



**CARE**  
CAMPUS  
ASSESSMENT,  
RESOURCES &  
EDUCATION  
PROGRAM

# RESHAPING YOUR SCHOOL SCHEDULE DURING REMOTE INSTRUCTION



*As the clock  
strikes twelve*

## MESSAGE FROM DEAN OF STUDENT AFFAIRS:

Things may seemingly feel unsettled right now as you navigate the rapid changes of college and its instruction. Be patient with yourself, your classmates, and your instructors during this time. Take care of yourself first. Making a plan and adjusting your studying habits will help you regain sense of control during this time.

-Nick Mortaloni, LCSW

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## Preparation for the Online Environment

### VIRTUAL ETIQUETTE

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Here are a few things to consider as you prepare to adjust to an online environment.

- **Find a dedicated space.** Where might be a good place for me to attend a Zoom or Video Chat session? Does it offer the fewest distractions?
- **Dress for your online class as you would in your in-person class.** What is the appropriate etiquette for participating in an online class? Remember that you are still in a professional setting, so present yourself well.
- **Test your audio and video before Zooming.** Take some time getting used to these new features if it is your first time with an online platform.
- **Consider turning off the video feature.** What is within view of my camera? It's important to ensure that everything others can see on your screen is appropriate. Most video chat apps like Zoom allow you to mute your video or even upload a picture in place. Learn how to [here](#).
- **Mute your mic.** What sounds/background noise can you control to create as little distraction for your peers? You simply unmute when it is your turn to participate. Learn how to mute on Zoom [here](#).
- **Be mindful of others who have to share a space.** Allow for understanding if you see a classmate's family member, roommate, or pet in the background of a Zoom session. Many students may need to share spaces when Zooming into class.
- **Don't drink and Zoom.** When participating in an online class (Zoom, Discussion post, etc.) students cannot be under the influence of alcohol or (non-prescription) drugs.

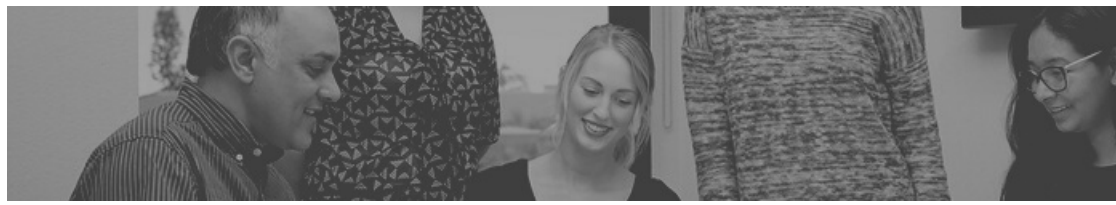
### ONLINE DIALOGUE

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Though we are physically distant, we are still socially and virtually connected. Here's a few things to keep in mind for Canvas and other online discussions.

- **Invite dialogue.** Diversity of thought and expression of different opinions are important.
- **Keep the conversation going and not 'shut others down'.** Rather, use language that helps you demonstrate your point without belittling others' opinions and ideas.
- **Use "I" statements.** Consider using these type of statements when offering your perspective, opinions, or feelings. Learn how to [here](#).
- **Be kind to one another.** Be kind to yourself. This is new territory for a lot of students. Respond to discussion post with sincere curiosity, support, questions, and provide thoughtful feedback.





## School Focused Tips

### UNDERSTANDING YOUR COURSE REQUIREMENTS

Although there have been many changes during this time, it is important to stay up to date with the changes your professor(s) have provided regarding your assignments for the remainder of the semester.

**Listed below are some things you want to stay on top of:**

- Are any quizzes or exams being offered virtually?
- Where can you access live-streams, video lectures or other programs needed to complete assignments?
- Are these lectures and program accessible 24/7?
- Are your assignments changing?
- Are there new due dates/time frames?
- If you have a lab portion for your class, how is that affected?
- If you need help, does your professor offer virtual office hours?
- If they are, when and on what platform?
- Is there an online forum for asking questions?

### SETTING A SCHEDULE

Creating a daily schedule for yourself can provide structure and encourage productivity. Utilizing a calendar (Google Calendar, iCal, physical planners, etc...) can better organize your time. Be sure to include exercise and self-care.

Recommended Apps to help with task management:

- Pocket
- Todoist
- Be focused

### GROUP WORK

Here are some tips that may help with group work.

**Try not to procrastinate.** Sticking to your schedule with the updated due dates will be important for group projects. While you aren't able to see each others as often as before, utilize apps or programs to still virtually meet and discuss the details of your assignment and stay productive.

**Communicate regularly.** Keeping in touch via group chats about updates or clarification about the group assignment would be great for your team. Check out tools you have access to as MiraCosta students such as [Canvas](#) or perhaps [Google Chat](#). If you aren't getting responses within a day or two, let your instructor know. It's your team's responsibility.

**Set a purpose for meetings.** Although they may feel formal and unnecessary, keeping in touch via video chats and having a shared notes document would motivate and keep you all accountable for the work you have to contribute for your assignment. Make sure to include this in your daily schedule you've made for yourself!

#### DAILY SCHEDULE

Day: **March 7**

	Scheduled activit	Course tasks	Personal / Self-care
8:00 AM			
8:30 AM			
9:00 AM			
9:30 AM			
10:00 AM			
10:30 AM			
11:00 AM			
11:30 AM			
12:00 PM			
12:30 PM			
1:00 PM			

Try using this FREE [Schedule Template](#).



## School Focused Tips

### PRIORITIZING TASKS

*You may have several assignments to work on for your classes, but it is important to prioritize your assignments and carve out time for each one. Be careful not to multitask, which may lead to decreased productivity and possibly stress you out. Having your set schedule and structure will help you dedicate the time needed for each task.*

#### **How to prioritize assignments:**

- **When is the assignment due?** Taking a moment to review your updated syllabi will help you figure out which assignment needs more of your time.
- **How long will it take you to finish the assignment?** Starting the assignment is a helpful way to get a sense of how long it will take. That way you can make an informed decision on how to prioritize your work.
- **Is it a group assignment?** Keeping in mind that you will have to communicate with other to complete this assignment might require some additional time to make sure everyone is on the same page.
- **Do your best to limit your distractions!** Giving yourself breaks for a snack or to stand up and walk around will be important during this time but scrolling through Instagram could break your concentration of what you were doing prior to going down a rabbit hole of content.

#### **What to do when studying:**

- It is important to focus on one thing at a time.
- Take 5-10 minute breaks between tasks. Consider using a timer on your phone or maybe the [Tomato Timer](#).

### LECTURES

*Although your lectures are remote and online, it doesn't mean you aren't able to have the same approach as you would if they were held in person.*

- **Add your professors' lectures into your schedule.** Be sure to give yourself some time to review before the class lecture to make sure you understand the previous and new material.
- **Ask if there will be a chat feature during lecture.** If your professor hasn't mentioned it already, it's safe to ask if there will be a discussion forum you should be participating before, during or after the remote lectures.
- **Close any distracting tabs and apps** that you may have on your desktop. You might be a click away from losing focus.
- While you may be at home, it is important that others respect your boundaries when studying and in the middle of your class video lecture.
- Take notes as you follow along the video lecture and make sure to ask questions for clarification.





## Personal Care Focused

### ROUTINES

*For some, routines help us stay motivated and productive throughout the day and while we have to adjust during this time, it is important to maintain your old routines and form new ones.*

#### **Personal & Mental Health based routines**

- Maintain a healthy sleep schedule.
- Using apps like [Calm](#) or [Headspace](#) if you have access to them.
- Add in yoga or mindfulness exercises for mental balance.
- If you are able to workout at home, consider [YouTube](#) or [Instagram](#) #AtHomeWorkouts.
- Planning and preparing for what you need to do with intention, not obsession.
- Schedule a phone or Zoom counseling session with MiraCosta College Health Services\*



### COMMUNITY

*While we want to ensure that everyone is successful in their academics, staying in touch with family, friends and loved ones is most important in this time. Connecting with your community with phone or text check ins are helpful to get through this together. Also staying connected with faculty, classmates, and group mates is still important for continued classwork.*

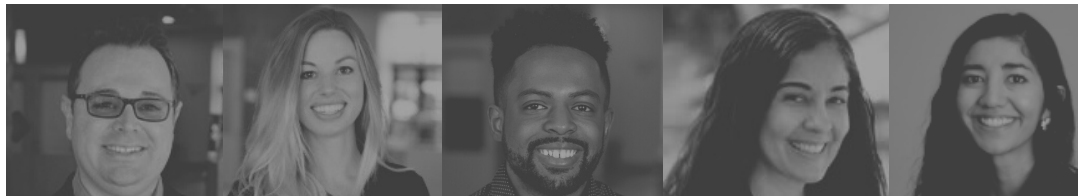
#### **Here are a few ideas:**

- Schedule calls with friends and family. Talking with loved ones is often really helpful when you're stressed or nervous about something. Taking a break to have a laugh can be fulfilling.
- If you are worried about the health of friends/family and would like emotional support, please schedule a counseling appointment with MiraCosta College Health Services
- Using fun apps or internet browser extensions to stay connected during your breaks from classwork will also be helpful (Do I hear Netflix Party?)
- Use Group Facetime, Zoom, or Google Hangouts chats to connect with classmates to talk through a tough problem
- Attend virtual office hours or study groups so that you can stay up on your coursework.

#### **\*Mental Health Counseling and Support**

For information about phone/Zoom individual counseling sessions and Zoom support groups, please contact Health Services at [mccshs@miracosta.edu](mailto:mccshs@miracosta.edu) or 760-795-6675





# Standards of Student Conduct

## STUDENT CONDUCT

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Although school is now remote, students are still required to uphold the Standards of Student Conduct outlined in [AP 5500](#).

### The following behaviors are prohibited:

- Engaging in harassing or discriminatory behavior.
- Engaging in intimidating conduct or bullying against another student or district employee.
- Cheating, plagiarizing, or other academic dishonesty.
- Engaging in lewd, indecent, or obscene conduct or expression.
- Disruptive behavior, including disruption of teaching.

For a full list of behaviors that are subject to possible disciplinary action can be found in the [AP 5500: Standards of Student Conduct](#).

## COLLEGE RESOURCES

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We are committed to maintaining a culture of CARE and support during this transition. We encourage that you connect with us for any additional support or resources.

Please review the [Frequently Asked Questions \(FAQs\) and Information Guide](#) from Student Support Services to find the answers to any of your school related questions.



**FOLLOW US.** We encourage that you follow each MiraCosta College department [social media](#) for the most up-to-date information.

## CARE TEAM

### Contact Info

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