



PROJECT LINK UPDATES

APRIL 10, 2008

VINCENNES UNIVERSITY

We have some **important Project LINK updates** for the upcoming 2008-2009 academic year. I have attached a revised Project LINK Policies & Procedures document, which reflects **updated information regarding placement testing scores, textbook purchasing requirements, and registration due dates**. Please read this document thoroughly.

A few key requirements I would like to emphasize include: **participating schools must provide full-time supervision of students while Project LINK classes are in session**; students enrolling in Project LINK courses will need **INTERNET ACCESS**; and **students must have their textbooks and any required course materials on or before the first day of class** (Monday, August 16, 2008 for the fall semester).

****IMPORTANT DATE CHANGE**** Individual enrollment application forms, student registration forms, and payments may be submitted prior to, but **MUST be received NO LATER THAN Wednesday, AUGUST 20, 2008** for the fall semester. Students need access to Blackboard (a web-based course platform) for class participation and this access cannot be made available until all registrations are entered into the VU system. Registrations after this date will cause problems for the courses that utilize Blackboard on a daily basis - this advance notice should allow you to notify the students/parents of this deadline prior to the end of this school year.

As I stated in my last communication, Project LINK courses are offered on a first-come, first-serve basis. Due to technical concerns and logistics, we must limit the number of sites (schools) that we can connect with during each class - this has been set at no more than 2 - 3 sites per class. I would also like to clarify that although the two-way video technology may allow us to enroll a large number of students in each class, in order to maintain the high-quality and personalized student interaction that VU is recognized for and to keep the classes manageable for the instructors, classes are limited to 20 - 30 students each (depending on the class), just like they would be here on the VU campus.

This being said, classes are filling up quickly and some are already full. I have attached an updated schedule indicating which classes are closed - if you have not already done so, I would encourage you to return your information form as soon as possible.

Please be sure to let your students know about the **NEW COURSE OFFERINGS**, which include: **American National Government, Elements of Economics, College Algebra, Trigonometry, French - Levels I, II, III, & IV, and German - Levels I, II, III, & IV.**

We have had several requests for the Enrollment Application Form to be sent prior to the Registration Forms so that counselors can start recording placement scores for each student. These forms are on our web page, however, please do NOT submit these forms without the individual student registration forms and payment. After we receive the information form indicating the number of anticipated students for each class, the 4-part registration forms (along with a postage paid envelope) will be mailed to each school.

Thank you for your partnership with Project LINK. Please feel free to contact me at any time with questions or suggestions.