

Your Online Instruction Checklist

This spring quarter, all classes are online. Get ready and follow these tips.

1 CHECK YOUR CLASSES

Check your new online class schedule carefully. If you're on a waitlist, go ahead and sign up for a non-waitlisted section of the same class. You can sign up, even if the time conflicts with your other classes. For example, you can enroll for both ENGL& 101 and HIST 101 at noon. Contact enrollmentservices@tacomacc.edu or go to Enrollment Services' **Zoom Lobby**. EXCEPTION: If you are using Veteran benefits to pay for college, contact dholmes@tacomacc.edu and va@tacomacc.edu.

2 CHECK YOUR FINANCIAL AID

Please check to make sure you have submitted all of your required documents. You can **upload files** or you can drop documents in the drop box outside of Building 14. Please also check your financial aid status in your ctcLink Student Center. Work-study will still be available for Spring Quarter. Details to follow.

3 CHECK YOUR TECHNOLOGY SET-UP

You will need a computer and reliable wireless access. Let us know if you need help. Contact support@tacomacc.edu. Starting April 7, Parking Lot C will have WiFi available if you need to access WiFi from your car.

4 GET FAMILIAR WITH CANVAS

Canvas is the online platform TCC uses to deliver online classes. If you are new to online learning or TCC's Canvas software, Week Zero (the week before the start of spring quarter) would be a good time to check out **Canvas Training for Students**.

5 ORDER YOUR BOOKS NOW

Order now and have them delivered to your house. We're encouraging students to do this in the interest of social distancing, and shipping is free. For agency-funded students or those who are paying in cash, the bookstore will host drive-up pick-up service on Wednesday, April 1 and Thursday, April 2 from 9am-3pm and Friday, April 3, 9am-2pm. **Read this information for full details.**

6 SET UP A TIME AND PLACE TO STUDY

We know that many of our students (and professors!) have kids who will be home for the foreseeable future. Before the quarter starts, establish a routine that will allow you time to study. Our classes will be delivered asynchronously, which means that you don't have to meet your class at a certain time online – you can do your classwork at a time that works for you. Maybe you have young kids who get up early, and it would be easiest for you to study at night. Or maybe you have older kids who are doing homeschool activities, and it would work best for you to study along with them. Now is the time to experiment and find out what works for you!

7 EXPLORE ONLINE RESOURCES

The **Library** and **Tutoring Centers** are offering plenty of online resources to help you succeed.

8 STAY HEALTHY!

Stay home if you feel sick, practice social distancing (stay at least 6 feet away from other people if you go out in public or come to campus), and don't forget to wash your hands! Plan to stay in contact with your instructors during the quarter.

9 CHECK IN WITH ONLINE ADVISING

Online Advising Services are available! Visit our Advising webpage for spring quarter advising updates and access to advisors who are online daily to support students with enrollment questions, degree planning and general academic advising. Already have an assigned advisor? Reach out to them directly via email or schedule an online appointment **here**.

10 STAY INFORMED

Keep updated about TCC and its response to COVID-19: tacomacc.edu/Coronavirus.