March 11, 2020

Dear Students,

I want to follow up on the important message that our Chancellor sent out today about your health and safety regarding the coronavirus and the need to shift many of our classes to an online learning format. Many of you have already shared questions and concerns about this change, so I wanted to let you know that

• **West Los Angeles College continues to be open. We have not closed.** All services continue to be available, and will be available throughout the process of online transition and until further notice.

• For the remainder of this week, all classes will be on their regular schedule through Saturday, March 14.

• **All face-to-face, campus-based classes are canceled March 16 and March 17.**

• **Online learning through Canvas will begin March 18.**

• Not all classes can be shifted to an online format.
   ➢ We will share specific information with you no later than Monday, March 16 about which classes will be online and which classes will be kept in their original in-person format. All DSPS students will be contacted separately with information on accommodations.

• We understand that some of you have concerns about the change to online classes. We will provide you with all of the assistance you need to make a successful transition.

• We will also have a special toll-free Call Center at (844) My LACCD or (844-695-2223) to help you. The Call Center will be open beginning Wednesday, March 18.

• Continue to look online at [www.LACCD.edu/CoronaVirus](http://www.LACCD.edu/CoronaVirus) for the latest updates from the District and [www.WLAC.edu](http://www.WLAC.edu) for WLAC-specific information.

**SERVICE OFFICES & COMPUTER LABS**

• Student Services and Administrative Service offices will be open and continue to operate under their normal hours which can be found at [www.WLAC.edu/Services-Resources](http://www.WLAC.edu/Services-Resources).

• Campus computer labs in the Library and Welcome Center (SSB 420) are available for students who do not have home access to a computer and/or the Internet. Our janitorial staff are regularly cleaning lab surfaces.

We are all in this together. If you are having any difficulty accessing the class materials or maintaining enrollment as a result of the coronavirus, we want to know. We are available to work through your specific concerns. We will also continue to regularly communicate with you so please check for messages. Nothing is more important to us than your health and safety and your educational success with us.

Sincerely,

**Dr. James Limbaugh**  (limbaujm@wlac.edu)

West Los Angeles College