



WARNER UNIVERSITY

Dear Warner University Students, Staff, and Faculty:

**A WU COVID-19 Response Handbook:** Below, you will find details about Warner University's transition to remote learning for all traditional courses, as a means for wise response to the COVID-19 health event. The decision to make this transition was not made easily, and our campus grieves the loss of in-person contact with students in the classroom, in athletic programming, and in campus events. First Timothy 1:7 gives us the promise that, "God does not give us a spirit of fear, but of power and love and of sound mind." In these days we rely on Him to fulfill this promise, and to allow us to act with wisdom that shows care for our community.

**The following details are provided to serve as a guide for our community in the days ahead:**

**Next Week:** Starting March 16, all courses will officially transfer to a remote delivery system. It is expected that students check their WU email, Moodle, and other technology utilized by faculty during the hours when classes would usually meet. There will still be deadlines for the completion of coursework as determined by your professor.

**Attendance:** Failure to log in to Moodle and complete required assignments and activities at least once per week will be counted as one absence. Faculty are able to see if students have logged in, so such "absences" will be tracked and added to any absences that occurred before classes were moved online. Consequently, not logging in to Moodle ("attending class") could result in you being considered withdrawn from and failing the course. Withdrawal from a class based on absences will also result in removal from residential living, for students who choose to stay. Faculty will be in regular communication to articulate the new expectations for classroom participation. It is highly recommended that all students set up their Warner email account to go directly to their phone.

**Athletics:** Continued spring sport athletic competitions will be determined by the policy issued by each conference. Student-athletes should contact coaches for further information related to their team.

- Off-season practices and conditioning for all fall sports will conclude at the end of the day on Friday, March 13, 2020. This includes practices and conditioning for Football, Men's Soccer, Women's Soccer, Women's Volleyball, Men's & Women's Cross-Country, Men's Basketball, Women's Basketball, and Cheer.

- Please remember that maintaining your GPA this semester is still a requirement for next year's eligibility.

**University Events:** Only approved events will remain in effect for the remainder of the semester. Events must be approved by the Cabinet member who serves as supervisor to that department.

**Housing:** Warner University housing will remain open.

a. For students who choose to stay:

- Residential living for the remainder of the semester will have different expectations and guidelines.
- **Open visiting hours for residence halls will be discontinued. Overnight guests and off-campus visitors will not be permitted to enter the halls. Violation of this expectation will result in immediate dismissal from the institution. This expectation includes Holland Hall.**
- Students who exceed the number of permissible absences in any course will be asked to vacate their residence hall immediately.
- Student travel beyond the immediate area is strongly discouraged.

b. For students who choose to leave:

- Residential students are responsible for removing all of their belongings from their residence hall, and completing a check-out procedure with their Residence Hall team (RD / RA). Please do not leave any personal belongings behind as there will be no opportunity to return for them this semester (Holland hall residents are excluded from this expectation).
- Once a student has checked out of residential living, he or she will not be permitted to return to his or her room. This check-out is complete and final for the semester.
- Students should check with their RA to review checkout procedures and set a check-out time.
- The check-out policy form is attached to this message. Check-out is not complete until it is approved by Residence Life Staff.

**Dining Services:** The Dining Hall and The Union will be open.

**Textbook:** Our bookstore partners, Follett, have textbook rental deadlines and guidelines in place.

**Accounts and Refund Policy:** Warner University policy as is follows:

**Refund of Tuition and Fees.** *Tuition Refund for Regular Semester Courses (10 weeks or more in length). Registration is a contract between the University and the student. Students who withdraw or reduce the number of hours enrolled, for reasons beyond their control, may be entitled to a reduction in charges for tuition, according to the following scale if withdrawal takes place during the:*

*Within the first week 100%*

*Second week 75%*

*Third week 50%*

*Fourth week 25%*

*Fifth week 0%*

*Students under disciplinary action are not entitled to refunds. This is also true for those who withdraw or change schedules unofficially. The Administration may order withdrawal after a student fails to attend their class or classes during the first week(s) of a semester. Cash cannot be refunded to students until the financial aid awards are either withdrawn or adjusted. There are no refunds for lab and other academic fees. Residence Hall fees are refunded according to the tuition refund schedule and meal plan refunds are prorated.*

As campus operations will continue as usual, room and board refunds will not be given for those who choose to leave campus. You are still responsible for completing your payments as determined by your payment plan.

**Student Services:** Administrative operations of the institutions will remain open. Student services such as Financial Aid, Registrar, Student Life, RoyalMD, Royal Resources, Academic Skills Center, Disability Services, among others, will remain open.

**Employment:** Warner University employees will continue to work as normal; if you do not feel well, or if you are sick, please stay home. Please practice social distancing, good hygiene, and minimize physical contact with others.

**Student Employment:** Student employees should check with their supervisor about working during the remainder of the semester. If you have any student workers in your department, please check with your area administrator to confirm their work schedules for the remainder of the semester.

**Advising and Registration:** Advising for Fall 2020 courses will be conducted via phone or video conferencing for those off campus. Face-to-face advising will be available for those remaining on campus. Please take advantage of the opportunity to meet with your advisor

during these weeks. Registration opens March 18, 2020 please remember to register for your fall courses.

**Graduation:** Commencement ceremonies and related activities remain scheduled at this time and under close review. We will communicate more as details become available.

**WU Travel:** All Warner-related travel is suspended. Any exceptions need to be approved by your area administrator. We strongly encourage community members to limit travel beyond the local area, unless absolutely necessary.

Our campus Emergency Response Team will continue to issue regular updates to the community through WU email, at warner.edu, and through select social media. Should you have specific questions about a decision or activity that is not sufficiently addressed in this document, do not hesitate to contact someone for guidance:

Student help is available at: [studentlife@warner.edu](mailto:studentlife@warner.edu) and [advisor@warner.edu](mailto:advisor@warner.edu)

Faculty/Staff Questions should be directed to the area administrator.

Our priority is the health and safety of our students, staff, and faculty, while maintaining academic continuity. We have not made these decisions lightly, and we ask that we all treat them with cooperation merited by the seriousness of the situation. We continue to strive to uphold our value to serve our students, and to keep our community safe and healthy.