PLAN FOR COMPLETING CLASSES

Fall 2020

PSC | PENSACOLA STATE COLLEGE

Plan for Completing Classes Fall 2020

Pensacola State College recognizes the hardships students, faculty, and staff members are experiencing because of Hurricane Sally. Despite these challenges and the continued concerns resulting from COVID-19, PSC is committed to assisting our students and helping them successfully complete their courses this semester.

General Guidance

Because the College was closed Monday, September 14, 2020 – Sunday, September 20, 2020, and all classes were suspended Monday, September 21, 2020 – Sunday, September 27, 2020, all course assignments—including any scheduled tests, quizzes, essays, readings, and any other coursework—have been suspended until Monday, September 28, 2020. **There is no expectation that any student has entered any Canvas shell or completed any work for any PSC class during the two weeks when classes did not meet.**

Except as approved by the Administration, no class may be changed from the advertised delivery method.

Important Note: After approval from the appropriate department head regarding the plan for completing the fall term, faculty should post in Canvas the revised calendar and specifics for making up the instructional contact time and course content missed September 14 – September 27 for each course section.

Flexibility

Faculty are encouraged to be flexible regarding student attendance and to be aware that students may have ongoing issues stemming from Hurricane Sally such as no power, no internet service, or damage to homes or automobiles. Please be aware of available student support services and academic support services and refer students to services as appropriate.

Final Exams

There is no change to any final exam schedule.

Withdrawal Deadlines

The withdrawal deadline for B session classes is extended from September 24 to October 2.

The withdrawal deadlines for A session classes and C session classes remain as published.

Revised Class Schedules

Faculty members should follow the plan for completing the semester as outlined in this document. However, the College recognizes the need for flexibility, and with approval by the department head, a faculty member may develop a plan that deviates from the guidelines in this document. Any such plan requires the approval of the appropriate department head and must ensure that instructional contact hours and course content are made up most appropriately for the course.

Asynchronous Online and Hybrid Classes

Asynchronous online and hybrid classes will proceed with modified calendars.

All instructors teaching asynchronous online or hybrid courses should revise course calendars to reflect the suspension of classes for two weeks and the updated schedule for completion of the course content.

Depending upon the accessibility of buildings and classrooms, some hybrid classes may need to transition temporarily to online classes as determined by the Administration. However, the majority of instructional spaces will be ready for classes to resume on Monday, September 28, 2020.

Live Online Classes

Live Online classes will proceed with modified calendars and full class recordings that make up for class time missed during the suspension of classes.

All instructors teaching Live Online classes should revise their course calendars to reflect the suspension of classes for two weeks and the updated schedule for completion of the course content. Instructors teaching Live Online classes will create full class recordings to make up for each class missed including all instructional contact time and course content. These recordings will be reflected on the revised course calendar, and if a student watches the recording, he or she will be considered in attendance.

Live Online classes may meet on the appropriate Fridays as indicated below in the section on face-to-face classes. Classes shall be recorded to allow for flexibility in student attendance. If a student watches the recording prior to the succeeding class, he or she will be considered in attendance.

With the approval of the department head, a faculty member may make different arrangements for the completion of B session classes.

Face-to-Face Classes

Depending upon the accessibility of buildings and classrooms, some face-to-face classes may need to transition temporarily to Live Online classes as determined by the Administration. However, the majority of instructional spaces will be ready for classes to resume on Monday, September 28, 2020.

Classes shall be recorded to allow for flexibility in student attendance. If a student watches the recording prior to the succeeding class, he or she will be considered in attendance.

1. A session classes
   a. Face-to-face classes that meet any days Monday – Thursday will meet on Fridays at the regularly scheduled time to make up for missed class time.
   b. MW classes will meet on alternate Fridays beginning on October 9.
   c. M or W only classes will meet on Fridays as identified in the schedule below.
   d. TR classes will meet on alternate Fridays beginning on October 16.
   e. T or R only classes will meet on Fridays as identified in the schedule below.
   f. Classes other than those specified above will be addressed on an individual basis by the department head in consultation with the faculty member.
2. B session classes
   a. B session classes will be addressed on an individual basis by the department head in consultation with the faculty member.
3. C session classes

a. Face-to-face classes that meet any days Monday – Thursday will meet on Fridays at the regularly scheduled time to make up for missed class time.
b. MW classes will meet on alternate Fridays beginning on October 9.
c. M or W only classes will meet on Fridays as identified in the schedule below.
d. TR classes will meet on alternate Fridays beginning on October 16.
e. T or R only classes will meet on Fridays as identified in the schedule below.
f. Classes other than those specified above will be addressed on an individual basis by department head in consultation with the faculty member.

The schedule below indicates on which Fridays classes will meet to compensate for missed classes.

October 9	MW classes;	M only classes
October 16	TR classes;	T only classes
October 23	MW classes;	W only classes
October 30	TR classes;	R only classes
November 6	MW classes;	M only classes
November 13	TR classes;	T only classes
November 20	MW classes;	W only classes
December 4	TR classes;	R only classes

APPENDIX
Available Student Technology

Students can access Wi-Fi and computers at all PSC campuses and centers. The table below shows specific locations available for students to use the technology at each of our sites.

Pensacola Campus		
Building 4 – Allen Liberal Arts – English and Communications		
Room	Computer Stations	Availability
446 - Writing Lab	14	MTWRF 7:30 a.m. - 4:00 p.m.
447	14	
461	10	
465	14	
466	14	
472	14	
467B	1	
Building 20 – Edward M. Chadbourne Library		
Room	Computer Stations	Availability
Library	24	MTWR 7:30 a.m. - 8:30 p.m. F 7:30 a.m. - 4:00 p.m. U 1:00 p.m. - 5:00 p.m.
2036	10	MTWRF 7:30 a.m. - 4:00 p.m.
2068 - Collaborative Learning Center	12	MTWRF 7:30 a.m. - 4:00 p.m.
Building 21 – Baroco Center for Science and Technology		
Room	Computer Stations	Availability
2149	12	MTWRF 7:30 a.m. - 4:00 p.m.
2150	12	MTWRF 7:30 a.m. - 4:00 p.m.
2151	12	MTWRF 7:30 a.m. - 12:30 p.m.
2160	18	MW 7:30 a.m. - 12:00 p.m., 2:00 p.m. - 4:00 p.m. TR 2:00 p.m. - 4:00 p.m. F 7:30 - 4:00 p.m.
2161	19	MW 7:30 a.m. - 10:30 a.m., 12:30 p.m. - 4:00 p.m. TR 2:00 p.m. - 4:00 p.m. F 7:30 a.m. - 4:00 p.m.
2162	20	MTWR 12:30 p.m. - 4:00 p.m. F 7:30 a.m. - 4:00 p.m.
2163 - Academic Computing Center	10	MTWR 7:30 a.m. - 9:00 p.m. F 7:30 a.m. - 4:00 p.m. S 8:00 a.m. - 4:00 p.m.

APPENDIX
Available Student Technology

Milton Campus		
Building 4200 – Massey Administration		
Room	Computer Stations	Availability
Student Center	30	MTWRF 7:30 a.m. - 4:00 p.m.
Building 4400		
Room	Computer Stations	Availability
4413 - Academic Computing Center	10	MTWR 8:00 a.m. - 9:00 p.m.
Building 4300		
Room	Computer Stations	Availability
Library	12	MTR 7:30 a.m. - 7:00 p.m. WF 7:30 a.m. - 4:00 p.m.

Warrington Campus		
Building 3100 – Boyd Health Related Education		
Room	Computer Stations	Availability
3142 - Academic Computing Center	8	MTWR 8:00 a.m. - 9:00 p.m. FS 8:00 a.m. - 4:00 p.m.
3142N	6	
3142S	5	
Building 3500 – Library		
Room	Computer Stations	Availability
Library	9	MTR 7:30 a.m. - 7:00 p.m. WF 7:30 a.m. - 4:00 p.m.

Century Center		
Building 7700		
Room	Computer Stations	Availability
7705	6	MTWR 12:00 a.m. - 4:00 p.m., F 7:30 a.m. - 4:00 p.m.
7721 - Student Center	3	MTWRF 7:30 a.m. - 4:00 p.m.
7724 - Broadcast	13	MTWR 10:00 a.m. - 4:00 p.m., F 7:30 a.m. - 4:00 p.m.

South Santa Rosa Center		
Building 5100		
Room	Computer Stations	Availability
5118 - Library	7	MTWR 7:30 a.m. - 9:00 p.m. F 7:30 a.m. - 4:00 p.m.
5130B - Testing Lab	6	M 7:30 a.m. - 12:00 p.m., 2:30 p.m. - 4:00 p.m. TWRF 7:30 a.m. - 4:00 p.m.
5134 – Computer Lab	20	MTR 1:00 - 4:00 p.m. F 7:30 a.m. - 4:00 p.m.
5194 - Tutoring Lab	3	MTWRF 7:30 a.m. - 4:00 p.m.