



Message to Staff

4-8-2020

5:15 p.m.

From President Melby to staff from President's Office email box

April 8, 2020

Dear Staff,

Before you take a much needed break to observe Holy Week and celebrate Easter, I want to share some important updates that we are being communicated to students today. In addition, I want to share my Report to Staff for the month of April.

The Report to Staff is available on the myOLLU portal under Get Involved>Staff Advisory>President Melby's Report to Staff>Academic Year 2019-2020>Staff Report April 2020. The updates for students are listed below and provided in the event students direct questions to you about them.

As we observe Holy Week, I wish you all the blessings of the Easter season, and I thank you for the tremendous work you are doing.

Diane E. Melby
President

Grading policy for spring 2020 semester

As was announced previously, the Academic Affairs Division and the Faculty Academic Policy Committee have been working on a grading policy and guidelines for dealing with this unprecedented semester. A policy has been developed that seeks to provide our students a range of options for grading. In addition, guidelines are being offered to help you make decisions about the best options for your personal situation. These options apply to the spring 2020 semester only.

Finally, you are reminded to **speak with your adviser and staff from the Financial Aid Office for guidance on your decisions.** Some financial aid and military/veteran benefits may be affected by your decisions. In addition, graduate/professional school acceptance, and professional licensure may be affected by your decisions.

Pass/Fail Option

- Students will have up to two weeks after final grades are posted to select a pass/fail option by submitting the appropriate form to the Registrar's Office; this extended

deadline will allow students to decide on the pass/fail option after seeing their final grade in a course. The date the final grade is posted is dependent on the session in which a student is enrolled:

- Fast Track B and Weekend Sessions – May 5
- National Online 14-Week Session – May 14
- Traditional Spring Session – May 26

- The grade necessary for a Pass grade is dependent on the particular course and student type.

- If an undergraduate student is taking a course to fulfill General Education requirements, a D- or above is needed to receive a Pass grade. If an undergraduate student is taking a course to fulfill a major or minor requirement, a C- or above is needed to earn a Pass grade.

- Graduate students must earn a grade of B or above to earn a Pass grade.

- A grade of Pass will not be calculated into the Grade Point Average (GPA); a grade of Fail will be calculated into the GPA as an F. If a student repeats and passes the course at a later time, the F would no longer count towards the cumulative GPA.

Incomplete Option

- The rules for granting an incomplete in a course are being relaxed. Previously, students were required to complete at least 75% of coursework before an incomplete could be granted. Under the policy for this semester, faculty will have greater flexibility in granting an incomplete.

- **Note for Graduating Students:** An incomplete will delay the conferred date of your degree.

Withdrawal Option

Some withdrawal deadlines are being extended due to the switch from face-to-face to online instruction. The new deadline for students enrolled in Weekend I and Weekend II is April 17. For students in the San Antonio Traditional Semester the deadline is April 30.

Summer semesters online

To help you make plans for summer, the decision has been made that all summer instruction will take place online. This includes Summer I, II and III, Fast Track A and B, Weekend I and II, and National Online 14-Week Session.

While we hope our campuses will be open this summer, moving summer instruction online allows you to make your summer plans now.

Easter break hours/schedule

April 9-10

All university offices/departments/services: Closed

April 11

Scheduled Saturday classes will take place
Library: Available remotely – 11 a.m.-6 p.m.
Help Desk: Available remotely – 8 a.m.-8 p.m.
All other university offices/departments/services: Closed

April 12-13

All university offices/departments/services: Closed

Health insurance options

If you have lost your current healthcare coverage, you may have options. An event, such as loss of a job because of current economic conditions, may be considered a “qualifying event” and would allow you to enroll in a different insurance plan. Below are a few options for consideration.

Student Insurance through Wellfleet

The eligible student who satisfies credit requirements, could possibly enroll in the OLLU sponsored student health plan through Wellfleet. Generally, Wellfleet requires a letter from the other insurance company or employer documenting the loss of coverage and the date. The enrollment period is 60 days from loss of coverage. The student would need to complete a Wellfleet enrollment form and then pay the premium directly to Wellfleet. The premium is prorated from the date of the loss of coverage to the end of the policy year (7/31/20). However, Wellfleet cannot enroll the student until all information and payment is received.

For additional information, please contact:

Diana Miller, Sales Representative, Compliance and Contracts Administrator

Phone Number - 651-439-7098, ext. 207

Toll Free Phone Number - 800-328-2739

Fax - 651-439-0200

Email - dianam@sas-mn.com

CareLink

Bexar County residents interested in applying for or renewing their membership are encouraged to schedule an appointment. You can request an appointment by filling out [this online form](#) or contacting:

Phone - 210-358-3350

Email - CareLink@uhs-sa.com

Medicaid/CHIP

CareLink: HEALTHY Kids - Connecting Kids to Coverage Program

Coordinator: Claudia Torres

Phone - 210-358-3920

Email - claudia.torres2@uhs-sa.com

Senior Outreach Representatives:

Contact Marlyn Saucedo

Phone - 210-358-3921

Email - marlyn.saucedo@uhs-sa.com

or
Sara Lopez
Phone - 210-358-3922
Email - sara.lopez@uhs-sa.com

Rebecca Gutierrez at
Phone - 210-358-3923
Email - rebecca.gutierrez@uhs-sa.com

Get it Done by May 1

Prepare for summer and/or fall 2020 semester! Set your schedule, complete your financial aid application and make your payment arrangements. Review the [Get it Done flier online](#) and follow the necessary steps to complete your enrollment process!

Job search assistance available through CCDT

Students: Lost your job? Are you looking for a new job? The Center for Career Development and Testing (CCDT) is open and available to assist with your job search. Employers are still hiring for jobs and internships, and there are opportunities available.

Please make a virtual appointment with CCDT Career Advisors through Handshake at ollusa.joinhandshake.com to:

- Explore internship, job opportunities
- Review your resume
- Practice video interview skills
- Network with employers

Provost Picnic transitioning to online Provost Forum

Please plan on joining Provost Lourdes Alvarez and a host of special guests for a virtual Provost Forum. This event will replace the annual Provost Picnic (sorry, no three-legged races or pie-eating contest this year).

Provost Forum
Thursday, April 16
12:30-1:30 p.m.
Log on at:

<https://ollusa.webex.com/ollusa/onstage/g.php?MTID=e8b7036546e3a2d3aa4f3df55b82dce45>

Free internet resources available for students

Reminder: A number of internet service providers are offering free services for students during this time. Please view a [list of these services online](#).