

ANNEX A

TIPS

1. **Ensure your User ID & Password is working.** This will allow you to access all the on-line lesson material through your student portal.
2. **Organize for the Task at Hand.** Make sure you know where to look for reference material to complete each lesson. Some lessons have all needed material and some will require you to hyper-link to a web site containing reference material. These hyper-links will be listed in all lessons that require them.
3. **Set Aside a Regular Time for Work.** Incorporate work on this course into a normal daily routine. Make a schedule and keep it. Falling behind is easy; catching up is difficult. Students must meet many mandatory suspense dates. Remember, steady progress will keep students on track for a timely graduation.
4. **Read All Instructions Carefully and Follow Them.** If you have a question about a lesson, you should immediately contact your Class Facilitator (CF). You should work on another lesson while waiting for a response. Your CF will be prompt in answering your questions, but we cannot assist you if you do not contact us in a timely manner.
5. **Make sure you fill out all (EOM) exam information correctly.** Not entering correct information will result in not getting immediate credit for your EOM.
6. **Make Copies of Work.** Copies make it a simple process for resubmission of work. Once you take your on-line graded lesson hit "**SUBMIT**"; before you close out you should hit "**PRINT RESULTS**".
7. **Keep Working and Stay on Schedule.** Do not wait for a grade on a lesson or module examination before moving on to the next lesson. On-line Graded lessons will be graded automatically. Be aware that through your student portal Commanders, Command Sergeants Major, supervisors, and promotion boards inquire about the status of SMNRC students. The motivation and support from the chain of command is very important to your progress. Failure to maintain satisfactory academic progress or turn in required enrollment information will result in termination from the course.

8. **Study for End of Module (EOM) Examinations.** Each EOM examination contains questions from each lesson in the module. The questions directly relate to the Enabling Learning Objectives (ELOs) found throughout each lesson. Students must fully understand the lesson material to pass the EOM. Read and understand the Guide to Studying and Passing Exams in Annex B of this booklet. Regular, effective studying is the only way to prepare for the examination. All module examinations are forty questions in length. **They are closed book, multiple choice exams that are an hour in length.** Students must contact their CF and request a module completion date extension if they are experiencing any difficulties that may adversely affect them taking an EOM. If granted, this does not automatically extend the completion dates for the following modules. You should also contact your CF if you do not understand a particular lesson. You may also contact your CF if you wish to obtain references on lesson questions missed.

9. **Maintain monthly communication with Class Facilitator.** You are required to contact your CF after registration into SMNRC and once every month after that. E-mail through your student portal may be used to contact CFs but it does not relieve students from the responsibility of telephonically contacting their facilitator. This will ensure that students stay on track with the course, their personal data remains current, and they receive all change material in a timely manner. Test Control Officer Forms are in Annex C. This data is critical to you for completion of this course, so you must promptly inform USASMA of any changes. You may contact your CF at the numbers below. The SMNRC normal duty hours are 0900 to 1700 Monday through Friday (Mountain Time).

10. You must notify your CF immediately when you are alerted for extended deployments or PCS. In addition, once students arrive at their new destination, they must update and notify your CF and update all personal data i.e., unit information, TCO, mailing address and Sergeants Major information. E-mail, phone, fax:

Phone DSN: 978-8545
Fax DSN: 978-8214

Comm: (915) 568-8545
Comm: (915) 568-8214