

EMAIL: contact@trinitysem.edu • FAX: (812) 858-6403 • TELEPHONE: (812) 853-0611

COVER SHEET FOR LESSONS SENT BY MAIL

LESSON SUBMISSION CHECKLIST:

- I have reviewed and followed the course submission instructions in my study guide.
- I have reviewed and followed the general submission instructions in the 3-ring binder.
- I have numbered each page except the cover sheet and the bibliography.
- I have double-spaced my answers. (U.S. students only)
- I have typed out and underlined the question number and question.
- I have typed out the module assignment.
- I have attached a completed cover sheet to my lesson. **A separate cover sheet is needed for each module, project, or cassette.**
- I have included a self-addressed envelope of sufficient size.
- I have included sufficient postage. (U.S. students only)

⇒ If you have any questions about lesson submission, please call (812) 853-0611 or email your question to contact@trinitysem.edu.]

Name: _____ Student ID Number: _____

Course Name: _____ Course #: _____

Module Number: _____ Cassette Number: _____ Project Number: _____

** The Module Number, Cassette Number (if applicable), and Project Number (if applicable) must be accurate in order to process the lesson and record the grade. The correct information is stated in the Course Study Guide.

Date of Study Guide: _____ Degree Program: _____

(The Date of Study Guide is found in the upper right-hand corner of Study Guide.)

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Telephone: _____ Email: _____

For Office Use Only – DO NOT WRITE BELOW THIS LINE

Date Received in Trinity Office: _____

Comments: _____

