



ALBERTA BIBLE COLLEGE

March 16, 2020

To all ABC Students:

Re: Covid-19 Protocols

ABC staff and administration have been closely following the news updates on Covid-19. In accordance with the latest restrictions and recommendations coming from Alberta Health and from the City of Calgary, as of 9:00 this morning, ABC's campus is closed. At this time, campus will be closed until further notice. Staff and faculty will be working from home whenever that is possible.

Contact

In keeping with city- and province- and nation-wide efforts to contain the spread of Covid-19, we ask that you not come to campus. If you need assistance, please do the following:

- Contact an ABC administrator or your course professor via email first. Please recognize that in these unprecedented circumstances, ABC staff and faculty may be inundated with emails, so be patient with us; we will respond to your emails.
- The second line of contact will be via telephone; again, please be patient with us. We anticipate a high volume of phone traffic.
- If you need to meet with faculty or staff, please arrange via email to set up a meeting using one of several online meeting platforms (Zoom, Skype, What'sApp, etc.).

Classes

We will run all classes, on their normal schedule, via Zoom. You will be receiving emails today with a Zoom invitation for each class for which you are registered. To prepare for your Zoom classes, please do the following before your class is scheduled to begin.

- If you have not used Zoom before, please download Zoom onto your computer or your smartphone. Once you have received a Zoom invitation, go to <https://zoom.us/>. Click on "Join a Meeting." Enter the 9-digit meeting ID number. If you don't have Zoom already, it should automatically begin to download. Follow the prompts to get logged in to Zoom.
- You will need to have a camera on your computer; most laptops have built-in cameras. If you have a desktop, you may need to obtain a web cam that plugs into a USB port (for PC's).
- Please test the operation of your camera and speakers and microphone. Normally when a Zoom meeting opens, your camera will automatically come on. You may, however, need to click on the camera icon and on the microphone icon in the bottom left-hand corner of the screen.
- Also in the bottom left-hand corner of the screen you will see an up arrow ^ . If you select this, a dialogue box will open in which you can select "test speakers and microphone" button, which will open another dialogue box where you can see if your speakers and mic are working. Some people find it helpful to use a headset or earbuds with built-in mic.

For college (not PACE) courses that have final exams scheduled, you will be receiving a separate email regarding how your final exam will be managed.

Student Life

Regarding student life outside the classroom, all student gatherings are cancelled until further notice. This includes chapel, Community Lunch, and PACE snack times. Because of our commitment to prayer

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through the ups and downs of daily life, Community Praying of the Psalms will continue via Zoom at 9:20am, Tuesday-Friday.

On-campus counselling services have also been suspended. Students engaged in this service will be contacted by their counsellor to make alternative arrangements for sessions (e.g., phone, video) or to be referred to another mental health professional. Please continue to contact student development staff Cory Pytlarz (cpytlarz@abccampus.ca) or Shannon Gugyel (sgugyel@abccampus.ca) for needs related to student care and holistic well-being.

Resources

If you have registered for an upcoming course (PACE), your textbooks will be mailed to you at the address we have for you in Populi.

If you need library resources for your course:

- Please use your online library access via EBSCO (see the Library website at <https://www.abccampus.ca/students/current-students/library/>). If you need help, or are unable to access e-books online, please contact Marissa at mmoore@abccampus.ca. Also please remember that when you have an e-book open on your device, no other students can access that book. So, in consideration of your fellow students, get what you need from an e-book (download the pages from the menu at the top) and then close out of using it.
- Library books will not be accruing overdue fees until further notice.
- During this time, the library will be mailing circulating materials to patrons. Though holds are normally picked up at ABC, if you place a hold in the catalogue now it will result in the book being pulled from the shelf and sent to you via Canada Post. Each item will come with a free return label that may be attached to the same package it came in to send it back to us free of charge. More detailed instructions on how to place a hold will be forthcoming on the library website.
- If you need to have material from the library's non-circulating Reference section, please email Marissa at mmoore@abccampus.ca or David at dford@abccampus.ca, with the following information, and we will scan and email you the material:
 - The title of the book
 - The book's call number
 - Information identifying which section or page range you need
- For PACE@Home students, a reminder that the PACE at Home Library Resources Student Guide: <https://abc.populiweb.com/router/files/64596728/show>

Registration and Payment

- If you need to register for a course, or change your registration, or if you have questions about your program of study, please email David at dford@abccampus.ca.
- To pay for your courses, please call Jean at the Administration Office, at 403-282-2994. Jean can take your payment (debit or credit) over the phone.

Graduation

If you are graduating this April, we want you to know the following:

- Graduation pictures will still be taken as scheduled on Tuesday, March 17.
- The timing and structure of graduation is currently being reimagined. More information to follow.

We are grateful for each of you, for what you contribute to our faith/academic community at ABC. Our greatest concern is for the health and safety of you and of your families. We are confident that, as people of faith in a great God, we will not only endure the trials of these days, but that we will emerge on the other side of this trial wiser, and with a greater appreciation of all those things that we temporarily lost during this event.

in His service,

David Ford, Academic Dean