

# SOUTHWESTERN INDIAN POLYTECHNIC INSTITUTE (SIPI) Extended College (Distance Education Program)

## Important Information for Early Childhood Education Majors

### Contact Information

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### SIPI Student Boxes at Videoconferencing Sites

Each site (Alamo, San Felipe Community Care Center, Santo Domingo and Ohkay Owingeh) will have a clear container box with a hanging file folder for each student, located near the videoconferencing equipment.

*It is the responsibility of each student to check his/her folder before each class and to initial for each document received on the log in sheet.*

- Only general documents will be placed in folders (for example: articles, Powerpoint presentations, or exams). Absolutely no completed work to be received or delivered to student or instructor may be placed in folders (for example; completed assignments, draft assignments to be proofread or completed exams).
- Completed work to be received or delivered is acceptable only via fax, email attachments, or hand delivery by the student or mentor/tutors. They will be logged in and placed in the instructors' boxes.

**Faxed Assignments:** Students may fax their completed work to the SIPI Distance Education Office at **(505) 922-6509**. Only typed or pen written work is acceptable since work written in pencil is difficult to read when faxed. Papers submitted via fax will be logged in and placed in the instructor's box at SIPI.

**Technical Difficulties:** If the video conferencing equipment is not working properly, the IT support staff at SIPI can be reached at 505-346-2391. A DVD Request Form with request procedures can be found on SIPI Distance Education web page, at [www.sipi.edu/acadprog/progstudy/extcoll](http://www.sipi.edu/acadprog/progstudy/extcoll) .

**Academic Support:** The Academic Calendar has dates for midterms, finals, breaks, course withdrawals, petitions to graduate, tuition and fees due date, and pre-registration week, as they play an important role in your overall academic status. The Academic Calendar and other important forms can be found on the SIPI website, at [www.sipi.edu](http://www.sipi.edu) .

Also, your instructors are your best sources of information. If you have questions, are unclear about the assignment or concepts, or have not yet received important documents, *it is the responsibility of the student to ask the instructor.*

