



Student Checklist for Transition from Campus to Online at Thanksgiving

This guide will help you keep track of what you need to do as we move to online instruction after Thanksgiving through final exams.

Register for Spring Courses

As the Fall 2020 semester comes to an end, it is important to start preparing for the Spring term. If you haven't done so already make sure to:

- Review your [DegreeWorks](#) degree audit through the [MyBSUPortal](#).
- Schedule a time to discuss your course plans with [your advisor](#).
- [Register](#) for your spring courses when your time ticket allows you to do so.

Staying in Muncie After Thanksgiving?

While courses will be offered online, the university will remain open. Some offices will have limited services and/or hours. Please note the following:

- Check the [Computer labs](#) website for timely information on operating hours and available locations.
- [Dining Services](#) will be limited to the [Student Center](#) (including Starbucks) and [North Dining Hall](#).
- Wi-fi will be available throughout campus, as well as, [free Hot Spots](#).
- [University Libraries](#) will be open with [limited hours](#).
- [Recreation Services](#) will have [modified hours](#)
- The [Student Health Clinic](#) will be open; check their hours.
- Donate or pickup items offered at the [Cardinal Kitchen Food Pantry](#).

Prepare Your Technology Needs

Get to know any new technology requirements for the course from a remote learning aspect. Are you set up with the following technologies once transition from campus occurs?

- Reliable internet access by wi-fi or ethernet connection
- Mobile data and other hotspots in your area
- A dedicated desktop or laptop computer
- Reliable internet access for your computer and/or mobile devices to access course content
- [Two-factor authentication](#) provides an extra layer of security protection to your Ball State online account
- [Software](#) – Ball State students have access to free and discounted software applications
- Canvas help. Are your classes switching to Canvas? Additional information about Canvas can be found in the [Canvas Student Orientation](#).
- Contact the [Technology HelpDesk](#) for assistance with technology-related questions
- Virtual course and group meeting spaces using [Zoom](#), [WebEx](#), or [Microsoft Teams](#)
- Respondus Monitor test proctoring service. Watch [student videos](#) and review [key facts](#) about this service

Maintain Your Academic Performance

Consider these as you develop your plan for successfully completing your Fall courses:

- Set up a comfortable work area that is conducive to learning.
- Establish a daily schedule and routine.
- What are likely distractions for you, and what is your plan to address them?
- Make sure to be aware of important dates on the [academic calendar](#).
- Organize and understand assignments and course expectations.
- Create a weekly calendar with due dates and assignments.
- Understand how to use [Canvas](#).
- Check your [Ball State email regularly](#).
- Take advantage of academic support services like the [Learning Center](#), [Writing Center](#), [Online Resources for Library Services](#) and [Disability Services](#).
- Communicate with your instructor with any course questions and/or concerns, including internet and device issues.
- Reach out to your [advisor](#) with any questions or issues you have.
- Use Avisio to connect to your success team and campus resources, receive alerts about grades, access your course schedule, and more. You can access Avisio through the [MyBSUPortal](#).
- Review the [Student Academic Ethics Policy](#). As with all Ball State courses (online or on-campus) honesty, trust, and personal responsibility are fundamental attributes of the university community.

Balancing School, Work, and Life

Don't overdo it. Know your limits, take care of yourself and ensure you have adequate resources to manage the following:

- Stay motivated.
- Seek help to manage stress and anxiety. The [Counseling Center](#) can help. Download the [WellTrack](#) app today.
- Eat well, [exercise](#), hydrate, and rest. Consider the health and wellness resources from the [Office of Health Alcohol and Drug Education](#) for assistance
- Build a support network for yourself. Reach out to friends, family, classmates, counselors, and your advisor. Share ideas, vent, and get help when needed.
- Make sure you know where you can find medical assistance and/or Covid testing in your local area.

Taking Care of Your Non-Academic University Business

Take some comfort in knowing there are lots of people and campus offices to support you.

- Your Bursar account can be managed from a distance. Learn more [here](#).
- Replace your student ID from a distance through the [ID Card Office](#) – check the website for photo requirements.
- [Financial Aid](#) can assist you via phone, email, or through a virtual meeting.
- Explore options, develop skills and build experience with the [Career Center](#).