Dear Online Self-Paced Course Student:

Welcome to Professional and Continuing Education at the University of San Diego! We are delighted that you have enrolled in one of our Online Self-Paced courses. This course is taught in a Learning Management System called Blackboard. You will have access to your course within 2 hours of registering, once you have access, we encourage you to participate in the course as soon as possible and begin with the student orientation module. The orientation is designed to help you navigate through the course and become familiar with the online learning environment. The orientation will be available to you throughout the course for you to refer back to if needed. **Please allow 2 hours after you have enrolled in the course, or have updated your user name and/or password on the website to access your course in Blackboard.

Online Self-Paced courses are designed so that you can work at your own pace, on your own schedule. You have a maximum of six (6) months from the date of enrollment to complete the course. You must allocate a minimum of two weeks (14 calendar days) per semester unit to complete a course; this time frame allows for instructor interaction and feedback between assignments. For courses of 3 and 4 semester units, you must remain in the course for a minimum of two months (60 days). Please submit no more than one assignment at a time to your instructor, and wait until each assignment has been returned before submitting the next one.

To access your course (Please use Firefox or Chrome as your browser):

• Go to https://online.sandiego.edu
• Type in the username and password you created when you registered for the course
• Look for the “My Courses” box
• Click on the course title

If you experience any difficulty accessing your course please contact our Enrollment and Student Services Center at (619)260-4585 during business hours or by email at continuinged@sandiego.edu

Thank you,

Professional and Public Programs - Educator Programs
University of San Diego