

**COLLEGE OF CONTINUING AND PROFESSIONAL EDUCATION
STATE BUDGET CLOSURE DAYS (Furlough)**

FREQUENTLY ASKED QUESTIONS Updated 08-31-09

Will CCPE hold classes on closure days?

Non-credit classes will be held on budget shutdown days. For credit degree programs, classes will be scheduled in consultation with academic partner colleges and departments.

Will CCPE be open during closure days?

Yes, CCPE will have limited coverage on closure days.

If classes are held, will buildings be open with heat/AC on?

Yes. CCPE will work with Facilities Management and Campus Safety to make sure rooms are open and HVAC is working. Neither the Foundation or Studebaker Building are affected by closure days and classrooms will be open on closure days.

Will online courses be conducted during the furlough?

Yes, online courses, including those delivered on Beachboard and through Elluminate or CODEC, will be conducted as scheduled. CCPE's distance learning unit, the Technology Enhanced Learning Center, will have staff on duty on closure days, aided by student assistant support.

How will faculty be notified that classes are being held?

CCPE, in consultation with academic partner colleges and departments, will notify faculty through the appropriate CCPE Program Manager regarding class schedules. Program Managers will notify faculty through email and by telephone.

How will students be notified that classes are being held?

CCPE will post announcements on their website as well as on Beachboard and Elluminate. Email blasts and telephone campaigns will also be used to keep students informed of class schedules.

If there is an issue or emergency, who should faculty/students contact?

Faculty and students should use the current way they contact CCPE regarding issues. CCPE staff will be on duty during closure days supported by student assistants.

Will student services be affected in CCPE due to the closure?

Student services will not be adversely affected by the shutdown. CCPE staff will be available even on closure days.

Will self support students have access to services on campus such as the Library and food services during the closure?

The Library will not be open on closure days. The Student Union will have food service available during closure days. Dining Services, which includes the Chartroom and all other food service not operated in the Student Union, will be open on Staff Shutdown Days (green) but not on Campus Shutdown Days (red). We will monitor the situation and make notification of any changes.

Will parking be affected by the closure?

No. CCPE has been informed that parking fees will not be prorated during closure days.

Will Financial Aid be affected by the closures?

CCPE is gathering information and will notify students of any changes in Financial Aid due to the closures.

Will the refunds and withdrawals policy be affected by the closure?

CCPE, in cooperation with academic colleges and departments, will make every effort to offer classes as scheduled or re-schedule classes when necessary. Self support students will receive all instruction as has been advertised. Refunds and withdrawal policies will be the same as if there were no shutdown days.

Will Winter Session be held next year?

Yes, Winter Session will be held as scheduled, beginning Monday, January 4, 2010. Even though the first week of January has been designated for Staff Shutdown Days, CCPE will have staff available to assist faculty and students.

Will May Intersession be held next year?

Yes. CCPE is planning to offer May Intersession in 2010.