

**Important Health Related Policy Fall 2022**  
**Instructor Suguru Hiraide**

1. The contents of syllabus and the course related documents may be modified and updated anytime through the semester on short notice to meet the most current guidelines and requirements by the university.
2. This course requires students to use D2L and Zoom programs for class records and course communication. Students should regularly check D2L and the email hosted via D2L for important course information.
3. If you need to join the class on Zoom, you must send me an email to explain your excuse at least 15 minutes before the class session time. When using Zoom during the class time, students can use virtual/custom background, however, they must be live and visible to the instructor. Do not use a still image. If you need to join Zoom consecutively more than a week, you may need to ask the Office of Student Affairs to write a letter to me directly from them. If you have any questions, ask me and/or the Office of Student Affairs. if you fail to follow the policy, you may receive an absence, even if you join on Zoom.

The Office of Student Affairs webpage, email, and phone.

<https://msutexas.edu/student-life/dean/mission-statement.php>

Email: [student.affairs@msutexas.edu](mailto:student.affairs@msutexas.edu)

4. MSU Texas Coronavirus Updates Page: <https://msutexas.edu/coronavirus/index.php>