



Friday, March 13, 2020

To the Students, Faculty, and Staff of Chattahoochee Tech,

Please know that your health and safety at Chattahoochee Tech are paramount, and I'm writing today to let you know how the College is responding to our shared concerns about the COVID-19 virus.

For a one-week period, effective with the close of business on Friday, March 13 – Sunday, March 22, all campuses of the college will be closed.

- **Because campuses will not be open, courses that meet face-to-face will not be held.**
- Since nearly all courses have an online/virtual environment shell, students will hear from their faculty soon regarding material/assignments on which they may work. Any communication about those plans will come from CTC email accounts and/or from inside each course's instructional shell. **During this week, however, no graded assignments will be given.**
- Non-credit instruction and testing services will not be held.
- Outside groups renting or otherwise utilizing the campuses are being contacted to cancel the event.

For a two-week period, effective Monday, March 23 – Saturday, April 4, all campuses will be open.

- **Courses that meet face-to-face will not be held.**
- Students will do online work in nearly all courses, and will hear from faculty regarding how each course will operate in an online/virtual environment. All communication about those plans will come from CTC email accounts and/or from inside each course's instructional shell.
- Faculty and staff will report as normal as directed by their respective supervisors with an expectation of meeting the needs of our students while minimizing the need for a physical presence.
- Non-credit instruction and testing services will continue as scheduled.
- Outside groups renting or otherwise utilizing the campuses will be held as scheduled.

For a one-week period, effective Sunday, April 5 – Sunday, April 12, CTC will be on Spring Break.

- **Courses that meet face-to-face will not be held.**
- Students will do online work in nearly all courses, and will hear from faculty regarding how each course will operate in an online/virtual environment. All communication about those plans will come from CTC email accounts and/or from inside each course's instructional shell.
- Faculty and staff will report as normal as directed by their respective supervisors with an expectation of meeting the needs of our students while minimizing the need for a physical presence.
- Non-credit instruction and testing services will continue as scheduled.
- Outside groups renting or otherwise utilizing the campuses will be held as scheduled.

Effective on Monday, April 13, through the end of the semester, every effort will be made to continue to do as much as possible through an online/virtual environment, but many classes do require a face-to-face component to conduct labs, assess learning outcomes, and complete coursework. Look for further guidance on how near we'll need to get to a normal schedule.

I thank you for being a CTC student, and I appreciate your patience through this unprecedented situation.

Sincerely,

Ron Newcomb, Ed.D.
President

Marietta Campus

980 South Cobb Drive | Marietta, Georgia 30060
p. 770.528.4545

www.ChattahoocheeTech.edu

Appalachian | Austell | Canton | Marietta | Mountain View | North Metro | Paulding | Woodstock

*A Unit of the Technical College System of Georgia
Equal Opportunity Institution*