

March 17, 2020, 2:46 p.m.

Good Afternoon NEC Community,

Please be sure to continue to check your email daily for important updates. We will continue to send updates on Tuesdays and Fridays with additional messages in-between as needed. As the College continues to transition to virtual formats, please be sure to carefully read this entire message.

Academic Affairs

Over the course of the last week the faculty, staff, and administrators in Academic Affairs have been working tirelessly to transition our high-quality face-to-face education to a remote delivery method. Faculty are at the center of the transition to ensure that subject matter expertise is at the core of the education students will receive. Tomorrow, we will see the fruits of all of that hard work as we resume classes remotely.

I am also very pleased to say that student support is now in place and ready to go remotely. Tutors, Mentors, Advisors, Disability Services, Success Coaches, and Library Staff in addition to the faculty are prepared to support student success at every turn. If you need help, then ask for it. Our team is here to help. We are, after all, part of our #OneShip.

Some other important things to note:

- Faculty have been spending hours in training to perfect remote teaching and learning skills.
- Faculty have reached out to students via email to prepare them for classes beginning tomorrow.
- Students should look for Zoom links from their professors. (Note: Not all faculty will be using Zoom) Keep an eye out for those messages.
- We have extended the advising period by a week. If students haven't been advised yet, they should please contact their advisor ASAP.
- Registration has been moved to next week. An email went out with days and times.
- Dean Corbett emailed students today about access to free e-books available to students. If students cannot afford a book or are currently sharing with someone, they can get their own textbook electronically for free.
- Tutoring has set up drop-in hours. Again, this has been emailed out. Faculty have this information and can share it as well.
- Students do not need a Zoom account to participate in remote learning. Faculty will send links for their class meetings and all a student needs to do is click on the link. Easy peasy!
- Finally, as President Perkins noted in her email earlier, these are unprecedented times. For the next few weeks we are encouraging faculty to take role, to make sure to direct students to support as needed, and to check in regularly. We are a community that looks out for one another. So, as we move ahead please help us to make sure everyone is feeling supported in their teaching and learning!

Students Staying on Campus

It is important that we all work together to keep the campus safe and virus-free. As a result all students staying on campus must follow the following protocols:

- Area Coordinators and RAs are on campus and ready to assist you! Please look for signs in your residence hall about how to contact those staff members.
- *Absolutely no guests are allowed on campus* except those here to pick up students to go home. This includes commuters or students who have moved home/off-campus. Those coming to pick up students should not enter the residence halls except to assist in carrying belongings outside.
- Students staying on campus *should only travel off campus for essential reasons* such as work, to go to the grocery store, pharmacy, or important appointments. Students are not permitted to return to campus after overnight trips or trips out of the state of New Hampshire.
- Students should practice social distancing – the CDC recommends keeping at least 6 feet of distance with others in public, social settings, etc.
- Remember that all policies and procedures are in place and we expect students to follow policies completely.

Students who are found not following these guidelines will be asked to leave campus immediately.

Dining Halls

The governor of New Hampshire has declared that all restaurants must move to take-out service and as a result our dining halls will be doing the same. Our dining facilities are committed to offering a great variety of selections for students to take-out on both campuses.

Virtual Programming and Support from Student Development

It is very important that you read emails from College departments regularly. Offices such Career and Life Planning, Diversity and Inclusion, and Student Engagement will continue to support students virtually and have some great virtual programs in the works!

Work Study Information

- If you have any timesheets that have not been passed along to your supervisor, please scan and email to them and copy workstudysfs@nec.edu. Your supervisor will reply all – approved. (We will return to requiring original signatures upon return to in-person classes.)
- The SFS department is working with Work Study Supervisors to determine who can do their work remotely. The Department of Education will allow remote work to count as long as we can document the work. You will hear from your supervisor by the end of the week.

Offices Are Open (remotely)

- SFS offices are available remotely. They can assist you in paying your bill, answering questions on your financial aid, or any other question you have regarding your student account. You can continue

to email sfs@nec.edu or call the main number at 603-428-2226. If your question is complicated, they can work with you on zoom or skype so that you can review your information face to face.

- Refund checks will be mailed to you if you do not receive your refund by direct deposit. (Now is a good time to sign up for direct deposit if you don't already have it.)
- Payroll will continue to be processed. If you have a "live" check you will be contacted so we know if you are on campus or have gone home. If you are not on campus we will mail your check to the address on file. This might be a good time to consider direct deposit for your paycheck to go directly to your bank account.
- Remember, call the number you would normally call and someone will be at the other end. If you get a voice mail, please leave a detailed message and your call will be returned.

Facilities

- You will see custodial staff in the residence halls several times a day instead of only once per day. Our main priority is to keep your spaces safe. We understand you will be in your spaces more frequently, therefore we want to keep the bathrooms clean and the trash emptied in the common areas. Please continue to do your part and remove your room trash to the appropriate outside receptacle.

As President Perkins mentioned in her message earlier, we are proud to see our students acting maturely and patiently as we continue this journey together. Please continue to communicate your questions, needs, and concerns to faculty and staff so we can work together to make this be best experience possible.

Sincerely,

The New England College Senior Team