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March 17, 2020

### **OFFICIAL CORRESPONDENCE**

TO: Currently Enrolled Campus-Based Students

RE: End of Winter Quarter and Continuation of Classes/Programs Online  
For Campus-Based Students

Dear ACI Students:

As the global effect of coronavirus (COVID-19) continues to evolve, ACI and its faculty and staff are committed to the health and safety of our students, their families, and our community. We are closely monitoring the changing situation and complying with our government's health guidance.

Completion of the current quarter for campus-based students will be done through these methods:

- (1) Online assignments
- (2) Take home projects or exams to be turned in via e-mail or USPS to your instructor
- (3) In some instances, an instructor may issue a final grade for a course depending upon the amount of work completed prior to March 11, 2020.
- (4) Small groups of nine or less attending clinical sessions at a set time and day in the ACI medical lab. Watch for e-mail from Mrs. Sandra.
- (5) Individual completion methods as approved by instructors and administration

The official end date of the quarter is now April 6, 2020. Additional time to make up work will be granted, if necessary.

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All continuing campus-based students will be enrolled in online classes for the spring term that will start on April 7, 2020, and end on July 1, 2020. Please check your e-mails, answer your phones, and view your text messages, as instructors will be reaching out to you starting today to complete any work for the current quarter.

Important! If you do not have the required hardware to enroll in online classes, i.e., Internet access at your residence, software, or a computer, contact the student services office at (972) 647-1607, Ext. 106 or Ext. 113, or by e-mail to [canzaldia@arlingtoncareerinstitute.edu](mailto:canzaldia@arlingtoncareerinstitute.edu) or [esatchell@arlingtoncareerinstitute.edu](mailto:esatchell@arlingtoncareerinstitute.edu). We have resources to get you what you need to be a successful online student.

**This does not affect any current or future students already enrolled in online programs.**

Please monitor your e-mails, our website, and social media for continued updates regarding revised class schedules, textbook options, and more.

We extend our sincere thanks to everyone in the ACI family. Together, we will get this done.

Thank you.

Sincerely,



JON VECCHIO  
Director/CEO

JV/jb