College Support Program (CSP) COVID-19 Management Plan (3/11/2020)

CSP Services

Coordinator Meetings:

Students will continue to meet with their CSP Coordinator as scheduled. CSP Coordinator meetings will be conducted via Webex teleconferencing service. Students received an email on March 11th with step-by-step directions regarding how to activate their Webex account (directions included, see page 4-5) and how to join a Webex meeting (directions included, see page 6-8).

Students have been instructed to reply to the email sent to confirm that their account has been activated. Once their account has been activated, their CSP Coordinator will schedule the weekly CSP Coordinator meeting via Webex. Students will need to log-on to Webex during their regularly scheduled meeting time to join the meeting. Students will need to have access to a microphone and webcam to be able to fully participate in the meeting (these devices will likely be needed for other class participation, so it is important that they have access to them).

Peer Mentors:

The Peer Mentor relationship is one of the pillars of the CSP; we wish to maintain these relationships across the University’s closure. Thus, we have asked the Peer Mentors to provide a weekly check-in with their student(s) beginning the week of March 23rd via text, FaceTime, Skype, or phone call.

Social Events:

The upcoming “Cultural Night” social event scheduled for March 29th has been canceled. The CSP will follow the University’s guidelines regarding large group meetings for the remainder of the semester.

Academic Coaching

The Learning Center has indicated that Academic Coaching meetings will be conducted virtually via Webex. The coaches will be able to assist students as they navigate their classes virtually over the next two weeks. The coaches will be reaching out to the students individually regarding scheduling their Webex meetings. The CSP will provide any additional updates if/when they become available.

For the most recent updates regarding academic coaching, visit: https://rlc.rutgers.edu/student-services/academic-coaching
Tutoring

Per Rutgers Learning Center Website:

“There will be no in-person scheduled tutoring beginning with Thursday, March 12th through to Friday, April 3. Beginning with Monday, March 23rd online tutoring will be provided through Rutgers’ online Webex platform based upon tutor availability. Interested students should create a webex account and have a available a desk top or lap top equipped with a microphone and webcam. Webex is available free to all students, staff and faculty at Rutgers. See below. https://webex.rutgers.edu/ Webex at Rutgers. Cisco Webex is a real-time video, voice, and chat communications software platform.”

For the most recent updates regarding tutoring, visit: https://rlc.rutgers.edu/student-services/peer-tutoring

Office of Disability Services- Accommodations

Classes are moving to an online-format beginning March 23rd. Accommodations will be provided electronically. Thus, if students are approved for extended time on exams, it is the professor’s responsibility to manually extend the time that is allotted for exams to be completed via the Learning Management Systems (i.e. Canvas, Sakai). According to ODS, the system for note-taking accommodations remain the same for now. More information can be found on ODS’ website regarding the changes that they are implementing during this transition.

For the most recent updates regarding ODS and accommodations, visit: https://ods.rutgers.edu/

Or contact: dsoffice@echo.rutgers.edu

Residence Life:

Residence Life’s statement regarding their operating status (http://ruoncampus.rutgers.edu/residence-life-operation-status):

As a follow-up to President Barchi’s message today regarding extended spring break and transition to virtual classes on March 23rd, we are asking that all on-campus New Jersey residents in break-housing and non-break housing to go home for the duration of the time that in-person instruction is suspended regardless of the residence hall you live in (open for spring break or not). We are asking out-of-state residents within commuting distance also to go home (e.g., New York, CT, Maryland, PA, New England, etc.). The university will revisit the decision to have extended closure on Friday, April 3rd.

As a result of the extended spring break, all non-break halls will close on Thursday, March 12th, 2020, by 7 p.m. Only students who reside in other countries, in university family housing, or who have prior approval from Residence Life will be allowed to stay in selected residence halls
and apartments. Those asking to stay on campus for “test-taking prep,” “internships,” “work,” and “team practices” cannot be accommodated on campus during this time. In response to the continued spread of COVID-19, we are enacting practices based on the concept of social distancing. The goal is to decrease the number of situations requiring community members to be in groups while minimizing the time spent in proximity to each other.

Residents who meet the above criteria for going home during the closure should prepare in the following ways:

- Take with you any important items (laptop, books, identification cards, passport, medication, etc.).
- Take enough clothing home with you.
- Clean out (micro)fridge.
- Empty all trash/recycle receptacles in proper disposal areas.
- Close and lock all windows leave window blinds completely open.
- Set all thermostats to 68 degrees (if applicable).
- Turn off all lights and electronics.
- Close and lock room/apartment door.
- Take your key and RUConnection card home with you and bring it back when classes resume.
- Any items you will need with you when classes go online starting on Monday, March 23rd.

After 7 p.m. on Thursday, March 12th, access to non-break residence halls will be prohibited, and card access will be discontinued. A decision about reopening the halls will be made by Friday, April 3rd.

It is likely that University food service and transportation will be greatly reduced during the closed period.

We apologize for this inconvenience as Rutgers University and institutions across the country respond to minimize the impact of COVID-19 on their university community. If you have questions related to your situation, contact Residence Life via oncampus.rutgers.edu.
How to Activate Your Rutgers Webex Account

Go to: https://netid.rutgers.edu/index.htm

Click “Service Activation” (upper left-hand portion of the screen)

Type in your NetID credentials, click login

(Continue on next page)
Check the box next to “Rutgers Webex”, and then click “Activate Services”

Go to https://webex.rutgers.edu/

Click Log in:

Enter you NetID credentials
How to Access Your Weekly Coordinator Meetings

Go to https://webex.rutgers.edu/
Click Log in
Enter your NetID credentials

You will already be assigned to a weekly reoccurring meeting with your coordinator (same day/time as the in-person meeting)

Select “Join” to enter the meeting

(Continue on next page)
You will be redirected to your Meetings Page

Select “Join Meeting”
You will be redirected to the “Meeting Room”
Select “Join Meeting”