Dear Meredith students:

Best wishes to you from the Dean of Students team. We understand that shifting from being part of a physical learning community to a remote one can be a challenging transition. As you continue to navigate this new learning experience, please be aware of remote learning etiquette and strategies that will assist you in fostering and maximizing your participation in remote learning:

**Treat remote learning like being in on-campus, in-person classes. Practice professional behaviors.** For instance, if you are joining a course via Zoom, dress appropriately and be prepared and on time. Be present for the class by identifying an appropriate space that has minimal background distractions and noise. When possible, find a study space so you can be present and attentive for the class. If you can, avoid frequently occupied spaces such as a shared living room or dining room where there may be multiple interruptions.

**Be respectful of your faculty and classmates.** Use eye contact. Leave your microphone muted except when you are speaking. Also, be aware that your class meetings are usually being recorded by the faculty member so that the recording may be available at a later time for students who need access to this -- this means that ALL communication is being recorded, including chats that are being conducted when faculty are transitioning to class activities, breakout groups, etc. Words matter.

**Be focused on your learning and advising.** The instruction and class activities in your courses are for you and classmates who are enrolled in your courses. This is not the time to invite family members, friends or others to be part of the class or advising session, even remotely. Unless you have a FERPA waiver in place and express permission from your academic adviser, all advising sessions need to be private and conducted in a professional manner.

**Be safe.** It is never appropriate--and it is dangerous to you and others--to participate in remote learning while driving.

**Be aware of your resources.** Communicate as needed with your faculty member. Contact campus resources such as your faculty adviser, dean of students staff, the learning center, academic advising office, counseling center, disability services, etc. if you have questions or need additional support. Additional tips for adjusting your study habits for remote learning are also included here: [https://drive.google.com/file/d/17Xok6R0XYRm6Inyd6incEh8Ifn86-dEe/view](https://drive.google.com/file/d/17Xok6R0XYRm6Inyd6incEh8Ifn86-dEe/view)

We understand that during this extraordinary time for our campus, the nation and the world, we are having to be resilient in transitioning to new ways of learning and studying. Thank you for
being aware of the role you play in your learning experience, and please contact Meredith resources that can support you in reaching your goals.

Sincerely,
Ann Gleason, Dean of Students