

**Subject:** On-campus classes canceled for March 16-20  
**Date:** Sunday, March 15, 2020 at 6:07:51 PM Central Daylight Time  
**From:** Tucker, Ken  
**To:** All Faculty and Staff, All Students  
**CC:** Anderson, Jean, Beard, Katie, Bloom, Hal, Brown, Joseph, Bunn, Terry, Cloud, Sheila , Jerry W. Groce ( [REDACTED] ), Jody Wise ( [REDACTED] ), John Killian, Kendrick, Mike, Randy Hillman - BOARD OF TRUSTEES, UWA ( [REDACTED] ), Jerry Smith - Forward, Smith, Justin, Vernon, Victor  
**Attachments:** image001.jpg, image002.jpg, image003.jpg, image004.jpg

Good Evening,

In light of rapidly changing conditions statewide, the University of West Alabama has **canceled on-campus class meetings for the week of March 16-20** in its continuing efforts to help minimize the impact and risks of Coronavirus (COVID-19) on the University community. Students who do not need tutorial support in online learning are not required to be on campus and may begin early checkout with UWA Housing.

Although there are no known cases at UWA, we can play an instrumental role in minimizing the spread of the virus and reducing the inevitable burden on already-limited health care providers and facilities in our area. In the coming weeks of uncertainty, exercising sound judgement helps ensure the health and safety of the University community, and that is our top priority.

In concert with other regional institutions in the state, the schedule for the upcoming week (March 16-20) has been re-evaluated, with the understanding that widespread closures are happening much more quickly than originally expected. Training and support sessions will be available on Monday and Tuesday on campus, but those who wish to view online are encouraged to do so instead of attending the workshops. ***See links for training videos and resources***

- **Monday, March 16 & Tuesday, March 17** UWA offices will be open, but on-campus classes will not meet. Students who do not need tutorial support in online learning or training in platforms like Blackboard are not required to return to campus for classes. [Click for important information on early checkout procedures from UWA Housing.](#)
- **March 18-20** UWA offices will be closed, and no on-campus classes will meet. University employees are not required to work unless otherwise directed by their supervisor.
- **March 23-27** As previously announced, the University will be closed as originally scheduled for Spring Break. Although normally closed during the break, limited Dining Services and Housing accommodations will be available on campus for those who need them.
- **March 30** As previously announced, University offices will re-open the week following Spring Break, beginning March 30. All employees are expected to report to work for normal operating hours.
- **March 30-April 3** Faculty and staff are expected to finalize necessary arrangements for the full transition to online instruction and learning, using available digital platforms, email, and other communications as planned by faculty and expressed to students during planning weeks.
- **April 6** All on-campus classes will have completely transitioned to online instruction.

## UNIVERSITY ACTIVITIES

All University events and scheduled programs are canceled until further notice.

## UNIVERSITY TRAVEL

All University-sponsored travel, both international and domestic, are canceled until further notice.

## UNIVERSITY HOUSING & DINING SERVICES

### [Early checkout procedures from UWA Housing](#)

Students are not required to return to campus when classes resume on April 6, and can continue their course work via online instruction. International or other students who do not have alternative accommodations, students from areas without high-speed internet or other means of receiving remote instruction, and students with exceptional hardships, or academic, employment, or clinical requirements may return to their University housing. Arrangements will be made to ensure that any student who needs to remain on campus has access to essential services. Students who need to stay on campus during Spring Break to avoid travel or for other reasons may contact UWA Housing to make arrangements.

## UNIVERSITY PERSONNEL

University personnel will be directed by supervisors if any change in normal schedule or working hours is necessary. Personnel should communicate concerns or illness with supervisors as early as possible to ensure that responsibilities are covered. Bi-weekly and monthly payroll will be dispersed as scheduled.

As we navigate this unique and challenging situation together, our goal is to continue providing quality services to the maximum extent possible. Ensuring the health and safety of the University community while continuing to serve the educational needs of our students remains the top priority as we comply with federal guidelines and state-level mandates, and in collaboration with regional institutions of higher education throughout Alabama. I am confident that we can all work together with flexibility and integrity to take care of our students and see this semester through to a successful completion. Thank you all for your understanding and support during these trying times.

## BLACKBOARD RESOURCES

### Address

<https://bb.uwa.edu/>

*You may be prompted to connect to Blackboard via LinkedIn or continue without LinkedIn. Choose either (if applicable).*

### Student Tutorials

- [Logging in to Blackboard](#)
- [Finding your course in Blackboard](#)
- [Locating course content in Blackboard](#)
- [Uploading and Submitting assignments in Blackboard](#)

### Faculty Tutorials

- [Learning to Teach Online](#)
- [Learning How to Increase Learner Engagement](#)
- [Teaching with Technology](#)



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