

STOCKTON UNIVERSITY

IMPORTANT NOTICE TO STUDENTS

What students should know and do to keep up with their class work in case of a campus emergency.

Things you should do:

- 1) **Register/update your cell phone number to receive emergency text messages from the University.** Log into the goStockton Portal. Click on the Student Services tab. In the Personal Information channel, click on the “Update Emergency Text Message Contacts” link and follow the onscreen instructions.
- 2) **Pay careful attention to any emergency related announcements your professors make in class.** Make note of specific contingency plans your professors have developed. These instructions may be included in the course syllabus.
- 3) **Routinely check for announcements and Stockton email messages** using the [goStockton portal](#).
- 4) **If classes are cancelled, check your Stockton email** for information from the University and your professors. Many professors will make alternate learning content or assignments available in Blackboard even if on-campus classes are cancelled.
- 5) **Phone your professors’ office phone numbers** and listen to the greeting messages for possible class meeting instructions or assignments.
- 6) **Promptly notify your professor** if you are unable to comply with his/her contingency plan.

Things you should have:

- 1) **Email addresses and office phone numbers for all of your professors.** This information is often included in the course syllabus. You can also obtain this information from the [faculty and staff directory](#), which is accessible from the [University homepage](#).
- 2) **Your portal username and password.** If you need assistance signing into the portal, contact the Help Desk at (609) 652-4309.
- 3) **A working Internet connection to Stockton’s online resources.** If you encounter technical difficulties connecting to any of Stockton’s online learning resources, you can contact the Help Desk at (609) 652-4309 or helpdesk@stockton.edu for assistance.
- 4) **Up to date browser and browser plugins.** Run the [browser check](#) to confirm compatibility and settings. Links are included on this page for major browser plugins.
- 5) **Software that can save files in standard formats (i.e., .docx, .xlsx, .pptx,.pdf).** Office 365 is available for students at no charge. Visit the [Information Technology Services](#) web page or call the Help Desk for more information. PrimoPDF (<http://www.primopdf.com/>) is a good alternative for Adobe Acrobat. Access to Google Apps is included with your [Stockton email account](#).