

Spring 2021 Closing and Delay Procedures for Students

Dear SU Students,

Stevenson has updated its closing and delay procedures in light of the COVID-19 pandemic and our ability to provide and continue remote instruction even when we need to close or delay campus opening due to weather concerns.

Please review the information below so you are prepared for attending classes remotely and for accessing services you might need in the event of a closing or delay announcement from the university.

Given the expectation of inclement weather and snow Monday and Tuesday, Stevenson will announce our closing or delay decision at approximately 5 a.m. Please check your SU email, the SU homepage, SU Now Portal, or SU Alert emergency text for the announcement.

Notification Procedures

In the event of a closing or delayed opening due to inclement weather, we will communicate our status at approximately 5 a.m. on the day of a closing or delay via the following methods:

- SU Email
- SU Alert Text Messaging System ([Sign up here to receive alerts](#))
- SU Now Portal Homepage <https://now.stevenson.edu>
- Stevenson Homepage www.stevenson.edu

While we will communicate closing and delay information to local radio and TV stations, we cannot guarantee the timeliness or accuracy of the information that they report. Students should always use the above SU sources as the main and authoritative sources of Stevenson closing and delay information.

Campus Transportation During Inclement Weather

- During inclement weather, SU Transportation will try to maintain shuttles to and from the Owings Mills Metro Station, but depending on the severity of the storm, may have to suspend the regular schedule. Please call security at 443-352-4500 to check on the status and to schedule pick-ups.

CAMPUS CLOSURE PROCEDURES

Classes

- All classes—online, hybrid, and in-person—will be held remotely as scheduled.
- Travel to off-site classes, internships, clinicals, etc., is not permitted when SU is closed. Students should check Blackboard for information from their instructors.
- If students are already in place at an off-site instructional location when the university decision is made to close campus for the day, to delay opening, or to close campus early, then students should consult with their site-based supervisor and check Blackboard for information from their instructors.

Events

- All in-person events, including athletic practices, will be canceled.
- Virtual events may still take place as scheduled.

Student, Academic, and Dining Services

- Departments such as, but not limited to, the Office of Student Success, Financial Aid, Student Accounts, the Academic Link, Career Connection Center, etc., will be accessible to students remotely. Students can find contact information for each department by visiting each department's [SU Now Portal page](#) or consulting the [Stevenson.edu directory](#).
- Dining services will operate Rockland Marketplace on a weekend Saturday brunch schedule. Operation of Pandini's, Jazzman's Ratcliffe, and the Garrison Coffee House is subject to severity of weather conditions, and we will post their status on the SU Now Portal.
- Campus services and facilities that provide in-person services on campus such as the Starting Gate Campus Store, the Campus Mailroom, Fitness Centers, OM Gym, the Library, computer labs, and Reading Room will be closed when campus is closed unless otherwise noted on the [SU Now Portal](#).

Wellness and COVID-Testing

- If you are feeling sick and think you might have symptoms of COVID-19, please complete your symptom tracker (www.stevenson.edu/symptomtracker) and one of the Wellness Center nurses will be in touch with you about next steps. If you need to speak to a healthcare provider immediately, please contact the Fonemed Nurse On-Call at 800-245-4691.
- If you have a scheduled COVID test appointment through the Wellness Center when campus is closed, you will need to reschedule your appointment by going to www.stevenson.edu/testingprocess.
- If your COVID test was scheduled through Athletics, Athletics will reach out to reschedule your appointment.
- All Previously scheduled tele-mental health counseling appointments will be held as scheduled. If you need to cancel an appointment, please email wellness@stevenson.edu. If you do not have an appointment, but would like to speak to someone today, you can contact the Student Assistance Program by calling 800-327-2251 or by going to <https://portal.bhsonline.com>. Username: StevensonU.
- If you need emergency assistance, please contact Campus Security at **443-352-4500 and/or call 911** (Campus Security will be notified of the call and provide assistance to professional responders).

CAMPUS DELAY PROCEDURES

Classes

- All fully online/remote classes will be held as normally scheduled.
- All in-person classes that start **before the delayed opening time** will be held remotely for the entire class period and will start at their normally scheduled time.
- The instructional modality for all in-person classes that start **at or after the announced campus opening time** will be determined by the faculty member and communicated to the students

through Blackboard. If the decision is made to hold class on campus as normally scheduled, then students may choose to attend the class session remotely due to the delay.

- If students are scheduled to be at an off-site instructional location on a day when the university decision is made to delay opening, then students should check Blackboard for information from their instructors.

Arriving on Campus

- Commuter students, faculty, and staff should plan to arrive on campus no sooner than 30 minutes prior to the announced opening time in order to give facilities staff time to clear parking spaces and sidewalks.

Student, Academic, and Dining Services

- Departments such as, but not limited to, the Office of Student Success, Financial Aid, Student Accounts, the Academic Link, Career Connection Center, etc., will be accessible to students remotely during the delay. Students can find contact information for each department by visiting each department's [SU Now Portal page](#) or consulting the [Stevenson.edu directory](#).
- Campus services and facilities such as the Starting Gate Campus Store, the Campus Mailroom, Fitness Centers, OM Gym, the Library, computer labs, and Reading Room will be open as of the announced opening time for campus.
- Dining Services will maintain normal operating hours in all venues. The status of Pandini's, Jazzman's Ratcliffe, and the Garrison Coffee House will be posted on the SU Now Portal.

COVID Testing

- If you have a scheduled COVID test appointment through the Wellness Center before campus opens, you will need to reschedule your appointment by going to www.stevenson.edu/testingprocess.
- If your COVID test was scheduled through Athletics, Athletics will reach out to reschedule your appointment.