MORNINGSIDE COLLEGE
OFFICE OF ACADEMIC AFFAIRS

ANNUAL SNOW MEMORANDUM

Morningside College almost never closes for bad weather. We certainly do not close every time the public schools close. So faculty and students with school-age children need to have a plan for days when the schools are closed and the College is not closed.

On a bad day, the go/no go decision is made by 6:15 a.m. If the College is closing, the Snowcap service is called to get the information announced on local television and radio stations. The switchboard operator puts the message on the college phone system (MAX) at the same time. MAX weather related messages are available 24 hours a day.

THE EASIEST WAY TO LEARN IF THE COLLEGE IS CLOSED IS TO CALL 274-5795 OR 1-800-831-0806 AND ENTER 2 AS SOON AS THE MESSAGE BEGINS.

In case of an afternoon storm, the go/no go decision is made by 4:00 p.m. and conveyed to the media and MAX as above. Evening storms can be especially treacherous. If the College does not close, but conditions continue to deteriorate while you are teaching, use your own judgment about letting class out early. Do not risk your personal safety or that of your students.

Our trickiest situations come about when the college is open, but a faculty member cannot get to class. Students want to know classes are canceled before they walk from their dormitories to class, so a note on the classroom chalkboard is not sufficient.

What works:

1. Set-up a calling tree with your students now.
   A. Instructors need to call at least two.
   B. Everyone needs to take the tree home now so it is available when needed.
2. Tell your students you will put a message on your office phone. They can retrieve the message from their rooms.

To leave a message:

Call 274-5795. When the switchboard operator prompts, enter * and your extension number, enter your password, listen to the prompts and enter 4 to change mail box greeting, then press 1 to change your ring no answer greeting, press 2 to record a new message, then press 1 to accept the greeting and after that you may hang up.

Remember to change your “class canceled” message when you get to school.

Please remember that bad storms are never at convenient times and that it is impossible to suit everyone when making these decisions.