

# COMING TO CAMPUS?

## What you need to know...



The safety of all Richland students is our highest priority. Implementing safety protocols and requirements as we return to class will be key to keeping us all healthy.

If you are taking a Hybrid Course and need to come to campus, there are a few things you should know before entering the building.

### PRE-SCREENING PROCESS

Before coming to campus each day, you will be required to fill out the pre-screening form at: <https://richland.edu/prescreen>.

Following pre-screening you will immediately receive an email with one of the following status indicators:

**BLUE** – indicates that you are clear to come to campus for an onsite temperature check. You will receive a 3-digit code that you must use to verify your status during your onsite temperature check.

**RED** – indicates you have a risk factor, and should not come to campus.

**STUDENTS ARE TO USE PARKING LOT C AND PROCEED TO THE SOUTHEAST ENTRANCE OF CAMPUS (NEAR THE ART GALLERY). THE ENTRY WILL BE DESIGNATED WITH STUDENT ENTRY POINT SIGNS.**

Upon arrival onsite personnel will

- Enter your 3-digit code to verify your BLUE status
- Check your temperature with a no-touch thermometer
- Record your temperature (information will remain confidential)
- Verbally allow (or disallow) access to campus based on your temperature reading, which must be below 100.4°F.

Following your temperature check you will receive one of the following emails:

**GREEN** – indicates you are allowed on campus for the entire day.

**RED** – indicates you did not pass the temperature check, and cannot be allowed on campus.

### FACE COVERING REQUIREMENT

All students are required to wear a face covering during their time on campus. Students must sanitize hands (sanitizer will be available at all entry locations) upon entering and exiting the building. Not wearing a face covering or abiding by social distancing requirements will result in you being asked to leave the facility. Your Instructor will be sure to cover additional safety measures in your classrooms and labs.

# IF YOU NEED SUPPORT

## We are here for you in and out of the classroom



We know you will face some challenges this semester so we have created a support system that will be with you every step of the way. Don't forget to reach out to your Success Coach or Instructors if you need help with anything.

### **FOOD PANTRY AT RICHLAND**

If you are experiencing food insecurity, you can visit the Food Pantry at Richland on Tuesdays and Thursdays from 11am - 2pm and Wednesdays from 4 - 6pm. Please use the Food Pantry entrance located in Parking Lot C.

### **STUDENT ASSISTANCE FUND**

If you are facing unexpected situations that will impact your ability to be successful at Richland, the Foundation has established the Student Assistance Fund to provide emergency financial assistance to Richland students. Visit <https://jics.richland.edu/ICS/Admin/Foundation> to apply.

### **META TELETHERAPY**

We have partnered with META, a mobile app that delivers easy access to private and confidential counseling services, when and how you want. For more information visit [www.richland.edu/META](http://www.richland.edu/META).

### **ONLINE LEARNING HELP DESK**

The Online Learning staff is here to support you. Just remember to contact the Help Desk with any questions you have about Canvas, email problems or computer and technical questions: [ochelp@richland.edu](mailto:ochelp@richland.edu).

### **FREE TUTORING**

Did you know that we offer FREE tutoring services for our students both via appointment and online? We use NetTutor, an online tutoring service integrated into Canvas that provides you the support you need, whenever you need it, for lots of different subjects, and on any type of device. For more information visit [www.richland.edu/tutoring](http://www.richland.edu/tutoring).

### **ACCOMMODATIONS**

We want to provide a welcoming campus that supports success for all students. Approved accommodations for students with documented disabilities remove barriers to allow for equal opportunity to participate fully in the total college experience. For more information about these services visit [www.richland.edu/accommodations](http://www.richland.edu/accommodations).

### **LIBRARY**

Our library staff can help you with your inquiries about the resources you need to complete your assignments. For more information please visit [www.richland.edu/library](http://www.richland.edu/library).

### **FITNESS CENTER**

Currently enrolled students receive membership to the Fitness Center as part of their tuition. Be sure to visit [www.richland.edu/fitnesscenter](http://www.richland.edu/fitnesscenter) to find out more.

### **STUDENT ENGAGEMENT ACTIVITIES**

Do you want to engage with other students on campus, enjoy some fun activities or join a club? Our Student Engagement Office is planning some great activities this fall that can keep you connected with other students, while enjoying a little fun this semester. Be sure to check out [www.richland.edu/studentlife](http://www.richland.edu/studentlife) for more information.

# ONLINE LEARNING HELP

## Welcome Back, Students!



The Online Learning staff is here to support you during the Fall 2020 Semester. Just remember to contact the Help Desk with any questions: [ochelp@richland.edu](mailto:ochelp@richland.edu). Here are some helpful tips to get you started and keep you on track this semester.

### ACTIVATING YOUR STUDENT ACCOUNT

If you don't have or know your Richland login information (for myRichland, Canvas, and student email) you can get this by "activating" your account. Visit myRichland and click on the "Activate Account (Student)" link on the left side of the page.

### RESET YOUR PASSWORD

If you need to reset your password, you can visit myRichland and click on "Reset Password (Student)" link on the left side of the page.

### CANVAS

Canvas is the learning management system (LMS) used at Richland. Online Learning is happy to help you with any questions or problems you are having with Canvas. The best way to get help with Canvas is to click on the Help link in Canvas and "Report a Problem." Otherwise, you can e-mail the Help Desk at [ochelp@richland.edu](mailto:ochelp@richland.edu).

### CANVAS STUDENT ORIENTATION

You need to complete the orientation in order to access your courses in Canvas. Information on how to get started and get help can be found here - <https://www.richland.edu/canvasorientation>.

### myRICHLAND

Online Learning can help you with general questions about using and finding things in myRichland.

### STUDENT EMAIL

Online Learning can help you with questions about your student E-mail, as well as helping you get your E-mail on your phone or forwarded to another account. For additional information on this, see the following - <https://richland.instructure.com/courses/1862076/modules/items/55100851>

### FREE MICROSOFT OFFICE 365

You can download and install the Microsoft Office ProPlus software on your personal computer, tablet, or phone at no cost. Visit <https://jics.richland.edu/MicrosoftStudentAdvantage> to access this information.