



April 14, 2020

Dear Members of the University Community,

You will **receive your next update on Friday, April 17**. Other notices will continue to be 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](http://www.scranton.edu/covid-19)**

#### **Key Information and Communications to Expect This Week**

- Message to the students from Scott R. Pilarz, S.J., University President, announcing **phone calls beginning this week by staff to each student to check in and see how you are doing**.
- Message to the students and parents from Father Pilarz with **information about efforts to help families**.
- Message to faculty from Jeff Gingerich, Ph.D., Provost/Senior Vice President for Academic Affairs, with information about **exams and other topics related to remote education**.
- Message to faculty from Dr. Gingerich with instructions for **ordering books for Fall 2020** through the Follett Direct tool accessed through D2L.
- A new edition of the **#RemoteRoyals Newsletter from Student Life** will highlight opportunities for students to connect with others. Students are encouraged to check out the [Community Connections](#) for more information.

#### **Updates**

- Zoom includes a record feature that could be useful to allow meetings or classes to be watched at a later time. It is important that faculty, staff, or students wishing to use this feature for calls that they host remember to **notify participants on your call that you intend to record using Zoom**. Here is a sample notice:
  - Note that this session is being recorded. If you participate in the session via audio or video, you agree that both audio and video recording of you is permitted. If you wish to not be recorded either with audio or video or both, use the features on Zoom that allow you to be muted or to have the video stopped.

- In light of new information from the CDC and Pennsylvania Gov. Wolf, the University has prepared **Guidance for Face Coverings**. This information has also been posted to the University's COVID web page and applies to all members of the University community. Employees or supervisors with questions or concerns about the Guidance should contact the Office of Human Resources at [HR@scranton.edu](mailto:HR@scranton.edu) or (570) 941-7767.
- Jeff Gingerich, Ph.D., Provost/Senior Vice President for Academic Affairs, sent a messages to undergraduate and students regarding procedures and courses that can be changed to a **“credit satisfactory/credit deficiency/no credit (CS/CD/NC)” grading** for undergraduates and “satisfactory/unsatisfactory (S/U)” grading for graduate students. Full details can be seen [here](#). Students who wish to retain a letter grade for a course in which they are currently enrolled need not take any further action.
- Robert W. Davis Jr., Ed.D., Vice President for Student Life, wrote to students reminding them that **University resources remain open and available to support students**, especially those who are experiencing difficulty at this time. Students who experience illness, loss of a loved one, or other difficulties because of the coronavirus or for any other reason, were encouraged to reach out to Lauren Rivera, Dean of Students, at (570) 941-7680 or [lauren.rivera@scranton.edu](mailto:lauren.rivera@scranton.edu). See full message [here](#).
- The University's Center for Career Development will host a **Virtual Career Expo on Thursday and Friday, April 16 and 17**. See companies participating [here](#).
- The **Graduate Student Association** would like to remind all graduate students and the University community that they are still meeting regularly and remain available to receive suggestions, comments and concerns. Do not hesitate to contact the Graduate Student Association at [gsa@scranton.edu](mailto:gsa@scranton.edu).
- University Athletics is celebrating **NCAA Division III Week** through Sunday, April 19. Planned events include an Ice Bucket Challenge to raise awareness for ALS; Student-Athletes Say Thank You videos to thank health care professionals working on the frontlines of COVID-19 outbreak; and highlights of the Best Moments in Scranton Athletics. For more information visit [here](#).
- **The Technology Support Center** and the **Center for Teaching and Learning Excellence (CTLE)** continue to be available to support faculty and students for D2L. In addition to contacting the Technology Support Center ([techsupport@scranton.edu](mailto:techsupport@scranton.edu)) and the CTLE ([d2Lsupport@scranton.edu](mailto:d2Lsupport@scranton.edu)), a new widget on the home page in D2L is available that provides 24x7 chat and email support directly from D2L.
  - **Technology Support Center Hours:**
    - Tuesday - 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 6:00 p.m.

- **Zoom Support Workshops/ Drop-Ins** are continuing Tuesday through Friday from 10 a.m. to noon and from 2 p.m. to 4 p.m. To enter a support session, please log into the [my.scranton.edu](https://my.scranton.edu) portal and click on the Zoom Support Workshop link.
- **Zoom released a new Security Update** (version 4.6.10) to help make your meetings more private and secure. The most visible change that meeting hosts will see is an option in the Zoom meeting controls called Security. Visible only to hosts and co-hosts, the Security icon provides quick access to:
  - [Lock the meeting](#)
  - Enable the [Waiting Room](#) (even if it's not already enabled)
  - [Remove participants](#)
  - Restrict participants' ability to:
    - [Share their screens](#)
    - [Chat in a meeting](#)
    - [Rename themselves](#)
    - [Annotate on the host's shared content](#)
- Read more about the Security icon update on the [Zoom support page](#).

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