



MGT 2010-140: Principles of Management: Course Orientation Sheet Spring 2020

Please read this Information carefully!

You will need STUDENT IDENTIFICATION

IVCC Student Photo ID photos are taken in the main lobby of IVCC and at the Ottawa Center.

Tests are taken at: IVCC ASSESSMENT CENTER

Students will be required to show an IVCC Student Photo ID when using the IVCC Assessment Center services to take exams. Assessment services are available at the IVCC main campus and at the Ottawa Center. Appointments are required.

Go to www.registerblast.com/ivcc

1. Please review "How To Schedule Your Exam" information.
2. Select the "Choose Exam" tab.
3. Select which location to take your exam--- *For Oglesby students, they will select Oglesby
4. If the student selects Oglesby- they will need to choose either the 4th or 5th option listed: "Proctored Exam-IVCC student only: (Computer)" or "Proctored Exam-IVCC students only: (Paper)".
5. Once the student selects the type of exam they will be taking, they will need to indicate if the exam is available in a 1, 2, or 3 hour time allotment.
6. From there, a calendar becomes available to choose the best date and time for the student.
7. The student will then need to fill in individual and course information that is asked and check the student acknowledgement box.
8. A student will receive an automatic e-mail confirming their appointment and then also a 24 hour notice e-mail reminder.

Targeted Testing Dates

These are "suggested" test dates. If you have difficulty meeting these dates, contact your instructor.

TEST #1: February 6

TEST #2: February 27

TEST #3: March 19

TEST #4: April 9

TEST #5: April 30

****This course is designed to be completed in one (1) semester (or one summer session if taken during the summer). Each test must be completed by the test date specified on the Orientation Sheet. If the test is not taken by that date, a grade of 0% will be received and CANNOT be made up. Follow all dates!! No exceptions!! You can take tests early!**

Book Buyback Information

- ✓ Textbooks may only be returned during buyback at the end of each term.

Call 224-0311 for more buyback information.

Important Dates

January 23	Classes Begin
February 17	President's Dayy – College Closed
March 6	No Classes
March 9-13	Spring Break
April 7	Last day to Withdrawal
December 4	Semester ends

If you have problems or questions, contact your instructor. You can leave a message for your instructor at any time.

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