



RETURN TO CAMPUS • FALL 2020



A MESSAGE FROM THE PRESIDENT

I cannot begin to tell you how much I have missed having you on campus and how excited I am to welcome you back in the Fall. My top priority at Nicholls remains the safety of you, our students, faculty and staff. Second is my obligation to educate, retain, and graduate students. We have been busy preparing facilities for your return and monitoring best practices recommended by the CDC.

Masks will be worn by everyone everywhere on campus. Well, almost everywhere. Masks may be removed by students who live in residence halls once they enter their individual living spaces, and faculty and staff in their offices. This requirement is not forever, but it is necessary. Previous guidance allowed students to remove their masks after they were seated in their desks at a six-foot distance from any classmate. Due to the recent surge in virus cases, that option is no longer available to us.

Classrooms will look different to accommodate 6' social distancing. Our faculty have been hard at work learning a high flex model of teaching. This will allow us to better utilize interactive technology to accommodate students who are remote.

Checkpoints will be at various spots across campus that will take temperatures and ensure that everyone is masked. Residence halls will also have checkpoints and we will have a separate designated space for students that live on campus and need to quarantine.

We continue to assist students and employees who need of COVID-19 testing. This can be due to exposure to individuals with the virus or due to symptoms. In the event that there is an outbreak on campus, the University will work with the Louisiana Office of Public Health to provide congregate testing.

Student activities will require social distancing and masks, and many events will be modified to include virtual elements. Our student engagement team is working hard to make the campus experience as vibrant as possible within these current conditions.

As we get closer to the return to campus we will provide more information. Please follow social media as well as our Return to Campus website. Until we see each other, Mask up, be smart, be well, And Geaux Colonels.

Please go to the link with all of the latest campus guidelines:
<https://www.nicholls.edu/covid-19/>

Jay Clune
President
Nicholls State University



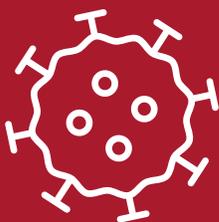


IMPORTANT FALL SEMESTER INFORMATION

Academic Calendar

Nicholls State University made adjustments to the academic calendar to meet the mandate from the University of Louisiana System that all in-person classes conclude meeting before the Thanksgiving Holiday.

- The fall semester and on-campus instruction will begin on Monday, August 10.
- The Labor Day holiday on Monday, September 7, 2020 is still in effect.
- One Fall Break, October 15-16, will remain on the calendar.
- Final examinations will be administered November 16-20.
- Final grades will be due December 1, concluding the semester.



We are making updates to the fall course offerings to allow for proper physical distancing, which may result in room changes to some scheduled courses and/or making some additional courses remote. You may see some of these changes to your schedule as we make these updates, and your Nicholls faculty will let you know once the updates are complete.



HEALTH AND SAFETY GUIDANCE

Personal Safety Practices

CDC defines **CLOSE CONTACT** as "someone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before illness onset."

- Wash Hands
- Social Distance
- #MaskUp
- Clean and Disinfect
- Limited Capacity Elevators
- One-Way Stairwells



Nicholls State University will use a check-in procedure to enter campus buildings as part of safety protocols and guidance issued to the entire campus community. Each building will have designated entry points with personnel checking temperatures and allowing entry into the building. All other doors to the building will be locked to the outside, but available for exit. Doors will include signs offering directions to the check-in point. Once a person has cleared a checkpoint, they will be issued a clearance indicator and cleared for entry into all campus buildings for the remainder of that day.

Buildings with more activity will have directional guidance plans to promote social distancing. These plans may identify traffic flow in the building, and identify which stairwells are for going up, and which are for going down. Everyone should follow these directional markings when inside the building. In the event of an emergency, find the closest exit.



CLASSROOM AND ACADEMIC INFORMATION

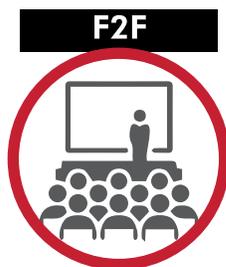
Classroom Design

Seating will incorporate 6-foot social distancing in all directions. Face masks will be required. Faculty will wear a plastic face shield and stand behind a protective shield at the podium.

Course Modality

Policy Statement on Course Offerings for the Fall 2020 Semester

To return to campus, Nicholls is following guidelines published by the Centers for Disease Control and Prevention, the Louisiana Department of Health and state and local governments. Academic programs will use multiple course delivery models to provide a safe path for students to continue their progress toward a degree. Those models include:



- **Face-to-Face** – The course is offered on campus in a classroom with 6-foot seating in all directions; masks will be required to be worn in all public spaces and classrooms.

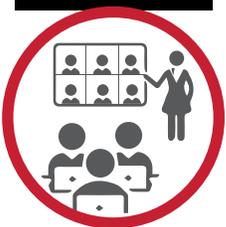


ONLINE



- Asynchronous online – The course is offered entirely online through readings, recorded lectures, videos, discussion boards and proctored exams. Classes will not meet at specific days or times and attendance is monitored through the student’s interaction in Moodle.
- Synchronous online - Similar to asynchronous but classes will meet on specific days and times. The course is offered entirely online using readings, live-stream lectures, videos, live discussions, discussion boards and proctored exams. Attendance is monitored through video conference meetings.

HYFLEX



- HyFlex/Hybrid – A flexible approach where students may attend class in-person, through online sessions or a combination of both. It is critical that each student access Moodle and their course syllabus to determine the unique plan for that course. Contact your instructor with questions if you are unsure.
Examples:
 - On Monday, half the class attends in-person with the other half participating online. On Wednesday, the two groups swap. On Friday, all students participate online.
 - Due to limited seating in the in-person classroom, faculty will determine the total number of students that may be present in the classroom on any given day.
 - Alternatively, and specific to the current COVID-19 pandemic, some students may need to participate in HyFlex course sessions fully online. Those students who are immunocompromised or in a high-risk category, caring for someone who is immunocompromised or in a high-risk category, or have other risk factors or concerns should contact the Student Access Center at 985-448-4430 or studentaccess@nicholls.edu to discuss the option of participating in their courses 100% synchronously online.
 - Faculty will determine whether they live-stream their lectures, assignments, discussions, projects and exams, or pre-record their lectures and post the rest online.
 - Students in programs such as Nursing, Culinary, etc. may be required to attend on- and -off-campus learning activities. Your department will alert you if this is the case.



Other points to consider for all delivery modes:

- Students are required to have their cameras turned on when participating in video classrooms.
- Roll will be taken in all courses, regardless of how the class is being delivered.
- For online and proctored exams, students should find a private, limited distraction environment.

All students are encouraged to review their Fall 2020 class schedules to determine the types of courses available and those in which they are enrolled. Students with questions or concerns about their schedules should reach out to their advisors or to the specific faculty member for individual class.

Students engaging in online learning should have access to the following, at a minimum:

- A computer with broadband internet access that can be connected directly to an internet source with an ethernet cable. Test proctoring services require a direct connection to the internet, and specifically not Wi-Fi.
- Access to a webcam and microphone, either built-in into the computer or an external version connected through a USB port.
- The ability to download software programs necessary for class participation and proctored exams. Such programs may include Zoom, ProctorU, Respondus, Skype, GoogleMeet, and others.



Students are responsible for completing their coursework by the deadline assigned by their instructor. Self-motivation is important when participating in an online or HyFlex class. It is critical that students have access to Moodle and their course syllabus to determine their unique plan for the course. If you have questions, contact your instructor.

*Online exams proctored through ProctorU will require additional fees. Students having difficulty paying those fees should apply for financial assistance to cover those costs through the Nicholls Foundation Emergency Fund.

Ellender Memorial Library

All library services will be available to students and faculty except for Interlibrary loan (ILL). For questions regarding ILL, please contact april.rome@nicholls.edu or visit <https://www.nicholls.edu/library/policies>.

Librarians are available to faculty for online and face-to-face information literacy instruction and can be requested through the faculty portal <https://nicholls.libguides.com/faculty-portal>. Research consultations for students can be scheduled for online or face-to-face in the student portal <https://nicholls.libguides.com/student-portal>. Archives is available by appointment only. Contact clifton.theriot@nicholls.edu or call 985-448-2621.

The library will resume regular hours Sunday through Friday starting Monday, Aug. 10. The library will be closed on Saturdays. For more information call 985-448-4654, visit nicholls.edu/library or email el.reference@nicholls.edu.



Tutorial and Academic Enhancement Center (TAEC)

Tutoring and writing services will be available both online and in-person. If you want to schedule a tutoring or writing appointment, visit the TAEC at 143 Peltier, call 985-448-4100 or email tutoring@nicholls.edu or writingcenter@nicholls.edu.



Academic Advising Center (AAC)

Advising is available both in-person and online. Students can visit the AAC in 234 Elkins to meet with an advisor in person. Students can schedule appointments by emailing advising@nicholls.edu or calling 985-448-4117.

Academic Testing Center (ATC)

In-person and online placement testing are available this Fall. We will conduct online placement testing using Zoom. Students who want to take placement tests should call 985-493-2599 or email testing@nicholls.edu. In-person testing will have limited seats to accommodate social distancing requirements. Visit www.nicholls.edu/testing for more information.



CAMPUS SERVICES

Residential Living

Housing Room Occupancy:

Housing will be similar to previous semesters except for single-occupancy rooms in North and South Babington Hall:

- Millet, Zeringue and Scholars Halls will offer private and single-occupancy rooms, each housing two residents who share one bathroom.
- Ellender and Calecas Halls will offer double-occupancy with four residents that share one bathroom.
- The Brady Apartment Complex offers four- and two-bedroom apartments.



- North and South Babington Halls will offer single-occupancy to accommodate high-risk students, as well as house students who must quarantine as a result of the virus. Each student will have their own bedroom and share a bathroom. Students who would like to request a COVID-19 medical housing accommodation should fill out the Single Occupancy Room Request form through the Student Access Center.

Move-In:

- Move-in times will be available Wednesday, Aug. 5 to Sunday, Aug. 9.
- Students will sign up for check-in times that are spaced out from others to decrease interaction with other students and families. We will email the sign-up link to residents.
- A drive-through check-in process will help reduce congestion and exposure to other residents.
- We ask that residents bring no more than two people with them to help move in to their rooms. Residence Hall staff will meet them and show them to their room. Due to COVID-19, we will not have volunteers to help the move-in process.
- Staff will clean moving equipment with sanitary wipes between uses.
- All hall staff on hand will have received a health screening prior to their arrival that day.

Specific COVID-19 Policies and Procedures in the Residence Halls:

- Students are required to wear face coverings and social distance in the public spaces of their residence halls.
- Every day a health screening checkpoint will be set up at the front desk of each residence hall. Students can use these checkpoints to complete their health screen assessment for the day and receive their clearance indicator.
- There will be no overnight guests, non-residential guests or visitation until further notice. Only visitors from the same residence hall will be permitted.



- Residence hall common spaces – such as the common kitchen, laundry room, bathroom, TV lounges and game rooms – will have restricted access and residents will be required to sanitize the equipment between uses.
- Professional staff will sanitize restrooms regularly.
- We will isolate students who are exhibiting symptoms or test positive for COVID-19 from the rest of the residents.

University Health Services

The office will resume normal weekday hours from 7:30 a.m. to 4 p.m. The clinic will operate as follows:

- Monday through Wednesday from 8 a.m. to 4 p.m.
- Thursday and Friday from 8 a.m. to 1 p.m.



Telehealth will be used whenever possible and patients will come in only if they need to be evaluated in person. Visitors or patients must knock or call when they arrive, as the doors will be locked. They will then wait outside the lobby or in their vehicle until they are called upon. Patients will have their temperature taken upon arrival and masks are required. If you don't have a mask, one will be provided.

Patients must complete the patient portal registration and forms, and email a copy of their insurance before their visit.

We will complete daily telehealth evaluations of students who are in quarantine. If their symptoms grow worse, they will be moved to a hospital.



University Counseling Center

The office will maintain normal weekday hours of 8 a.m. to 4:30 p.m. Both in-person and teletherapy appointments remain free for students, faculty and staff, with no imposed session limits.

Staff and visitors must follow university safety protocols to ensure they are free of COVID-19 before entering the office. To reduce capacity and maintain social distancing, we are recommending teletherapy and staggering in-person client appointments. In-person clients should arrive no earlier than five minutes before their appointment.

Staff and clients are required to wear masks when in the office suite. When the client and counselor are settled and sitting 6-feet apart, then they can remove their mask for the rest of the session.

We will continue online outreach this Fall, and any in-person outreach, such as our Let's Talk sessions, will follow social distancing guidelines.

Dining Plan

All dining options will operate at normal hours. Food quality and variety will remain the same with a few limitations on self-serve items. The tables and chairs have been set up in all dining areas for social distancing. All food stations are prepared for increased to-go orders and more outdoor seating is being placed around the cafeteria. Food will be served via staff versus self-served as no self-serve buffets are allowed.

Student Access Center

The center will maintain normal weekday hours of 8 a.m. to 4:30 p.m. Staff and visitors must follow university safety protocols to ensure they are COVID-19 free before entering the office.

**PLEASE
AVOID
HANDSHAKES & HUGS**

We hope everyone stays safe
during this time.





Everyone is required to wear masks when moving through the office suite. We have reconfigured the testing rooms for proper social distancing.

Students using the center for testing should only bring supplies necessary for their tests. High-risk students can request accommodations by completing the [Academic Accommodations Request form](#).

Food Pantry

Mom's Pantry continues to be stocked and accessible to students, faculty and staff. Sanitizing wipes are next to the structure and individuals using the Food Pantry should wipe the surface prior to and after using it. Students in need of food assistance beyond what the Food Pantry can provide should contact the Office of Student Affairs about the Tillou's Table program to receive free meals at the Nicholls Dining Hall. They can be reached at 985-448-4022.

The Rec Center

The Rec Center is open weekdays from 6 a.m. to 6:30 p.m., and on Saturdays from 8 a.m. to 2 p.m. and Sundays from 10 a.m. to 4 p.m.

Here are a few important facts to know prior to arriving at the Rec Center:

- Visitors and staff are required to wear a mask at all times in the Rec Center. This includes when you are actively working out.
- You must bring your own towel before you can begin working out. We are not providing towels until further notice.



- Workout areas will have limited capacity to allow for social distancing. We are prepared to move to a reservation system if needed.
- The locker rooms and showers are not available, but the restrooms are.
- We will offer group fitness classes on a limited schedule. Smaller groups will use the fitness rooms and enforce social distancing. Larger group fitness classes will move to the gym.
- The availability of fall events, activities and intramural sports leagues will be determined by CDC guidelines at the start of the semester. We will continue to offer online fitness and sports during the Fall if we are unable to hold them in-person.

Facilities Cleaning Protocols

Routine Cleaning:

Custodians will clean and sanitize buildings and offices every day. This will be an extension of the normal cleaning routine with additional sanitization outlined below. We will provide sanitizing wipes in classrooms and other high-traffic areas to enhance the daily cleaning activities of the university staff.

Additional Cleaning Protocols & Overview:

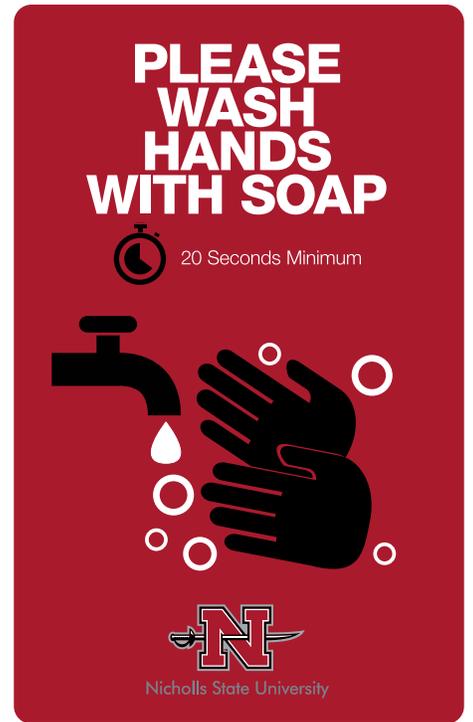
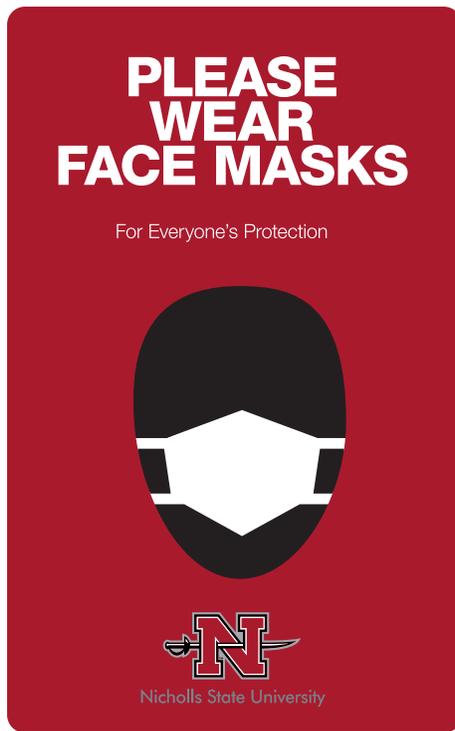
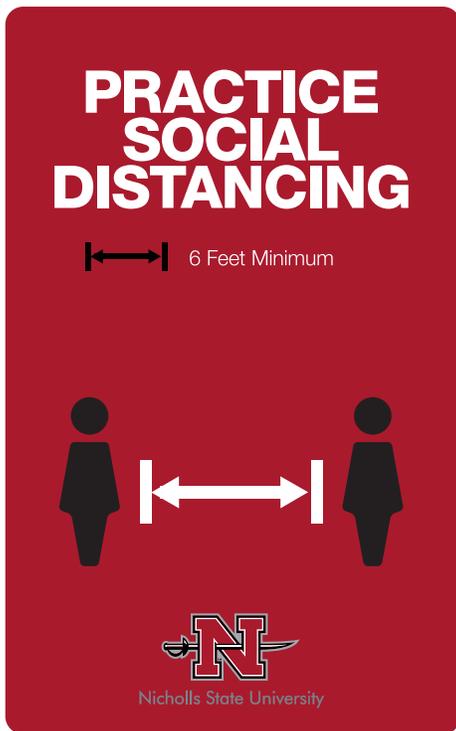
Custodians will give special attention to classrooms and popular meeting spaces during the day. They will use industrial cleaning equipment to quickly and safely sanitize all surfaces in the room. Once they have used the equipment to clean each room, it will be ready for use again within 30 minutes. This process will take place throughout each day as class schedules allow.

Hand sanitizers are available at the entrance to and throughout buildings. We encourage you to use them often during the day to minimize the spread of germs.

High Touch Areas:

Custodians will regularly clean surfaces such as doorknobs, bathroom doors and fixtures, countertops and other high-touch surfaces. Industrial sanitization foggers will be used in high-traffic spaces to enhance cleaning efforts.





Signage

We will post signs throughout campus offering instruction and reminders of our safety guidelines. Signs will include messages to wear face masks, social distance in public, directions to building entry points and recommended hygienic practices. They will be posted in areas where seating is and is not available to support social distancing.

Other Student Engagement Info that might be of interest *Greek Life, Student Organizations and Activities*



Events and activities will continue this Fall on campus, but they will look different. Fall traditions, such as Colonel Fest, Welcome Back Day and Homecoming Week will follow all health and safety guidelines set by the CDC, ULS and state and local governments. WE will consider factors such as social distancing, face masks and attendance size when evaluating how we hold these events.

Greek organizations and other Registered Student Organizations will be informed of the guidelines and encouraged to mind those health and safety guidelines when scheduling meetings or activities. We are encouraging all organizations to consider holding meetings and events online for the Fall.

All planning and events are subject to change based on new information and official guidelines.

Visit nicholls.edu/covid-19 and cdc.gov for more information.