



Dear Dakota College at Bottineau Students:

As announced on Friday, March 20, 2020, Dakota College at Bottineau will continue all classes via remote delivery methods through the rest of spring semester. This email includes information to help you navigate these changes and provides information to support your success and well-being. Please read the information closely.

### **Your Classes**

Dakota College will use remote delivery methods for all courses. Instructors will communicate to you through [Blackboard](#) and/or by email. Your courses will continue to be held at the regularly scheduled time via Blackboard Collaborate Ultra. This will allow for live interaction with your instructor and other students in the class. If you have any questions, contact your instructor using the course email tool in your course's Blackboard shell or using the instructor's email listed in the course syllabus (also in Blackboard). Individualized experiences such as clinicals, internships, practicums, etc. may need to be adjusted depending on the situation and placement. You will receive information from your instructor regarding how these will be managed. Please check Blackboard course shells and your Dakota College email each day for updates.

### **Who to Contact for Academic Help**

If you have questions about your classes, please email the instructor of your class. Their contact information is in the syllabus which you access through your courses in Blackboard. You can also find it in the [Faculty and Staff Directory](#).

Your academic advisor is also a resource, especially if you want to discuss the possibility of dropping a course or getting an incomplete. Advisors can meet with you by phone or video chat.

Hopefully you won't need to withdraw from all your courses, but if you think you do, please visit with your advisor first. If you decide to withdraw, contact the Beth MacDonald at [beth.macdonald@dakotacollege.edu](mailto:beth.macdonald@dakotacollege.edu) or 701-228-5426. The last day to withdraw from spring semester is Thursday, April 9, 2020.

You can also contact the [Student Success Center](#) for tutoring and disability support services. TRiO is housed within the Student Success Center and can be contacted as well. More information about these services is directly below.

### **Tutoring Services**

Tutoring remains available to students through online/remote learning at no cost. All services will be delivered remotely, and all meetings with students will be provided via video chat or phone. In order to schedule a meeting or appointment, Dakota College students may email or call Laura Halvorson at [laura.halvorson@dakotacollege.edu](mailto:laura.halvorson@dakotacollege.edu) or 701-228-5680. To access online tutoring via NetTutor, log into [Blackboard](#) and a link is available within every course.

### **Disability Support Services**

Disability Support Services will remain available to students and services will be delivered remotely. All meetings with students will be provided via video chat or phone. To schedule a meeting contact Jackie Migler through email or phone at [jacalyn.migler@dakotacollege.edu](mailto:jacalyn.migler@dakotacollege.edu) or 701-228-5672.



### **TRiO**

TRiO services will remain available to students and services will be delivered remotely. All meetings with students will be provided via video chat or phone. To schedule a meeting contact Laura Halvorson through email or phone at [laura.halvorson@dakotacollege.edu](mailto:laura.halvorson@dakotacollege.edu) or 701-228-5680.

### **Academic Department/Faculty Contacts**

If you are having trouble contacting your advisor or instructor, please contact Danielle Clemenson in Academic Services through email or phone at [danielle.soland@dakotacollege.edu](mailto:danielle.soland@dakotacollege.edu) or 701-228-5470.

### **Summer and Fall Registration**

Registration for summer 2020 and fall 2020 begins March 31, 2020. Please reach out to your advisor by email to set up an appointment to meet via phone or video chat. If you are having difficulty reaching your advisor contact Beth Macdonald through email or phone at [beth.macdonald@dakotacollege.edu](mailto:beth.macdonald@dakotacollege.edu) or 701-228-5426.

### **Academic Buildings**

All campus buildings will be locked and are not open to the public or students until further notice. Limited access is available at the main entrance of Thatcher Hall by appointment only. All visitors must complete and pass a [health screening](#) to enter the building.

### **Residence Halls & Meal Plans**

The residence halls are currently closed to all students, except those who have extreme circumstances and cannot go home. At this time, due to the need to limit building access and to maintain social distancing, the college is not scheduling dorm "move outs." When it is deemed safe to do so, students will be informed of the process for scheduling a time to pick up their belongings from the residence halls. Students needing books and other educational materials should contact Dakota College Housing at [janet.lund@dakotacollege.edu](mailto:janet.lund@dakotacollege.edu) or 701-228-5621 for arrangements to pick up these items or to have them mailed. Additional monitoring precautions have been implemented to ensure that students' belongings are secure. Meal plans for students who are approved to remain in the halls continue to be available through the end of the semester.

Students who have left the campus will be provided pro-rated adjustments to their bill for housing and dining charges. More details regarding the specifics of these credits will be provided at a later time. All residence hall students should check their emails regularly for more information and updates, as information is subject to change. If you have any questions, contact Dakota College Housing at [janet.lund@dakotacollege.edu](mailto:janet.lund@dakotacollege.edu) or 701-228-5621 during normal business hours.

### **Counseling Services and Mental Health/Emotional Support**

Counseling Services remain open during the remote instruction period. Services have been modified and will be delivered remotely. If you have questions or need services call or email our campus counselor, Corey Gorder at [corey.gorder@dakotacollege.edu](mailto:corey.gorder@dakotacollege.edu) or 701-228-5451.

This can be a stressful time for students. First link is available to our students 24/7 by calling 2-1-1. The 24-hour helpline links you to information and referral, suicide support services, and emotional support. The suicide hotline is 1-800-273- 8255.



### **Student Health Nurse**

The Student Health Nurse's office remains open during the remote instruction period. Services have been modified and will be delivered remotely. If you have questions or concerns about our services or your health, call or email the Student Health Nurse Office [susan.indvik@dakotacollege.edu](mailto:susan.indvik@dakotacollege.edu) or 701-228-5460 during normal business hours. Information on COVID- 19 may be obtained at [health.nd.gov](http://health.nd.gov), and the ND Department of Health COVID-19 hotline, 866-207- 2880.

### **Information Technology**

Dakota College Information Technology will continue to provide services remotely during the regular operational hours. Laptops are available for students who need access during the remote instruction period. If you have technology needs, please call or email Brad Gangl at [brad.gangl@dakotacollege.edu](mailto:brad.gangl@dakotacollege.edu) or 701-228-5418.

### **Bookstore**

The Dakota College Bookstore is a no visitor zone and the doors are closed to the public. Bookstore services may be received by emailing Janeen Pollman at [janeen.pollman@dakotacollege.edu](mailto:janeen.pollman@dakotacollege.edu) or by calling 701-228-5458 during regular business hours. Deliveries of course materials will be arranged on an individual basis. Book buy-back will be addressed at a later date.

### **Library Services**

The Library services are available online. If you have library needs, please call or email Terri Hauge at [terri.hauge@dakotacollege.edu](mailto:terri.hauge@dakotacollege.edu) or 701-228-5425.

### **Digital Access to Course Materials**

A number of publishers are providing free access to digital versions of course materials via [VitalSource](#) and [RedShelf](#), digital course materials providers. The list of participating publishers available at VitalSource is [listed here](#), and the list for RedShelf is [listed here](#).

Visit the [VitalSource sign-in page](#). If you have not used VitalSource previously, you will need to create an account using your institution-provided email account. [Frequently asked questions](#) are also provided.

[RedShelf customer service](#) is available, and you can create a login at their [sign-in page](#). Details to access ebooks are [listed here](#).

### **Internet**

- [United & Turtle Mountain Communications](#)

If you can't afford telephone or internet services, Lifeline through United & Turtle Mountain Communications can help eligible people pay part of their telephone and internet services. To inquire on eligibility, call 1-800-844-9708 during regular business hours or after hours 1-800-844-9638.

- [Midcontinent Communications](#)

Midco is participating in the FCC's Keep Americans Connected Pledge to ensure people don't lose broadband or telephone connectivity. Over the next 60 days, they won't disconnect service if a customer is unable to pay, and they will waive late fees for customers having economic challenges during the coronavirus pandemic. In addition, Midco is offering a special program detailed below:



*With so many students at home now and lots of coursework to complete, we're reminding schools and communities about our Lifeline program. It's a federal program intended to put home phone and internet service within reach of qualifying families - giving low-income households affordable home phone or internet access. The Lifeline Internet Service is \$14.95 per month (includes modem), but with a subsidy credit, the customer's cost is \$5.70 a month for 25 Mbps downloads and up to 3 Mbps uploads service. Typically, the online application and approval process takes three-to-five days. Once approved, the service installation is free.*

## **Phone**

- [AT&T](#)

AT&T is suspending the termination of wireless, home phone, or broadband service when customers can't pay their bills because of coronavirus disruptions. The company is also waiving related late fees. AT&T is also providing free access to its public WiFi hot spots. The company also said its consumer home internet wireline customers and fixed wireless internet customers would receive unlimited data.

- [Verizon](#)

Verizon is waiving late fees for 60 days from March 16, 2020 to May 13, 2020 and will not terminate service for customers "experiencing hardships because of COVID-19." Customers who are experiencing a hardship should contact the Verizon customer service team.

- [T-Mobile](#)

T-Mobile phone service provider is providing unlimited data to all current customers who have plans with data for the next 60 days. It will also provide additional data to mobile hotspot users.

## **Online Fees**

Students moving to remote delivery will not be assessed online fees as they are required to complete their instruction via alternative delivery. Students who originally enrolled in online classes will not receive a refund as online was the choice of instruction at the time of enrollment.

If you have further questions or need additional assistance, please call Dakota College at 701-228-2277 or 1-800-542-6866. Please continue to read your email and log into Blackboard daily and for additional updates, please visit Dakota College's [COVID-19 page](#). Download the Dakota College app via Google Play or the App Store.



Campus buildings will not open to the public and will be remained locked until further notice. Services will work virtually as classes proceed and you need to do business.

You may use contact information on our [Campus Directory](#), or the direct contact information listed below for direct questions:

- **Academic Advising**
  - Email: [Beth.Macdonald@daotacollege.edu](mailto:Beth.Macdonald@daotacollege.edu)
- **Admissions**
  - Email: [Beth.macdonald@dakotacollege.edu](mailto:Beth.macdonald@dakotacollege.edu)
- **Athletics**
  - Email: [Corey.Gorder@dakotacollege.edu](mailto:Corey.Gorder@dakotacollege.edu)
- **Bookstore**
  - Email: [Janeen.Pollman@dakotacollege.edu](mailto:Janeen.Pollman@dakotacollege.edu)
- **Business Office**
  - Email: [Lisa.Mock@minotstateu.edu](mailto:Lisa.Mock@minotstateu.edu)
- **Counseling**
  - Email: [Corey.Gorder@dakotacollege.edu](mailto:Corey.Gorder@dakotacollege.edu)
- **Dining Services**
  - Email: [Sharon.Arnold@sodexo.com](mailto:Sharon.Arnold@sodexo.com)
- **Distance Education**
  - Email: [Stacy.Allard@dakotacollege.edu](mailto:Stacy.Allard@dakotacollege.edu)
- **Financial Aid**
  - Email: [fa@dakotacollege.edu](mailto:fa@dakotacollege.edu)
- **Information Technology**
  - Email: [Brad.Gangl@dakotacollege.edu](mailto:Brad.Gangl@dakotacollege.edu)
- **Library Services**
  - Email: [Terri.Hauge@dakotacollege.edu](mailto:Terri.Hauge@dakotacollege.edu)
- **Physical Plant**
  - Email: [Darrell.Waters@dakotacollege.edu](mailto:Darrell.Waters@dakotacollege.edu)>
- **Safety & Security**
  - Email: [Janet.Lund@dakotacollege.edu](mailto:Janet.Lund@dakotacollege.edu)
- **Student Health Services**
  - Email: [Susan.e.Indvik@dakotacollege.edu](mailto:Susan.e.Indvik@dakotacollege.edu)
- **Student & Residence Life**
  - Email: [Janet.Lund@dakotacollege.edu](mailto:Janet.Lund@dakotacollege.edu)
- **TRiO**
  - Email: [Laura.Halvorson@dakotacollege.edu](mailto:Laura.Halvorson@dakotacollege.edu)