



TULSA TECHNOLOGY CENTER - SCHOOL CLOSING FREQUENTLY ASKED QUESTIONS FOR STUDENT GUIDANCE

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TULSA TECH'S VISION STATEMENT READS

"To be the region's leader of career and technical education, resulting in a quality job for every Tulsa Tech student and a skilled workforce for every company." This aspirational vision has been encumbered as a result of the COVID-19 pandemic. Yet, we are collectively working to support our students' training and educational goals as well as our region's workforce.

Your instructors and staff designed and customized a continuous extended learning platform that began delivery April 6th, stay tuned for ongoing messages and outreach from your instructors.

This Frequently Asked Questions (FAQ) document will be regularly updated as we navigate uncharted territory and as unique questions arise.

Tulsa Tech is a premier workforce training partner, and we fully intend to uphold that standard while our community and country work through the public health crisis.

CARES EMERGENCY GRANT FUNDS FOR STUDENTS

The federal government is providing \$6.8 billion of aid to institutions of higher education in order to provide direct, emergency aid grants to students impacted by the COVID-19 pandemic. The funding is available through the Higher Education Emergency Relief Fund authorized by the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The purpose of this communication is to update our students on Tulsa Tech's plans to distribute the first half of the CARES Act funds. Tulsa Tech is eligible for \$858,600 in federal stimulus funds to be distributed directly to eligible students enrolled in Title IV (Pell) programs for emergency aid as a result of disruptions caused by COVID-19. Specifically, students receiving these funds are assumed to have expenses related to the disruption of campus operations due to the Coronavirus (COVID-19). These funds are intended to cover a student's expenses, including but not limited to, the following:

- » Technology Expenses
- » Course Materials
- » Housing
- » Food
- » Child Care
- » Health Care

Students who may be eligible but who do not have a FAFSA will be contacted by Financial Aid with information concerning the CARE grant funds and instructions on how to complete their FAFSA.

When funds are available, the CARE Grant Application Request will be placed on the student hub and instructions to complete the form emailed to eligible students.

STUDENT ELIGIBILITY REQUIREMENTS

- » Must have a valid 2019-2020 Free Application for Federal Student Aid (FAFSA) on file with Tulsa Tech
- » Must be a U.S. citizen or eligible non-citizen
- » Males must be registered with Selective Service, if required
- » Must not be in default, owe a refund or repayment to a federal financial aid program
- » Must be meeting Tulsa Tech's Financial Aid Satisfactory Academic Progress (SAP) policy
- » Must have not been convicted for the sale or possession of an illegal drug offence that occurred while you were receiving federal student aid
- » Must have been enrolled and attending a Title IV (Pell) eligible program as of March 13, 2020

Students can contact Tulsa Tech Financial Aid with questions concerning eligibility.

HOW WILL I CONTINUE IN MY PROGRAM?

» Secondary Students:

Upon order by the State Department of Education we will cease all in-person instruction for secondary students. Beginning April 6 instruction will be delivered via distance education until the end of the school year. Some programs have accreditation bodies, state boards, licensure requirements etc. that require additional rules we must follow. We also must follow all national, state, and local requirements as well as CDC guidelines pertaining to the COVID-19 pandemic. Your Instructor will be reaching out to specifically communicate details related to your program, assignments, tests, if clinical/WBE instruction will be continued in the future, etc. Secondary students enrolled in a program where clinical/WBE instruction is required will not be allowed to participate in such for the remainder of the school year. This restriction will be reconsidered tentatively in the June 1st timeframe. If allowed at that point students will be contacted by faculty with specific instructions on how to proceed.

» Adult Students:

Beginning April 6 instruction will be delivered via distance education until campus facilities reopen. The need for campus closure for Adult students will be reassessed during the June 1st timeframe. Some programs have accreditation bodies, state boards, licensure requirements etc. that require additional rules we must follow. We must also follow all national, state, and local requirements as well as CDC guidelines pertaining to the COVID-19 pandemic. Your Instructor will be reaching out to specifically communicate details related to your program, assignments, tests, if clinical/WBE instruction will be continued in the future, etc. Adult students enrolled in programs where clinical/WBE instruction is required for licensure/certification/accreditation, completion of clinical/WBE instruction will be allowable after May 18. However, there will be a district approval process required before students are able to participate. This may include completion/signing of forms, skill check-offs, etc. Students should rely on their Instructor for guidance and direction as we navigate the process.

MY PROGRAM REQUIRES CLINICAL HOURS, CAN I GET A JOB AND COUNT THOSE AS CLINICAL HOURS? OR IF I AM AN ADULT CAN I ATTEND MY CLINICAL AFTER APRIL 6TH?

All in-person instruction for secondary students must cease for the remainder of the school year. Currently, this includes clinical instruction. If the student becomes employed during that time, we will not be able to count those hours toward their program hours. However, for secondary students where clinical/WBE instruction is required by their program students may possibly be allowed to participate in such once they are no longer classified as a secondary student. This determination will be assessed in the June 1st timeframe.

Currently, for adult students enrolled in programs where clinical/WBE instruction is required for licensure/certification/accreditation, completion of clinical/WBE instruction will be allowable after May 18th. Students should rely on their Instructor for guidance and direction.

WHAT IF I DON'T HAVE ACCESS TO TECHNOLOGY?

We have a technology check out process that will allow secondary students whose home school is not a 1:1 school and do not have alternative means of accessing technology, as well as adult students who do not have access to technology, to check out a device. Devices and resources are limited, so district devices will be reserved for those who have no other means for accessing instruction.

The device checkout request form is provided below. Once the form has been submitted, a Tulsa Tech staff member will reach out to the student to coordinate pickup. *NOTE* All students who check out a device are responsible for proper care and return of the device when requested.

<http://tulsa.tech/ITRequest>

INTERNET ACCESS RESOURCES

COX

Effective Monday, March 16, COX is providing:

- » Limited-time, first two months free of Connect2Compete service, \$9.95/month thereafter
- » Until May 15, 2020, they are providing phone and remote desktop support through Cox Complete Care at no charge to provide peace of mind and ease for technology needs
- » Resources for discounted, refurbished equipment through their association with PCs for People

<https://cox.com/c2c>

AT&T

Effective Monday, March 16, AT&T is providing:

- » Will waive domestic postpaid wireless plan overage charges for data, voice or text for residential or small business wireless customers incurred because of economic hardship related to the corona virus pandemic
- » Keep their public Wi-Fi hotspots open for anyone who needs them

<https://www.att.com/help/covid-19/>

Tulsa Technology Center Education Foundation

Tulsa Technology Center's Education Foundation stands ready to support grant requests during this time of unique circumstances presented by the COVID-19 pandemic. The Foundation has agreed to review and support grant request for technology connectivity in an effort to help students maintain connections to their learning and assignments. You can click on the Foundation Link found on our district website:

<https://tulsatech.edu/ttcef-scholarship-application-2/> or you can email: info@ttf.net

WHAT WILL HAPPEN TO MY GRADE?

Tulsa Tech will be freezing the grades for all secondary students in terms of what grade the student had prior to district closure. Thus, from April 6 until the end of school, secondary students will not receive a grade less than what was achieved prior to said grade being frozen. They can only improve upon their grade for the rest of the school year. This will allow us to ease concerns of technology access and equity. There may be unique circumstances associated with some students that will need to be addressed on an individual basis. We can manage those challenges administratively as they are presented. Depending on the program, start/end date, and student progress, grades for some adult students may be frozen as well.

ARE ALL MY CTSO ACTIVITIES CANCELLED TOO?

Yes, unless communicated with differently in the future in regards to an alternative option, (a virtual competition managed by the national organization for example), all CTSO activities are cancelled.

HOW WILL I RECEIVE FINANCIAL AID REFUNDS WHILE MY CAMPUS IS CLOSED?

Financial aid refund checks will be mailed to your home. If you need to update your address, email the financial assistance office at financialassistance@tulstatech.edu.

WILL I OWE PELL GRANT FUNDS BACK TO THE US DEPARTMENT OF EDUCATION IF I CANNOT RETURN TO COMPLETE MY PROGRAM?

The CARE Act waives the requirements for students to return unearned Pell Grant funds. If you have questions about your Pell Grant, email the financial assistance office at financialassistance@tulstatech.edu.

CAN I STILL APPLY FOR FINANCIAL AID?

Yes! A new FAFSA must be completed for each school year. For assistance with completing your FAFSA, you may contact the TRIO program at 918-595-8600. Their services are being offered remotely. You may also complete the Tulsa Tech scholarship application at <https://tulstatech.edu/scholarship-application-for-full-time-programs/>

HOW DO I TURN IN FINANCIAL AID DOCUMENTS DURING THE CAMPUS CLOSURE?

You can mail documents to Tulsa Tech Financial Aid Office, P.O. Box 477200, Tulsa, OK 74147-7200.

CAN I APPLY FOR NEXT YEAR?

Tulsa Tech will continue to take applications for the 2020-21 school year. Due to the current campus closures, the program visit requirement will be waived as part of the application process for the 2020-21 school year.

Career advisors and admissions team members will continue to work with applicants by email, text, and phone to assist them in making application to the correct program.

WHEN DO MY CLASSES END?

The Spring semester for all secondary and secondary/post-secondary mixed enrollment programs will end on Friday May 22nd. Adult only programs are not tied to the secondary school calendar and can have end dates that vary throughout the year. Your instructor can inform students in adult only programs when their last day will be.

WHAT IF I NEED MY TRANSCRIPT?

If you need a transcript or education verification, please email district.registrar@tulsatech.edu for assistance. Please include your full name and student ID or date of birth.

WILL I BE COMMUNICATED WITH IF SOMETHING CHANGES?

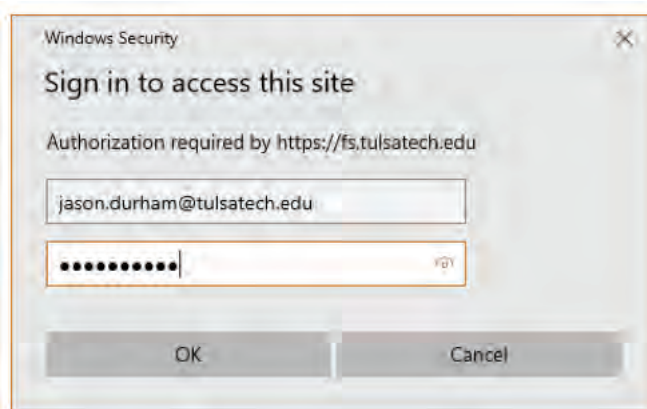
Yes, as things evolve there will be continued communication with students. This will occur by updated student FAQ sheets, instructor correspondence, and campus communication.

If you need more immediate communication or have questions that have not been answered you can reach out to your campus Counselor or campus director by emailing them at first.lastname@tulsatech.edu.

CAMPUS	DIRECTOR	COUNSELOR
Lemley Memorial Campus & STEM Academy	Ramsey, Sam - sam.ramsey@tulsatech.edu Shea Ferrell - shea.ferrell@tulsatech.edu	Debbie Waken - debbie.waken@tulsatech.edu Kelli Wilson - kelli.wilson@tulsatech.edu
Health Science Center	Peaster, Debby - debby.peaster@tulsatech.edu	Amy Beck - amy.beck@tulsatech.edu Jil Gaylor - jil.gaylor@tulsatech.edu Carla Henson - carla.henson@tulsatech.edu
Broken Arrow	Brad Wayman - brad.wayman@tulsatech.edu	Mike Roark - mike.roark@tulsatech.edu Tammy Garcia - tammy.garcia@tulsatech.edu
Peoria	Randy Craven - randy.craven@tulsatech.edu	Stacy Duncan - stacy.duncan@tulsatech.edu Dhea Hudson - dhea.hudson@tulsatech.edu
Riverside	Brad Hanselman - brad.hanselman@tulsatech.edu	Paula Bearden - paula.bearden@tulsatech.edu Kimberly Thompson - kimberly.thompson@tulsatech.edu
Owasso	Leslie Clark - leslie.clark@tulsatech.edu	Emily Collins - emily.collins@tulsatech.edu Heather Gruenberg - heather.gruenberg@tulsatech.edu
Sand Springs	Clarence Jackson - clarence.jackson@tulsatech.edu	Lisa Kirk - lisa.kirk@tulsatech.edu
High School Extension	Mark Bird - mark.bird@tulsatech.edu	See local partner school
Career Academy	Richard Palazzo - richard.palazzo@tulsatech.edu	Kori Moore - kori.moore@tulsatech.edu

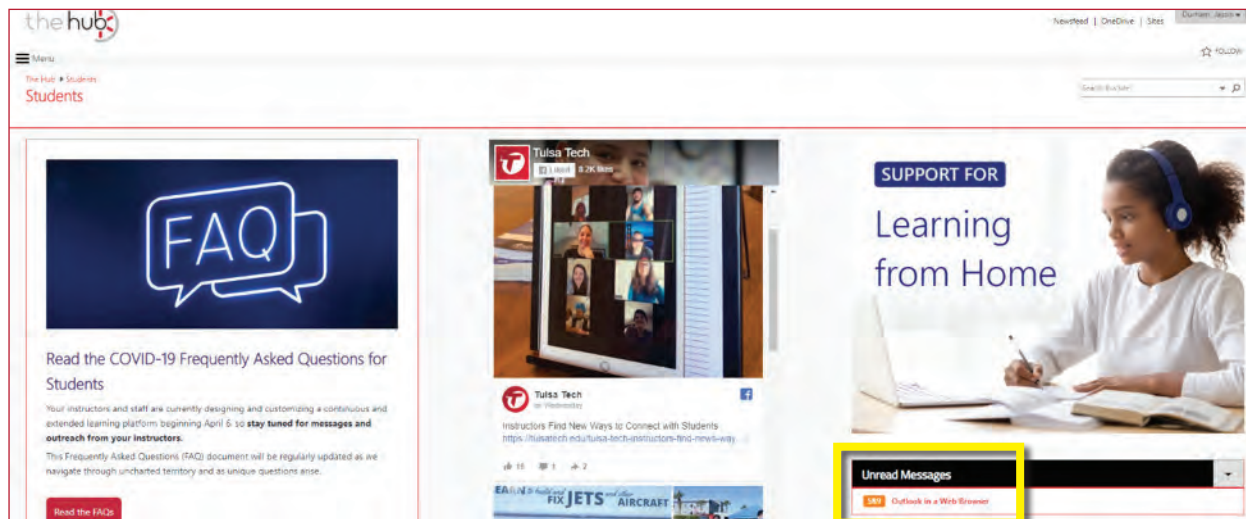
HOW DO I ACCESS THE HUB FROM HOME?

The Hub should be the first place to go to access any web based system. Email can be access from any web browser. Go to <https://hub.tulsatech.edu>. When asked to login, enter your email address and your tulsatech password.



HOW DO I ACCESS MY EMAIL FROM HOME?

Our Exchange email system has a web client, there is no need to access VDI just to read your email. Once logged into the Hub, it will show you how many unread emails you have in the right column under the "Learning from Home" banner in the Unread Messages section. Click on *Outlook in a Web Browser* to access your email.



I DON'T HAVE WORD OR EXCEL AT HOME, CAN THE DISTRICT PROVIDE THOSE TO ME FOR MY HOME COMPUTER?

Yes. Go to <https://office.com>, click the *Sign In* button, and use your Tulsa Tech email address and password. Once you log in, find the *Install Office* button located in the upper right had corner of the website. Follow the instructions to download and install the applications.