

# SAN DIEGO MESA COLLEGE

## Instructional Student Kit Communication

### Communication with Students

Faculty are asked to include this standard language in their communication with students regarding the Student Kits/Items pick up. This message should be modified to reflect program-specific information.

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As part of this course GEOL 101, CN# 60901, you will be receiving supplies and/or equipment (items) for use during the semester. These items are on loan to you and must be returned upon completion, drop or withdraw from the course.

The items are:

- Rock and Minerals Kit

These supplies weighs approx. 10 lbs, and measures approx. 18" x 12" x 3".

Please select one of the following dates and times to come to the campus to pick up your items:

- Wed June 23 2021 from 10am–noon & 2pm-4pm, or Thurs June 24 2021 from 10am-noon & 2pm-4pm

If you are unable to come to campus for pick up, please reply to this email.

The location of your pick-up is:

- Mesa College, Parking Lot 1 – West End

If you are unfamiliar with this location, please reference the campus [map](#).

All health and safety precautions will be made during your item pick up:

- Enter the campus through Mesa College Drive.
- In keeping with social distancing guidelines, we do ask that you not exit your vehicle on campus.
- Please wear a mask while in your vehicle for interactions with campus employees.
- Please stop at the check-in tent to provide your name and show your picture ID.
- When prompted, you will be asked to pop open the trunk of your vehicle. Our staff will do the actual opening of the trunk.
- Items will be placed in the trunk or flatbed and closed by staff if needed.

Please read the attached Agreement form.

<https://drive.google.com/file/d/1jTYNb3ati4tneWJ2qmjBOuW2Zx3jfZul/view?usp=sharing>

Options for returning the form:

- Sign and return it electronically.
- Print a copy and sign and return it when you pick up your items.
- Complete a hardcopy of the form at your pick up date/time. Please bring your own pen for signing.

If you have any questions, please let me know.

We are pleased that we can provide you these items to create the best online learning experience.