

Class Cancellation Due to Instructor's Absence

Alpena Campus — If an instructor's unavoidable absence requires cancellation of a class, "Class Cancellation" signs are posted in several campus locations:

- Van Lare Hall — in the main lobby next to the student lounge.
- Besser Technical Center in the front lobby and in the hall next to the Bookstore
- Donald L. Newport Center — in the corridor intersection at Room 108
- World Center for Concrete Technology — in the lobby
- Charles R. Donnelly Natural Resources Center — on first and second floors near the elevator.

Daily class cancellation information is also available on the College voice mail system to students using a touch tone phone. Call the College at 1-888-468-6222 or (989) 356-9021 and then press 8 to receive a daily message listing class cancellations.

Huron Shores Campus — A telephone pyramid notification process is used to notify Huron Shores Campus students of class cancellation due to an instructor's absence.

Class Cancellations Due to Inclement Weather

Alpena Community College's goal is to maintain a regular schedule of classes at all possible times. If there is a need to deviate from the regular schedule due to inclement weather, the President and designated staff will make a decision prior to 5:45 a.m. whenever possible.

Announcements and Definitions

In the instances when the College deviates from its regular schedule, one of the following options is selected.

<u>Announcement</u>	<u>Definition</u>
Classes are cancelled	Classes for the whole day are cancelled. College offices remain open.
Delayed opening	Classes starting before the announced time are cancelled; classes start at or after the announced time meet as scheduled. Offices open at the announced time.
College is closed	All classes are cancelled and all offices/services are closed.

Weather conditions are evaluated at 11:00 a.m. and 3:00 p.m. each day. In the event that daytime weather conditions lead to a shutdown decision after the College is already open, one of the following announcements is relayed to staff by the Office of Public Information via voice mail and also broadcast to local radio and television stations:

<u>Announcement</u>	<u>Definition</u>
Classes are cancelled	All ACC classes starting at or after an announced time are cancelled. Offices remain open until 4:30 p.m.
College closing early	All ACC classes starting at or after an announced time are cancelled and the College is closed at an announced time.

Factors Considered When Evaluating Cancellation/Closure

Designated staff members including the President, the Vice President of Finance and Administration and the Director of Facilities Maintenance consider the following factors when formulating a decision to cancel classes or close the College:

- Road conditions on U.S. 23 North, U.S. 23 South, M-32, and Werth Road.
- Weather forecasts.
- Travel advisories from law enforcement officials.

Cancellation/Closure Communication Methods

If the College alters its normal operating schedule, a message is sent to the local news media and is recorded on the ACC phone system (1-888-468-6222). The following is a list of news outlets which are contacted in the event of a cancellation or closure:

RADIO	
WATZ AM 1450 and FM 99.3	WHSB 107.7 FM (The Bay)
WCBY 1240 AM	WIOS 1480 AM
WCML 91.7 FM	WKJC 104.7 FM
WCMB 95.7 FM (Oscoda)	WKJZ 94.9 FM
WGFM 105.1 FM	WQLB 103.3 FM (B-Rock)
WGRY 100.3 FM and 1230 AM	WQON 101.1 FM
WHAK 99.9 FM (The Wave)	WPHN 90.5 FM Gaylord, 106.1 FM Tawas
	WWTH 94.1 FM

TELEVISION

WBKB-TV (Channel 11, Alpena)

WCML-TV (Channel 6, Alpena)

WTOM-TV (Channels 7 & 4, Traverse City)

When possible, the message is included on the College's home page. A phone list is also utilized to directly notify certain employees. Staff and students are encouraged to call the College phone system (1-888-468-6222) to verify the College's status.

Determining the Advisability of Travel When the College is Open

A. Guidelines for Staff

Staff are individually responsible for determining the advisability of travel during inclement weather conditions. Staff who elect not to report to work due to weather concerns have the opportunity to make up missed work or use personal/vacation time if available.

B. Guidelines for Students

Travel decisions are the responsibility of each student after assessing the road conditions in their respective area, the condition of their vehicle and their driving skills. The College does not encourage students to take unnecessary risks in order to attend classes. However, the College believes in training students for the workplace. If weather conditions would permit students to travel to work, students are also expected to be present for their scheduled classes.

If a student misses class because of inclement weather, the student must notify the faculty member at the earliest possible time — preferably within 24 hours.

Excused absence because of inclement weather is generally a matter between the student and the instructor. The student should consult the instructor's course syllabus for specific make-up work procedures. If there is an unresolved matter after a student has sought an excused absence from an instructor, the student has the right to appeal the matter according to the Student Complaint Procedure in the Student Handbook section of the ACC Catalog.

Huron Shores Campus

The Director of the Huron Shores Campus makes the decision to cancel HUSH classes or close offices. When a decision is made to alter normal operations, the HUSH director contacts the deans and the Director of Public Information & Marketing.

Nursing Students

Nursing students should refer to the Nursing Handbook regarding class absences due to cancellations and campus closing.