

**From:** Case Willoughby  
**Sent:** Monday, March 16, 2020 8:23 AM  
**Subject:** Faculty access to off campus site  
**Importance:** High

Dear BC3 Faculty,

Those of you who teach at one or more of BC3's additional locations, BC3 @ Armstrong, BC3 @ Brockway, BC3 @ Cranberry, BC3 @ Lawrence Crossing, or BC3 @ LindenPointe may also need to access materials and resources at those locations in preparation for the transition to remote instruction.

Below please find the days and times these locations will be open for faculty and staff (not students) to access resources. With far smaller staffs at these sites, times at some are limited. If the hours listed do not work, please contact the site Director by email to schedule an alternate time.

**Access of BC3 additional locations during the week of March 16 – 20.**

**BC3 @ Armstrong**

Monday – Thursday 8:30AM - 4:30PM

Friday by appointment

Director: Karen Zapp [karen.zapp@bc3.edu](mailto:karen.zapp@bc3.edu)

**BC3 @ Brockway**

Monday – Friday 8AM – 4PM

Director: Jill Martin-Rend [jill.martin-rend@bc3.edu](mailto:jill.martin-rend@bc3.edu)

**BC3 @ Cranberry**

Monday – Thursday 10 AM – 2PM

Director: Lauren Buchanan [lauren.buchanan@bc3.edu](mailto:lauren.buchanan@bc3.edu)

**BC3 @ Lawrence Crossing**

Monday – Thursday 10 AM – 2PM

Director: Sean Carroll [sean.carroll@bc3.edu](mailto:sean.carroll@bc3.edu)

**BC3 @ LindenPointe**

Monday – Friday 8AM – 4PM

Director: John Suesser [john.suesser@bc3.edu](mailto:john.suesser@bc3.edu)

Thank you for all you are doing to continue our students' education. If you have questions for a specific site please contact that site's Director. Please also contact me with any general questions.

Dr. Case Willoughby  
Vice President for Student Affairs & Enrollment Management  
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