

IMPORTANT DATES & DETAILS FOR STUDENTS

- If you have questions about any class, please contact the professor of that class.
- If you leave campus for Spring Break, you may be subject, **at your expense**, to a health screening upon return.
- All public events previously scheduled for the current semester have been postponed.
- The May 9 Commencement services are rescheduled for August 8 and will be held in Guinn Auditorium: one at 10 a.m. for undergraduate students and the other at 2 p.m. for graduate students. Both services will be livestreamed.
- On March 30 and for the remainder of the semester, face-to-face classes will transition to online classes for remote learning, and **most offices will be working remotely**. Although we will have remote access to office phones, the best method of communication is email. Registrar Office emails are registrar@lacollege.edu, judy.boles@lacollege.edu and helen.price@lacollege.edu
- **CULTURAL/SPIRITUAL CREDITS**
- All cultural and spiritual credit requirements, including BCM/Schaeffer students, are officially considered fulfilled. No more credits are needed for this semester.

ACADEMIC CALENDAR ADJUSTMENTS

Withdrawals

- **March 20**—Last day to withdraw with “W.” Requests to withdraw must be submitted to the Registrar’s Office by noon. Students must use their Louisiana College email. Otherwise, the withdrawal will not be processed.
- **All other withdrawal dates remain the same.** April 20—Last Day to withdraw with “WP/WF” or resign.

Advising

All advising will be postponed for 2 weeks. Advising will move to the online format and will be held via phone or through online video formats. *Students are responsible for contacting their advisors to set up an appointment.*

- March 30—Senior Advising and Registration begins
- April 6—Junior Advising and Registration begins
- April 13—Sophomore Advising and Registration begins
- April 20—Freshman Advising and Registration begins

ACADEMIC RESOURCES

Library Hours for Students & Faculty ONLY -- must present Louisiana College ID

7:45 – 5 M-Th, 7:45 until 12 p.m. Fri

- Student Success Center will be available to assist all students with **online tutoring only**.
- LC’s Online Writing Center assistance remains available at <https://bit.ly/3aZiz4g>. Hours of operation are: Monday 10 a.m. to 12 p.m. and 5 to 8 p.m., Tuesday 4 to 6 p.m., Thursday 4 to 7 p.m.

ABOUT DIPLOMAS FOR GRADUATING STUDENTS

For those of you participating in the May 9 Commencement, you can request a copy of your official transcript from the Registrar’s Office at the end of the spring semester that will state the date your degree was conferred. However, diplomas will not be given until the August Commencement.

If you are unable to attend the August 8 Commencement, please inform the Registrar’s Office, **AND** be aware that you may obtain your diploma from the Registrar’s Office beginning August 12. If you prefer to have your diploma mailed to you, please inform the Registrar’s Office of your preferred physical mailing address. Post Office Boxes are not acceptable. There will be no exceptions.

ADJUSTED ATTENDANCE POLICY

- Recording attendance in Jenzabar for remote learning will begin March 30, 2020
- Attendance will be recorded weekly and is directly tied to a student's participation in the course.
- Students who do not engage/interact in a course for 10 consecutive days will be withdrawn from the course.

Attendance Requirements:

Because of the nature of the remote/online curriculum and the participatory structure of course work, students must engage and participate in weekly activities. Missing three weeks (3 absences), excused or unexcused, will result in a grade of 'F' and restriction of access to the course.

For all classes, students are expected to log in regularly (at least 3 days a week) to check the announcements and calendar, also to complete all assignments for the week. (The due date for assignments may not be extended for purposes of achieving attendance.)

Students are expected to:

- post to discussion forums as assigned,
- respond to other students' posts as assigned, and
- to participate and engage with course material(s): watching course videos, submitting assignments, and completing all weekly assignments.

An absence for a remote/online class is defined as not submitting any assigned work during the week that it is due.

An Excused Absence is defined as an absence that is unforeseen, due to an emergency or life-threatening situation (requires documentation). In cases of excused absences, classwork can be submitted for credit, but it still counts as an absence.

1. Death or serious illness in the immediate family.
2. Local emergencies requiring immediate attention (examples: tornado damage, flooding, etc.).

Students are responsible for providing written evidence by email to their instructor with any supporting documentation attached to substantiate "excused absences."

An Unexcused Absence is defined as an absence that are cannot be documented or for personal reasons. In cases of unexcused absences, classwork cannot be submitted for full credit. Instructors are neither obligated nor expected to permit a student to make up work missed because of unexcused absences. If a student is allowed to make up such work, full credit may not be allowed.

It is the responsibility of the student to notify the professor in advance of any activity that will interfere with class attendance. Such notification must be sent using their official LC email.

Non-Attendance Resulting in Withdrawal

Except in cases of extenuating circumstances, students who do not attend a class for ten consecutive days may be withdrawn for non-attendance. It is the responsibility of the student to contact their instructor(s), Registrar, and Financial Aid if extenuating circumstances exist.

Late Assignments:

Students are required to submit all assignments when due (due dates are posted in the course documents). Homework is designed to prepare students for class collaboration and learning. On a case-by-case basis, instructors may accept late work for partial credit at their discretion. If late work is accepted it is subject to a 10% reduction per day late. Unless there is an extreme emergency or medical event (documentation is required). Assignments will not be accepted for credit if it is not submitted within seven days of the original due date.