

INSTRUCTIONS

1. Complete an *Assignment Cover Sheet* form

Forms are in located in the foyer on Level 2 opposite the SCA office.

2. Attach *Assignment Cover Sheet* firmly to your assignment

Use staples, plastic envelopes or folders, NOT glider clips or turned-down corners.
It is not the responsibility of the lecturer to gather and sort loose material

3. Post in appropriate assignment box

If there is no appropriate box, please inform the Office

4. Extensions of time

See notice above assignment boxes
If an extension has been granted, attach *Extension* form to assignment.

5. Keep a copy of your assignment.

The SSCA does not accept responsibility for any assignments which are lost.

**ASSIGNMENTS MUST BE SUBMITTED
BEFORE 4:00pm ON DUE DATE**