Homework for OE/OE classes may be accepted several ways:

- Via email
- Via Blackboard
- Via drop off to the OE/OE Mailbox

You will need to work with your individual instructor to see what is preferred for homework drop off for your class.

The Homework Drop-Off Mailbox is located just outside the OE/OE lab (Room 120) of the Biomedical Technology Center. As long as the building is open, you will be able to access the Homework Drop-Off Mailbox. Homework placed in the mailbox is picked up several times each day (excluding Sundays) and placed in a designated area for faculty to pick up.

Envelopes are located in a bin attached to the mailbox for your use in submitting homework. Please be sure to list the instructor’s name, class, and your name on the envelope before you drop it into the mailbox.

THE LAST DAY TO DROP OFF HOMEWORK

All work must be submitted by 9:00pm on the following dates:

<table>
<thead>
<tr>
<th>For Spring Courses</th>
<th>For Summer Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, June 28</td>
<td>Monday, August 20</td>
</tr>
</tbody>
</table>

The mailbox will be removed from the hallway at 9:00 pm.

Instructors will grade your homework and return it to you by the same means you sent it to them. Homework emailed will be returned via email or to the Homework Pick-Up area, homework submitted via Blackboard will be graded in Blackboard, and homework dropped off to the Homework Drop-Off Mailbox will be returned to the Homework Pick-Up area.

END OF SEMESTER: Once the OE/OE Summer courses end on **August 20**, the OE/OE lab will closed until **Wednesday, August 29**.

HOMEWORK PICK UP AT THE END OF THE SEMESTER:

Homework may be picked up at the end of the semester on the following dates:

<table>
<thead>
<tr>
<th>For Spring Courses</th>
<th>For Summer Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, July 10 and Wednesday, July 11</td>
<td>Wednesday, August 29 Thursday, August 30</td>
</tr>
</tbody>
</table>

All pick-up times are 9:00am to 12:00pm and 1:00pm to 9:00pm. Any homework not picked up by 9:00 pm on Thursday, August 30 will be destroyed.

A **picture ID** (driver’s license, State ID, or Schoolcraft College Student ID) will be required to pick up your work from the Homework Pick-Up area located just inside the OE/OE lab doors. An OE/OE employee must pull your work from the bins. **Do not attempt to retrieve homework from the bins on your own.** If no one is seated at the check-in desk just inside the lab, go to the Testing Center in the corner of the room and consult with the Testing Administrator.

Any questions or concerns, contact the Learning Options Associate at (734) 462-4481.