

Navajo Technical University
Taking a Stand
Student Resource Guide

The spread of COVID-19, commonly known as coronavirus, has arrived to the Four Corners region causing educational institutions to accommodate learning through new and creative methods.

NTU's focus has been on emergency distance education with a focus on delivering coursework online, by telephone, or by utilizing traditional mail. We encourage students to maintain constant communication with instructors in order to assist with the transition as they will be able to accommodate your unique situation.

Several resources have been put in place to assist with your unique needs. The resources and services are listed below:

Academic Advisement

Advising is available for information regarding registration, admission testing, probation, early alert, withdrawal process, scheduling, check sheet updates, first year experience, orientation, and graduation petitions. All services are by appointment, phone, and through Zoom. Contact:

- Sherietta Martinez-Brown: Available Monday through Friday from 8 a.m. to 5 p.m. by phone and Zoom. Contact smartinez@navajotech.edu or call 505-387-7470.
- Leslie Tsosie: Available Monday through Friday from 8 a.m. to 5 p.m. on campus. Contact ltosie@navajotech.edu or call 505-387-7514.
- Kyle Arviso: Available Tuesday and Thursday on campus and by phone or Zoom Monday, Wednesday, and Friday, 8 a.m. – 5 p.m. Contact karviso@navajotech.edu or call 505-387-7513.

Department chairs are also available for assistance in connecting with faculty members. Department chairs can be reached with the contact information below:

- School of Engineering, Math, and Technology – Dr. Gholam Ehteshami, geteshami@navajotech.edu.
- School of Science – Dr. Thiagarajan Soundappan, tsoundappan@navajotech.edu
- School of Applied Technology – Joe Chapa, jchapa@navajotech.edu
- School of Business – Christine Reidhead, creidhead@navajotech.edu
- School of Arts and Humanities – Dr. Dianna Mullet, dmullet@navajotech.edu
- School of Diné Studies – Sharon Nelson, snelson@navajotech.edu
- Chinle Site – Dr. Jennifer Wheeler, jwheeler@navajotech.edu.
- Teec Nos Pos Site – Dr. Frank Todacheeny, ftodacheeny@navajotech.edu
- Kirtland Site – Dr. Vangee Nez, vangee.nez@navajotech.edu

- Zuni Site – Reynelle Lowsayatee, rlowsayatee@navajotech.edu

For more information about advisement, contact Sherietta Martinez-Brown at smartinez@navajotech.edu or call 505.387.7470.

Accommodations Office

All services and accommodations are available through email and teleconference. Staff is working remotely and on site, Monday through Friday from 8 a.m. to 5 p.m.

Staff will virtually monitor accommodation agreements set forth for extra time to submit homework, quizzes, and tests and use of recorded devices to submit recorded answers. Low tech devices are available to students with special needs utilizing hearing aids, magnifying sheets, and voice recorders. Free applications like Screen Readers, Alexicom AAC, and Livescribe are available.

Call Virginia Edgewater at 505-277-3506 or email vedgewater@navajotech.edu with any questions.

Admissions/Registrar

Admissions and registration staff is on rotating schedules working both remotely and on campus, Monday through Friday from 8 a.m. to 5 p.m. Communication is available through email, telephone, and Zoom.

Important department notifications include:

- Transcripts: Transcripts will be printed on Tuesdays and Thursdays. Submit request one day prior to printing by 4 p.m. Payment also has to be made before the official transcript is sent. Payment can be arranged with Marcella Begay-Jim at marbegayjim@navajotech.edu.
- Withdrawal Date Extended: The withdrawal date for the spring semester has been extended until April 10. Students at risk of dropping out should notify the Registrar's office immediately.
- Graduation Postponed: Graduation is postponed and will be determined at a later date. Once the date has been identified, candidates will be notified. Petitions have been reviewed. Registrar will be sending letters.
- Registering for the Summer/Fall: Pre-registration for summer and fall semester will open on April 27, 2020.
- Student/Faculty/Staff IDs: Valid NTU IDs are required to gain access to Internet hotspots or to access camps. NTU is printing student IDs free of charge and mailing them to a requested address. Contact Kelly Chiquito at kchiquito@navajotech.edu.

For more information, contact Nathalie Archie at n.archie@navajotech.edu or call 505-387-7426.

Athletics

All NTU athletic activities and events have been cancelled until further notice. The athletic staff will continue to communicate with team members weekly. The athletic staff is available to assist students, staff, and community by email or phone, Monday through Friday from 8 a.m. – 5 p.m.

For more information, contact George LaFrance at glafrance@navajotech.edu or call 505-387-7477.

Bookstore

The NTU Bookstore will be closed until further notice. Bookstore staff will be available via email and telecommunication, Monday through Friday from 8 a.m. to 5 p.m.

For questions or information regarding the Bookstore, please contact Jackie Francisco, at jfrancisco@navajotech.edu or call 505-387-7497.

Career Services

All career development appointments will be conducted through email or teleconference at careerservices@navajotech.edu. Career Services will not be holding regular walk-in appointments, but will be available via Zoom or Google Hangouts.

Please contact Andrea Wilson at 505-387-7372 or email awilson@navajotech.edu for scheduling options. You may also contact Natalie Denezpi at ndenezpi@navajotech.edu.

Center for Digital Technologies

The Center for Digital Technologies will operate on a limited basis. Access will be limited to staff and faculty on a staggered schedule so that equipment can be operated as needed.

If students need 3D printing to be completed, files can be emailed to the following: hhalliday@navajotech.edu, gdodge@navajotech.edu, or Adriane.tenequer@navajotech.edu.

Child Care Services

NTU's Child Care Services will be closed until further notice. For more information, contact Lauren Becenti at lbecenti@navajotech.edu or call 505-387-7375. The Child Care Director is available Monday through Friday, 8 a.m. to 5 p.m. by email or teleconferencing.

Counseling Office

Counseling services are open for all students. Assistance is provided in regard to mental health, substance abuse, depression, suicidal thoughts, etc. Staff is available by email and teleconference, Monday through Friday from 8 a.m. to 5 p.m.

Call Cheryll Atine with any questions at 505-726-3901 or 505-387-7473. You may also email c.atine@navajotech.edu.

Dual Credit

Dual Credit staff will be working remotely Monday through Friday from 8 a.m. to 5 p.m. and will be available through email or telecommuting.

Dual credit students will need to complete coursework for all dual credit classes in coordination with their instructor and NTU's dual credit coordinator.

For more information, contact Freda Joe at 505-387-7364 or 505-862-2685. You may also email fjoe@navajotech.edu with any questions.

E-Learning

NTU's E-Learning department will be providing support to students and faculty on accessing and delivering online coursework. Student resources are available at www.navajotech.edu/online-learning-transition.

Support in accessing Moodle or student email accounts can be provided by contacting Sharon Platero at splatero@navajotech.edu or by calling 505-387-7489.

For more information, contact Dr. Coleen Arviso at ccarviso@navajotech.edu or call 505-387-7366.

Financial Aid

Financial Aid staff will be working rotating schedules, Monday through Friday from 8 a.m. to 5 p.m.

Pell disbursements are being processed. Students who need to complete FAFSA forms must contact Rena Tom at rtom@navajotech.edu or by calling 505-387-7417.

Call Yolanda Begay at 505-387-7442 or email ybegay@navajotech.edu with any questions.

Financial Services

The Finance Department is operating Monday through Friday from 8 a.m. to 5 p.m. For more information, contact Cheryl Thompson at cthompson@navajotech.edu or Mark Grant at mgrant@navajotech.edu.

Food Services

Current Hours of Operation

- **NTU Cafeteria**
Limited service. Take out only (11 a.m. – 1 p.m.).
- **Snack Shop**
The snack shop is closed until further notice.
- **Catering Services**
Catering services has closed until further notice.

For more information, contact Chef Bob Witte at rwitte@navajotech.edu.

Information Technology

NTU's IT department is installing wireless access points (AP) in the parking lots at both its NTU Crownpoint and NTU Chinle campuses, while discussions are taking place to provide network accessibility at each of our sites. Laptops will be available for checkout at each AP.

Location of Laptops for Checkout:

Crownpoint Campus:

- In front of the IT building.
- Open Monday thru Friday from 9:00 AM to 4:00 PM

Chinle Campus

- In front of Chinle South Campus
- Open Monday thru Friday from 9:00 AM to 4:00 PM
- Loan period
 - Two hours
 - Reason: Limited set of laptops
 - When time expires
 - Bring back to IT to check unit back in
 - Request for extending the use of laptop
 - Depends on demand for service
- Additional Information About Laptop Checkout:
 - The laptop cannot leave NTU campuses
 - The laptops are for first come first serve basis
 - No holds
 - This is strictly for students that don't have access to a laptop or desktop

For more information, contact Jared Ribble at jribble@navajotech.edu or call 505-387-7490. IT assistance can be requested by visiting the website: www.navajotech.edu/about/it-dept/working-remotely.

Instructional Sites

Instruction will resume on April 6, 2020 via emergency distance education. Updates on each site are as follows:

- Chinle – The Chinle site is closed until further notice. Staff and faculty will be working remotely and will be available through email and telecommuting. Hot spot access points will be established in the parking lot of the Classroom building. A student ID is required to gain access. For more information, contact Antonio Tsosie at awtsosie@navajotech.edu.
- Teec Nos Pos – For more information, contact Dr. Frank Todacheeny, ftodacheeny@navajotech.edu
- Kirtland – NTU's Bond Wilson instructional site is closed until further notice. Staff and faculty will be working remotely and will be available through email and telecommuting. Hot spot access points will be established in the parking lot of the Bond Wilson Technical Center. A student ID will be required to gain access. For more information, contact Dr. Vangee Nez at vangee.nez@navajotech.edu.
- Zuni – The Zuni site is closed until further notice. Staff and faculty will be working remotely and will be available through email and telecommuting. Hot spot access points will be established in the parking lot of the A:shiwi College and Career Readiness Center. A student ID is required to gain access. For more information, contact Reynelle Lowsayatee, rlowsayatee@navajotech.edu.

Nitsáhákees Bee'anosééł Student Success Center

Program staff, tutors, and mentors are working remotely and will conduct hours via email and teleconferencing, Monday through Friday from 8 a.m. to 8 p.m. and Sunday from 1 p.m. to 8 p.m. Updates and services – including our new tutor and mentor schedule – are available at www.navajotech.edu/students/nssc.

Online tutoring is also available 24/7 through NetTutor.

If you have any questions, please contact Heather Yazzie-Kinlacheeny at nssc@navajotech.edu or call 505-387-7383.

Printing Services

Materials Development staff is working on a rotating schedule and remotely Monday through Friday from 8 a.m. to 5 p.m.

Requests for prints can be made by emailing mdc@navajotech.edu.

Radio Station

KCZY staff will be running the radio station on a rotating schedule and remotely, Monday through Friday from 8 a.m. to 5 p.m.

Announcements and PSAs must be emailed to cfrank@navajotech.edu.

For more information, contact Cuyler Frank at cfrank@navajotech.edu or call 505-387-7494.

Recruiting

NTU will cease all scheduled and future campus tours until further notice for the safety of our community. Otherwise, staff is available to assist with students and community with NTU information.

For more information, contact Brenda Yazzie at b.yazzie@navajotech.edu or call 505-387-7427.

Scholarships

The Tom Davis Scholarship and PNM applications for spring semester have been extended to April 17, 2020 at 5 p.m. Application information is available at: www.navajotech.edu/students/scholarships. The reviewing committee will review application packets and selections. Awards are anticipated by May 1st.

For more information, contact Delores Becenti at dbecenti@navajotech.edu or call 505-387-7404.

Security

NTU security remains fully staffed and fully operational, 24 hours a day, 7 days a week. Access to NTU instructional sites will only be granted to students, faculty, and staff with a valid NTU ID.

For more information, contact 505-387-7480.

Student Activities

All student activities have been canceled until further notice.

Call Michael McMillan at 505-387-7444 or email mmcmillan@navajotech.edu for any questions.

Student Services

For all services and questions regarding the Student Services Department, contact Jerlynn Henry at jhenry@navajotech.edu or call 505-387-7362.

Wellness Center

The NTU Wellness Center gymnasium and weight room are closed and all events have been cancelled until further notice. The Wellness Center staff is available to assist students, staff, and community Monday through Friday 8 a.m. – 5 p.m. by email and phone. Campus Security will provide routine checks on the Wellness Center and Custodial Services will continue to sanitize and clean all facilities.

Contact George LaFrance at glafrance@navajotech.edu or call 505-387-7477.