

## Cuyahoga Community College

### STUDENT Course Contingency Plan

A serious epidemic or other potential crisis may require the cancellation of classes due to prolonged illness, the closing of a college campus, or for faculty and students to self-isolate due to illness. If this should happen, recommended guidelines have been developed for you to follow in order to stay current with your courses and receive vital information.

**STUDENTS should follow these steps to ensure ability to continue with course:**

1. Visit My Tri-C Space **IMMEDIATELY** and update your contact information. Make certain your cell phone and other numbers are current. Be sure to sign up for the Tri-C Alert System.
2. **Check your Tri-C email account** and all Blackboard sites (regular, supplemental) for information about course assignments, tests, and/or adjustments to class requirements.
3. **Make certain** that you have complete **contact information** of AT LEAST 2-3 classmates, or for all of the members of any discussion or study group. This will afford you the ability to share course information and notes in case of absence, or to work together at a distance if class is cancelled.
4. **Keep your textbooks and other course materials** with you so if you cannot come to campus for an extended period of time, you are able to still participate in class activities.
5. **Centers for Disease Control recommend** that all persons who suspect that they have the flu should self-isolate and notify their instructor(s). **All students remain responsible for the course content and requirements for successful completion of their coursework.**