



TO: UNIVERSITY STUDENTS
SUBJECT: FURTHER DETAILS REGARDING THE COVID-19 RESPONSE
FROM: ROBERT W. DAVIS, JR., ED.D.
VICE PRESIDENT FOR STUDENT LIFE
MAR. 11, 2020

Dear Students,

As a follow up to Fr. Pilarz's note this morning, I wanted to share more specifics related to the student experience and, hopefully, answer some questions raised throughout the day. I appreciate your flexibility and understanding as we work through these uncertain times.

Many of you are asking thoughtful questions about immediate next steps and the expectations following Spring Break. I hope to answer some of these questions now, but there are a few that we need more time to address. Please be patient. We will share more information next week, especially as it relates to the period between Spring Break and April 14. At this point, I want to clarify some important details regarding the next two weeks:

1. **Essential Materials:** Bring home all materials and textbooks needed for your current coursework. You can leave other belongings in your room as you would for any break.
2. **Residence Halls & Spring Break Housing Requests:** Residence Halls will close for extended Spring Break on Friday March 13 at 8 p.m. If you need to stay on campus during extended Spring Break, you must complete a housing request with Residence Life. To submit a housing request for Spring Break, please complete an application as soon as possible. Residence Life staff will be reviewing requests on an on-going basis. To access the application via the Housing Portal, please follow these steps:
 - my.scranton.edu
 - Self Service
 - Student Services/Financial Aid tab
 - Residence Life
 - Housing Portal
 - 2020 Updated Spring Break Request Form
3. **St. Patrick's Day Parade:** The Scranton St. Patrick's Day Parade has been postponed, and Shamrockin' Eve has been canceled. Please make plans to depart

campus when break begins, as there are no events on campus or in the city this weekend.

4. **Student Mail & Packages:** Students residing on-campus are reminded to have packages and mail sent to them at their place of residence during extended Spring Break. Please do not send packages and mail to your on-campus address. More information about mail will be posted to the COVID-19 site tomorrow.

5. **Student Events:** We recognize that March and April are busy months for student events, and as result of today's announcement many of those events will be canceled or postponed. The Student Life Staff is working on ways to foster student engagement during this time period in the absence of our normal events.

6. **Room and Board Refunds:** Students and parents have asked about refunds for room and board while the University has moved to remote instruction. We want to assure students and families that we will address these important questions in a fair and equitable way.

7. **Please Share Your Questions:** Student Government has helpfully created a place for you to share other questions you may have. Please take the time to fill out the [COVID-19 Response Student Question Form](#).

Next week, I will share further information about campus access, dining, and other campus services following extended Spring Break.

In addition, I realize that the ongoing media coverage related to COVID-19 as well as today's announcement may be unsettling. Please remember that our campus resources are available to you. If you'd like to talk to someone, then you can reach out to the [Counseling Center](#), [Campus Ministries](#), the [Dean of Students](#) (drop in hours are Friday 12-2 p.m.), or other members of the [Student Life](#) staff.

Additional information about COVID-19 and FAQs regarding this situation continue to be updated on the University's [COVID-19 Information page](#).

Thank you again for your understanding in this situation.

Sincerely,

Robert W. Davis, Jr., Ed.D.
Vice President for Student Life