

Dear NCC Students,

As you know, NCC has closed its campus to the general public, and all faculty have transitioned to online teaching for all classes through April 13. In response to this turn of events, NCC continues to do everything it can to provide you with every opportunity for success.

This announcement provides you with **NCC RESOURCES** so that you can be successful over the next few weeks. **REMEMBER: Even though the campus buildings are not accessible, all college departments are available** and eager to serve you. Please contact us with any questions or concerns you may have.

- General Concerns
- Virtual Tutoring through the Learning Center
- Internet Access for Students
- Online Course Delivery with Canvas
- Setting up Canvas for Optimal Communication
- Tips for Successful Online Learning
- Student Resources
- Virtual Meetings
- Help in Stressful Times

GENERAL CONCERNS

Call 1-800-352-4907

712-324-5061

<https://nwicc.edu/contact-ncc/>

VIRTUAL TUTORING THROUGH THE LEARNING CENTER

All F2F students have been added to a course in Canvas called “Virtual Tutoring.” If you are currently an online-only student who wants to be enrolled in this course, please make your request to Leah Murphy [see below], and you will be added. If you need help, you will find help in this course! You will discover discussion posts based on content areas, you can also interact with live tutors by video in the course’s online Conference tool. Email your requests for help or your other concerns through the “Virtual Tutoring” course. You may also email Leah Murphy, the Director of the Learning Center directly at lmurphy@nwicc.edu.

INTERNET ACCESS FOR STUDENTS

Although campus buildings are closed, we are providing access points in our parking lots. Students will be able to access the internet while in their car by parking as close as possible to Building H – East Side Entrances.

In addition, some internet providers are making accommodations to assist during this time.

- [Sparklight Makes Unlimited Data Available](#) on all Internet Plans for 30 days, waives late fees for 60 days during Coronavirus Crisis
- [AT&T suspends broadband caps](#), offers limited income households internet for \$10 a month
- [FREE WIFI Map](#) for Android and iOS – please note some businesses may be closed due to the state mandates
- [T-Mobile unlimited smartphone data](#) for 60 days and additional 20gb of mobile hotspot/tethering for 60 days

- [Comcast Announces Comprehensive COVID-19 Response to Help Keep Americans Connected to the Internet](#)

ONLINE COURSE DELIVERY WITH CANVAS

All coursework at this time will be delivered through our online learning platform called “Canvas”. Most students already have accessed Canvas, at a minimum, to view read through their syllabi and to check their grades. If you have not yet accessed your Canvas course shells previously, follow these steps:

- Go to www.nwicc.edu and then click on **MyPlace**.
- You will need your **MyPlace** user name and password to log on. This is the same login as it is to get in to your computer.
- After logging into **MyPlace**, click on **MyCourses** (Canvas) link. This will take you to your online dashboard.

Want to be a **Canvas BOSS**? Here are some tutorials to help you succeed:

- Watch this [short video](#) on how online courses work.
- For insights into Quizzes and Surveys: [Take quizzes and surveys and view results](#)
- Curious about Comments and Peer Review? Try this one: [Add comments on submissions, submit a peer review, and view peer comments](#)
- For engaging in Groups watch this one: [Use, create, and interact with a Canvas Group](#)
- Grades? Easy! [Check your grades](#)
- Worried about submitting Assignments? View this one: [Access, manage, and organize your files](#)
- For more tutorial videos [click here](#).

SETTING UP YOUR CANVAS FOR OPTIMAL COMMUNICATION

With everyone moving online, you might want to reset notifications as new features are available. Here are [instructions for how to set notifications](#).

You might consider turning on these feature notifications:

- Due Date
- Grading
- Course Content
- Files
- Announcement
- Discussions
- Conversations
- Conferences

TIPS FOR SUCCESSFUL ONLINE LEARNING

Here are some things you should do on a daily basis so you can succeed in your online courses:

- Check your NCC Email for communication from your instructor every day.
- Log-in to your online classes for updates and assignments every day.

- Communicate questions to your instructors. Email for sure, and some have even shared their phone numbers with you. Stay in contact with your instructors!

Additional tips:

- **Claim a study space**
The first tip for effectively managing online classes is to find a place to claim as your own study nook. Find a place in your home or dorm room where you are comfortable but will keep you alert. Avoid doing your coursework in bed.
- **Manage distractions**
Get rid of all physical and digital distraction. Just have the resources you need to study nearby. Being on your computer may cause you to get easily distracted (Tick Tock, anyone?). There are some tools that might help you manage your distractions and get you through your coursework (StayFocused, RescueTime, StayfocusD).
- **Stay motivated**
Do not underestimate the effort needed for online classes! Make sure you stay motivated and engaged in your online learning experience. Take the week of online classes as seriously as you would if they were held in person.
- **Communicate with your instructor**
Having good communication with your instructor is important. If you are confused or have suggestions, send them a polite email and be patient when waiting for a response.
- **Time management**
Set time aside in your schedule for each class. The freedom that comes with online classes can trip people up. It is crucial to manage your time. One way to help with this is to make a list of assignments and keep track of due dates and progress,
- **Expect technical problems**
Technology is great – when it's working. Avoid stress associated with slow internet access, dead computers, and networks going down by planning a little extra time for assignments and classes in case there is a network problem.

STUDENT RESOURCES

The College is still operating, and our staff is ready to answer your questions and to assist you in any way we can!

Online Team – All Your Canvas, Honorlock, and Embedded Content Questions Answered!

For help related to Canvas online learning – if after reaching out to your instructor, you still need some help with online learning, reach out to our Online Team!

Contact Alicia Pennings (apennings@nwicc.edu; 712-324-5066, x193)

Or contact Gretchen Bartelson (gbartelson@nwicc.edu; 712-324-5066, x170)

Or contact Holly DeGrote (hdegrote@nwicc.edu; 712-324-5066, x224)

Virtual Proctoring

Your instructors likely have exams and quizzes that do not require proctoring. Some exams might require Honorlock proctoring. A very few exams might require Virtual Exam Proctoring through the Learning Center. If the need arises that an instructor requires your test to have a proctor outside of Honorlock or other services, we are able to proctor tests via Zoom or Canvas Conferencing. Contact Leah Murphy via email at lmurphy@nwicc.edu.

IT Help Desk

For help with downloading software, problems with your laptop, logging into MyPlace (for help with Canvas see the Online Team above)

Monday - Friday
8:00 AM - 4:30 PM
ITgroup@nwicc.edu
712.324.5066 x500

TRIO

TRIO is ready to assist its students remotely.

Please also note that all nursing students can contact Tracy – this includes **both TRIO and non-TRIO nursing students**.

Contact Tracy Gorter; her personal cell is 712-324-1840.

You can also email her: tgorter@nwicc.edu.

Library

Assisting with online research, citations, and online resources

NOTE: Due dates are extended automatically through April 14

Monday – Friday

8:00 AM – 4:30 PM

Contact Renee Franklin

rfranklin@nwicc.edu

712-324-5066 x116

Counseling Services

Mental health counseling sessions available via Zoom

Contact Dr. Beth Frankenstein

bfrankenstein@nwicc.edu

712-324-5066 x242

NCC Business Office

For help with student balance and payment questions/concerns

Monday - Friday

7:30 AM – 4:30 PM

busoffice@nwicc.edu

712.324.5066 x133 – Megan

712.324.5066x144 - Michaela

Disability Services

We strive to make reasonable accommodations for eligible persons with disabilities to ensure equal and fair access to programs, educational opportunities and activities.

Contact Leah Murphy

lmurphy@nwicc.edu

712-324-5066 x118

Tutoring and Academic coaches

Access to academic coaches and tutors will be available via Canvas Virtual Tutoring Course.

Contact a coach directly to set up a Canvas tutoring session.

All academic tutoring-Leah Murphy

lmurphy@nwicc.edu

712-324-5066 x118

Library assistance-Renee Franklin

rfranklin@nwicc.edu
712-324-5066 x116

All other assistance – Aimee Jaynes

ajaynes@nwicc.edu
712-324-5066 x274

Registration and Advising

Advising and registration services will be available to students and prospects via remote operations. Students should email their advisors directly for assistance or email studentservices@nwicc.edu.

Transcripts

We do not expect any interruption in service for students who need to send NCC transcripts electronically or via the mail.

studentservices@nwicc.edu.

Veteran Education Benefits

Questions will continue to be responded to via email.

Contact Beth Sibenaller-Woodall

beths@nwicc.edu

Financial Aid

Questions will continue to be answered via email.

Email the Financial Aid Offices

finaid@nwicc.edu

College Store

Students can buy online textbooks or NCC merchandise online.

bookstore@nwicc.edu

www.nccbooks.com

Career Services

Career services is available to assist with career exploration, resumes, and mock interviews via NCC's Canvas Virtual Tutoring course.

Contact Leah Murphy

lmurphy@nwicc.edu

712-324-5066 ext. 118

ICAN

ICAN has announced that until further notice, they will not be working in their offices. Because of that, Mary Joan will not be on NCC's campus as originally scheduled for March 23, but she will be contacting those who had appointments with her to see if they would like to reschedule for a later date or if they would like to meet via Zoom [see below for an explanation] or to have a phone conversation. If there are students/families who want to schedule appointments they may call 515-402-4211 or 877-272-4692 to discuss options which will include either meeting in the future or meeting via Zoom or phone. For the full message from ICAN of services provided or changed, refer to this link: <https://www.icansucceed.org/about-ican/ican-limited-services-during-the-coronavirus-social-distancing>

PACE and Thunder Cares

PACE funding is available to NCC students who are Iowa residents and are income eligible. If you have financial concerns because Corona Virus poses a financial stress—for example work hours are cut, or you are a parent who need to stay home with children and are unable to work-- please check out the online site of the [PACE Program](#). In.

In addition to tuition assistance, PACE may be able to assist you with expenses so that you can have a successful semester. <https://nwicc.edu/tuition-financial-aid/gap-pace-initial-eligibility-form/>. Students who are not eligible for PACE might be eligible for the Thunder Cares Student Emergency Fund (klandis@nwic.edu).

VIRTUAL MEETINGS

Many of these services will be available to you person-to person via **Zoom or Conference virtual meetings**. To set up a virtual meeting, contact the person you need reach (see the contact information above). They will send you an email with instructions for a Canvas Conference or with a link to a Zoom meeting.

If it is a Zoom meeting, then the emailed invitation will look similar to this:

Join Zoom Meeting
<https://nwicc.zoom.us/j/154058933>
Meeting ID: 154 058 933

Click on the link and it will download a quick file (only taking a few seconds to download). This will give you access to the Zoom meeting. The first time you may need to click “allow” for it to download. Then it will open your Zoom meeting session with the resource person who will help you.

HELP IN STRESSFUL TIMES

Although I recognize that everyone responds differently to stressful situations, below are some resources that you might find helpful:

- [Coping with Anxiety from the Iowa Department of Public Health](#)
- [ADAA COVID-19 Resource Page](#)

Finally, be adventurous. Change is not all bad. You can do this! We are ready to help you every step of the way on this online academic adventure.

Best of wishes, as always, --Dr. Hartog