**Resources for you to help your students**

Students now have access to the fall schedule on workday and will begin signing up for classes on April 6th.  This will all be done through Workday.

The schedule for course sign up is below:

April 6th for Grad students

April 7th for Post Grad and Seniors with greater than 90 credits

April 13 for Juniors with 60-89 credits

April 16th for Sophomores with 28-59 credits

April 21 for Freshmen with 0-27 credits

Credit overloads are now approved for GPAs of 2.5 and above (previously 3.0 and above).

The max for credit hour overload has also been increased to 22 credits.

**Registration Information for Students:**

If your advisees are having trouble, registration information for your students may be found at: <https://www.ut.edu/academics/class-schedule-and-registration-information>   Once students access Workday in their My UTampa they can go to “Academics”.  Once in the Academics area they will have two tabs (Academics and Registration).  If they select the Registration tab it will show them any outstanding holds, their registration times and some links to Find Course Sections, view saved schedules, etc.  If they have issues with Workday please reach out to the IT Help Desk at [helpdesk@ut.edu](mailto:helpdesk@ut.edu)

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**Advising**

Students can get connected to advising services through Navigate, where they can schedule appointments.  Attached is the flyer with a QR code for students to get immediate assistance to quick questions or appointment scheduling, during listed hours.  By scanning the code, students will be directed to our Zoom waiting room, where one of our staff members will assist.  We have also included email information for students to contact us directly.  The ASC staff will be available and monitoring phone calls/emails daily during normal business hours (8:30am-5pm), and will respond to messages to the student’s Spartan email.  Please do not hesitate to reach out to us for assistance.  You can continue to monitor university updates on the following webpage: <https://www.ut.edu/campus-life/student-services/dickey-health-and-wellness-center/covid-19-resources-and-updates>.

**Workday Wiki for Questions:**

<https://www.ut.edu/about-ut/university-services/information-technology-and-security/enterprise-solutions/workday>

The Academic Success Center is transitioning our services to online in two phases.  The **first phase** began on Monday, March 16 as we transitioned our professional staff online.  We are available to provide service to students using Zoom for all of the following:

* Academic Advising (appointment and drop-in)
* Academic Exploration
* SOAR
* Student Disability Services
* Student Transition and Persistence Programs (Success Scholars, Crescent Scholars, UTCARES)

The Testing Center is closed at this time.  Student Disability Services staff are working with faculty and students to ensure testing accommodations are provided through their online courses.

The **second phase** will begin on Monday, March 23 when our peer support services will be available online using Zoom.

* Peer Tutoring (appointment only; courses offered are dependent on available student staff)
* Peer Academic Coaching (appointment only)
* SPEARS mentoring for the Scholars Programs (appointment only)
  + SPEARS will also continue to outreach to their student cohorts

 From the Provost’s office, we are implementing an option for students to change the grading of their spring 2020 classes if they so choose.  The temporary policy will only be for the spring 2020 semester and it allows students to make this decision on a class by class basis.  However, a fundamental characteristic of our current policy that will not change is that only letter grades of “C” or higher can be substituted with an “S” grade.  Students who earn a “D” or “F” grade only have the option of converting that grade to a “U” grade.

**Online Textbooks for Students**:

Several textbook manufacturers have responded to help students and faculty by providing free access to etexts until at least until May 25.  Check out <https://get.vitalsource.com/vitalsource-helps> .

**From the Library**

This is a reminder and easy links to guide you to online library services quickly.  Please remember to log into esearch with your MyUTampa login (OKTA) to gain full access to the databases listed in the guides.

<http://libguides.utopia.ut.edu/homepage>  Research Guides, also Email and chats.

<http://libguides.utopia.ut.edu/c.php?g=1015886>  Continuity of Library Service (FAQs)

<http://libguides.utopia.ut.edu/ebooks>   E-books and streaming services. (note: hover over the tabs to read more clearly.)  Many films needed by UT classes have been found here under the tab ‘streaming videos’ and are easily accessed through our subscriptions.  We also have access to Swank if you need something more current.  Email Marlyn, [mpethe@ut.edu](mailto:mpethe@ut.edu) to request a title.

Writing Center Sent to students 3\_24\_2020

The staff of tutors from the Saunders Writing Center is now prepared to provide online writing tutoring via Zoom.  This tutoring is synchronous, which means students and tutors will work together online at the same time.  Students can access Zoom at **MyUTampa**.

For Interested Students:

All online tutoring sessions require an appointment.  To schedule an appointment with a writing tutor, please do the following:

1.     Send an email with your preferred day and time to one tutor listed below at least 24 hours prior to your desired appointment.

2.     The tutor will respond with an email setting up an appointment on Zoom or suggesting another time if the tutor is already booked.

3.     The student should email his/her paper or other materials prior to the session.

4.     Tutoring sessions will last no longer than 30 minutes per day.

5.     Tutoring appointments can only be made one per day.

**For your assistance, these writing tutors will be available for online consultations until May 4, the last day of classes for Spring semester 2020.**

**Carli Costello** [carli.costello@spartans.ut.edu](mailto:carli.costello@spartans.ut.edu)

·      Monday           11:30am – 1:30pm

·      Tuesday           10:30am – 1:30pm

·      Wednesday     11:30am – 1:30pm

**Lauren Denin**   [lauren.dennin@spartans.ut.edu](mailto:lauren.dennin@spartans.ut.edu)

·      Monday           11:30am - 2:30pm

·      Tuesday           12:00pm - 2:00pm

·      Wednesday     3:00pm -  6:00pm

·      Thursday         12:00pm - 2:00pm

**Jordan Huden**  [jordan.huden@spartans.ut.edu](mailto:jordan.huden@spartans.ut.edu)

·      Monday           12:00pm – 4:00pm

·      Wednesday     12:00pm – 4:00pm

**Kendyl Grant**    [kendyl.grant@spartans.ut.edu](mailto:kendyl.grant@spartans.ut.edu)

·      Wednesday     10:00am - 2:00pm

**Hannah Mitchell**   [hannah.mitchell@spartans.ut.edu](mailto:hannah.mitchell@spartans.ut.edu)

·       Monday           9:00am – 11:00am

·       Wednesday     9:00am – 11:00am

·       Tuesday           12:00pm – 2:00pm & 4:00pm – 6:00pm

·       Thursday         4:00pm – 6:00pm

·       Friday             9:00am – 11:00am

**Olivia Parsley** [olivia.parsley@spartans.ut.edu](mailto:olivia.parsley@spartans.ut.edu)

·      Tuesday           2:00pm – 4:00pm

·      Thursday         2:00pm – 4:00pm

**Gabriella Schmitz** [gabriella.schmitz@spartans.ut.edu](mailto:gabriella.schmitz@spartans.ut.edu)

·      Mondays         12:00pm – 4:00pm

·      Wednesdays   12:00pm – 4:00pm

**Elise Shearer**  [elise.shearer@spartans.ut.edu](mailto:elise.shearer@spartans.ut.edu)

·      Monday           10:00am – 12:00pm

·      Tuesday           10:00am – 12:00pm

·      Wednesday     10:00am – 12:00pm