

9/3/2020

Dear Union County College Community,

Welcome to the fall semester at Union! We know this is going to be a very different fall semester, but the faculty and staff are committed to helping our students succeed. Even during these unusual circumstances, we will not be deterred from our Mission. Students, please remember to communicate with your instructors if there is anything that you need. They are here for you and want to help you. **New information is noted in RED.**

### **Fall Registration Extended to 9/8**

Want to add another class to your schedule? There is additional time to register. Remember: if you are full-time you pay the same tuition for 12-18 credits. Get the biggest bang for your buck by taking 15 or more credits. To add a class, login to [Self-Service](#).

### **Stay Informed!**

We know things tend to change, so please stay informed.

- Check your owl email daily
- Follow the College on social media: [Facebook](#), [Instagram](#), and [Twitter](#)
- Visit the College's coronavirus page: [www.ucc.edu/coronavirus](http://www.ucc.edu/coronavirus)

### **Laptops**

If you are a full-time student, remember to order your laptop through the Bookstore at [ucc.edu/techfee](http://ucc.edu/techfee). If you are a part-time student and you need a laptop for your remote live or online classes, please email [loaner@ucc.edu](mailto:loaner@ucc.edu).

### **Canvas Training**

Need help with Canvas? The ALC will be offering the following virtual Canvas trainings:

September 3: 10am – 11am, 1:30pm – 2:30pm, 3:30pm – 4:30pm

September 4: 11am – 12pm and 2:30pm – 3:30pm

September 15: 10am – 11am and 1:30pm – 2:30pm

September 16: 11am – 12pm and 3:30pm – 4:30pm

Visit this link <https://bit.ly/CanvasALC> to register.

### **Updated Hours**

All College campuses are open for select in-person services. Remember, remote services are still available.

- Student Services Centers (remote services continue to be available)
  - For assistance with applying, registering for classes, financial aid, advising, disability services, veteran's services, placement testing, and tuition payment.
  - Locations: Cranford – Student Development Bldg.; Elizabeth – Lessner Bldg., 1<sup>st</sup> floor; Plainfield – Logos Bldg.
  - Hours: Monday-Thursday 8:30am-7:30pm & Friday 8:30am-4:30pm
- Tutoring through the ALC (remote and online tutoring continues to be available 24/7)
  - Locations: Cranford – MacKay Bldg.; Elizabeth – Lessner Bldg., 3<sup>rd</sup> floor; Plainfield – Annex Bldg.
  - Hours (Cranford): Monday-Thursday 8am-9pm; Friday 8am-5pm; Saturday 10am-2pm
  - Hours (Elizabeth & Plainfield): Monday-Thursday 8am-7pm; Friday 8am-5pm; Saturday 10am-2pm
- Study Hall (safe, socially distanced, air conditioned locations with WiFi to study/do work)
  - Locations: Cranford – MacKay Bldg.; Elizabeth – Kellogg Bldg., Library; Plainfield – Annex Bldg.
  - Hours (Cranford): Monday-Thursday 8am-9pm; Friday 8am-5pm; Saturday 10am-2pm
  - Hours (Elizabeth & Plainfield): Monday-Thursday 8am-7pm; Friday 8am-5pm; Saturday 10am-2pm
  - **\*\*Union students only; College ID required\*\***
- Fitness Center (Cranford campus; by appointment only for employees and students): <https://calendly.com/uccfitnesscenter>

### **Restart Plan**

As I have noted, the College's Restart Plan has been posted on our website [here](#).

### **Student Needs**

As a reminder, fall students are eligible to complete a CARES Act application [here](#) and receive financial assistance to cover expenses such as rent, utilities, and food if you have needs as a result of the COVID-19 pandemic.

If you need assistance completing the application or have additional questions, please contact our social worker LeeAnn Trott at [leeann.trott@ucc.edu](mailto:leeann.trott@ucc.edu) or 908-591-8408.

If you require any other assistance, please call 908-709-7000. This line is being monitored by staff Monday through Friday from 8:30am-4:30pm. If your call is not answered, please leave a brief voicemail with your name and phone number and your call will be returned.

### **Employees**

We are here to help. If you or your family is having difficulty, please contact Karlene Rambaran in HR at 908-709-7144.

I wish everyone a wonderful start to the fall semester. Be well and take care of yourselves.

Sincerely,  
Dr. Margaret M. McMnamin  
President