

Dear UGSE Student -

August 20, 2020

Welcome to the new semester! I hope this finds you and yours safe and well. I am writing to update you on a few items as we start the new online semester. Please see answers to common questions below.

### ***Are all classes online? What does it mean if I still have a time and day listed for my course?***

Due to COVID and the campus closure, all classes in the department (EDUC/CHDV/DEAF) - - even lab classes -- are online this semester. Online courses can present challenges. In all cases **communication is key**. I encourage you log on regularly to your courses, to track due dates, and to communicate regularly with your instructors. It is a good idea to meet with instructors during office hours and ask questions as issues arise.

While all classes are completed remotely, there are a couple of **differences in how they may be structured**:

(a) *Some classes have required meeting times.* These *synchronous* courses require your availability during the time listed on your schedule. The time may be used for zoom meetings, discussions, group work, or exams. Please plan to be available during the times listed and contact your instructor if you have difficulty attending required sessions. There will be assignments and activities with due dates throughout the semester.

(b) *Some classes are completed completely online,* with no required live class meetings. These show up in your schedule without class times listed. These *asynchronous* classes will still have due dates for assignments and other activities, and missing due dates may affect your grade.

### ***What about Waitlists? How can I "crash" a course?***

***If you are already on the waitlist for a course, you will receive an email on your csus account next week to confirm your place on the list.*** Be sure to respond to any email(s) you receive about waitlists if you want to remain on the list(s)!

***If you are not already on a waitlist (or miss the deadline), but would like to be on one, you can add yourself to the list 8/26 - 9/4 by using this link:***

***[https://csus.co1.qualtrics.com/jfe/form/SV\\_bghpYGYJVa1VdRj](https://csus.co1.qualtrics.com/jfe/form/SV_bghpYGYJVa1VdRj)*** .

***Please note:*** There is no need to contact instructors to ask about adding classes, just complete the form. Completion of the form takes the place of an add form the first two weeks of classes. Our instructors will have access to waitlists even after the University removes them the first week of classes, and they will add students from the waitlists as there is room. Check your student center during the first week of classes to see if you have been added to your requested section.

### ***How can I get help?***

There will be (virtual) drop-in advising and assistance available the first week of classes. Please see the **COE Virtual Help Desk** for assistance between 9-11 am and 1-3 pm M-F.

***How do I get advising for my major or minor?***

Our **College of Ed Student Success Center** is open for business during the semester and can provide remote advising. Please set up an appointment with an SSC advisor for major/minor advising.

***How can I submit forms for approval (e.g., major change, drop forms)?***

Please contact [coeforms@csus.edu](mailto:coeforms@csus.edu) for information about submitting student forms. To submit, complete the student information portion and send as an attachment to [coeforms@csus.edu](mailto:coeforms@csus.edu). Staff will take care of routing the forms for email approval and send them on to the registrar.

Looking forward to a productive and successful semester!

Warm Regards,  
Sheri Hembree

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Sheri E. Hembree, Ph.D.  
Chair, Undergraduate Studies in Education  
Professor of Child Development  
California State University, Sacramento  
Eureka Hall 401  
[hembrees@csus.edu](mailto:hembrees@csus.edu)  
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