

Step #3: Sending Assignments

All assignments may be sent via U.S. Mail.

Only assignments made up of small document files can be sent as email attachments.

Large files must be sent via U.S. Mail. (See Sending Large Files below.)

Assignments sent via U.S. Mail are to be addressed to:

Mary Ann Johnson

PO Box 27096

Seattle WA 98165

Assignments sent as email attachments are to be addressed to:

[maryajohnson-advisor \[at\] comcast.net](mailto:maryajohnson-advisor[at]comcast.net)

Sending Large Files

Please do not send large files as email attachments.

Send large documents, power point presentations, or large graphic files via U.S. Mail as either a hard copy or on a CD. Send these to Mary Ann Johnson at the address above.

NOTE:

If your faculty advisor is someone other than Mary Ann Johnson, send your assignments to them at their home or email address, following these same guidelines.

Faculty Advisor Selection

You may choose to work with a faculty advisor other than Mary Ann Johnson. After completing a course offered by The Heritage Institute (THI) in your area of interest, discuss your ideas for a CIS course with your instructor and ask if he or she would serve as your faculty advisor. THI faculty members qualify as CIS advisors by completing the required training program. You may check with the THI Registrar for a list of qualified CIS advisors.