Dear Students,

When classes begin again on March 19, there will not be in-person classes for the rest of the Spring I semester. Each of your faculty will be reaching out with details but even though classes are held remotely, you will still be expected to dedicate the same amount of time as you would if classes were at Guttman. Distance learning means that you may have to watch videos, participate in discussion boards, submit assignments, etc. Please pay close attention to your email so that you can stay informed about your academic responsibilities in each of your courses.

As the College transitions to distance learning and online platforms, we want to ensure that you are prepared to learn and engage in the online environment. It is of the utmost importance to us that you have the resources necessary to be successful during this time. Please see below for checklists to ensure you are prepared to engage your coursework remotely:

Questions to ask yourself about studying at home:
- Do you have computer access off campus? Do you need a long term loaner from campus?
- Do you have a quiet/clean space to study and do course work?
- Do you have access to a high-speed internet connection?
- Do you need assistance with taking courses remotely?

Students in-course checklist and tips:
- Log into each course on Thursday, March 19 and Friday, March 20 to review course materials (continue to log-in daily)
- Read all announcements for each course
- Read the syllabus; review and learn attendance and participation requirements
- Write down and/or enter each professor’s contact information into your phone contacts with their email, phone number (where applicable), and which course they teach
- Put all of your course due dates and exam dates into your calendar, set alerts whenever possible
- Find out how assignments will be submitted (find the button in the software to submit)
- Plan and schedule time for readings and submission of work

While we are not holding classes in the building, we are still open and our services operational. If you
need a laptop, they are available for long-term rental. Please come to 304 to pick one up as soon as possible. The Information Commons/Library will also be open from Monday-Saturday from 9:00am until 5:00pm starting Monday, March 16th. The Emergency Fund is also available. Please review all details here.

Services such as Advising, Meet-Ups, and our Academic Supports are all available on-campus. We will send a communication next week to share how to access these supports remotely if you do want to come to campus. Additionally, our food pantries are still available and fresh produce will be delivered on Tuesday for pick-up.

We understand that there is heightened emotions during this time and the Wellness Office is available to provide individual counseling/therapy appointments. To schedule an appointment, please email wellness@guttman.cuny.edu or call 646-313-8165. Wellness clinicians are on campus and can meet with you in-person. Due to the unique circumstance, tele-counseling can be made available, if interested, but please email Wellness to discuss.

On Monday, we will send another communication with information on the various platforms that your faculty will be using. In the meantime, we hope that you will take some time to think about the strategies shared above on how to get prepared for distance learning. If you have any questions or concerns please contact the Dean’s Office at 646-313-8818 or Dean.OSE@guttman.cuny.edu.

If you are feeling any symptoms, please call 311 (within the five boroughs) or your local Department of Health (outside of the five boroughs).

Please remember that we are here to support you and your academic pursuits, we wish you continued health and success through the Spring Semester! Please contact us with any questions (646-313-8818 or Dean.OSE@guttman.cuny.edu).

Respectfully,

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