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OPENING STATEMENT

At Gordon State College, we are committed to the health and safety of our students, faculty and staff. Since March 2020 our campus has been addressing the impact of the Coronavirus (COVID-19) on a daily basis. Working along with the members of the Gordon State College Coronavirus Task Force, the institution has moved through three critical phases over the last four months:

**PHASE ONE:**

EDUCATION AND PREVENTION – where we took the early precautions and shared information with the campus on how to prevent the spread of the COVID-19 virus.

**PHASE TWO:**

READINESS – where we took the steps to prepare for the possibility of converting to an on-line teaching environment based on USG guidance or detailing a plan after a confirmed case on campus.

**PHASE THREE:**

RESPONSE – where, based on the Governor’s Public Health Emergency Declaration and USG guidance, we took the steps to reduce the employee footprint on the campus (including transitioning to remote learning, limiting face-to-face services and moving students off-campus).

On May 18, we received communication from the Governor’s Office and the University System of Georgia to indicate the desire to begin reopening our state which would lead us into another phase.

**PHASE FOUR:**

RECOVERY – where we would begin a measured and thoughtful approach to return to campus and resume normal operations.

While the on-line environment provides a robust learning option for many students, we also acknowledge the benefits of face-to-face instruction. The learning environment will also extend to the dining or residence hall, a study room in the Collaborative Learning Center or
during a walk across the Lambdin Green. To that end, we are planning to return to face-to-face instruction on the first day of the Fall 2020 semester on August 12. However, the return to campus will be based on a new reality where adjustments will be made to every facet of the “on-campus” experience. This will truly be a “Power of WE!” moment as the safety of the entire campus will depend on our institutional values.

**STUDENT-FOCUSED:** The institution will outline systems and protocols focused on creating a safe return for our students. Faculty and staff have been working in a remote teaching and service environment for a few months. The steps we have taken to return to work have been successful to this point. It has required us to change the way we meet, interact and protect ourselves and others. Some of our recommended safety measures (see p. 4) should be considered as a part of your daily routine. This is the learning environment we are aiming to create for our students.

**LIFE-LONG LEARNING/SCHOLARSHIP:** As we learn new information concerning the spread of COVID-19, our expectations and guidance will change. This is a dynamic and fluid situation. We will follow the recommendations provided by the Centers for Disease Control and Prevention (CDC), the Governor’s Office, the Georgia Department of Public Health (GDPH) and the University System of Georgia (USG). Our decisions will not be fixed, but rather evolve as new information and scientific data becomes available. We will continue to evolve and grow during this unprecedented time.

**EXCELLENCE:** We are committed to providing a rigorous and innovative approach during this fall. Whether in the classroom, on the court or on the field, our goal is still focused on making progress and achieving accolades in spite of the global pandemic. Our students have demonstrated higher levels of success during the Spring semester unplanned switch to a remote learning format. With ample planning and preparation, we are poised to make an even greater impact on student success.

**RESPECT:** This value has become even more important since the launching of the Strategic Plan in July 2019. As a Highlander, you demonstrate respect by wearing your face covering when in public (e.g., outside of your personal office/living space), checking your temperature on a daily/routine basis, social distancing with others and appropriately cleaning up after yourself. We also demonstrate respect, by acknowledging the value that we all uniquely bring to this institution.

**COLLABORATION:** The campus will be our shared space during the fall semester. We will have to work together to ensure we keep it safe, clean and inviting. The faculty, staff and students will partner to successfully navigate this semester. It will also require us to encourage each other, look out for each other and support each other. Should the need arise, we may also need to remind each other to model “The Healthy Highlander Way.”
In order to prepare for Phase Four, the Coronavirus Task Force divided into sub-groups and worked with additional colleagues to create this comprehensive Return to Campus Report. The document will be divided into the following sections:

- **GENERAL WORKPLACE AND HEALTH SAFETY**
- **ACADEMICS AND CONTINUING EDUCATION**
- **STUDENT LIFE AND ATHLETICS**
- **RESIDENTIAL LIFE AND DINING**
- **STUDENT SUPPORT SERVICES**

Please take the time to review this report as it contains answers to many of the questions related to preparing for and operating during the fall semester. You can find additional information or quick reference Frequently Asked Questions on our website at [www.gordonstate.edu/corona-virus/index.html](http://www.gordonstate.edu/corona-virus/index.html). Additional questions may be forwarded to our general mailbox at Covid19@gordonstate.edu.

Highlanders Forward,

Kirk A. Nooks, Ed.D.

President
GENERAL WORKPLACE AND HEALTH SAFETY

Gordon State College is committed to continuing operations in this fluid and challenging time. The institution is taking preventative measures to protect the campus community as much as possible. As you return to campus, you will notice that our spaces including offices, classrooms, dining hall, residence halls, SARC and library will have standing and seating configurations at a minimum of six feet apart. Directional signage and designated one-way entrances and exits have been implemented in high traffic areas. The SARC will be configured to allow students to visit the center but still maintain social distancing expectations in the exercise room and game room. While bottle fillers stations will be available, water fountains will not be operating until further notice. These are just a sample of changes that have been made to prepare for a successful semester.

CAMPUS ETIQUETTE (THE HEALTHY HIGHLANDER WAY)

It is not possible to mandate and restrict every movement of faculty, staff and students at any given point. The best scenario to prevent a possible outbreak of the virus on campus is for each person to commit to The Healthy Highlander Way.

The Healthy Highlander Way acknowledges the best practices that have been identified by experts to stop and slow the spread of the COVID-19 virus. This includes:

- Taking your temperature on a daily basis to ensure a consistent reading of below 100.4F. The campus will have touchless temperature check stations in 17 buildings (to include Residence Halls) on campus. Faculty and staff will also be able to have their temperature checks with designated building monitors, while students can visit the Health Center as an additional temperature check option.

- Self-monitoring for symptoms related to the COVID-19 virus. If you have a fever, cough, chills, diarrhea, shortness of breath, muscle aches, sore throat, or are experiencing a loss of smell or taste, please seek medical attention. For faculty, staff, or commuter students who experience any of these symptoms, we ask that you notify your departmental leader/supervisor or the Health Center Nurse, stay home and contact your personal physician prior to returning to campus. Commuter students should also notify the Student Health Center at healthcenter@gordonstate.edu. In addition, residential students should contact their Community Assistant and schedule an appointment with the Student Health Center at 678-359-5456.
• Wearing your face covering when in public. Effective July 15, 2020, University System of Georgia (USG) institutions, including Gordon State College, will require all faculty, staff, students, and visitors to wear an appropriate face covering while be possible. Face covering use will be in addition to and is not a substitute for social distancing. Face coverings are not required in one’s own dorm room or suite, when alone in an enclosed office or study room, or in campus outdoor settings where social distancing requirements are met. Anyone not using a face covering when required will be asked to wear one or must leave the area. Repeated refusal to comply with the requirement may result in discipline through the applicable conduct code for faculty, staff or students.

Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons. Members of the GSC community who have a documented health reason for not wearing a face covering may request an exemption to this requirement as a student by contacting Nurse Alice Turner in the GSC Health Center and the request should be sent to Nurse Turner at healthcenter@gordonstate.edu. As an employee, the request should be sent to Human Resources: humanresources@gordonstate.edu. Reasonable accommodations will be made, but it is important to remember that a face shield that meets CDC guidelines may be worn in lieu of cloth face masks and will provide adequate protection. We strongly encourage members of the GSC community consider this option as opposed to going without a face covering.

• Giving your fellow Highlander enough space and remembering to socially distance. Following the markings on the floor, using an elevator only if needed (there is currently a campus maximum capacity of two people at any time) and allowing six feet between seats/people, has also proven to be an effective measure in preventing the spread of the virus.

• Washing your hands often using soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol when a restroom is not within reach. Additional touchless hand sanitizer stations will be placed at the entrance of high traffic buildings. Please use the station in the event you need to touch the door handle upon entering the building.

• Covering your coughs and sneezes. Be aware that by using the inner bend of your arm or a disposable tissue, you can limit the amount of germs in the environment.

• Staying away from campus if you believe you might be sick or have been around someone who is sick. Making a commitment to The Healthy Highlander Way will allow our campus to remain as safe as possible during this semester.
If an employee would like to apply for accommodations due to being at a higher risk for severe illness with COVID-19 including employees who are 65 or older: they need to contact Human Resources at 678-359-5011 or email humanresources@gordonstate.edu.

If a student would like to apply for accommodations due to being at a higher risk for severe illness with COVID-19: they need to contact Counseling & Accessibility Office at 678-359-5585 or email Director of Counseling and Accessibility Services Alicia Dorton at aliciad@gordonstate.edu.

**Students who are 65 or older** (Students who are younger than 65 can provide documentation from a health care provider that their age is a determining factor for risk that should prevent them from attending and participating in regular on-campus instruction.)

**UNDERLYING MEDICAL CONDITIONS:**

- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 or higher)
- Serious heart conditions, such as heart failure, coronary artery disease or cardiomyopathies
- Sickle cell disease
- Type 2 diabetes mellitus
- Asthma (moderate-to-severe)
- Cerebrovascular disease (affects blood vessels and blood supply to the brain)
- Cystic fibrosis
- Hypertension or high blood pressure
- Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
- Neurologic conditions, such as dementia
- Liver disease
- Pregnancy
- Pulmonary fibrosis (having damaged or scarred lung tissues)
- Smoking
- Thalassemia (a type of blood disorder)
- Type 1 diabetes mellitus
**TRAINING**

In an effort to continue clear and consistent communication methods, each faculty, staff and student will be required to complete general institutionally provided training on COVID-19. The on-line training modules/links will be made available starting to the week of July 6. The notification will be sent via email to faculty, staff and students. The faculty/staff training includes an electronic acknowledgment that will be tracked for compliance. The student version of the training will be delivered via D2L. Students will receive reminder emails to complete the training prior to returning to campus. The material contained in the training will cover the recent updates about the transmission of the virus, preventative measures, campus expectations/etiquette (i.e., *The Healthy Highlander Way*) and other emergency-related guidance. There are scenarios where additional training will be required based on student population (e.g., residential students, intercollegiate/club/intramural sports students, community assistants, etc.).

Faculty and staff will complete all necessary training prior to August 1, 2020. At the conclusion of the training, each session will end with a web-based confirmation page which will indicate completion.

**CLEANING**

Our Facilities Team has received training from the University System of Georgia and the Georgia National Guard on the most up-to-date methods. Solutions and products (e.g., Virex, bleach, etc.) that meet the CDC guidelines will be used on campus to keep areas cleaned and/or sanitized on a routine basis. Each building will be cleaned and disinfected (i.e., common spaces, restrooms) minimally on a daily basis. High touch surfaces (e.g., door handles, elevator buttons) will be wiped down at least twice on a daily basis. Cleaning supplies will provided to all offices and classrooms on campus to clean personal high touch areas including desks, chairs, phones, computers and copier.

The college will also use a high-tech disinfectant fogging system to clean cloth-based surfaces and areas requiring an additional level of care and attention. For additional information on our CDC guidance for cleaning and disinfecting, please click on this [link](#).

Faculty, staff and students will have access to cleaning wipes/supplies to disinfect personal office/classroom areas they used during a meeting session. This collaborative approach will aid in keeping our facilities staff focused on high-traffic public areas. In any event, there is a need for additional cleaning support, a request can be submitted to [mpulse@gordonstate.edu](mailto:mpulse@gordonstate.edu).

In the unfortunate event there is a faculty, staff or student with a confirmed positive COVID-19 case, the college will take appropriate action to respond with the appropriate level of cleaning. The Director of Facilities will charge the custodial team to clean and disinfect the affected...
areas including an additional focus on potentially contaminated areas on campus while increasing ventilation in the contaminated area by opening doors and/or windows. Known affected areas will not be used until the proper cleaning has been completed.

**ON-CAMPUS MEETINGS**

During the fall semester, the college will continue to encourage the use of web-based platforms (e.g., Skype, Teams, Zoom) for conducting meetings. All large (over 25 people) college hosted meetings and events that require a face-to-face format will require approval by the sponsoring Vice President.

Once approved, prior to coming to campus, all guests should take the CDC Coronavirus Self-Checker quiz. Upon arrival, each guest will have their temperature checked prior to entering the meeting space. With a normal temperature, the guest will be expected to use a personal face covering or one will be provided by the college. In the event of an elevated temperature (100.4F or above), the guest will be referred to seek medical attention.

Required face-to-face meetings/events of faculty, staff and students will follow *The Healthy Highlander Way* guidelines.

Continuing Education will not rent facilities to outside groups during summer or fall semester.

**PERSONNEL PRESENCE ON CAMPUS**

The last four months have demonstrated that some aspects of our work can be fulfilled via a telework environment. Although we plan to have students on campus this fall, there is a possibility that a limited amount of faculty or staff will need to extend their telework agreement.

One reason for a telework arrangement could be the employee is in a vulnerable/high-risk population due to age or underlying health conditions (i.e., chronic kidney disease, Type 2 diabetes mellitus, etc.). Any employee who believes he or she meets the criteria should self-initiate by notifying their departmental director and contacting the college Human Resources Office at 678-359-5011 or Humanresources@gordonstate.edu.

Telework arrangements may also be initiated by the college and would be based on a space/office limitation to reduce the number of people in a particular area. This option should be discussed with the departmental leader/supervisor and will require approval at the Vice President and President level. At any point, the institution can request the employee return to campus under this type of telework option.

Under our current tiered return to campus, different groups of faculty and staff will return and increase their presence on the following dates: June 15, July 6 and August 3.
BECOMING ILL

While the current possibility of contracting the virus remains low at Gordon State College, with the increase of people and movement on campus we must continue to be aware of the health of ourselves and others.

OFF CAMPUS

If you are a faculty, staff or commuter student and you are off campus when you begin to feel ill with one of the COVID-19 symptoms (e.g., fever, cough, chills, diarrhea, shortness of breath, muscle aches, sore throat, loss of smell or taste, etc.) – do not come to campus. Faculty and staff should immediately notify their departmental leader/supervisor. The Departmental Leader/Supervisor will notify the Office of Human Resources and their area Vice President. Be sure to monitor your symptoms and follow up with your health provider as appropriate. Students should immediately notify the institution by contacting the College Health Center at 678-359-5476 or Healthcenter@gordonstate.edu.

Residential students should contact their Community Assistant and the College Health Center and await additional instructions.

ON CAMPUS

If you are a faculty, staff or commuter student and you are on campus when you begin to feel ill with one of the COVID-19 symptoms (e.g., fever, cough, chills, diarrhea, shortness of breath, muscle aches, sore throat, loss of smell or taste, etc.) - please leave the campus and go directly home.

Faculty and staff should immediately notify their departmental leader/supervisor. The Departmental Leader Supervisor will notify the Office of Human Resources and their area Vice President. Be sure to monitor your symptoms and follow up with your health provider as appropriate. Students should immediately notify the institution by contacting the College Health Center at 678-359-5476.

Faculty, staff and commuter students would be allowed to return to campus after:

- 3 days with no fever and
- Respiratory symptoms have improved (e.g. cough, shortness of breath) and
- 10 days since symptoms first appeared

Residential students should contact their Community Assistant and the College Health Center and await additional instructions.
TESTING & CONTACT TRACING

Since March 2020, there has been an increase in available testing for COVID-19. The college will encourage testing at any available site that may be most convenient and based on a physician’s recommendation. The college will also partner with the local county Department of Public Health to assist with the testing for residential students.

If the person who was feeling ill is diagnosed with a confirmed case of COVID-19, the institution will partner with the Georgia Department of Public Health to complete the contact tracing process. During the process, the representatives from the Georgia Department of Public Health will work with the patient to identify the people they likely came in contact with during the time of infection.

TESTING LOCATIONS

Information subject to change:  https://www.district4health.org/

**Lamar County**  
1367 Hwy 341 South  
Barnesville, GA 30204  
770-358-1483  
Thursdays: 8:30 a.m. - 4:00 p.m.

**Spalding County**  
1007 Memorial Drive  
Griffin, GA 30224  
770-467-4740  
Wednesdays: 9:00 a.m. - 3:00 p.m.

**Upson County**  
URMC, 801 W. Gordon Street  
Thomaston, GA 30286  
706-647-7148  
Wednesdays: 8:30 a.m. - 05:00 p.m.

**Monroe County**  
106 Martin Luther King Jr. Drive  
Forsyth, GA 31029  
478-992-5082  
Mondays: 9:00 a.m. - 4:00 p.m.  
Wednesdays: 9:00 a.m. - 4:00 p.m.
CONFIDENTIAL REPORTING OF POSITIVE CASES

In order to minimize the threat of an outbreak and to effectively assist the Georgia Department of Public Health in contact tracing, it is imperative that any member of the faculty, staff or student body who becomes aware that another member of the GSC community has tested positive for COVID-19 immediately inform the contact below:

**FACULTY AND STAFF**

To report a positive case of COVID-19, faculty and staff should contact Human Resources at 678-359-5011 or email humanresources@gordonstate.edu. Human Resources will inform Nurse Alice Turner in the GSC Health Center, who is our designated point of contact with the DPH in all COVID-19 related issues.

**STUDENTS**

To report a positive case of COVID-19, students should contact Nurse Alice Turner in the GSC Health Center. Nurse Turner is our designated point of contact with the DPH in all COVID-19 related issues. You may call Nurse Turner at 678-359-5476, or send an email to Healthcenter@gordonstate.edu.
RETURNING TO CAMPUS AFTER A POSITIVE TEST

If a member of the GSC community has tested positive, or they exhibit fever, cough or other symptoms associated with COVID-19, they should follow CDC guidelines to prevent the spread of the virus. CDC guidelines can be found at https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html.

Faculty, Staff and Students would be only be allowed to return to campus after:

- 3 days with no fever and
- Respiratory symptoms have improved (e.g. cough, shortness of breath) and
- 10 days since symptoms first appeared.

COMMUNICATION & UPDATES

Students will receive additional and routine updates via their college provided email account. We recommend that students check their accounts routinely throughout the day since this will be the official mode of communication for any announcements. Students will also receive additional information through the social media sites, the digital television screens on campus and the COVID-19 section of the website. Students can receive information about prevention and best practices on the social media sites. For instances such as (e.g. “What should I do if I think I have been exposed to COVID-19 symptoms”), students can email the healthcenter@gordonstate.edu email address for further assistance.

Students and their family members should also sign up to be included in the college emergency alert system - Gordon State College Emergency Notification System (GCENS). In the event of a weather-related incident or campus emergency, those who are signed up will receive a text and email to the registered accounts. To sign-up or update your contact information, you may do so at this https://www.gordonstate.edu/gcens. For the various internal and external groups, the college will continue to keep our Frequently Asked Questions updated on our dedicated COVID-19 website which can be access at https://www.gordonstate.edu/corona-virus.

Additional announcements may be shared via the college's social media channels:

- **FACEBOOK** - @GordonStateCollege
- **TWITTER** - @GordonState
- **INSTAGRAM** - @Gordon_State
Faculty and staff will continue to be updated via their college email account and additional resources and information is available on the SharePoint site at https://gordonstateedu.sharepoint.com.

# ACADEMICS AND CONTINUING EDUCATION

Classes for fall semester are scheduled as fully online, hybrid, or fully face-to-face (see descriptions below). All hybrid and fully face-to-face courses will be conducted with the application of social distancing for space/seat setup. This will include no more than 16 students attending any particular class at one time. (This number has been determined by a careful space analysis of all classrooms, labs and public areas on campus. While room maximums vary from 9 to 19 students, courses are assigned to classrooms to ensure that maximums can be followed). These classes will also serve students in person by limiting the number of individuals gathering in one space at one time when possible.

## CLASSES

Classes will have three different formats during the Fall 2020 semester. The formats although pre-determined with certain learning/engagement expectations may change during the semester should conditions related to COVID-19 warrant an adjustment. If such a case arises, students will receive an official communication from the Provost, Dr. C. Jeffery Knighton.

## CHANGING THE STUDENT SCHEDULE TO 100% ONLINE AFTER THE DROP-ADD DATE

Should a student need to adjust the delivery format of their course(s) due to COVID-19 related issues once the semester has started and we have passed the posted deadline to change their schedule, the student should work with their advisor and individual professors alter course delivery.
Students would be allowed to return to campus after:

- 3 days with no fever and
- Respiratory symptoms have improved (e.g. cough, shortness of breath) and
- 10 days since symptoms first appeared.

EXAMPLE: A local commuter student is enrolled in one Highlander In-Person course, three Hybrid Flex courses, and one online course. In late September, the student finds out that one of their siblings has tested positive for COVID-19. Following the prescribed protocols, the student reports this exposure to the Health Center and goes into quarantine at home. The student calls their advisor, who works with them to contact each professor to alert them of the situation. Although the student does not feel bad, they have a fever of 100.7. The student wants to keep working on their classes, so their instructors work with them to allow them to continue working in the course in an online format until their condition improves and meet the criteria prescribed by the CDC for a safe return to being around others.

COURSE FORMATS

Under any course with a Face-to-Face (F2F) component the students and faculty are strongly encouraged to follow *The Healthy Highlander Way* model found on p. 4. Course formats have been determined strategically to ensure maximum enrollment for fall semester. Here is a list of the three course formats for Fall 2020:

**HIGHLANDER IN-PERSON (F2F):** The faculty member will teach the class live on the scheduled days/times outlined on the student schedule. Exams will be administered in person. The students will experience the class in-person during the week.

EXAMPLE: The class is scheduled for Monday and Wednesday at 9:00am. The faculty and students will meet on campus in the identified room.

**HIGHLANDER HYBRID FLEX (HHF):** The faculty member will teach the class as a face-to-face on the scheduled days/times outlined on the student schedule, primarily utilizing active learning techniques (e.g. Flipped Classroom). The students will experience the class face-to-face during one day and either watch the livestream on-line on the opposite day, or participate in a comparable asynchronous assignment. Hence, the student will still have classes during the week at the printed time on their schedule. The students will be divided into the two groups (or possibly three groups for classes meeting three days per week) based on last names (A-L & M-Z). Due to the random nature of student registrations and last names, the faculty member will make the final
determination to evenly divide the group by alphabetical order. Exams will not be administered in person (unless noted on the syllabus given to students at the beginning of the semester); almost all exams will be administered asynchronously. All classrooms will be fitted with the appropriate technology to enable this deliver. In addition extensive training is being provided to faculty, and technology support will be available to faculty during the semester. Similarly, students have been surveyed to determine their technology needs, and another survey will be conducted at the beginning of August. Faculty and staff will be working with students to ensure they are able to successfully navigate this hybrid flex course experience.

EXAMPLE: The class is scheduled for Monday and Wednesday at 9:00am. The faculty member will teach 50% (A-L) of the class face to face on Monday while the other 50% (M-Z) of the class watches the session via live stream – both at 9:00am. Then on Wednesday the faculty member will teach the (M-Z) group face-to-face on Wednesday while the (A-L) group watches the session via live stream – both at 9:00am.

Signage has been posted in each classroom to identify the social distancing room capacity.

HIGHLANDER ON-LINE (HOL): The faculty member and students will experience the class in a virtual setting with all assignments and engagement occurring exclusively online. The course schedule will be determined by the faculty member utilizing both synchronous and asynchronous instruction; however, students are expected to actively participate in the courses each week, as weekly engagement activities and opportunities will be required. Exams will be administered on-line with some requiring a paid proctor. It is the policy at Gordon State College that all fully online courses have at least one proctored graded assignment. Typically the cost is paid by the students; however, it is expected that the college will cover that expense for Fall 2020.

Example: The course will be listed on the student’s schedule. There is no day or time associated with the course. The faculty member will prepare and deliver the course via D2L. It is the student’s responsibility to remain engaged (i.e., logging in each day to check on progress) and complete all assignments by the due date.

LABS

Our science courses will typically require an additional amount of focus using hands-on experiments or research in a lab. Depending on the discipline (e.g., Chemistry, Biology, Physics, etc.), the faculty members will determine a lab format suitable for achieving the desired learning outcomes. Students would be assigned to the same lab groups during the semester. During the fall semester the following formats will be used:
• **MINI**: A face-to-face lab experience performed in half the amount of face-time. This will allow for maximum social distancing and provide an opportunity for 50% of the class to perform the experiment during the first half of the designated lab period. The second portion of the period assigned for the other 50% of the class.

• **ALTERNATING**: A face-to-face lab experience performed in the full amount of assigned time, but a decreased amount of experiments. Students would alternate weeks between completing a lab and an out-of-class assignment.

• **SIMULATION**: A technology-oriented laboratory in which students conduct experiments virtually.

• **INSTRUCTOR VIDEO LAB**: A video lab experience where students could watch the experiment being performed remotely. The student would be required to answer questions about the results of the experiment.

• **HOME KIT**: A take away experience where the student would perform the experiment in their personal space and record the results.

In a face-to-face lab setting, students and faculty may complete assignments in spaces where proper social distancing varies based on where they are in the room. Students will be expected to wear masks, and faculty and staff are expected to be role models in wearing masks themselves. For labs, in addition to masks, personal face shields will be provided to students and faculty who desire an additional layer of protection.

**TECHNOLOGY**

Given the unpredictable nature of the spring and summer semester, we expect students to remain flexible during the fall semester. Access to a technology device (e.g., laptop, smart phone, tablet, etc.) will significantly aid in accessing course materials and submitting assignments/tests. If students are in need of gaining access to technology, the institution will support our students through various options to include on-campus technology labs and a technology loaner option. Please contact HelpStar@gordonstate.edu for additional information.

In addition to using technology, students will need to have access to the internet. While on campus, our Wi-Fi connections will be available and prioritized for the academic learning and administrative aspects of the institution. Students will be able to access off-campus connectivity via the Eduroam international roaming service. You can access additional details on connecting by clicking on this link.
As mentioned above, students were surveyed in May regarding technology needs, and will be resurveyed at the beginning of August. Results of these surveys will help us to better ensure students can successfully navigate their courses this fall.

**LEARNING MANAGEMENT SYSTEM (BRIGHTSPACE BY DESIRE 2 LEARN – D2L)**

To provide consistent and reliable access to all course materials, regardless of format, students and faculty will utilize the Brightspace Portal commonly referred to as D2L. This site can be accessed by clicking this link.

Students can expect to utilize this single source for accessing the course syllabus, assignments, grades and video content. If you are having trouble with navigating the site or accessing information, send a message to the faculty member listed for that particular course. A faculty and staff directory, can be accessed by clicking this link. Technology assistance is available at 678-359-5008 or by using the following link.

**INTERNSHIPS/CLINICALS/OTHER EXPERIENTIAL REQUIREMENTS**

Each off-campus learning location will be expected to provide safety protocols equal to, or more stringent than, those at Gordon State College. Each partner will sign agency agreements with the college, and no student will be placed at a site unless the safety of our students is assured.

Similarly, hospital clinical settings and school systems are expected to have these same protocols in place to protect our students. Our School of Nursing, Health and Natural Sciences will work with the Georgia Board of Nursing (GBON), via the University System of Georgia, to develop additional and evolving protocols. Our School of Education, Mathematics and Applied Sciences will work with the Georgia Professional Standard Commission (GaPSC) via the University System of Georgia, to develop additional and evolving protocols. For off-campus learning settings (e.g., hospitals, elementary schools, internship sites) it is expected that students will wear masks, and that the individual sites have their own social distancing and protection guidelines in place. Depending on the need for additional Personal Protective Equipment (PPE), the college will provide a specified amount and level for our students.

**OFF-SITE INSTRUCTION**

The college’s Henry County location will follow the same guidelines as outlined in this document to include The Healthy Highlander Way. In the case of more restrictive guidelines presented by the Henry County School District, the faculty, staff and students at this location will follow those expectations.
Dual Enrollment courses taught off-campus at specific locations will follow the guidelines provided by the hosting school/district. Dual Enrollment courses taught on-campus will follow the guidelines outlined in this document to include The Healthy Highlander Way.

**STUDENT LIFE AND ATHLETICS**

**FACE-TO-FACE EVENTS**

All student organizations are strongly encouraged to meet virtually. However, should meetings occur face-to-face, we encourage them to happen in large rooms or outdoor spaces to allow for maximum social distancing. All large (25 or more) face-to-face events will be approved through the Director of Student Life & Recreation and model The Healthy Highlander Way.

If planning to conduct a group meeting/event on campus, all student organizations must reserve a space through the 25Live campus reservation program. In order for that room request to be approved, a club representative must contact the Director of Student Life to reserve cleaning and sanitizing supplies to sanitize the area after the club meeting concludes. This collaborative approach will allow our Facilities Custodial Team to focus on high-traffic public areas.

**PUBLIC PERFORMANCES, PLAYS AND CONCERTS**

For fall semester, Fine & Performing Arts public performances will operate in a limited capacity. Live performances will not be held.

Following the lead of Broadway, the theatrical production of A Christmas Carol will be videoed, and released for public viewing on opening night. In addition, the theatre department will stage a virtual dramatic reading as a Sunday matinee.

With our music performances, all instrumental public performances will be cancelled.

However, our Choral department will present a “Virtual Choir” concert in November. Most rehearsals for all groups will be conducted virtually, due to the inherent risk of singing and vocally projecting associated with performing arts; when in-person rehearsals are necessary, the Healthy Highlander Way guidelines will be strictly followed.
CLUB MEETINGS

Microsoft Teams is available to all students and has virtual meeting capabilities, as well as options to share documents and chat. The club advisor may contact Information Technology (HelpStar@gordonstate.edu) to create a student organization Team. Student organizations may have a D2L shell created by also contacting Information Technology. Finally, the Student Life and Recreation office has an enterprise Zoom account that may be used for student organization meetings.

TRAINING

Student leaders and advisors will be trained on safety guidelines during the first three weeks of the fall semester. Student organizations will not have access to their fee budget accounts and will not have room reservation access until this training has been completed.

To ensure the safety of all students who are members of organizations, Gordon State College will ensure that all student organization leaders and other key student leaders (e.g., Community Assistants, Athletes, Student Government Association, African American Male Initiative) will be required to watch a college produced training video (based on CDC/GDPH guidance) on cleaning and health/safety best practices at the previously planned student organization leader and advisor trainings. Access to room reservation will not be granted until this training has been complete.

ATHLETICS

Athletic teams at Gordon State College are valued and bring an incredible amount of diversity of talent to the college. The college is proud to be the home of four intercollegiate sports affiliated with the National Junior College Athletic Association (NJCAA). Along with Baseball, Basketball, Soccer and Softball, the college also offers club teams and is launching Club Football spring 2021.

GUIDELINES

Gordon State College will use NJCAA guidance/direction to inform decisions to return to regular competition. Due to the COVID-19 pandemic, the NJCAA and the National Club Football Association (NCFA) have both suspended championship competition for the Fall 2020 semester. While teams will be allowed to practice and have a limited number of scrimmage games this fall, the championship competition season will occur during the spring semester. During practices, scrimmages and meetings, the athletes will be responsible for following the expectations outlined in the Student Handbook and The Healthy Highlander Way. Additional decisions will be made in concert with NJCAA guidelines.
PROPER SOCIAL DISTANCING

There are currently four areas on and around campus where student-athletes collectively share space: The Student Athletic and Recreation Center (SARC) Arena, the SARC Fitness Center, the Alumni Hall, and the Athletic Complex (Softball, Baseball, and Soccer fields).

To ensure proper social distancing around these facilities, doors and gates will be marked as one-way to eliminate the close proximity that would occur with students/patrons passing each other. Restrooms are not configured to allow for separate entrances and exits, so signage will be used to ask students/patrons to allow for other individuals to clear the threshold before entering or exiting, modeling The Healthy Highlander Way.

• **SARC ARENA:** Seating area on the bleachers will be marked and designated seating areas will be created that allow for social distancing. There will be a maximum capacity of 324 as determined by GSC Facility Services.

• **SARC FITNESS CENTER AND ALUMNI HALL:** To allow for continued social distancing, both areas will be used for student athletes. The apparatuses in the Fitness Center have been distanced to accommodate CDC social distancing guidelines and the area will limit its capacity to 40 patrons. The Alumni Hall will have a limited capacity of 38 patrons and apparatuses have been moved to ensure safe social distancing. Coaches will assign players their location and times for weight training in order to moderate the number of student-athletes using the equipment at any one time.

• **ATHLETIC COMPLEX:** Bleachers will be taped off to allow for prescribed social distancing per CDC guidelines. Additional seating will be available on grass areas along and beyond the fences.

TEAM GATHERINGS

All team gatherings will follow building and room capacity limits as listed by GSC Facility Services. This includes but is not limited to film review, study halls, workouts, conditioning, and team meetings. Athletic Teams are encouraged to take advantage of virtual meeting options for film review, team meetings, and other meetings conducive to an online format. Student Athletes will be reminded of best practices and their personal responsibility to adhere to best practices as part of The Healthy Highlander Way.

1. All student athletes will receive a temperature check up on entering and leaving team meetings.

2. Student Athletes will be expected to wear a face covering while attending any team gatherings.
3. Hand sanitizer will be made available at each team meeting/gathering.

4. Student Athletes will be reminded through signage in meeting areas to:
   a. Cover their coughs/sneezes
   b. Self-monitor for COVID-19 symptoms
   c. Wash their hands and use hand sanitizer
   d. Maintain proper social distances
   e. Stay away at if they feel sick or have any symptoms

TESTING PROTOCOLS AND HEALTH SCREENINGS

Our Athletic Department will work in conjunction with the College Health Center Nurse and Physician to provide screenings upon the athlete’s initial return to campus (during Move-in).

Athletes will be given a temperature check and monitored for symptoms prior to practices, games and travel. The students will be asked to self-identify through answering a series of questions:

- Have you felt feverish recently?
- Are you or have you had a shortness of breath or any difficulty breathing?
- Are you having any muscle pains?
- Do you have any recent loss of taste or smell?
- Are you experiencing flu-like symptoms such as sore throat, diarrhea, extreme fatigue and/or headaches?
- Have you been in contact with anyone who has been diagnosed with COVID-19?
POSITIVE TEST RESULTS FOR ATHLETES

If the student-athlete’s temperature is greater than 100.4F degrees or they exhibit any symptoms, the GSC point of contact will be immediately notified and the established GSC COVID-19 Protocols will be followed. The student would be prohibited from participating in any practice, athletic or campus events until they are cleared.

Should an employee working with student-athletes or a student-athlete themselves test positive for COVID-19 a mandatory halt to all practices and gatherings will take place. Any student athlete diagnosed with COVID-19 must provide documentation from their health care provider prior to returning to campus for preseason activities, practices, or athletic events.

Student athletes would be allowed to return to campus after:

• 3 days with no fever and
• Respiratory symptoms have improved (e.g. cough, shortness of breath) and
• 10 days since symptoms first appeared

PROTOCOL FOR CLEANING AND SANITATION OF PRACTICE AREAS, EQUIPMENT, GEAR, ETC.

In collaboration with the GSC Health Center staff, GSC Facilities Services and our athletics trainers, the Director of Athletics will create a comprehensive training program that all GSC Head coaches and assistant coaches will be required to attend prior to July 31, 2020. The program provides training on testing protocols, proper hygiene, social distancing, cleaning and sanitization of facilities and athletic equipment, and pre/post-practice and pre/post-game health screenings regarding their respective teams and student-athletes. CDC, GDPH and NJCAA guidelines and protocols will be identified and observed at all times in reference to GSC athletic operations.

All participants will complete a brief survey and confirm their comprehension of the training material. GSC Facility Services has been consulted in reference to cleaning and sanitation protocols and will ensure proper cleaning/sanitization will be conducted prior to and after all GSC athletic practices and events.

EDUCATION ON PROPER HYGIENE AND SOCIAL DISTANCING

Gordon State College will ensure all student-athletes and coaches attend a preseason team meeting to receive guidance and instruction addressing testing protocols, proper hygiene, social distancing and health screenings, which will occur prior to every practice, meeting, scrimmage, game or any other activity in which student-athletes are involved with members of
their team. Health experts and athletic trainers will be present to conduct this preseason team meeting prior to any on-field activities taking place.

Head coaches and assistant coaches will be required to attend a preseason meeting prior to any team or student-athlete activities to review and discuss testing protocols, proper hygiene, social distancing and health screenings regarding their respective teams and student-athletes. Health experts and athletics trainers will conduct this meeting.

**TRAVELING PROTOCOLS**

All individuals traveling with athletics will receive temperature checks and a questionnaire prior to traveling. All checks will be performed in a designated area. This will include all student-athletes, managers, assistants, bus drivers, and coaches.

Student-athletes will be required to sit with other student-athletes who are a part of their unit to limit the amount of contact prior to athletic activity. Two washable cloth masks will be provided to each student, and hand sanitizer will be provided to each student-athlete for the duration of their travel to and from athletic competition.

Overnight travel will be limited. If overnight travel is required, each student-athlete will be required to room in a hotel/motel with people from their on-campus unit (resident roommates). The limit is two student-athletes per room and beds cannot be shared by student-athletes (one per bed). Prior to leaving the hotel for any reason (e.g. dinner, athletic event), the steps under Travel Recommendations will be revisited. It is recommended that meals not take place inside a restaurant and it is suggested that take-out and individual-portioned meals be served (i.e., no sharing of pizzas or large-serving items). When returning to campus, Travel Recommendations will be revisited prior to the student-athletes returning back to their units. This will ensure the safety of our students who remained on campus.

**RESIDENCE LIFE AND DINING**

One of the benefits of returning to face-to-face instruction is allowing students to have a comprehensive college experience to include residential living. The college offers three types housing options – Melton Hall, Gordon Commons and Gordon Village – with a maximum capacity of over 900 students. Any student planning to live on campus, should understand that restrictions have been added this semester to ensure their safety during this fall. Some of these restrictions include not having guests in the residence hall, conducting additional safety screenings upon reentry to residential buildings and modeling *The Healthy Highlander Way*. It is imperative that residential students acknowledge these restrictions prior to move-in.
**MOVE-IN**

This year’s move-in will utilize a staggered-appointment window which each student MUST adhere to during their date and time. The Office of Housing and Residence Life (HRL) encourages all new and returning residential students to take care of all fall enrollment processes (e.g., financial aid, payment plans, course scheduling, etc.) as soon possible. Once all fall enrollment processes are confirmed, HRL will send notice of room confirmation and move-in details which includes a move-in sign-up link. For more information about on campus living, contact the Office of Housing and Residence Life at gchousing@gordonstate.edu.

For the move-in process, students will be able to have the assistance of no more than two guests. Each person will be screened (e.g., brief CDC questionnaire, temperature checks) from the vehicle, prior to gaining access to the staging area of the parking lot. Once cleared, the student and their guests will be asked to model *The Healthy Highlander Way*.

A touchless check-in process will be provided for students to sign-off on required documentation, which will initiate the two-hour move-in window. College volunteers will be present to assist with the unloading of vehicles, but will not enter the building in an effort to reduce the amount of people in a given area.

**CENTRAL DESK CHECK-IN**

To keep each Residence Hall population vigilant, we will encourage daily/routine temperature checks upon entry to each residence hall. Wall mounted touchless thermometer stations will provide a quick read as students enter their assigned buildings. The Community Assistants and Security Staff will help to monitor the flow and will be reminding residents to model *The Healthy Highlander Way*.

**CLEANING**

Each residence hall room has been cleaned and sanitized during the summer semester. Upon move-in each student will be required to keep their personal room (and shared suite space if applicable) cleaned using approved cleaning products that reduce the spread of the virus. This will be monitored through monthly Health and Safety checks. Training on proper cleaning protocols and products will occur at the beginning of the semester and will be reiterated in all residence hall programs on each floor. These messages will be reinforced with signage that will be posted throughout the residence halls. Please follow the best practice steps for cleaning your personal space provided at this link.

The public spaces (e.g., hallways, public bathrooms, labs) will all be cleaned at least twice a day by our facilities custodial team.
GUESTS

As mentioned earlier in this section, after move-in, guests will not be allowed in the residence hall for the duration for the fall semester. This is for the protection of our students and the campus community.

LAUNDRY

Students living on campus will be able to access washing machines and dryers during the week. Each floor will be provided a schedule to decrease the likelihood of congestion in the designated laundry areas. Students are also encouraged to utilize the same numbered washing machine and dryer during each visit to the center.

BECOMING ILL ON CAMPUS

While the current possibility of contracting the virus remains low at Gordon State College, with the increase of people and movement on campus we must continue to be aware of the health of ourselves and others.

OFF CAMPUS

If you are off-campus and you are feeling ill and experiencing one of the COVID-19 symptoms (e.g., fever, cough, chills, diarrhea, shortness of breath, muscle aches, sore throat, loss of smell or taste, etc.) – stay where you are and do not come to campus. Residential students should contact their Community Assistant then the College Health Center and await additional instructions.

ON CAMPUS

If you are on-campus and you are feeling ill and experiencing one of the COVID-19 symptoms (e.g., fever, cough, chills, diarrhea, shortness of breath, muscle aches, sore throat, loss of smell or taste, etc.) – you should (1) contact your Community Assistant (2) contact the College Health Center (which may lead to your departure and returning home).

While awaiting COVID-19 test results, a student is strongly encouraged to remain off campus with parents/family. If that is not possible and only in cases of extreme hardship, the student will be offered a quarantine space on campus, located in Guillebeau Hall.

While waiting for confirmation of the student’s diagnosis, their suitemate(s) will be asked to self-quarantine until affected student’s test results are confirmed. We will follow
guidance of the Department of Public Health DPH Contact Tracing to determine if the suitemate(s) should receive COVID-19 testing.

When a resident student has been quarantined, the Dean of Students will notify the Vice President of Finance and Administration and the Dining Hall Manager. The Dining Hall Manager will ensure food is delivered to the residential student in campus quarantine for each meal. After the student vacates the property, the Dean of Students will notify the Vice President for Finance and Administration who will in return ensure that the Facilities team sanitizes the room.

**DINING SERVICES**

In an effort to accommodate the needs and protection of our students, our dining partner Sodexo has implemented a number of changes for this fall semester. For example, all food stations will have a uniformed employee serving the students to provide a touch-less station environment.

Additionally, seating will be arranged to allow for social distancing and tables will be cleaned at higher intervals. Patrons will be expected to conduct temperature checks prior to entering any of our dine-in locations. The Spot, over in the residential area, will be moved over to the SARC to reduce the foot-traffic in the Gordon Village area.

Patrons who prefer to eat in their personal space (e.g., office, residence hall room) will be able to select a “grab and go” option from a predetermined menu.

Plates, cups and utensils will be washed and cleaned following the appropriate safety guidelines. Disposable items will be used at designated times and events to reduce the possibility of virus spread.

Our dining partner, Sodexo, has made a commitment to industry safety practices and spread mitigation. They will join the institution in modeling *The Healthy Highlander Way* to include daily/routine temperature checks, self-monitoring for symptoms and wearing face coverings when on campus.

Our dining areas on campus have the standard level of glass guards at all of the food stations around campus. This is structured in accordance with local food inspection guidelines. Prior to the start of the fall semester, additional plexiglass barriers will be placed at point-of-sale areas providing an enhanced barrier between the patron and employee.
STUDENT SUPPORT SERVICES

We will continue to provide access to all of our services for students who are taking classes face-to-face and on-line. It will likely be the case that students will make appointments for our services requiring “sessions” longer than 15 minutes (e.g., counseling, financial aid, tutoring, health center, etc.). Students wishing to drop-off or pick-up a document will not require an appointment. In both cases, we would expect our students to model The Healthy Highlander Way. We have made adjustments on campus to provide an extra level of protection for students and staff alike. Many of the student serving offices will have plexiglass installed and markings on the floor will assist with social distancing expectations.

VISITING CAMPUS FOR SERVICES AND APPOINTMENTS

If you are planning to visit a department, we encourage you to make an appointment through the website using the links below. A confirmation will be sent to students immediately following their submission. Your reservation will allow us to prepare to host you and dedicate the time required to provide the highest level of service.

- **ADMISSIONS:** [https://gordonstate-uga.edu.185r.net/Event/page2.php?e=25](https://gordonstate-uga.edu.185r.net/Event/page2.php?e=25)
- **BURSAR:** [https://gordonstate-uga.edu.185r.net/Event/page2.php?e=22](https://gordonstate-uga.edu.185r.net/Event/page2.php?e=22)
- **FINANCIAL AID:** [https://gordonstate-uga.edu.185r.net/Event/page2.php?e=23](https://gordonstate-uga.edu.185r.net/Event/page2.php?e=23)
- **HEALTH CENTER:** [https://gordonstate-uga.edu.185r.net/Event/page2.php?e=24](https://gordonstate-uga.edu.185r.net/Event/page2.php?e=24)
- **REGISTRAR:** [https://gordonstate-uga.edu.185r.net/Event/page2.php?e=21](https://gordonstate-uga.edu.185r.net/Event/page2.php?e=21)

Due to the need for confidentiality, students wishing to make an appointment with Counseling and Accessibility Services will need to call or email the Counseling and Accessibility Services Office to make an appointment. The email address is counseling@gordonstate.edu, and their phone number is 678-359-5585.

HEALTH CENTER

The college has a Nurse Practitioner on staff Monday-Thursday from 8:00 a.m. - 4:00 p.m. A Physician is on-call and visits the Health Center on a weekly basis. There are a range of
services provided to include administering flu shots, strep test treatments for wounds/rashes and other infections.

Health Center Services are available by appointment. Appointments can be made by phone (678-359-5476) or appointments can be made in person. Appointments are encouraged to help students manage their schedules, to improve services of the Health Center, and to prevent contagious and infectious diseases.

Gordon State College Health Services is a part of the Department of Student Affairs and is funded by student health fees. Health Services are provided to all students who are currently enrolled at Gordon State College.

Any student wishing to visit the Health Center will be required to wear a mask and have a temperature check upon entering the facility. The Health Center staff will follow the guidance of the Centers for Disease and Control (CDC), Governor’s Office, the Georgia Department of Public Health (GDPH) and the University System of Georgia (USG) to mitigate the spread of the COVID-19 virus.

The Nurse Practitioner will serve as the college’s Point-of-Contact (POC) for all COVID-19 student related matters. In the event a student is experiencing symptoms related to the COVID-19 virus, the Health Center staff will partner with the local county Department of Public Health to have the student tested.

ADVISING

Gordon State College has adopted an Appreciative Advising Model, in which students are assigned an advisor during their freshman year that focuses on “proactive advising,” and then a discipline faculty advisor after their freshman year, who focuses on “coaching/mentoring advising.” During the freshman year, the student’s FIRE instructor serves as the academic advisor; in most cases, the FIRE Instructor is either a Student Success Center Advisor/Lecturer, or a Dean or Department Head.

During Fall semester of 2020, there will be no “walk-in” advising; all advising will be virtually, by appointment only. In order for students to make an appointment with their advisor, they must know who their advisor is. To locate their advisor, students should go to the Gordon website, then to Banner web, then to Degree Works. In the box entitled, “Gordon State College Degree Works,” the advisor name is listed. Students can click on their advisor name to email them for an appointment, or to see the advisor’s telephone number to call for an appointment.

TUTORING

No walk-in tutoring will be conducted during fall semester; students will be able to sign up for virtual appointments from the D2L homepage. These instructions will also be detailed on the
Student Success Center webpage. Tutoring will be conducted through Net-Tutoring (which includes all subjects, 24 hours a day, 7 days a week), or through virtual formats with peer tutors. Both types are accessible through Brightspace Desire to Learn; for Peer Tutors, students can see the subjects for each tutor, and a calendar to make appointments.

ADMISSIONS

Our recruitment strategy in the fall will combine a series of face-to-face and virtual opportunities. Open Houses will occur in a virtual format (i.e., Zoom) and the schedule will be posted in late August 2020. Personalized in-person visits can be scheduled starting July 15, 2020. Students’ fall class schedules will be prepared by a team of advisors overseen by the Assistant Vice President for Academic Excellence. These advisors will ensure that all Momentum Year principles (e.g. 15 credit hours in first semester; Area A English; etc.) are followed. In addition to the “Freshman Introduction to Reasoning Class” (FIRE 1000) that all freshmen are required to take, in Fall of 2020, for the first time, all freshmen will be expected to take the Gallup Strength Finder Assessment. The results of this assessment will help students to be more successful in their first semester, leading to increased student retention and progression.

On-campus tours will also resume on July 15 and will be booked on an appointment-only basis. The tours will be available for individual family groups of no more than four people.

Guests will have their temperatures screened prior to the start of the tour/appointment. Face masks will be provided to guests upon arrival to campus and they will be expected to wear them for the duration of the campus visit.

Although GSC has created protocols that will allow students and families to safely visit the campus, we realize that not everyone will feel comfortable doing so. For those students and families who are not comfortable coming to campus, GSC offers virtual tours and individual appointments with Admissions Counselors. GSC has been able to offer a virtual tour experience and provide a high level of service through online appointments.

PAYMENTS

Payments for tuition can be made online by visiting the Bursar’s webpage at https://www.gordonstate.edu/departments/bursars-office/. For students wishing to pay in person there will be designated days and times set. If more than 15 minutes is anticipated for a visit to the Bursar’s office, located at the Student Services Center, please use the above link to schedule an appointment.