

# Guide to Course Completion During Face-to-Face Class Cancellations

Class suspension during a semester can be very stressful and disruptive to students seeking to complete classes. The College is committed to finding creative ways to ensure that students may complete their classes in the rare event that an unexpected situation arises and face-to-face classes are temporarily suspended before the semester is over.

This guide outlines what you need to do regarding your classes in the event the College closes.

First, remind yourself that unless you have dropped your classes you are still enrolled and you will need to stay focused on your coursework and your education. If you have personal circumstances where that isn't possible, you need to drop your class(es). We want you to stay enrolled, however, and we will do all we can to support your continuation in classes.

## Steps to Stay on Top of Classes

1. [Log into Canvas](#) and check each of your course shells for messages from your instructors, updates to your syllabi, and changes to your course requirements. If you have face-to-face classes, they have likely been moved online with new requirements. Take time to write in your planner or a notebook what your (new) assignments are from now until the end of the term. Contact your instructors immediately with any questions or concerns you have, or if anything is not clear to you.
2. Make a note of all of your instructors preferred method of communication and make sure you know how to reach them and when their online office hours are.
3. If you have disability accommodations, message your instructors in Canvas with any information or questions that you have regarding your transition to online. Questions about your

accommodations more generally can be emailed

to [mmaddox@eastms.edu](mailto:mmaddox@eastms.edu) - GT campus and [krush@eastms.edu](mailto:krush@eastms.edu) – Scooba campus

4. If you have any change in your circumstances and/or availability for your classes, communicate with your instructors immediately to let them know your situation and ask what you need to do to for course completion.
5. [Log into Canvas](#) every day to check messages, announcements, discussion posts, and assignments.
6. Check your [EMCC](#) email daily to make sure you have not missed any important announcements about classes or College situations.
7. Make sure your contact information is up to date in [ROARcast](#) so that you receive any emergency notifications.

## Resources

### *Canvas Videos for Students*

- [Overview of Canvas](#)
- [How to Set Your Notifications in Canvas](#)
- [Navigating Canvas Modules](#)
- [Submitting Assignments in Canvas](#)

### *Canvas Support Hotline for Students*

[844.880.9815](tel:844.880.9815)