

March 18, 2020

Good afternoon. The purpose of today's correspondence is to provide you with important academic resources as we begin the transition to online instruction. By now I hope you've heard from your faculty and have clear instructions for each of your classes. If you need assistance contacting faculty, please do not hesitate to contact me via email at nasonb@rocky.edu, and I will reach out to faculty on your behalf. The situation remains fluid at this time so I urge you to check the College's Coronavirus resource page regularly for updates and important links. You can find the resource page at: <https://www.rocky.edu/coronavirus>.

As we move forward in the coming weeks, I want to encourage you to continue to work hard and communicate frequently with your faculty and advisors. Challenges will inevitably arise, but the entire College is prepared to assist and support your academic success. The student life team will be reaching out to everyone via text, email and phone to answer questions and to provide any additional support you may need. You can also reach the student life department by emailing studentservices@rocky.edu

The Writing Center will offer online tutoring Monday through Thursday from 6:00-9:00 p.m., starting Monday, March 23. Students can email writingcenter@rocky.edu to schedule appointments for synchronous video conferences with tutors. Students need to be familiar with Google Meet. Appointments will last approximately one hour.

The Academic Resource Center (ARC): As the college shifts to alternative class delivery options including online or other alternative instruction, the ARC will continue to provide services to support the shift, including Tutoring and Holistic Advising. Follow this link for a complete listing of services and instructions for gaining access:
<https://www.rocky.edu/sites/default/files/arc-covid-19.pdf>

Having a difficult time with MOODLE? The IT department has put together a helpful video tutorial for students. To view the tutorial, click on the following link:
<https://youtu.be/CVUI69I5F-Q>. Your Professor has the enrollment key for the class.

Bookstore Resources: In response to COVID-19 and in alignment with Rocky Mountain College, the RMC Bookstore will be running operations strictly online. Though the doors will be closed during this time, staff are still available to serve you. Bookstore staff will be in the store and available during normal business hours via email and phone, should you need anything or have a question. All online orders, including textbooks and course materials, will be filled same day and shipped freight free.

Bookstore hours: Monday thru Thursday, 9 a.m. – 3 p.m.
Friday 9 a.m. – 2 p.m.

Phone: 406-657-1091

Email: bookstore@rocky.edu

Additional information about accessing bookstore resources can be found here:
<https://www.rocky.edu/sites/default/files/bookstore-student.pdf>

Fall Registration: The first day of registration for fall and summer courses has been moved to Monday, April 13th. Registration will still begin with the seniors, and students should still be able to register through Portal as usual. The Office of Student Records will also accept additions or changes to a student's fall or summer schedule via email or in person, though we are currently on reduced hours for in-person interactions. Our current hours are 8:00 am - 12:00 pm Monday-Friday. We are available via email the rest of the time, studentrecords@rocky.edu

Graduation Applications December 2020, May 2021: The deadline to submit an application for graduation for December 2020 or May 2021 has been moved to May 1st. An online application is in the works and should be available shortly. Any questions can be directed to the Office of Student Records at studentrecords@rocky.edu.

Brad A. Nason
Executive Vice President and Dean of Student Life