



COLLEGE OF THE  
ALBEMARLE

# **Student Resource Guide for COVID-19**

**Fall 2023  
Spring 2024**



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LET'S ALL BE DOLPHIN  
**SMART**  
Safety  
Minded  
And  
Ready  
To Learn

## Message from the President



As our understanding of COVID-19 has continued to evolve so have our policies and procedures. In this document, you will find information that is vetted by the college's leadership team and updated as often as necessary. We remain committed to the health and safety of our students and employees.

While so much remains uncertain about the future impacts of COVID-19, this plan outlines COA's safety considerations for on-site instruction, student services, and daily operations. Please keep in mind that this pandemic is an ever-evolving situation and communication is key. The directives in this guide could change as new developments occur. Please monitor your student email accounts regularly to ensure you stay up to date on the college's response to COVID-19.

This plan has been developed to include guidance from the State of North Carolina, the NC Community College System, Centers for Disease Control (CDC), our local county health authorities, and other agencies.

We all have a responsibility to keep ourselves, each other, and our students safe and healthy. By working together – wearing face coverings as appropriate, practicing physical distancing when possible, washing our hands frequently, staying home if we are not feeling well, and keeping our campus spaces clean – we can make on-campus classes and business operations successful while keeping everyone safe.

The college is doing its part by adding additional cleaning measures in the classrooms, labs, restrooms, stairways, and elevators, as well as other frequent touchpoints and common areas. We will also be monitoring our local environment and make decisions regarding closings or additional deep cleaning methods based on the information available to us. We are committed to operating the college as safely as we possibly can during this challenging time.

Please take the time and review this comprehensive campus plan and stay informed through the college's COVID-19 webpage on the college's website at [www.albemarle.edu/coronavirus](http://www.albemarle.edu/coronavirus).

A handwritten signature in blue ink, which appears to read "Jack Bagwell". The signature is stylized with large, flowing loops and is positioned above the printed name and title.

Jack N. Bagwell, Ph.D.  
President

## Introduction

This plan has been developed to promote a safe learning environment for students, faculty and staff.

Students should be aware that COVID-19 and other communicable diseases are a public health risk; that COA cannot guarantee safety or immunity from any infection; and that each student voluntarily assumes all risks associated with participating in COA courses and activities on campus and at clinical facilities, including the risk of exposure or infection with COVID-19 and other infectious diseases.

Expectations and guidelines are established for your safety and for the safety of all. Every student, faculty member and staff member is expected to fully comply with the college's COVID-19-related policies, procedures, and protocols. Any student who needs a face covering can pick one up at any campus front desk/reception/admission area.

***Please keep in mind: this pandemic is an ever-evolving situation.  
The information in this guide could change as new developments occur.***

### Resources at Campus Locations

We recognize that students who choose to take online courses to aid in mitigating the spread of COVID-19 may lack adequate internet services and/or computer equipment. A limited number of laptops are available at each campus library for check out. And, community Wi-Fi Hotspots are also designated at each campus location.

### Information on Instruction

Physical distancing will be practiced when possible, with minor exceptions to allow for specific instructional activities and will be closely monitored by faculty. In some classes, labs, clinical locations or shops, there may be additional requirements that need to be followed; these will be shared by your instructors.

Guidelines in this document will be used for decision making in student cases, but may not cover all the different types of situations that arise related to the Coronavirus. Some programs that have increased face-to-face contact hours, such as labs, clinicals, and work-based learning, may have additional guidelines and concerns that require additional precautions and strategies be implemented to help protect students, faculty/staff, patients, and/or members of the community. These decisions will be made by the Student COVID Response Team, in collaboration with health agencies as needed.

### Seeking Accommodations

To self-identify and seek accommodations, including exceptions to use of face coverings because of medical conditions, students should contact COA's Accessibility Services office.

Accessibility and Student Conduct  
[accessibility@albemarle.edu](mailto:accessibility@albemarle.edu)  
252-335-0821 ext. 2256  
COA – Elizabeth City: AE 13



## Student Services

Student services will be delivered in-person and remotely during operational hours.

Student support is available Monday through Friday by accessing the following contacts:

- **Academic concerns** - Please reach out to your instructor or advisor
- **Accessibility Services** - [accessibility@albemarle.edu](mailto:accessibility@albemarle.edu)
- **Admissions** - [admissions@albemarle.edu](mailto:admissions@albemarle.edu)
- **Advising and Registration** - [advising@albemarle.edu](mailto:advising@albemarle.edu)
- **Career and College Promise** - [ccp@albemarle.edu](mailto:ccp@albemarle.edu) or your high school COA Liaison
- **Financial Aid** - [coafainfo@albemarle.edu](mailto:coafainfo@albemarle.edu)

## Advising

Students should contact their advisor to make arrangements for advising sessions that can be completed on campus, by phone or Google Meets.

## Mental and Emotional Well-being

COA is committed to supporting your overall mental and emotional health during this stressful time of COVID-19. Our Student Services and Enrollment Management (SSEM) personnel are here to assist you if needed during the semester. Please contact SSEM for your needs and concerns at any campus site.

## National Suicide Prevention Lifeline

1-800-273-TALK (1-800-273-8255)

Students are encouraged to contact the National Suicide Prevention Lifeline if they are feeling overwhelmed with emotions such as sadness, depression or anxiety; or feel they want to harm themselves or others.

## Other Resources

**Personal/Financial Concerns:** [coacares@albemarle.edu](mailto:coacares@albemarle.edu)

**Student Assistance Program** –login: [coacares4u](#) password: [guest](#)

More information can be found on the COA website at [www.albemarle.edu/student-resources](http://www.albemarle.edu/student-resources)

**Student Life and Leadership:** Log into myCourses and visit “Student Life”

**Transcripts/verifications and Veterans:** [registrar@albemarle.edu](mailto:registrar@albemarle.edu) You may also call any campus site to speak to college staff.



## COVID-19 Communications

COA recognizes the need to provide ongoing information and guidance pertaining to its COVID-19 response efforts.

- COA website: updates will be prominently placed and noticed on the College's website, which includes a section dedicated to information about COVID-19 from the CDC. [www.albemarle.edu/coronavirus](http://www.albemarle.edu/coronavirus)
- COA social media pages
- If students have any concerns or suggestions, they are encouraged to contact their campus Student Success and Enrollment Management personnel for assistance.



COA has created an online reporting tool in the Incident Reporting System (MAXIENT). Students, faculty and staff may report a concern or health issue or suggest an area for improvement by submitting an Incident (Maxient) Report – a link is located at the bottom of the COA homepage on the website: [www.albemarle.edu](http://www.albemarle.edu). Students may also call the NC COVID-19 hotline toll free at 866-462-3821. This hotline is available 24/7.


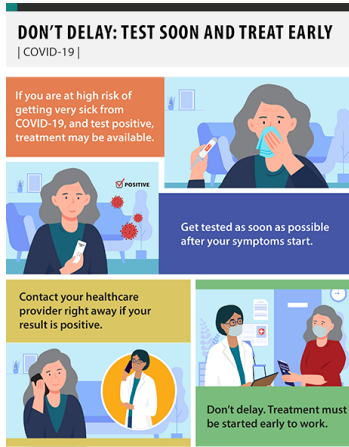



## Health and Safety

### Prevention Protocols – Protecting Yourself and Others!

We all have a responsibility to keep ourselves, each other, and the learning environment safe and healthy! The best way to prevent illness is to avoid being exposed to this virus. **All COA students are expected to comply with the protocols and practices in this guide.**

	<p><b>Get Vaccinated and stay up to date on your COVID-19 vaccines</b></p> <p>COVID-19 vaccines are effective at preventing you from getting sick.</p> <p>COVID-19 vaccines are highly effective at preventing severe illness, hospitalizations, and death.</p> <p>Getting vaccinated is the best way to slow the spread of SARS-CoV-2, the virus that causes COVID-19.</p> <p>CDC recommends that everyone who is eligible stay up to date on their COVID-19 vaccines, including people with weakened immune systems.</p>
 <p><b><i>If you need a mask - we can provide one.</i></b></p>	<p><b><u>WEARING A MASK IS OPTIONAL ON CAMPUS BASED ON YOUR LOCAL SITUATION AND HEALTH NEEDS.</u></b></p> <p>Everyone ages 2 years and older should properly wear a well-fitting mask indoors in public in areas where the <u>COVID-19 Community Level</u> is high, regardless of vaccination status.</p> <p>Some situations in classrooms and labs that have close proximity or higher risks may also still require wearing masks. Those who are more comfortable wearing masks are welcome to do so.</p> <p><b><u>Find your Community level of COVID 19 at</u></b> <a href="https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html">www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html</a></p> <ul style="list-style-type: none"><li>• Wear a mask with the best fit, protection, and comfort for you.</li><li>• If you are in an area with a high <u>COVID-19 Community Level</u> and are ages 2 or older, wear a mask indoors in public.</li><li>• If you are sick and need to be around others, or are caring for someone who has COVID-19, wear a mask.</li><li>• If you are at increased risk for severe illness, or live with or spend time with someone at higher risk, speak to your healthcare provider about wearing a mask at medium COVID-19 Community Levels.</li></ul> <p>People who have a condition or are taking medications that <u>weaken their immune system</u> may not be fully protected even if they are up to date on their COVID-19 vaccines. They should talk to their healthcare providers about what additional precautions may be necessary.</p>

	<p><b><u>PHYSICAL DISTANCING</u></b></p> <p>Please stay at least six feet apart from others when possible to help prevent the spread of the virus.</p> <p>Avoid close contact with people who are sick, if possible. If possible, maintain 6 feet between the person who is sick and other household members.</p> <p>If you are taking care of someone who is sick, make sure you properly wear a <u>well-fitting mask</u> and follow other steps to protect yourself.</p> <p>Indoors in public: If you are not <u>up to date on COVID-19 vaccines</u>, stay at least 6 feet away from other people, especially if you are at <u>higher risk of getting very sick</u> with COVID-19.</p> <p><b>This includes classrooms, labs, hallways, stairwells, restrooms and all other indoor spaces.</b></p>
<p><b><u>Avoid poorly ventilated spaces and crowds.</u></b></p> <p><i>If indoors, <u>bring in fresh air</u> by opening windows and doors, if possible.</i></p>	
	<p><b><u>Test to prevent spread to others</u></b></p> <p>You can choose from many different types of tests.</p> <p>Tests for SARS-CoV-2(the virus that causes COVID-19) tell you if you have an infection at the time of the test. This type of test is called a viral test because it looks for viral infection.</p> <p>Regardless of the test type you select, a positive test result means that you have an infection and should isolate and inform your close contacts to avoid spreading disease to others.</p> <p>Over-the-counter self-tests are viral tests that can be used at home or anywhere, are easy to use, and produce rapid results. Anyone can use self-tests, regardless of their vaccination status or whether they have symptoms.</p>
	<p><b><u>Wash your hands often</u></b></p> <p>Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place or after blowing your nose, coughing, or sneezing.</p> <p>It's especially important to wash your hands:</p> <ul style="list-style-type: none"> <li>• Before eating or preparing food, before touching your face.</li> <li>• After using the restroom or leaving a public place.</li> <li>• After handling your mask, changing a diaper, caring for someone sick, or touching animals or pets.</li> </ul> <p>If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.</p>



### Cover Your Cough or Sneeze



### Clean and Disinfect Surfaces Used Daily

This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets and sinks.

COA's custodial services team will routinely perform enhanced cleaning at the college. **However, everyone at COA is also expected to do their part and wipe down work surfaces, equipment used and frequently touched areas to stop the spread of illness. Cleaning products will be available where needed.**

### Know How COVID-19 and Variants Spread

The virus is known to spread very easily and mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets and airborne transmission produced when an infected person coughs, sneezes, sings, exercises, or talks, especially in enclosed spaces and spaces with poor ventilation – even if more than 6 feet apart.
- COVID-19 may be spread by people who are not showing symptoms.
- COVID-19 spreads less commonly through contact with contaminated surfaces.

### Monitor Yourself Daily for Symptoms

#### Be alert for symptoms:

- Watch for fever, cough, shortness of breath, or [other symptoms](#) of COVID-19.
- **Take your temperature** if symptoms develop.
- Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Follow [CDC guidance](#) if symptoms develop.

Monitoring symptoms is especially important if you are running errands, going into the office or workplace, and in settings where it may be difficult to keep a physical distance of 6 feet.

An infographic titled "Symptoms of Coronavirus (COVID-19)" in a green header. Below the title, it says "Know the symptoms of COVID-19, which can include the following:". There are eight illustrations of people showing different symptoms, arranged in two rows of four. The first row shows: a person coughing (labeled "Cough, shortness of breath or difficulty breathing"), a person with a fever (labeled "Fever or chills"), a person with muscle aches (labeled "Muscle or body aches"), and a person vomiting (labeled "Vomiting or diarrhea"). The second row shows: a person with a fever (labeled "Fever or chills"), a person with muscle aches (labeled "Muscle or body aches"), a person with vomiting (labeled "Vomiting or diarrhea"), and a person with a new loss of taste or smell (labeled "New loss of taste or smell"). At the bottom, it says "Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19."

## Reporting COVID-19 Exposures, Testing or Illness

- Instructors need to know right away if you are going to be absent because of Covid. Waiting too long to report may impact being allowed to make up work and your grade. Waiting to report may impact your grade and being allowed to make up class work.
- COVID-19 reporting is vital to COA and the community. Reporting helps to understand the amount of COVID related exposures and illnesses that may be occurring and impact further decision making for everyone's safety. Please report COVID exposure, testing, or symptoms even if you attend in an online format.
- COA has created an online reporting tool in the Incident Reporting System (MAXIENT). Students may report a concern or health issue or suggest an area for improvement by submitting a COVID Report Form. Please go to: [www.albemarle.edu/student-resources/campus-safety-security/updates/](http://www.albemarle.edu/student-resources/campus-safety-security/updates/) and choose student form or [https://cm.maxient.com/reportingform.php?CollegeofTheAlbemarle&layout\\_id=](https://cm.maxient.com/reportingform.php?CollegeofTheAlbemarle&layout_id=)
- Please make sure to fill out the form in its entirety, and be as specific and detailed as possible.
- Employees who receive reports from students, or receive information that a student has been exposed, tested, or is positive for COVID must fill out a student reporting form on behalf of the student on the day they are notified.
- After filling out the report, please quarantine. Do not report to the campus until you are instructed to do so, this includes individuals who are fully vaccinated. Contact your instructor regarding advice on how to complete coursework, or make up "hours".
- Please be sure to fill out all of the sections, and answer each question with as much detail as possible.

**Strict confidentiality is maintained for reporting.** All student-related items are sent directly to the Vice President, Student Success and Enrollment Management. This person will then make the needed notifications to initiate any specific actions.

## If You Are Exposed

All students should "self-monitor" their health daily. If you are exposed to someone else who may have COVID-19 or develop any symptoms yourself, follow the Exposure Scenarios - Guidelines below, depending on your situation.

**Exposure** requires "close contact" with someone who is infected. **Close contact** is defined as someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness/symptoms onset (or, for asymptomatic people, 2 days prior to their COVID test specimen collection) until the time the patient is isolated.

You are still considered a close contact even if you were wearing a mask/cloth face covering while you were around someone with COVID-19. Masks/cloth face coverings are meant to protect other people in case you are infected, and not to protect you from becoming infected.

**Quarantine** is used to keep someone *who might have been exposed to COVID-19*, but does not know if he or she is infected, away from others. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from the CDC, state or local health department.

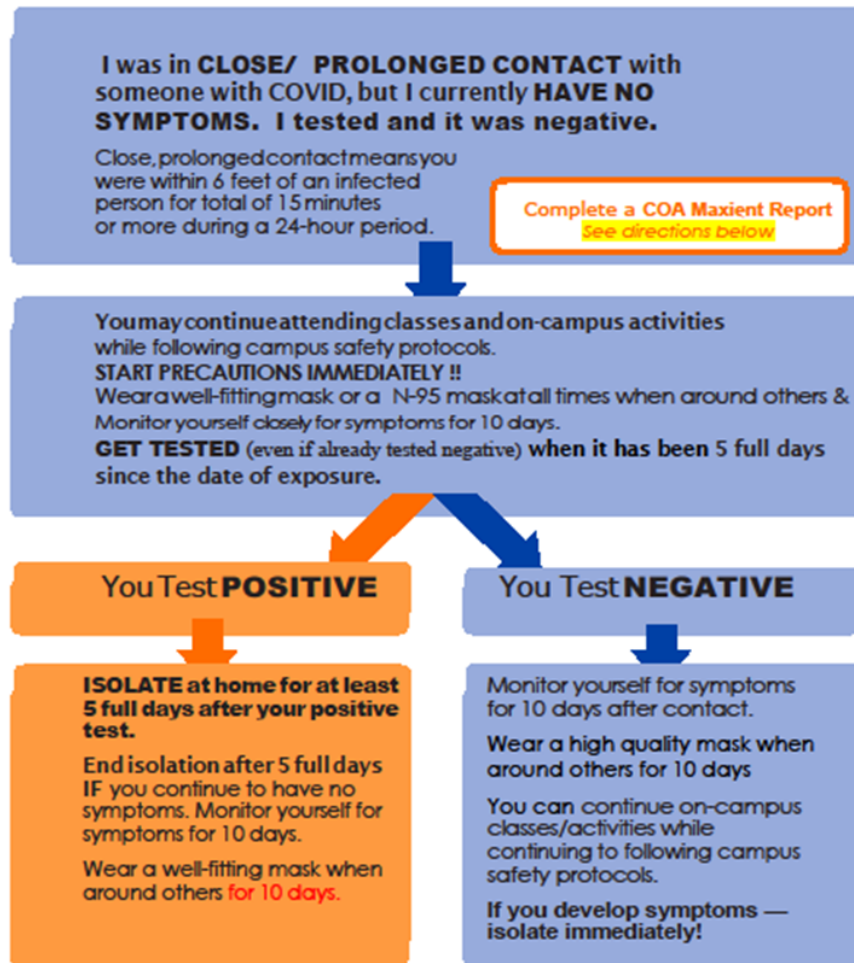
**Isolation** is used to separate people infected with the virus (*those who are sick with COVID-19 and those with no symptoms but have tested positive*) from people who are not infected (even in their own home). People who are in isolation should stay home until it's safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom.

## What should I do next?

The charts on the following pages are provided to help you determine what needs to occur if you are exposed as a close contact to someone with COVID, if you begin to have symptoms of covid, and/or if you test positive for COVID. The college will use these charts – based on the CDC guidelines – to determine your need to quarantine or isolate. **Please start with the chart that corresponds to your situation**, and then follow the chart through to what occurs in your individual case.

### I have been in close contact /exposed to someone with COVID - but I DO NOT HAVE SYMPTOMS and I tested and it was **NEGATIVE**.

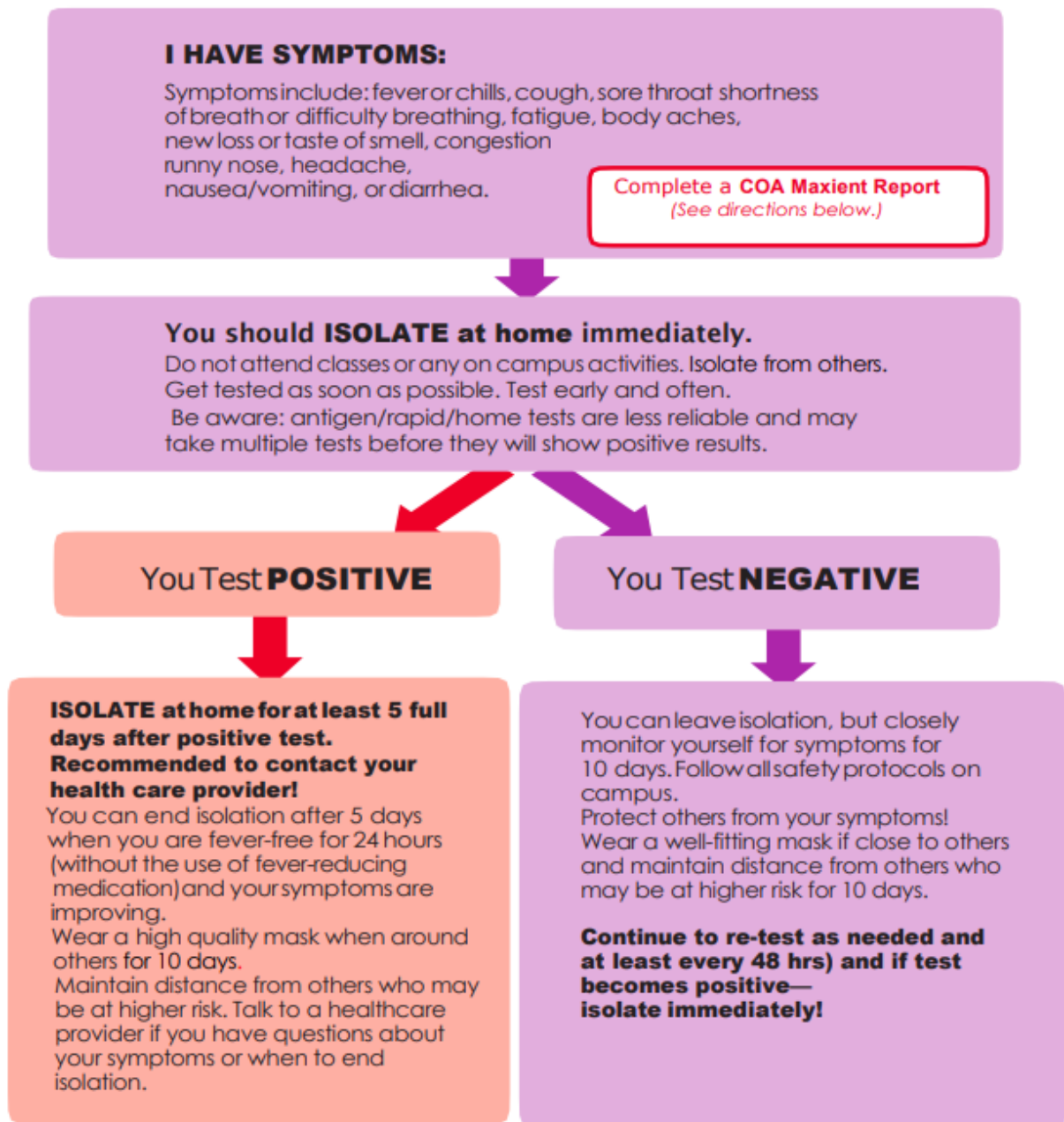
(regardless if you are vaccinated or had a previous COVID 19 infection)



**Note When Calculating Quarantine or Isolation:** The date of your exposure or the day symptoms start is considered day 0. Day 1 is the first full day after your last contact with a person who has had COVID-19 or the first full day you start having symptoms. Stay home and away from other people for at least 5 full days.

**How to submit a COA Maxient Report:** Go to [www.albemarle.edu](http://www.albemarle.edu) (the COA website homepage), scroll to the bottom and click on "Incident Reporting". Then click the appropriate link in the header — "Student" or "Employee".

**I HAVE SYMPTOMS that I suspect are COVID 19**  
(regardless if you are vaccinated or had a previous COVID 19 infection)



**Note When Calculating Quarantine or Isolation:** The date of your exposure or the day symptoms start is considered day 0. **Day 1 is the first full day after your last contact with a person who has had COVID-19 or the first full day you start having symptoms.** Stay home and away from other people for at least 5 full days.

**How to submit a COA Maxient Report:** Go to [www.albamarle.edu](http://www.albamarle.edu) (the COA website homepage), scroll to the bottom and click on "Incident Reporting". Then click the appropriate link in the header — "Student" or "Employee".



**I TESTED POSITIVE for COVID 19 but  
I DO NOT HAVE SYMPTOMS**  
(regardless if you are vaccinated or had a previous COVID 19 infection)

**I Tested Positive but have no symptoms:**

Symptoms include: fever or chills, cough, sore throat, shortness of breath or difficulty breathing, fatigue, body aches, new loss or taste of smell, congestion, runny nose, headache, nausea/vomiting, or diarrhea.

Complete a COA Maxient Report  
(See directions below.)

**You have COVID 19!**

You should **ISOLATE at home** immediately.

Do not attend classes or any on campus activities for at least 5 days.  
Monitor yourself for symptoms.

**ISOLATE at home for at least 5 full days.**

You can end isolation after 5 days if you are fever-free for 24 hours (without the use of fever-reducing medication) and any symptoms are improving. You may not develop any symptoms at all – but should still isolate!

Wear a high quality mask when around others for 10 days since you tested positive.

If you have access to antigen/rapid/home tests, you can consider using them. With two sequential negative tests 48 hours apart, you may remove your mask sooner than day 10. If still positive – you may need to wear it for longer than 10 days.

Regardless of when you end isolation, avoid being around people who are more likely to get very sick from COVID-19 until at least day 11.

Talk to a healthcare provider if you have questions about your symptoms or when to end isolation.

**Note When Calculating Quarantine or Isolation:** The date of your exposure or the day symptoms start is considered day 0. Day 1 is the first full day after your last contact with a person who has had COVID-19 or the first full day you start having symptoms. Stay home and away from other people for at least 5 full days.

**How to submit a COA Maxient Report:** Go to [www.albemarle.edu](http://www.albemarle.edu) (the COA website homepage), scroll to the bottom and click on "Incident Reporting". Then click the appropriate link in the header — "Student" or "Employee".

## Testing and Contact Tracing for COVID-19

COA does not provide health care services and COVID-19 testing is not being provided to individuals by the college. If students think they may have symptoms or have been exposed to COVID-19, they should seek appropriate medical attention from their primary care physician, local urgent care facilities, or the local health department.



To get your test result, please check with the group that performed your test, such as your healthcare provider or health department. How long it will take to get your test results depends on the test used.

- **If you test positive for COVID-19**, know what protective steps to take if you are sick.
  - Most people have mild COVID-19 illness and can recover at home without medical care. Contact your healthcare provider if your symptoms are getting worse or if you have questions about your health.
- **If you test negative for COVID-19**, you probably were not infected at the time your sample was collected. This does not mean you will not get sick:
  - A negative test result only means that you did not have COVID-19 at the time of testing or that your sample was collected too early in your infection.
  - You could also be exposed to COVID-19 after the test and then get infected and spread the virus to others.
  - If you have symptoms later, you may need another test to determine if you are infected with the virus that causes COVID-19.
  - It can take up to 10 days after exposure to the virus for a person to develop COVID-19 symptoms. A negative test result before the end of the 10-day quarantine period does not rule out possible infection and does not end your quarantine.

For those seeking testing locations, the North Carolina Department of Health and Human services has a searchable database at <https://covid19.ncdhhs.gov/FindTests> or contact your local health department. The NC Department of Health and Human Services/local health departments are responsible for contact tracing of COVID-19 positive persons. Access to free home/rapid tests can be found at: <https://covid19.ncdhhs.gov/home-covid-19-tests#pickup>

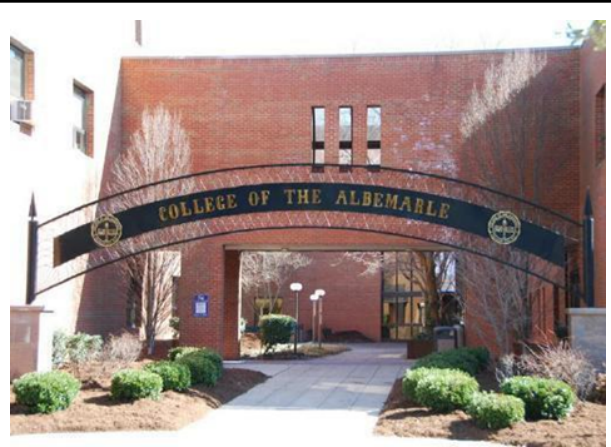
If you would like to be vaccinated, please visit [www.vaccines.gov/search](http://www.vaccines.gov/search) to find a location near you or contact your local health department or your medical provider.



**And complete a COA Incident (Maxient) Report!**

## Campus Operations/Facilities

The COA campuses and buildings where we learn are an important part of our interactions – not only with other people – but with other “things” that can be contaminated by the virus and passed on to people. Therefore, it is also important we all work together to keep our physical environment safe.



### Physical Distancing in Labs and Classrooms

- For classes and labs that require students to be on campus, the college has taken a variety of precautions to help protect students, faculty and staff by minimizing close interaction as much as possible.
- Classes and labs will utilize physical distancing when possible to aid in stopping the spread of the virus.
- Use of rooms and common areas may be changed based on safety and instructional needs
- Please do not remove markings or furniture when on campus unless under the supervision of an instructor.

### Bathrooms

- Try to maintain distance in campus restrooms.
- Students waiting in line for use should physically distance at least six feet outside of the bathroom, if possible.
- Students should wash their hands thoroughly after using the restroom and avoid touching the door handles with their hands when exiting.

### Elevators

- **Students are encouraged to use the stairs instead of elevators.**
- Students should wash their hands or use hand sanitizer after exiting the elevator.

### Preparations of Facilities

- To meet physical distancing and health guidelines, plexiglass barriers have been installed at service counter locations throughout the College, to the extent possible.
- Routine evaluations of all facilities, including ventilation, air filtration and plumbing are done to ensure a healthy and safe environment.

### Instructor and Staff Availability

- Instructors and staff will be available on campus, or via email or Zoom.
- Students should communicate with faculty and staff using office phone numbers, email or other technology before coming to campus, to ensure they are on the premises. Alternative meeting arrangements can be made using technology, if possible.

## Meetings and Group Activities

Gathering in groups increases the risk of viral transmission, especially when the community level of transmission is high. Physical distancing is encouraged whenever meeting face-to-face and at COA events. Remote meeting technology services may be used at times when the possibility of transmission is high.

## Cleaning and Disinfecting

Cleaning and disinfecting are part of a broad approach to preventing infectious diseases such as COVID-19. Studies have shown that the coronavirus and other flu viruses can live and potentially infect a person for up to several days after being deposited on a surface. Flu viruses are typically relatively fragile, so standard cleaning and disinfecting practices are sufficient to remove or kill them. To help prevent or slow the spread of COVID-19 and other infectious diseases, the College will implement a variety of sanitizing measures across campuses and buildings to help create a safer learning environment for all.



- EVERYONE at COA – including students – will also be expected to do their part and wipe down personal work surfaces and frequently touched areas before and after they leave to stop the spread of illness and protect themselves and others!
- Electronic devices should be cleaned according to manufacturer's guidelines. If no guidance is available, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly. **Do not forget your phones!**
- COA's custodial staff will provide enhanced cleaning in offices, classrooms, labs, restrooms, common areas, elevators, etc., throughout the COVID-19 pandemic.



## Classes/Academics

### Course Offerings/Modalities

College of The Albemarle will be offering classes in a variety of modalities. Because the college is committed to the health and safety of students, faculty and staff, many classes will be offered online or hybrid. Classes with labs and clinicals may be offered face-to-face (by maintaining social distancing) and some will utilize simulations or other strategies. The table below describes the terms we use to describe the modalities and offerings.

<b>Internet</b> The course is non-synchronous and totally online
<b>Face to face</b> 100% of instruction is delivered face-to-face with the instructor in the physical presence of students.
<b>Blended</b> Class is taught both in a physical location and online. 1-50% of instruction in a blended course is taught where the instructor and student are separated by distance.
<b>Hybrid</b> Class is taught both in a physical location and online. 51-99% of instruction of a hybrid course is taught where the instructor and student are separated by distance.
<b>Web Conferencing</b> Classes will be held at a given time and day. The instructor and students will attend using Zoom or Collaborate.
<b>Synchronous</b> Distance-education (online) courses that meet on a set day(s) at a set time; will have a meeting day and time designated on your class schedule.
<b>Asynchronous</b> Classes that do not meet on set days at a set time; instead, students may be required to watch pre-recorded lectures or otherwise complete coursework on their own time. If a class meets asynchronously, it will simply be designated as online with no meeting time on your class schedule.

For the most current information about our courses, please refer to the link: [www.albemarle.edu/schedules](http://www.albemarle.edu/schedules)

### Faculty Support

The course syllabus will provide information about the hours an instructor is available to speak with you about your class, or provide other assistance. You may not need to come on campus to meet with your instructor. You may use web-conferencing or Virtual Office hours to meet.

You may also connect with your instructor through the course Moodle shell or via email.

## Library and Academic Support Services

Library services and tutoring services will be available in person and online this fall. There are study areas and rooms with computers available. More information can be found at [www.albemarle.edu/library](http://www.albemarle.edu/library).

Online tutoring is available through Tutor.com, a free assistance program that provides unlimited access to a network of tutors 24 hours per day. The Tutor.com link can be found in any of your myCourses classes. For more information go to [www.albemarle.edu/asc](http://www.albemarle.edu/asc).

Testing services and proctoring information varies by campus. Specific information is available at [www.albemarle.edu/testing-center](http://www.albemarle.edu/testing-center).

## Attendance

All college classes require face-to-face attendance or regular/scheduled attendance or participation via the online modality. Please refer to your course syllabus or program handbook for specific information regarding attendance, required time in class and make-up work. **Complete a Maxient report and contact your instructor(s) right away** in the case of illness or exposure to COVID-19.

## Other Information

If you have other specific questions about your classes, please contact your instructor(s). If you need information and your instructor is not available, the Divisional Academic Deans can help you.

- Dean of Health Sciences and Wellness Programs  
Robin Harris: 252-335-0821 ext. 2395, [robin\\_harris@albemarle.edu](mailto:robin_harris@albemarle.edu)
- Dean of Arts and Sciences/ General Education  
Lisa Meads: 252-335-0821 ext. 2357, [lisa\\_meads@albemarle.edu](mailto:lisa_meads@albemarle.edu)
- Dean of Business, Industry & Applied Technology/Currituck Campus Administrator  
Michelle Waters: 252-335-0821 ext. 2407, [michelle\\_waters@albemarle.edu](mailto:michelle_waters@albemarle.edu)
- Dean of Workforce Dev., Public Safety and Career Readiness/Edenton-Chowan Campus Administrator  
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