

PARENT/STUDENT GUIDE

TO DISTANCE LEARNING



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SPRING 2020

OVERVIEW & PURPOSE

- The purpose of this guide is to provide answers and expectations during our time of distance learning.
- Our hope is to maintain academic rigor while providing a sense of stability to our students and their families.

EXPECTATIONS

- Students will be required to complete all assignments given by their instructor, whether by Canvas, using their specific program software or in paper packet form.
- Student attendance and participation is expected and will be recorded.
- High School students should expect to spend approximately 1 to 1 ½ hours per day completing GCTC coursework. Some may require additional time.
- Adult students, consult your instructor about the required time spent daily on completing your GCTC coursework.
- Online assignments should be submitted digitally by the due dates indicated by the program instructor.
- Paper packets, if determined to be needed by the instructor, will be available through the drop-off/pick-up schedule.

HOW TO PICK UP WORK

- Students will be able to pick up their materials needed for distance learning on Monday, April 6th and Tuesday, April 7th from 9:00 am to 12:00 pm and 12:30 pm - 2:30 pm.
 - Additional Pick-up date by appointment. Contact (918) 758-0840 - or email: info@gctcok.edu.
- Materials will be picked up in the main entrance lobby.
- No more than 5 people will be allowed in the pick-up area at a time.

HOW TO COMMUNICATE WITH INSTRUCTORS

- Instructors will be available from 8:00 am to 3:00 pm, M-F to assist students with issues or concerns. This communication may include but is not limited to: text message, Canvas, email, or phone calls.
 - Instructors will be attempting to make contact with all students weekly through the above contact methods.

HOW TO DROP OFF WORK

- Work done online will be submitted online. Students completing paper packets, in the instance that this occurs, will return their work according to a drop-off schedule established by their instructor. Please ensure your name and program enrolled are clearly marked on each assignment.

WILL WORK BE GRADED

- Yes, academic expectation and integrity remain in force. A minimum of two grades per week can be expected per program.

HOW DO I GET PERSONAL BELONGINGS FROM THE SCHOOL

- Students who need to pick up personal belongings will need to contact their instructor beginning Monday, April 6th in order to schedule a time to pick up their possessions. Please know that we will be following CDC guidelines through this process. No loitering will be allowed. Students must get their belongings and immediately leave campus.

MAJOR EVENTS

END OF SEMESTER DATES

- The last day of instruction for high school students will be May 15th, 2020.
- Adult students, please consult your instructor for the last day of instruction.

AWARDS ASSEMBLIES AND GRADUATION

- We will not be rescheduling any of our awards assemblies or graduation at this time. All student scholarships, recognition and awards will be distributed to the appropriate students in a timely fashion following the completion of the semester.

ENROLLMENT

2020-21 ENROLLMENT

- If you have changes or corrections to a previously submitted 2020-21 enrollment form or need assistance in enrolling please contact our school counselor:
 - Sheila Williams - swilliams@gctcok.edu or (918) 295-4626

QUESTIONS?

- If you have any questions or concerns please contact us at:
 - (918) 758-0840
 - or email info@gctcok.edu
- You may also email: Ravonda Higgins, Campus Director - rhiggins@gctcok.edu

