



March 30, 2020

Dear Members of the University Community,

As noted previously, we will send regular updates on Monday and Friday of each week with other notices sent by the President, other members of Cabinet or members of the University community when necessary.

Get Up-to-date Information at www.scranton.edu/covid-19

Key Information and Communications to Expect This Week

- Jeff Gingerich, Ph.D., Provost/Senior Vice President for Academic Affairs, will be writing tomorrow to students and faculty with additional information on remote education. Guided by recommendations from the Faculty Senate, this communication will, among other things, address the University's **possible use of a "credit/no-credit" grading option**.
- Robert Davis Jr., Ed.D., Vice President for Student Life, will be writing to students in the Tuesday launch of a weekly **#RemoteRoyals Newsletter** highlighting virtual student engagement opportunities through the Student Life Division. Additionally, information is forthcoming about the **virtual Career Expo** scheduled for mid-April.

Updates

- The University **[transitioned to remote classes](#)** for the remainder of the spring semester beginning today, March 30.
- **Zoom Support Workshops** are available Monday-Friday from 10:00 a.m. to Noon and from 2:00 p.m. to 4:00 p.m. The sessions provide individualized assistance with Zoom, giving you a convenient way to ask questions or get a brief refresher on Zoom features. To enter a support session, please log into the **my.scranton.edu** portal and click on the Zoom Support Workshop link.

- **Technology Support Center Hours:** The Center hours of operations will be as follows for the this week:

Week of March 30 to April 5

Monday through Thursday: 8:00 a.m. to 9:00 p.m.

Friday: 8:00 a.m. to 6:00 p.m.

Saturday and Sunday: 12:00 p.m. to 6 p.m.

- Beginning Tuesday, March 31, the **St. Thomas Gateway** will illuminate an image from sunset until 10 p.m. in **honor of those bravely and selflessly responding to COVID-19**, especially our alumni and members of the University community.
- **Building Access:** Following Pennsylvania Governor Wolf's stay-at-home order for Lackawanna County, the University further restricted access to campus buildings. **Royal card access is limited only to essential staff and faculty and students previously approved to be on campus.** All information regarding building access and the dining services schedule can be found under [University Operations on our COVID-19 website](#).
- **Campus Mail:** Mail and packages for designated departments and students remaining on campus are to be picked up from the Print Shop at 315 Jefferson Avenue. Royal Card access is required. Outgoing mail for campus offices can be dropped when picking up mail. Hours for campus pick-up at 315 Jefferson Ave. will be:
 - Monday: 10 a.m. - noon
 - Wednesday: 9 a.m. - noon
 - Thursday: 10 a.m. - noon
 - Friday: 9 a.m. - noon

Student Mail and Packages: Students are reminded that mail and packages should not be sent to the University. Procedures for existing and future student packages for students who are not approved to live on campus can be found [here](#).

Recap of Key Information and Communications

The following recent communications were sent:

- On March 27, University of Scranton President Rev. Scott R. Pilarz wrote to residential and meal-plan students about the status of room and board charges already paid for the spring semester.

- Jeff Gingerich, Ph.D., Provost and Senior Vice President for Academics, wrote to faculty regarding remote learning through the end of the spring semester. Faculty were reminded to continue to direct specific questions about courses and the transition to remote learning to their dean's offices. The Center for Teaching and Learning Excellence (CTLE) and Information Technology will remain available to support faculty in the weeks ahead. Faculty members were also reminded to contact students regarding their remote courses which began today.
- Earlier today, Father Pilarz sent video messages to [faculty](#), the [University community](#) and [parents](#) marking the start of online education.

You should expect your next regular update on Friday.

Sincerely,

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

Jeff Gingerich, Ph.D.
Provost/Senior Vice President for Academic Affairs

Patricia Tetreault
Vice President for Human Resources