March 13, 2020

Dear Students, Faculty and Staff,

As we continue to monitor the spread of the Coronavirus Disease (COVID-19), our first priority is the health, welfare and safety of our students, faculty, staff and community. Based on the latest data and fast-moving developments, including the Alabama Department of Public Health’s announcement today regarding a confirmed case of COVID-19 in the State of Alabama, it is necessary to make some adjustments in our plans moving forward.

In consultation with the Chairman of our Board of Trustees, input from our own Administration, faculty experts, and consultation with staff and student leaders, we are implementing the steps outlined below:

- Talladega College will remain open and faculty and staff will be available to provide assistance to students throughout this transitional period.
- All face-to-face classes will be suspended starting Friday, March 20, 2020. Course instruction will be provided online/virtually throughout the remainder of the spring semester. Students will be able to access all course completion instructions in the MyTalladega portal starting March 30, 2020 (after Spring Break).
- Students will not be required to return to campus after March 20, 2020. A checkout procedure has been developed, by Student Affairs in Seymour Hall Room 103, and must be followed to ensure a smooth transition for the summer and fall semester 2020.
- All directors must observe caution in their areas with outside visitors.
- All non-essential travel has been suspended until further notice.

While this is an unprecedented move for Talladega College, I want to stress that the College remains operational and our faculty and staff are well-prepared to assist students in transitioning to remote instruction and successfully completing Spring 2020 courses. Unless events change drastically, graduating seniors will return to campus for commencement on May 3rd. All other students will return for fall semester, which begins August 19, 2020. Registration is already available for completely online courses for summer 2020 session which begins May 11th (4 week session) and June 1st (8 week session).

During this time of increasing concern surrounding this virulent outbreak, I urge you to take every precaution to guard your health. Cleanse your hands frequently with soap and water or an alcohol-based hand sanitizer; avoid handshakes and hugs; cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing; and use antiseptic wipes to clean keyboards,
phones, door handles and other commonly used surfaces. I also encourage mindfulness regarding travel during this time.

Thank you for your understanding and flexibility as we seek to mitigate the spread of this deadly virus and make the transition to remote learning as smooth as possible. I understand any changes outside of our normal schedule is inconvenient and very stressful, but I am confident this is the right decision for our campus family. Please visit the College’s website for future updates.

Thank you for your continued support and understanding.

Sincerely,

Billy C. Hawkins, Ph.D.
President