

IMPORTANT INFORMATION

MEMO

TO: Master's Students
FROM: Program Office
DATE: March, 2017
RE: Electronic Library Training

This is to inform all new master's students that you will be required to complete the electronic library training online. You can access the training by logging on to:

<http://nova.campusguides.com/e-train>

Please complete the training **no later than Friday, June 30, 2017.** In order to verify that all students have completed the training, we are requesting that you complete the form below and forward in the self-addressed stamped envelope.

Thank you for your attention to this important matter.

Verification of Completion of Electronic Library Training

This is to verify that I completed the Electronic Library Training on (date) _____

Please check one:

I am enrolled in the mental health counseling program at the _____ site
 I am enrolled in the school counseling program at the _____ site

Sites: Fort Lauderdale, Jacksonville, Miami, Orlando, Palm Beach, Tampa

Student Name (please print): _____

Student Signature: _____