

# COMPUTER APPLICATIONS AND OFFICE SYSTEMS

## FAX COVER SHEET (Required when faxing work)

### FAX # (408) 864-5398

Faxing is limited to 91AL, 93AL, 110L, 130L and 104I courses only. Because we are in the beta phase of this new process, no other course work will be accepted at this time.

**Requirements for Faxing in your CAOS Course Work:**

1. Before faxing work, you must have a STAMPED Progress Sheet Folder (current quarter) filed in the CAOS Lab by coming to ATC 203 Room.
  - Your folder will be placed at a different location other than the Student File Cabinets. Please ask Staff to retrieve your folder.
2. You must fax this Cover Sheet with **EACH** assignment. **WORK WILL NOT BE ACCEPTED WITHOUT IT OR IF THIS FORM IS INCOMPLETE OR NOT SIGNED.** You can obtain copies of this cover sheet from [www.caos.deanza.edu](http://www.caos.deanza.edu) website. Click **Fax Cover Sheet**.
  - The fax number you provide must be one in which you can **personally** retrieve your work. Your fax machine must be available during CAOS Lab open hours and staff will not make phone call before faxing.
  - You must **label all pages** of your work as directed in your Student Handbook and Progress Sheet. Work not labeled or labeled incorrectly will not be accepted.
  - Work must be submitted in the order noted in the Handbook or Progress Sheet. **If student skips a test, assignments, or assignment needed to be graded in the CAOS Lab, work will not be graded.**
3. No more than 5 assignments can be accepted at one time. Once your work is approved, you can continue to fax an additional 5 items.
4. **If your work is approved**, your Progress Sheet will be faxed back to you within 48 hours (excluding weekends and holidays). Work Approved will be initialed and stamped in the **“For Office Use Only”** section” of your Progress Sheet. Approved work will **NOT** be returned to you.
5. **If your work is NOT approved**, this Cover Sheet or your Progress Sheet will be faxed back to you within 48 hours (excluding weekends and holidays) noting the reason. (See **“For Office Use Only”** section of this form below). If you receive a **“Redo”**, your work will be faxed back to you indicating the issues that need addressing. Students who have excessive amounts of Redos will not be able to fax their work.
6. Do not assume that your work is approved or received unless you receive your progress sheet or this form faxed back from the CAOS Department. If you do not receive this form or your Progress Sheet faxed back to you within 48 hours, you must come to the ATC Lab to determine the problem. **No telephone verification of faxed assignments will be accepted.**
7. It is your responsibility to keep the faxed copy of the Progress Sheet in case your Progress Folder or work is lost or not recorded. The CAOS Department is not responsible for lost work, work not transmitted successfully, transmitted incorrectly, transmitted to/from a “public” fax machine, or lost folders. The Progress Sheet filed in the lab is the official document.
8. Faxing will **NOT** be accepted during **the last three weeks the CAOS lab is open.**

*\* Policies subject to change without notice*

*12/09/08*

**(Complete the information listed below)**

**I HAVE READ AND UNDERSTAND THE ABOVE REQUIREMENTS TO FAX COURSE WORK TO THE CAOS LAB.**

\_\_\_\_\_  
**YOUR SIGNATURE**

Fax Checklist:

- \_\_\_ Stamped Progress Folder at ATC 203 Lab (only once)
- \_\_\_ Completed and signed CAOS Fax Cover Sheet for EACH Assignment (Print clearly)
- \_\_\_ All Assignment Pages labeled with Name, Assignment #, Date (see handbook) (Print clearly)
- \_\_\_ Fax Hours: 24 hours (**no faxing the last three weeks the CAOS lab is open**). Fax # (408) 864-5398

1. DATE: \_\_\_\_\_
2. # OF PAGES FAXED INCLUDING COVER SHEET \_\_\_\_\_
3. \_\_\_\_\_  
COURSE NUMBER (Ex: CAOS 91AL, Word I)
4. \_\_\_\_\_  
LAST NAME                  FIRST NAME                  LAST 2 SID #
6. \_\_\_\_\_  
ASSIGNMENT TITLE (Ex: Chapter 1, Assessment 1)
7. \_\_\_\_\_

YOUR FAX PHONE NUMBER (Print clearly):  
**For Office Use Only**

**Date Faxed:** \_\_\_\_\_

**Work Approved:** \_\_\_\_\_ **(Initialed)**

**Work Not Approved:** \_\_\_\_\_ **(Initialed)**

- \_\_\_ Submit work in the order listed on your Progress Sheet.
- \_\_\_ No more than 5 (five) assignments submitted at one time.
- \_\_\_ Take your test now before submitting any more assignments.
- \_\_\_ Submit only items as instructed in your Student Handbook and reflected on your Progress Sheet.
- \_\_\_ Redo.     \_\_\_ Resubmit (all).

Comments: \_\_\_\_\_