

# SOUTHERN TECH

GUIDE TO DISTANCE LEARNING



FOR THE MOST UP-TO-DATE  
INFORMATION BE SURE TO VISIT OUR  
WEBSITE AT **SOTECH.EDU** AND CLICK  
ON FREQUENTLY ASKED QUESTIONS

**SPRING 2020**

## Overview and Purpose

- The purpose of this guide is to provide answers and expectations during our time of virtual learning.
- Our strategy is to maintain academic rigor while providing instruction that is in alignment with industry expectations.

## Expectations

- Students will be required to complete all assignments given by their teachers, whether by Canvas, or another means.
- Students should expect to spend approximately 1 to 1 ½ hours per day completing Southern Tech course work. Some students may need additional time.
- Virtual assignments should be submitted digitally by the due dates indicated by the program instructors.
- All assignments are digital, so paper packets will not be available

## Communication with Instructors

You can contact your instructor using Teams, email, or messaging within Canvas.

## Graded Work

- Academic expectation and integrity remain in force. Grades per can be expected throughout the week.
- Remember, potential employers want to know if you have the skills, so don't let a letter grade be the deciding factor of success.

## Personal Belongings

- Contact your instructor to make arrangements to pick up personal belongings.
- Please know that we will be following CDC guidelines through this process. Students must get their belonging and immediately leave campus.

## Major Events

### END OF SEMESTER DATES

- The last day of instruction for most programs will be May 8, 2020
- Check with your instructor for further clarification. Some programs have hour requirements that must be met in order to complete.
- Remember, potential employers want to know if you have the skills, so don't let a letter grade be the deciding factor of success.

### AWARD ASSEMBLIES

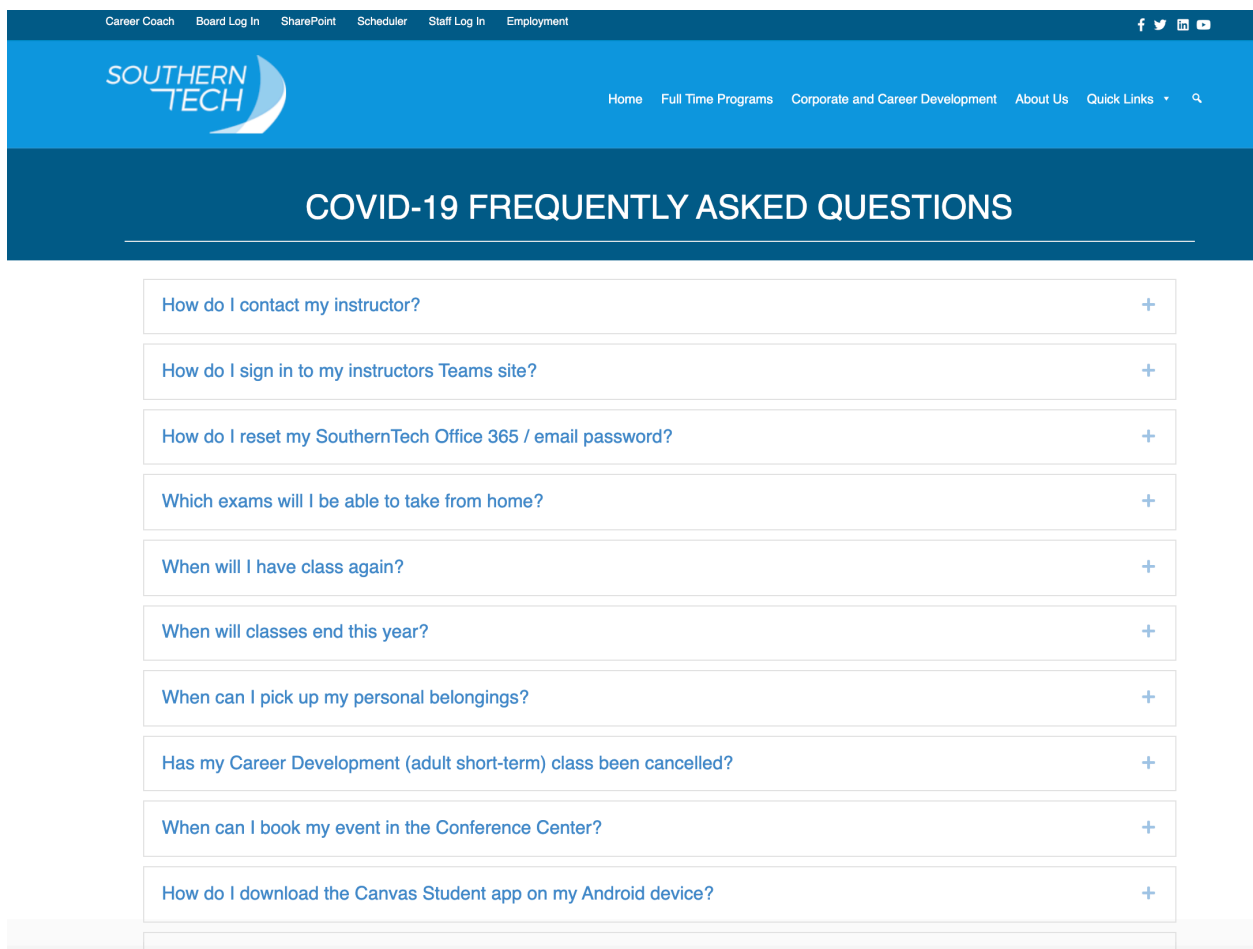
- All of Southern Tech's award assemblies have been postponed.
- Be sure to check the website and social media channels for possible live streaming of awards.

## 2020-21 Enrollment

- SouthernTech is currently working on accepting students into programs. You will be notified via mail by end of May, 2020
- If you have questions, please contact Student Services at [dfisher@soctech.edu](mailto:dfisher@soctech.edu)

## Questions

- If you have any questions, please contact the school directly at 580-223-2070.
- Be sure to check out our FAQ page at <https://www.sotech.edu/frequently-asked-questions/> for the most recent updates. See image below.



The screenshot shows the top navigation bar of the Southern Tech website with links for Career Coach, Board Log In, SharePoint, Scheduler, Staff Log In, and Employment. The main header features the Southern Tech logo and a menu with Home, Full Time Programs, Corporate and Career Development, About Us, and Quick Links. Below the header is a dark blue banner with the text "COVID-19 FREQUENTLY ASKED QUESTIONS". The main content area contains a list of ten expandable FAQ items, each with a plus sign on the right side:

- How do I contact my instructor?
- How do I sign in to my instructors Teams site?
- How do I reset my SouthernTech Office 365 / email password?
- Which exams will I be able to take from home?
- When will I have class again?
- When will classes end this year?
- When can I pick up my personal belongings?
- Has my Career Development (adult short-term) class been cancelled?
- When can I book my event in the Conference Center?
- How do I download the Canvas Student app on my Android device?