

General Course Information

School Name: Reedley College

Semester: Spring of 2021

Course Number: ACCTG-4B- 56149

Course Name: Managerial Accounting

Class Meeting Room: 100% online based virtual course (asynchronous class)

Prerequisites: Financial Accounting (ACCTG 4A)

Advisories: English 1A or English 1AH and Mathematics 201

Instructor: Eunji Seo, CPA, CMA, CIA

Email Address: Eunji.seo@reedleycollege.edu

Phone: 559-638-3139

Virtual Office Hours: M 1 pm – 2 pm, T 6 pm – 7pm, Wed. 1 pm - 3pm

Student Learning Outcomes (“SLOs”)

Special Note: SLOs are statements about what I, as the Accounting faculty, hope you will be able to do at the end of the course. This is NOT a guarantee: the ultimate responsibility for whether you will be able to do these things lies with you, the student. In addition, the assessment of SLOs is done by the department to evaluate the program, and not to evaluate individual faculty performance.

Upon completion of this course, you will be able to:

- use correct accounting terminology appropriate to the subject matter.
- calculate the cost of inventory using both job and process order costing systems.
- prepare a flexible budget performance report.
- perform capital budgeting and decision-making analysis using net present value, accounting rate of return and payback methods

Course Objectives

In the process of completing this course, you will be able to:

- Identify and illustrate the primary activities and information needs of managers and explain the role of the managerial accountant as a member of the management team; compare and contrast financial and managerial accounting.
- Define and illustrate various cost terms, concepts and behaviors, and evaluate their relevancy for different decision-making purposes.
- Distinguish between product and period costs and prepare and evaluate a Schedule of Costs of Goods Manufactured, Schedule of Costs of Goods Sold and Income Statement..
- Prepare the contribution-margin income statements and define related terms..
- Explain cost-volume-profit analysis, degree of operating leverage, and safety margin and employ each as an analytical tool.
- Describe the traditional types of product costing systems (including job-order and process), illustrate the flow of costs in each, and prepare related accounting records.
- Discuss the impact of technology on the business environment, its implications for product and service costs, and the development of activity-based costing and management.

- Explain the purposes of budgeting, prepare a master budget and its component schedules, and relate the budget to planning and control.
- Explain the development and use of standard costs and flexible budgets, prepare and interpret variance analysis reports and relate them to responsibility accounting and control.
- Explain the nature of and need for segment reporting and the relationship with cost, revenue, profit and investment centers.
- Compare and contrast absorption costing and variable costing, prepare income statements using both methods, and reconcile the resulting net incomes.
- Define relevant costs and benefits and prepare analyses related to special decisions.
- Explain the nature of capital expenditure decisions and apply and evaluate various methods used in making these decisions; including time value of money, accounting rate of return and payback methods.
- Identify the ethical implications inherent in managerial accounting and reporting and be able to apply strategies for addressing them.

Virtual Office Hours (Zoom Link)

Please note that this course is based on the *Asynchronous Learning*, which means you will learn on your own schedule. Please drop by to see me via Zoom during my virtual office hour as follows:

Virtual Office Hour (Click Here)

Mondays 1 pm – 2 pm
 Tuesdays 6 pm – 7 pm

Virtual Office Hour - Chapter Review (Click Here)

Wednesdays 1 pm – 3 pm

On Wednesdays, your instructor will review the chapter assigned for the particular week. Ensure to listen all the recorded lectures before you join this session as I assume that you have studied before you come to the session. The attendance for this session is NOT required and the recorded session in part, if necessary, will be shared with you.

Textbooks & Other Materials

- **Financial & Managerial Accounting Information for Decisions**, (with **Connect Code** for Online assignment), John J. Wild, Ken W. Shaw, and Barbara Chiappetta McGraw-Hill Irwin **7th Edition**.
- You are required to have online connection to complete the online assignments for each chapter.
- An access to McGraw Hill's Connect for the assignments is required for the course.
- A basic calculator is strongly recommended. One will not be provided.
- Connect web site for registration is located under the menu bar on your left side, titled to "**McGraw-Hill Connect**."

What If I used the 7th edition for ACCTG 4A?

If you have used this 7th edition textbook for ACCTG 4A in the past, you don't need to buy this textbook again. You can use the same login email address that you have used for ACCTG 4A when you register for this ACCTG 4B course. If the access code is already expired or will be expiring in the middle of the semester, please contact me immediately as I can assist you to extend the expiration date. Please note that you cannot use either in older or newer edition of the book. It should be only the 7th edition.

Where to buy the textbook?

There are many places where you can purchase the textbook, including the access code. However, [Reedley College Bookstore \(Links to an external site.\)](#) offers this book at \$120 before sales taxes. This ACCTG 4A and ACCTG 4B custom-package includes a loose leaf color version of the textbook and one access code for the online assignments in the publisher's learning platform called Connect. If you didn't use this textbook in the past and need to purchase it online at Reedley College Bookstore, please select the ACCTG 4A and any random session to purchase the book. If you have any questions, please email me via Inbox in Canvas.

Materials to Be Covered in This Course

Chapters 14 through 24 (11 chapters) in the above textbook. There may be a brief review of accounting that will reference chapters prior to chapter 14. Please note that chapters 1 through 13 are financial accounting, which was covered in ACCTG 4A, Financial Accounting.

Course Communication policy

There are 4 ways we communicate for this course as follows:

Canvas Announcements

A weekly communication and reminder will be given via Announcement. Also, you will get informed about any updates and changes throughout the semester. You can ask any questions related to the course announcements by clicking on "Reply." I will respond in announcement within 24 business hours.

Coffee Shop Q&As

You will use this forum to ask or review questions. You are encouraged to answer fellow classmates' questions. I will review this area for any unanswered questions and will review responses/answers provided for accuracy. Questions will be answered within 24 business hours if not answered timely by your peers.

Canvas Email ("Inbox")

Canvas email, also called "Inbox," will be used to send individual messages. Please use Canvas email, when you need to communicate with me individually. I will respond to you within 24 business hours. If you haven't heard from me within 24 business hours, please assume that I didn't receive your email. Please send me the follow up email.

Virtual Office Hours via Zoom

My virtual office hours via Zoom are available. If this does not fit in your schedule, please email me via Canvas Inbox to schedule a date/time.

Please note that if you are new to Canvas and have questions, please visit the [Canvas Students Guides \(Links to an external site.\)](#) to search and read for topics by the table of Contents or [Canvas Help for Students](#) to get live help by phone.

Attendance & Drop Policy

First Week of the Semester

You are required to post an introduction of yourself and take a quiz on the course syllabus under Week 1 - WHAT'S DUE. If the introduction is not posted and quiz is not taken by the due date, you will be dropped from the class as "No Show," unless you contact me with a reason in advance otherwise.

Attendance for the Remainder of the Semester

Roll is not taken. However, your active participation in the course is considered important to the quality of your learning and ensures your opportunity to participate and contribute to your learning. A student should consider class his/her job and grades to be his/her pay. Employees who do not show up for work do not get paid.

As employers allow sick leave, you will be allowed three (3) missed classes. Engagement in the academic activities of an online course constitutes "attendance." That is, if you do not complete your assignments by the due date, you will be considered "absent" for that assignment. After four (4) absences, you may be dropped from class for non-attendance if the absences occur before the 9-week drop date. Dropping from this class is your responsibility. Failure to drop could result in a letter grade being issued. The end of the 9-week of instruction is the last day to drop a full-term class in person and receive a "W" on transcript. Please refer to the Reedley College's website for details.

Student Support

Below is a link where it explains it means for the students to drop a class: [Should I Drop a Class? \(Links to an external site.\)](#)

Class Schedule & Academic Calendar - Important Dates

The week starts on Sunday at 1 am and ends on Saturday at 11:59 pm except for the first and last week of the semester. The tentative calendar schedule shows as follows. If there are any changes, I will inform the changes in announcement.

Spring of 2021 ACCT 4B Tentative Class Calendar

# of Wks	Start Date (Sunday at 1:00 am)	End Date (Saturday at 11:59 pm)	Chapter	Materials Covered	Assignment Due Date (Sat. at 11:59pm)
1	1/11/21	1/16/21		Introduction to Class	1/16/21
2	1/17/21	1/23/21	14	Introduction to Managerial ACCT	1/23/21
3	1/24/21	1/30/21	15	Job Order Costing	1/30/21
4	1/31/21	2/6/21		Exam #1 (CH14 & CH15)	2/6/21
5	2/7/21	2/13/21	16	Process Costing	2/13/21
6	2/14/21	2/20/21	17	Activity-based Costing	2/20/21
7	2/21/21	2/27/21		Exam #2 (CH16 & CH17)	2/27/21
8	2/28/21	3/6/21	19	Variable vs. Absorption Costing	3/6/21
9	3/7/21	3/13/21	18	Cost Volume Profit Analysis	3/13/21
10	3/14/21	3/20/21		Exam # 3 (CH19 & CH18)	3/20/21
11	3/21/21	3/27/21	23	Relevant Costing for Managerial Decision	3/27/21
12	3/28/21	4/3/21		Spring Break	
13	4/4/21	4/10/21	24	Capital Budgeting	4/10/21
14	4/11/21	4/17/21		Exam #4 (CH23 & CH24)	4/17/21
15	4/18/21	4/24/21	20	Master Budgeting	4/24/21
16	4/25/21	5/1/21	21	Flexible Budget & Standard Costing	5/1/21
17	5/2/21	5/8/21		Exam#5 (CH20 & CH21)	5/8/21
18	5/9/21	5/15/21	22	Responsibility Accounting	5/15/21
19	5/16/21	5/19/21		FINAL EXAM	5/19/21

PLEASE REMEMBER: Each week starts on Sunday at 1:00 am and ends on Saturday at 11:59 pm except for the first and last week of the semester. The exam opens for 48 hours. The details of the exam will be communicated in the Module. If there are any changes, I will inform the changes in Announcement.

Cancelled Class Notification

As this course is offered based on asynchronous basis, attending the live meeting is NOT required; as such there won't be any cancelled classes. The weekly modules covering the course materials mentioned above will be available based on the course calendar each week.

Academic Calendar - Important Dates

- First Day of Class – 1/11/2021
- Last day to drop a Spring 2021 full-term class for full refund – 1/22/2021
- Last day to register for a Spring 2021 full-term class in person – 1/29/2021
- Last day to drop a Spring 2021 full-term class to avoid a “W” in person – 1/29/21
- Last day to drop a Spring 2021 full-term class to avoid a “W” on WebAdvisor – 1/31/21
- Census Date – 2/1/2021
- Last day to change a Spring 2021 class to/from Pass/No-Pass grading basis – 2/12/21
- Last Day to drop a full-term class (letter grades assigned after this date) – 3/12/21

- Last Day of Class/Final Exam – 5/21/21

Late Work Policies

Late work policies vary based on the assignment category. These policies are designed to help you stay on track, have meaningful participation, and success in the course. If you know in advance that you have a time conflict with due dates for any assignments as well as exam dates, please let me know immediately, so we can make proper arrangements. Any supporting document (e.g, hospitalization, jury duty, military service etc.) shall be present in order to arrange outside of the time it is being offered. The following policies are designed to demonstrate a mutual respect for each other's efforts and work.

Homework in Connect

There will be a 10% late submission penalty per day. Three attempts are allowed. The Connect system will factor in the highest point out of three attempts in Grades. Any attempts after the due date do not have any impact on the points. The feedback for the Homework questions will be available immediately upon submission.

Weekly Discussion

No late work will be accepted. The Weekly Discussion is to facilitate interaction among those in the class. Your posting should be made before the due date in order to access to your classmates' posting. You are required to respond to your peers by the due date. **Your initial post is due Wednesday 11:59 pm (the soft deadline) and your response to classmates is due Saturday 11:59 pm (the hard deadline).** Please note that the soft deadline is a preferred date for you to complete your own posts, so your peers have enough time to read/review your posts. The hard deadline means you must submit your assignment by this date. After the hard deadline date, you won't be able to post anything or respond to your peers. Also note that you must post before seeing replies or responses from your classmates.

The weekly Discussion board consists of self-assessment, course progress survey, ethical challenges, accounting careers, financial statement assessment and etc. This is the place where you and your classmates interact among yourselves.

Please ensure to check the grading rubric for each Discussion by clicking the three dots (the "snowman") in the top right corner of each assignment to avoid additional deductions from your grade. Manual grading for the Discussion topics will be done within 3 business day after the due date. That is, it will be around Wednesday of the following week.

Exams

No late work will be accepted. Upon completion of the exam by the due date, Connect will automatically grade and give you the score. Score only! You will see the detailed feedback in 96 hours after you complete the exam. There will be a total of 5 exams and a comprehensive final exam. Out of 5 exams, the lowest exam will be dropped. That is, only the highest 4 exams will be factored in Grades at the end of the semester. As such, no make-up exam is allowed. You will be able to see the change at the end of the semester, but before you take the comprehensive final exam. Ensure to know that the comprehensive final exam is mandatory. Failure to participate in the final exam will might result in a non-passing grade.

Semester Project

No late work will be accepted. Please ensure to check the grading rubric for the project by clicking the three dots (the "snowman") in the top right corner of each assignment to avoid additional deductions from your grade. Manual grading for the group project will be done within two weeks after the due date.

LearnSmart in Connect (extra bonus points)

No late work will be accepted. Whatever % of work you completed by the due date, McGraw-Hill's Connect will automatically give the points based on % of completion. LearnSmart for each chapter weights 10 points, which is an extra bonus point. The feedback for the LearnSmart questions will be available immediately upon submission.

Academic Integrity

Academic integrity is the pursuit of scholarly activity in an open, honest and responsible manner. Both students and instructors are expected to obey rules of honest scholarship. Academic misconduct--cheating--is not just "against the rules." It violates the assumptions at the heart of all learning. It destroys the mutual trust and respect that should exist between student and professor. It is unfair to students who earn their grades honestly.

Upholding academic integrity means:

- Developing and conveying your own ideas in course work;
- Identifying all sources of information;
- Acknowledging collaboration when assignments aren't completed independently;
- Honesty during quizzes and exams.

Academic Dishonesty Students at Reedley College are entitled to the best education that the college can make available to them, and they, their instructors, and their fellow students share the responsibility to ensure that this education is honestly attained. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences. Cheating is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers, in an attempt to gain an unearned academic advantage.

Cheating may include, but is not limited to, copying from another's work, supplying one's work to another, giving or receiving copies of examinations without an instructor's permission, using or is playing notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completely. Plagiarism is a specific form of cheating: the use of another's words or ideas without identifying them as such or giving credit to the source.

Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights.

Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on a particular examination, paper, project, or assignment in question to a failing grade in the course, at the discretion of the instructor and depending on the severity and frequency of the incidents.

For more information please visit our academic policies at Reedley College.

Special Needs Requests:

If you have a verified need for an academic accommodation or materials in alternate media (i.e., Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible

Performance Evaluation and Grading Policies

Performance Evaluation

Course grades will be based on the total number of points obtained by you as a % of total points possible. Grades will be awarded using an absolute scale and will not be curved. All the points from LearnSmart in Connect are computed as an extra "Bonus Point." Your points will be updated by the following Wednesday, when the Weekly Discussion is evaluated. Please ensure to check your overall grades in Grades often and get back to me for any discrepancies.

No.	Assignment Breakdown for ACCT 4B	Frequency	Points	Total	Percent
1	Exams (4 out of 5 exams, drop the lowest one)	4	200	800	46%
2	Comprehensive Final Exam	1	300	300	17%
3	Connect Homework	11	30	330	19%
4	Discussion	18	varies	200	11%
5	Semester Project	1	120	120	7%
	Total Points			1750	100%

Please note that the points from any other types of assignments not included the above table are EXTRA BONUS POINTS. Please ensure to submit any assignments by the due date, if you desire to earn the extra points.

Grading Scale

Grading Scale is used as follows:

Points from	Points to	Letter Grade	Percentage
1,575	1,750	A	90%

1,400	1,574	B	80%
1,225	1,399	C	70%
1,050	1,224	D	60%
zero	1,049	F	< 60%

View Your Grades in Canvas

Go to the "Grades" on your left side in the main menu bar. Please visit the Grades often to assess where you are standing. If you have any questions regarding your current grade points, please email me via Canvas Email, or see me during my office hours. Here is the helpful information of how to view [your grades in Canvas \(Links to an external site.\)](#).

How to Pass This Accounting Course

Oh,... I Can Do This Later

I want you to be successful in this course. Each week you will have reading, discussion boards, online lessons, and online assignments to complete. There is a temptation to think in-person activities are more urgent than your online work. The problem is, then your online assignments pile up and you fall behind. Follow the weekly schedule and stay on top of your assignments.

I recommend that you [at least three times per week](#) to complete your work. Use the Canvas Calendar and create alerts in your phone or on your computer for lesson due dates or anything else you think you might forget!

Take your tests from a reliable computer, preferably one with high speed or a t1 line. I will not reopen tests if they are missed or lock up after the day they are due so please give yourself enough time to find a solution if there is a problem. Also take your exams early, well before the 11:59 pm cut off time, or you risk the test closing and losing your score.

I'm sure you understand that it is your responsibility to get to a computer to complete your work on time. Go to Reedley College parking lots where there is strong Internet connection. Or arrange to visit family or friend's house where you can access to the Internet services. Please ensure to keep the social distancing for your safety. I strongly urge you not to wait until the last minute to do your work.

Time Commitment & Carnegie Rule

Accounting is best learned through doing. As such, giving time for studying Accounting is essential. This will require a considerable commitment of time and efforts from you. Ensure to have paper, pencil and calculator to actively participate in the lecture and study to retain the information better.

The Carnegie Rule is a rule of thumb suggesting how much outside-of-classroom study time is required to succeed in an average higher education course in the U.S. system. Typically the Carnegie Rule is reported

as two or more hours of outside work required for each hour spent in the classroom. Typically, a successful student in college can count on about 2 hours of independent study for every hour in the classroom. As this course offers 4-unit college credit, you are expected to spend about 8 hours of "outside of classroom study time" on top of your committed 4 hours of study and additional 1 hour of lab. As the expected total student learning hours for ACCTG 4B is 234 hours per semester. [It confirms that you are expected to spend about 13 hours a week for this course.](#) Please ensure to spare that much time to successfully complete this course.

Helpful Strategies to Pass This Course

- Read the textbook before listening the lectures. Instead of reading e-book, use the pencils/highlights to actively read the hard copy of the textbook.
- When listening the recorded lecture, have the lecture notes, calculator, and textbook ready along with your notebook to actively participating in your learning.
- Ensure to do the Connect LearnSmart after reading the chapters and listening the lecture.
- When working on the Connect Homework, use the "Check my Answer" feature before submitting. Three attempts are allowed to submit the homework. If you are happy with the first attempt, you are not required to attempt more. The system will capture the highest score out of 3 attempts.
- Read the questions carefully (eg, monthly, quarterly, or yearly) and underline the key words.
- Managing your online course load may be difficult, but it is important that you find an approach that works for you, your lifestyle, and your goals. Life constantly changes which will affect the way you manage your time. Watch the TED talk in 2016 about time management and priorities. Treat your online class as if you are dealing with broken water heater(00:11:55).
- Also, here is another great tips of how to study effectively (00:06:41)
- Try to get a study buddy or set a study group to study together. According to National Training Laboratories, teaching others, practicing doing, and discussing with others will bring higher retention rates as shown below.

Tutoring Services

Click here to get the tutoring services at Reedley College. Also, try to utilized the "Smarthiking Online Tutoring" on the menu bar to get help for any time as this service is available for 24/7.

Also, you as a student in the same State Center Community College District (SCCCD), you can get help from Fresno City College Tutorial Center. (Links to an external site.) Go to this site, then you will see "Search for a Tutor" in the bottom of the web site. You pick your course to locate the time the tutors are available. The Center is open Monday through Saturday. Ensure to visit to locate the time, so you can get an extra help.

Connect Registration and Orientation

Connect Orientation - please read carefully!

Connect is the publisher's learning platform where you will work on all the online assignments and take exams. Therefore, it is very important that you need to get familiar with it. Also, you will need to have a stable Internet service to work on the platform.

When you register, please remember the following items:

- In order to access to the Session Web address for this course, go to "McGraw-Hill Connect" in the menu bar on your left side of Canvas. You will see the link where you can register yourself for this course.
- Use your school email address, if possible.
- *Use your full legal name, the one it shows in WedAdvisor* (eg, including jr, sr, 2nd, or 3rd etc.) No nick names please. Please ensure to put first and last names in the proper sections.
- If you have used Connect before, please use the same existing email address. (ensure to change your name to legal name, if different)
- If you have a textbook and you haven't used Connect, ensure to have the "Connect Access Code" handy. It is located in the back of the textbook package. You will need to add this code once to register.
- If you haven't purchased the textbook with the access code, please click "Temporary Access," which will allow you to access to Connect up to 2 weeks. You will eventually need to register with the access code to complete the course. Without the access code, please note that you won't be able to pass the course.
- If you haven't purchased the book and want to save the money, please buy it through the school bookstore. The textbook is customized with a soft cover page, which saved the cost of the textbook. Go to the Textbook Information page for details.

[Connect General Orientation](#) - ensure to listen the orientation to get familiar with the system. Please note that you can only watch this video once you complete your registration at Connect.

Connect Student Help Desk

If you have issues with McGraw Hill's assistant team, please forward the conversation email with them to me. I will directly deal with the McGraw Hill's Sales representative covering in our area to get faster response, if needed.

Coffee Shop Q&A

This is a place for you as students to share questions or concerns that you have about class items. I am hoping that you will answer each other's questions here, but I will check in every once in a while to see if there is something that is not being addressed that I can help with.

If you have a more personal question about anything within the class, please email me directly via "Inbox" in Canvas. I will get back to you within 24 business hours.

Reedley College Student Resource Page

Reedley College has many resources available to help students through their educational journey. This is a partial list of the more popular resources. Refer to the Online Information Center or Counseling and Advising if you do not find what you need here.

I don't know what I am looking for!

[Online Information Center \(Links to an external site.\)](#)

The Online Information Center provides a live chat to help guide you to the information you need. Check hours available on the webpage.

How do I get help with basic needs like food and housing?

[Tiger Pantry \(Links to an external site.\)](#)

The Tiger Pantry offers non-perishable food items, personal toiletries, fresh produce and vegetables, and school supplies. This is made possible by donations and a collaboration with the Community Food Bank. It is available to all currently enrolled Reedley College students.
559.638.0300 x3105 (Student Activities Office)

[Homelessness Liaison](#)

The Homeless Liaison can help you get connected to a support program on campus and provide information about the Reedley College dorms. The liaison will also help you get connected to Fresno County Resources to find local homeless shelters.

Aaren.Cobb@reedleycollege.edu ~ phone 559.638.0340 ~ text 559.419.0256

How do I pay for college?

[Financial Aid \(Links to an external site.\)](#)

[\(Links to an external site.\)](#) Provides students information to secure the financial resources to pay for their education.

reedley.financialaid@reedleycollege.edu ~ 559.638.0312

[Scholarships \(Links to an external site.\)](#)

This Reedley College financial resource provided by local businesses, community groups, alumni, and a variety of private sources. Applications are generally due early Spring semester; check website for specific due dates.
559.638.0312

[Career Center \(Links to an external site.\)](#)

The Career Center offers career and employment services, including help finding a job or internship.

cec@reedleycollege.edu ~ 559.637.2543

[Student Support Programs & Centers](#)

There are a number of programs that can help you pay for college, connect to campus, and plan your studies. [EOPS \(Links to an external site.\)](#) and [CalWORKs \(Links to an external site.\)](#) are just two of the many Student Support Programs at Reedley College. There are many programs available for students in a variety of areas and interests. Students are encouraged to talk to their counselors about programs that might be appropriate for them. Schedule time with a counselor

for further information. Many of these programs are listed on the [Student Services page \(Links to an external site.\)](#).

[Counseling and Advising \(Links to an external site.\)](#).

~ counseling@reedleycollege.edu ~ 559.638.0337

How do I get healthcare and mental health assistance?

[Health Services \(Links to an external site.\)](#)

Health Services is a nurse-run clinic available to currently enrolled students. The College Nurse Practitioner provides advanced nursing assessment and treatment for acute illnesses and injuries, preventative screening services, health education, and medical referrals to local health care providers.

559.638.0328

[Psychological Services \(Links to an external site.\)](#)

Psychological services is a program designed to meet mental health needs of the college community in Reedley. These services are available at no charge to students and assist in the promotion of healthy emotion and psychological responses. Psychological services include 4-6 confidential counseling sessions for college students. Care is provided by a clinical psychologist and supervised graduate interns.

559.638.0328

How do I get help with technology?

Canvas Help

Click on the icon at the bottom of the global navigation bar on the far left side of this window (pictured) to access links to Canvas Guides.

Student Help Desk

Ask questions about logging in to Canvas, email, WebAdvisor, or other local systems.

559.499.6070

Canvas Student Orientation

If you feel like you need to learn more about how to use Canvas, we have a self-enroll, self-paced Canvas Student Orientation course that is completely online for students to take within Canvas. Click the [self-enroll link](#) if you would like to check it out

Where can I get help being successful in my classes?

[Academic Support Centers \(Tutoring Services\) \(Links to an external site.\)](#)

Visit these locations to get connected to tutors.

- [Learning Center -- Tutorial \(all subjects\) \(Links to an external site.\)](#)
- [Math Center \(Links to an external site.\)](#)
- [Reading & Writing Center \(Links to an external site.\)](#)

[Disabled Students Program & Services \(DSP&S\) \(Links to an external site.\)](#)

DSP&S provides services and accommodations that assist students with documented disabilities to reach their maximum potential while achieving their educational goals.

DSPS@reedleycollege.edu ~ 559.638.0332

How do I stay on track?

[Counseling and Advising \(Links to an external site.\)](#)

Counselors are available to help you with academic planning to help you stay on track and assist you with connecting to support resources that provide additional support based on your individual needs.

Visit the [Academic Counseling and Advising \(Links to an external site.\)](#) page to set up an appointment to meet with a Pathway Counselor.

Academic Counseling is also available in all of our Student Support Programs. Visit the individual program for more information.

559.638.0337

Student Support Programs & Centers

There are a number of programs that can help you pay for college, connect to campus, and plan your studies. [EOPS \(Links to an external site.\)](#) and [CalWORKs \(Links to an external site.\)](#) are just two of the many Student Support Programs at Reedley College. There are many programs available for students in a variety of areas and interests. Students are encouraged to talk to their counselors about programs that might be appropriate for them. Schedule time with a counselor for further information. Many of these programs are listed on the [Student Services page \(Links to an external site.\)](#).

[Counseling and Advising \(Links to an external site.\)](#)

~ counseling@reedleycollege.edu ~ 559.638.0337

[Admissions and Records \(Links to an external site.\)](#)

Admissions and records can help you add, drop, and register for your classes.

admissions@reedleycollege.edu ~ 559.638.0323

[Transfer Center \(Links to an external site.\)](#)

The Reedley College Transfer Center is designed to assist students explore, prepare and succeed in their transfer plans. We provide a variety of resources and services to help students transfer from Reedley College to other colleges and universities for completion of their educational goals.

transfercenter@reedleycollege.edu ~ 559.638.0300 ext. 3234

How do I get involved on campus?

[Student Activities \(Links to an external site.\)](#)

Promotes student interactions through clubs, social gatherings, student governance, community service activities, and intramural sports.

559.638.0300 x3105

Social Media

Follow Reedley College on social media. We are on [Facebook \(Links to an external site.\)](#) [Twitter \(Links to an external site.\)](#) and [Instagram \(Links to an external site.\)](#)

Canvas Student Orientation

If you feel like you need to learn more about how to use Canvas, we have a self-enroll, self-paced Canvas Student Orientation course that is completely online for students to take within Canvas. Here is the self-enroll link if you would like to check it out: <https://scccd.instructure.com/enroll/K6DWKL>

Canvas Help for Students

If you need help with doing anything in Canvas, simply click on the icon at the bottom of the Global Nav Bar on the far left side of this window. Within that menu you will find links to the Canvas Guides where you can search any topic and it will show you step-by-step instructions with screenshots on how to do whatever topic you searched.

There is also the Student Help Desk phone number listed there (**559-499-6070**) to ask questions about logging in to Canvas or your email or WebAdvisor or any other question you have about our local, SCCC CD systems. And you will find the 24/7/365 Canvas Support number listed there for Reedley College (**844-629-6837**). If you believe that Canvas is not reacting the way that it should or is simply not working correctly, then you can call this number for help. Please do not call this number for questions about our other systems (as listed above) or with questions about things only your instructor would know about.

If you need help in using any other digital tool that your instructor has included within this class such as Turnitin, DropBox, or a textbook publisher's website, then contact your instructor for help in using these resources. You can use the link '**Ask your instructor a question**' at the top of the Help Menu and then find the correct course in the list provided.