

JALC COVID RESOURCE GUIDE

All information, updates, FAQs, and forms related to the College's response to COVID19 are available at www.jalc.edu/covid19. For your convenience, a link to this page is predominantly located on the College homepage www.jalc.edu. To report a positive COVID test or quarantine, email covid19@jalc.edu

On August 26, the Governor's Office issued the first of two executive orders. Both contained a very detailed mandate for all Higher Education Institutions regarding vaccination requirements for staff and students. The first order was to go into effect on September 5. That order was changed, and on Friday, September 3, Governor Pritzker issued his second Executive Order (EO) number 2021-22. The Governor's EO will now go into effect on September 19. Since issuing the order, a dedicated team of JALC administrators has worked to develop our plan for complying with the mandate. This is a State Mandate, and JALC will comply. We appreciate your understanding and willingness to move the College forward. Please note that all colleges and universities must follow this mandate. Doing so strengthens our chances of remaining face-to-face for classes and other essential College functions. We enjoy having you here on campus, knowing that many of you prefer learning in a face-to-face environment, and we are committed to doing everything we can to ensure that continues.

TESTING AND CAMPUS ENTRY PROCEDURES

Beginning Monday, September 27, 2021, at 1 PM, the College will start COVID testing in Parking Lot A (near the Tennis Court). All individuals that enter campus before 1 PM on September 27 will enter the campus as usual. After 1 PM and on Tuesday, September 28, Non-COVID vaccinated individuals will need to enter campus at Greenbriar Rd. **Please complete the online registration with SHIELD Illinois and print and sign the testing consent form before September 27** at <https://www.jalc.edu/covid19/shield-illinois-account/>. Use the appropriate agency code when registering for SHIELD. The agency code for employees **sifhgi3o-emp** and the agency code for students is **sifhgi3o-stun**. After testing, individuals will be given a pass that will work in the FAST PASS lane until Wednesday. For example, if you test on September 27, your pass will be valid until October 6. Testing will take place the following Monday and Tuesday, and those passes will be valid until the next Wednesday. This pattern will continue until the Executive Order is lifted. The test provided by JALC is **FREE**. Individuals that choose to test at other locations or utilize at-home testing will do so at their own expense, and they must show proof of a negative test to receive their entrance pass for the week. The College has provided a list of testing locations at www.jalc.edu/covid19. **Students currently enrolled in three credit hours for the fall 2021 term can complete a form and provide full COVID vaccination are eligible for a one-time \$200 payment. Forms are available in the HR Office. Students can elect for the funds to be applied to their student account, distributed via direct deposit, on a reloadable debit card, or by check. The deadline to submit information is Friday, November 19, 2021.**

COVID vaccinated individuals who enter campus after 1 PM on September 27 can use the FAST PASS lane at the Greenbriar entrance or Mary Logan Drive. Individuals that have not already gotten their FAST PASS can do so Monday through Friday from 8 AM to 4:30 PM in the HR office room C116. We encourage obtaining the FAST PASS, but individuals can enter the campus without testing by showing

their vaccination card and a photo ID. You can also enter by showing a photo of your Fast Pass card on your phone or mobile devices at the check station.

How the College will Communicate Updates

All students receive a volmail account when they are admitted to the College. **ALL COVID RELATED STUDENT COMMUNICATIONS WILL BE SENT VIA VOLMAIL.** If a student is not receiving volmail, they need to contact the IT Helpdesk <https://www.jalc.edu/it/student-help-desk/>. Students that have forwarded their volmail to a personal email account should regularly check their junk or clutter mailbox for volmail messages. Volmail is set up as a **do not reply** mailbox, and the College will not receive responses to these emails. Students are encouraged to contact their academic advisor if they have questions regarding COVID policies or email covid19@jalc.edu to report a case.

Information and important links will be texted to JALCTEXT. This is an opt-in service, and individuals have to register to receive texts. To register for JALCTEXT, visit <https://www.jalc.edu/admissions/jalctext/>. Individuals that have previously registered for JALCTEXT but are no longer receiving text because their account is inactive should log in at the link above to reactivate their account.

All public information will be disseminated to local media and posted on all JALC social media accounts and the John A. Logan College homepage.

Attendance and Withdrawal from Classes

Regular attendance policies are in effect. Students will be administratively dropped if they are out beyond three days and have not contacted the College or their instructors. If a student reaches out to their instructor and contacts the COVID19 coordinator at covid19@jalc.edu with the proper documentation, they can be re-enrolled in the course. **The deadline for 100 percent withdrawal from courses has passed, and refunds will not be given to students who drop FL 21 classes before the end of the semester. Course Withdrawal – (Administrative Procedure 821)**

Student-Initiated Withdraw: Students who do not wish to continue in a course are responsible for officially withdrawing or dropping the course from their student schedule. To do so, they should drop the course through the student portal at [MYJALC](#) or contact their academic advisor for assistance.

- Students who fail to drop during the designated drop period at the beginning of the semester as outlined in the [Instructional Calendar](#) will not be eligible for a refund of tuition and fees and may receive a failing grade for the course.
- Students may formally withdraw from a class during the designated period outlined in the [Instructional Calendar](#) to receive a grade of “W.” The “W” grade is not used in the calculation of the student’s grade point average. However, it may negatively impact a student’s eligibility to receive financial aid. Students should contact the Financial Aid Office with questions concerning eligibility.
- Students who withdraw from a class may register for that class again in a subsequent semester.

Administrative Withdrawal: John A. Logan College reserves the right to administratively withdraw a student for disciplinary reasons outlined in the [*Rights and Responsibilities: A Student Code of Conduct*](#). The College may also withdraw a student who fails to meet the financial obligations of attendance.

Faculty-Initiated Withdrawal: Instructors reserve the right to withdraw students from their classes at any point in the semester due to plagiarism, cheating, or other conduct violations. Further, they reserve the right to withdraw a student from a course during the withdrawal period due to excessive, unexcused absences as outlined below and in the syllabus.

Traditional Classes: In a traditional 8 or 16-week class, “withdrawal” grades may be assigned when a student has missed the equivalent of one consecutive week of class without approval from the instructor concerning the absences. (For example, in an 8-week class that meets four times per week, a student could be withdrawn after being absent for two consecutive class periods.)

Online and Hybrid Classes: In a 16-week online/hybrid class, a “withdrawal” grade may be assigned when the student has not participated in the course for 10 days, as indicated by course activity reports. In an 8-week or less course, a student may be withdrawn after failing to participate for five days. Logging into the course is not sufficient to be considered participation. Participation in online and hybrid courses is defined as an active process. It may include posting/sending assignments to the dropbox or instructor’s email, participating in online discussion boards, taking quizzes or exams, or otherwise communicating and participating in some manner that is approved by the instructor.

****Reminder****

This remains a fluid situation. Procedures have changed since the start of the Fall semester, and they could change again. The College will follow the Governor’s office, IDPH, ICCB, NJCAA, and CDC. Any changes or updates will be sent via voicemail, announce email, JALCTEXT, public information release, and official JALC social media accounts.