

June 30, 2020

While online learning is still in place, beginning **Monday, July 6** some students will be allowed to come on campus to complete required work that cannot be done online. This includes specific lab classes and students who received incomplete grades in **MTH, BIO, CIS, MAT and SAL**. If this applies to you, **your instructor will notify you** and provide necessary details for you to come to campus safely. **If you are not contacted by your instructor for this purpose, please do not come to campus. You will not be allowed to stay.**

We are taking steps to clean our campus to make it safe as possible. This includes screening each student upon arrival, following a recommended cleaning and sanitization and allowing for proper social distancing. To learn more about our safety precautions click [here](#).

Returning students:

If you are notified by your instructor to come to campus, please be aware of the following:

- You will be screened upon entry to any building. You will be required to use hand sanitizer, have your temperature taken, complete a brief questionnaire and sign a waiver.
- You must wear a mask and maintain proper social distancing while on campus.
- You must wear gloves where/when required. Your instructor will let you know if this applies to you.
- You will not be allowed to share equipment or personal items (i.e. cell phone, pencils, etc.)
- You must remain in the instructional area during lab/class time. Students will not be allowed to gather in groups in any area on campus including classrooms, labs, parking lots, etc.
- If you need to visit another area on campus, you must tell your instructor first. Your instructor will notify the area you are wanting to visit for further instructions.

To access Student Services and Library Services:

All Student Services offices including Admissions, Financial Aid, Testing, Student Success and TRIO remain open. Staff continues to serve students virtually Monday – Thursday 7:30 am to 5:30 pm and Friday 7:30 am to 11:30. Library Services are also available virtually. Students who are not able to conduct business online or by phone may make an appointment for in-person assistance. You must call the appropriate office to schedule an appointment.

- Admissions (256) 551-3109
- Financial Aid (256) 551-3125
- Testing (256) 551-3116
- Business Office (256) 551-7269
- HR (256) 551-7278
- Library (256) 551-3120

All students should:

- Check your Drake State student email daily. This is the College's official method of communication. Important announcements and information will be sent to you via your student email account.
- Log into your Canvas account daily to see course information and assignments from your instructors. You will also find contact information for your instructors on Canvas.
- Be sure your contact information is up-to-date in Banner.
- For log in instructions for student email, Canvas and Banner click [here](#).