2020

Emails from The Poet Update

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Emails from *The Poet Updates*

1. Date: 3.17.20
- First Email Response, Three days after College's decision to move online for remainder of Spring semester
- "In response to the COVID-19 outbreak and Whittier's move to remote learning, departments across campus have come together to provide news, updates, reminders, and resources to help everyone navigate the rest of the semester. Make sure to look through each section thoroughly for links to more information. The Poet Update will be your source for all essential campus news and information. This information will also be posted online."

2. Date: 3.20.20
- Section 1, Student Field-work Changes for Spring 2020/Fall 2020
- "In response to the public health crisis, Whittier College is suspending support for all in-person fieldwork and internships until further notice. Fieldwork may continue only in cases where online conferencing, online work assignments—i.e., telecommuting—are possible and appropriate. Whittier is NOT cancelling the field courses. Contact your supervising faculty member or field director to explore the possibility of alternate learning opportunities. The Dean has instructed all faculty to work closely with students, particularly those required to gain hands-on experience prior to graduation, to identify alternative routes to completing course requirements, if possible."
- Students who were involved in some form of externship, internship, and/or fieldwork had to consult with their professors regarding their learning outcomes and completion of their assignments. Although this concerns a small proportion of students, the consequence of this was the halt on the potential learning goals that students had in mind prior to transitioning online. This email tells us that students with these learning goals and expectations perhaps never fully grasped or gained some of the skills from their fieldwork, aside from the materials presented online or in the classroom prior to moving classes online COVID-19. This email indicates that there were challenges to those who had fieldwork assignments for their classes.

3. Date: 3.24.20
- Section 1. Office of the Registrar, Update on Course Withdrawal
- "The last day to withdraw from a course has been extended to March 27, 2020. Students can contact the Office of the Registrar at registrar@whittier.edu or 562.907.4241. Please leave a voicemail if there is no answer. Staff is monitoring emails and voicemail messages Monday through Friday, 8 a.m. - 5 p.m., PST, and will respond as quickly as possible."

4. Date: 3.27.20
- Section 2. Whittier College's Move To Credit/No-Credit Option for students
- "Any* course may be taken credit/no credit. The deadline for students to request to switch from graded to the credit/no credit option for Spring 2020 is Friday, April 24. Students must complete/submit the credit/no credit form available online. Once a student completes the credit/no credit form online, the Registrar will make the change to

the faculty grading option, and notify the faculty member of the request. Faculty please note, the credit/no credit option on the final credit entry will only show on the students who made the request. All other students will have letter grade options. *Students enrolled in courses required by outside credentialing agencies (teaching credentials for example) should consult with their advisor and department chair before changing the grade option for the course. Whittier does not control the actions of outside credentialing agencies. Students enrolled in masters level courses should also consult with their instructor or advisor before changing their grade option."

5. Date: 3.31.20
- Section 2, Registration Date and Corresponding Correction
- "For returning students, priority registration will be April 13-17. Regular registration will be April 20-24. Students can register for Fall 2020 and JanTerm 2021. Juniors and Seniors can register for Fall, JanTerm, and Spring. Please contact your advisor to set up remote advising. Please check myWhittier to see your registration time ticket."

6. Date: 4.28.20
- Section 1, Education Department Grading Policy (Graduate and Undergraduate)
- "The Department of Education faculty has reached an agreement to adhere to current program policies regarding grading practices. The policies are as follows:
- To successfully matriculate through any credential program as well as the master's program, candidates must earn an overall G.P.A of 3.0 (B) for all coursework. Any required course in which the candidate earns lower than a B- must be repeated, regardless of whether the course was taken at the graduate or undergraduate level.
- Courses that are considered pre-requisites (e.g., a child development course, EDUC 300, EDUC 320, etc.) or count as a waiver for a program requirement (e.g., American Government & Politics) must be passed with a B- or better or they will not count. For example, a candidate who took an American Government course (e.g., PLSC 110) but did not earn at least a B- would still need to successfully pass the US Constitution Exam.
- Therefore, any credential course or pre-requisite taken with the grading option of "credit/no credit" cannot be applied towards a preliminary credential through Whittier College's teacher education programs.

7. Date: 5.1.20
- Section 2, Grading Options Shift and Explanation of Changes for Students and Faculty
- "There have been some questions regarding grading for the current semester. Please read below for clarification:
- You may decide the grading option for each of your courses individually. Some courses may be taken for a grade and others for Credit/No Credit.
- Option 1, Graded – This works as in previous semesters, EXCEPT, the faculty has eliminated failing grades. No student will receive an "F" – instead, you would receive a "NC" which wouldl [sic] not impact your GPA. Courses with a grade of A, B, C, or D all count toward graduation units.
- Option 2, Credit/No Credit – if you earn a C- or higher your grade will be CR; below a C- is a NC. Neither grade impacts your GPA. NC does not count toward graduation units.

The cut off for "Credit" is based on what other institutions will accept/recognize as transfer units and for graduate admissions.

- You have until the end of finals to decide on the grading option for any of your current courses.
- Other options – If illness or other complications from the COVID-19 pandemic have disrupted your ability to complete work for courses you should talk to your professor(s) (if you haven't already done so). One option is to take an Incomplete in the course and thus have extended time to complete the work. Changes to your grade option can be made online.

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1 message

3.24.20 The *Poet Update* is your source for all essential campus news and information. Make sure to look through each section thoroughly for links to more information.

1. OFFICE OF THE REGISTRAR

The last day to withdraw from a course has been extended to March 27, 2020.

Students can contact the Office of the Registrar at registrar@whittier.edu or

562.907.4241. Please leave a voicemail if there is no answer. Staff is monitoring emails and voicemail messages Monday through Friday, 8 a.m. - 5 p.m., PST, and will respond as quickly as possible.

Online Services

- Transcript orders will take five to seven business days. The office is not processing rush or FedEx orders at this time.
- Online forms need to be filled out completely. Most forms can be saved to a computer.
- If a form requires a signature, it will be accepted at registrar@whittier.edu if sent from a student's poets.whittier.edu email address. Forms will not be accepted using alternate email addresses.
- If a form requires approval from an advisor or department chair, it can be sent to their whitter.edu email and the office will accept their email approval as signature.

For questions, contact registrar@whittier.edu.

2. FELLOWSHIPS

The deadline for on-campus fellowship opportunities is Friday, March 27, at midnight.

Students can learn more about each fellowship by visiting the website and can submit an application directly online.

Students who applied for and were awarded a paid internship, fellowship, or scholarship this year (September 2019 through Summer 2020) should contact Associate Professor of Biology and Director of Fellowships Sylvia Lopez-Vetrone. She would like to acknowledge this wonderful accomplishment with

the larger community. For questions or concerns, contact Professor Lopez-Vetrone directly at svetrone@whittier.edu.

3. STUDENT WORK-STUDY

As a reminder, all work-study, including exception funding, students will continue to be paid for their regularly scheduled hours, until further notice. Students should communicate with their supervisors to get additional direction and remote work assignments.

4. PAYROLL

The Payroll Office now has a Payroll Resource Channel available on my.whittier.edu. The Payroll Resource Channel has all of the forms (fillable forms) that pertain to Payroll; such as tax forms, direct deposit forms, payroll schedules, monthly reporting logs, etc. To obtain access to this channel, please log into my.whittier.edu, and select the employee class tab that pertains to you. For example, if you are a staff member, please select the tab that says "Staff." If you are a faculty member, please select the tab that says "Faculty." If you are a student, please select that tab that says "Student."

5. COMMENCEMENT REGALIA

As was communicated earlier, the traditional all-College commencement exercises will be postponed and/or modified. Whittier faculty and staff are working on plans to ensure that the College can honor the accomplishments of our graduating seniors. At this time, regalia orders have been put on hold. As the plans for a celebration are developed, more updates will be provided on regalia and other matters.

Students who have already ordered regalia may request a refund from the vendor, Heff Jones.

6. RESIDENTIAL LIFE FAQS

As the College continues to respond to the threat of COVID-19, Housing & Residential Life is here to assist and support students. The College has been communicating regular updates via email to students' Poet accounts. Frequently asked questions regarding residential life can be found [here](#).

7. PARKING

Campus Safety will be closing down some of the parking lots on campus. This move will allow us to better monitor who is on campus and facilitate patrols during this time.

The following lots will be closed beginning Wednesday, March 25 at midnight:

- Shannon Center lot
- North Music (Broadoaks) lot
- Amphitheater lot

Residential students are not encouraged to leave vehicles on campus and the College does not assume responsibility for vehicles left on campus. Students wishing to leave a car on campus must email CampusSafety@whittier.edu to receive prior approval. Students will receive information about which lot they can park in and must drop off their car keys at Campus Safety prior to leaving campus.

8. CAAS

All tutoring services are now online. For access, students will need the tutors' personal meeting ID numbers, which are included in the attached schedule.

For more information, see all CAAS updates on the website. If students have questions, would like to schedule an appointment, or are having issues accessing CAAS services, they can call 562.907.4816 or email caas@poets.whittier.edu.

9. LIBRARY

Online research skills are more important than ever as the College shifts to online courses for the rest of the semester. Take advantage of the extensive and reputable sources available through the Wardman Library's online databases. Resources include eBooks, academic journals, newspapers, magazines, streaming video, and more.

To showcase this collection and share skills for searching and evaluating material, the library will host live workshops on Tuesday, March 24 and Thursday, March 26, from 12:30 to 1:30 p.m. Participants can register online or join the Zoom session (meeting ID: 745 050 5820). A video of the workshop will also be available afterwards on the library's website.

10. CENTER FOR CAREER AND PROFESSIONAL DEVELOPMENT

The Center for Career and Professional Development is available to support students and is operating remotely. Students are encouraged to make appointments by logging into their Handshake account.

Upcoming workshop dates will be posted online and will be accessible via Handshake.

11. OFFICE OF STUDENT ENGAGEMENT

The staff in the Office of Student Engagement (OSE) is available to support students during this time of transition to remote learning. Professional staff is accessible on a remote basis with all available during times listed on Engage.

Additionally, the OSE will be hosting the following workshops via Zoom:

- Coordinating Organization Meetings Remotely, Thursday, March 24 at 4 p.m. PST.
- Census 2020 Info Session, Thursday, March 24 at 6 p.m. PST.
- Engage, Online Programming, and Attendance Tracking, Monday, March 30 at 11 a.m. PST.
- Hosting Online Programming for your Organization, Tuesday, March 31 at 11 a.m. PST

The OSE encourages students, faculty, and staff to log in to Engage to view a full list of upcoming programs. For assistance with using Engage, contact the office at studentengagement@whittier.edu.

12. OFFICE OF EQUITY AND INCLUSION

Support and services from the Office of Equity and Inclusion (OEI) are available to students via email, Zoom, and phone. For questions, support, or to schedule an appointment, email oei@whittier.edu.

The OEI will continue to host programming via online platforms. See Engage for dates and follow @wcforequity on Instagram and Facebook for resources, updates, and to stay connected.

13. POET PANTRY

The Poet Pantry is now closed. For additional community resources, please visit the [website](#).

Please note, the Campus Inn will continue its prepackaged to-go program for residential students only.

14. HUMAN RESOURCES

All communication with the Human Resource department should be done via email to whittierhr@whittier.edu or by emailing the staff member directly. General phone questions can be directed to 562.907.4208. Hours of operation can be found [online](#).

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2 messages

Whittier College Office of Communications <abarraza@whittier.edu>   Fri, Mar 27, 2020 at 5:14 PM
Reply-To: Whittier College Office of Communications <abarraza@whittier.edu>
To: swhang@poets.whittier.edu

View this email in your browser

3.27.20 The *Poet Update* is your source for all essential campus news and information. Make sure to look through each section thoroughly for links to more information.

1. NEW REGISTRATION DATES

For returning student priority registration has been pushed back to **April 6-10**. Regular registration will be **April 20-24**.

- Students can register for Fall 2020 and JanTerm 2021.

- Juniors and Seniors can register for Fall, JanTerm, and Spring.

Please contact your advisor to set up remote advising. Please check **myWhittier** to see your registration time ticket.

2. CREDIT/NO-CREDIT OPTION

Any* course may be taken credit/no credit. The deadline for students to request to switch from graded to the credit/no credit option for Spring 2020 is **Friday, April 24**. Students must complete/submit the credit/no credit form available online.

Once a student completes the credit/no credit form online, the Registrar will make the change to the faculty grading option, and notify the faculty member of the request. *Faculty please note, the credit/no credit option on the final credit entry will only show on the students who made the request. All other students will have letter grade options.*

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3. TEACHING CREDENTIALING & GRAD PROGRAM

For students in the teacher education program, Whittier College is working with the California Department of Education and the California Commission on Teacher Credentialing to determine the impact the current COVID-19-related

restrictions will have on credentialing programs.

Summer registration for the graduate program will begin **April 27**. More details will be forthcoming.

4. FINANCIAL AID

If a student's family's income has been significantly impacted as a result of the COVID-19 situation and they are concerned with their ability to pay tuition next year, they can contact the Financial Aid Office for guidance on how to approach the process for the 2020-21 academic year, including what documentation they may need to provide.

Students with a changed family situation who have current balances can contact the Business Office at businessoffice@whittier.edu or 562.907.4207.

5. WE WANT TO HEAR FROM YOU! (STUDENT SURVEY)

Please take this online survey to help administrators understand your current needs as the College is shifting to online and remote learning.

6. PAYROLL

Students and staff who typically pick up payroll checks will receive their checks in the mail at their permanent home address on the scheduled pay date. There is no option to pick it up in person. Student employees can still enroll in direct deposit by completing an authorization form. For further inquiries contact Ivette Vargas or Jessica Rangel.

7. GET CAREER HELP

Online drop-in sessions for students will be available beginning on Wednesday, April 1. Sessions will take place on a weekly basis from 8 to 11 a.m. and 1 to 4 p.m. For more information, students can log on to Handshake.

Zoom meeting login information:
8 - 11 a.m: Meeting ID 970 729 868

1 - 4 p.m.: Meeting ID 868 858 410

8. TUTORING AND ACADEMIC SUPPORT

CAAS staff are accessible through email -- students should include their name, student ID number, and a detailed message of what they need support with and a staff member will respond.

CAAS has also made available the following online workshop for students: Welcome to the Web! Making the Smooth Transition into Online Learning. This workshop discusses strategies aimed at helping students succeed as they make the transition from in-class instruction to online learning. There are also links to helpful resources and tools in the video's description box. Students can access this and future workshops on the CAAS Workshop web page.

9. COMMENCEMENT UPDATE

More information, including a Commencement survey for students, is coming next week. Be on the lookout for it and provide your feedback.

10. AWSC

Students: The ASWC Senate Elections Committee has updated the [elections code](). Senate will possibly be voting on approving this updated version so that it can apply to the upcoming elections.

Please review the code and send any questions to ASWC Senate Secretary Amber Brost at [abrost@poets.whittier.edu]().

11. LIBRARY

Wardman Library has a vast number of e-resources available to students, faculty, and staff at any time and from anywhere. In this [online workshop](), librarian Azeem Khan, introduces the research process, finding, evaluating, and organizing sources. The workshop is helpful to students working on a research project and looking for academic articles, eBooks, newspaper, magazines, or even streaming videos.

12. ZOOM BACKGROUNDS

As students, faculty, and staff navigate the online world to stay connected, the Office of Communications is sharing a few [photos of campus]() which can be used as backgrounds for any Zoom meeting for those can.

13. ASK AN EXPERT: JULIE COLLINS-DOGRUL

As individuals practice social distancing to help keep each other healthy, it's important to learn different ways to remain connected to our communities. In [this video](), Associate Professor of Sociology Julie Collins-Dogrul explains the important difference between social distancing and social isolation.

Whittier College Office of Communications <abarraza@whittier.edu>   Fri, Mar 27, 2020 at 5:15 PM
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