

## GENERAL INFORMATION

**WELCOME MY DEAR STUDENTS OF B1 LEVEL TO THIS NEW ACADEMIC PERIOD APRIL - AUGUST 2025. IT IS VERY IMPORTANT REVIEW THE FOLLOWING INSTRUCTIONS:**

Please regularly review the following general instructions to maintain good communication and optimal organization during synchronous and asynchronous classes.

- Checking that your SICOA accounts have your photo, your zoom account, and your virtual classroom is a requirement to allow you to enter the waiting room for classes.
- Enter the SICOA and accept the university's agreements and commitments as mandatory for all students.
- To answer the survey in the virtual classroom, "GETTING TO KNOW US BETTER."

Remember that you must enter at least 2 minutes before in the synchronous class's waiting room for being admitted in classes. Previously check that you have your name and surname ready and with a photo for the zoom.

Each class will be recorded in the virtual classroom and connected to ONEDRIVE so that students can review the topics covered and as evidence of their attendance and participation in classes; the same that have a value in grades.

According to the Academic Regulations, students must have 70% attendance and a maximum of 30% absences to pass the level. The student who misses classes must send a letter requesting the justification with its evidence or support to continue with the due process.

Moodle will automatically grade the tasks and activities on the date and time set aside for them, so they must be reviewed before its closure.

Skills will be evaluated permanently in each synchronous class, and they will also be graded.

All students must join the WhatsApp group through the virtual classroom link as this is a legally accepted means of effective communication during the academic period.

DURING THE FIRST WEEK OF CLASSES, STUDENTS WILL BE GIVEN FEEDBACK ON THEIR PREVIOUS KNOWLEDGE BEFORE THE DIAGNOSTIC TEST AND BEFORE STARTING WITH THE SUBJECT MATTER RELATED TO THE FOURTH LEVEL OF ENGLISH.

REVIEW THE FIFTH LEVEL SYLLABUS FOUND IN THE VIRTUAL CLASSROOM TO PREPARE THE STUDY TOPICS AND FOLLOW UP.

THE ACADEMIC CALENDAR WILL SEND TO THE WHATSAPP GROUP TO MEET THE DATES.

THE LINK FOR THE ASYNCHRONOUS CLASSES AND THE TUTORIALS WILL ALSO SEND TO WHATSAPP'S GROUP; THE STUDENTS SHOULD BE AWARE OF THE TEACHER'S INDICATIONS TO ENTER ON THE APPROPRIATE DATES.

WEEKLY TUTORIALS WILL BE EVERY FRIDAY FROM 14H00 TO 16H00. FOR THOSE STUDENTS WHO CANNOT ATTEND THE TUTORIAL ON THAT DAY DUE TO A TIME OVERLAP, THEY CAN REQUEST IT FROM THE TEACHER DURING ASYNCHRONOUS HOURS.

¡GOOD LUCK! AND GOD BLESS YOU!



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