MEMO

To: All Students & Employees

From: Brian S. Merritt, Ph.D.

Date: March 13, 2020

Subject: COVID-19 Student Update: What to Expect Moving Forward

As you learned in an earlier communication, Spring Break is extended to Friday, March 20.

Currently, all curriculum classes are suspended from March 16-20 due to the seriousness of the COVID-19 pandemic. This measure is being taken to allow our faculty the necessary time to transition some coursework to an online format, while also helping to mitigate the spread of the Coronavirus.

Below is some information to help set expectations for the weeks to come.

1) Will my courses transition to an online format?
   - Faculty will begin work immediately to transition selected courses to an online format where it is practical and possible to deliver via Blackboard.
   - The full list of courses that will transition to an online format will be posted on the CCCC webpage by early next week. Students will also receive communication from faculty next week via Cougarmail and Blackboard if their courses will transition to an online format.

2) What if I am already enrolled in online courses?
   - Online students may continue to work in their distance courses during the extended spring break.
   - For those with limited internet access at home, an announcement will be made about open computer labs across the three counties soon during the March 16-20 period and beyond.

3) What if I have assignments due March 16-20?
   - For assignments due March 16-20 (in seated and distance classes), faculty will announce adjustments to deadlines in their individual Blackboard courses and/or via Cougarmail.

4) I’ve never taken an online course! How will I be successful?
   - Students who do not regularly use Blackboard and are new to distance learning can learn how to navigate online learning by reviewing the resources and videos here. If you require additional assistance with getting started via distance education, reach out to de@cccc.edu with any questions.
   - A comprehensive list of modified student resources and services will be shared via Cougarmail and on the CCCC webpage by early next week. We are committed to providing the
necessary academic and student support needed to help during this transition. If you have specific needs that are being unmet during this transition, reach out to success@cccc.edu.

5) My program includes clinicals and labs. What will happen to us?

- Department Chairs and Program Directors will be working with faculty to make adjustments to certain classes to ensure the learning objectives can be met. Dependent on the accreditation requirements, state requirements, and/or specific needs of your program, some adjustments to class schedules could be necessary. Expect communication from your respective faculty members by the end of next week.

- **Health Sciences students** can expect a communication soon from your department chair, faculty, and/or academic dean to prepare you for what is to come regarding clinicals and labs.

6) What do I do now?

- As this pandemic continues to evolve, we will continue to monitor and make adjustments as needed. Our academic deans and other college leadership will meet Friday morning (3/13) to devise a plan of action and will begin working with faculty on next steps.

- Continue to check your Cougarmail, Blackboard, and check the **CCCC webpage** for updates.

- Take care of yourself, and review the **everyday preventative measures** made available on the CCCC webpage.

As always, we are committed to providing you with a quality learning experience. However, as we work to limit exposure and mitigate the spread of Coronavirus, thanks in advance for your patience as we work to make this transition as seamless as possible.