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# Lakes Region Community College

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## Memorandum

Date: March 16, 2020

To: LRCC Students

From: College Leadership Team

Re: Classes and transition to remote operations

Dear LRCC Students:

The health and well-being our LRCC family is our primary concern. In an effort to promote social distancing the college has made some important adjustments that we need to communicate.

### **Spring Semester Classes**

**After Spring Break (or beginning March 23) most LRCC classes will move to an online or hybrid format.** This will continue through April 5<sup>th</sup>, but may be extended.

We recognize that due to the nature of our instruction, there may be classes that cannot be completed solely online. Instructors and department chairs are putting together plans to accommodate these issues with the aim of supporting every student's chances of completing the semester successfully. The college is also working with offices of financial aid and student success center (tutoring, advising and student support) to find ways to continue to provide those services where possible.

In order for this to work, we ask you to do your part. Students must be in touch with their instructors to find out what work need to be completed and in what formats.

Students are expected to:

1. Check your college email regularly. Email can be accessed via <https://www.lrcc.edu/mylrcc/>
2. Check information posted by your instructors in CANVAS. <https://www.lrcc.edu/mylrcc/>
3. After reviewing the sources above, contact your instructors (via college email) with questions and/or concerns.
4. We will create an email address for students having troubling reaching their instructors (please allow instructors 24 hours to respond) and share it with you in the near future.

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## Housing

**Apple Ridge Apartments will be closed March 20 – April 5, 2020.** Students living at the Apple Ridge Student Apartments have been notified of the closing. We are currently working with remaining students to arrange their departure. Housing students on Spring Break should plan not to return until April 5<sup>th</sup> unless notified otherwise. Housing students do not need to move their belongings, but will not have access to their apartments during this time. Should a residential student need access to their apartment, they should contact Eric Walsh RD at [ewalsh@ccsnh.edu](mailto:ewalsh@ccsnh.edu) to make arrangements. Please note that this closure may be extended and we will communicate that information as soon as possible.

## College Operations

**College offices will begin operating remotely.** Keeping in mind the safety and well-being of our community we are focusing on plans on maximizing social distancing which includes minimizing close contact and congregation on campus. Thus, in the coming days our offices will be creating work plans that may disrupt walk in and call in services during our normal hours of operation. We will continue to provide services to students, however, our offices will be relying more on phone and email for those services.

We ask students and parents seeking services to email non-academic questions to [lrcinfo@ccsnh.edu](mailto:lrcinfo@ccsnh.edu) and to visit [www.lrcc.edu](http://www.lrcc.edu) where we will post any changes to the college's operations and to be patient with us as we navigate this situation.

While the Bennett Library will remain open (for now) to serve students needing internet access or library support, we will be limiting the number of individuals using those services. If you need library support, please contact Penny Garrett [pgarrett@csnh.edu](mailto:pgarrett@csnh.edu) to make arrangements ahead of time.

Taking care of our LRCC family is our first priority. All of us have a role to play in that. Please check [www.lrcc.edu/coronavirus](http://www.lrcc.edu/coronavirus), your ccsnh email and CANVAS for regular updates.

Larissa R. Baia, Ph.D.  
President