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Tuesday, March 17, 2020

### **Morehead State University Community:**

As you are aware, the recent health issues in the news are moving at a fast pace, and our University is poised to try to move in parallel with public health recommendations as quickly as we are able. Our goal is to keep the health and safety of our students, employees, and the general public in mind at all times. Effective with this communication, and until further formal notice, our University will be operating using the following processes and procedures. Our goal is to try to communicate as much information as possible in this announcement.

### **Effective Wednesday, March 18, 2020 our University will:**

1. Remain open with limited staffing in each office to serve students.
2. Be closed to the general public and to any non-employee effective 3:00 p.m. on Wednesday, March 18, 2020 until April 3, 2020.
3. Operate from Thursday, March 19 until April 3 with limited staffing in each office to serve students from 9:00 a.m. - 1:00 p.m. All students and the public are encouraged to contact offices through electronic format (phone or email) if they need to speak with someone. Please refer to our website for contact information for each office.
4. Move to offer only online and distance instruction for academic courses from Monday, March 23 until the end of the spring semester. See below for further instructions.
5. Close our residence halls to students effective Friday, March 27. See below on additional guidance on how students may request an exception to remain on campus past March 27.

### **No Known Cases of Coronavirus on the MSU Campus:**

As of this communication of Tuesday, March 17, we know of no known cases of the coronavirus on our campus. All of our operating procedures going forward are preventative in nature and we are trying to remain in line with public health recommendations, and the overall good of our University community.

### **University Operating Procedures from Thursday, March 19 Until April 3:**

Beginning Thursday, March 19 and until April 3, our main MSU campus and all regional campuses will be minimally staffed in offices from 9:00 a.m. - 1:00 p.m. All offices will be closed to students and the public. Students and the public are encouraged to contact any office needed during this window of time via electronic format (phone or email). The one exception, our MSU Health Clinic, will remain open from 9:00 a.m. - 3:00 p.m. until further notice for any student who may need to call or consult. We will announce operating hours for after April 3 as that time approaches.

### **Online Instruction from Monday, March 23 until the End of the Spring Semester:**

From Monday, March 23 through the remainder of the spring semester, all course instruction will remain in online or distance format.

- Instructors will contact students via MSU email or through Blackboard to provide details about how each course will continue online.
- Students may login to their online courses by clicking the Blackboard button in the MyMoreheadState portal. Tutorials for new Blackboard users are available upon login.
- Students needing general assistance with Blackboard may email [blackboard@moreheadstate.edu](mailto:blackboard@moreheadstate.edu)
- For students on field or clinical placements, additional information regarding completion of these experiences will be sent by each supervisor via email.

We encourage as much interaction between instructional faculty and students to take place via electronic methods utilizing phone calls, email, WebEx, FaceTime, and other online or virtual tools. Students needing help with access issues for internet may email [uess@moreheadstate.edu](mailto:uess@moreheadstate.edu) for assistance, and instructors are encouraged to work with students who may experience limitations due to computer or broadband access.

### **Main Campus Residence Halls:**

All campus residence halls will close on Friday, March 27 at 4:30 p.m. Students should plan on returning to campus the week of March 23-27 to remove all personal belongings and return home to continue their online classes for the remainder of the semester. A detailed plan on the process of move-out will be communicated to all residence hall occupants via email within the next day and will be posted on the Housing website. There will be a process established for students to request an exception to remain in campus housing for any person who has extenuating circumstances. All requests will be reviewed by the residency appeals committee. A link to request an extension will be provided in the email communication from Housing.

For any student not remaining in the residence hall after Friday, March 27, we will be providing student accounts with a prorated credit for future use, subject to applicable federal financial aid regulations and University policy. Said funds may be applied to future expenses for University housing. If a student is residing in housing this spring, and a confirmed graduate for May, the University will work with you on a refund. We would ask that you be patient as we work through the aspect of housing credits. Before April 15 a staff member within one of our offices will contact you via email related to your account.

### **Dining Locations and Meal Plans:**

For the week of March 23-27, campus food service will be limited. All ADUC venues will be closed.

The 'Rock' will be open the following times for takeout:

Sunday, March 22 from 4:00 p.m. to 12:00 a.m.

Monday, March 23 thru Thursday, March 26 from 8:00 a.m. to 6:00 p.m.

Friday, March 27 from 8:00 a.m. to 2:00 p.m.

The 'POD' will be open the following times for takeout:

Sunday, March 22 from 4:00 p.m. to 10:00 p.m.

Monday, March 23 thru Thursday, March 26 from 3:00 p.m. to 10:00 p.m.

Closed Friday, March 27

Further communication on food options will be forthcoming specifically to students who may have a need to reside on campus after the end of the day on Friday, March 27.

For any student not remaining in the residence hall after Friday, March 27, and using dining and meal plans, we will be providing student accounts with a prorated credit for future use, subject to applicable federal financial aid regulations and University policy. Said funds may be applied to future expenses for University dining and meal services. If a student is a confirmed graduate for May, the University will work with you on a refund. We would ask that you be patient as we work through the aspect of these credits. Before April 15 a staff member within one of our offices will contact you via email related to your account.

#### **Recreation & Wellness Center:**

The Recreation & Wellness Center will remain closed until further notice. We have suspended recurring memberships charges. Those individuals with private memberships will receive a credit towards their next renewal of membership. Questions regarding membership credits should be directed to [j.hilton@moreheadstate.edu](mailto:j.hilton@moreheadstate.edu).

#### **Campus Services:**

The University Post Office will be open from 9:00 a.m. to 1:00 p.m. until Friday, March 27. All student packages remaining at the University Post Office after that date will be coordinated with each student to send them to alternative addresses.

The University Store and EagleCard Office will be closed to the public, and the EagleCard Office will answer questions via emails and phone. However, if you need a new ID card you may make an appointment with the EagleCard Office. The University Store will continue to take online and phone orders to be shipped.

#### **University Student Workers, Graduate Assistants, and Federal Work Study:**

Additional communication and guidance for all student workers, graduate assistants, and other student employment will be sent in a separate email to those individuals by the end of the day on March 20. Please know that no student worker or graduate student will be required to work if they do not wish to, and we will lean as student-friendly as we can. We are still checking federal, state, and other work-based policies.

### **University-Sponsored Events and Travel:**

All University-sponsored student and public events scheduled for campus will be reviewed by the Vice President supervising the division or area. However, it is suggested that all events scheduled for now until the end of the spring semester be discontinued, or significantly limited to 10 people or fewer. Likewise, all University-sponsored travel for out-of-state will remain suspended.

### **Spring Commencement and May Graduates:**

Our Spring Commencement Exercises will be either altered or postponed until a later date, and we will provide guidance on this as we move forward. It is important to note that all students scheduled to graduate this May will have the ability to do so on time, pending successful completion of all course and program requirements. Should students have questions related to program requirements this semester or going forward, they are encouraged to contact their instructor, advisor, or academic department chair. Student transcripts may be requested online as normal.

### **University Athletics:**

All athletic competition, practice, and recruitment has been suspended based on advice from the Ohio Valley Conference Commissioner and Board. Our University Athletic Director will be communicating with all athletic staff and all student-athletes related to OVC and NCAA communications and guidelines.

### **Information Technology Resources:**

The University offers a wide portfolio of technology services to our students, faculty and staff. Instructors may find resources about online instruction through the MyMSU portal. Information for students related to online instruction is available in Blackboard.

If students or employees need assistance accessing the University's Camden-Carroll Library remotely, please visit: <https://research.moreheadstate.edu/offcampus> for information. Our University Library may be accessed remotely by students and employees and a broad array of library services are available online at: <https://research.moreheadstate.edu/home>.

Information about IT resources available to students can be found at: <https://www.moreheadstate.edu/Administration/Technology/Student-Services>.

Employees who need technology resources to support their work from home can visit: <https://www.moreheadstate.edu/remotework> and can refer to <https://www.moreheadstate.edu/Administration/Technology/Employee-Services>.

For assistance with information technology issues, please call 606-783-HELP or email: [ithelpdesk@moreheadstate.edu](mailto:ithelpdesk@moreheadstate.edu).

### **Student Tutoring and Advising:**

Students may utilize online tutoring services for the remainder of the semester. For more information, visit: <https://www.moreheadstate.edu/Academic-Affairs/Undergraduate-Education-and-Student-Success/Tutoring-Learning-Center>.

Registration for Summer and Fall semesters is fast approaching: (<https://www.moreheadstate.edu/Academic-Affairs/Registrar/Student-Resources>). Academic advising will continue via telephone, email, and/or WebEx appointments. Academic advisors will begin contact with students in the coming weeks via email to set up remote advising appointments. Students who need assistance beyond setting up a standard appointment can contact [aare@moreheadstate.edu](mailto:aare@moreheadstate.edu).

### **Summer 2020 Courses and Beyond:**

On a positive note, almost all of our summer courses are normally delivered online and by distance, thus students wishing to take summer courses have a variety of online options to maintain their pace and program requirements. As advising begins for summer and fall, we encourage you to review these options and speak with your advisor on what approach you might take. We will also be enhancing many of our fall 2020 online course offerings as well.

### **MSU Employee Information:**

A separate communication will be sent via email to all University employees outlining more guidance on internal operations.

### **Forward Looking:**

We continually remind everyone to take appropriate precautions, be respectful as you move about in necessary travel or personal business, and limit to the extent you can your movements. Furthermore, as our University moves forward we pledge to do so in a way that is as student-friendly as possible, is respectful of our employees and community, and is with as much communication as we can. We encourage each person to be patient as we work through these instructional and operational changes, and know that we have a lot to do.

We are a resilient University that will rise to the occasion. Many thanks for your cooperation and for helping us meeting these challenges. We are going to continue to provide as great an education to our students as we possibly can.

### ***Be an Eagle Now and Long Term!***

Jay Morgan  
University President