

JANUARY 2021

Student Guide to **RETURNING TO CAMPUS**



UNIVERSITY OF CENTRAL ARKANSAS™



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Welcome back to campus, Bears!

As we continue to navigate an academic year in which many adjustments and accommodations have been made due to COVID-19, I want to make sure you and your families have the most updated, comprehensive details about our plan. Your health and safety remain of utmost importance to us, and we want you to feel comfortable and safe on campus. This version of the Student Guide has been updated for spring 2021 and contains important information about the steps we are taking to make this semester a successful and safe experience for our campus community.

COVID-19 has pushed us to work harder and smarter and continually ensure that every action we take is with student success as our guiding principle. Our campus community is fortunate to have excellent faculty and staff working to help guide and support students, as well as dedicated students who are committed to their own success and uplifting their peers. I look forward to seeing each of you on campus this semester and working together to accomplish great things as we complete the 2020-21 academic year.

Continue to watch your UCA CUB email account and the [UCA coronavirus webpage](#) closely for important communications in the coming months. You can direct suggestions, questions, or feedback to coronavirus@uca.edu. Any health-related COVID-19 questions should be sent to covid19@uca.edu.

Go Bears!

Houston Davis
President

Academic Calendar

The spring 2021 semester will begin as scheduled Tuesday, Jan. 19, 2021 — which is the Tuesday after the observation of Martin Luther King, Jr. Day — and we plan to maintain Spring Break as originally planned and outlined in the [academic calendar](#), from Sunday, March 21 through Sunday, March 28.

Just as in the fall semester, we will have a variety of options for instructional delivery in the spring, including in-person, hybrid, and online, to meet the needs of our students. The majority of our more than 2,000 spring courses will be hybrid, but even those that are traditional, face-to-face courses will have elements of remote learning to allow for continuity of instruction should the students or professor need to temporarily work remotely.

Most academic departments and majors will have some courses that are fully online for those students that would prefer to take online courses this spring. Courses moved to fully online should be reflected in the spring schedule.

The Office of Student Success has created a very helpful webpage that explains the different class formats students could see this spring. You can review that information at uca.edu/studentsuccess/online-learning-success, and reach out to them at studentsuccess@uca.edu with any additional questions.

It is extremely important that you check your CUB account (UCA student email) regularly. Your professors will begin sending out important information to you regarding class format, technology requirements and scheduling before class begins and will continue to communicate with you throughout the semester via your UCA email. Contact your academic advisor or your department chair if you have any questions about your schedule.

You can see an updated academic calendar reflecting all important dates at uca.edu/registrar/academic-calendar.

One of the most important things you can do as a member of this campus community is to stay home if you are feeling ill or have come in close contact with someone who has COVID-19. Our classes are set up to serve students, and you will not be penalized for taking necessary health precautions. **If you are sick, do not attend class.**

Class Formats and Academic Continuity

As previously noted, most of our spring courses will be hybrid instruction to allow for continuity of instruction should the students or professor need to temporarily work remotely. Regardless of format, all spring semester classes will be designed to allow for a pivot to remote or online attendance and instruction if required.

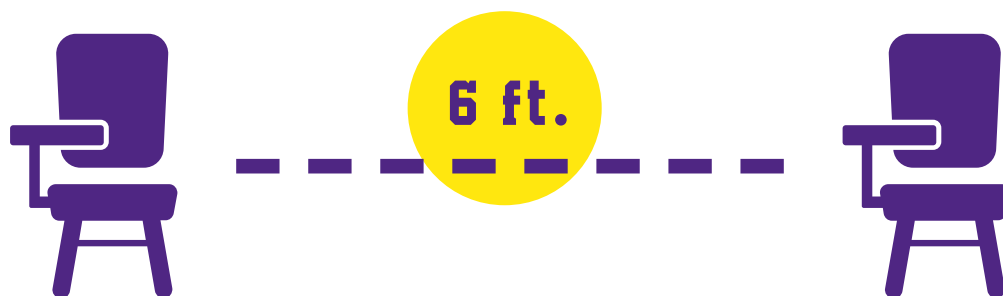
Below, you will find a list of the types of class formats you will see during the spring and summer 2021 semesters:

- **Traditional (TRAD):** A face-to-face class, often with some web enhancements, but not an online class.
- **Online Asynchronous (DEAS):** This denotes a planned online course that would be online whether we had a pandemic or not. Asynchronous means that students and instructor are not, for the most part, in planned meetings together at the same time.
- **Online Synchronous (DESY):** This denotes a planned online course that would be online whether we had a pandemic or not. Synchronous means that the class mostly consists of planned online meetings at scheduled times with instructor and students meeting virtually.
- **Hybrid Online/Traditional Blended (HYBR):** Some parts of the class are conducted face-to-face and some parts of the class are conducted online. The proportion of traditional and online can vary.
- **Hybrid Emergency Event (HYEV):** This is a class that would normally be traditional but has gone hybrid because of the pandemic.
- **Online DE Emergency Event (DEEV):** This is a class that would normally be traditional but has gone fully online because of the pandemic.
- **Other Instructional Method (OTHER):** This is generally used for class types such as internships, thesis/dissertation, clinicals/practicums, independent study.

Changes to Classrooms and Common Areas



Based on Centers for Disease Control and Prevention (CDC) and Arkansas Department of Health (ADH) recommendations, classroom seating will not exceed 66% of the room's capacity. In regular classrooms, seating and desks will be spaced six feet apart. In lecture halls, seats and rows may be taped off to ensure a 6-foot distance between seats.





Students should avoid congregating in hallways and other enclosed spaces. Directional signage and floor markings have been posted in all buildings to guide students on traffic flow and to indicate six feet of distancing.



UCA has also designated a number of indoor and outdoor spaces for students to study and participate in their online classes should they need to do that from campus. The university has strategically placed additional outdoor seating and picnic tables throughout campus in areas with a strong Wi-Fi signal.



More information is available under the “Study Spaces and Outdoor Wi-Fi Hotspots” heading at uca.edu/coronavirus/students.

Enhanced Cleaning and Sanitizing in Academic and Common Spaces



UCA continues to follow ADH and CDC guidelines and best practices in order to provide a clean and safe environment.

Custodians are cleaning buildings, classrooms, and restrooms on a daily basis and are focusing on wiping down all touch points such as sinks, door knobs/handles, tables, elevator buttons, toilets, faucets, light switches, etc. All desks in classrooms will be sprayed with disinfectant nightly. In addition to routine maintenance on all heating and air units, the Physical Plant is also changing air filters multiple times a year and cleaning air handlers and fan coil units regularly.





Hand sanitizing stations are located in hallways. It is recommended that you frequently wash your hands or use this alcohol-based hand sanitizer.

Disinfecting materials are located near the door of each classroom or lecture hall. As you enter a room, you may take a wipe and clean your desk space or commonly touched surfaces before sitting down. Keep the wipe by you on the floor or on the desk until you leave the room. You may then discard the wipe in the wastebasket. Disinfecting materials easily kill the COVID-19 virus, so immediately discarding the wipe is not needed.



Face Covering Requirement



Wearing a cloth face covering has been shown to be one of the most effective ways to help reduce the spread of COVID-19. When we all wear face coverings over our noses and mouths, our chances of spreading the virus are dramatically reduced. Students, faculty and staff are required to wear face coverings in enclosed spaces — in classrooms, hallways, lobbies, restrooms, stairwells and elevators — and in any situation outdoors where maintaining six feet from others is not possible. However, students are not required to wear face coverings while in their dorm room or in their own personal space.





While you are free to wear your own face covering, UCA will provide all students with a UCA-branded covering (neck gaiter). All UCA neck gaiters have been modified to meet CDC standards. Neck gaiters are available in the Office of Student Life, Student Center 207, from 8 a.m. to 4:30 p.m. Monday-Friday.

Additionally, UCA will provide KN95 masks, face shields, eye coverings (protective goggles), protective clothing and gloves in specific instances such as to Nursing students or other College of Health and Behavioral Sciences students participating in clinicals, to students in certain laboratory settings, and to students working in public K-12 schools. These will be distributed by the respective departments.



Vulnerable Populations

Our top priority will always be safeguarding the health of our entire campus community. We are planning for a variety of different scenarios and are doing everything in our power to ensure we have a healthy, safe return to campus. That said, we cannot predict the future; it is impossible to know with certainty how the next few months will look. If you are part of a vulnerable population, or if you have someone at home who is vulnerable, your decisions about the spring semester should be guided by what you feel is best for you and your unique situation.



If you feel like you should take exclusively online classes, please contact your advisor or department chair to see what options are available. If you do not know who your advisor is, please contact the Academic Advising Center at uca.edu/advising.



Testing, Tracing, Quarantine, Isolation

Our UCA Student Health Clinic (SHC), in partnership with the Arkansas Department of Health and Conway Regional Health System, has the capability to test and trace any students, faculty, or staff members who are exhibiting symptoms of COVID-19 or those who believe they may have been in close contact with an infected person(s).

Last semester, the university received a PCR-based Abbott ID NOW machine that provides COVID-19 test results in around 15 minutes for individuals who are symptomatic. The university also offers a PCR-based test for individuals who are not symptomatic but would like to get tested. Specimens are sent to a local lab, and results typically return in around 24 hours. Testing is fast, easy and confidential. To make an appointment, visit the [SHC website here](#), or call (501) 450-3136. If you have medical questions, you can also email the SHC at covid19@uca.edu.

Students who need medical assistance during the weekend or on holidays should contact our medical partner, Conway Regional Health System, at (501) 506-CRHS (2747). Conway Regional provides [drive-thru testing](#) as well as an [after-hours clinic](#).

Dr. Randy Pastor, UCA Medical Director, has developed a protocol outlining the steps students should take if they need to get tested, or if they receive a positive COVID-19 diagnosis. That protocol may be viewed at uca.edu/coronavirus/students, under “Testing, Tracing, Isolating.”

Students should not come to class if they are awaiting COVID-19 test results. All classes are being designed to support remote learning to ensure that students can continue their studies while in quarantine or isolation.



If you receive a positive COVID-19 diagnosis through the SHC, Dr. Pastor and his medical staff will advise you of next steps. If you receive a positive COVID-19 diagnosis from a medical facility other than the SHC or Conway Regional Health System, or if you have been a close contact with someone who has tested positive, you ARE REQUIRED to notify the SHC of your diagnosis so that necessary steps can be taken to keep you and our campus community healthy. You may call the SHC at (501) 450-3136 or email any health-related questions or concerns to covid19@uca.edu.

We have isolation and quarantine housing plans in place to safely support any students living on campus who either test positive for COVID-19 or who have been in close contact with someone who tests positive. We have multiple buildings — including all of Carmichael Hall (120 separate rooms) — that are dedicated to serving students who are required to quarantine and need to remain in campus housing. Additionally, we have other university-owned housing to isolate those who have received a positive COVID-19 diagnosis and need to remain on campus.

QUARANTINE: According to the CDC, “quarantine” is used to keep someone who might have been exposed to COVID-19 away from others. The practice of quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. Individuals should follow CDC guidance and advice from medical professionals to determine how long they must remain in quarantine.

ISOLATION: Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until cleared by a medical professional or the Arkansas Department of Health.

Should a student need to be moved to isolation or quarantine housing, UCA Health Clinic staff will transport them via open-air golf cart or shuttle. There, a full staff will be dedicated to addressing students’ needs, including medical care and daily check-ups, food service, and basic errands. Students will also be able to participate in organized, socially distanced activities for physical and social health.

Remember, if you are sick, do not attend class.

STOP THE SPREAD OF COVID-19

DO NOT ATTEND CLASS IF YOU:



Have had fever of 100.4°F or greater in the last 2 days.



Have a cough, difficulty breathing, sore throat, or loss of taste or smell.



Have had contact with a person known to be infected with COVID-19 in the previous 14 days.

Recommendations based on information provided
by the Arkansas Department of Health.

uca.edu/coronavirus

Campus Housing Guidelines

Regular university policy requires freshmen to live on campus for their first year, but we will be flexible with freshman students' needs this spring. First-time freshmen who are interested in living off campus must still complete the Housing Exemption Form found at uca.edu/housing. All exemptions must be approved no later than Friday, Friday, Jan. 15.

Spring Move-In Day is Sunday, Jan. 17, from 9 a.m.-5 p.m., in your assigned residence hall or apartment complex.

Students and residents will be required to wear face coverings while in any public areas of residence halls and Greek Village, including hallways, stairwells, restrooms, laundry rooms, and lobbies. However, students will not be required to wear face coverings in their own room or personal space.

Residence Life staff are following guidance from the CDC and the ADH and are taking extra steps to ensure that residence halls remain clean, safe environments. Custodians are cleaning all community spaces in residence halls, including restrooms and lobbies, on a daily basis and are focusing on wiping down all touch points such as sinks, door knobs/handles, tables, elevator buttons, toilets, faucets, light switches, etc.





One big thing that has changed for 2020-21 is our policy on visitors. Due to COVID-19 safety precautions, residents within residence halls are not allowed to have guests who do not live in the same building. Residents may, however, have one guest per person in their room as long as that person lives in the same building. If your Resident Assistant sees someone who is not a resident in the hall, he or she will be asked to leave. Residents of apartment complexes may have one guest per person in their apartment, regardless of where they live. Residents of Greek Village may each have one guest at a time in their rooms and in the residential hallways, and the guests must be organizational members. In order to keep our entire campus community safe, we will be strictly enforcing this new rule.

While you cannot have visitors inside the residence hall, you CAN have visitors meet you outside or, where you are able to maintain a safe distance. We have added even more outdoor seating all around campus this year, so take advantage of the fresh air and beautiful campus and get outside!

As in years past, students living on campus should bring their own daily cleaning supplies, such as disinfectant spray and wipes, to perform routine cleaning of countertops, sinks and shared bathrooms in private or suite setups. In residence halls and buildings with communal bathrooms, custodial staff will clean daily.



Policy on Residence Hall and Dining Service Fees

We know there are many questions about room, board and dining service fees and how they may be impacted if we are forced to close campus. **In the event that the university closes all operations before the end of the spring 2021 semester, we will provide students with prorated housing and meal plan reimbursements** much like we did for spring 2020.

Tuition and Fees

Many students have asked if they will be charged the “Online Fee” for traditional face-to-face courses that have been temporarily moved to an online format. The answer is no. Due to COVID-19, UCA will also reduce the “Online Fee” by \$25 per hour for the 2020-21 academic year so that it does not exceed the total per-hour fees paid for a face-to-face course in a traditional degree program.

Those students enrolled in a **fully online degree program** will continue to pay their regular online program fees.

Additionally, for fall 2020 and spring 2021 only, due to the impact of COVID-19, all students assessed out-of-state tuition will be charged the in-state rate. More information can be found at uca.edu/studentaccounts/fee-waivers.



More information about fall tuition and fees can be found at uca.edu/coronavirus/students, under “Tuition, Fees, Room and Board.”

Guidance for RSOs and Student Social Events

UCA is committed to providing many opportunities for student interaction and involvement on campus. Although our student events and programs have looked different this year, we will continue to provide these opportunities in some format. You may contact the [Office of Student Life](#) for questions about registered student organizations, Bear Den events and Greek Life. You may also contact the [Student Activities Board](#) for information about scheduled programs.

If you are a member of an RSO hoping to host an event, you must register that event at least two weeks in advance on CubConnect and include a COVID-19 safety plan. Details about how to register a student event and get it approved can be found on the RSO Resources and Information tab at uca.edu/rso/resources.



For more information,
visit uca.edu/studentlife
or call (501) 450-3137.

Additional Tips for Success

The Office of Student Success offers student support, tips, and training to help UCA students have a successful semester. Visit uca.edu/studentsuccess/online-learning-success to find more information about everything from improving study habits and skills, to learning how to navigate online courses and platforms such as Blackboard. The page includes helpful links to [Tutoring Services](#), the [Center for Writing and Communication](#) and the [Office of Financial Aid](#).

We understand that this has been a challenging, stressful year. Our Counseling Center staff is here to help students during tough times. The UCA Counseling Center offers a wide range of mental health services to currently enrolled UCA students. Visit uca.edu/counseling or call (501) 450-3138 to learn more or to make a confidential appointment.

Please know that we are working daily to ensure that all UCA students have a rich, fulfilling academic and campus life experience in a safe environment. Thank you for your commitment to this university and to each other. If we all work together, we will have a successful spring 2021 semester and finish the academic year #UCAStrong.



Helpful Tips for Zoom Success

DO's

- **Remember that you are attending class.** Be respectful of your instructors' time and space, as well as that of your classmates.
- **Designate your workspace.** Find a clean, quiet space to work and make sure you have an appropriate background. Piles of laundry and individuals walking around behind you can be distracting. If you cannot find a place with a distraction-free background, you can always use one of [UCA's virtual backgrounds](#)!
- **Be professional.** Be on time to meetings and classes, dress appropriately, sit tall and look directly into the camera when using video.
- **Minimize background noise.** Let household members know when and where you will be in class, and ask them not to disturb you. Also, mute until you are required to talk. Use the Zoom functions (chat, raise your hand, answer yes/no, etc.) to communicate if needed.
- **Check your tech.** Make sure your Wi-Fi works, [test your video and audio](#), and get familiar with the software before entering the meeting.
 - [Zoom Help Center](#)
 - [UCA Information Technology Help](#)
- **Make sure your full name shows up appropriately.**
- **Pay attention.** Make sure you maintain eye contact with the speaker on the screen.

DON'T's

- **Misuse Zoom access info.** Do not enter a Zoom that you were not invited to, share the Zoom access info for your class with others, or enter under a different name.
- **Take photos during the session.** Do not take screenshots, cellphone photos, or otherwise record the meeting, your classmates, or your instructor without permission to do so.
- **Attend class while doing other activities.** When you attend class, make sure you can give your instructor and classmates your full attention. Do not Zoom while driving, working, or attending personal appointments.
- **Use the chat for side conversations with classmates.**
- **Walk around during a class meeting.**
- **Scroll your cellphone or other devices during a class meeting.**
- **Change your name or Zoom background during a class meeting.**
- **Have conversations with others off camera during the class meeting, even if you are on mute.**



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