NOTICE TO COLUMBIA STATE STUDENTS WITH FALL 2021 SEMESTER CLASSES BEGINNING THE WEEK OF AUGUST 23.

SHOULD STUDENTS REPORT TO CAMPUS THE WEEK OF AUGUST 23?

The answer to that question will depend on the type of class. Most classes will not meet on campus during the first week.

TYPES OF COURSES OFFERED

The Fall 2021 course schedule includes several instructional formats. Attributes in the right-most column of the course schedule help define the type of course.

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The following definitions of the attributes define whether or not you should be on campus during the first class meeting.

- In Person A few classes will have all course meetings on campus and will meet during the first week of the term. These classes are identified by the attribute of In Person and will not have the Live Streaming via Zoom attribute. Students should attend at the location provided in the schedule or by the instructor/program director sent via Columbia State email if complete information is not available in the schedule.
- In Person and Live Streaming via Zoom These courses will show in the schedule with required meeting days, times, and a meeting location. <u>These courses will meet via Zoom during the 1st</u> week of the term. Use the instructions below to check for an announcement in Online Campus for the Zoom link to attend class the first week. If your class does not have an Online Campus presence then check your Columbia State email for an email from your instructor with the link for live streaming. Students will be required to attend some class meetings on campus. During the first week of classes, instructors will inform students which specific class days to participate in person. Students must be able to be on campus on the days and times assigned and must also be able to participate in classes via Zoom for all other class meetings. Throughout the semester, students should check Online Campus announcements and Columbia State emails for

any changes of in-person meeting requirements in the event of a COVID quarantine for the entire class. Students need a computer with a camera and microphone for best participation in Zoom sessions. Earbuds will be needed if participating from campus in a space used by multiple students.

Instructions to check for Zoom link in Online Campus:

On the first day of class, log in to Online Campus by going to www.ColumbiaState.edu and

clicking on :

Enter your PVT username and password to log in. Click next on: to see the list of courses that you have registered for that will use Online Campus.

Click on the name of the class that you are trying to attend such as :

Early United States History - HIST-2010-C02 -

You should see announcements such as:

Live Link to Early US History Class

or

Link to our virtual classroom:

https://columbiastate.zoom.us/j/999498599

Click on the Zoom link that is shown in your course information in Online Campus a few minutes before the time for your class to start. Some faculty use a waiting room feature of Zoom and will not allow students into the room until the faculty member has entered the Zoom room. You may need to wait a few minutes after the class start time on the first day of class before gaining access to the room. Faculty will understand if you have trouble logging into the Zoom classroom the first day, but this should not become a habit.

• Live Streaming via Zoom classes are engaged live virtual learning. Students will participate in class during the scheduled days and times for lecture using links to Zoom classrooms and will submit assignments using Online Campus or other software specific to the course. Students need a computer with a camera and microphone for best participation in Zoom sessions. Earbuds will be needed if participating from campus in a space used by multiple students. Students are not required to be on campus to participate in live-streaming sessions. On the first day of class, log in to Online Campus by going to www.ColumbiaState.edu

and clicking on :

Enter your PVT username and password to log in. Click next on: to see the list of courses that you have registered for that will use Online Campus.

Click on the name of the class that you are trying to attend such as :

Early United States History - HIST-2010-C02 -

You should see announcements such as:

Live Link to Early US History Class

or

Link to our virtual classroom: https://columbiastate.zoom.us/j/999498599

Click on the Zoom link that is shown in your course information in Online Campus a few minutes before the time for your class to start. Some faculty use a waiting room feature of Zoom and will not allow students into the room until the faculty member has entered the Zoom room. You may need to wait a few minutes after the class start time on the first day of class before gaining access to the room. Faculty will understand if you have trouble logging into the Zoom classroom the first day, but this should not become a habit.

• Internet Online Course - Students set their schedule for completing the class (asynchronous) and do not have to log in at a certain time or day. Students are required to meet all published assignment deadlines in order to pass the course. During the first week of class log in to Online

Campus by going to <u>www.ColumbiaState.edu</u> and clicking on :

Enter your PVT username and password to log in. Click next on: IIII to see the list of courses that you have registered for that will use Online Campus.

Online Campus

Click on the name of the class that you are trying to attend such as : Early United States History - HIST-2010-C02 -

Read all announcements. Click on "Content" and "Start Here" to begin reviewing course content.

• **TN eCampus** – Students set their schedule for completing the class (asynchronous) and do not have to log in at a certain time or day. Students are required to meet all published assignment deadlines in order to pass the course. During the first week of class log in to Online Campus by

going to www.ColumbiaState.edu and clicking on : TN eCampus

Follow instructions on this screen to determine your username and password to the TNeCampus system. <u>It will not be the same as your Columbia State PVT account</u>. During the first day of class there is typically an announcement on this page to inform students when they should be able to log in to the system.

Need help finding your class?

Schedule an appointment with your advisor or drop in to the Virtual Advising room to speak to an advisor if you do not understand your class schedule. Days, times and the link for virtual advising are posted at:

https://www.columbiastate.edu/coronavirus/virtual_advising.html

Unable to find the Zoom link from your instructor on the first day of class?

Email <u>AcademicAffairs@ColumbiaState.edu</u> from your Columbia State account. Be sure to include the following information in your email:

- Your Name
- Your Banner ID
- Course CRN, Subject, Course and Section from your student detail schedule for the class for which you are unable to find the Zoom link.
 - To access your detailed schedule complete the following:
 - ✓ Log into <u>myChargerNet</u>
 - ✓ Click on the Student tab
 - ✓ Click on "Register" (located in green box on right side of screen)
 - ✓ Select "Fall 2021 term"
 - ✓ Choose "Student Detail Schedule"
 - Here is a sample listing from a Student Detail Schedule. Highlighted information should be included in your email to <u>AcademicAffairs@ColumbiaState.edu</u>

C-State College Succe	ss - <mark>CO</mark>	LS 101 - F29									
Associated Term:	all Sen	nester 2021									
CRN:	30798										
Status:	**Web	Registered** on May 19, 2021									
Assigned Instructor:											
Grade Mode:	Standar	d Letter									
Credits:	1.000										
Level:	Jndergr	aduate									
Campus:	Williams	son County Campus									
Scheduled Meeting Times											
Type Time	Days	Where	Date Range		Schedule Type	Instructors					
Class 8:00 am - 9:20 ar	nF	Williamson Administration 207	Aug 23, 2021	- Nov 02, 2021	Lecture	TBA					

Your email may be forwarded by the Academic Affairs office to the instructor, the appropriate division or other campus offices to assist you during the first week of classes.

Can I use a computer on campus during the first week of classes?

If you have a laptop but need to be on campus to use Columbia State Wi-Fi you may come to any campus to use Wi-Fi in any building or even in parking lots. Students may also use computers at each campus on a space available basis at the following locations and when classes are not in session:

- Columbia Campus:
 - Finney Library
 - Warf Building 108, 108A, 110, 112, 201
 - o Clement 114
 - o Hickman 130

- Lewisburg Campus Lobby areas, Room 103 or 118
- ✤ Lawrence Campus Room 213
- Williamson Campus
 - Administration Building (FADM): Room 207, 305, or 317
 - Sargent Humanities Building (FHUM): Room 105 or 205
 - Sciences Building (FSCI): Room 105 or 209