

Welcome!

THE PRE-ORIENTATION SESSION WILL BE SHORTLY!

Pre-orientation

FALL 2020

Agenda

Welcome – Scott Fossum, Dean of Student Success

Comments – John Heemstra, Vice President

Orientation Overview – Scott Fossum, Dean of Student Success

Financial Aid – Morgan Huber, Financial Aid Director

Business Office – Jared Hofer, Financial Comptroller

The Center for Student Success – Scott Fossum, Dean of Student Success

Protocol for Session

- ▶ Everyone will be muted except for the presenter.
- ▶ If you have a question, please ask it in the Chat window.
- ▶ A moderator will ask the questions of the presenter at the end of each session.
 - ▶ We will ask the financial aid questions after Morgan is done talking about financial aid and so on.
- ▶ One of these sessions along with all the Q&As will be online the week of August 10

John Heemstra – Vice President

Orientation Overview

- ▶ Laptops
 - ▶ Laptop Program – pick up day of Orientation
 - ▶ Ordered Laptop – pick up day of Orientation
 - ▶ BYOD Laptop – bring to Orientation
- ▶ Orientation
 - ▶ Make sure technology is working correctly
 - ▶ MyTech
 - ▶ Message from Mitchell Public Safety
 - ▶ Overview of services and personnel in The CSS
- ▶ Program Meetings

Additional Orientation Details

▶ IDs

- ▶ Pictures for IDs will be taken Wednesday through Friday in the Cafeteria

▶ Meetings

- ▶ Financial Aid, Business Office, etc.
- ▶ Please make an appointment

▶ Face Masks will be required

- ▶ Because of space limitations and social distancing, only the student will be allowed to attend Orientation session and Program meeting
- ▶ Order your books/tools now. On website – Student Life, Campus Store
- ▶ Café Cash – Student Life, Around Campus, Food Service (8/21/20 4 p.m.)

Have a question during today's session?

Use the "Chat" feature in our meeting.

Morgan Huber – Financial Aid

Jared Hofer – Business Office

- ▶ First day of class is 8/24,
 - ▶ 10 day add/drop period. Your bill finalized based on your schedule on Day 10.
- ▶ Your bill is due on Sept 8th
- ▶ What is due the 8th? Any outstanding balance that is not covered by scholarships and financial aid.
- ▶ What if you are unable to pay your bill by the 8th – set up a monthly payment plan with 4 equal installments
 - ▶ 25% due by September 8th
 - ▶ 25% due by October 8th
 - ▶ 25% due by November 8th
 - ▶ 25% due by December 8th
- ▶ Note: if you use a payment plan, a hold will be placed on your account and you would not be able to register for the upcoming semester until the final payment has been paid and the hold removed

Jared Hofer – Business Office

- ▶ How can you pay your bill?
 - ▶ Log in to MyTech, click on billing tab on top
 - ▶ Can pay entire bill or set up payment plan
- ▶ FERPA Form – authorize MTC to share amounts and take payments from 3rd parties
 - ▶ MyTech – click on “Forms” to complete
- ▶ Refund Checks
 - ▶ If you have payments in excess of your bill, you will receive a refund check around the 3rd week of September
- ▶ Book Charging
 - ▶ Books can be charged against your excess financial aid balance
 - ▶ Contact the Campus Store at 995-7166 if you need assistance
 - ▶ You cannot charge tools against financial aid, they must be paid prior to ordering
- ▶ Laptop
 - ▶ Laptop required program will have the cost of the laptop included with tuition and fees
 - ▶ BYOD programs can order through MTC, but need to be paid for prior to ordering through the Campus Store

Jared Hofer – Scholarships

- ▶ Private – applied to your account as we receive them, please get to Carmen in Financial Aid
- ▶ Build Dakota – estimated amount applied to your account until after the 10-day count. You still need to complete the FAFSA before your FA can be applied
- ▶ National Guard – contact me ASAP if you will be utilizing STA, FTA, or GI Bill.
- ▶ Other funding programs – Carmen will work with you on your funding.

If your balance will not be paid for any reason by Sept 8th, please contact Anna at 995-7141 or anna.keefe@mitchelltech.edu

Have a question during today's session?

Use the “Chat” feature in our meeting.

Return to Campus / Remain on Campus

It is the mission of Mitchell Technical College to provide skills for success in technical careers.

- a. Health and Safety of our Students and Staff on Campus
- b. Health and Safety of our Students and Staff away from Campus
- c. Students succeed educationally and in their chosen career
- d. Be prepared to adapt and react to in our ever-changing world
- e. Following the policies, processes, and procedures that give us the best opportunity to continue to keep teaching and learning face-to-face

Mitigating the spread of the corona virus

- ▶ 2020-21 Academic Calendar remains in place as previously approved
 - ▶ Mitchell Tech feels that our current academic calendar gives our students the best opportunity to learn the skills needed for success in their chosen career area.
- ▶ Students and staff will be requested to “symptom check” before coming to campus every day
 - ▶ “Mitchell Tech Symptom Check”
- ▶ Masks will be required of all students and staff
 - ▶ <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>
- ▶ Hand sanitizer will be available

Face masks will be required on campus

- ▶ Beginning August 3, Mitchell Tech will require all staff and students to wear a face mask when on campus
 - ▶ <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>
- ▶ What if you forget your face mask?
 - ▶ The bookstore will have both one time use masks and cloth masks available to purchase.
 - ▶ Instructors and staff will have a one-time mask for you – once. 😊
- ▶ Please make sure your mask is appropriate for an educational setting

Exceptions for required face masks on campus

- ▶ There are situations where exceptions to wearing a face mask may be authorized. We would need a note from your doctor that documents the health condition that is the reason for an exception for wearing a mask and, if possible, alternative face covering solutions that would be appropriate.
 - ▶ With that information we will put together a plan that is acceptable for you and your instructors. I would suggest beginning the process as soon as possible so we have everything in place before Orientation and the first day of school.
- ▶ Exceptions
 - ▶ Studying/taking test alone in a study room
 - ▶ Working alone in an office

Mitchell Tech will not -

- ▶ We will not be testing all students when they return to campus for classes
 - ▶ <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/ihe-testing.html>
- ▶ We will not be checking temperatures as students and staff enter buildings
 - ▶ The Center for Student Success, Admissions, and Administrative offices have thermometers available if one is needed on campus
- ▶ Gloves will not be required
 - ▶ <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/gloves.html>

Facilities

- ▶ Classrooms and Labs
 - ▶ Cleaned and disinfected after use and at the end of each day
 - ▶ Additional cleaning and disinfecting throughout the day
 - ▶ Social Distance in classrooms and labs
 - ▶ If not able to socially distance in current classroom,
 - ▶ Class will be moved to larger classroom or lecture hall/amphitheater
 - ▶ Class will be live-streamed to adjacent classroom
- ▶ Air Exchange
 - ▶ The air exchange in buildings will operate 24 hours a day, 7 seven days a week
 - ▶ Filters will be changed monthly instead of quarterly
- ▶ Signage
 - ▶ Proper signage is posted around the campus to remind students, staff, and those visiting campus of our policies and procedures

Chef's Cafe

- ▶ Open from 8:30 a.m. until 1 p.m. when school is in session
- ▶ Must wear masks while in line
- ▶ Social distance when eating in cafeteria
- ▶ Online ordering for breakfast and lunch will be available
- ▶ All items served in disposable containers with disposable silverware
- ▶ Coffee, cappuccino, fountain pop still available
 - ▶ Get cup, lid, and straw after purchase
 - ▶ Chips, candy, and refrigerated drinks will still be available for purchase
- ▶ Café Cash – still available

After 1 p.m.

- ▶ Water Fountains
 - ▶ Will not be available
 - ▶ Water bottle refill fountains are being added
- ▶ Vending Machines
 - ▶ Pop, bottled water, other beverages are available for purchase
 - ▶ Some snacks available also

Common Areas

- ▶ The Center for Student Success, Student Lounge, Cafeteria, Quiet Study Room in the Tech Center, upper and lower lobbies in Nordby Trades Center
- ▶ Accessible during hours the buildings are open
- ▶ Work-study students will help to clean and disinfect when and where possible
- ▶ Hand sanitizer will be available
- ▶ Students will be asked to disinfect their area when leaving
 - ▶ Disinfectant and microfiber rags will be available

Student Activities

- ▶ Temperature and symptom check before activity
 - ▶ Students will need to mask-up and practice social distancing during activity
 - ▶ Other safety measures as activity requires
- ▶ Rodeo, Trap, and Student Organizations will continue necessary adaptations
 - ▶ Temp checks, social distancing, etc.
- ▶ GreatLife
 - ▶ Students receive 24/7 membership to DWU facility

If a student

- ▶ Is symptomatic or is told to isolate/quarantine by SD DOH or health care professional
 - ▶ Contact family member and/or health care professional
 - ▶ Follow the directions of health care professional before returning to campus
 - ▶ Contact Dean of Student Success, 605-995-7178 or scott.fossum@mitchelltech.edu, to complete form to be excused from classes
- ▶ A student is diagnosed with the corona virus
 - ▶ Follow the directions of health care professional before returning to campus
 - ▶ Isolate from others
 - ▶ Contact Dean of Student Success

Other student info

- ▶ A Student becomes ill while on campus
 - ▶ Leave campus immediately
 - ▶ Contact family member and/or health care professional
 - ▶ Contact Dean of Student Success to complete form when it is safe to do so
- ▶ Care19 Diary App
- ▶ Abbott ID Now COVID-19 Testing

Additional Items to Bring

- ▶ Thermometer
- ▶ Several Reusable Cloth Masks
 - ▶ Care of Masks - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>
- ▶ Hand sanitizer
- ▶ Fever reducer (Tylenol, Ibuprofen)
- ▶ Over-the-counter cold/flu medication
- ▶ Adequate supply of prescription medications and hygiene items
- ▶ Gatorade or electrolyte replacement packets
- ▶ Disinfectant wipes/spray to clean room
- ▶ Medical insurance card
- ▶ HIPAA is like FERPA

Other Thoughts

- ▶ Plan may be modified based on current climate and recommendations
 - ▶ Local health care officials
 - ▶ South Dakota Department of Health (SD DOH)
 - ▶ Center for Disease Control (CDC)
- ▶ Rarely is there a perfect solution to an imperfect situation

Questions?

Use the “Chat” feature of our Teams meeting.

If you think of anything after today –
scott.fossum@mitchelltech.edu or 605.995.7178