determine the number of CEUs to be awarded based on the number of course hours.

Student Responsibility

Students are expected to arrive on time and attend every session of a course. Attendance records are kept on each student to determine if students have met the necessary criteria for completion. A student with one absence will have a difficult time keeping pace.

CEUs awarded by UVICELL are based entirely on attendance. Anyone arriving late or leaving early is not eligible for CEUs. Sign-In/Sign-Out Sheets (official record) must be signed by each individual student indicating time in and out (15 minute grace period per session is allowed). The completed form is verified and signed by the instructor and initialed by the Program Manager.

Students attending at 100% of the course will receive a **Certificate of Completion** with applicable CEUs. Students attending less than 100% of a course will receive a **Certificate of Participation** (CEUs are not applicable). Any student absent from classes for extraordinary circumstances must provide written notification with explanation. Under these circumstances, the award of a **Certificate of Completion** is decided on a case-by-case-basis.

UVICELL maintains an official registry of all CEUs awarded.

UVICELL

STRATEGIES FOR STUDENT SUCCESS



UVICELL is committed to helping you achieve your academic and personal goals. Students, as well as teachers, play a pivotal role in promoting student learning. We hope you will find these suggestions beneficial to your own strategy for success. UVI's hallmark is small classes, with dedicated faculty, where students are given lots of attention. You won't get lost in the crowd at **UVICELL**.

- **Attend class and be active.** One of the most important ways to increase your chances for academic success is to attend every class. Research has shown that students who attend all classes do better than those who do not. Begin by taking notes, know what is expected of you, review your syllabus, your textbooks, and be prepared to be engaged in class. Ask questions during and after class if necessary.
- **Strengthen your reading and note taking skills.** Review what you will read or go over in class; learn to identify key points and supporting points; stay active with mini-reviews; leave space in notes for new additions; look-up terms you don't understand; establish a note-taking system that supports your learning style; ask for help if you need it.
- **Set Realistic Goals.** Learning how to set goals, manage your time, study effectively, and use resources and skills that serve you all through your personal life, in your career, college, graduate or professional school.
- **Time Management.** Time management strategies allow you to plan activities and schedule time for completing them. As time management skills improve, you tend to experience fewer stressful situations resulting from procrastination and/or overextending (trying to do too many activities). Time management strategies give you a sense of control over your life.
- **Learning Style.** Your learning style is the way you prefer to learn. It doesn't have anything to do with how intelligent you are or what skills you have learned. It has to do with how your brain works most efficiently to learn new information. Success comes with many different learning styles. We all have our own particular way of learning new information. It is important for you to be aware of the nature of your learning style and how it affects you in the classroom. Based on the knowledge of your own learning style, you can develop specific learning strategies that work for you. Therefore, understanding how you learn will optimize opportunities for academic success.

When trying any new strategy, it is important to practice it regularly and to practice it long enough so that you have a way of evaluating whether or not it is helping.