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Sent: Tuesday, March 17, 2020 5:11 PM

To: Deanna Pierro <dpierro@yccd.edu>

Subject: A Message to Students on Remote Instruction and Student Services 3 17 2020 PM

Greetings WCC Students,

I'm writing you today to share our plans for transitioning instruction and student services to remote starting tomorrow 3/18/2020 through the end of our Spring Break. As you already know, we're transitioning face to face classes to a remote format temporarily in response to the Covid-19 pandemic to reduce the risk to you and our staff. Currently, we plan to re-open normal operations on Monday, April 6, and we will advise you again before face to face classes resume.

Communication

We've consolidated communication on our main page, which now features a prominent button for resources for students. I encourage you to take advantage of the services of our student success center which offers a number of resources to help support your transition to remote learning. We will also post a copy of the information below for reference, in addition to a list of courses making the transition to remote education.

Instructional Transition

Your instructors are currently working very hard on the transition of your courses to remote education. This process can be challenging; we appreciate your patience as your faculty transition.

If you haven't heard yet if your course is transitioning, please give your instructor until the end of the day on Wednesday, March 18th to reach out to you. We're asking faculty to reach out to you by canvas, but some may choose to email you as well. Tomorrow, the college will post a status list of all our courses on the student resource page that reached through the button on the main WCC homepage. If you haven't heard by Thursday, consult the list, and if you still have questions reach out to your instructor via the information on their syllabus.

Student Services on Campus

We've designated some student services as essential, which means we'll continue to provide them on campus as long as the campus is open even if the instruction is remote. These include:

Building 100 - Student Wifi access for Student-Owned Laptops in the "Eagles Nest" Lounge.
Open 8am-5pm Monday-Friday.

Building 300 - Student Computer Lab in room 301, open 8am-5pm Monday-Friday. We'll have a spacing and cleaning protocol in place, please be mindful of our rules of operation if you use this service.

Building 700 - Student Services

- Our Department of Supportive Programs and Services (DSPS) will remain open to serve students with disabilities who believe they may need accommodations in their classes. The department will continue to operate from 9am-4pm Monday-Friday, and has a significant remote presence as an alternative to a face to face visit. You can reach them at (530) 661-5797 or at <https://wcc.yccd.edu/student/dsps/>
- [WCC Food Pantry](#): To provide enrolled students who are in need of help and short on food with the ability to receive 3 items which constitutes a daily meal.
- [Student Health Center](#): CommuniCare Health Systems partners with Woodland Community College to provide health care services for students.
- [Woodland Community College Library Services](#)
 - Online: <https://wcclibrarian.youcanbook.me/>
 - By email: wccref@yccd.edu

Student Services Remotely - In Progress

The following student support services are in the process of transitioning to serve students remotely. Look for additional information to come soon via Social Media, WCC App, Student Email, or from your professors.

- [Counseling Department](#): Woodland Community College's Counseling Office provides students with personal and academic counseling to help students achieve their academic and career goals. (530) 661-5703.
- [Admissions and Records](#): The Admissions & Records Office at Woodland Community College is responsible for processing admission applications; student records; enrollment of students in credit and noncredit courses; evaluation of transcripts from other colleges; graduation and certificate completion; enforcing state and college regulations; adhering to all deadlines, and providing official transcripts to our students. (530) 661-5720.
- [Woodland Community College Library Services](#): Students can reach a librarian for help with research in 4 ways:
 - Online: <https://wcclibrarian.youcanbook.me/>
 - By email: wccref@yccd.edu
 - [Financial Aid](#): Our goal is to assist you in bridging the gap between your own resources and the cost of attending college. We offer assistance with completing applications and providing information about the requirements of the various financial aid programs. Financial aid consists of federal grants, work-study, state grants, fee waivers, and outside scholarships. (530) 661-5725.
 - EOPS: The EOPS office will be closed, however, EOPS staff will be available to support our current EOPS and prospective students. Additional information about EOPS can be found on our WCC website wcc.yccd.edu/student/eops/. Current EOPS students should also check our EOPS Canvas page for updates and notifications. For assistance, please contact our EOPS Office directly at (530) 661-5728.
 - CalWORKs: The CalWORKs will be closed, however, CalWORKs staff will be available to support our current and prospective students. Additional information about CalWORKs can be found on our WCC website wcc.yccd.edu/student/eops/ CalWORKs students should also check our CalWORKs Canvas page for updates and notifications. For assistance, please contact our CalWORKs Office directly at (530) 668-3681.

Thank you for bearing with us as we make this historic transition, we look forward to your continued success.

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