



## Dual Enrollment First Day of Class Checklist

- **Students with on-campus classes**
  - **Check Self Service Banner (SSB) for class location**
    - To reach SSB, log on through myGadsdenState and click the SSB logo
    - Click student
    - Click registration
    - Click student schedule or concise student schedule to view class details, including location
- **Students with online classes**
  - **Log on to myGadsdenState to get to Blackboard course**
    - See Log-In Instructions Sheet
    - Once logged in:
      - Click on the Blackboard logo
      - Click on your class title
      - Begin class!
- **Books and supplies**
  - **Students who have received the ACE scholarship:**
    - See your Enrollment Specialist to pick up books and supplies.
      - **Ayers** or **McClellan**-Ashley Gaither or Tonya Douthitt  
256-832-1240/256-832-1258  
Ayers Administration Building
      - **Cherokee**-Amanda Martin (Wednesdays only)  
256-927-1807  
Main Office
      - **East Broad/Wallace Drive**-Emily Hill, Noelle Stovall, Whitney Hall or Amanda Martin  
256-549-8305/256-439-6863/256-439-6864/256-439-6865  
One Stop Center
  - **Students not receiving the ACE scholarship (paying tuition):**
    - Book and supply lists can be found by clicking “purchase books” at the bottom of your concise student schedule on Self Service Banner
    - Book and supply lists can also be found on the Gadsden State Bookstore website:  
<http://www.gadsdenstate.edu/bookstore>
      - Click on your campus
      - Click textbooks
      - Click find textbooks
      - Follows steps (class information on schedule)