SONORAN DESERT INSTITUTE

A Distance Learning School

STUDENT HANDBOOK



The Sonoran Desert Institute Mission

The mission of the Sonoran Desert Institute is – *to offer affordable, premium distance delivered career education programs that provide a labor market advantage to our graduates*. The focus of the school is to ensure that this mission is achieved in all activities in which we engage on behalf of our students.

The objectives that flow out of this mission statement are:

- Provide the best curriculum that can be offered in a non-resident setting for the purpose of enhancing a student's technical skills – whether a hobbyist or as an employee.

- Establish the SDI as the premium provider of courses, whose end results are for its graduates to start their own effective practices in the field.

- Research and develop programs and curricula that meet a demonstrated need in the educational services arena – certificate, diploma or degree.

- Be a leader in setting the standard for a student's positive, proactive experience with distance delivered education via correspondence or other remote means.

- Be financially responsible and cultivate programs and curricula that will facilitate effective student educational services and allow for satisfied, engaged faculty and staff.

These objectives are met through a series of ongoing interactions with our students as they progress through the programs. In every decision that is made at the school, we first ask the question, "*How will this better serve, or make the program better for, our students*." In asking this question, we determine how we can make the educational experience of a Sonoran Desert Institute student more rewarding and beneficial.

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WELCOME TO THE SONORAN DESERT INSTITUTE





Dear New Student,

Welcome to the Sonoran Desert Institute a college that is dedicated to helping individuals succeed.

This handbook contains important information you will need as a Sonoran Desert Institute student. It provides the policies and procedures of the college. This and your program catalog will illustrate all of the information necessary for you to understand your obligations and rights as a student. Keep it nearby so that you can refer to it often. Your handbook also gives you helpful hints on how to take advantage of all the services and support we offer each of our students.

There are a few tips I would like to share with you immediately. The first is that you should always have your student number available when contacting us – whether you do so by phone, e-mail or via the web portal. This will enable us to access your records quickly and accurately. Second, I suggest that you pay close attention to your course calendar so as to ensure you make Satisfactory Academic Progress from the start. Participate actively in your course discussions and submit your assignments and tests in a timely manner to keep in good academic standing. Your instructors are committed to your progress and are part of the process to ensure you reach your academic potential, which ensures that you make satisfactory academic progress.

Finally, after you've taken a few minutes to glance through your handbook and catalog, go on-line to set up your student access to the SDI Learning Management System (LMS) so you are prepared for when your class begins. Don't forget to check for messages and instructions from your course instructor; information that may be valuable to the beginning of the course.

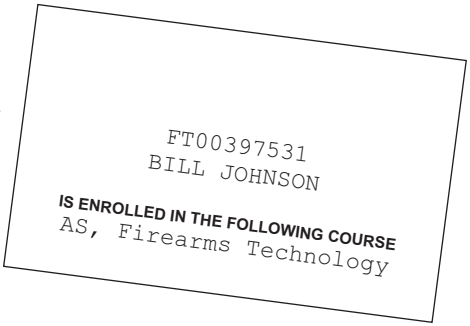
SDI is a small college and prides itself on strong program content and responsive student services. You are well on your way toward achieving the goal you have set for yourself. Remember, our instructors and service personnel are just a phone call away, ready to provide you with the explanation, advice, support, or encouragement you may need to make your Sonoran Desert Institute experience a complete success.

Thomas A. Kube
President

THE SONORAN DESERT INSTITUTE LEARNING PROCESS

Student Number

Upon enrollment, you are assigned a personal student number. This number is very important because it identifies your individual student records at the Sonoran Desert Institute. *ALWAYS* refer to your student number when contacting us. You can find your student number on your student identification card at the top of all correspondence from us.



How and When Your Course Access is Provided

You will be receiving a Course Outline under separate cover via your program/course catalog. This outline is a listing of all the study material and content in your program, including titles and numbers of all course and lab units. Your outline also shows the suggested sequence in which we recommend you take your courses for maximum educational benefit. You do not receive access to the entire program at once. Each semester you are given access to the courses that are being taught in your program of study for that semester.

The access point for your program is: **www.sdi.edu/LMS/moodle**

You will conduct most of your educational interaction from this access point. Except for when you have direct e-mail and or phone contact with your instructors or academic advisors. We encourage you to take full advantage of the expertise and knowledge that your faculty has to offer you while you progress through your courses.

Keep in mind that SDI is an open enrollment institution. We enroll students twice monthly on the first and third Monday of that month. Your courses are structured into traditional 16-week long semesters and you are expected to participate and be active in your courses. SDI does not take attendance, but rather we gauge your participation by your weekly submittals and postings to course/class discussions which are part of your grade calculation. We expect regular and substantive interaction between your instructor and you as you move through your course.

Administratively, it is important to remember that you must have successfully passed all previous examinations and your tuition payments must be current in order to move into subsequent course and semesters. In this way, you control

and are responsible for your enrollment status. If you have any questions about your academic progress, your tuition and student account or any other matter, check with your instructor or student services office as necessary.



For students who have utilized a payment plan program, we have structured your payments to coincide with your estimated course progress. Students wishing to receive accelerated status may request to enroll in a future semester in a more expedited manner. However, the school will require additional tuition payments from the student to match the accelerated lesson activity. Essentially, as stated above, in order to progress your tuition must be paid in full for the enrollment period you are currently in.

Change of Address

Let us know if you move! If you move or change your mailing address, it's very important that you notify us immediately so that we can contact you if necessary.

You will find change of address forms on the back of all your tuition payment envelopes or, simply call and tell us.

Satisfactory Academic Progress

Your program outline lists the required courses and a description of the learning objectives for each course. Each course will have various components and assignments that will collectively make up your final grade. Assignments will include lecture discussions, quizzes, exams, papers and projects – all specific to the content of your class.

Your access to participating will be at www.sdi.edu/LMS/moodle and will be password protected to ensure confidentiality and that your work is secure.

You nay also submit assignments to your instructor directly via e-mail, if approved and/or by the assignment submittal portal on the SDI web site at http://www.sdi.edu/exam.html



Depending upon your assignment or submittal, your instructor will turn your grades back to you as quickly as possible – typically with in one working day [excluding weekends].

Also, for class discussions, the feedback will be ongoing and will be reactive to student postings that are required as part of the course. For example, if your instructor posts a discussion topic on Sunday evening and you are required to respond to it and classmate postings by Wednesday, the instructor will have closed out the cycle by Friday and brought the weekly discussion to a conclusion. Keep in mind that you are encouraged to return to previous postings and give substantive input as appropriate throughout the course. Course discussion participation is mandatory in courses where it is part of the course format.

Grading System

Every assignment will be graded and you will receive appropriate comments and suggestions from your instructor. The Sonoran Desert Institute uses the following grading system:

Grade %	Letter Grade
90-100	A
80-89	B
70-79	C
60-69	D

If you receive a grade lower than 60%, you will be asked to do the assignment over and resubmit it. This is to ensure your complete understanding of the material. We will record only the higher, passing grade on your final material.

Delta Epsilon Tau International Honor Society

To recognize the academic achievements of SDI students who study at a distance and perform with academic excellence, the Board of the school has received approval from the Delta Epsilon Tau (DET) Honor Society to establish the "*Beta of Arizona*" chapter of the society. DET membership is open to SDI students and graduates who have demonstrated superior academic performance. This recognition brings honor and earned distinction to individuals who have worked diligently to acquire new knowledge and skills from a DETC accredited distance learning school.

Details on eligibility criteria may be obtained from the Student Services Department.

THE KEY TO SUCCESS

The greatest success that you can achieve is to beat your own record. Don't ask yourself: "Am I doing better than my neighbor?" Instead, ask: "Am I doing my best?" It isn't your neighbor's talents that you can control and use – you have only your own to work with.

Never stop trying. When you have reached one goal, set yourself a new one. Muster all your resources – your talent, ability, initiative – and with renewed energy and inspiration accept the challenge to go one mile farther on the road to achievement. This way leads to your
growth; each forward step makes the next step easier. There is no end to the achievement possible to the person who conquers each obstacle as it presents itself.

RESOURCES TO HELP YOU ALONG THE WAY

The Sonoran Desert Institute has a fully trained staff to help you get the quickest and best service possible.

Instruction

To get help with your studies, call the Instruction Department at (480) 314-2102, fax them at (480) 314-2138. Be sure to have your student number handy when you contact us. You may e-mail questions to instructor@sdi.edu or use the course web portal for broader group discussions.

Sonoran Desert Institute's professional staff of instructors is dedicated to helping you progress smoothly throughout your course. They can help you with any questions or problems you may encounter with your assignments. If you wish, they are also able to give you helpful professional guidance when you need it.



You can get help from your instructor by writing, calling, faxing or e-mailing. When you write, please use one of the special "Ask Your Instructor" forms we provide on-line. Be sure to fill in your name, address, and student number. Also, please provide us with a telephone number where you can be reached. Your instructor may telephone you in certain cases. You can also fax us your letter if you have access to a fax machine. If you do decide to fax us your question, be sure that you provide us with a fax number so that we may reply quickly.

Whether you write, call, fax or e-mail, or use the web portal, it is important that you be as specific as possible about your request or problem. Please give the lesson number, title, page, and paragraph reference (if applicable).

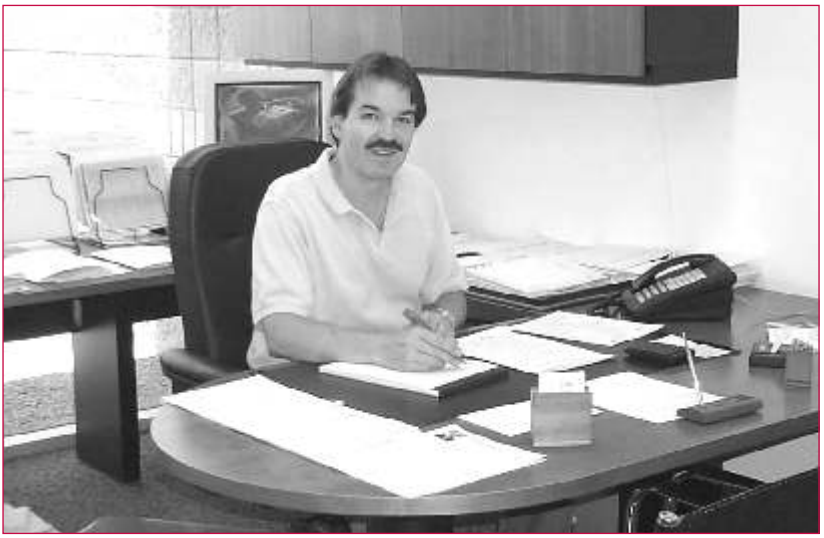
Student Services

If you have questions about assignments, financial matters, or other administrative concerns, call our Student Services Department at (480) 314-2102 or fax them at (480) 314-2138. Be sure to have your student number when you contact us. You may email at contact@sdi.edu.

Student Services counselors provide you with information on assignments and your student record. These specially trained counselors can help with virtually any administrative questions and concerns you may have. They can help by sending transcripts of your progress to your employer, making address changes, and ensuring that you are making satisfactory academic progress.

You may write, call, fax or email your questions to Student Services and receive a prompt reply. Be sure to give us your name, student number, and remember to be as specific as possible in your request.

As a service to our student body, we have had certain programs reviewed and approved for Veterans' Benefits, DANTES and Workforce Investment Act (WIA) funding. These approvals are changing continually as we add to this prestigious list of approvals. Check with the admissions office to determine which program(s) have received third party tuition assistance approval.



WHEN YOU CALL THE SONORAN DESERT INSTITUTE



Our main switchboard number is (480) 314-2102. When you telephone the Sonoran Desert Institute, you'll be greeted be our receptionist. He or she will briefly determine the nature of your call and then connect you to the proper person. To enable us to better serve you when you call, please have your student number handy and know which department you wish to speak to.

Our switchboard is open Monday through Thursday, 8:00 a.m. – 4:00 p.m. MST, and Fridays, 8:00 a.m. – 12 noon MST, (excluding holidays). Phone lines are least busy before 10:00 a.m. and on Tuesdays, Wednesdays, and Thursdays.

We always try to provide prompt, efficient service when our students telephone us. However, during our lunch hour, 12:00 – 12:45 p.m., there may be only a limited number of representatives available in each department to assist you.

Academic Calendar

Students may enroll on any day of the week. If you submit your enrollment over the weekend, it will be processed the next work day and your course access sent to you. Throughout the year, SDI is open to enroll new, and serve existing, students. However, we do observe holidays that allow our faculty and staff to spend times with their families. Although the specific dates will vary from year-to-year, we observe the following holiday schedule:

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans' Day
Thanksgiving
Thanksgiving Friday
Christmas Eve
Christmas Day

ACADEMIC INFORMATION

Sonoran Desert Institute's Educational Delivery Modalities

The Sonoran Desert Institute is licensed by the Arizona Board for Private Postsecondary Education as a Private Licensed School. We are also accredited by the Distance Education and Training Council (DETC), an agency recognized by the U.S. Secretary of Education. We have chosen to develop our programs to be delivered by remote instruction. This generally includes telecommunications and on-line/internet programs. The catalog and supplemental course materials for your program of instruction specifically detail the delivery modality of the course and how you can access your course content and interactions. Each program that is offered by the school has been rigorously reviewed by the state board and the DETC. In some cases, our programs have also been examined for approval by outside agencies such as the Arizona State Approving Agency, for Veterans' Benefits. Should you have questions about your program and the method of instruction, please contact your student services representative for assistance and clarification.

You can always go to www.sdi.edu for specific information about your program.

Library and Reference Resources

The Sonoran Desert Institute programs are designed to stand alone and not require outside reading or references to complete the courses. However, we do maintain an extensive reference library of technical and program specific information that can be utilized to assist students, and graduates, in finding key answers to questions that they may have. Should you have a technical question, please contact your student services representative for assistance.

Completion Time

At the Sonoran Desert Institute, you work in a virtual learning environment that takes place over a traditional 16 week semester. We suggest that you set a goal of studying, participating and submitting assignments early in order to gain the most from your studies through a regular schedule. Some students may finish their course in four semesters, the traditional schedule. Others will take longer. The time allocated for completion of your course is shown on your enrollment agreement. It is about twice the average time it takes a student to master the work. In most cases, you are allowed up to three years to complete your program, although this time frame may vary depending on the degree you are taking. If you cannot complete the course in the allotted time, we can arrange for an extension for a nominal additional servicing fee. Keep in mind that the time

frames noted above are for full time students enrolled in a full course load. Students enrolled in less than full time, will take longer. This is acceptable, as a student has approximately 150% of program length to complete, based on hours attempted.

Program Tuition and Fees

All tuition and cost of education fees for any SDI program are disclosed fully and completely on the Enrollment Agreement.

The Sonoran Desert Institute is accredited by the Distance Education and Training Council. As such, we follow the DETC Minimum Cancellation and Settlement Policy [Refund Policy] of the agency. The terms of the refund policy are disclosed on the Enrollment Agreement for the program of study you are enrolled in.

Progress Reports

You can track your own progress with the regular progress reports we will send you. These reports will give you a complete listing of all assignments you have completed, the grades you've earned on each one, and your cumulative grade point average. These reports are a great way to watch yourself advance towards your goal, and they are also useful for employers and others who may need a record of you progress. At a minimum, you will get these at the 25%, 50% and completion points of your course. Unless otherwise specified, SDI Courses are offered on a traditional 16-week semester basis.

Achievement Awards

As a Sonoran Desert Institute student, you will be participating in the Sonoran Desert Institute Achievement Awards Program. Your course falls into natural divisions as your knowledge and skills develop around important centers of theory and practice. These divisions are marked by Achievement Awards, which are recognition given to you for completing a unit of your course. Since each unit is a significant part of your course, it's appropriate that an Achievement Award recognizes completion of a unit.

Degrees of honors for distinctive excellence in each unit are also recognized. *Highest Honors* are given to students for a unit average of 90 or above, *High Honors* are given to students with an average of 80-89, and *Honors* are given to students with an average of 70-79. Students with a passing average below 70 will earn an Achievement Award.

For students graduating with a grade point average of 92% or higher, you may be eligible to participate in the DET *Beta of Arizona* honor society chapter. See page 7 for more detail.

Graduation Requirements and Diploma

In order to receive your degree, you must pass all course examinations and meet all your financial obligations to the Sonoran Desert Institute. Your diploma will arrive four to six weeks after you complete your course.

You are considered a completer of your enrolled program if you successfully achieve a passing average on 85% of your program and have fulfilled all financial and administrative obligations to the school.

For those students who seek a replacement diploma or certificate, you may request one from the Student Services Department. There is a $35 fee for this service. Please allow two weeks for printing and delivery.

Transcripts

For written verification of your grade point average on lessons and projects completed, you may request an official transcript. All transcripts are provided free of charge. Just let us know when you need this service. If you need a transcript prior to course completion, simply contact us and we will gladly provide it for you. Be sure to tell us where and to whom you want your transcript(s) sent.

Policy on Student Conduct and Reason for Termination by the School

Students who fail to maintain satisfactory academic progress by maintaining at least a 2.0 or "C" average [2.0 on a 4.0 Scale] may be placed on probation. If a student is placed on probation, s/he must bring their grade point average up to 2.0 by the end of the semester or within 60 days of being placed on probation, or they may be terminated. Students who are terminated may petition the president for reinstatement.

Students, who are reinstated, remain on probation for 60 days to ensure that they are maintaining satisfactory academic progress. Students who seek and are granted re-instatement will be assessed a $150 USD administrative fee that will be added to their account and must be paid prior to re-enrollment.

Students, who engage in inappropriate behavior or conduct, after two written warnings, may be terminated for such cause. Such matters will be reviewed and evaluated within 30-days of the incident and a determination reached. A student shall have the right to appeal an adverse decision, but only the original record used to reach the initial determination may be considered during appeals. All appeals are final.

Students terminated for conduct or behavior reasons may petition the president for reinstatement. A 60-day probation applies to those students who are reinstated. Students terminated for conduct or behavior reasons that seek and are granted re-instatement will be assessed a $150 USD administrative fee that will be added to their account and must be paid prior to re-enrollment.

Transfers

We hope your current Sonoran Desert Institute course will fulfill your educational objectives. However, if your educational objectives change during your present enrollment, you may feel that a different course may better suit your needs. If so, let us know, and we'll make the best possible course transfer arrangement for you.

Decisions concerning the acceptance of credits by any institution other than the granting institution are made at the sole discretion of the receiving institution. The Sonoran Desert Institute makes no representation whatsoever concerning the transferability of any credits to any institution.

Students considering continuing their education at, or transferring to, other institutions of higher education must not assume that credits earned at this school will be accepted by the receiving institution. An institution's accreditation does not guarantee that credits earned at that institution would be accepted for transfer by any other institution.

Students must contact the registrar of the receiving institution to determine what credits, if any, that institution will accept.

Students wishing to receive transfer credit at SDI for coursework earned elsewhere must complete and submit the SDI Transfer of Credit and Evaluation of Coursework Request Form. This form may be requested from the SDI Registrar's Office, or found on the consumer information page at www.sdi.edu.

FINANCIAL INFORMATION

Credit Hours Defined

Semester hours are the equivalent to those commonly accepted and traditionally defined units of academic measurement in accredited institutions. SDI degree or academic credit-bearing courses are normally measured by the learning outcomes normally achieved through 45 hours of study [one credit/semester hour]. This formula is used by the American Council on Education in its Credit Recommendation Evaluative Criteria, which states, "*normally, academic credit is assigned on the basis of one semester credit hour for each 15 classroom contact hours plus 30 hours of outside preparation or equivalent".* Here at SDI, this means that for every hour of lesson material included in your course, we anticipate that a student will spend at least two (2) hours of additional time engaged in outside preparation, study, or research and/or the equivalent activity to appropriately master the subject matter.

Grievance/Complaint Policy and Procedure

For enrolled students, the Sonoran Desert Institute maintains an established process and procedure for lodging a written grievance and having it resolved. This procedure may be found on your Enrollment Agreement. It is the practice of the institution to respond to all written complaints within 30 days of receipt.

If the student complaint cannot be resolved after exhausting the SDI grievance procedure, the student may file a complaint with the Distance Education and Training Council (DETC) at 1601 18th Street, NW, Washington, DC 20009-2529 Phone: (202) 234-5100 Website: www.detc.org

If the student complaint cannot be resolved after exhausting the SDI ands DETC grievance procedure, the student may file a complaint with the Arizona State Board for Private Post-Secondary Education. The student must Contact the State Board for further details. The State Board address is: 1400 W. Washington, Room 260, Phoenix, AZ 85007. Phone: 602/542-5709 Website: www.ppse.az.gov.

Paying Your Tuition

Your tuition payment due date will be the same date each month. For students who pay by check or money order, to make it convenient for you, we'll send you an invoice shortly before each payment due date. To make your payment, just send in the payment portion of your invoice along with your check, money order, or credit card authorization (U.S. residents only) in the payment envelope provided. Don't forget to write your student number on everything you send to us.

If you do not receive a timely payment invoice, your payment is still due on your monthly due date. Simply send your payment for the amount due with your student number clearly shown to the Sonoran Desert Institute, 10245 East Via Linda, Suite 110, Scottsdale, AZ 85258. This will ensure proper credit to your account.

Receipts

Receipts are sent if specifically requested. We recommend that you keep your cancelled check or money order stub as a receipt of your payment. Your next month's invoice will reflect receipt of your previous payment. Please allow 7-10 days for your payment to be processed.

Processing Payments

If your check arrives late, it may not show up on your account until the following month. If you sent in your payment on time and it still does not appear on your account, check with your bank to see if your check has cleared. If it has, and your payment was not posted to your account; just send us a copy of the front and back of your cancelled check. We'll make sure that you receive proper credit for your payment. For money orders, refer to the vendor from whom you purchased the money order, and forward to us a front-and-back copy of the cancelled money order.

All checks returned for nonpayment are subject to a $35.00 service fee.

Collection of Overdue Accounts

In the event that your tuition account is past due by more than two (2) payments, and you have not made arrangement to bring it current, your student status will be converted to a drop and all academic support will terminate. At this time, your account will then be turned over to collections for payment of any outstanding balance owed the school. If you have overpaid your tuition at this point, the balance not retained by the school under its refund policy will be returned to you within 30 days. Should your account go to collections, you are responsible for the outstanding tuition balance and any related collection fees should you wish to reactivate your account. Any balance owed the school and not collected, including collection fees, will result in the institution issuing a Form 1099 to you for the tax year in which your account becomes uncollectible.

Special Offers

From time to time, we will offer you special savings on material and equipment related to your course. If you decide to take advantage of any of our special offers, you will first see your payment for the special offer reflected as a "tuition payment" on your bill. This is so that we can quickly post your payment to your account and let you see that we have received it. Then, after processing your order, we will adjust your account to reflect your purchase as a "sale of material."

Training With Veterans' Benefits

Many Sonoran Desert Institute courses are approved for veterans' benefits for students qualifying under the Montgomery and Post 9/11 G.I. Bill. For a complete listing of all of the Sonoran Desert Institute's courses approved for Veterans' benefits, contact our Student Services department.

Students enrolled for a Sonoran Desert Institute course using veterans' benefits are required to submit special forms to *both* their local VA office and to Sonoran Desert Institute. If you are a student enrolled with veterans' benefits, you will receive a special information bulletin from Sonoran Desert Institute called "Information for the Veteran or Serviceperson." Read this bulletin carefully because it contains detailed instructions regarding your tuition reimbursement under your veterans' benefits. You may also access this at www.sdi.edu.

If you have any questions about your training with veterans' benefits, you may call our Student Services department at (480) 314-2102.

If You Must Delay Your Studies

Because of unusual circumstances, you may find it necessary to put your course on hold for a short period of time. Simply contact us, and we will make special arrangements for you. We may offer you a Lave of Absence (LOA) of up to 180 days in a 12 month period. You must request this from the Registrar's Office in writing.

However, if you decide to take a LOA, your tuition payments will still be due at the regular time each month. Depending on the circumstances, a reasonable extension of time on your account may be possible. These are reviewed, evaluated and approved on a case-by-case basis. Some programs do require payments each month of enrollment in order to cover the cost of learning materials and lab kits in the program.

SUCCESS IS WORTH THE EFFORT

It's easy to find reasons for quitting, especially when things get tough, but what do we accomplish if we do things the easy way? What can we possibly learn by quitting? We only learn how to quit – how to fail.

If success in any undertaking depends on effort (and we all know it does), then the more effort we put into an undertaking, the greater our success will be. You may not be able to detect the potential success present in every individual effort, but it is there. You have to keep in mind, as you take each step, that success can't be reached in one leap; it has to be approached strategically, carefully, and one step at a time.

“Nothing succeeds like success.” What does the old saying mean? Simply that each success paves the way for future successes. Failure is merely a failure of effort – giving up too easily. You can’t really fail unless you quite trying, so stick with each job until you win, and can add it to your list of successes. It’s not the jobs themselves that make the success; it’s what you do with them, what you take from them to the next job.

SPECIAL SERVICES FOR STUDENTS AND GRADUATES

The Sonoran Desert Institute offers a full range of services for both our students and graduates. Even when you receive your diploma from the Sonoran Desert Institute, it doesn't mean the end of your relationship with us. As a graduate of the Sonoran Desert Institute, you will still be entitled to our help. Here are some of our services and benefits:

Letters of Recommendation

When you begin your search for employment, you may need a letter of recommendation sent to a prospective employer. Just call of write our Student Services department, and state the name and address where you want your letter(s) sent. There is no charge for this service.

Resume Assistance

Upon request, we can provide tips on writing an effective resume with our "Career Planning Kit" which is available to graduates for a nominal charge of $25.00.

Technical Consultation

Even after you graduate, feel free to contact your instructor regarding technical questions in your Sonoran Desert Institute field of Study. Your instructor can often provide you with updated information pertinent to your field.

Discounts

As a graduate, you will qualify for discounts and special offers from the Sonoran Desert Institute on supplies and equipment related to your field of study. Also, if you enroll for another Sonoran Desert Institute course, you will automatically receive a 10% graduate discount on the tuition for your next course. This does not apply to "field work" type courses.

Graduation Announcements

If you'd like, we will send announcements of your graduation to the publications you specify (such as your hometown newspaper, magazine, etc.). You'll receive a special card for this request after you graduate. Simply drop this card in the mail, and we'll take care of the rest. There is no charge for this we're proud to tell others that you're a successful Sonoran Desert Institute graduate!

HELP A FRIEND SUCCEED

We are always looking for motivated and enthusiastic students! You can help your friends succeed by sending us the names and addresses of people who you think will benefit from Sonoran Desert Institute training. We'll give you $50 for each person you recommend who enrolls! This money will be credited to your tuition account, or, if you have paid in full, we'll send you a $50 check.

SONORAN DESERT INSTITUTE ON-LINE BOOKSTORE

During the early phases of training, we generally recommend that students not purchase an extensive assortment of tools, equipment, or outside reference materials. But, as you progress through your course, you'll probably want to consider purchasing some supplementary materials to assist you in putting your training to practical use. Our Bookstore carries a variety of equipment, tools, and other supplies for students who prefer to obtain these materials from us, at special student prices, rather than purchase them elsewhere. Graduates are also entitled to the special student prices available through the Sonoran Desert Institute Bookstore.

As you submit lessons for grading, you'll automatically receive full descriptive and price information on items available through the Sonoran Desert Institute Bookstore. From time to time, you'll also receive special mailings offering additional items at student rates.

STUDY TIPS: HOW TO GET THE MOST OUT OF YOUR TRAINING

Students who develop good study skills have a significantly improved ability to understand and remember course material and, ultimately, can easily apply their knowledge on the job. Below are some study tips, which our students have found useful:

Set Achievable Goals

Ask yourself what you'd like to accomplish in the next three months … in the next year … and in the next five years. Your answers will probably reveal a range of goals, both personal and professional some easy to achieve others more challenging.

Make each goal specific in terms of what you want to do and give yourself a deadline for achieving it. If you find what your goals are not achievable within the time frame you've specified, evaluate your situation. It's OK to make revisions, adjust your plan, and then get back on track. When you do achieve your goal, reward yourself and then go on to your next challenge!

Create the Right Study Environment

You should have a regular, quiet place where you can study so that you may devote your full attention to your lessons.

Make sure you have everything you will need pen, pencil, paper, calculator, etc. so that you won't have to stop in the middle of a lesson and lose your concentration.

Manage Your Time Efficiently

It's important that you don't make your study schedule too ambitious in the beginning. Your study schedule should be reasonable, one that your will be able to follow.

Space your study times close together. The ideal arrangement is to devote some time to your course each day. If you can't spare one or two hours, work on your lessons for 45, or even 30, minutes every day. Regular study is the key to effective learning.



Read for Comprehension

One way to increase your understanding of your lessons is to “preview” or skim through each lesson prior to reading it. A good way to read for understanding and retention is to read the material twice. Also, reading the related homework assignment prior to reading the material will help focus your learning efforts.

Pay close attention to the Self-Test Questions, since they check your knowledge of each lesson section as you study. If you cannot answer a Self-Test Question, you need to reread that part of the lesson.

Make and Review Notes

A few brief notes or a word or two in the margin of your lesson can help you understand and retain your course material. Some students find that

- highlighting
- starring
- underlining
- writing in the margins

help flag important concepts. Remember, the learning materials are yours. We encourage you to print them, write in them or work with them in any way that helps you.

Your studies should conclude with a 10- or 15-minute review of the lesson's objectives or main ideas.

"Helping Preserve America's Second Amendment"

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