



## CHOICES WORKSHOP INFORMATIONAL SHEET

- The \$25 workshop fee is due before your scheduled CHOICES workshop. Payment can be made at the Bursar's Office, located in Plant Hall 428. The fee can be paid with cash, check, or card.
- Arrive early to your scheduled CHOICES workshop to check in with the instructor. The location of your workshop can be found in the notification letter sent to your university email.
- The meeting will start promptly at the designated time.
- Please bring a smartphone, paper, and a writing utensil to be used during the workshop. Laptops and headphones are not permitted.
- You will complete an acknowledgment form at the start of the meeting and an assessment prior to leaving the workshop.
- At the end of the presentation, you will have an opportunity to ask your instructor questions about the workshop, policies, sanctions, procedures, etc. All other questions will be referred to the Office of Student Conduct.
- Once the workshop is complete, and your \$25 workshop fee is paid, a *Notice of Completion of CHOICES* will be sent to your university email.
- If you do not participate or engage in the CHOICES workshop you will not receive credit and will lose the opportunity to participate in CHOICES.
- If you fail to attend your scheduled CHOICES workshop, your case will be referred to the Office of Student Conduct where your incident will be handled through the Student Conduct process.