



**PROTECT OUR PIRATES
STUDENT COMMUNICATION**



WELCOME to our new members of the Pirate Family and WELCOME BACK to our returning Pirate Family!
Below are some items you will need to know as we start the Fall semester.

CLASSES – We’re on-ground for fall! Let’s keep it that way!

- It is our hope that everyone remains healthy and this will continue, however, please know that this could change depending on campus, local, state, or national directives. Please be prepared if we need to move classes online
- Spend some extra time with a turkey! Finals week has been moved online this fall, so students will not return to campus after Thanksgiving for fall completion
- If students need to miss class due to COVID-related issues, they should notify the VP of Student Affairs, kalley@mail.ncmissouri.edu. Your faculty will be notified regarding your general status and when you can return to class. Students should communicate with their instructors to determine how they may be able to work with you to remain successful in coursework
- Students will need to sit in the same seat during each class to allow us to notify close contacts, should a student test positive for COVID-19
- Please note that in some classes, you may be asked to wear a mask. If this is a concern for you, please explore online learning. Visit with an advisor before changing your schedule!

APPOINTMENTS –There are several ways to do this safely!

- Give us a call! Our offices are open! During busy times, we may not be able to answer every call, but if you leave us a message, we’ll make sure to return your call within 1 business day and the majority of the time, much sooner!
- Email us! Email is a great way to get questions answered and refer back to information
- Schedule a virtual appointment. We’re fluent in MS Teams and would be happy to chat with you via video or just audio (especially on bad hair days)
- Schedule an in-person appointment. Not a great option at this time, as our office space doesn’t always allow for social distancing, but this remains an option. Please note that masks will be required during your appointment

HELPFUL EMAIL AND PHONE NUMBERS

OFFICE	EMAIL	PHONE 660-359-3948
A+ Questions	mcopeland@mail.ncmissouri.edu	Extension 1402
Academic Records/Withdrawals/Transcripts	registrar@mail.ncmissouri.edu	Extension 1206
Academic Services	Miholder@mail.ncmissouri.edu	660-357-6310
Admissions	Admissions@mail.ncmissouri.edu	Extension 1401
Advising/Enrolling	advising@mail.ncmissouri.edu	Extension 1405
Bookstore		Extension 1506
Cashier/Balance and Payment Info	msims@mail.ncmisouri.edu	Extension 1501
Financial Aid/Scholarships	financialaid@mail.ncmissouri.edu	Extension 1513
Library	ncmclibrary@mail.ncmissouri.edu	660-357-6335
Student Support Services	twilliams@mail.ncmissouri.edu	660-357-6332
Technology HELP Desk	NCMCITHelpdesk@Mail.Ncmissouri.edu	Extension 1214
Testing Center	ncmctestingcenter@mail.ncmissouri.edu	660-357-6335
Tutoring Center	tutoringcenter@mail.ncmissouri.edu	660-357-6374

MASKS/FACE COVERINGS

- Masks/face coverings are mandated when contact with others within 6 feet for 15 minutes or more cannot be avoided. The covering should cover your mouth and nose
- Masks/face coverings are strongly recommended inside campus buildings and in common area
- There may be certain locations throughout campus where masks are mandatory. Please look for signs and honor those requests. Thank you!!!

STUDENTS TESTING POSITIVE/CLOSE CONTACTS

- Check your pirate email daily. This is how we will communicate with you if you are a close contact of someone who tests positive for COVID-19. The email will contain information regarding when you can return to class, health information, as well as important resources
- Check your address and emergency contact information and UPDATE it, as needed! This information is used by us and the health department to contact you with important information
- If you test positive, are experiencing COVID-19 symptoms, or are identified as a close contact, notify the Vice President of Student Affairs, Dr. Alley, kalley@mail.ncmissouri.edu so she can assist you with resources and provide guidelines regarding returning to class. She will also assist you in notifying your faculty so alternative arrangements may be made
- NCMC uses CDC guidelines and direction from the health department to determine who may be a close contact. If someone in a class tests positive, it does **not** automatically mean that everyone in that class will be considered a close contact and require quarantine
- If you are identified as a positive case or close contact, we will work with the Grundy County Health Department/the health department in your place of residency to assist them with contact tracing

OTHER - All members of the Pirate Family should:

- Maintain social distancing, meet virtually when possible, and avoid congregating in tight spaces
- Continue to practice good handwashing and sanitization
- Complete a daily symptom self-check and check temperature prior to coming to campus

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- We realize that our planned changes, and possible future changes, can be disruptive to your education. We will have NCMC CARES Act money available for eligible students this fall to help mitigate expenses, such as laptop needs, printers, internet access, etc. This is another great reason to check your Pirate email! We will send out the application early in the Fall semester. Please note a FAFSA will be required

HELPFUL COVID-19 DEFINITIONS

- Close Contact – Someone who has had high risk exposure to an individual who tested positive for COVID-19. Guidelines include being within 6 feet of a someone with COVID-19 for at least 15 minutes. Other factors may also be considered
- Contact of a Contact – Someone who has been in contact with a Close Contact. No quarantine necessary
- Contact Tracing – Process used to identify contacts and provide info to curb the spread of the virus
- Isolation – Contact with others is avoided for a period of time as determined by the CDC Required of all positive cases and those with COVID-19 symptoms, but have not been tested.
- Positive Case – Someone who tests positive for COVID-19
- Probable/Presumptive Case – Someone treated as a positive case without lab evidence based on symptoms and other data, usually determined by a physician or qualified health professional
- Quarantine – Contact with others is avoided for a period of time as determined by the CDC. Required for those who were identified as close contacts

NCMC Fall 2020 guidelines: <https://www.ncmissouri.edu/north-central-missouri-college-return-to-fall-guidance/>

We are excited to start the Fall semester!
Our campus isn't the same without you!



NORTH CENTRAL MISSOURI COLLEGE COVID-19 GUIDELINES

Updated July 28, 2020



PRACTICE SOCIAL DISTANCING

- Stay 6 feet apart when possible and do not congregate.
- Limit face-to-face interaction and campus footprint as much as possible.
- Be mindful of marked entrances/exits and stairways.
- Use elevators only when absolutely necessary.

MASK POLICY



Masks are required:

- Contact with others within 6 feet for 15 minutes or more cannot be avoided

Masks are strongly recommended:

- Inside campus buildings
- In common areas

Masks are not necessary:

- In your personal space when you can remain 6 feet apart



UTILIZE TECHNOLOGY

- Use Microsoft Teams or other software to communicate with classmates or instructors online.
- Utilize online resources from the Tutoring Center and Library.
- Call or email instructors and other offices with questions.



COMPLETE A DAILY HEALTH CHECK

Do not arrive on campus if you:

- Have a fever (temperature over 100.4 F)
- Are experiencing: cough, shortness of breath, difficulty breathing, headache, sore throat, muscle aches, chills, loss of taste or smell.

Seek medical attention immediately from your healthcare provider if you have any symptoms listed above or if you're feeling unwell at all.

COVID-19 TESTING GUIDELINES

If you are confirmed or probable to have been exposed to COVID-19, do not return to an NCMC campus or extended campus until you are cleared by your healthcare provider.



PRACTICE PREVENTION HYGIENE

- Wash hands frequently and use alcohol-based hand sanitizer when soap and water are not available.
- Avoid touching your face, eyes or nose.
- Cover your mouth when coughing or sneezing.

If you are exposed to or test positive for COVID-19, students must contact Dr. Kristen Alley, VP of Student Affairs, by calling (660) 357-6400. Faculty and staff must contact Kristi Harris, Chief of Staff, at (660) 357-6203.