



## Class Cancellation Procedure

The following information is being provided to assist employees and students with accurate information regarding class cancellations. Please note: Cancellations may be issued for all three campuses or for individual campuses.

### **In the event in which:**

- All day classes are canceled-classes with a starting time up to 4:59 pm are canceled.
- All evening classes are canceled-classes with a starting time of 5:00 pm or after are canceled. Classes scheduled to be in session after 5:00 pm are to be dismissed at 5:00 pm.
- Delayed start a set starting time will be included in the various WVNCC announcements. Although the College does not use the phrase on information releases, the media use the designation 2 hour delay or 3 hour delay. A 2 hour delay is a 10:00 am start time and a 3 hour delay is an 11:00 am start time.

#### *1. Announcement Example:*

Classes will start at 10 am

Delayed start-classes start at 10 am

2 hour delay

#### Action:

All classes which are scheduled to begin prior to 10 am are cancelled.

Any class with a scheduled starting time of 10 am or after will be in session as scheduled.

Any exceptions to the above will be communicated by your instructor(s).

#### *2. Announcement Example:*

Classes will start at 11:00 am

Delayed start-classes start at 11:00 am

3 hour delay

#### Action:

All classes which are scheduled to begin prior to 11:00 am are cancelled.

Any class with a scheduled starting time of 11:00 am or after will be in session as scheduled.

Any exceptions to the above will be communicated by your instructor(s).

- Dismissal all classes after a specific time will be canceled and any classes currently in session will be dismissed as indicated by your instructor.
- Individual Class Cancellation instructors may occasional need to cancel a specific class for a specific time. Students are to refer to the class syllabus for details regarding a specific class cancellation.

### **Communication Tools:**

Below is list of the communication tools the College will activate if classes are canceled, delayed or dismissed (this does not include individual cancelled classes by instructors):

1. Text Message Alert System
2. Switchboard message
3. Website-weather/emergency link on homepage.
4. In house phone intercom system.

In the event that the College is open and classes are canceled, employees will be notified by text alert or e-mail of the class cancelations; this does not include individual class cancelations.

### **Student Activity Events:**

If classes are canceled, all student activity events will also be canceled and possibly rescheduled. In the event a student activity is scheduled on a Saturday evening or Sunday, the College will use any methods available at the time to notify students or attendees if the event must be canceled, including the Web site and the WVNCC text alert system.