



Syllabus: COLL 101 College Success - 5130

Course Information

Term: FALL 2026

Meeting Time and Location: MW Gray Wolf Hall Room 0166

Credits: 2.00

Modality: In Person

Meeting Time Details

This section of College Success 101 is being offered solely in-person meeting times Mondays and Wednesdays 9 - 9:50 am in GWH 166. All the information to successfully complete the course is available during class meetings, in the modules via readings, videos and discussions.

If you find that a link isn't working, I would appreciate it if you email me or send me a Canvas chat. Please include the page/module where you are finding the error.

Instructor Information

Name: Beatriz Rodriguez

Contact Information: brodriguez@everettcc.edu or via canvas chat

If you need to meet one-on-one, please send me an email so we can set an appointment.

Course Description

This College Success course is set up to help you learn new skills and apply the skills you already have; to help you succeed in college; to include:

- How to use campus resources and services to help you in school.
- Understanding your rights and responsibilities as an EvCC student.
- How to manage money and access funding for college.
- How to stay organized and manage your time.
- Understanding, accepting, and valuing people who are different from you.
- Developing good study habits that work for you.
- Exploring different careers and program majors.
- Setting goals and establishing a realistic plan that will get you to graduation.

Student Learning Objectives

By the end of this course, students will be able to:

- Create a definition of success in college and identify related learning needs
- Prioritize learning, motivation, and related success strategies and resources that best apply to your goals.
- Produce a draft plan for academic progress that corresponds with your choice of program.
- List the types of financial aid and other strategies for funding

school.

EVCC Core Learning Outcomes

Everett Community College's Core Learning Outcomes

1. Analytical Thinking: Students will apply quantitative and/or qualitative reasoning skills to solve problems, evaluate claims and support conclusions.
2. Effective Communication: Students will individually and/or collaboratively communicate across multiple expressive modes, applying relevant learned knowledge and demonstrating information literacy and research skills.
3. Equity and Social Justice: Students will evaluate the influence of power and privilege, identify shared and unshared meaning, and/or analyze the sources of their perspectives in advancement of equity and social justice.

Books and Materials

Most of the learning resources are included online in the Canvas course. However you will need the following:

- Purchase a large desk calendar. You find them at Dollar Tree, Staples or at Walmart.

[Everett Community College Bookstore](#)

Access to Technology

You will need to have a way to access the internet reliably, preferably on a netbook, laptop, or desktop computer. Learn more about technology requirements and access through the college.

Don't have one? The EvCC Library Media Center loans

Chromebooks, netbooks, wifi hotspots, and calculators to currently enrolled students. Contact the Circulation desk for availability and check-out procedures: circulation@everettcc.edu.

See the [Technology Resources](#) page for how to access free versions of Microsoft Office 365 and for discounts on other hardware and software.

How to be Successful in this Course

This course is designed to help you. There are no gotcha assignments. I am here to assist you in succeeding in college. That being said, by taking this class you agree to the following:

- If you have any concerns or encounter any obstacles that would derail your success, please let me know so I can try and help you.
- Do not disappear and just stop doing the work. I cannot help, if I don't know what is going on.
- If you don't understand something or I am not clear on my instructions, please ask. I guarantee that 5 other people in the room have the same question. I am not the all powerful OZ, I don't know everything and will make mistakes. In this class, we will learn from each other.
- You bring with you unique skills, lived experiences and diverse ways of knowing that enhances the college experience for everyone. In our classroom, you are encouraged to show up as your authentic self. You belong at EvCC and are seen, valued, and respected. You are encouraged to share your thoughts and opinions during class.

Here are some other things that will make your quarter easier:

1. Please make sure to use MS Word or Google Docs to submit assignments. You are eligible for it for free as student. If you have any issues downloading, Please contact the Helpdesk at 425-388-9333.

[Download Microsoft Office for Free.](#)

2. When emailing me or sending messages via canvas, please make sure that you add the class item number to the subject line so I know which class you are taking.

3. Always use the MODULE (left hand side) link to complete all assignments. Do not use the link on the right hand side the screen or the links in the Calendar.

Assignments

This course includes quizzes, application and reflection assignments, discussion board, and a final project that are graded.

Other than the quizzes, you have options for how you submit for the other assignments: written, recorded audio, recorded video, slides, and other visual representations are all acceptable.

Quizzes are designed to help you succeed. There are no 'gotcha' questions that are designed to trick you. There's no time limit, and you can take them as many times as you'd like to achieve your best score.

The same goes for all assignments; if you feel that you can get a

better grade, you can resubmit any assignment for re-grading. Feel free to use your notes or any other helpful resources—you've got every opportunity to do well!

All assignments are due every evening by 11:59 pm. I will grade every Friday.

Each assignment has instructions in Canvas, but if anything is not clear, please ask.

Assignments (Learning Mastery Model)

You will earn attendance for completing each course module (activities will be grouped by week in assignments). The amount of attendance you earn will be based on a percentage of the points you earn in the module. This is the scale that will be used to determine the attendance you earn each week:

Percentage Points	Attendance Earned
75-100%	9 hours
50-74%	7.5 hours
25-49%	5.5 hours
1-24%	2 hours
0	0 hours

Class Schedule

Due Date	Assignment Name	Assignment Type	Points
	Project Resource Sharing discussion board	Discussion	0
	*Project Proposal	Assignment	40
	Assignment: Submit Web URL Evidence of Completion of Library Orientation 101	Assignment	30
	Help!	Discussion	0
9/27/26	I have everything I need to know to succeed	Assignment	100
9/27/26	Class Introductions	Discussion	12
9/27/26	Week 1: Ready to Start with College Technology	Assignment	15
10/4/26	Time Management Calendar	Assignment	100
10/4/26	*Goals	Assignment	40
10/11/26	*EvCC Opportunities, Resources, Rights, and Responsibilities	Assignment	24

Due Date	Assignment Name	Assignment Type	Points
10/11/26	*Reflecting on Your Goals	Assignment	46
10/11/26	*What is Equity and Why is It Important in Higher Education?	Discussion	12
10/18/26	(New) Mindset and College Success Discussion	Discussion	40

What You Can Expect From Me

1. Inclusion and Equity

Everyone deserves to feel respected, supported, and safe at EvCC. We all come from different backgrounds and experiences, and I am committed to creating a space where those differences are valued and welcomed.

As a person of color, I know that schools and universities have not always treated all students fairly. Groups such as Black, Indigenous, and other people of color; LGBTQIA+ students; undocumented students; students with disabilities; first-generation college students; and those from working-class or low-income families have often been left out or faced unfair treatment. These problems are connected to larger social issues.

For me, being inclusive doesn't just mean allowing everyone to be here—it means I am willing to actively working to challenge unfair systems and make sure everyone feels like they belong and can succeed. I will try to build a space where all voices are heard, and where we can learn and grow together.

If something in this class makes you feel excluded, or if you run into barriers that affect your learning, please let me know. You can also reach out to campus support services. Your feedback matters, and it helps us create a better, more just learning environment for everyone.

2. Course Communication and Student Check-Ins

I commit to having regular and transparent communication with you. I will use course announcements to share reminders about assignments, schedule changes, and other important updates—please make sure to check them regularly.

If I notice that you haven't been turning in work or participating in class for a period of time, I may reach out to check in and see how you're doing. These messages are not meant to stress you out nor does it mean that I am about to criticize you. It is my way to offer support and help you get back on track. Life happens, and I want to make sure you feel seen, not forgotten.

You are always welcome to reach out to me if you're struggling with the material, facing personal challenges, or just need someone to talk to about your progress in the course. My goal is to support your success, not to judge your setbacks.

3. Commitment to Supporting Your Learning Online

Online learning can come with unique challenges and I want to make sure the course works for you. That might mean offering flexible deadlines, providing materials in different formats, or checking in with you individually if needed. Using

Canvas for the first time can be overwhelming and frustrating. Do not stress yourself out. Please reach out to me so I can walk you through the process or reach out to the elearning department to get help with [Canvas](#).

I understand that each of you has different learning needs, backgrounds, and life situations. I will do my best to adjust how the course works—such as the materials, assignments, and communication—based on your skills, access needs, and anything else that may affect your ability to fully participate.

If you're facing any challenges—whether with the content, technology, or life outside of class—please don't hesitate to reach out. I'm here to support your success and help make this learning experience work for you.

4. Grading, Feedback, and Communication

I will review and update grades every Friday. You can expect to receive feedback and scores on your assignments by the end of each week, unless otherwise noted. This regular schedule helps you track your progress and stay on top of your work. It also allows you the opportunity to re-work the assignment and resubmit it for a better grade.

If there's ever a delay, I will post an announcement or message to keep you informed.

I also commit to responding to your messages and questions through Canvas chat and email as quickly as possible, usually within 24–48 hours on weekdays. If you don't hear back within that time, please feel free to send a follow-up message.

If you have any questions about your grades or feedback, don't hesitate to reach

out. I'm here to support you and help you succeed.

Assignments (Teacher Verification Model)

Online participation will count for attendance based on satisfactory completion of assignments. A time value for attendance is given for each assignment based on your instructor's best estimate of how long an average student would need to complete the assignment. The time for each assignment is included in the course syllabus. The time you spend on task will be recorded as attendance hours.

Assignment Name	Maximum number of attendance hours
Assignment #1	1 hour
Assignment #2	2 hours
Total	

Note: Teachers will assess if students receive maximum numbers of hours based on work submitted.

Grades

This course follows the following grading scale

Letter grades and points

Letter grade	Standard	% of points	Conversion to GPA
A	High degree of excellence	93-100	4
A-		90-92	3.7
B+	Better than average achievement	87-89	3.3
B		83-86	3
B-		80-82	2.7
C+	Average achievement	77-79	2.3

C		73-76	2
C-		70-72	1.7
D+	Low standard of achievement	67-69	1.3
D		65-66	1
F	Failure to complete minimum requirements	0-64	0

Late Work

I'm here to work with you and support your success. If you ever find that you may not be able to meet a deadline, please reach out so we can discuss a new deadline/extension together.

[Everett Community College Students Rights and Responsibilities](#)

Academic Integrity

As part of an academic community, Everett Community College (EvCC) students are expected to submit only their own work and avoid occurrences of plagiarism. This includes submitting answers that are not your own on quizzes and exams. [The Writing Center](#) offers support to help students improve their writing skills and provides resources on understanding plagiarism.

Accidental or intentional use of someone else's work, ideas, research, or writing without attribution of the source may result in a failing grade on the assignment or a failing grade in the course. This decision will be dependent on the nature and extent of the use. Any incidents of this type will be reported as violations of the Student Conduct Code, which is described in the Student Rights and Responsibilities handbook. Students are encouraged to read the Student Conduct Policy and [Student Rights and Responsibilities Handbook](#) to be aware of their full scope of rights.

Important Dates

Registration and payment dates, application and refund deadlines, the final examination schedule and all other information related to the academic year and each individual quarter is available [on the college website](#).

[Everett Community College Students Rights and Responsibilities](#)

[Everett Community College Prohibited Student Conduct Policy](#)

Generative AI Statement

This section is optional

[Everett Community College Academic Grievance Procedure](#)

[Everett Community College Disability Accommodation Policy](#)

[Everett Community College Disability Accommodation Procedures](#)

Student Concerns and Support

The CARE Team at Everett Community College is here to support students who may be struggling or going through a difficult time that is impacting their academics. If you or another student you know is experiencing academic, emotional, or personal challenges, the CARE Team can help connect you with resources and support. To share a concern or request help, you can [submit a CARE report online](#) or email care@everettcc.edu.

Flexibility Statement

I have attempted to make this syllabus as comprehensive and accurate as possible and I may occasionally need to make small adjustments during the quarter. I will announce any changes in class or notify you in writing and in Canvas.

Basic Needs

It can be challenging to do your best in class if you have trouble meeting basic needs like safe shelter, sleep, or nutrition. [EvCC's food pantry](#) is available for walk-ins and by appointment. [Student Emergency Assistance Grants](#) are also available for unexpected emergencies.

[Everett Community College Civility Statement](#)

[Everett Community College Students Rights and Responsibilities](#)

[Everett Community College Prohibited Student Conduct Policy](#)

[Everett Community College Disciplinary Sanctions Policy](#)

Academic Grievance Procedure

If a student has evidence that they have been: Unfairly treated in matters related to grading, course policies or expectations; falsely accused of cheating; or inappropriately penalized for alleged cheating; they may be said to have an academic grievance. Students can approach any member of the campus community whom they trust for guidance on following the formal and informal academic grievance procedures.

Counseling

Everett Community College Counseling & Student Success (CSS) offers appointments for currently enrolled students with professional counselors for Academic/Educational Counseling, Career Counseling, and free short-term Personal Counseling, as well as referral to community resources to help students adjust to, cope with, and succeed in college. To make an appointment, visit Parks Student Union, 3rd Floor, call 425-388-9263, or email

counseling@everettcc.edu.

[Everett Community College Faith and Conscience Leave Policy](#)

Accessibility

In accordance with the Disabilities Accommodation Policy (EvCC 3020), EvCC is committed to ensuring that classes are accessible to all students, including those with visible and invisible disabilities. If at any point a student is not able to access the space, content, or experience of a course, they should contact the [Center for Disability Services](#) (425-388-9272, or cds@everettcc.edu).

[Student Medical Leave of Absence Policy](#)

[Student Medical Leave of Absence Procedure](#)

[Notice of Nondiscrimination](#)

[Everett Community College Protected Class Nondiscrimination Policy](#)

[Everett Community College Immigration Rights and Non-Discrimination Policy](#)

Help with Technology

For help with Canvas, Panopto, or Zoom, contact eLearning at elearning@everettcc.edu or visit the [eLearning website](#). For help with logins, passwords, and email, contact IT at helpdesk@everettcc.edu or visit the [IT help desk website](#).

Civility

As outlined in the campus civility statement, Everett Community College is committed to providing a safe learning and working environment. The expectation is that all students will conduct themselves in a civil, respectful and appropriate manner as a

responsible member of the college community. The Student Rights and Responsibilities Handbook identifies and describes college expectations, students' rights, and outlines the process for resolving disciplinary matters, including Student Code of Conduct violations. The provisions of the Student Code of Conduct apply to all students whenever they are on the college campus, in college housing, or engaged in college-sponsored activities and functions.

Pathway Success Coaches

Pathways coaches are available to help you navigate your college experience, including helping you navigate academic resources and services and build out a success plan. They are available to meet in person or over Zoom. See the [EvCC Pathways Coaches page](#) for contact information for your Pathways coach.

Land and Labor Acknowledgements

We are taking this opportunity to acknowledge that the land Everett Community College campuses reside on are the traditional and ancestral lands of the Tulalip (ta-lay-lup) Tribes, the Sauk-Suiattle (sock swa-ttle) Indian Tribe and the Stillaguamish (still-a-gwamish) Tribe of Indians. The main campus is built upon the ancestral territory of the Hibulb (hee-bulb) Village, which once stood as a rich cultural, economic, and political center for the Snohomish (sna-hoe-mish) Tribe. After European American arrival, the Snohomish (sna-hoe-mish) people, along with several other tribal nations, negotiated the Treaty of Point Elliott and relocated to what is now the Tulalip (ta-lay-lup) Reservation. It is our goal that by remembering the nations who have been here since time immemorial, we acknowledge the truth of our past and join together in building bridges of understanding and

collaboration for the empowerment of indigenous students and their communities.

We acknowledge that so much about our country—its culture, its economic growth, and its development—has been made possible by the labor of enslaved Africans and both their ascendants who suffered the horror of the transatlantic trafficking and chattel slavery, and their descendants who suffered the long shadow of Jim Crow. We acknowledge the transgenerational legacy of the violence they endured and its impact that continues to burden lives today. We likewise acknowledge our nation's historical and continuing exploitation of and reliance upon immigrant and migrant labor, workers who to this day toil in difficult, dirty, and dangerous working conditions, making the American way of life more accessible and affordable for the majority while socioeconomically able to enjoy but few of the fruits of their own labor. Let us embrace the responsibilities for transformative action—both individual and collective—implicit in these acknowledgements.

Faith and Conscience Leave

Per Everett Community College's Faith and Conscience Leave Policy, Everett Community College students are entitled to two days of excused absences per academic year (summer quarter through the end of spring quarter) for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization. Such absences must be requested in writing within the first two weeks of the class or the first week for a late start class and may not incur additional fees for students.

Student Medical Leave of Absence Policy

When a health or medical emergency or condition renders a student's continued participation in college academics, programs, or services impossible, impractical or unsafe to the student or any member of the college community, the rules and procedures around a medical leave of absence shall apply.

A student who decides to withdraw from the college for health/medical reasons shall follow the college registrar's general procedures for withdrawal or petition for exception to registration, as appropriate. A student who chooses to exercise this option may return to college as early as the next scheduled quarter.

Non-Discrimination Statement

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment.

Equal Opportunity and Title IX Policy and Procedure

Everett Community College is committed to providing a safe and inclusive environment for learning and working at the college. The Director of Equal Opportunity and Title IX Programs is the person designated by the college to receive concerns or complaints of protected class discrimination or harassment, including sex-based harassment. Protected class characteristics include race, sex, gender identity, disability, and pregnancy, among many others. Faculty are required to submit a report to the college when made aware of conduct or experiences that meet discrimination and harassment definitions, so that the college can provide support to an impacted person. Review the policies and procedures on the [Equal Opportunity and Title IX webpage](#) for more information about protected classes, prohibited conduct definitions, support resources on

and off campus, and contact information for the Director of Equal Opportunity and Title IX Programs. Additionally, all employees have [mandatory reporting responsibilities](#) regarding disclosures of child abuse or neglect and vulnerable adult abuse.