

## 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](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 taking your Fall 2020 semester classes:

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 <a href="mailto:advising@staugustine.edu">advising@staugustine.edu</a>	Students can schedule appointments to speak with their advisor over the phone.
	Social Work Advising: <a href="mailto:ldhines@staugustine.edu">ldhines@staugustine.edu</a>	Social Work advising is available by appointment over the phone or virtually. Appointments can be made through e-mail.
Bursar (payments)	773-878-3525  773- 878-3606	Students can make payments over the phone or by mail-sent to the Argyle location (Main Campus).
Career and Transfer Center (CTC)	Phone: 773-878-3357 Text: 872-802-1384 Email: <a href="mailto:virizarry02@iwe.staugustine.edu">virizarry02@iwe.staugustine.edu</a>	The CTC will be available for students to contact via phone, text and email.
Financial Aid	773-878-4661/3806/3297/3683 <a href="mailto:financialaid@staugustine.edu">financialaid@staugustine.edu</a>	Financial Aid Counselors are available by phone and email.
Library Support	Library Director Kathryn Webb  773-878-7599 <a href="mailto:kjwebb@staugustine.edu">kjwebb@staugustine.edu</a>	Students can access all online library resources on the library website:  <a href="http://library.staugustine.edu/home">http://library.staugustine.edu/home</a>
Registrar (transcripts)	773-878-5824  773-878-7989	Order your transcript from Registrar's Office: <a href="https://www.staugustine.edu/student-resources/office-of-the-registrar/">https://www.staugustine.edu/student-resources/office-of-the-registrar/</a>  Transcripts are issued only if you have a zero balance in your student account. The fee is \$5.00 but the first transcript is free. Once the request is received, we will call you to make the payment over the phone.
Special Needs	Office of the Dean of Students: <a href="mailto:odos@staugustine.edu">odos@staugustine.edu</a>	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.
Technology Support	IT Helpdesk: 773-878-3855 <a href="mailto:helpdesk@staugustine.edu">helpdesk@staugustine.edu</a>  Canvas Support: <a href="mailto:CanvasSupport@staugustine.edu">CanvasSupport@staugustine.edu</a>	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  <a href="mailto:tutoringcenterdirector@staugustine.edu">tutoringcenterdirector@staugustine.edu</a>	For Tutoring support please visit our Tutoring Services website:  <a href="https://library.staugustine.edu/c.php?g=796314&amp;p=7310562">https://library.staugustine.edu/c.php?g=796314&amp;p=7310562</a>
Coronavirus at SAC	Office of the Dean of Students: <a href="mailto:odos@staugustine.edu">odos@staugustine.edu</a>	Students can contact the Dean of Students with questions about Coronavirus at SAC.

