

- 1) The decision to close the university or to have a delayed opening is made by several key people on campus. It is not a decision that is made lightly. The decision is based upon weather conditions—current and predicted—and the ability of the campus to provide parking and other needed services. Many faculty and students are counting on classes being held in order to cover all material students need. The university tries to give as many students as possible their money’s worth of class time by staying open whenever possible.
- 2) **If there is no announcement that the university is closed, it is open.** Only closings or delays are announced. In other words, please assume that Westfield State University is open, on time, and operational unless otherwise announced on local TV, radio, and on the university’s web site (<http://www.wsc.ma.edu/>) and voice mail system at 413-572-5411. The following is a list of television and radio stations that will provide information:

Television Stations	Radio Stations			
WGGB - Channel 40	WTIC - AM 1080	WSBS - AM 860	WMMW – AM 1470	WSNG – AM 610
WWLP - Channel 22	WTIC - FM 96.5	WHMP - AM 1400	WWCO – AM 1240	
WTIC - Channel 3	WRCH - FM 100.5	WACE - AM 730	WDRC – AM	
	WHYN - FM 93.1	WDRC - FM 102.9	WZMX – 93.7	

- 3) It is important for university students to realize that “getting to work” will be a priority in their careers. Most employers do not close due to weather conditions. Students should view class attendance as a similar priority. Nonetheless, students should not feel they must choose between their personal safety and class attendance. If severe weather conditions present **danger** or **prevent them from leaving their homes** to attend a class, students should contact individual faculty members as soon as possible to explain the situation and determine how they can “make up” class time missed. Keep in mind that each faculty member sets his or her own classroom attendance regulations—see the University Bulletin for more information.
- 4) Individual faculty and staff may not be able to get to the campus for a variety of reasons. The university cannot anticipate these individual cancellations. Faculty are asked to notify the Office of Academic Affairs (day classes) and/or Graduate and Continuing Education (evening classes) as soon as possible when they cannot hold a class, as well as their department chairs and department secretaries. The university web site and voice mail system are updated promptly after the university receives this information.
- 5) On Monday, Wednesday and Friday, if an announcement is made calling for a one-hour delay, the university will open at 9:00 A.M. and non-essential personnel are to report at that time. The 9:20 class will be the first class of the day. If an announcement is made calling for a two hour delay, the university will open at 10:00 A.M. and non-essential personnel should report at that time. The 10:25 A.M. class will be the first class of the day. If the university is closed for the entire day, both day and evening classes will be cancelled.

On Tuesday and Thursday, if an announcement is made calling for a one hour delay, the university will open at 9:00 A.M. and non-essential personnel should report at that time. The 9:45 A.M. class will be the first class of the day. If an announcement is made for a two hour delay, the university will open at 10:00 A.M. and all non-essential personnel should report at that time. The 11:15 A.M. class will be the first class of the day. If the university is closed for the entire day, both day and evening classes will be cancelled.

- 6) During winter months, it may be necessary to invoke the winter parking snow policy. Copies of the policy are found in the university parking regulations and in the student handbook. If the policy is put into place, notices will be posted on the university website. Notices may also be placed on signboards in the entrances to university buildings. This policy is used to allow snow crews the opportunity to clear vital lots necessary to open the university. The policy is strictly enforced. Failure to follow the policy may result in the towing and ticketing of vehicles to allow crews to complete their work.
- 7) Given snowy conditions in the Northeast during the winter, staff and students may want to have a snow shovel in the trunk of their vehicle to use when drifting snow accumulates under vehicles.
- 8) In order to clear residential student parking lots immediately before or after a heavy snow accumulation, students may be asked to move their cars to the South parking lot. This will allow snow crews to clear lots and avoid the buildup of ice and snow behind and between cars. Cars that are not moved will be subject to ticketing and towing as required.