

**March 30, 2020**

Our top two priorities remain protecting the health and safety of our faculty, staff, and students, as well as helping our students to successfully finishing the semester. The “Stay At Home” order has named Minnesota State and its 37 colleges and universities “essential services.” This means all campuses will continue servicing students if they are able to do so in formats other than face-to-face.

**Classes that require face-to-face instruction are suspended, but we remain committed to helping students successfully complete the semester. Courses are currently being reviewed for options.**

Many student services are also being made available online including advising, tutoring, computer and network support, and others. See Minnesota West website at [mnwest.edu](http://mnwest.edu) or call 1-800-658-2330 for more information.

Campuses will remain closed to the public with access as needed only for limited faculty, staff, and students who require essential services not accessible from home, such as technology or food pantry access.

All faculty, staff, and students on campus will follow social distancing protocols. You will be required to log in via the QR code at the entrances.

Campuses & the Luverne Center are current open for student access from 8 a.m. – 3 p.m. On each campus, only the main doors are unlocked. Each campus has an area set up for students to use computers. Upon entering the campus, students will be directed to the computer area which will be in the following areas: Canby – LARC, Granite Falls – Computer Lab, Jackson – LARC, Pipestone – Computer Lab, WGTN – main administration building (by student services area and bookstore/commons).

Campus-based essential services will be staffed by a limited number of employees on campus in order to follow social distancing protocols and will employ enhanced cleanliness and hygiene practices recommended by the Minnesota Department of Health. Facilities and security will continue operations.

We are cooperating with the Minnesota Department of Health (MDH) and are conveying their information and guidance related to COVID-19 to our colleges and universities. Information that MDH is making available for schools, colleges and universities is available at <https://www.health.state.mn.us/diseases/coronavirus/schools.html>.

This is a challenging time and many of us are feeling stress or anxiety. Students can seek support services on our campus by contacting [coxraverty@swwc.org](mailto:coxraverty@swwc.org) or [Rebecca.weber@mnwest.edu](mailto:Rebecca.weber@mnwest.edu)

In addition, United Healthcare is offering a free emotional support help line for all students through Optum, one of their subsidiary companies. Their 24/7 toll-free helpline number, 866-342-6892, is free of charge and open to any student.

**Please note the following resources for students:**

Main LARC page: [www.mnwest.edu/larc](http://www.mnwest.edu/larc)

LARC Help Desk direct phone support is available at (507) 372-3476 Monday – Friday, 9am to 4pm. After hours, please call the Minn State Help Desk at 1-844-456-3876.

All other LARC staff are working remotely to help slow the spread of COVID-19. Please contact the following email addresses for help:

IT Help Desk: [helpdesk@mnwest.edu](mailto:helpdesk@mnwest.edu)

Library Research: [library@mnwest.edu](mailto:library@mnwest.edu)

Tutoring Assistance: [tutoring@mnwest.edu](mailto:tutoring@mnwest.edu)

Test Proctoring: [proctoring@mnwest.edu](mailto:proctoring@mnwest.edu)

LARC Tutoring: <https://www.mnwest.edu/advisory-services/tutoring>

Professional tutors, working remotely, are available Monday through Thursday (8am – 8pm) and Friday (8am – 4pm). Please contact [tutoring@mnwest.edu](mailto:tutoring@mnwest.edu) for assistance.

Tutor.com, available via your D2L account, is available 24/7.

LARC Help Desk: <https://www.mnwest.edu/larc/help-desk>

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After hours, please leave a message or contact the Minn State Help Desk at 1-844-456-3876.