

ESTABLISHED 1979

NAVAJO TECHNICAL UNIVERSITY

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## Guidance for Student Returning Fall 2020

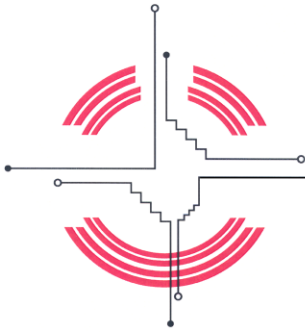
The health, safety and well-being of the students, staff and faculty are a top priority as Navajo Technical University (NTU) reopens for the Fall 2020 semester. As much as the University would like to have the students return to the classrooms the decision has been made to with continue with online and hybrid learning based on the fact that there continues to be reports of a high infection and transmission rate of COVID-19 on the reservation and the nation as a whole. The NTU administration have been in preparation for the upcoming academic year with the guidance of the Centers for Disease Control and Prevention (CDC), the New Mexico Higher Education Department Reopening Campuses, New Mexico Department of Health, Interim Guidance for Administrators of U.S. Institutions of Higher Education, and lastly the Navajo Nation Executive Orders.

Currently, there is daily symptom screening for all employees, which consists of: temperature testing, asking about symptoms of illness, and any contact with an infected person. The University is following the COVID-19 safe protocols by having a majority of the departments personnel work remotely, practicing 6' distancing between individuals, wearing masks, minimizing contact, disinfecting workspaces daily, and proper hand hygiene and respiratory etiquette.

Student returning will be in a new environment; therefore, guidance and protocols need to be in place, as well as guidance to ensure their safety. Here are some questions and answers that will help students understand the procedures and find answers.

### Guidance for Students Returning Fall 2020 Q & A:

- What to expect when I return to campus?
  - All campus' are putting in place CDC safety measures, such as smaller classroom capacity, because of distancing all tables and desks by 6 feet if you have classes on campus. Everyone will be required to wear a mask for everyone's safety. Majority of the offices are operating remotely and are doing all they can to assist with your needs.
- Will the Fall 2020 semester be conducted remotely or in person?
  - The Fall semester will be on an Online and Hybrid Learning environment. Students that have labs and shop hours will be conducted on campus through small groups with staggered time frames. Instructors/professors will establish the schedules.
- Are there plans to offer remote learning options for the Fall semester to students who may be at risk?
  - There will be different options offered. The schedules maybe viewed at <http://www.navajotech.edu/academics/course-schedules> or schedule an



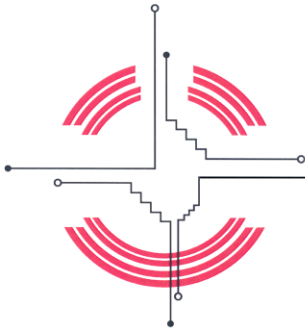
ESTABLISHED 1979

# NAVAJO TECHNICAL UNIVERSITY

S I H A S I N

appointment with your advisor to determine a course schedule. The University is offering online and hybrid learning for the Fall semester.

- Will I need to come to campus if my classes are hybrid?
  - Hybrid classes meet 50% of the time with face-to-face classroom instruction and 50% online. This depends on your course. Many classes will use different modes of delivery including Zoom.
- What does hybrid mean?
  - Hybrid replaces a portion of the traditional face-to-face instruction with web-based online learning.
- If I am social distancing, how many students will be in class at the same time for face to face section of the hybrid courses?
  - Currently, a majority of the classrooms can hold 10 or less students because of the size of the classroom capacity after a separation of seating by 6 feet (social distancing).
- I don't like remote learning. Can I take courses in person?
  - The Fall semester is on an online and hybrid schedule. You are able to have face-to-face instruction for hybrid courses 50% of the course contact hours. Please see the schedule on our website to see which courses is hybrid.
- How do I set up a Moodle account?
  - Contact Sharon Platero at 505-488-8430 to set up your email account, once you have your email account, you will be able to set a Moodle account following the instruction.  
<http://www.navajotech.edu/images/currentStudents/eLearning/studentResources/HowObtainMoodleAccount.pdf>
  - Many E-Learning resources on procedures, policies and helpful tutorials are all listed here: <http://www.navajotech.edu/students/e-learning-resources>
- Who do I obtain a laptop from if I don't have financial aid to purchase one from the bookstore?
  - The University has a limited supply of laptops that students can borrow. Please contact the IT department at 505-7387-7363. Your financial aid can now be used to purchase a computer from the bookstore, if you would like this option, please notify the IT Department, so they can start ordering the laptop.
- Where do I go to get help for Financial Aid?
  - Financial Aid can be reached at the Main Campus and at the Chinle Site. You can reach anyone of the following who will assist you:
    - Gary Segay  
Financial Aid Officer  
[gsegay@navajotech.edu](mailto:gsegay@navajotech.edu)  
505-387-7423
    - Yolanda Begay  
Financial Aid Assistant  
[ybegay@navajotech.edu](mailto:ybegay@navajotech.edu)  
505-387-7442



ESTABLISHED 1979

# NAVAJO TECHNICAL UNIVERSITY

S I H A S I N

- Rena Tom  
Financial Aid Assistant  
[rtom@navajotech.edu](mailto:rtom@navajotech.edu)  
505-387-7417
  - Chinle: Judy Yazzie  
Financial Aid Assistant  
[jyazzie@navajotech.edu](mailto:jyazzie@navajotech.edu)  
928-882-3137
- What is the best way to contact my academic advisor?
    - Below is a listing of all the advisors at each site.

## Main Campus Advisors

- |  |  |
|--|--|
| ➤ Sherietta Martinez-Brown<br>First Year Experience Academic Advisor<br>Phone: 505.387.7470<br>Email: <a href="mailto:smartinez@navajotech.edu">smartinez@navajotech.edu</a> | ➤ Leslie Tsosie<br>Academic Advisor<br>505-387-7514<br>Email: <a href="mailto:ltosie@navajotech.edu">ltosie@navajotech.edu</a> |
| ➤ Kyle Arviso<br>Academic Advisor<br>505-387-7513<br>Email: <a href="mailto:karviso@navajotech.edu">karviso@navajotech.edu</a>   |  |

## Chinle Site Advisors

- |   |  |
|---|--|
| ➤ Valencia Begay<br>Academic Counselor<br>928-882-3138<br>Email: <a href="mailto:vbegay@navajotech.edu">vbegay@navajotech.edu</a> | ➤ Danielita Haskey<br>Academic Advisor<br>928-882-3139<br><a href="mailto:dhaskey@navajotech.edu">dhaskey@navajotech.edu</a> |
|---|--|

## Zuni Site

- |   |   |
|---|---|
| ➤ Bobbie J. Shack<br>Director of Student Services<br>505-722-6022<br><a href="mailto:b.shack@navajotech.edu">b.shack@navajotech.edu</a> | ➤ Reynelle Lowsayatee<br>Director of Instruction and Applied Indigenous Studies<br>505-257-3790<br><a href="mailto:rlowsayatee@navajotech.edu">rlowsayatee@navajotech.edu</a> |
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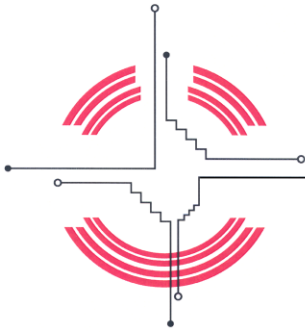
## Kirtland Site

- Dr. Vangee Nez  
Bond Wilson Instructional Site  
Director  
505-609-5020  
[vangee.nez@navajotech.edu](mailto:vangee.nez@navajotech.edu)

## Teec Nos Pos Site

- Frank Todacheeny  
TNP Instructional Site  
Coordinator  
928-656-3600  
[ftodacheeny@navajotech.edu](mailto:ftodacheeny@navajotech.edu)

- How can I receive IT or technical support if needed?
  - Please call the IT Department at 505-387-7491 or 505-786-4208 or email to [its@navajotech.edu](mailto:its@navajotech.edu). Students are encouraged to submit an IT Ticket



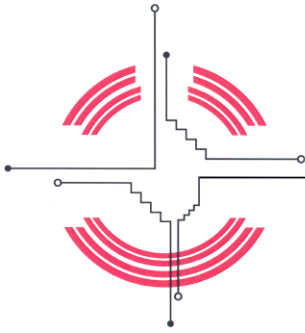
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# NAVAJO TECHNICAL UNIVERSITY

S I H A S I N

[https://docs.google.com/forms/d/e/1FAIpQLScrTfQu\\_JeVBwd666aMGz8vYQnNZNy1ERpjUKbXHoRG30iFgA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLScrTfQu_JeVBwd666aMGz8vYQnNZNy1ERpjUKbXHoRG30iFgA/viewform?usp=sf_link) or Chat with an IT Tech through Google Hangout.

- Is the library open, will it reopen?
  - The library will be open Monday to Friday 8:00am – 7:00pm to comply with the Navajo Nation curfew. The library will be following safety and sanitary protocols with limited access depending on availability of staff. Weekends will reopen pending weekend lockdown. Only students with schedules will be allowed. No community members or children are allowed.
- Is campus currently open?
  - The University is closed with limited access; please call the offices before attempting to visit. When on campus, please wear a mask and follow social distancing.
- What is the campus doing for infection control?
  - The University maintenance and custodians clean and disinfect all utilized surfaces on a daily basis.
- Under what circumstances do I need to isolate?
  - According to the CDC guidelines, a person should self-isolate, if you might have been exposed to COVID-19 OR have been in close contact with to someone who has COVID-19. Or if you have a fever above 100.4 F.
- What does self-isolation mean?
  - You stay home for 14 days after last contact by staying in a separate bedroom and have no close contact with anyone. You should avoid contact with others outside the home.
- Where would I self-isolate if needed?
  - You should always self-quarantine at home in a separate bedroom. If you are at the dorms, you can self-isolate in your own room, all necessary needs will be provided, but please notify someone to assist your needs.
- What should I do if I feel ill?
  - Make sure you continue to use your face mask to prevent the spread. If you get sick on campus, please call the Dean of Student Services at 505-387-7362 or the Safety Officer at 505-422-1645 on campus or the Coronavirus Hotline at 1-855-600-3453 for guidance on what to do. If you are at home, please stay isolated until you are able to consult with your health care provider.
- I've tested positive for COVID-19, or I have symptoms that strongly suggest I've been infected.
  - If you tested positive or have symptoms, stay at home unless you are going to the health center, call your health care provider and distance yourself from everyone and use your mask at all times when around others. You are to self-quarantine until you test negative.

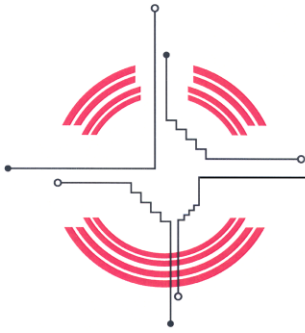


ESTABLISHED 1979

# NAVAJO TECHNICAL UNIVERSITY

S I H A S I N

- Am I required to 'self-report' to slow the spread of infection and keep the campus community safe? How do I do this?
  - You are recommended to self-report to stop the spread of COVID-19. Your identification will be held confidential, but we will need to trace your contact with others. Please call the Dean of Student Services at 505-387-7362 or the Safety officer at 505-422-1645 to self-disclose.
- Will student housing be available for Fall 2020? When will it open?
  - Student Residential staff are taking applications and will open beginning July 30, 2020. Residential will be at half capacity with one student per room to protect the safety of the residents. There are strict guidelines; therefore, please contact the residential staff at 505-387-7476 or 505-387-7486 for more information.
- Can my friend/family member/significant other who lives off-campus still come visit me or stay overnight in family housing on campus?
  - Visitors will not be allowed on campus for student housing for safety of our students living in student housing.
- What is being done in on-campus housing to prevent any potential spread of COVID-19?
  - All students are tested before they move in, if they can't, they'll be tested by the time they come on campus and self-quarantine while waiting for results. Temperature testing will be taken often as a precaution. All students will be retested for safety every month or when they come in contact with someone who has COVID-19. Visitors are not allowed at student housing. The reentry guidelines established by residential will be enforced.
- Will there be any student activities?
  - There will be limited student activities on campus due to CDC guidelines for mass gatherings. There will, however, be activities presented through zoom and social media. Please contact the Activities Coordinator, Michael McMillan regarding all activities at [mmcmillan@navajotech.edu](mailto:mmcmillan@navajotech.edu).
- What happens with all the clubs' activities and fundraising?
  - Clubs can still submit their charter forms to Michael McMillan at [mmcmillan@navajotech.edu](mailto:mmcmillan@navajotech.edu). The student senate and all clubs will have meetings through zoom or by phone when possible. Unfortunately, fundraising is limited due to the safety measures of distancing yourselves. All activities and fundraising will be on hold until the pandemic subsides.
- What should I do if I am having a hard time communicating my academic concerns, as impacted by COVID-19, with an instructor?
  - When your instructor does not respond within 24 working hours, please contact the Dean of Undergraduate Study, Dr. Casmir Agbaraji at 505-387-7371, [cagbaraji@navajotech.edu](mailto:cagbaraji@navajotech.edu) or the Provost, Dr. Colleen Bowman at 505-387-7402, [cbowman@navajotech.edu](mailto:cbowman@navajotech.edu).



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NAVAJO TECHNICAL UNIVERSITY

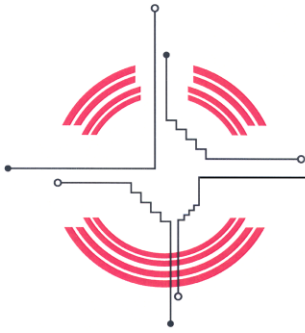
S I H A S I N

- Meal plan amounts from the Spring 2020 semester and what NTU plans to do with remaining balances left in student accounts not used from Spring Break to the end of the Spring semester. (Or do students lose this \$\$)
  - 33% of the funds left over are forwarded to the student's account and credited as of August 3, 2020 for Fall 2020 usage. Students are able to see it on their account now. If you have further questions please contact Bob Witte at 505-387-7384.
- Student housing rental amounts from the Spring 2020 semester, what is NTU's plans to reimburse the amount or forward this amount?
  - 33% of the funds left over are forwarded to the student's account and credited as of August 3, 2020 for Fall 2020 usage. In case the student doesn't stay in the dorms in the fall, they can still use it in the Spring 2021 semester. Please contact Wilson Gilmore for more information on the Reentry plan for Fall at 505-387-7476.
- How soon will NTU students see the updated account information in Jenzabar?
  - All updates of the forwarded funds are credited as of August 3, 2020. Please take a look at your account now, it is there. If you are missing yours please contact Menell at 505-387-7518 at the Business Office.
- What are the specifics if a student is found to be COVID19 positive living in NTU dorms or family housing? Will the housing be shut down and all students removed from dorms or family housing
  - Residential has a reentry plan, please look it over everyone was sent a copy. Currently, residential is putting a room in between each individual depending on the capacity and only one person assigned to each room so in case someone tests positive, they will be quarantined in their own room until they are able to transport to the hospital. For this reason, everyone needs to distance themselves. Residential has all the necessary supplies to clean and disinfect the areas, the cleaning will be continuous. Please contact Wilson Gilmore for more information at 505-387-7476.

The State of New Mexico and NTU requires the use of cloth face mask in public areas to prevent the spread of COVID-19. Those that need a face mask may request for disposable masks at the security shack. It is highly recommended to maintain social distancing while on campus, especially in common areas.

The keys to reducing the spread of COVID-19 are:

- If you are sick, stay home from school.
- Avoid close contact with those who are already sick.
- Cover your nose and mouth when coughing or sneezing with a tissue or the crook of your arm.



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# NAVAJO TECHNICAL UNIVERSITY

S I H A S I N

- Wash your hands often with soap and water.
- Avoid touching eyes, nose, or mouth.
- Wear a mask.