



# CLAFIN

## UNIVERSITY

# 2021

*Reopening  
Plan*





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# Guiding Principles of our Fall Re-Opening Plan

## OFFICE OF THE PRESIDENT

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Greetings Claflin Family,

In light of the myriad challenges we confronted from the coronavirus pandemic, I can proudly say that Claflin University has remained strong. In fact, Claflin not only strived but also thrived. It was made possible through the tireless support of the campus community. Under this backdrop, I am delighted to welcome the Claflin Family back to the start of a new academic year!

Since the pandemic, Claflin kept its focus on ensuring the University's sustained viability and relevance in higher education. We have been able to engage and cultivate significant relationships with some of the giants in business and industry, enhancing the University's brand and commitment to excellence. Support from global technology leaders such as Google and Zoom has placed Claflin in an enviable position among its peers. We can look to the future with enthusiasm and optimism. It provides the prospect of greater achievements as we launch the 2021-2022 academic year with arrival of students on August 6, 2021.

While the rate of coronavirus infections is moving in the right direction, we must remain exceedingly cautious. To that end, we will continue to follow CDC guidelines on social distancing, face coverings, and sanitizing in the classrooms and other campus areas. We are working diligently with our Sodexo partners to ensure the campus is properly sanitized and safe for students, faculty and staff.

Taking available vaccines is a personal decision. However, I strongly encourage you to protect yourself and others by getting vaccinated before returning to campus. The Claflin Student Health Center has been authorized to administer vaccinations, which will aid our efforts to keep the University safe throughout the academic year.

Thank you for your continuous commitment to our illustrious and historic university. Although we must continue to adjust to a new normal, I look forward to students attending classes and to see smiling faces across campus. We have much to be thankful for despite the past year of anxiety and uncertainty.

Elevation and Transformation is our goal!

Peace and Blessings,

Dr. Dwaun J. Warmack  
President

# COVID-19 Protocols



Face coverings (masks) are mandatory at all times in the classroom and other places throughout the campus for students and employees.

**Claflin Family:** Please upload a copy of your COVID-19 vaccination verification card. Let's achieve herd immunity!



Students QR Upload



Employees QR Upload

Unvaccinated students will be required to submit a negative COVID-19 test from their homesite 10 days prior to their return to the University in August.

Unvaccinated students will be required to test at least twice per month by the University's outsource testing services.

Unvaccinated students and employees will have access to the University's outsource testing and vaccination services.

Students will be administered a **RAPID ANTIGEN TEST** prior to admission to campus on Registration (Move-In) date in August.

*We will follow all CDC guidelines on social distancing, sanitizing, and face covering to make the campus a safe living and learning environment.*



# Fall 2021-22 Academic Calendar

AUGUST	EVENTS
6 – 7 / FRI - SAT	Residence halls open for Freshman and Transfer students.
7 – 11 / SAT - WED	New Student Orientation.
10 / TUE	Faculty/Staff Convening 9:00 a.m.
10 - 11 / TUE - WED	Residence Halls open for Returning students. Registration continues for all students.
11 / WED	Freshman Parting Ceremony.
12 / THU	Classes begin for all students.
16 / MON	Session I begin. (CPCS, Online, MEd, CJ, MBA & Nursing) Late Registration begins.
18 / WED	Last day to add/drop classes for Session I, CPCS, Nursing & Graduate students.
23 / MON	Last day to add/drop classes for Traditional students. Classes Purged for students not cleared.
SEPTEMBER	EVENTS
6 / MON	Labor Day Holiday, Classes suspended/University closed.
7 / TUE	University open/Classes resume.
9 / THU	Freshman Confirmation Ceremony & Matriculation Day.
13 / MON	Last day to withdraw without penalty for Session I, CPCS, Nursing & Graduate students.
13 - 17 / MON - FRI	Week of “Early Warning” for students.
16 / THU	Constitution Day Assembly.
21 / TUE	Career/Professional Development Day.
27 / MON	Last day to withdraw and receive a “WP” / “WF” for Session I, CPCS, Nursing, & Graduate students.
OCTOBER	EVENTS
4 – 8 / MON - FRI	Mid-Semester Examinations. (Scheduled by the Instructors)
8 / FRI	Senior Thesis Due for December Graduates. Session I end. (CPCS, Online, MEd, CJ, MBA & Nursing)
11 / MON	Midterm grades due. Last day for instructors to submit grade changes for Spring and Summer 2020-21.
11 – 12 / MON - TUE	Fall Break, Classes suspended/University open.
11 / MON	Session II begin. (CPCS, Online, MEd, CJ, MBA & Nursing)
12 / TUE	Session I grade due. (CPCS, Online, MEd, CJ, MBA & Nursing)
13 / WED	Classes resume after Fall break. Last day to add/drop classes for Session II CPCS, Nursing & Graduate students.

# Fall 2021-22 Academic Calendar

14 - 15 / THU - FRI	Senior Exit Examinations.
15 / FRI	Last day to withdraw from classes without penalty, to receive a "W" for traditional students.
18 / MON	Advisement and Registration for Spring 2022 and Summer 2022 begin.
<b>NOVEMBER</b>	<b>EVENTS</b>
1 / MON	Last day to withdraw without penalty for Session II, CPCS, Nursing & Graduate students.
14 - 21 / SUN - SUN	Homecoming Week.
15 / MON	Last day to withdraw and receive a "WP" / "WF" for Session II, CPCS, Nursing & Graduate students and Withdraw from School for the semester.
20 / SAT	Homecoming.
22 / MON	University Thanksgiving Program.
22 - 23 / MON - TUE	Final Exam for Graduating Seniors.
23 / TUE	Last day for In-person Instructions. Residence Halls close at 6:00 p.m.
24 - 26 / WED - FRI	Thanksgiving Holidays, Classes suspended/University closed.
29 / MON	University open and Classes resume <b>virtually</b> .
<b>DECEMBER</b>	<b>EVENTS</b>
3 / FRI	Last day of classes. Session II end. (CPCS, Online, MEd, CJ, MBA & Nursing) Faculty deadline to post final grades for graduating students by noon.
6 - 10 / MON - FRI	Final Examinations.
10 / FRI	Commencement Convocation.
14 / TUE	Faculty deadline to post final grades for all students by noon.
15 / WED	University closed for Christmas break at 5:00 p.m.



# Clafin University Academic Departments and Programs

Departments/Programs	Locations	Phone Number	Contact/Email Address
<b>School of Business</b> <ul style="list-style-type: none"> <li>• Accounting</li> <li>• Business Administration</li> <li>• Finance</li> <li>• Management</li> <li>• Marketing</li> <li>• Organizational Management</li> </ul>	Grace Thomas Kennedy Business and Communications Building	(803) 535-5200	Dr. Nicholas Hill, Dean <a href="mailto:nhill@clafin.edu">nhill@clafin.edu</a>
<b>School of Education</b> <ul style="list-style-type: none"> <li>• Early Childhood Education</li> <li>• Elementary Education</li> <li>• Human Performance and Recreation</li> <li>• Middle Level Education</li> <li>• Secondary Education</li> <li>• Sport Management</li> </ul>	Bowen Hall	(803) 535-5436	Dr. Anthony A. Pittman, Dean <a href="mailto:apittman@clafin.edu">apittman@clafin.edu</a>
<b>School of Humanities and Social Sciences</b> <p><b>Art</b></p> <ul style="list-style-type: none"> <li>• Art Education</li> <li>• Digital Design</li> <li>• Studio Art</li> </ul> <p><b>English</b></p> <ul style="list-style-type: none"> <li>• English Education</li> </ul> <p><b>Humanities</b></p> <ul style="list-style-type: none"> <li>• African and African-American Studies</li> <li>• History</li> <li>• Philosophy and Religion</li> <li>• Spanish</li> </ul> <p><b>Mass Communications</b></p> <ul style="list-style-type: none"> <li>• Digital Media</li> <li>• Journalism</li> <li>• Public Relations</li> </ul> <p><b>Music</b></p> <ul style="list-style-type: none"> <li>• Music (Jazz Studies)</li> <li>• Music Education</li> </ul> <p><b>Social Sciences</b></p> <ul style="list-style-type: none"> <li>• Criminal Justice</li> <li>• Political Science</li> <li>• Psychology</li> <li>• Sociology</li> </ul>	<p>W.V. Middleton Fine Arts Center</p> <p>Calhoun-Downs Laymen Hall</p> <p>W.V. Middleton Fine Arts Center</p> <p>James and Dorothy Z. Elmore Chapel</p> <p>Grace Thomas Kennedy Business and Communications Building</p> <p>Music Building</p>	<p>(803) 535-5232</p> <p>(803) 535-5681</p> <p>(803) 535-5463</p> <p>803) 535-5186</p> <p>(803) 535-5494</p> <p>(803) 535-5193</p> <p>(803) 535-5185</p>	<p>Dr. Isaiah McGee, Dean <a href="mailto:imcgee@clafin.edu">imcgee@clafin.edu</a></p> <p>Ms. Tabitha Ott, Chair <a href="mailto:tott@clafin.edu">tott@clafin.edu</a></p> <p>Dr. Mitali Wong, Chair <a href="mailto:wong@clafin.edu">wong@clafin.edu</a></p> <p>Dr. Kathryn Silva, Chair <a href="mailto:ksilva@clafin.edu">ksilva@clafin.edu</a></p> <p>Dr. Donna Gough, Chair <a href="mailto:dgough@clafin.edu">dgough@clafin.edu</a></p> <p>Dr. Isaiah McGee, Interim Chair <a href="mailto:imcgee@clafin.edu">imcgee@clafin.edu</a></p> <p>Dr. Mary Williams, Interim Chair <a href="mailto:marywilliams@clafin.edu">marywilliams@clafin.edu</a></p>



# Clafin University Academic Departments and Programs

Departments/Programs	Location	Phone Number	Contact/Email Address
<b>School of Natural Sciences and Mathematics</b> <b>Biology</b> <ul style="list-style-type: none"> <li>• Bioinformatics</li> <li>• Biology</li> <li>• Biotechnology</li> <li>• Environmental Science</li> </ul> <b>Chemistry</b> <ul style="list-style-type: none"> <li>• Biochemistry</li> <li>• Chemistry</li> </ul>	James S. Thomas Science Building	(803) 535-5246	Dr. Derrick Swinton, Interim Dean <a href="mailto:deswinton@clafin.edu">deswinton@clafin.edu</a>
	James S. Thomas Science Building	(803) 535-5774	Dr. Gloria McCutcheon, Chair <a href="mailto:gmccutcheon@clafin.edu">gmccutcheon@clafin.edu</a>
	Henry N. Tisdale Molecular Science and Research Center	(803) 535-5304	Dr. Uruthira Kalapathy, Chair <a href="mailto:ukalapat@clafin.edu">ukalapat@clafin.edu</a>
<b>Mathematics and Computer Science</b> <ul style="list-style-type: none"> <li>• Computer Engineering</li> <li>• Computer Science</li> <li>• Management Information Science</li> <li>• Mathematics</li> <li>• Mathematics Education</li> </ul> <b>Nursing</b> <ul style="list-style-type: none"> <li>• RN to BSN</li> <li>• MSN</li> </ul>	James S. Thomas Science Building	(803) 535-5240	Dr. Ramaier Sriram, Chair <a href="mailto:rsriram@clafin.edu">rsriram@clafin.edu</a>
	<i>Please call or email Dr. Smith for an appointment</i>	(803) 535-5843	Dr. Shannon Smith, Chair <a href="mailto:shansmith@clafin.edu">shansmith@clafin.edu</a>

# Clafin University Departments and Services

Departments/Programs	Location	Phone Number	Email Address
Academic Success Center	Corson Hall	(803) 535-5604	<a href="mailto:asc@clafin.edu">asc@clafin.edu</a>
Admissions	Tingley Hall	(803) 535-5382	<a href="mailto:admissions@clafin.edu">admissions@clafin.edu</a>
Alumni Relations	Tingley Hall	(803) 535-5348	<a href="mailto:alumni@clafin.edu">alumni@clafin.edu</a>
Asbury Hall	Main Campus	(803) 535-5300 (803) 535-5317	<a href="mailto:jigordon@clafin.edu">jigordon@clafin.edu</a>
Athletics	Jonas T. Kennedy Health and Wellness Complex	(803) 535-5504	<a href="mailto:pcramer@clafin.edu">pcramer@clafin.edu</a>

# Clafin University Departments and Services

Departments/Programs	Location	Phone Number	Email Address
Auxiliary Services	Russell Street Campus	(803) 535-5267	<a href="mailto:cpeters@clafin.edu">cpeters@clafin.edu</a>
Bookstore	Calhoun-Downs Laymen Hall	(803) 535-5269	<a href="mailto:SM8132@bncollege.com">SM8132@bncollege.com</a>
Career Development	Corson Hall	(803) 535-5333	<a href="mailto:careers@clafin.edu">careers@clafin.edu</a>
Cashier's Window	Tingley Hall	(803) 535-5602	<a href="mailto:cashier@clafin.edu">cashier@clafin.edu</a>
Center for Global Education	1425 Russell Street	(803) 535-5370	
Center for Professional & Continuing Studies	1425 Russell Street	(803) 535-5370	
Center for Social Justice	1425 Russell Street	(803) 535-5370	
Chaplain's Office	James and Dorothy Z. Elmore Chapel	(803) 535-5454	<a href="mailto:chapel@clafin.edu">chapel@clafin.edu</a>
Clafin Commons	Main Campus	(803) 535-5680 (803) 535-5671	<a href="mailto:jplough@clafin.edu">jplough@clafin.edu</a>
Communications & Marketing	Tingley Hall	(803) 535-5077	<a href="mailto:communications@clafin.edu">communications@clafin.edu</a>
Corson Hall	Main Campus	(803) 535-5655	<a href="mailto:jigordon@clafin.edu">jigordon@clafin.edu</a>
Counseling Services/ADA	Goff Street	(803) 535-5285	<a href="mailto:schampion@clafin.edu">schampion@clafin.edu</a>
Dining Hall	Main Campus	(803) 535-5261	<a href="mailto:clafin.dining@clafin.edu">clafin.dining@clafin.edu</a>
Dunton Hall	Main Campus	(803) 535-5325 (803) 535-5004	<a href="mailto:jigordon@clafin.edu">jigordon@clafin.edu</a>
Facilities	Russell Street Campus	(803) 535-5273	
Financial Aid	Corson Hall	(803) 535-5384	<a href="mailto:finaid@clafin.edu">finaid@clafin.edu</a>
Fiscal Affairs	Tingley Hall	(803) 535-5492	<a href="mailto:fiscalaffairs@clafin.edu">fiscalaffairs@clafin.edu</a>
Freshman College	Bowen Hall	(803) 535-5282	<a href="mailto:freshman.college@clafin.edu">freshman.college@clafin.edu</a>
Front Gate	Main Campus	(803) 535-5444	<a href="mailto:publicsafety@clafin.edu">publicsafety@clafin.edu</a>
Health Center	Goff Street	(803) 535-5328	
High Rise	Main Campus	(803) 535-5315	<a href="mailto:trgraham@clafin.edu">trgraham@clafin.edu</a>
Honors College	Main Campus	(803) 535-5744	<a href="mailto:honors@clafin.edu">honors@clafin.edu</a>
Housing and Residential Life	Campus Center	(803) 535-5330	<a href="mailto:housing@clafin.edu">housing@clafin.edu</a>
Human Resources	Tingley Hall	(803) 535-5635	<a href="mailto:humanresources@clafin.edu">humanresources@clafin.edu</a>

# Clafin University Departments and Services

Departments/Programs	Location	Phone Number	Email Address
Information and Technology Services	Tingley Hall	(803) 535-5326	<a href="mailto:it@clafin.edu">it@clafin.edu</a>
Institutional Advancement	Tingley Hall	(803) 535-5312	<a href="mailto:mburgess@clafin.edu">mburgess@clafin.edu</a>
Institutional Effectiveness	Tingley Hall	(803) 535-5793	<a href="mailto:bdeweese@clafin.edu">bdeweese@clafin.edu</a>
Kleist Hall	Main Campus	(803) 535-5595 (803) 535-5453	<a href="mailto:jjgordon@clafin.edu">jjgordon@clafin.edu</a>
Library	Main Campus	(803) 535-5308	<a href="mailto:library@clafin.edu">library@clafin.edu</a>
Mailroom	Campus Center	(803) 535-5353	<a href="mailto:dwilsonprince@clafin.edu">dwilsonprince@clafin.edu</a>
Office of the President	Tingley Hall	(803) 535-5412	<a href="mailto:president@clafin.edu">president@clafin.edu</a>
Office of the Provost	Tingley Hall	(803) 535-5417	<a href="mailto:provost@clafin.edu">provost@clafin.edu</a>
Online Education	1425 Russell Street	(803) 535-5695	<a href="mailto:shasnain@clafin.edu">shasnain@clafin.edu</a>
Panther Steps	Corson Hall	(803) 535-5185	<a href="mailto:panthersteps@clafin.edu">panthersteps@clafin.edu</a>
Paw Print	Campus Center	(803) 535-5474	<a href="mailto:daniel.compton@clafin.edu">daniel.compton@clafin.edu</a>
Planning and Assessment	Tingley Hall	(803) 535-5228	<a href="mailto:pais@clafin.edu">pais@clafin.edu</a>
Plant Operations	Russell Street Campus	(803) 535-5273	
Public Safety	High Rise	(803) 535-5444	<a href="mailto:publicsafety@clafin.edu">publicsafety@clafin.edu</a>
Registrar	Tingley Hall	(803) 535-5719	<a href="mailto:registrar@clafin.edu">registrar@clafin.edu</a>
SGA Office	Campus Center	(803) 535-5450	<a href="mailto:sga@clafin.edu">sga@clafin.edu</a>
Sponsored Programs	Goff Street	(803) 535-5544	<a href="mailto:spo@clafin.edu">spo@clafin.edu</a>
SRC North	Main Campus	(803) 535-5613	<a href="mailto:jplough@clafin.edu">jplough@clafin.edu</a>
SRC South	Main Campus	(803) 535-5614	<a href="mailto:trgraham@clafin.edu">trgraham@clafin.edu</a>
SRC East	Main Campus	(803) 535-5615	<a href="mailto:trgraham@clafin.edu">trgraham@clafin.edu</a>
SRC West	Main Campus	(803) 535-5612	<a href="mailto:jplough@clafin.edu">jplough@clafin.edu</a>
Students Accounts	Tingley Hall	(803) 535-5415	<a href="mailto:fiscalaffairs@clafin.edu">fiscalaffairs@clafin.edu</a>
Student Engagement and Leadership	Campus Center	(803) 535-5591	
Student Development and Services	Calhoun-Downs Laymen Hall	(803) 535-5341	<a href="mailto:sds@clafin.edu">sds@clafin.edu</a>
Student Support Services	Corson Hall	(803) 535-5280	<a href="mailto:sds@clafin.edu">sds@clafin.edu</a>
Title IX	Tingley Hall	(803) 535-5268	<a href="mailto:confidential@clafin.edu">confidential@clafin.edu</a>
Trio Program	Goff Street	(803) 535-5056	<a href="mailto:trioupwardbound@clafin.edu">trioupwardbound@clafin.edu</a>
Writing Center	Grace Thomas Kennedy Business and Communications Building	(803) 535-5422	<a href="mailto:writingcenter@clafin.edu">writingcenter@clafin.edu</a>

# Health and Safety Precautions Operations Matrix

Clafin University has put practices in place to reduce the spread of COVID-19 and promote wellness. Our practices regarding safety have been developed by our Medical Director, CDC (Centers for Disease Control and Prevention), SCDHEC (SC Department of Health & Environmental Control), ACHA (American College Health Association) and the WHO (World Health Organization).

The following guidelines are for the protection of everyone during the COVID-19 pandemic:

Environment	Maximum Occupancy Guide	Physical Distancing	Engineering Controls	Cleaning/ Disinfecting Activities and Frequency
<b>Computer Labs</b>	Maintain physical distancing at 3 ft. at all times. Room capacity may not exceed 50%.	Reconfigure room to achieve 3 ft. separation between workstations.	Mask required upon entry. Remove or block workstations to enforce social distancing.	At least once-a-day cleaning/ disinfecting high-touch surfaces. Providing hand sanitizer. Students are encouraged to wipe down surfaces.
<b>Dining Hall</b>	Maintain physical distancing at 3 ft. at all times. Room capacity may not exceed 50%.	Provide grab-and-go meals and takeout; no buffet/ no self- service.	Mask required upon entry, removed only to eat and drink. Remove chairs and tables to maintain social distancing. Options for outdoor seating.	Food service cleaning/disinfecting continuously and after each person's use; high-touch surfaces 3 times per day.
<b>Elevators</b>	Two occupants per elevator ride with face coverings	Post signage in elevators outlining one to two-person limit, face covering required		Routine disinfecting.

## Health and Safety Precautions Operations Matrix *(continued)*

Environment	Maximum Occupancy Guide	Physical Distancing	Engineering Controls	Cleaning/ Disinfecting Activities and Frequency
<b>Fitness Rooms/ Athletic Training Area</b>	Maintain physical distancing of 3 ft. at all times. Room capacity may not exceed 50%.	Configure space to maintain 3 ft. distance between equipment.	Reposition athletic equipment to provide separation to promote physical distancing.	Routine cleaning/ disinfecting; users responsible for disinfecting equipment after use; Sodexo facilities staff to disinfect high- touch areas daily.
<b>Game Room</b>	Maintain physical distancing of 3 ft. at all times. Room capacity may not exceed 50%.	Limit occupancy to maintain physical distancing		Routine cleaning.
<b>Instructional Spaces</b>	Maintain physical distancing of 3 ft. at all times. Room capacity may not exceed 50%.	Reconfigure room to achieve 3 ft. separation between desks or workstations.	Mask required upon entry. Remove or block desks and/or chairs if necessary, to maintain physical distancing.	At least once-a-day cleaning/disinfecting high-touch surfaces. Providing hand sanitizer. Students are encouraged to wipe down surfaces.
<b>Labs</b>	Maintain physical distancing at 3 ft. at all times. Room capacity may not exceed 50%.	Mark floor to identify physical distancing requirements for workstations and shared equipment based on type of laboratory.	Individual lab coats, masks, and goggles only; no sharing items. Lab equipment and reagents cannot be shared.	At least once-a-day cleaning/ Disinfecting high-touch surfaces. Providing hand sanitizer. Students are encouraged to wipe down surfaces.
<b>Library</b>	Maintain physical distancing of 3 ft. at all times. Room capacity may not exceed 50%.	Limit occupancy to maintain physical distancing.	Remove or mark chairs to maintain physical distancing at workstations.	At least once-a-day cleaning/disinfecting high-touch surfaces. Providing hand sanitizer. Students are encouraged to wipe down surfaces.

## Health and Safety Precautions Operations Matrix *(continued)*

Environment	Maximum Occupancy Guide	Physical Distancing	Engineering Controls	Cleaning/ Disinfecting Activities and Frequency
<b>Locker Rooms</b>	Maintain physical distancing of 3 ft. at all times. Room capacity may not exceed 50%.	Mark floors to identify physical Distancing requirements.	Promote physical distancing but not utilizing all showers, stalls and sinks.	At least once-a-day cleaning/disinfecting high-touch surfaces. Providing hand sanitizer. Students are encouraged to wipe down surfaces.
<b>Meetings</b>	Virtual only. (For meetings more than 5 people)			
<b>Office spaces</b>	Maintain physical distancing of 3 ft. at all times. Room capacity may not exceed 50%.			At least once-a-day cleaning/disinfecting high-touch surfaces. Employees are encouraged to wipe surfaces.
<b>Outdoor areas</b>	Prohibit gatherings in excess of CDC guidelines.			
<b>PAW Print/ Mailroom</b>	Maintain physical distancing of 3 ft. at all times.	Students will be notified via email about all mail and packages. Administrative offices will continue with regular mail service.	Protective screen for service door.	At least once-a-day cleaning/disinfecting high-touch surfaces.

## Health and Safety Precautions Operations Matrix *(continued)*

Environment	Maximum Occupancy Guide	Physical Distancing	Engineering Controls	Cleaning/ Disinfecting Activities and Frequency
Reception Areas	Maintain physical distancing of 3 ft. at all times.		Installation of “sneeze guards.”	At least once-a-day cleaning/ disinfecting high-touch surfaces. Employees are encouraged to wipe surfaces.
Residence Halls	Depending on the room, one to two students per room, 3 ft. of distance in common areas and study lounges.	Configure furniture in common areas and study lounges to maintain 3 ft. of distance between students.		Occupants clean and disinfect rooms per instructions provided by Residential Life. Common areas will be cleaned once a day.
Restrooms	Reduced occupancy.		Block every other stall/urinal where possible.	At least once-a-day cleaning/ disinfecting.
Shared office spaces	Maintain physical distancing of 3 ft. at all times. Room capacity may not exceed 50%.	Limit occupancy to maintain physical distancing.		At least once-a-day cleaning/disinfecting.
Shuttle Services	50% maximum capacity.	Drivers and passengers must wear face coverings.		Frequent disinfecting of seats and high-touch areas.
Student Center	Maintain physical distancing of 3 ft. at all times. Room capacity may not exceed 50%.			At least once-a-day cleaning/disinfecting high-touch surfaces. At least once-a-day cleaning/disinfecting high-touch surfaces. Students are encouraged to wipe surfaces.

# Health and Safety Precautions Operations Matrix *(continued)*

Environment	Maximum Occupancy Guide	Physical Distancing	Engineering Controls	Cleaning/ Disinfecting Activities and Frequency
<b>University golf carts</b>	Maximum 2 persons per cart.	Seated on front and back row.		Users are to wipe down high-touch areas after each use.
<b>University - related Travel</b>	Conference attendance permitted with approval of supervisor.			

## Face Coverings

To reduce the spread of COVID-19, the CDC recommends that people wear cloth face coverings in public settings when around people outside of their household, especially when other social distancing measures are difficult to maintain. It is a requirement to wear a face covering at all times.

## Social Distancing

COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period (15 minutes or more). Social distancing helps limit opportunities to come in contact with contaminated surfaces and infected people outside the home.

## Hand Sanitizers

All sanitizers are not equal. There are some that may have chemicals such as methanol. Methanol can cause severe damage to the central nervous system. Research your products through the FDA and the EPA. Your sanitizer must contain at least 60% of alcohol. Use hand sanitizer when soap and water are not available.

Please note that the hand sanitizer purchased by the University is safe and approved by the CDC.

## Cleaning/Disinfecting Areas

- Disinfect frequently touched immobile surfaces, vehicle surfaces, and personal objects, before and after use.
  - Immobile surfaces include: tabletops, doorknobs, light switches, countertops, handles, desks, toilets, faucets, and sinks.
  - Vehicle surfaces include: door inner/outer handles, seat belt clips, gear level/shift, hand brake, all levers, buttons, and steering wheel.
- Disinfect personal objects: books, phones, keyboards, writing and drawing utensils, water bottles, and sporting equipment.
- Use appropriate disinfectants such as an EPA registered disinfectant.





## Faculty and staff members who become ill should follow the steps outlined below.

Claflin University has been working with South Carolina's health professionals to closely monitor the spread of COVID-19 over the past several months. Our goals are to deliver on our mission while protecting health and safety by minimizing the potential spread of the disease within our campus community. The following process has been established for Claflin University employees who become ill with COVID-19 symptoms and/or test positive for COVID-19:



### Step One

The ill employee notifies the supervisor of symptoms/confirmed illness. The employee will be asked to go home, contact their primary care physician/or telehealth.



### Step Two

The supervisor contacts the Associate Vice President for Human Resources to report the situation and provide full name and contact information for the employee in question. Appropriate human resources staff will be assigned to the case for management/follow up.



### Step Three

The Associate Vice President for Human Resources will work with the department and supervisor regarding potential contact with the employee's colleagues (for isolation/quarantine purposes). The employee's work space, and the necessary steps to ensure it is sanitized properly.



### Step Four

The Associate Vice President for Human Resources or Human Resources designee will follow up with the employee during time away to answer questions and determine a safe, return to work.



### Step Five

Remember to wear a face covering, wash your hands frequently and practice social distancing.



# Clafin Health Services

Our practices regarding COVID-19 are from the guidelines of our Medical Director, CDC (Centers for Disease Control and Prevention), SCDHEC (SC Department of Health & Environmental Control), ACHA (American College Health Association) and WHO (World Health Organization). Please note this information is subject to change, based on the current guidelines at the time.

Students must call or email to schedule a visit to the Clafin Student Health Center (CSHC). Walk-in visits are not permitted. The Clafin Student Health Center phone number is (803) 535-5328. You may also email your requests, questions, or concerns to [hhayes@clafin.edu](mailto:hhayes@clafin.edu) and [cshc@clafin.edu](mailto:cshc@clafin.edu). Our office hours are generally from 8 a.m.-5 p.m. daily from Monday-Friday. Office hours will vary based on holidays and Fall/Spring/Summer breaks. The Medical Director has a physician's clinic 2 days a week on Tuesdays and Wednesdays from the hours of 1:30-3:30 pm. COVID-19 vaccine clinics will be announced. It will coincide with the physician's clinic.

## Clafin TimelyCare Services

The University's telehealth service, Clafin TimelyCare health (<http://timelycare.com/clafin> or 833-484-6359), provides Free 24-hour/7 days a week of medical and mental health services via telecommunication services to the students. Students will receive a virtual consult to assess and evaluate their symptoms. At that time, they are administered free patient care or professional advice (by licensed professionals) without coming into the clinic. This service reduces wait times and loss of class time. Treatment plans can also begin immediately. All students, after completing school registration, are required to register with TimelyCare.



## Common Symptoms of COVID-19

Many persons may not display symptoms (asymptomatic) or may display very mild symptoms. Those who are asymptomatic or display mild symptoms are still infectious. Typical symptoms of COVID-19 can include all or some of the following:

- fever or chills
- cough
- shortness of breath or difficulty breathing
- fatigue
- muscle or body aches
- headache
- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting

## Severe or acute symptoms include:

- trouble breathing
- persistent pain or pressure in the chest
- confusion
- inability to wake or stay awake
- bluish lips or face

# Clafin Health Services *(continued)*

## Guidelines

The following guidelines for Clafin University are for the protection of everyone during the COVID-19 Pandemic:

- Individuals who feel sick should stay within the confines of their home or residence hall.
- No large gatherings or face-to-face meetings.
- There should be no more than 6 people in our lobby at any given time.
- All large meetings will continue to meet via Zoom or other video conferencing platforms.
- In person meetings of no more than 6 people can take place with the appropriate precautions.
- Recommended social distance of 6 feet or more will continue in the office.
- For mutual safety and protection, adhere to a maximum elevator capacity of 2-4 masked people.
- Prior to travel, check CDC travel warnings. Avoid travel to locations with active COVID-19 outbreaks.
- Students, faculty, staff and guests will be subject to an Infrared Temperature Scanning and COVID-19 pre-screening.
- Everyone on campus is expected to wear a face covering on campus at all times.

## Student Responsibility

- All students are expected to follow all health and safety guidelines as indicated by the university.
- Report any unsafe behaviors and conditions to your resident assistant or other appropriate authorities.
- All students are required to complete COVID-19 training.
- All students will comply daily with the COVID-19 tracking application.

## COVID-19 Education and COVID-19 Student App

The CU Healthy Panther Application will support students, faculty, and staff in tracking symptoms and assessing mental wellness once back on campus. Both are designed as a comprehensive means of supporting the physical and emotional health of the Clafin family during the COVID-19 pandemic.

## COVID-19 Testing

All students returning to campus will be tested for COVID-19 during registration. It does not matter if you are or are not vaccinated, this is to ensure each student's status on the day of entry to campus. Nothing is 100 percent. This is for clearance and access to campus only on Move-In day.



## Clafin Health Services *(continued)*

We will continue outsource COVID-19 (rtPCR) testing on a bimonthly (twice- a-month) basis. Rapid, 15-minute Antigen Testing will continue daily as needed in the clinic. The criteria for testing are:

- Any signs of COVID-19.
- Any doubts or concerns, generally related to other symptoms of many illnesses.
- Exposure to someone who has tested positive for SARS-COV-2(The Virus that causes COVID-19).
- Going out of town for the weekend.
- Returning from a visit over the weekend.
- Visitors to campus.
- Recently attended a crowded event.
- Another student in your dorm or space that may be symptomatic.
- Exposure to non-compliant individuals, even if it's you.
- Peace of Mind. (Please don't abuse.)

Please call or email our office for an appointment in testing. We are very flexible in our schedule.

### **Vaccinations**

Our goal for COVID-19 Management on campus is to reduce the occurrence of COVID-19 and disrupt the transmission of the SARS-COV-2 virus. Early data, since December 2020 (according to the CDC) suggests that vaccinating has been effective in preventing COVID-19 transmission.

Vaccination is highly recommended for all of our students, faculty and staff. It is important to upload or email a copy of your COVID-19 Vaccination Record Card to the Clafin Student Health Center. Please use the upload first. But if you are not able, then email your information to [hhayes@clafin.edu](mailto:hhayes@clafin.edu).

We are able to issue the vaccination on campus as needed. The primary vaccine at the time will be Moderna until we receive another shipment from DHEC.

**We are strongly encouraging everyone to get vaccinated. Here are some things to consider:**

- If a student has completed the COVID-19 vaccine prior to 2 weeks of an exposure, they will not go into quarantine as a close contact.
- COVID-19 testing and social distancing can be decreased if there is at least a verified 70 percent or more of the student body that have been vaccinated.

# How to Protect Yourself & Others Against COVID-19



Stay at least  
6 feet apart



Clean your  
hands often



Stay home if  
you are sick



Cover coughs  
and sneezes



Clean and  
disinfect surfaces



Wear face  
covering while  
around others



No large gatherings



No more than five  
people in any  
workspace



Conduct large  
meetings through  
video conferencing



No more than five  
people in meetings



Only two people  
in elevators



No travel to locations  
with ongoing  
COVID-19 outbreaks

## We want to CU healthy!



# Clayton University

# Campus Safety

## Access to the Clafin University Campus

All students, faculty, and staff, including Sodexo employees, vendors, and visitors entering the Clafin University campus by vehicle will be required to undergo a temperature check by the officer posted at the entrances to the campus. Face coverings are required while on campus.

Anyone refusing to undergo a temperature check or wear a face covering will be denied access to the campus.

Any individual who has a temperature of 100 degrees or more when checked by an officer will be directed to the Student Health Center, located at 100 Millwood Dr. (in the 800 block of Goff Ave) during business hours. After business hours, the individual may be directed to the Regional Medical Center in Orangeburg. An ambulance may be called to transport the individual if symptoms appear severe.

If an officer is dispatched to a call for service specifically involving a person with acute infectious respiratory symptoms, the response is to notify fire/EMS and approach with protective gear (face covering and gloves).





# Office of the Provost

We are excited about the upcoming fall semester and cannot wait to see you back on the campus.

The presence of students in our residence halls and attending classes in-person are the hallmarks of the Claflin living-learning experience. COVID-19 took this away from us. In the fall, however, we will return to what has made Claflin such a special and historic institution for the past 152 years: in-person interactions in and outside of the classroom.

## Classes Begin

- In-person, instruction classes for all traditional, undergraduate students will begin on Thursday, August 12, 2021.
- Online instruction for Session I for Center for Professional and Continuing Studies, Master of Education, Criminal Justice, MBA, Nursing and Graduate programs will begin on Monday, August 16, 2021.

## Instructional Modality

- Course instruction will be delivered face-to-face for residential and commuter students, however, there may be changes of dates, times, and assigned classrooms to accommodate varying class sizes.
- Classes will meet in-person on the days (Monday, Wednesday, Friday; or Tuesday, Thursday) and at the times scheduled.
- Larger classes will meet in a hybrid modality - a combination of face-to-face instruction and virtual (synchronous live Zoom) on the days (Monday, Wednesday, Friday; or Tuesday, Thursday) and at the times scheduled.
- For those students unable to physically return to the University in the fall for in-person instruction, please send a letter of explanation to your dean. Letters to the Deans are due by July 1, 2021. The deans will respond promptly. Your deans are: School of Business, Dr. Nicholas Hill [nhill@claflin.edu](mailto:nhill@claflin.edu); School of Education, Dr. Anthony A. Pittman [apittman@claflin.edu](mailto:apittman@claflin.edu); School of Humanities and Social Sciences, Dr. Isaiah McGee [imcgee@claflin.edu](mailto:imcgee@claflin.edu), and School of Natural Sciences and Mathematics, Dr. Derrick Swinton, [deswinton@claflin.edu](mailto:deswinton@claflin.edu).
- The asynchronous modality (all work completed online in Moodle) will be available only in classes previously designated as “fully online” courses. Courses in the asynchronous modality are limited for students in the traditional undergraduate program.
- Daily attendance will be taken in all classes: In-person; Zoom; asynchronous.
- Students who live in the residence halls will be expected to attend all in-person classes.

## In-person Instruction Ends

- In-person instruction ends on Tuesday, November 23, 2021. On Monday, November 29, 2021, all classes will resume in a virtual modality via Zoom for the remainder of the semester.

## Final Exams

- Final Exams for graduating seniors are Monday and Tuesday, November 23-24, 2021.
- Final Exams for students not graduating in December are virtual via Zoom, Monday December 6, 2021, through Friday December 10, 2021, at the time scheduled for each exam.

## Social Distancing, Other Public Health Protocols

- Face coverings will be mandatory at all times in the classroom and at other places on campus for faculty, students, and staff.
- Signage regarding seating, CDC-approved occupancy/capacity, hand sanitizing, social distancing, and other COVID-19 protocols will be displayed throughout buildings.
- The starting and ending times for classes may be adjusted as a measure of density control.





# Office of the Registrar

In support of the University's mission, the Office of the Registrar provides students timely, efficient, courteous, and accurate registration, graduation, and records maintenance services to all current students and alumni in compliance with FERPA guidelines.

## Services We Provide:

The Office of the Registrar provides several vital services to Claflin University students, faculty and staff. These important duties include but are not limited to: enrollment/degree verification, transcript processing and evaluations, course registration, course/classroom scheduling, transfer and transient credit documentation, credit by examination, academic records maintenance, graduation clearance, grades, student withdrawals, changes of academic majors/minors, and address changes. Click here for [electronic forms](#).

To ensure effective and efficient services, the department has outlined the following guidelines in response to COVID-19. The guidelines below are applicable for all students, faculty and staff on and off campus.

- All individual services/meetings are by Appointment Only using one of the following virtual platforms: Zoom, Microsoft TEAMS, or Phone. The platform chosen is agreed upon by the student and department staff.
- All group or campus-wide related services/activities will be held virtually using Zoom.
- When visiting the Office of the Registrar, only one person can enter the office at a time. All others will remain seated at the bench seating area until you are called. Any in-office visits will be by appointment only. We are available by appointment through Zoom.

Services	Population	Method	Type
<b>Transcript Requests</b>	Current Students and Alumni	Online	Online Request only at: <a href="http://www.claflin.edu">www.claflin.edu</a>
<b>Transcript Evaluations</b>	New Students Transfer Students	Phone, Email	Phone: (803) 535-5719 Email: <a href="mailto:Registrar@claflin.edu">Registrar@claflin.edu</a>
<b>Enrollment/Degree Verifications</b>	Students	Online, Email	<a href="#">Electronic Form</a>
<b>Graduation</b>	Students	Online, Email	<a href="#">Electronic Form</a>
<b>Add/Drop Courses</b>	Students	Online, Email	<a href="#">Electronic Form</a>
<b>Course Overloads</b>	Students	Online, Email	<a href="#">Electronic Form</a>
<b>FERPA Forms</b>	Students	Online, Email	<a href="#">Electronic Form</a>
<b>Course Overrides</b>	Students	Phone, Online	<a href="#">Electronic Form</a>

## Office of the Registrar *(continued)*

Services	Population	Method	Type
<b>Withdrawal Forms</b>	Students	Online, Email	<a href="#">Electronic Form</a>
<b>Change of Information Forms</b>		Online, Email	<a href="#">Electronic Form</a>
<b>Duplicate Degrees</b>	Alumni	Online, Email	<a href="#">Electronic Form</a>
<b>Change of Major Forms</b>	Students	Online, Email	<a href="#">Electronic Form</a> Completed forms can be sent to <a href="mailto:registrar@claflin.edu">registrar@claflin.edu</a>
<b>MyClaflin Pin Resets</b>	Students, Alumni	Online, Email	Phone: (803) 535-5719

### Scheduling an Appointment

To schedule an appointment or for more information, please contact our office at (803) 535-5719 or [registrar@claflin.edu](mailto:registrar@claflin.edu).



## Freshman College and New Student Orientation

Throughout the year, we will offer a combination of in-person and virtual activities in extended orientation and the freshman seminar. All assemblies will be held virtually via Zoom to accommodate students on and off campus. In-person gatherings will allow for an engaging experience. However, we will comply with proper social distancing guidelines.

Our first-year experience team is available to support students. Staff will offer both in-person and virtual office hours.

Freshman College promotes our commitment to Clafin Confidence and academic excellence. We are confident that our commitment to students will help us create a dynamic experience.

For more information, please contact the Freshman College at (803) 535-5282 or [freshmancollege@clafin.edu](mailto:freshmancollege@clafin.edu).

*Committed to ...*





## Alice Carson Tisdale (ACT) Honors College

We are committed to serving all students. If you have any questions or concerns, please contact us directly:

**Dr. Monica L. Greene, Director**  
(803) 535-5747  
[mlgreene@claffin.edu](mailto:mlgreene@claffin.edu)

**Mrs. Sabrina Green, Assistant Director**  
(803) 535-5647  
[sagreen@claffin.edu](mailto:sagreen@claffin.edu)

**Mrs. Chasity McKenzie, Administrative Assistant**  
(803) 535-5747  
[cmckenzie@claffin.edu](mailto:cmckenzie@claffin.edu)

- When visiting the Honors Center, please remain in the lobby area. Only four students are allowed in the space at one time. Computer stations have been relocated to the lobby.
- The lobby will be open from 8:30 a.m.-4:30 p.m., Monday – Friday, to allow time for proper cleaning.
- You can only enter the office space if you have a scheduled appointment with the Honors College staff.
- To remain in good standing, please be present at ALL virtual cohort meetings.
- Community service is still a requirement, look for a plan that will be shared in August via email.
- If you have a thesis project that is dependent on data collection, please contact your thesis advisor immediately to create a plan to successfully complete your thesis.
- Honors Thesis due dates are Friday, October 15, 2021, for fall graduates and Monday, March 21, 2022, for spring graduates.
- Honors thesis defenses (fall graduates) will take place remotely via Zoom. These are still public meetings; however, you can use your Zoom link to invite friends and family members to watch your defense and support you.

# Academic Success Center

The Academic Success Center (ASC) focuses on continuous, quality support for undergraduate students during and throughout matriculation. Developed on a foundation to work in collaboration with academic schools and campus-wide student service and support programs, the Center provides consistent and integrated support opportunities, allowing students to learn and apply needed skills to achieve in college.

To ensure effective and efficient services, the department has outlined the following guidelines in response to COVID-19. The guidelines below are applicable for all students who reside on and off campus.

- All in-person services/meetings are by Appointment Only or virtual using Zoom.
- All group or campus-wide related services/activities are held virtual using Zoom. In person related activities will be limited in number.
- No walk-in, in-office visits or appointments.

Services	Population	Method	Type
Early Alert	Students	Zoom, Phone In Person	In person/Zoom – Appointment Only Phone - Open
Academic Support Services/Peer Tutoring/ Study Hall	Students	Virtual In person	Appointment Only
Student Success Seminars	Students	Virtual	As scheduled on calendar
Student Success Individual Meetings (bi-weekly or as needed)	Students	In person Virtual	Appointment Only
Cultural and Social Enrichment Activities	Students	Virtual In person	As scheduled/Limited in number for in person

## Scheduling an Appointment

To schedule an appointment or for more information, please contact our office at (803) 535-5604 or [asc@claflin.edu](mailto:asc@claflin.edu).



# Office of Academic Advising

Your academic advisor is eager to see you!

For your safety as well as the safety of your academic advisor, please schedule an appointment with your academic advisor to introduce yourself to them.

Advising meetings will be held virtually (via Zoom), by telephone, by email, and in-person. Face coverings will be required for all in-person appointments.

“Walk-in” and “Drop-by” options will not be available. Appointments are required.

You can schedule an appointment using the following methods:

- Telephone – (803) 535-5167
- Email – [advising@claflin.edu](mailto:advising@claflin.edu)
- INSIGHT (please see instructions below):

**Login Instructions**

1. Log into MyClaflin
2. Go to Student Tab
3. Click on “Academic Advising” (left menu)
4. Click on “Claflin Insight Portal” (upper right)
5. Click “Student” when asked what kind of user you are.
6. Enter your Claflin Email and Password
7. This will take you to your Home Page

Update your Personal Profile and Privacy setting so that you may receive text reminder of your appointments.

**insight**  
**Advising**  
Academic Advising Management System

**Request an Appointment**

1. From the Home Page select “Appointment”
2. Click “Request New Appointment”
3. Choose the “Type” of appointment from the dropdown menu
4. Select the person with whom you want the appointment (use the search window)
5. Click on “Check Availability”
6. Choose on your preferred time.
7. Then click “Submit Request”

## Not sure who your academic advisor is?

You can find your academic advisor by doing the following:

- 1) Check MyClaflin under the “Student” tab for your advisor’s name.
- 2) Use the Directory found on the Claflin University website ([www.claflin.edu](http://www.claflin.edu)) to find your academic advisor’s telephone number and email address.



# Office of Academic Advising *(continued)*

## New First Year Freshman Students

Please see the table below for the contact information of your academic advisor. First year advisors are listed by the School or Academic Department of your major:

School or Academic Department	First Year Advisor Name	Telephone Number	Email Address
School of Business and Social Sciences	Ms. Crystal Brailey	(803) 535-5800	cbrailey@claflin.edu
School of Natural Sciences and Mathematics	Ms. Nankwanga Cherry	(803) 535-5405	ncherry@claflin.edu
School of Education (Teaching Majors)	Dr. Twaina Harris	(803) 535-5167	tharris@claflin.edu
Humanities, Mass Communications, English, Art, Music, Human Performance & Recreation, and Sport Management	Ms. Nadine McMillan	(803) 535-5472	nmcmillan@claflin.edu
Undeclared	Dr. Twaina Harris	(803) 535-5167	tharris@claflin.edu

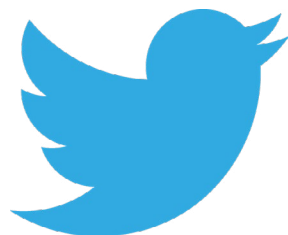
## New Transfer Students and All Other Students

For your academic advising needs, please schedule an appointment with your faculty academic advisor, department chair, and/or dean of your school. Please use one of the following methods to schedule an appointment:

- Telephone – (803) 535-5167
- Email – [advising@claflin.edu](mailto:advising@claflin.edu)
- INSIGHT (instructions shown above)

Please know that the Advising Team is ready to support you in any possible way. Feel free to let us know if you have any questions about academic advising.

Also, please follow us!



@ClaflinAdvising



claflinadvising

# Housing and Residential Life

The Residential Life staff is very excited about your return to our community. It is our mission to promote and develop a sense of place and community for our students within our residential program. We are happy to welcome you to our residential family and look forward to working with you this next year.

As you are aware, Claflin University believes a student's residential environment is an integral component of their education and affirms the educational benefits inherent in the residential aspect of the undergraduate experience. The residential experience complements the academic mission by providing a dynamic environment where living and learning interconnect. Furthermore, students are progressively empowered through nurturing, supporting, and challenging opportunities provided by the various housing options in which they reside during their time at Claflin.

For the fall semester, we expect the number of people living in university housing to increase to near capacity. All residence halls will be in use. Students living on campus this fall will be assigned to single- or double-occupancy rooms only. Additional details, including a staggered move-in schedule and residence hall policies for the fall, are being reviewed; all updates will be provided in the coming months.

## MOVE-IN DAY INFORMATION

### New & Transfer Students

The residence halls will open for the Fall 2021 semester on Friday and Saturday, August 6-7, 2021. All new students will be assigned move-in appointment times based on their Fall housing assignment. The time range for these move-in appointments will be between 8 a.m. and 4 p.m. A student's move-in appointment time and further move-in instructions will be sent via email in late-July.

When you arrive on campus, please report to Parking Lot 8 to check-in. Student volunteers and University staff will be there to assist you and your family in unloading your vehicle. If you are not able to arrive on campus on this day, please contact our office.

Returning student's move-in will occur on August 10 (Sophomores) and August 11 (Juniors/Seniors). Signup will become available in late July and students will be notified via their Claflin email. Students will be able to select their move-in appointment for their building, a link will be sent to all students to register. **All returning students will need to sign-up for a move-in date and time by 4 p.m. on Friday, August 6, 2021.**



## Housing and Residential Life *(continued)*

When you arrive on campus, please report to Parking Lot 8 to check-in. If there is a concern about your arrival time due to distance/travel conflicts or if you are not able to arrive by Tuesday, August 24, please contact our office. The first day of classes is Thursday, August 12. You may reach us at [dbeckford@claflin.edu](mailto:dbeckford@claflin.edu). During July and August our office receives a large number of emails, so please allow us two business days to respond to your requests.

Due to staffing and facility limitations, we will not allow students to move into campus housing early unless they have been approved by the Office of Residential Life in advance. Students may request permission to move into campus housing prior to the official move-in day by submitting a detailed email of explaining why you are making this request.

1. Only students who are involved in a required, 'official' University capacity or event will be approved for early arrival.
2. No student may move into their Fall 2021 campus housing assignment prior to Sunday, August 6, 2022.
3. Any approved group arriving prior to Friday, August 6, 2021, will be subject to a \$150 per student, per day charge.
4. Any approved individual arriving prior to Friday, August 6, 2021, that is not mandated to be on campus for an official university function may be subject to a \$150 per day charge.

### RESIDENCE HALL CLOSINGS

1. Residents are expected to vacate the halls on November 23, 2021, by 6 p.m. This includes graduating seniors.
2. Residents returning to housing for the 2022 Spring semester are not required to fully move out. However, CU ID card access to residence halls will be deactivated at 6 p.m. on November 23, 2021 until January 10, 2022, at 10 a.m.
3. There is no housing over the winter break.
4. Students must return their keys during the checkout process.

### Face Coverings

A face covering is required on campus and is not a substitute for social distancing. Wash your face covering regularly per manufacturer's recommendations. In addition, when selecting or making a cloth face covering, make sure it allows you to breathe. Also make sure it covers your nose and mouth.

### Relocation for Isolation Requirements (positive case and exposure)

University Housing will work closely with health staff to determine if a student should be relocated to a quarantine location.

Any on-campus resident who has tested positive for COVID-19 or has been exposed to individuals with positive tests will be asked to quarantine at home (if you live within 100 miles) or be moved temporarily to another hall for a mandated quarantine period.

# Housing and Residential Life *(continued)*

Students will stay in the quarantine location for a minimum of 10 days and must have a follow-up test that is negative before being allowed back into their originally assigned room.

**Visitors in Residence Halls:** Students living in campus housing may only have visitors who are Clafin students. No off-campus visitors including family members or friends from other universities are allowed.

## Room Assignments

We will offer a combination of single-and double-bedroom suites ranging from 2-4 students living in the unit. Students will share a bathroom within the suites.

- We will not assign triple bedrooms this year in the following residential halls: High Rise, Dunton and Asbury.
- We cannot guarantee single bedroom occupancy to all students who request it. All rooms in the freshman building will be double occupancy.

## Housing and Residential Life will provide the following:

- Regular cleaning and sanitizing of the halls and public areas such as lobbies, hallways, service rooms, and elevators.
- Programming will support student success within the guidelines of CDC group sizes and events. If you choose not to live with us on campus, we will miss you. But we will provide all information available to help to support you in making decisions that are right for your situation. To cancel your on-campus housing, please submit a written request by email to [dbeckford@clafin.edu](mailto:dbeckford@clafin.edu).

If you choose to continue living on campus for the upcoming academic year, please contact housing and residential life and update your building and room preferences, where space is available.

Although the Office of Housing and Residential Life has preventative measures in place to reduce the spread of COVID-19 and other illnesses, we cannot guarantee that residents will not be exposed to COVID-19. By continuing to live on campus, you acknowledge there is an elevated risk of contracting any contagious illness simply due to the dense population in the residence halls. You assume that responsibility when you return.

If you have questions regarding the Office of Housing and Residential Life, please contact Mr. Dillon Beckford at (803) 535-5301 or [dbeckford@clafin.edu](mailto:dbeckford@clafin.edu)



# Clafin University Dining Center

## Requirements:

- Mask required to enter Dining Center, and to obtain food and drinks
- Enter Dining Center from side entrance doors only
- Exit available from dining center on top or bottom levels, EXIT ONLY

## Dine-In Meals:

- Inform the cashier if you are dining in or taking out your meal
- All dine in patrons will be restricted to a 30-minute time limit
- Sit only at approved/sanitized (Green Check) tables
- If a table has a red X, please wait until the area has been disinfected
- Please remove trash from seating area and place in receptacles near exit

## Takeout Meals:

- Inform cashier if you are a takeout patron
- Bags will only be given to patrons to takeout patrons
- The 1869 Club will be available for takeout only on Wednesdays
- There will be additional seating throughout the campus designed for takeout purposes

## The Student Center (Pizza Hut, Jazzman's, Simply to Go):

- Revised menus featuring monthly and seasonal "Limited Time Offers"
- Please remove trash from seating areas and place in receptacles near exit
- Follow floor signs to maintain safe distancing and sit only at designated tables

Please click this link to view a virtual dining tour featuring the new COVID-19 polices.

<https://tinyurl.com/COVID-19-RestructureWeVideo>

For questions or concerns regarding dining services please contact Eugene Leboeuf,  
General Manager, Eugene Leboeuf  
(803) 535-5744 or [Eugene.Leboeuf@sodexo.com](mailto:Eugene.Leboeuf@sodexo.com)



# Office of Student Financial Aid/Veteran Affairs

Students that need to see staff will be able to schedule appointments through virtual platforms (Microsoft TEAMS, Zoom, SKYPE, or Facetime) by using the selected connection service identified by each student. If an in-person visit is deemed necessary, an appointment must be scheduled through the appointment link at <https://tinyurl.com/CUFinancialAidAppointments>

Staff	Student Appointments	Email	Telephone
Ms. Terria Williams, Director	Last name beginning with A, I, M-N	<a href="mailto:twilliams@claflin.edu">twilliams@claflin.edu</a>	(803) 535-5720
Ms. Janice Ray, Assistant Director	Last name beginning with B, H, L	<a href="mailto:jaray@claflin.edu">jaray@claflin.edu</a>	(803) 535-5344
Ms. Kizzy Rivers, Senior Financial Aid Counselor	Last name beginning with C, K, U-K	<a href="mailto:krivers@claflin.edu">krivers@claflin.edu</a>	(803) 535-5684
Ms. Keyscha Moorer, Financial Aid Counselor	Last name beginning with E-F, P-T	<a href="mailto:kmoorer@claflin.edu">kmoorer@claflin.edu</a>	(803) 535-5426
Ms. Tonya Sanders-Govan, Financial Aid Counselor and Default Manager	Last name beginning with D, J, O and Professional and Continuing Studies/ Graduate/Pathways from Prison	<a href="mailto:tsanders@claflin.edu">tsanders@claflin.edu</a>	(803) 535-5813
Ms. George Ann Richardson Administrative Assistant	Federal Work Study, DSS Forms, Vocational Rehabilitation	<a href="mailto:grichardson@claflin.edu">grichardson@claflin.edu</a>	(803) 535-5334

Submit all documents to [fnaiddocs@claflin.edu](mailto:fnaiddocs@claflin.edu)  
For any questions, please email [fnaid@claflin.edu](mailto:fnaid@claflin.edu)

# Office of Counseling Services

The Office of Counseling Services is accepting appointments and virtual meeting requests. To schedule an appointment, please contact the Counseling/ADA Center at (803) 535-5285 or e-mail [schampion@claflin.edu](mailto:schampion@claflin.edu)

## TeleHealth Services

The University's service, TimelyCare (<http://timelycare.com/claflin>), provides 24/7 medical and mental health care through video and phone visits for students. Students will receive virtual consulting to assess emotional wellness symptoms and administer front line clinical care. TimelyCare services eliminate wait times for evaluations/intervention and offers 24/7 365 access to meet the various needs of students.

## The Office of Counseling Services provides:

<ul style="list-style-type: none"><li>• Virtual mental health counseling and in-person counseling upon request</li></ul>	<ul style="list-style-type: none"><li>• Outreach and consultation</li></ul>
<ul style="list-style-type: none"><li>• Substance use/abuse counseling</li></ul>	<ul style="list-style-type: none"><li>• Substance use counseling/prevention programming</li></ul>
<ul style="list-style-type: none"><li>• Student disability services</li></ul>	<ul style="list-style-type: none"><li>• Transformative experiences (i.e. workshops, presentations, small groups, screenings)</li></ul>
<ul style="list-style-type: none"><li>• Excused absence notifications to instructors for ADA students</li></ul>	<ul style="list-style-type: none"><li>• Golf cart transportation for students with documented mobility or medical disabilities</li></ul>



# Office of Career Services

The Office of Career Services is accepting appointments and virtual meeting requests. To schedule an appointment, please contact a career counselor at <https://claflin.joinhandshake.com/login> or contact the Office of Career Services at (803) 535 5333. Office Hours: 8 a.m. to 5 p.m., Monday through Friday. Please visit the Career Services website at <https://www.claflin.edu/student-life/career-development> for more information.

The following virtual services are offered to students:

- Career Counseling and Coaching
- Career Planning in Collaboration with Academics and Major
- Resume, Cover Letter, and Personal Statement Development and Review
- Interview Preparation, Tips, and Techniques
- Internship and Job Search Support and Opportunities
- Career Fairs, Employer Information Sessions, and Other Career-Related Events
- Graduate School Exploration
- Community Service and Service Learning
- Mentorship
- Electronic Portfolio Critiques
- Professional Etiquette & Networking
- Employer Communication & Research
- Evaluating Job Offers and Salary Negotiation
- Career Fair and Graduate/Professional School Visitation Preparation
- Social Media & LinkedIn





# Office of Career Services *(continued)*

## **Virtual Community Service:**

GivePulse.com is a nation-wide platform that is used for logging volunteer opportunities and recording what type of impact you are having on your community.

## **Freshman Requirements:**

As a component of the freshman orientation course, all freshman leveled students will be required to perform the following:

- Complete 10 hours per semester of approved service learning and/or community service activities
- Read and complete all virtual correspondence given from the service-learning coordinator and Freshman Orientation (UNIV) instructor
- Abide by all rules and guidelines specified by the university and community agencies
- Sign up for an account and submit all community service impacts and supporting documents through the Claflin Group on [www.givepulse.com](http://www.givepulse.com).
- Provide a reflection for each community service impact (activity) entered through GivePulse. This is a brief 2-3 sentences telling us about your experience participating in the event.

## **Sophomore Requirements:**

As a component of the sophomore, Second Year Experience course, all sophomore leveled students will be required to perform the following:

- Complete 20 hours, within the assigned semester, of service learning and/ or community service activity (ASMB 201: Last names beginning with A-J; ASMB 202: Last names beginning with K-Z)
- Read and complete all virtual correspondence given from the service-learning coordinator and Second Year Experience (Assembly) instructor
- Abide by all rules and guidelines specified by the university and community agencies
- Sign up for an account and submit all community service impacts and supporting documents through the Claflin Group on [www.givepulse.com](http://www.givepulse.com)
- Provide a reflection for each community service impact (activity) entered through GivePulse. This is a brief 2-3 sentences telling us about your experience participating in the event.



## Office of Career Services *(continued)*

ALL STUDENTS: All students are required to maintain an account on <https://claflin.joinhandshake.com> to schedule appointments with a career counselor, speak with recruiters, review career opportunities, and attend career, graduate and professional schools fairs.

Services	Platform	URL
Personality assessment to determine career interests and best fit	Focus 2 Career	<a href="http://www.focus2career.com/Portal/Login.cfm?SID=1449">http://www.focus2career.com/Portal/Login.cfm?SID=1449</a>
Explore majors or searching for information about your chosen field	What Can I Do With This Major?	<a href="https://whatcanidowiththismajor.com">https://whatcanidowiththismajor.com</a>
Assistance with finding Jobs or internships	Handshake	<a href="https://claflin.joinhandshake.com/login">https://claflin.joinhandshake.com/login</a>
Assistance with developing a resume	Guidance from the Office of Career Services	Email resume to the appropriate classification: <a href="mailto:freshman_careerdev@claflin.edu">freshman_careerdev@claflin.edu</a> <a href="mailto:sophomore_careerdev@claflin.edu">sophomore_careerdev@claflin.edu</a> <a href="mailto:junior_careerdev@claflin.edu">junior_careerdev@claflin.edu</a> <a href="mailto:senior_careerdev@claflin.edu">senior_careerdev@claflin.edu</a>
Finding a mentor or search employment, internship, graduate or professional schools, or leadership opportunities	Graduway Community	<a href="https://panthersatworkmentoringprogram.com">https://panthersatworkmentoringprogram.com</a>



# Campus Center Game Room/ID Cards

If you have questions regarding the Game Room or ID Cards, please contact Ms. Luvette Haigler at (803) 535-5651 or [lhaigler@claflin.edu](mailto:lhaigler@claflin.edu).

## Game Room

- Doors will be marked “Entrance Only” and “Exit Only.”
- Everyone must wear a face covering while in the Game Room.
- Each person entering the Game Room must use hand sanitizer when entering.
- Each person is required to sign in and out of the Game Room.
- Each person will be allowed to stay for one hour at a time to give everyone the opportunity to use the Game Room.
- Only six people will be allowed in the Game Room at a time with one attendant.
- Social distancing must be practiced while in the Game Room.
- If playing table tennis, each player will be given a ball. Players are encouraged to return the ball on their next visit to the Game Room.
- If students are playing cards, one deck of cards will be given and not returned. Players are encouraged to bring the cards with them when the return to play again.
- Board games may be signed out for a 24-hour period.
- The Game Room will be closed periodically for disinfecting and sanitizing.



## ID Cards

- If a new ID card is needed, please email a jpg file with a solid background (forward facing) to [lhaigler@claflin.edu](mailto:lhaigler@claflin.edu). Please include your name and ID number. When the card has been produced, you will receive an email stating that the ID card is ready for pick up in the mail room.
- If a replacement ID card is needed you must pay the Cashier’s Office online. Please send a copy of the receipt name and ID number to [lhaigler@claflin.edu](mailto:lhaigler@claflin.edu). You will be notified by email that your ID card is ready for pick up in the mail room. If you wish to replace with a new picture follow the steps above for submitting a new headshot.

## UPLOAD PHOTOGRAPHS TO MYCLAFLIN PORTAL- INCOMING FRESHMAN AND TRANSFER STUDENTS ONLY

Make sure the entire face and head are clearly visible. Photograph is of student only (no friends, family, animals)

If you are unable to submit your photo through the portal, please email [PantherID@claflin.edu](mailto:PantherID@claflin.edu). All students are required to submit a photograph.

**I.D. cards will be available at move-in time or mailed to student's home address.**

## UPLOAD A PROFESSIONAL PHOTO FOR YOUR STUDENT ID CARD

# Athletics Department

This plan represents an extended option for re-acclimating student-athletes to activities safely following the disruption caused by COVID-19 during the 2020-2021 academic year. Primary student-athlete health concerns include preventing soft tissue injuries, heat related illnesses, and rhabdomyolysis, a serious syndrome due to a direct or indirect muscle injury.

In addition, we will continue to conduct surveillance COVID-19 testing per NCAA guidelines.

Sport	Return to Campus testing	Week 1	Week 2	Week 3	Week 4
<b>Volleyball</b> <b>Aug. 2-Aug. 23</b>	Negative COVID test within 10 days of arrival  Rapid antigen testing upon arrival	*S&C activities only	*S&C activities only	*S&C activities continued  Practice-1/day	*S&C activities continued  Practice-normal
<b>Cross Country (M&amp;W)</b> <b>Aug.9-Sept. 3</b>	Same as above	*S&C activities only	*S&C activities continued 45 minutes of practice	*S&C activities continued. 1 hour of practice	*S&C activities continued 1.5 hours of practice
<b>Indoor Track &amp; Field (M&amp;W)</b> <b>Aug. 9-Sept. 3</b>	Same as above	*S&C activities only	*S&C activities only	*S&C activities only	*S&C activities only
<b>Cheerleading</b> <b>Sept. 6-Sept.27</b>	Same as above	*S&C activities only	*S&C activities only	*S&C activities  Practice-normal	*S&C activities  Practice-normal
<b>Basketball (M&amp;W)</b> <b>Aug 16-Sept.3</b>	Same as above	*S&C activities only	*S&C activities only	*S&C activities  Practice-normal	*S&C activities  Practice-normal

\*Strength and Conditioning

## Athletics Department *(continued)*

Sport	Return to Campus testing	Week 1	Week 2	Week 3	Week 4
<b>Outdoor Track &amp; Field (M&amp;W)</b> <b>Aug. 9-Sept. 3</b>	Same as above	*S&C activities only	*S&C activities only	*S&C activities only	*S&C activities only
<b>Softball</b> <b>Aug. 9-Sept. 3</b>	Same as above	*S&C activities only	*S&C activities continued 45 minutes of practice	*S&C activities continued 1 hour of practice	*S&C activities continued 1.5 hours of practice
<b>Baseball</b> <b>Aug. 9-Sept. 3</b>	Same as above	*S&C activities only	*S&C activities only	*S&C activities only	*S&C activities only

\*Strength and Conditioning



# Office of Fiscal Affairs

Departments within the Division of Fiscal Affairs are only accepting appointments and virtual meetings. In-person appointments and meetings will be limited to situations that meet specific guidelines developed and approved by the Vice President for Fiscal Affairs on a case-by-case basis.

Department	Service(s)	Person(s) responsible	Contact information
<b>Accounts Payable</b>	<p>All invoices will continue to be received via mail or email at <a href="mailto:accountspayable@claflin.edu">accountspayable@claflin.edu</a>.</p> <p>All checks will be mailed out by the following Friday of the scheduled vendor check run. Prior approval will be needed from the Vice President for Fiscal Affairs for in-person check pickup.</p>	<p>Mrs. Audra Love Cook, Accounts Payable Manager</p> <p>Ms. Devetta Rush, Accounts Payable/ Travel Specialist</p>	<p><a href="mailto:alove.cook@claflin.edu">alove.cook@claflin.edu</a> (803) 535-5410</p> <p><a href="mailto:drush@claflin.edu">drush@claflin.edu</a> (803) 535 - 5421</p>
<b>Budget Office</b>	Budget revision requests for unrestricted (01 accounts only), Professional Services Forms, Personnel Recommendation Forms and Position Recommendation Forms.	Ms. Ashley Schofield, Associate Vice President	<a href="mailto:aschofield@claflin.edu">aschofield@claflin.edu</a> (803) 535-5264
<b>General Ledger Accounting</b>	Institutional expenditures, agency accounts, and VISA expense reporting and technical support.	Mr. Marquis Davis, Staff Accountant	<a href="mailto:marqdavis@claflin.edu">marqdavis@claflin.edu</a> (803) 535-5413
<b>Grant Accounting</b>	Sponsored research, federal, state, and private grants.	<p>Ms. Lindsay Greene, Senior Grant Accountant</p> <p>Mrs. Latoya Green, Grant Accountant</p>	<p><a href="mailto:lgreene@claflin.edu">lgreene@claflin.edu</a> (803) 535-5373</p> <p><a href="mailto:latgreen@claflin.edu">latgreen@claflin.edu</a> (803) 535-5467</p>

## Office of Fiscal Affairs *(continued)*

Department	Service(s)	Person(s) responsible	Contact information
<b>Payroll</b>	All University employees, with the exception of Federal College Work Study (CWS), are paid on the 3rd and the 18th of each month. If the date falls on a weekend or holiday, pay day will be the Friday before the weekend or the day before the holiday. Please refer to pay schedule for dates. Federal College Work Study (CWS) are paid the 10th of each month.	Ms. Doris Dantzler, Senior Payroll Accountant	<a href="mailto:dodantzler@claflin.edu">dodantzler@claflin.edu</a> (803) 535-5354
<b>Student Accounts</b>	Students can review account balances, enroll in a payment plan, request a parent pin, enroll in e-refund, request book coupons, Panther Bucks, and meal plans through the MyClaflin portal.	Mrs. Hattie Harmon, Student Accounts Receivable Manager Ms. Shanika Williams, Student Accounts Receivable Supervisor	<a href="mailto:studentaccounts@claflin.edu">studentaccounts@claflin.edu</a>



# Office of Information Technology

The Office of Information Technology has outlined the following plan to minimize traffic in each of the department's areas.

The Office of Information Technology will continue to operate normal business hours, 8-5 p.m., Monday through Friday. The 24/7 helpdesk for basic services can be reached in several ways. The address for the helpdesk is <https://claflin.edusupportcenter.com>. They can handle password changes, Moodle questions, etc. In the event they cannot solve your problem, your device will be examined by the on-campus helpdesk technician. The telephone number for the IT Helpdesk is 803-535-5767 (5SOS) or send an email to [helpdesk@claflin.edu](mailto:helpdesk@claflin.edu).

## **Appointments (Preferred):**

To schedule an appointment, please send an email to [helpdesk@claflin.edu](mailto:helpdesk@claflin.edu) and follow the directions provided in the reply. The preferred method of meeting is virtual and can be accomplished via Zoom, Telephone or email.

## **In-Person Visits (Only if required):**

If you require an in-person visit related to a problem with your device, you may come to the James S. Thomas (JST) Science building, room 128 and drop off your device. We will mark your device with your name and telephone number, along with a brief description of the problem. You may also be required to leave any password or pin required to access the device.

## **The following rules will apply for in-person visits:**

Rule #1: All individuals must wear a mask.

Rule #2: Only one student per Information Technology person will be allowed in the office at a time.

Rule #3: Maintain the social distancing rule of at least 6 feet from everyone at all times, including while waiting in line.

## **In addition to the above rules please note the following:**

James S. Thomas (JST) 128 will have markers every 3 to 6 feet to help students maintain social distancing while standing in line. The line will start at the doorway and extend through the hallway.

Tingley Hall, will have markers placed every 3 to 6 feet to help students maintain 6 feet of social distance while standing in line. The line will start at the doorway and extend through the hallway.

Should you need to make a suggestion or need additional help, please see Mr. Joey Brenn, Assoc. VP for IT on the first floor of Tingley Hall, in the Information Technology Suite. Please send an email to request a virtual appointment to [jbrenn@claflin.edu](mailto:jbrenn@claflin.edu).



# Office of Institutional Advancement

When visiting staff in the Office of Institutional Advancement suite, please remain in the designated seating area until you are called for your appointment. Only one meeting is allowed in the space at one time. This will allow the staff adequate time to sanitize the area after each appointment.

The door to the suite will remain locked and only one appointment will be allowed to enter.

Unit	Person responsible	Contact information
Office of Institutional Advancement/Major and Planned Gifts	Dr. Marcus H. Burgess, Interim Vice President for Institutional Advancement	<a href="mailto:mburgess@claflin.edu">mburgess@claflin.edu</a> (803) 535-5347
Advancement Services	Ms. Andrea B. Grant, Director for Advancement Services Gifts Processing and Donor Acknowledgements	<a href="mailto:agrant@claflin.edu">agrant@claflin.edu</a> (803) 535-5357
Alumni Affairs/Annual Fund	Mrs. Zelda M. Lee, Director of the Annual Fund/Alumni Relations	<a href="mailto:zelee@claflin.edu">zelee@claflin.edu</a> (803) 535-5348
Communications and Marketing	Mr. George W. Johnson Assistant Vice President for Communications and Marketing	<a href="mailto:geojohnson@claflin.edu">geojohnson@claflin.edu</a> (803) 535-5077
Special Events	Ms. Tammy J. McCottry Director of Special Events	<a href="mailto:tmccottry@claflin.edu">tmccottry@claflin.edu</a> (803) 535-5665

## Appointments

- The staff of Institutional Advancement will be available via telephone, Zoom and email.
- If a face-to-face meeting is needed with an Office of Institutional Advancement representative, the appointment must be scheduled forty-eight (48) hours in advance.
- Face coverings are required for all face to face appointments.
- When visiting personnel in the office Institutional Advancement suites, please remain in the designated seating area until you are called for the appointment. Only one person is allowed in the space at one time. This will allow the staff ample time to sanitize the area after each appointment.
- You can only enter the office space if you have a scheduled and verified appointment with an Office of Institutional Advancement staff member.
- An approved appointment list of off campus visitors for Institutional Advancement will be emailed to the chief of campus security 24 hours before the appointment. Due to limited space and safety issues the Office of Institutional Advancement discourages visitors with minors.

## Office of Institutional Advancement (*continued*)

- The door to the suite will remain locked and only one person with an appointment will be allowed to enter the suite.
- Vendors are required to make appointments with the Office of Institutional Advancement representatives before visiting the campus.

### Donations

- To minimize office traffic and help donors needing assistance with (check, credit card, debit card, or cash payments) for the Office of Institutional Advancement will need to contact a staff member by phone or email to schedule a drop-off appointment.

### Call Center Employment Applications

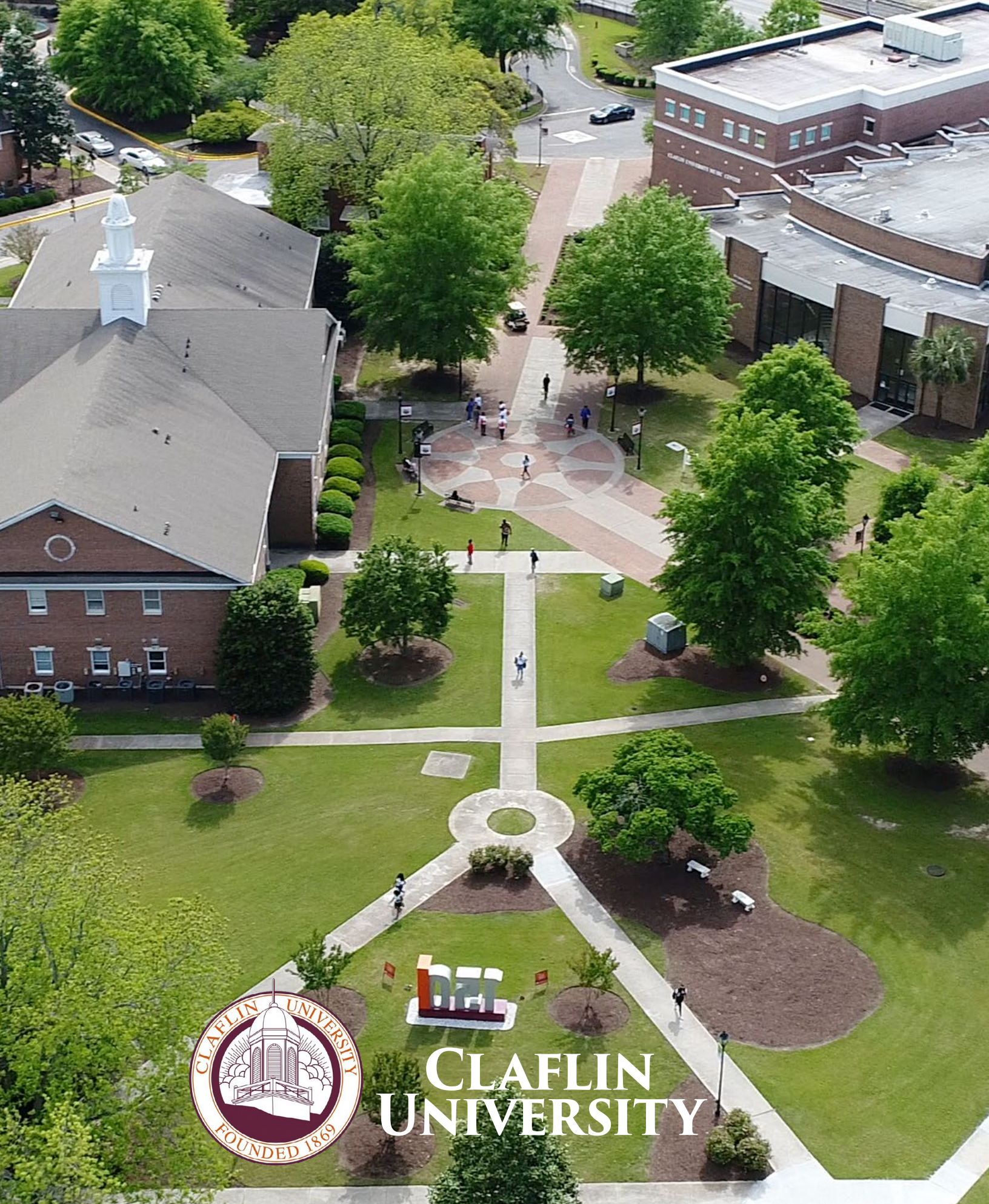
- Students requesting a job application for employment with the Call Center can email Ms. Brianna Kelly at [bkelly@claflin.edu](mailto:bkelly@claflin.edu) and the application will be emailed to the student.
- All Call Center interviews will be conducted via Zoom.

### Events

- For event bookings or consultation appointments, please contact Ms. Tammy McCottry to book an event or to discuss scheduling an event. All the guidelines in this reopening plan apply to the Office of Special Events.
- A calendar of events will be posted on the Claflin University website.







# CLAFLIN UNIVERSITY

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