Dear UGSE Student -

Happy New Year and 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 spring semester online. Please see answers to common questions below.

**Will all my classes be online? Will we have meetings? What does it mean if I don’t have a time and day listed for my course?**

Due to COVID-19 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?**

Department staff have been working to add students from waitlists prior to the start of classes, as space becomes available. **On Friday 1/22, the registrar will erase all waitlists for all courses. If you would like to stay on a waitlist or otherwise "crash" a course, you will need to complete the UGSE Waitlist/Add form.** The faculty instructor and department staff will monitor the new waitlists and add students as there is room, usually in the first week. **Completing this survey takes the place of an Add/Drop form the first two weeks of the semester.** 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?**

Finally, we are here to help, albeit virtually, this semester! Please note that there is academic advising available to majors and minors through our College of Education Student Success Center (including virtual tabling the first week of classes) and general assistance is available in our Virtual Office hours.

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

Please contact *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*. 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,

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