

OHIO UNIVERSITY
 INDEPENDENT AND DISTANCE
 LEARNING PROGRAMS
 COURSE SERVICES
 HANING HALL 016
 ATHENS, OHIO 45701
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LESSON COVER FORM

*A LESSON COVER FORM MUST
 ACCOMPANY EACH INDIVIDUAL
 LESSON.*

PLEASE PRESS FIRMLY WHEN PRINTING. CHECK
 TO SEE ALL COPIES ARE LEGIBLE OR LESSONS
 MAY BE DELAYED

 SOCIAL SECURITY # (F)

 COURSE TITLE & NO. (G)

 COURSE ENROLLMENT DATE (H)

 PROFESSOR (I)

 NO. OF THIS LESSON (J)

 DATE OF LESSON SUBMISSION (K)

PLEASE CHECK IF THIS IS A NEW ADDRESS.

NAME (A)			
STREET OR R.F.D. (B)			
CITY (C)	STATE (D)	ZIP (E)	

FORM NO. 1004

GRADE	PROFESSOR'S SIGNATURE	DATE
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RECORDS

Leave a
two-inch
 margin on
 the left side
 of your
 assignment
 pages to
 allow space
 for your
 instructor's
 comments.

HOW TO USE THE LESSON COVER FORMS (Located inside the back cover of this study guide)

You have been provided enough copies of the above form so that you can attach one copy to each lesson you submit. You should paperclip the entire form to the first page of each lesson. Please fill in the following information:

- A. Your name (as it appeared on your enrollment application)
- B. Your street, route number, box number, apt. number, etc.
- C. Your city
- D. Your state (or country if you are outside the U.S.A.)
- E. Your zip code
- F. Your Social Security Number (or the I.D. number we supplied)
- G. The course title and number (example: **Math 113**)
- H. Your course enrollment date — located inside the front cover of study guide
- I. Your instructor's name (see the title page of this study guide)
- J. The number of the lesson you are submitting
- K. The date

Be sure to press firmly when printing on the Lesson Cover Form and check to be sure all copies of the form are legible.

✓ CHECKLIST FOR PREPARING ASSIGNMENTS

1. Use 8 ½" x 11" paper for your written work.
2. Either type your work on plain or bond paper (preferably double-spaced) or write legibly in dark ink on lined paper.
3. Use one side of the paper only and leave a two-inch margin on the left.
4. Write your name, the course title, and the lesson number at the top of each page of your assignment.

NOTICE! YOUR LESSON WILL BE RETURNED TO YOU IF YOUR LESSON COVER FORM IS NOT COMPLETE AND CORRECT.