

## March 18 Campus Update Regarding Corona Virus Response

To the UF Community:

Good afternoon. For today's update we would like to provide the following information to help with the transition to remote learning.

- Given our transition to remote learning, the University is adjusting the last day to withdraw from a course and receive a "W" on an official transcript from Monday, March 23 to Friday, April 24 (which is the last day of classes). Students wishing to withdraw from a course after Monday, March 23 must email their advisor. The advisor will forward the student's request to the Registrar's Office so it can be processed. The billing and financial aid award policies related to withdrawn courses remain the same.
- Shafer Library building remains open to UF/WTS students, faculty, and staff from 8 a.m. to 5 p.m. Monday-Friday. The building is closed on Saturday and Sunday. Off-campus access to the library's e-book and online journal collection is available using the library's website. Librarians are available to help students and faculty via chat on the library's website, by email, by telephone during these times or after hours/weekends by appointment.
- Tutors in the Academic Support Center are ready and looking forward to meeting with you online to answer your questions.
  - Course Specific tutors are available and will meet with you in a Zoom meeting room. While most students find the online Zoom experience similar to a face-to-face experience like Skype or Facetime, the tutors can also work with you on Zoom using a chat session.
  - The Writing Center tutors are available and will provide writing help through email or with Zoom.
  - Tutoring Hours are Sunday - Saturday between 8 a.m. and 10 p.m. and will be dependent on the tutor's availability.
  - Study Skills appointments are also available through Zoom meeting Monday - Friday 8 - 5 p.m. An appointment will consist of a review of your current study habits and may address any one or more of the following: time management, memorization techniques, reading skills, listening notetaking skills and test taking skills.
  - All appointments must be scheduled at least on business day in advance. Scheduling for the day concludes at 4:30 p.m. A business day for the Academic Support Center is Monday - Friday 8 a.m. to 5 p.m.
  - Walk-in hours are not available at this time.
  - You can schedule your appointment by completing the [Tutor Request form](#).
  - Or you can call 419-434-4697 or email the [academicsupportcenter@findlay.edu](mailto:academicsupportcenter@findlay.edu). If calling, please speak slowly and clearly. Provide the following information:

- Name and phone number
  - If scheduling by email, please provide your name as it appears on the UF server (e.g. Jacolyn Stephenson and not Jackie Stephenson)
  - If calling, please provide your UF ID number
  - Type of tutoring - writing or course specific
  - Type of tutor delivery- email or Zoom
  - Course number - example MATH110
  - Instructor name
  - Indicate what you need help with
  - Indicate the days and times you are available
- Alternative Resources:
  - [Khan Academy](#) - Free videos covering most academic topics.
  - [Brightstorm](#) - Free videos covering most academic topics. Most need to subscribe to access higher level topics.
  - [OWL](#) - The Online Writing Lab (OWL) at Purdue University houses writing resources and instructional material, and we provide these as a free service of the Writing Lab at Purdue.
- The [Oiler Success Center](#) is available to assist students as well. You can contact them at either 419-434-5680 or [oilersuccesscenter@findlay.edu](mailto:oilersuccesscenter@findlay.edu) with questions. Additionally, Starfish will continue to be used to maintain communication between faculty, students, and the Oiler Success Center.
- During this time students are encouraged to use the University's online payment system, CASHNet. Both ACH (electronic check) and credit card payments are accepted. Payments made online will be applied to the student account immediately. Students can continue to mail checks, however the application of the payment to the student account may be delayed. The Business Office cashier window will not be open during this time. Cash or Check payments can be deposited in the secure payment drop box located in the Business Office door.
  - If a course registration hold exists on the student account due to a past due balance, the hold will be removed during nightly processing, when the student account balance is less than \$500.
  - Accounts Payable will continue to process Supplier Invoices, Expense Reports and Requisitions in Workday. The weekly Expense Report and Supplier payment schedule and deadlines will remain unchanged.
  - Please use the following Email addresses as the primary point of contact:
  - Student Accounts (Holds, Balances, Payments related to Student billing)- [businessoffice@findlay.edu](mailto:businessoffice@findlay.edu)
  - Accounts Payable (Suppliers, Supplier Invoices, Expense Reports, Requisitions)- [accountspayable@findlay.edu](mailto:accountspayable@findlay.edu)
  - Finance (Budget check or Financial Reporting on Cost Centers, Projects, Gifts, Grants, etc.)- [finance@findlay.edu](mailto:finance@findlay.edu)

If you have suggestions or questions, please email them to [coronavirus@findlay.edu](mailto:coronavirus@findlay.edu). Also, please visit the [Coronavirus Disease \(COVID-19\) Information](#) web page for current status reports. Additionally, we would encourage you to download the Oiler Mobile App (available at App Store and Google Play), and enable push notifications.

We are going through some uncertain and unusual times, and the University appreciates everyone's understanding and thoughtful feedback as we work our way through this one day at a time. We will continue to do our best to provide up-to-date information on the changing situation.

Regards,  
Dave

**David Emsweller**

Vice President for Student Affairs