



## Important Information About Your Fall Schedule

Due to the COVID-19 pandemic, one or more of your courses for the fall semester has transitioned to a mixed technology or online format.

You can locate your schedule on OneTech. Go to <https://onetech.atu.edu> to log in to your OneTech account. If you do not remember your password or need to change it, go to <https://webapps.atu.edu/ams/>.

Once you have logged into OneTech, click "Academics" on the left side panel. This will bring you to a page where you click a link to view/print your schedule (under "My Courses"). You will need to select "Fall 2020" in the dropdown menu to see your fall schedule. If you would like to contact the instructor for your course, click on the envelope next to the instructor's name when viewing your schedule.

You can tell if your class is face-to-face, mixed technology or online by looking at the section number for the course on your course schedule or by doing a search for your course on the Schedule of Courses ([https://ssbprod.atu.edu/pls/PROD/bwlkffcs.p\\_disp\\_dyn\\_sched](https://ssbprod.atu.edu/pls/PROD/bwlkffcs.p_disp_dyn_sched)).

A section number of 001, 002, etc. means that your class is a face-to-face class.

A section number of TC1, TC2, etc. means that your course is entirely online. Note that online courses will show TBA under where the class is located since there will not be any face-to-face meetings.

A section number of M01, M02, etc. denotes a mixed technology class; i.e., a class that has both face-to-face and online components and is often referred to as a hybrid course. These mixed technology courses fall into two categories: those that have less than 49 percent online content and those that have between 50 and 99 percent online content.

As described above, a mixed technology course, also called a hybrid course, will have both face-to-face and online components. Your instructor will explain in an email when you will need to attend the face-to-face class in a mixed technology course. The class environment for a mixed technology class will look like that for a face-to-face class. You and your classmates as well as the instructor will be wearing masks and the seating is arranged to allow for distancing from others. Your instructor may also be wearing a face shield. You will be asked to sanitize your seating area before class with materials provided in the classroom. You should use the hand sanitizer dispensers in the hallways when entering and leaving the classroom.

In a mixed technology class, you may be with a smaller group of students who go to class on the same day you do. Other students in the class may attend on different days. The instructor may ask students to sit in the same seat each class session. Be sure to read the email from your instructor (or in the course's Blackboard module) to see if you need to show up for the first day of class. Also, the course lectures may be delivered synchronously (at the same time as your class time) or asynchronously (for you to view at a time different than your course time). Your instructor may or may not record lectures that are delivered synchronously. Please check your course syllabus for further details. Please refer to the document entitled "Helpful Tips for Students Transitioning to Hybrid Course Format or Online Format" to see tips for success in online courses. You might also find helpful the Students Transitioning to Online Learning (STOL-ATU) self-study guide located in Blackboard. You may access Blackboard by logging in with your OneTech username and password at <https://bblearn.atu.edu>.

Your instructor will contact you via your ATU email address no later than Friday, Aug. 14, as to what to expect for a particular course.

If you need to make schedule changes, you should contact your academic advisor. If you do not know who your advisor is you can log in to OneTech as described above. Click on "Academics" on the left side panel. Select the "Fall 2020" term. Your advisor's name will be listed at the bottom of the screen. Click on the envelope to contact your advisor.

Visit [www.atu.edu/pandemicrecovery](http://www.atu.edu/pandemicrecovery) for more general information about ATU's response to and recovery from the COVID-19 pandemic.



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