

North Central Texas College is closely tracking the coronavirus disease (COVID-19), and we are committed to the health and safety of our students, faculty and staff. We are continuously monitoring the Centers for Disease Control and Prevention (CDC), Texas Department of State Health and State Health Services, and our local County Health Departments across the District.

### **What you need to know:**

At the present, there are no cases of COVID-19 at North Central Texas College, but for the health and safety of our students, faculty NCTC is adjusting its spring schedule and instructional and student services as follows:

- All courses will be offered online starting Monday, March 30, 2020 for the remainder of the Spring Semester.
- Almost all courses will be conducted fully online.
- Those courses that cannot be taught online will be put on hold until we can safely complete them while practicing social distancing.
- We are asking **all of our employees** to work remotely.
- All events and activities on campus through April 30 are **cancelled**.
- Students that are scheduled to take a test will be notified with rescheduled dates.

We will begin online courses March 30, 2020. Our original plan included some limited student access to our campus, but in light of new information and recommendations, the decision has been made to restrict campus access and to put all classes online.

Your professors have been working diligently, especially in courses with hands-on-learning, to prepare lessons, online labs, etc. to provide high quality instruction from a distance. Many professors are planning to continue to teach their courses on the regular schedule with live online lectures and discussion during your scheduled class times, so it will still feel like the face-to-face course that you were taking. The Success Center, Tutoring, Completion Center, as well as all other student support services will also be available online to support you.

North Central Texas College believes in continuing our daily lives, including your college courses, but we also know the importance of precautions. We are committed to providing a high-quality college experience. If you are feeling worried, please give yourself a least a week to find a new rhythm for your studies. The

deadline for withdrawing from a class will be extended to at least April 3 so you will have time before you make any decisions.

Here's how to start:

1. Almost all courses will be conducted fully online. Please check Canvas ([nctc.onelogin.com](https://nctc.onelogin.com)) regularly as your professors will be beginning to communicate with you regarding details for these courses.
2. A small number of classes cannot be taught online and will be put on hold until we can safely hold these classes while practicing social distancing. You should assume your classes will be taught online unless you receive a specific email that they are on hold. Classes that are put on hold are expected to resume in the not too distant future and we expect that you will be able to complete them not later than June 30.
3. We will post further information regarding payments, etc. on the college website by March 30, 2020.

Again, I remind you that **no faculty, students, or staff are allowed on campus without express written consent from a member from the Office of Emergency Management**. All campuses will **remain closed until further notice**. Staff, if you need to be on campus to pick up materials, etc. please email Patrick Abu at [pabu@nctc.edu](mailto:pabu@nctc.edu) for permission to come on campus. We will be staggering these times to comply with CDC regulations and the Governor's directives. Also, staff look for emails in the coming days regarding staffing that may need work hours on campus (i.e. payroll, billing, receiving, etc).

Thank you for your patience during this very difficult time. Please remember we are better when we work together with patience and love for each other.

Sincerely,

G. Brent Wallace, Ph.D.  
Chancellor