



# Richard Bland College

of WILLIAM & MARY

Office of Academic & Student Development

Dear Students,

Following the decision of the President's Council today, RBC classes will resume through remote instruction (online) on Monday, March 23<sup>rd</sup>. Now is the time to be prepared. Please consider the following necessities as you think about your preparations for adjusting to remote instruction.

- **Access to a computer**, Chromebook, or other device capable of accessing Canvas and your Statesman Mail (Outlook). NOTE: Smartphones and tablets are often not substitutes and lack compatibility or capability necessary for online coursework.
  - Operating System: Windows 8 or higher, Mac OSX 10.13 or higher
  - Software: MS Office 2019 or Office 365 (preferred), Adobe Reader, Adobe Flash
  - Browsers: Google Chrome (preferred) or Mozilla Firefox (preferred). Note: Pop-up blockers need to be disabled for Canvas.
- **Access to a reliable and speedy Internet connection.**
- **Ability to:**
  - Open a browser and locate the website you need.
  - Log into your RBC email, Canvas, and Banner accounts.
  - Open, create, and save a Word document.
  - Open a PDF file.
  - Open, create, and send an email.
  - Attach a file to an email or Assignment in Canvas.
  - Save your files to accepted file types.
  - NOTE: Acceptable file types: .doc, .docx, .xls, .xlsx, .ppt, .pptx, .pdf, .rtf

If you require assistance in obtaining access to technology or assistance with operation, you can contact Statesman Technical Assistance Center at [STAC@rbc.edu](mailto:STAC@rbc.edu) or (804) 862-6401. Your instructor can also assist you with accessing material and completing and turning in assignments properly through Canvas. Remember that you can access the entire Online Microsoft Office Suite (Word, Excel, PowerPoint, etc.) through your Statesman Mail (Outlook) account by clicking on the top left corner square (9 dots) of Outlook in your browser.

As faculty prepare for remote instruction, it is highly likely that due dates and some assignments will change. We ask you to be flexible with these changes in expectations. Communication is key. Email your questions or concerns to your professors on a consistent basis and they will respond. Instructors understand that changes can create stress and introduce new obstacles to completing coursework. They want to be understanding and flexible while also delivering the same rigorous education you would expect to receive in the classroom.

As President Sydow stated, our priority is to protect the health and safety of each member of the campus community by limiting the spread of the virus while ensuring that students are able to complete their courses and programs of study. For those students who wish to return to campus, *please take responsibility for limiting the spread of disease—flu, common cold, COVID-19, etc. Consult the Virginia Department of Health and Centers for Disease Control and Prevention*



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at <http://www.vdh.virginia.gov/surveillance-and-investigation/novel-coronavirus/> and <https://www.cdc.gov/coronavirus/2019-ncov/index.html> for information and guidance.

*To reiterate for those students who plan to return to campus despite the move to remote instruction, those returning from a CDC Level 2 or Level 3 travel notice area or other areas of risk should not return to campus until they can demonstrate that they have tested negative or show no symptoms associated with COVID-19.*

Finally, it is important to take actions to reduce stigma surrounding those affected by COVID-19 and to ensure the mental health and well being of our entire Richard Bland College community. There is no connection between COVID-19 and race, ethnicity, or national origin. Jokes or teasing that may seem innocent may only serve to further alienate those affected by COVID-19, or to isolate or cause anxiety for those who are unaffected but remain far away from their homes, families, and support systems. Please continue to speak out against negative behaviors or messages, and encourage each other through positive and compassionate words and actions. RBC's mental health support services continue to be available: email [counseling@rbc.edu](mailto:counseling@rbc.edu) or call (804) 862-6263. You can also call national mental health hotlines listed on the website of [National Alliance on Mental Illness](#).

Please take care of yourselves and your loved ones, and don't hesitate to contact your instructors with questions. We thank you for your flexibility in dealing with this unprecedented event.

Be encouraged. Take heart. Stay safe. We are all in this together!

Respectfully,

Academics Leadership