



NEWBERRY COLLEGE

Application for Virtual Learning Fall 2021

Newberry College will operate with full return to classes on campus for Fall 2021. Students are expected to attend every class, in-seat, unless they have a prior-approved Newberry College event such as an athletic competition, academic learning experience, or co-curricular opportunity.

Newberry College is committed to providing a safe and healthy campus to our students, faculty, and staff. The college realizes that there may be situations in which virtual learning is what is best for the student's academic progress.

Therefore, students may apply for virtual learning in the following circumstances:

1. The student provides medical documentation to our Disabilities Office and/or Health Services Office that states that receiving the vaccine puts the student at risk of health complications. **Medical documentation is required.** This documentation will be maintained by the Office of Health and Counseling Services.
2. International students that cannot leave their home country or enter the United States due to travel restrictions.
3. Students planning to graduate in Fall 2021 who were virtual during AY 2020-21 and have extenuating circumstances requiring them to remain virtual during the fall semester. An application for this exception must be submitted to the Vice President for Academic Affairs.

Upon receiving the application, the Vice President of Academic Affairs (VPAA) under consultation with the Dean of Students will review each application along with the current academic progress of each applicant. Success in prior virtual learning will be an important factor in granting any such exception.

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.

Any approval provided is a one-semester (Fall, 2021) only exception to attend Newberry College in a virtual modality.

(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)

Are you a student athlete? ____ Yes; ____ No If yes, what sport: _____

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; ___ Chromebook; ___ Mobile Phone; ___ iPad/Tablet; ___ Other
*Note Chromebooks may not offer the best solution.

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.