

Subject: Get Ready for Next Week
Date: Monday, August 10, 2020 at 11:13:39 AM Central Daylight Time
From: Champ the Charger
Attachments: image002.png



Fall semester starts on **Monday, August 17**. To prepare for classes next week, please review the helpful tips and reminders listed below.

Things to do before fall semester:

1. Log in to mySandburg and check your email. It is important to check your Sandburg email routinely for important reminders and updates!
2. On mySandburg, access Student Planning to check your schedule because your class formats may have changed.
 - Login to your mySandburg account.
 - Under the Self-Service Menu go to My Classes and then select Student Planning.
 - In Student Planning, click on "Go to Plan & Schedule". Make sure the Fall 2020 term is active.
 - On the left hand side of the screen you can scroll through all of the classes you are registered for.
 - Click on the course title and scroll down to the additional information section to see if your course delivery mode has changed and what the pandemic contingency plan is for that course.
3. Buy your textbooks. Sandburg's bookstore can be found at www.shopsandburg.com.
4. Make sure you have access to reliable technology and internet.

Attendance No-Show Policy

Classes begin on **Monday, August 17**. Please attend your classes and log in to Moodle during the first two days. **Read your course syllabi thoroughly to ensure you understand the course requirements.** If you have issues or concerns about the course requirements please contact your advisor immediately.

Carl Sandburg College has a mandatory attendance policy for all classes. If a student does not attend class during the first four days of the semester or log in and complete an assignment for online classes, the student will be dropped from the course.

100% refund deadline: The deadline for a 100% refund of your tuition for 16 week courses is Tuesday, Aug. 25. If you withdraw from any of your courses after that date, you will not receive a refund for any of your tuition. Please call the Business office at 309.341.5210 for dates for classes offered in 8 or fewer weeks. **If you need to drop a class**, you cannot do this online. You must contact your academic advisor.

If you have questions about your schedule or want to make changes, please contact your academic advisor. If you do not know who your advisor is, please contact studentservices@sandburg.edu or call your campus location

Galesburg: 309.341.5237 Carthage: 217.357.3129