

Subject: Withdrawal date extended, student services moving to virtual delivery

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From: Marketing and Communications

To: Marketing and Communications

As Columbus State prepares to resume classes in a remote format Monday, March 23, we want to share the latest news and contact information for accessing resources for student learning, support and success. All services remain accessible to students online, through email, and over the phone. Thank you for your patience as we navigate significant change together. Our commitment to student learning and success remains as strong as ever.

Online/remote format through the end of semester, class withdrawal date extended to April 19

Given the current guidance on appropriate health and safety measures, the remote format for classes that will resume on March 23 will be in effect for the remainder of Spring semester. The withdrawal deadline date for Spring that was originally scheduled for Monday, March 23, has been postponed to Sunday, April 19 to enable students to adjust to the new instructional environment and ensure it meets their needs. A [COVID-19 Withdrawal Request form](#) and process has been established. **College Credit Plus students** SHOULD NOT fill out this form. Instead, they should work with their high school counselor and then with their CCP advisor before withdrawing from a class to make sure they remain on track to graduate.

Student services moving to virtual delivery

For the health and safety of students, faculty and staff, we are temporarily transitioning to remote operations:

- Student Central and [Academic Advising](#) can be reached at 614-287-5353 or information@csc.edu.
- [Tutoring Services](#) are available remotely through NetTutor's Pisces. Students will have remote access to the college tutors they've become accustomed to meeting. Access these services through any course you are currently enrolled in (now or for an upcoming semester) by [logging on to Blackboard](#). For more information, please contact Lynn Giese at lgiese@csc.edu or 614-287-2474, or Teddi Lewis-Hotopp at tlewisho@csc.edu, 614-287-2866.
- The [library](#) will be available online. Contact information and hours for virtual support are posted on the library [home page](#).
- The [bookstore](#) will be available online. Contact information and hours for virtual support are posted on the [website](#).
- The [Mid-Ohio Market](#) will remain open for curbside service during established hours of operation, which are posted on its [Facebook page](#).

- Disability Services can be reached at disability@csc.edu for testing questions or ordsdocumentation@csc.edu for Advocate or departmental questions.
- We strongly encourage all payments via [CougarWeb](#). Payments by check can be sent by U.S. Mail to P.O. Box 1609, Columbus, OH 43216-1609. Payments can also be dropped off at Columbus Campus at the Madison Hall drop box, or at Delaware Campus at the Moeller Hall drop box. Cashiers and Student Accounting can be reached at 614-287-5658 or stuacct@csc.edu.

Online instructional and broadband access

If students have access to a computer but not consistent Internet connectivity, the College strongly recommends establishing free home Internet service at this time.

Spectrum broadband and Wi-Fi access is available for 60 days to households with K-12 and/or college students, who do not already have a Spectrum broadband subscription, and at any service level up to 100 Mbps. To enroll, the number is 1-844-488-8395. Installation fees will be waived for new student households.

May Graduation

Students who meet graduation requirements by the end of spring semester will graduate as planned. Our May 8 Commencement, the formal ceremony that celebrates our graduates, has been postponed. We will share our plans for this important occasion when details have been finalized.