

FAQ for COVID-19 at Donnelly College

For Prospective Students

Can I still apply for the 2020-2021 School Year?

Yes! We are still accepting applications. Please go to the admissions website, www.donnelly.edu/admissions, to fill out a FREE application for admission.

Is the admissions office open?

Admissions counselors are available to meet with you during regular business hours and appointments are preferred. You may contact 913-621-8706 to get in touch with an admissions counselor or email admissions@donnelly.edu.

If you do come to campus, please call 913-621-8706 and we will advise you where to enter.

How can I learn about Donnelly College right now?

Admissions counselors are eager to connect with you. If you are a prospective student, parent, or college counselor, please go to www.donnelly.edu/admissions to watch a virtual information session in English or Spanish, call 913-621-8706 or email admissions@donnelly.edu to contact our admissions counselors.

How can I get my admissions questions answered?

Visit the admissions website for more information about the admissions process at Donnelly College.

Our contact information is below:

Phone: 913-621-8706

Email: admissions@donnelly.edu

Website: www.donnelly.edu/admissions

How do I take a placement test?

If you are referred to take the Accuplacer test, your admissions counselor will schedule a day and time for your test that works best for you.

How do I enroll in classes?

After completing a FREE application for admission at www.donnelly.edu/admissions, an admissions counselor will reach out to you to discuss your next steps toward enrollment.

Any questions can be directed to 913-621-8706 or admissions@donnelly.edu.

Will orientation still be held?

Donnelly will host virtual New Student Orientations using Zoom, with a new session each week on different days/times to accommodate your schedule needs. To sign up, you must meet with your Academic Advisor.

For more questions or concerns about orientation, please contact the Director of Student Affairs at mpflanz@donnelly.edu or by calling 913-621-8764.

What will the campus look like in the fall?

We are eager and excited to open our new academic building this fall. We will continue to follow all local and state recommendations for safety on campus and will update this page with the various measures that will be in place this fall to address the health and safety of our students, faculty, staff, and visitors.

How do I know what I will owe in tuition for the fall?

At Donnelly we are committed to making your education accessible and affordable. For more information visit <https://www.donnelly.edu/admissions/aid/scholarships> for more information on how to apply for the many scholarships we offer to prospective students.

All financial aid questions should be directed to the Director of Financial Aid, Michael Pepple at 913-621-8740 or mpepple@donnelly.edu.

For Current Students

What day do my classes start and will be classes be online or in-person?

Donnelly College plans to return to in-person instruction on campus beginning in the fall 2020 term. The fall term will run from August 31-December 18, 2020.

Can I still meet with my Academic Advisor?

Yes, our dedicated Advising team is ready to assist you virtually, by phone, or by appointment.

Please review below to contact your Academic Advisor:

Tynisa Collins (students with last names A-K and Henry W. Bloch Scholars)

913-621-8739

Tcollins@donnelly.edu

calendly.com/tynisacollins

Matthew Emory (students with last names L-Z)

913-621-8725

Memory@donnelly.edu

calendly.com/matthewemory

I am interested in changing my schedule. Can I do that?

Your academic advisor can assist you with schedule changes as needed. However, during open enrollment you may also adjust your schedule through your Empower student account.

How do I make a payment on my tuition?

The Business Office will be taking payments over the phone at 913-621-8751.

To make a payment via check or cash students may drop off payments to the drop off box outside of room 117 in the main tower.

For more information, please email Angela Paez at apaez@donnelly.edu

What if I have a question for the Business Office?

Please contact Angela Paez via email or phone. In person appointments will be available on Monday and Wednesday and should be scheduled in advance. To schedule, please make an appointment here: calendly.com/apaez-1

I have a question about financial aid. Who do I contact?

All financial aid questions should be directed to the Director of Financial Aid, Michael Pepple at 913-621-8740 or mpepple@donnelly.edu.

I am feeling anxious, depressed, concerned, or generally unwell about the pandemic. Who can I talk to?

Donnelly's Counseling Center offers many counseling services to our students, faculty and staff free of charge. Please visit the counseling website to make a virtual appointment: www.donnelly.edu/students/counseling or you can call 913-621-8781 during normal office hours to speak to someone about your concerns.

If it is an emergency, please call 911.

Can I still get tutoring help?

Yes, Donnelly College's dedicated tutoring staff is excited to continue to support you in your classes.

For a virtual tutoring appointment email tutoring@donnelly.edu for a link to a zoom meeting.

For in person tutoring please email tutoring@donnelly.edu to schedule a time.

Is the tutoring center still accepting applicants to be a tutor?

YES! We are in desperate need of tutors in both math and English, so we are hiring! If Interested, please email Yvonne Telep for more information (ytelep@donnelly.edu) or call 913-621-8732.

I need some assistance with food or basic home items. How can I get that?

Campus Cupboard has ended for the summer, but will resume when we begin our fall semester. More information will be available in late August. For special needs or concerns, contact Yvonne Telep at ytelep@donnelly.edu or 913-621-8732.

May I use the computer lab while the college is closed?

The computer lab in the main building will be open on the 3rd floor. The hours are Monday -Thursdays from 9am-4pm only. All students who wish to use the lab will need to call 913-621-8700 to gain entrance to the main building.

Will the library be open to students?

The library will be opened to the public when the campus reopens. At this time, students may make an appointment to talk to the Librarian, Tyler Johnson, via email, Skype or phone.

Tyler Johnson

913-621-8791

Tjohnson@donnelly.edu

If you want to check out or return a book:

First- look it up on the Donnelly College Library Catalog page here:

Second- Submit a request for the book via the main library page as a hold or email the librarian at: tjohnson@donnelly.edu.

When submitting a request make sure you have the following information:

Title

Author

Call Number

Student Name

Student Library Card Number

Third- The student may come by in person to pick up the book from the main librarian's office with or without an appointment.

Fourth- If a student wants to return a book, they may setup an appointment with the librarian to return the book in person.

While off campus, there are many resources students can utilize online such as:

- JSTOR which is a multidisciplinary database for all of your general research needs. This can be found on your Onelogin page and it is a one stop all access to numerous resources for Comp I and Comp II classes.
- The State Library of Kansas E-Library for general research, free online language kits, and free e-books. You can get a State Library E-Card from the academic librarian by emailing: tjohnson@donnelly.edu
- Google Scholar is a great resource that can be used like a normal google search but will pull only academic resources. That can be accessed here: <https://www.donnelly.edu/students/library/google-scholar>
- Our library page also has a list of Open-Access Databases. This means that it contains peer reviewed articles that can be accessed by anyone at no cost to you! The list can be found here: <https://www.donnelly.edu/students/library/databases!>
- Our library page also has a list of Library Guides which are research guides devoted to specific topics and have resources listed in relation to that topic. This is a great resource for formatting guides, philosophy guides, and much more. They can be found here: <https://www.donnelly.edu/students/library/guides>

What is available to support students in finding a job or applying to a job?

Our dedicated Career Services Director will continue to offer many services remotely to Donnelly students.

Some of the services offered are:

- **Use Career Cruising** This online resource continues to offer help by supplying you with information about a host of career possibilities, salary ranges for jobs in our state, and educational requirements for certain positions. If you have never taken the time to look at Career Cruising, this might be a great time to do so.
- **Send a resume in to review** Email your resume to careerservices@donnelly.edu. The director will set up a time to discuss it with you on the phone or by email.
- **Set up a phone interview.** Lots of employers will be using phone interviews, Zoom, and Skype in the coming weeks to screen candidates. Interviews on these platforms can be particularly stressful if you have never experienced them before. Make an appointment for an online interview to help practice your remote interview skills.

Also, Career Services is offering virtual job opportunities and career fairs via Instagram by following [@donnellycareerservices](https://www.instagram.com/donnellycareerservices) or by going to the career services website:

You can get more information about the opportunities through career services or make an appointment through the career services website at: www.donnelly.edu/students/career-services

What information can you share about the graduation ceremony?

Visit www.donnelly.edu/students/graduation for the most recent updates regarding 2020 Commencement activities.

I need accommodations and support for my learning. Who should I contact?

Please contact the Vice President of Academic and Student Affairs for more information at Istoothoff@donnelly.edu.

Where do I go if I have general questions or concerns about the fall?

Our website will be updated continually with information about how Donnelly College is operating during these times. There is a safety concern and questions box where you can message your concerns directly. You may also contact the Vice President of Academic and Student Affairs at Istoothoff@donnelly.edu.