North Central College
Closing/Delayed Opening Policy

College Decision Making Process

The Vice President for Student Affairs, Vice President for Operations, and Provost and Vice President for Academic Affairs will determine whether to delay opening or cancel classes and close the College. In making the decision, several factors will be considered:

- The severity of the weather conditions and recommendations of the National Weather Service, Illinois Department of Transportation and City of Naperville transportation staff.
- The safety and well-being of the many students, faculty and staff who commute to campus.
- The safety and well-being of the many students who live on campus and require services such as food service, life safety, residence life, heat and snow removal no matter the weather conditions.
- Timeliness of the decision and its communication to the Campus Community.
- The class and final exam schedule as well as other events scheduled on a particular day.
- The ability of the maintenance staff to prepare the campus for normal operations.
- The ability of the College to operate at normal or near normal capacity.

If classes are canceled (completely or due to a delayed opening), they may be made up at a later time as indicated by the instructor. Students will be informed at the next regular class meeting as to when the make-up classes will be held.

Student, Faculty and Staff Decision Making Process

Weather conditions often vary greatly from north to south and east to west across Chicagoland. While the College may decide to remain open based on weather conditions in and near Naperville, students, faculty and staff may be adversely impacted by the weather where they live. At all times, members of the campus community should exercise caution during inclement weather. If the College remains open during less than ideal weather conditions, individuals may need to make a decision that they cannot safely travel to campus. In such instances, members of the campus community are asked to take responsibility for communicating with others who may be impacted by their decision (e.g., students should work with their instructors to develop a plan for making up missed time and complete assignments in a timely fashion; faculty should communicate with students regarding cancellation of a specific class; staff should communicate with supervisors regarding a work absence). If College offices are not officially closed, administrative and support staff who do not report to work will have to use their available vacation or personal time.
Communication
When the College is faced with a forecast for harsh winter weather or severe spring/summer weather, several procedures will be followed to communicate with the campus community. The College’s status (open, delayed open, evening classes cancelled, day classes cancelled, College closed) may be communicated in the following ways.

North Central College Information Sources

The College is prepared to quickly inform the campus community via several of its own communication channels:

- **Website.** A campus status banner will appear on every page of the website providing information about the College’s status.
- **Text alert.** Information will be sent via RAVE to registered student, faculty and staff cell phone numbers. Members of the campus community are encouraged to update their cell phone information to ensure receipt of emergency communications. Students, faculty and staff can maintain their cell phone information using the RAVE website at [https://www.getrave.com/login/northcentralcollege](https://www.getrave.com/login/northcentralcollege).
- **Email.** A broadcast email message will be distributed to faculty, staff and students regarding the College’s status.
- **Social Media.** Information will be posted to the College’s official Facebook (facebook.com/NorthCentralCollege) and Twitter (@northcentralcol) pages.
- **WONC-FM 89.1.** The College’s radio station will broadcast closing information via the radio at FM 89.1 and via web stream at wonc.org.

Additional Information Sources

- **Emergency Closing Center.** The College’s status will be posted to the Emergency Closing Center at emergencyclosingcenter.com. Visit the site and search for “North Central College.”
- **Media Outlets.** Listen to WGN Radio 720-AM, WBBM Radio AM 78 or watch CBS Ch. 2, NBC Ch. 5, ABC Ch. 7, FOX 32, WGN-TV or CLTV cable for closing information.

These same communication procedures will be followed if a non-weather incident necessitates closing or delaying the opening of the College.

Winter Weather
While closures, delays or cancellations can occur at any time, winter weather forecasts typically provide more lead-time. Therefore, the College will follow a revised winter weather timeline for communicating delays, cancellations and closures. North Central College will communicate **winter weather decisions** no later than **6 a.m.** for day classes and no later than **3 p.m.** for evening classes.
Essential Personnel
If the College closes, each vice president will designate “essential” employees in their respective areas who are required to report to work in order to maintain vital college functions (e.g., food service, campus safety, residence life, snow removal, heat, electricity and communication). “Essential” support staff who are required to work during an official College closing will be compensated at their normal rate of pay during the College closing and, additionally, for all time actually worked. Compensation for hours not actually worked will be excluded from overtime calculations. Support staff members who are not designated as “essential” employees will be compensated at their normal rate of pay whether or not they come to campus. All administrative staff will be paid their normal salary, even if they are designated as “essential” employees.