

Students,

As you know by now, the college will be migrating to remote instruction beginning March 30. As we make the change, we would like to provide you with the following information, knowing that things can change at any moment. The administration and Executive Council of the College are continuing to participate in phone and conference calls, as well as communicating by email. If changes are made, they will be posted on the college website and Canvas.

Things to know:

- The college is truly closed, which means that no one is to be on campus. You must complete your work from a remote location. If you absolutely cannot work remotely to complete your assignments, you should contact your instructor(s) as soon as possible on March 30th. They will work with you to explore possible alternatives. One suggestion is to drive to campus and use the Wi-Fi in the parking lot of the library. You must stay in your vehicle to separate from any others. Security will monitor this area.
- No college resources will be open for students during the rest of the spring semester. The library, testing center, ACE, etc. will be closed. If this changes, your instructors will let you know.
- Please monitor your college email and Canvas on a daily basis for any updates or instructions regarding work assignments, deadlines, etc.
- Remote teaching includes methods other than online: some faculty may use synchronous teaching, which allows them to meet your class at the appointed day and time through virtual means. Your instructor will communicate with you the means of completing the course.
- A Canvas course called ACE has been created and every student has been enrolled in the course. You can access tutoring assistance through this course by communicating with tutors and some instructors.
- Please be mindful about security. Your computers may not have the level of security that we have on campus, so you need to be careful of what you put online.
- Final exams are to be conducted per the exam schedule as of now.
- Our goal is to finish the semester on time to the extent possible. A grade of incomplete calculates as an F in the grade point average and could be detrimental to you. Please work with instructors to finish coursework by the end of the semester. An incomplete may be given after communication and agreement of your instructor. In the case of an incomplete grade, you will have the summer semester to complete the work and have a grade change issued.
- Updated information concerning college operations can be found on the Chipola College website. You will also find a Frequently Asked Questions section that will address many of your concerns.

As we move to complete the semester, you will have many questions. We may not have answers right away because we cannot possibly anticipate every issue. But please know that the administration and faculty of the college are working to support you as you complete the semester. Your instructors will be your point of contact, and he/she will be checking email often and will respond as soon as possible, so please email with concerns.

Thank you so much for your patience and cooperation during an unprecedented event.