



NEWBERRY COLLEGE

Application for Virtual Learning Spring 2021

Newberry College understands the continuing threat from COVID-19 in Spring 2021. We know there are students who are at a higher risk of contracting the virus or having a serious reaction to the virus. Therefore, we will offer students the opportunity to complete the Spring term virtually for those students at higher risk. Students who select this option are doing so because being on campus presents a higher risk to them or their families, and therefore, are expected to remain off campus. Exceptions must be approved.

Newberry College remains a residential institution, and virtual learning is a privilege. This privilege can be revoked if a student engages in academic misconduct or fails to engage in their classes in a way that should lead to their success. Please take this opportunity seriously.

The following students are not eligible for virtual learning:

1. Student-athletes who are competing in Spring
2. Students who broke the Newberry College Creed through academic misconduct in the last 12 months
3. Those with student leadership positions requiring them to be on campus such as RAs, etc.

If you need help with your work, please contact the Center for Student Success. We have academic coaches who can help you with your virtual learning. Contact Barbara.Joyner@newberry.edu to be assigned an academic coach.

Newberry College will accept applications for virtual learning for Spring 2021. Review of applications will begin December 21st and continue through Add/Drop in February.

Students who are approved for virtual learning are expected to participate in synchronous online courses as scheduled. They are also expected to follow all course policies, including policies on classroom etiquette and expectations. Sample guidelines are listed below for your convenience.

Please stay in touch with your instructor. We are here to help you, but we need to know if something happens that prevents you from participating. If you are unable to attend a synchronous class for any reason, it is your responsibility to contact the instructor before the class meets.

(See next page)

To apply for virtual learning please answer the following questions:

Name: _____ Student ID Number: _____

Current Housing Assignment: _____
(if designated as a commuter, write commuter)

What is your reason for requesting virtual learning? Please be specific: _____

What is your device of choice for maintaining your academics and class work? (Place an X in the blank)

___ Laptop; ___ Desktop; ___ Chrombook; ___ Mobile Phone; ___ iPad/Tablet; ___ Other

Do you have regular, stable internet access? ___ DSL; ___ Satellite; ___ Cable; ___ Fiber; ___ None

Is your time zone different than Newberry College? (Eastern Standard) ___ Yes; ___ No
If so, which time zone are you in?

Do you plan to do the majority of your academic work on a cell phone? ___ Yes; ___ No

Do you have a job and plan to work more than 30 hours a week? ___ Yes; ___ No

Do you plan to participate in other campus events? ___ Yes; ___ No
If yes, which events? _____

Do you agree to attend all Synchronous classes as scheduled? ___ Yes; ___ No

Do you agree to abide by the Classroom Etiquette and Expectations for Synchronous Online Students as described below and listed in your course syllabi?

PLEASE EMAIL THE COMPLETED FORM TO LISA DUNCAN AT:
LISA.DUNCAN@NEWBERRY.EDU



Classroom Etiquette and Expectations for Synchronous Online Students

While individual instructors have the freedom and the discretion to develop their own classroom policies regarding their classroom expectations, here is a list of possible guidelines that instructors may add to their own syllabus.

Students attending synchronous online classes should be prepared to follow these guidelines:

1. **The key is communication.** If you need an exception to any of the guidelines that follow, reach out to your professor as soon as possible.
2. **You are encouraged to keep your camera on.** Your presence on camera represents your presence in class. Being able to see everyone also helps to replicate the in-person experience for everyone, especially during class discussions. However, should there be any problem with your internet bandwidth, finding a private workspace, not having a working camera on your laptop, etc. let your professor know.
3. **Dress and present yourself appropriately.** Your camera should show you from the waist up, and your face should be clearly visible. If possible, sit at a desk or table. Remember that some classes will be recorded and archived online.
4. **Try to have nothing distracting behind you.** If you use a virtual background, choose something appropriate for class. Be aware of your audience.
5. **If possible, join class from a room by yourself.** If you are at home and can close yourself in a room, consider doing so. The fewer distractions and potential interruptions in your environment will help you to concentrate better.
6. **Mute your microphone whenever you are *not* speaking.** This eliminates noise and distractions for the entire class.
7. **Do not attend an online class while driving.** It's not safe. Your safety matters. You need to be able to focus on what's going on in class—OR—what's happening on the road. You cannot do both at the same time.
8. **Follow the correct procedure for asking questions and participating in discussions that the class has developed.** Some professors may prefer for you to speak. Some professors may prefer for you to type in the chat window. Some professors may ask you to use the raise hand feature when you are ready to speak. Some professors may allow some combination of these. Keep the expectations for the particular class in mind.