

Message from Student Affairs to Students – COVID-19 updates | March 25, 2020

Dear DCTC Students,

We hope you and your loved ones are well and in spite of all the events, you have found time to rest and care for you. As you gear up to resume classes, we felt it important to share some pertinent information with you.

- There are online classes offered via Zoom beginning on March 30th. Zoom in to learn to be a successful online learner! Attached is further information.
- Click on: [Information Technology Services for Students](#) for “How To” resources for D2L, Zoom, Email, and more.
- Click on: [Online Learning](#) so you are prepared to be successful learning in a virtual manner.
- If you have hardware or software needs please email us at the address below to give us a chance to see if we can help or provide any assistance:
 - DCTC-IT it@dctc.edu
- There are virtual open drop in hours for Advising, Financial Aid, Records, and Career and Transfer. Hours are 10:00 a.m. – 2:00 p.m., Monday – Friday. The Zoom links can be accessed from the main D2L page or online at: [Support Services](#).
- Resource Navigation also has open virtual drop in hours. Times are 10:00 – 11:00 a.m. and 2:00 – 3:00 p.m., Mondays – Thursdays. The Zoom links can be accessed from the main D2L page or online at: [Support Services](#). If you would like to request an individual appointment please reach out to Chris Tran at chris.tran@dctc.edu.
- Accessibility Services Coordinator, Stacy Pederson, is taking individual virtual appointments. Please reach out to stacy.pederson@dctc.edu to schedule an appointment.
- Also, the tutors are available for virtual individual or group tutoring sessions. Email the tutors to schedule a virtual appointment. Following is their information:
 - Michelle Keske | Accounting/Athletes/General Tutor | michelle.keske@dctc.edu
 - Justin Jones | Writing Center Tutor | justin.jones@dctc.edu
 - Becky Egg | Math Tutor | becky.egg@dctc.edu
 - Kate McMenemy | Science Tutor | kate.mcmenemy@dctc.edu
 - Michael Goldbeck | IT Tutor/BYOD Assistance | michael.goldbeck@dctc.edu
 - Jan Lorenzen | TRIO/ SSS Tutor | janet.lorenzen@dctc.edu
- National Guard Units
 - National Guard units are being activated for State Active Duty. Please know that these individuals are protected by Minnesota State Statute 192.502 (<https://www.revisor.mn.gov/statutes/cite/192.502>) and Minnesota State Procedure

5.12.1 – Military Service and Veterans with Disabilities

(<https://www.minnstate.edu/board/procedure/512p1.html>). These individuals have protections in place so that there is no adverse impact on these Service members.

- “Call to Active Duty” Policy: Special provisions are available to military personnel called to active duty while attending college. Options include: (1) Full refund of tuition; (2) grade of incomplete with opportunity to complete coursework through independent study or by retaking the course at no charge; or (3) grade of C or better if warranted by coursework completed prior to departure.
 - If you have any questions or concerns, please contact the DCTC Military and Veterans Services Center at 651-423-8274 or Resource Navigator and Veteran’s Certifying Official, Chris Tran at chris.tran@dctc.edu.
- Please continue to practice social distancing and stay at least 6 feet from one another, cover your cough, and wash your hands for at least 20 seconds (Sing the Happy Birthday song!).
 - Be kind, respectful, and patient.

We are excited to have you back on campus! Your success is important to us. Please do not hesitate to reach out to any person noted above, your faculty, or me. I can be reached at anne.johnson@dctc.edu. Thank you.

Take advantage of the resources! May you have continued success on your academic journey.

Sincerely,

Anne S. Johnson
Associate Vice President of Student Affairs