

**March 15, 2020**

**DEAR CARTERET COMMUNITY COLLEGE FAMILY,**

The Carteret Community College leadership team is very concerned about the health and safety of all students, faculty, and staff. We care about each of you and have made every effort to consider all aspects of our operations during the COVID-19 pandemic. These decisions will have consequences for each of us professionally and personally. We are committed to ensuring the high quality standards of excellence that distinguish a Carteret Community College education. Our faculty and staff stand ready to support students. We ask that everyone continue to refer to <http://www.carteret.edu> for the most up-to-date information on anything related to the College's operations and information on the Coronavirus (COVID – 19).

**\*\*\*\*\*THE FOLLOWING IS EFFECTIVE IMMEDIATELY (MARCH 15, 2020). PLEASE READ CAREFULLY.\*\*\*\*\***

**THE CARTERET COMMUNITY COLLEGE CAMPUS WILL BE CLOSED TO STUDENTS, FACULTY, STAFF AND THE GENERAL PUBLIC BEGINNING MARCH 16, AT 3:00 PM THROUGH MARCH 29.**

**STUDENTS – CURRICULUM INSTRUCTION**

- Effective Monday, March 16, all curriculum classes will be delivered online via email and/or Moodle. **Curriculum classes are NOT cancelled, but will be delivered in an online format. Faculty will communicate specific instructions within 24 hours. Students with questions should email the appropriate faculty of the respective course to obtain clarification or additional information for each course.**
- Students can access academic courses at [www.carteret.edu](http://www.carteret.edu) and then select the Moodle icon in upper right hand corner of the webpage. Then login using your student username and password.
- **Students can access campus to retrieve personal items, projects, or other academic materials on Monday, March 16 until 3:00 pm. No students will be allowed on campus after 3:00 pm.**
- Financial Aid payments will be disbursed through US Postal Service beginning Tuesday, March 17. Students, **do not** come to campus to pick up Financial Aid payments.
- The Carteret Community College Bookstore will be closed. Students can access the bookstore at <https://www.bkstr.com/carteretccstore/home>. Students can place online orders and the bookstore will ship at no cost for student orders.
- Effective Monday, March 16, the Library will be closed to students and public users until March 29. Librarians are available to assist with research and citation questions via the “Chat” link on the Library web page, by email to [library@carteret.edu](mailto:library@carteret.edu), or via telephone at (252) 222-6213.

- A Student “Hotline” has been set up as an additional service to students. We urge students to first contact your course faculty member or advisor. Student “Hotline” 1-252-222-6100.

#### **STUDENTS – CONTINUING EDUCATION INSTRUCTION**

- Effective Monday, March 16, all continuing education and basic skills classes are canceled through March 29. A continuing education representative will be in contact with you via email or telephone.

#### **FACULTY AND STAFF**

- Carteret Community College Faculty and Staff will report on Monday, March 16 on a regular schedule and are required to meet with their respective Vice President to develop a Temporary Telework Agreement beginning March 17 through March 29.
- While the campus is closed to the public, some identified essential personnel will be required to work specified days to maintain local, state, and federal operations to fulfill the work for business continuity.
- Faculty and staff may be asked to participate in online or telephone meetings or to continue work on specific projects from home. Advisors should continue to contact and respond to returning students to assist them with the new Carteret Compass registration process. Additional instructions on registration for summer and fall are forthcoming.

Your cooperation and assistance is greatly appreciated as we do everything possible to care for students, faculty, and staff during this challenging time. Thanks for your creativity, understanding and commitment to this shared effort.

Best regards,

John Hauser

John Hauser, Ed.D.  
President

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