



March 21, 2020

Dear Continuing Education and Training Students,

Dr. Ball recently sent out a COVID-19 update to the College Community. The full content of the letter can be found [here](#).

Based on his announcement, the College campus and the Multi-Service Center will be closed through the end of the Spring credit semester, May 22. This closure will significantly impact our continuing education classes.

The following actions will take place for Continuing Education classes:

- All in-person personal enrichment classes, including Motorcycle Safety, are canceled through May 22. Whenever possible, we will attempt to reschedule and/or move your registration to the next offering of the class. We are exploring online options as well.
- Workforce training, career training, related licensure/certification, ESOL and GED classes will be converted to remote or online delivery, *wherever possible*.
- It is our mission to help our students attain their educational and career goals however, we realize that some classes can not be delivered online. In those circumstances we will reschedule the class to a later date and/or move your registration to the next offering of the class.
- If you are registered for a class that is scheduled to meet between April 13 and May 22, you will receive communication soon about whether your class will be moved to an online format or canceled. We ask you to please be patient, as these communications will start beginning late next week and will continue over several weeks. Notice will be given to the classes that are scheduled first, and we will continue to roll out communications based on the order of class start dates.
- To prepare for online instruction, we need to understand the technology capabilities of our students. While some online instruction can be accessed through your smart phone, greater tools may be needed for our Workforce Certificate Programs. Some assistance may be available. **Therefore, if you are currently enrolled in a Workforce Certificate program that is scheduled to meet between April 13 and May 22, we ask that you complete [completing this online survey](#) immediately.**
- Online registration for continuing education classes is available 24/7 at carrollcc.edu/CETregistration.
- Inquiries about a particular class can be sent to cet@carrollcc.edu
- Student support services such as tuition assistance/scholarships, assistance with career choices, and specific career training program questions can be sent to blee@carrollcc.edu. Phone advising will be available by appointment between 8:30 a.m. - 4:30 p.m. beginning Monday, March 30. To request an appointment, email our Manager of Student Support Service, Beth Lee at blee@carrollcc.edu.

Again, we appreciate your patience during this unprecedented time. The safety of our students, faculty and staff are our priority. **Please continue to closely monitor your email for updates about your particular course(s) and their statuses.**

Thank you,

Libby Trostle, Vice President
Continuing Education and Training