

## **Metro Technology Centers**

### **INSTRUCTION DURING COVID-19 Pandemic**

#### **FREQUENTLY ASKED QUESTIONS for Full Time Students**

**Updated 4/10/20**

Metro Technology Center's mission is to prepare students for life. COVID-19 has challenged us all but Metro Tech began distance learning on April 6th. Due to the closing of school buildings for the remainder of the year we are here to assist you during this challenging time. This document addresses frequently asked questions. As the pandemic conditions continue to change we will update this list accordingly.

Current Students:

- **When does class start April 6th?**

Secondary Students:

Beginning April 6th instruction will be delivered via distance education until the end of the school year. Some programs have accreditation bodies, state boards, licensure requirements etc. that require additional rules we must follow. We also must follow all national, state, and local requirements as well as CDC guidelines pertaining to the COVID-19 pandemic. Please follow your instructors expectations as they specifically communicate details related to your program. Grades and attendance will be taken during this time.

Adult Students:

Beginning April 6th instruction for most programs will be delivered via distance education until the end of the school year. If you are to complete your teacher will be processing your completion at this time. Programs have accreditation bodies, state boards, licensure requirements etc. that require additional rules we must follow for post-secondary students. We also must follow all national, state, and local requirements as well as CDC guidelines pertaining to the COVID-19 pandemic. Please follow your instructors expectations as it relates to your program. If you have questions, reach out to your instructor or your site leader. Their info is at the bottom of this document.

Aviation Maintenance Technician students will be on a LOA until September and the new General class will begin then as well.

Some health programs and cosmetology students will be required to put students on LOA if clinical and practical experience is all that is left to complete.

- **Pick up and drop off of district/personal items?**

Our campus is currently closed. As the COVID-19 situation continues to develop in Oklahoma, we are working diligently to ensure we keep our students, staff, stakeholders and their families safe. We continue to stay up to date with new reports from the state/national health experts. Safety is our primary concern. Please monitor information on our district website and social media.

- **How will my class be delivered?**

Our programs are provided by phone, conference video call, online curriculum and video-chat. Teachers will be in communication for how this looks for your program and will be taking attendance each day.

- **Should I reach out to my teacher?**

You are welcome to email your teacher. If you have not been contacted please reach out to your teacher or site leader as we may not have your current contact information in CTSIS at this time.

- **How will my grade be affected if I don't have internet service or a computer?**

Your teacher will be working with you on an individual basis so that it does not negatively affect your grade.

- **What about my financial aid...will it be affected?**

The office of Financial Aid has been in contact via email to all currently enrolled students. If you have not received information please contact them at [financial.aid.group@metrotech.edu](mailto:financial.aid.group@metrotech.edu) or 595-4457. U.S. Department of Education is providing new guidance for students receiving Federal Financial Aid daily. We are continuing to evaluate this new flexibility and will actively communicate the details with students impacted by these changes.

- **What about my CTE certification as it is industry endorsed? How will we make up for lost time?**

If you are completed and have not completed your certification you will be contacted at a later date and given the opportunity to take your test.

A plan for programs with strict licensure requirements including skill demonstrations or clinicals, will be developed to give adult students an opportunity to make-up the requirements.

- **Is there an option of taking a leave of absence instead of distance learning?**

Some programs will be required to put students on leave of absence (LOA) due to accrediting body requirements. You will receive communication from your site leader and program teacher. Adult students on financial aid (FA) may choose to take a LOA rather than do distance learning. FA will be communicating with each student.

- **When will distance learning end?**

Secondary students will finish when their home high school finishes OR May 15th.

Post-secondary students in programs with secondary students will end May 15th. All others will vary from program to program, please check with your instructor/teacher.

- **When will programs begin in-class instruction?**

Programs will restart when the CDC and the Governor lifts the shelter in place and deems it safe for students, faculty and administrators to return to the school buildings or at the next calendar start.

- **Can I attend school and meet with my teacher for the lab portion of the program?**

No, the latest guidance from ODCTE states that no in-person instruction will occur.

- **Are CTSO events canceled?**

Yes, all CTSO activities have been canceled.

- **Will graduation be canceled?**

Yes. To ensure that our students, their families, and our employees remain safe, we are canceling this year's graduation. Refunding of Cap/Gown info will be communicated.

- **I have completed but need assistance finding a job or applying for college?**

Our Transition Services department is here to help you. Please email [HireMTgrads@metrotech.edu](mailto:HireMTgrads@metrotech.edu) or call 405-595-4804

- **How can I stay up-to-date on this situation?**

While buildings are closed, please stay up-to-date by frequently checking the Metro Technology Centers Website. You will also receive RAVE text and emails from Metro Tech with updated information. Please monitor our social media platforms, website and messages during this time.

Aviation Career Center-Tim Fannin [tim.fannin@metrotech.edu](mailto:tim.fannin@metrotech.edu) 595-5500

South Bryant Campus-David Martin [david.martin@metrotech.edu](mailto:david.martin@metrotech.edu) 595-2201

Health Careers Center-Shawna Blackburn [shawna.blackburn@metrotech.edu](mailto:shawna.blackburn@metrotech.edu) 595-4623

Information Technology Centers-Zac Gleason [zac.gleason@metrotech.edu](mailto:zac.gleason@metrotech.edu) 595-4301

STEM Career Academy-Brian Leaver [brian.leaver@metrotech.edu](mailto:brian.leaver@metrotech.edu) 595-4300

Evening Programs-Michael Branch [michael.branch@metrotech.edu](mailto:michael.branch@metrotech.edu) 595-5502

Chief Officer, Instructional Sites [sara.collins@metrotech.edu](mailto:sara.collins@metrotech.edu) 595-4411

## Financial Aid FAQ

- **When can I expect my payment?**

Program calendars will be revised to add the days for the time the school was closed. Once the calendar is revised, the pay periods will be adjusted if necessary. Once it is time for the payment FA will review attendance, grades and completed course work. Once all three requirements are met the disbursement will be scheduled. Please keep in mind we may not necessarily know when the check will be printed and mailed due to COVID-19 (example: we are currently under a shelter at home order until April 30th). Which means no one is allowed on campus in any of the buildings.

- **What about my VA students?**

Financial Aid is still waiting on further guidance and will update when we have more information.

- **How can we reach Financial Aid for questions?**

Financial Aid employees have their office phones forwarded to their personal phones. Employees are available by email and will also have zoom meetings periodically. Students will receive an email with an invite and the log on information. Students may also request a zoom meeting with a Financial Aid employee if needed.