COMMUNICATION NO 2: E-mail to new first-years of 2021 dated 9 March 2021

FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES

New first-years: Communication 2
Getting ready for start of classes

Dear newcomer first-years

We are getting ready for the final stretch before classes start on 15 March 2021. To ensure you are ready, carefully read this entire e-mail.

1. Is your hardware registered and can you connect to SU WiFi?
Is your laptop and/or phone registered on the SU network? Try to do it yourself (info at this LINK); otherwise take your laptop or phone to the IT HUB (in Admin A on the Rooi Plein side).

2. Are you connected via e-mail?
Did you receive this e-mail at your sun.ac.za e-mail address? If so, congratulations! If not, please refer to the same link mentioned above to help you. This is the last e-mail that will also be sent to your personal e-mail address. All future communication will go to your sun.ac.za e-mail only.

3. Are you able to see your modules on SunLearn?
Can you see your modules at this LINK on SunLearn? Read the information about every module on SunLearn, including when to come to class, links or info on how to connect to class via TEAMS streaming technology, which text books you need, how your assessments will work, etc. Classes will be presented in a mix of teaching modes – some classes will be online (live and/or pre-recorded), while some will be face to face in small groups. Your lecturers will give you this information about each module via SunLearn and your sun.ac.za e-mail address.

4. Your timetable
Your timetable will be available from 11 March 2021 at my.sun.ac.za. Click on My Studies / Class timetable (First-years). You will find your personal timetable there. Take note that it will indicate the date and time of your classes but no venues. That's because everyone will attend classes electronically by default. In addition, there will be contact sessions where your lecturers invite students via SunLearn to come to class in small groups. In these cases, you will receive an invitation and information on the venue.

5. COVID protocol
Strict protocol will have to be adhered to when you attend face to face classes in academic buildings. You will be declined entry if you:

- have not been invited to the specific contact session,
- do not wear a mask,
- cannot show a green HIGHER HEALTH approval on your cell phone,
- do not tap the card reader at the lecture hall entrance, and
- do not sit on a seat that is specially marked with a sticker.

FAKULTEIT EKONOMIESE EN BESTUURSWETENSKAPPE

Nuweling-eerstejaars: Kommunikasie 2
Maak gereed vir begin van klasse

Beste nuweling-eerstejaars

Ons maak nou gereed vir die klasse wat op 15 Maart 2021 begin. Lees hierdie e-pos noukeurig deur om seker te maak jy's gereed.

1. Is jou hardeware geregistreer & kan jy met US-WiFi konnekteer?
Is jou skootrekenaar en/selfoon op die US-netwerk geregistreer? Probeer dit self doen (inligting by dié SKAKEL), of neem jou selfoon of skootrekenaar na die IT-HUB (in Admin A aan die Rooiplein-kant).

2. Is jou US e-pos geaktiveer?
Het jy hierdie e-pos by jou sun.ac.za-adres ontvang? Indien wel, geluk! Indien nie, gaan na dieselfde skakel hierbo om jou te help. Dit is die laaste e-pos hierdie wat aan jou persoonlike e-posadres gestuur word. Alle toekomstige kommunikasie sal aan jou sun.ac.za-e-posadres gestuur word.

3. Kan jy jou modules op SunLearn sien?
Kan jy jou modules by hierdie SKAKEL op SunLearn sien? Lees die inligting oor elke module op SunLearn, insluitend wanneer jy klas toe moet kom, skakels/inligting oor hoe jy deur middel van TEAMS-aanlyntegnologie by klasse kan inskakel, watter handboeke jy benodig, hoe jou assesserings gaan werk, ens. 'n Mengsel van onderrigmetodes word gebruik om klasse aan te bied – sommige klasse sal aanlyn wees (lewendig en/of vooraf opgeneem), terwyl ander van aangesig tot aangesig in klein groepies sal wees. Jou dosente sal jou oor elke module inlig via SunLearn en jou sun.ac.za-adres.

4. Jou klasrooster
Jou klasrooster is vanaf 11 Maart 2021 by my.sun.ac.za beskikbaar. Klik op My Studies / Klasrooster (eerstejaars). Jy sal jou persoonlike rooster daar vind. Let daarop dat dit die datum en tyd van jou klasse verskaf, maar geen lesinglokale nie. Dis omdat almal by verstek klasse aanlyn sal bywoon. Verder sal daar kontaksessies wees waarheen jou dosente studente via SunLearn sal uitnooi om in klein groepies klas toe te kom. In hierdie gevalle sal jy 'n uitnodiging en inligting oor die lokaal ontvang.

5. COVID-protokol
Daar is streng protokol waaraan voldoen moet word wanneer jy lesings in akademiese geboue bywoon. Toegang sal geweier word indien jy:

- nie vir die spesifieke kontaksessie genooi is nie,
- nie 'n masker dra nie,
- nie 'n groen HOËR ONDERWYS- goedkeuring op jou selfoon kan toon nie,
- nie op die kaartleser by die ingang van die lesinglokaal getik het nie,
- nie op 'n sitplek sit wat spesiaal met 'n plakker gemerk is nie.

Please read the full protocol here before you attend any classes in academic buildings.

We are very excited to get started on Monday on this new journey for all of us. Should anything go wrong with your technology on Monday, do not worry. All classes will be available online (in recorded format on SunLearn), and your lecturers will ensure that everyone stays on board. We hope you are also very excited!

Kind regards

Prof Ingrid Woolard
Dean: Faculty of Economic and Management Sciences

Lees asb. die volledige protokol hier voordat jy enige klasse in akademiese geboue bywoon.

Ons is baie opgewonde om Maandag met hierdie nuwe reis vir almal van ons te begin. Moenie bekommerd wees as jou tegnologie jou Maandag in die steek laat nie. Alle klasse sal aanlyn beskikbaar wees (in opgeneemde formaat op SunLearn) en jou dosente sal toesien dat almal aan boord bly. Ons hoop dat jy ook baie opgewonde is!

Vriendelike groete

Prof Ingrid Woolard
Dean: Faculty of Economic and Management Sciences