

Dear Parkland Students:

Parkland College is diligently working on converting classes and services including **advising appointments** to online formats so that we can bring the spring semester to a satisfactory ending. Please remember that spring break has been extended one week. Classes are set to resume on Monday, March 30.

During this time of transition, Counseling Services wanted to make sure you have access to important information about your courses, academic plans, and advising needs. We are offering multiple modes to get academic advising remotely:

1. We are promoting online advising appointments:
  - Counseling Services uses Virtual Classroom via Cobra Learning, just like many of your courses, in order to conduct these one-on-one online advising appointments.
  - To schedule an online advising appointment with an advisor/counselor of your choice, please go to: <https://outlook.office365.com/owa/calendar/BookingsAcademicAdvising@parkland1.onmicrosoft.com/bookings/>
  - Once there, follow these instructions:
    - A. Select your type of online advising session:
      - General Advising
      - Advising for specific-populations: Veterans Academic Advising, Aviation Academic Advising, ESL/International Academic Advising, or Pathway Academic Advising.
    - B. Choose "Select Staff":
      - For General Advising, you may pick any advisor/counselor you would like.
      - For Specific-populations Advising, there will be specific advisors identified.
    - C. Next, pick your day and time for the online advising appointment.
    - D. Then fill in your identifying information and click "Book."
    - E. You will get an email confirmation regarding the booking and can change or cancel should that be necessary.
2. We are offering email advising also. Please email [counselingservices@parkland.edu](mailto:counselingservices@parkland.edu) or your advisors' direct email address to begin online academic advising.
3. Some limited opportunities for phone advising are available also. Please email [counselingservices@parkland.edu](mailto:counselingservices@parkland.edu) to set up a phone advising appointment.

We know that there may still be many questions and concerns about your current courses during this time of transition to online instruction.

- If you are concerned about the online format or if you are having trouble, please speak to your instructors first. Faculty are very aware and sympathetic to the disruption these changes are causing (they are experiencing them right along with you!). **Your instructors are here to help you navigate this new educational environment.** Please allow them the opportunity to be a good resource for you by reaching out to them with your questions and concerns.
- The college extended Spring Break through next week to give extra time for this transition process. Please give your faculty until Wednesday, March 25, before you would expect them to contact you about the status and plan for your specific courses. Some of your faculty might contact you prior to this date.
- We are in the process of setting up a series of live streams next week for students to ask questions of the Academic Deans and Program Directors. Further information on this is forthcoming.
- As well as communicating with your instructor, please reach out to your academic advisor or counselor if you are having any issues during this transition at [counselingservices@parkland.edu](mailto:counselingservices@parkland.edu).
- Parkland is committed to helping you complete the coursework you have in progress and finding an educational solution that works for every student. Please do not withdraw at this time. We ask for your patience and willingness to let us work through these challenges with each and every one of you.

It is completely natural that you might be feeling some anxiety about these changes. If you would like some help in dealing with this anxiety please go to our Counseling Services [website](https://www.parkland.edu/Main/About-Parkland/Department-Office-Directory/Counseling-Services/Mental-Health-Counseling/Stress-Management-and-Relaxation) (<https://www.parkland.edu/Main/About-Parkland/Department-Office-Directory/Counseling-Services/Mental-Health-Counseling/Stress-Management-and-Relaxation>) for online resources, as well as stress management apps, etc., that can help you navigate this time. If you feel unsafe or overwhelmed, please contact the local crisis line at 359-4141 or text 741741. We cannot emphasize enough that we are here to assist you during this unprecedented and uncertain time. You are not alone. If you need additional support and have questions, please email [counselingservices@parkland.edu](mailto:counselingservices@parkland.edu)

We are committed to doing our best to help!

Sincerely,

Mike Trame  
Vice President for Student Services