Dual Enrollment First Day of Class Checklist

- **Students with on-campus classes**
  - **Check Self Service Banner (SSB) for class location**
    - To reach SSB, log on through myGadsdenState and click the SSB logo
    - Click student
    - Click registration
    - Click student schedule or concise student schedule to view class details, including location

- **Students with online classes**
  - **Log on to myGadsdenState to get to Blackboard course**
    - See Log-In Instructions Sheet
    - Once logged in:
      - Click on the Blackboard logo
      - Click on your class title
      - Begin class!

- **Books and supplies**
  - **Students who have received the ACE scholarship:**
    - If your tools, supplies, and books are not in your classroom the first day, see the Enrollment Specialist on campus to get them.
      - **Ayers** or **McClellan**-Ashley Gaither or Noelle Stovall
        256-832-1240/256-832-1258
        (Ayers campus-GED class building, connected to the Headstart Center)
      - **Cherokee**-Tonya Douthitt
        256-927-1807
        (Main Office)
      - **East Broad/Wallace Drive**-Emily Hill or Laura Swann
        256-549-8305/256-439-6861
        (Ralls Hall)
  - **Students not receiving the ACE scholarship (paying tuition):**
    - Book and supply lists can be found by clicking “purchase books” at the bottom of your concise student schedule on Self Service Banner
    - Book and supply lists can also be found on the Gadsden State Bookstore website: [http://www.gadsdenstate.edu/bookstore](http://www.gadsdenstate.edu/bookstore)
      - Click on your campus
      - Click textbooks
      - Click find textbooks
      - Follows steps (class information on schedule)