

From: Case Willoughby
Sent: Friday, March 13, 2020 8:35 PM
To: 'spring_2020_students@my.bc3.edu' <spring_2020_students@my.bc3.edu>
Subject: BC3 Update

Dear Student,

Butler County Community College will suspend all face-to-face format credit courses next week at its main campus and at its additional locations and transition those courses to remote instruction starting March 23 through the end of the spring 2020 semester.

The precautionary measure is intended to protect the safety, health and well-being of BC3's students, faculty and staff, and aligns with decisions made by other institutions of higher education with regard to COVID-19.

There are no reported or confirmed cases of COVID-19 on BC3's main campus or at any of BC3's additional locations at this time.

BC3 faculty next week will work to transition face-to-face format credit courses to remote instruction. Faculty will have the option of using an Internet-based learning management system, email and video conferencing to resume their courses March 23. Nearly 1,000 BC3 credit students as of Feb. 14 were enrolled in at least one online course.

BC3 officials next week will also work to transition to remote instruction as many noncredit courses or trainings as possible that were scheduled to be held on BC3's main campus or at its additional locations in Brockway, Cranberry Township, Ford City, Hermitage and New Castle.

Noncredit Workforce Development, Public Safety, Lifelong Learning and Adult Literacy courses and trainings are expected to continue as scheduled if held at non-BC3 locations that have not closed. BC3 officials will contact students registered for noncredit courses that may transition to remote instruction formats or be canceled.

BC3 has also canceled all college and public events scheduled to be held on its main campus in Butler Township and at its additional locations until further notice.

The college has temporarily banned all international and domestic college-related travel.

Students currently enrolled in or registered for spring 2020 online courses will resume their studies as scheduled Monday, March 15. BC3's five-week online Fast Track 3 courses will begin as scheduled March 30. BC3's final exams will also be administered remotely and as scheduled.

BC3's summer credit session, which includes face-to-face format courses, is expected to begin as scheduled May 11.

Students whose program requires clinical or practicum experiences may be transitioned to simulated learning experiences, or resume their studies as scheduled at the discretion of the host healthcare system or organization.

Those whose program requires traditional laboratory classes may be transitioned to simulation laboratories.

BC3's campus police and security, and its operations staff, will return to BC3's main campus on Monday.

Other employees at BC3 will have the discretion to work onsite and-or remotely in fulfilling their full workweek schedule until further notice. BC3's main campus will be open to those employees from 8 a.m. to 4 p.m. weekdays. Information about how BC3 employees can access additional locations will be forthcoming.

Temporary and student workers should consult with their supervisor before deciding to work onsite. Employees unable to fulfill their full workweek should utilize available leave.

Access to buildings will be limited to specific entrance doors that will be indicated with proper signage. Those who enter will be required to sign in and sign out.

BC3 will continue to monitor the situation regarding COVID-19 and will keep internal and external audiences updated on new information regarding college response and operations.

Updates will be posted on BC3's website at <https://bc3.edu/services/coronavirus-2019.html>.

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