

Dear Students,

The college leadership team is committed to keeping our students updated as we work to stop the spread of COVID-19 and continue to focus our efforts on supporting your educational success.

As we finalize more decisions, I promise we will update you. Here are the decisions moving forward currently:

- We will be moving all instruction online through the rest of the semester and looking at creative/safe ways our Career Education classes, labs, performance-based classes and art studio classes can continue.
- Summer session will continue, and we will begin moving courses to online. Summer session registration begins soon, and we do not want to impact registration.
- We will transition counseling, including EOPS, DSS, veterans, to online. We will be working to provide support to those departments.

These decisions are difficult, and we know there are student needs that have yet to be addressed. The leadership team is currently discussing plans for classes that have unique in-class requirements such as labs, ESL and others. We continue our work to identify additional resources to meet the technology needs of our students.

We are working to support faculty in their transition to online or distributed instruction. These are unprecedented times and we are encouraging faculty to be flexible and accommodating in their instruction and grading. Please stay in contact with your professors and share with them what you need to be successful in your classwork.

The Superintendent/President Dr. Kindred Murillo will send out further instructions on March 23 that will be posted on our website. www.swccd.edu

Below are some important resources and information for our students, while we operate as a remote campus in response to the COVID-19 situation. Student notifications and updates will continue to be posted online at the below link, under the Student Information section.

<https://www.swccd.edu/healthupdates>

Class Format:

All classes that are taught on a Southwestern College campus have been moved to an online or distributed learning format during this time. Each instructor will decide the modality of instruction for their courses. Please make sure you check with you instructor as soon as possible so that you are aware of how your instructor will facilitate instruction while we continue to operate as a remote campus. Please contact your instructor if you do not have access to a computer or internet.

Online Learning Training for Students: Training Schedule link:

<https://www.swccd.edu/locations/online-learning/>

The Online Learning Center continues to provide online training for both faculty and students to learn a variety of instructional methods so that classes may continue in the virtual environment. Faculty

members who teach face-to-face classes may use ConferZoom to deliver real-time online lectures, hold interactive sessions and office hours. In addition, course materials may be shared through the Canvas Learning Management System, including videos or podcasts of lectures, readings, assignments, and tests. Please consider attending a Canvas & ConferZoom Student Orientation so that you are prepared to use Canvas and Zoom in the event that your instructor(s) moves or has moved your class instruction to the online environment. If you have any questions about the training, please feel free to contact the Online Learning Center at onlinelearning@swccd.edu.

DSS Services:

Students who have Disability Support Services (DSS) authorized accommodations should inform their instructor about their accommodation needs for online formats (i.e., extended test time, captioning, other needs). Students with disabilities who experience any challenges with accommodations online can email DSS at dss@swccd.edu.

Online Academic Counseling:

Distance Counseling services are available online at <https://www.swccd.edu/student-support/counseling-and-career-advisement/ask-a-counselor.aspx>. The virtual counseling sessions will allow you communicate with a counselor on-line. Please view the instructions on the link above.

Personal Wellness Counseling:

Already scheduled appointments with Personal Wellness Services will be available via telephone. Students with scheduled appointments with Personal Wellness Services will be contacted for further instructions for scheduled appointments. If you have questions regarding Personal Wellness Services or would like to speak with a Personal Wellness counselor, please e-mail SWCPersonalWellness@swccd.edu.

Student Basic Needs:

Are you experiencing food, housing, transportation, or other basic needs insecurities? Please e-mail SWCOfficeOfStudentServices@swccd.edu or pbartow@swccd.edu for assistance.

eTutoring:

General tutoring, which does not include PSP tutoring, will be handled through eTutoring at <http://swccd.edu/eTutoring>. Students will need their SWC ID to login, and then they will have access to a range of tutoring services covering several disciplines. eTutoring offers live tutoring via chat and electronic whiteboards, and there is also an option for leaving quick questions for students who do not need an entire session.

Online Library Services:

Just a reminder that the library offers databases as well as librarian assistance 24/7! These are great resources for all students to know about always but especially during these times.

Library Databases: <https://www.swccd.edu/student-support/library/research/articles-databases.aspx>

24/7 Live Librarian Research assistance via chat: <https://www.swccd.edu/student-support/library/research/ask-a-librarian.aspx>

Free Access to Cox Wi-Fi Hotspots:

We have received confirmation from Cox Communications that they have opened all their hot spots to the public to aid in the Coronavirus response efforts. You will no longer need to have a Cox account to access the hot spots.

To locate Cox hotspots near you, visit: <https://www.cox.com/aboutus/wifi-hotspot-map.html>. You can connect to any Cox hotspot like you connect to any wi-fi network.

1. Turn on wi-fi and search for networks
2. Select the CableWiFi or CoxWiFi wireless network
3. Launch your Internet browser (if asked, choose Cox from the list of Internet providers)
4. Follow prompts

Low-Cost Home Internet Service:

Cox Communications is also offering low-cost internet home service for \$9.95/month for families with school age children (free for first 30 days) through the Cox Connect2Compete program. Learn more at: <http://www.cox.com/c2c>

AT&T also offers low-cost internet home services to qualifying households through the AT&T Access program. For more information, please visit: <https://www.att.com/shop/internet/access/#/>

Access to Computers and Laptops:

Computers2Kids, a local nonprofit, offers computers and laptops loaded with Microsoft Office for \$80 and \$100 for low-income students. Students can go to www.c2sdk.org or call 858-200-9788.

Unemployment Information:

If your employer has reduced your hours or shut down operations due to COVID-19, you can [file an Unemployment Insurance \(UI\) claim](#). UI provides partial wage replacement benefit payments to workers who lose their job or have their hours reduced, through no fault of their own. Workers who are temporarily unemployed due to COVID-19 and expected to return to work with their employer within a few weeks are not required to actively seek work each week. However, they must remain able and available and ready to work during their unemployment for each week of benefits claimed and meet all other eligibility criteria. Eligible individuals can receive benefits that range from \$40-\$450 per week.

The [Governor's Executive Order](#) waives the one-week unpaid waiting period, so you can collect UI benefits for the first week you are out of work. If you are eligible, the EDD processes and issues payments within a few weeks of receiving a claim.

Sincerely,

Student Affairs Division
Southwestern College