

MEMORANDUM

TO: HCC Family

FROM: Dr. Cesar Maldonado, Chancellor

DATE: March 21, 2020

SUBJECT: COVID-19 Remote Operation Schedule

Ref: CM20-051
File: SM

The health and safety of our students, faculty and staff is our most important priority, which is why we have taken steps to close all HCC facilities and transition our operations and classes online.

The schedule below outlines how HCC will shift to fully remote operations. It is subject to change based on recommendations from the CDC and local authorities as the COVID-19 situation evolves.

We appreciate your patience and support while we work through this situation. Our goal is to help our students, faculty and staff successfully finish this semester, and together we know we can achieve this.

Friday, March 20

- **All Houston Community College Facilities are closed until further notice.**
 - No access will be available for students, faculty, staff or visitors, unless identified as a critical activity, and normal access will resume when HCC determines it is safe to do so.

Monday, March 23

- Faculty and staff begin remote (online) work.
 - Online training for faculty and staff continues. (Training accessed [here](#).)
 - Faculty continue to transition coursework to online delivery by populating Canvas shells. (Shell requirements accessed [here](#).)
- Call Center operations to answer student, faculty and staff questions begin.
 - Canvas Help Call Center: dial 713-718-5295
 - Student Services Contact Center: dial 713-718-2000

Tuesday, March 24

- Online training for students begins. (Detailed schedule and resources list will be provided by March 23. Resources currently available [here](#).)

Wednesday, March 25

- Deadline for all faculty to complete training.
- Deadline for all faculty to have Canvas shell populated for every course.



Thursday, March 26 – Friday, March 27

- Remote access to all remaining Student Services begins. (Students will be notified via email about how to access all services.)

Sunday, March 29

- Deadline to register for 2nd 8-week classes for the semester.

Monday, March 30

- All classes resume in online delivery format. (Includes all 8 week classes and dual credit classes.)

Monday, April 6

- Last day to withdraw from regular 16-week session.
- Summer Registration starts.

Monday, April 27

- Fall Priority Registration starts.

Monday, May 4

- Fall Regular Registration starts.

Sunday, May 10

- Last day of Instruction for Spring Semester (all classes).

Sunday, May 17

- Spring Semester ends.