CORONAVIRUS UPDATE: New academic deadlines, processes; mail services guidance

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To: Tuskegee University Office of Marketing and Communications <marketing@tuskegee.edu>

Students, as we continue to adjust academic and campus operations in response to the coronavirus, please find updates below pertaining to course withdrawals, major changes, Campus Mail Services, and campus staffing.

Employees, also be aware of these same changes. Faculty and advisors, emphasize these with students as you work with them to meet their academic needs and during your virtual class meetings.

UPDATE FROM THE REGISTRAR’S OFFICE

With the need to move to electronic options for approaching academic deadlines and processes, the Registrar’s Office is providing guidance on how students can withdraw from a course and change their majors. If you have questions about either matter, email aadvising@tuskegee.edu.

**Withdrawning from a course:** The new deadline for withdrawing from a course is Wednesday, March 25. No requests received after March 25 will be fulfilled. Use the appropriate link below to make the request:

- [New freshmen, new transfers and new graduates](#)
- [Upperclassmen and graduates](#) (with financial holds only)
- Upperclassmen and graduates without financial holds should complete the request through their TigerWeb accounts

**Changing your major:** Students wishing to change their majors can complete the [online request form](#), and the request will be forwarded to the appropriate college or school dean for review and approval. If you have not completed the FOCUS2 Career Assessment, first email aadvising@tuskegee.edu.

UPDATE FROM CAMPUS MAIL SERVICES

**Change of Address for future mail:** File an online change of address with the U.S. Post Office at [https://moversguide.usps.com/mgo](https://moversguide.usps.com/mgo). This will prevent the delivery of future mail to campus but may take up to 10 business days for the postal system to process and fulfill the request. This will not affect any deliveries scheduled to be made by FedEx, UPS or similar carriers.

**Retrieving already delivered mail:** Mail and packages already delivered to campus cannot be forwarded through Postal Service change of address. To inquire about these situations and possible remedies, contact Mail Services Supervisor Vanessa Jenkins at vjenkins@tuskegee.edu or 334.724.4394.

ONLINE/VIRTUAL INSTRUCTION AND CAMPUS STAFFING

As the university begins online/virtual instruction on Monday, March 23, promptly report any obstacles you encounter during this transition to your specific course instructors. If you cannot resolve that matter directly and satisfactorily, contact your respective department head or dean so he or she can address those concerns or issues.

This week, university employees will begin transitioning to alternate work locations, which will allow some of our employees to work remotely. Employees will continue to staff essential academic, business and (to serve the few students who continue to reside on campus) housing and residence life operations, however, with fewer on-campus employees. During this time of transition and leaner staffing, we ask for your patience as our faculty and staff strive to respond to inquiries as promptly as possible.
FOR MORE INFORMATION

Continue to monitor your university email address and www.tuskegee.edu/coronavirus for future updates. You may continue to share any questions or concerns by email to marketing@tuskegee.edu, and our Communications, Public Relations and Marketing team will work with our senior leaders to address those inquiries as thoroughly and quickly as possible.

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