



SAC Online Courses

St. Augustine College uses **Canvas** and **GoToMeeting** for online instruction. To prepare for online courses, you should review the following guides before your first online course begins:

Canvas Student Guide:

English: https://community.canvaslms.com/docs/DOC-10701-canvas-student-guide-table-of-contents#jive_content_id_Introduction

Spanish: <https://community.canvaslms.com/docs/DOC-11282>

GoToMeeting Guide:

<https://www.gotomeeting.com/meeting/resources/gotomeeting-quick-and-helpful-guide-for-attendees>

Canvas and GoToMeeting trainings will be offered to students starting this week. Check your SAC e-mail for announcements.

What you Need for Online Learning

#1- Computer/Laptop with a Webcam and Microphone

If you do not have a personal computer or laptop with a webcam and microphone, you should create a plan for accessing one for the class before the start of the first online class. Possible options:

- a. *Is there a friend, family member, or neighbor who will let you use their computer for the class?*
- b. The public library has computers for use- check your local library for hours and computer-use policies.
- c. If you are unable to find a computer to use, please contact your instructor for other possible solutions. Although you are able to access GoToMeeting through your phone, this is not encouraged since you will not be able to fully participate in the class using a cell phone (and you will need a way to submit assignments).

#2- Internet

If you do not have internet access, students should create a plan for accessing the internet. Possible options:

- a. *Is there a friend, family member, or neighbor who will let you use their internet?*
- b. Comcast Internet Essentials (internet service for low income households): first two months free, \$9.95/month after- <https://www.internetessentials.com/>
- c. The public library has free WiFi- check your local library for hours and internet-access policies.
- d. Many cell phone services allow you to use your phone as a mobile WiFi Hotspot- this allows you to connect a laptop to the internet through your phone (note: using your phone as a hotspot will use up battery and data). Check with your phone service provider for more information.

#3- Headphone/Earbuds with a Microphone (Mic)

If you plan to attend your online class in a public space or there will be family around when you are online, you will need headphones/earbuds. There are many affordable headphone/earbud options (hint: Google *cheap and good earbuds*). Having headphones/earbuds with a microphone will allow you to actively participate in virtual discussions, however even without a microphone, you can participate through the chat function (by typing).

Accessing Student Support Services from Home

You do not need to go to campus to get the support you need! You can access the following services from home while classes are cancelled and/or online during the Spring 2020 semester:

Service	Contact Information	Services Available
Advising	You can contact your advisor by phone or e-mail. If you do not know who your advisor is or do not have their contact info, you can e-mail advising@staugustine.edu	Students can schedule appointments to speak with their advisor over the phone.
	Social Work Advising: ldhines@staugustine.edu	Social Work advising is available by appointment over the phone or virtually. Appointments can be made through e-mail.
Digital Bookstore	If you need assistance, please contact IT Support. IT Support E-mail: helpdesk@staugustine.edu IT Support Phone: 773-878-3855	Students will automatically be enrolled in the "First Day" program which will provide all textbooks in a digital format and access to textbooks can be made on or before the first day of class through Canvas. <ul style="list-style-type: none"> The cost of all digital materials will be included as an additional flat charge on student account statements, which also allows for traditional funding to cover the fee or deferred payment. Students will later have the option to opt-out of the discount and purchase own materials for any course(s), should they choose, and receive a refund/credit. <p>For an more help on how to use the new digital platform, please watch the following video link: https://vimeo.com/365779353/e2448cbf3c</p>
Bursar (payments)	773-878-3525 773- 878-3606	Students can make payments over the phone or by mail- sent to Argyle location.
Career and Transfer Center (CTC)	Phone: 773-878-3357 Text: 872-802-1384 Email: virizarry02@iwe.staugustine.edu	The CTC will be available for students to contact via phone, text and email.
Financial Aid	773-878-4661 financialaid@staugustine.edu	Financial Aid counselors are available by phone and email
Library Support	Library Director Kathryn Webb 773-878-7599 kjwebb@staugustine.edu	Students can access all online library resources on the library website: http://library.staugustine.edu/home Virtual Workshops will be offered for both fall terms. A schedule will be sent to students who can access GoToMeeting links via the Workshop Calendar below (simply click which Workshop you would like to attend, and a link will appear for virtual entrance): https://outlook.office365.com/calendar/published/aef993e6e0cc4ca4a9f0ff69b3bfee55@staugustine.edu/13705eb2c3e343759c28a62229c976d616854672604285429462/calendar.html

Registrar (transcripts)	773-878-5824 773-878-7989	Students can request transcripts online. To request transcripts, go to www.staugustine.edu → STUDENT RESOURCES → OFFICE OF THE REGISTRAR → scroll down all the way to the online form, fill it out, and click SUBMIT. Once we receive the request we will call the student to make the payment over the phone.
Special Needs	Office of the Dean of Students: odos@staugustine.edu	Students can contact their advisor or the Dean of Students with questions or concerns about a special, documented need for a reasonable accommodation based upon a permanent, temporary or episodic disability in order to perform to the expectations of college work online (or in general).
Technology Support	IT Helpdesk: 773-878-3855 helpdesk@staugustine.edu Canvas Support: CanvasSupport@staugustine.edu	Technology support is available by phone or e-mail through the IT Helpdesk. Canvas Support is available for students with questions or concerns about Canvas.
Tutoring	Tutoring Director Kathryn Webb tutoringcenterdirector@staugustine.edu	For Tutoring support or to make a tutoring request please visit our Tutoring Services website: https://library.staugustine.edu/c.php?g=796314&p=7310562 Virtual Group Tutoring sessions will be offered for both fall terms. A schedule can be found with GoToMeeting links via the Tutoring Center Calendar below (simply click which Tutoring session you would like to attend, and a link will appear for virtual entrance): https://outlook.office365.com/calendar/published/3ea3ee7e645f4ab0bbb16929f555bee4@staugustine.edu/0ed9d09ad83343b283489abbb003bf7f705369004686085296/calendar.html

Coronavirus at SAC	Office of the Dean of Students: odos@staugustine.edu	Students can contact the Dean of Students with questions about Coronavirus at SAC.