

Student Services Return to Campus Plan

6.15.21

Date	Action	Hours
May 3 to June 11	“Start Up” = Employees may return to campus if approved. Student Services buildings and offices are NOT open for students.	Employees work schedules (days, # hours) may vary by individual
June 14 (Monday) to August 5 (Thursday)	College 4/10 Schedule: classified employees (per contract) are scheduled to work 4 days M-Th @ 10 hours/day	
June 15 (Tuesday) to July 8 (Thursday)	“9B opens” = critical offices will open for students <ul style="list-style-type: none"> • Admissions and Records: M-Th, 8-4:30 • ACCESS: M-Th, 8 -4 • Counseling: M-Th, 9-4 • Financial Aid: T ONLY 8-4:30 • Health Services [9E and 67B]: M-Th 8-4:30 • TRiO/Rising Scholars [9E]: M 8-4:30; Th 8-4:30 • Arise [16E]: Th 9-2 • DREAM [16E]: T 9-3 • REACH [16E]: M 9-3 	Building “holiday hours” (8 to 4:30; M-Th) Employees approved for various work formats – can work various days on campus/virtually, working from 8 to 7 pm at work station (even though building/offices close) OR can work “split time” between working in office in person and working virtually from home with manager’s approval. Online virtual hours: evening hours available based on department/program
July 12 (Monday) to August 5 (Thursday)	“Every SS office” = every office has some physical presence to be open for serving students <ul style="list-style-type: none"> • Admissions and Records: M-Th, 8-4:30 • ACCESS: M-Th, 8 – 4 • Bridge: M-Th 8-4:30 • Counseling: M-Th 9-4 • Financial Aid: M 12:30-4:30; T 8-12:30; W 12:30-4:30; Th 8-12:30 • Health Services [9E and 67B]: M-Th, 8-4:30 • CalWORKs: M 8-12; T 8-12 • EOPS: T 9-4; Th 9-4 • HSO/Promise Plus: M-Th, 8-4:30 • TRiO/Rising Scholars [9E]: M-Th, 8-4:30 • Veterans Resource Center [9E]: M 12:30-4:30; T 8-12:30; W 12:30-4:30; Th 8-12:30 • Aspire [16E]: T 9-3; Th 9-3 • DREAM [16E]: T 9-3; Th 9-3 • Arise [16E]: T 9-3; Th 9-3 	

Date	Action	Hours
	<ul style="list-style-type: none"> • REACH [16E]: M 9-3; W 9-3 • Student Life M 10-12 W 10-12 ○ DHH: appointment only ○ ACT: appointment only ○ Counseling Modulars: PENDING OPENING 	
August 9 (Monday) to August 20 (Friday)	“Fully Operational” = all Student Services offices are open regular hours (not 4/10)	Building hours will remain 8 to 4:30, M-F. Virtual evening hours available based on department/program.
August 23 (Monday)	“Begin Fall Semester” = all Student Services offices are open for semester hours	M-Th 8 am to 7 pm (unless approved to close earlier); F 8 am to 4:30 pm Virtual evening hours available based on department/program

All options include provisions for exceptions if vetted and approved based on staffing levels, program sizes, office location, and approvals from HR to return to campus (accommodations processing).

All options above include presumption that certain online processes will continue. Also, students may have the ability to come on campus and connect virtually to services at a computer station on campus. Concern with this, however, is privacy, confidentiality, safety precautions and in terms of audio devices on computers for hearing/speaking.