Subject: GCC Student Update - Wednesday, March 18, 2020

Dear Students,

First, we hope that everyone is staying healthy and safe and are taking care of yourself and your loved ones! We wanted to share a few more updates and, of course, please reach out to Dean.OSE@guttman.cuny.edu with any questions and we will get back to you as soon as possible. Continue to check your emails from the Dean of Student’s Office and your faculty. Classes resume on March 19 and it is very important that you make contact with your faculty for each course right away.

Keep looking at the website: We will continue to keep the Guttman Coronavirus website updated with all of the information that we have available for you.

While we are being called to be “socially distance,” it really means that we need to be “physically distant.” We still want you to be connected and remain engaged with Guttman. Please connect with our services remotely, communicate with your classmates and faculty often, and contact us if we can support you in anyway. Below is a way that you can access our services remotely.

Updated Hours:

IT Helpdesk: Have a question about your digital platforms? The helpdesk hours are being extended for the next two weeks, the helpdesk will be staffed (via email)
- Monday – Friday, 8:00 am – 11:00 pm
- Saturday – Sunday, 11:00 am – 11:00 pm
- If you still need a laptop, reach out to the helpdesk (helpdesk@guttman.cuny.edu) to schedule an appointment to pick one up on campus.

Information Commons/Library: Monday, Wednesday, Friday from 9:00-5:00pm

Academic Support Center: The ASC Team is dedicated to supporting students remotely though the Spring 1 2020 semester. If you need academic support in your courses, there are several ways to get help.
- eTerns: Use the "Raise Your Hand" feature on Starfish to request help with academic technology. eTerns are able to support you with ePortfolio, Starfish, Blackboard, and CUNYFirst. Once you raise your hand on Starfish, an eTern will get in touch with you.
- eTutoring: can be accessed through the "Services" tab on Starfish and is available 24/7 for all subjects. It is FREE to all Guttman students with a Guttman email.
- Supplemental Instruction: Supplemental Instruction Leaders are available for Accounting, Human Biology, General Chemistry II, Algebra, PreCalculus, and Calculus. If your class has a SI Leader, your Professor will share information on group study sessions. If you are in a SI covered subject but your section does not have a SI Leader, just ask your Professor and they
will connect you with the right information.

- **Tutoring:** Contact your professor for a referral to their assigned Tutor. Professors will refer through Starfish and Tutor information will be on your updated syllabus. There are Tutors available for Quantitative Reasoning, Science, Statistics, and Writing. Tutors will get in touch with you to set-up your tutoring session.
- And, in general, use the "Raise Your Hand" feature on Starfish to request help for your course and you will be connected with the right person/service.

**AccessABILITY (for students registered with the office):**
- Students who have online exams or quizzes and require testing accommodations, please submit your request using Starfish 5 days prior to the exam date.
- If you want to schedule an appointment (subject: Appointment Needed), need writing supports (subject: Writing Support Needed), require assistive technology (subject: Assistive Technology Needed), or need support with a digital platform (subject: Platform Name Support Needed), please email accessabilityservices@guttman.cuny.edu with the appropriate subject line.

**Advising:** Students can continue to make appointments with their advisor via Starfish. At this time all advising meetings will be held virtually phone or via Microsoft Teams.

**Meet-Ups:** There will be Meet-Ups for the Algebra, Biology, Chemistry, Information Technology, Statistics, and Writing all held virtually via Blackboard Collaborate. The hours and links to join the Meet-Up will be available on Starfish and Meet-Ups start on Monday!

**Single Stop:** Hours of Operation are daily from 10:00-3:00pm. Non-perishable food items are available. Please let Public Safety know that you are at Guttman to visit Single Stop and they will assist you.

**UMOC:** Academic Coaches are available by appointment via Starfish.
- Sciences, Algebra, Pre-Calculus and Calculus: Ernest Osobukola, STEM Academic Coach: Mon. 10am-5pm, Tues. 10am-6pm, Wed. 10am-6pm, Thur. 10am-3pm
- Research and Writing: Thomas Jones, Academic Coach; Tues. 12pm-2pm, Wed.-Fri. 12pm-8pm

**Wellness Appointments (mental health counseling/therapy):** We understand that there are heightened emotions during this time. Please know that the Wellness Office is available to provide counseling/therapy appointments by phone and/or video chat. Email wellness@guttman.cuny.edu or call 646-313-8165 if you’d like to set up an appointment or would like more information.

Additionally, you can sign up for the **10 Minute Mind** to receive daily guided meditations for free. Sign up with your Guttman email at [http://eepurl.com/dg92G5](http://eepurl.com/dg92G5).

Again, we are hoping for everyone to have a great start to the resumed semester and that you all are staying safe and healthy. Please remember, we are here to support you, if you have any questions or need additional information please contact us any time.
Thank you,
-Dean Pryor

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