



Your Online Instruction Checklist

This summer quarter, most classes are online. Follow these tips to get ready.

1 CHECK YOUR CLASSES

Classes are online during summer quarter, but a few have labs that meet on campus. Contact enrollmentservices@tacomacc.edu if you need help enrolling in summer classes.

2 CHECK YOUR FINANCIAL AID

Check your ctcLink Student Center to see your Summer financial aid awards. Also check your 'to-do' list to ensure you have submitted all required documents. You can [upload documents](#) or use the drop box outside the sliding doors of Building 14. Check the financial aid page of your TCC student portal for other important information.

3 CHECK YOUR TECHNOLOGY SET-UP

You'll need a computer and reliable wireless access. [Let us know if you need a computer.](#) Wi-Fi can be accessed from [Parking Lot C](#).

4 GET FAMILIAR WITH CANVAS

Canvas is the platform TCC uses to deliver online classes. Before you start classes, watch the [Introduction to Canvas video](#).

5 ORDER YOUR BOOKS NOW

Have them delivered to your house for free! For agency-funded students or those paying in cash, the bookstore is hosting [drive-up pick-up dates](#).

6 SET UP A TIME AND PLACE TO STUDY

Many of our students (and professors!) have kids who will be home for the foreseeable future. Establish a routine that will allow you time to study. Most classes will be delivered asynchronously, which means that you don't have to meet your class at a certain time online – you can do your classwork at a time that works for you. Experiment and learn what works!

7 EXPLORE ONLINE RESOURCES

The [Library](#) and [Tutoring Centers](#) are offering plenty of online resources to help you succeed. The Library will offer limited services this summer.

8 COME IN IF YOU REALLY NEED TO

Starting the first day of summer quarter (June 29), we'll have some limited on-campus support services available. If you're having a computer problem you can't resolve over the phone, you can [schedule an in-person appointment with eLearning](#). The Library, Workforce and Access Services will also have limited in-person services.

9 STAY HEALTHY!

Stay home if you feel sick, practice social distancing (stay at least 6 feet away from other people in public), wear a mask and wash your hands.

10 CHECK IN WITH ONLINE ADVISING

Visit our [Advising page](#) to access advisors who are online daily to support students with enrollment questions, degree planning and general academic advising. Already have an assigned advisor? Contact them directly via email or schedule an appointment.