



April 17, 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.

Recap of Key Information and Communications

- University President Scott R. Pilarz, S.J., sent a message to students and their parents offering **help and advice to those who are responding to serious reductions in family income due to unemployment, underemployment and other losses of income**. The [message](#) included the following instructions:
 - **Families in need of assistance** should contact the Financial Aid Office at finaid@scranton.edu or (570) 941-7701. The Financial Aid staff will review and verify updated information to determine if any increases can be made to need-based federal, state and University of Scranton financial aid programs. This will include funding that may be possible through the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act, or the University's Father Sweeney Grant fund. If you have not already done so, families should complete the Free Application for Federal Student Aid (FAFSA) at studentaid.gov. Pennsylvania residents should adhere to the PA State Grant deadline of May 15, 2020.
 - The University will offer **financial counseling to families** requesting special assistance to meet their financial educational expenses. Staff from the offices of Financial Aid and the Bursar will work with students and their families on the development of financing plans, which will include a combination of federal student and parent loans and may allow for the development of special payment plans outside of the University's normal payment policy.
- Father Pilarz also announced that over the course of this week staff have begun [phone calls to each student](#) to check in and see how they are doing.

- Patricia Tetreault, Vice President for Human Resources, updated faculty and staff regarding [the Pennsylvania Department of Health's newly issued additional safety measures](#) related to COVID-19. In light of these requirements, **all members of the University community are required to wear a mask when on campus.** The University will provide masks for essential employees. Faculty and staff may use their own mask as long as it was obtained or made in accordance with [PA Department of Health guidelines](#). Employees or supervisors with questions or concerns about this requirement should contact the Office of Human Resources.

Updates

- The deadline for Intersession and Spring 2020 project submissions to the **Bonnie W. Oldham Library Research Prize** has been extended to Monday, May 11, 2020 at 4:00 pm. Details about the prize including the online submission form can be found at www.scranton.edu/libraryresearchprize. Questions can be directed to Donna Witek, Information Literacy Coordinator, at donna.witek@scranton.edu.
- On Monday, graduating seniors will receive an invitation from Dean Rivera to vote on RoyalSync for their **Class of 2020 Student Commencement Speaker**. Voting will run through Friday, April 24.
- Staff members who are using an automatic "away message" on their emails or phones are asked to be sure that the **away message clearly indicates that the University is continuing to operate**, with office staff and faculty working remotely. Please be careful not to say the "University is closed," because this is not the case.
- Starting Monday, April 20, The Technology Support Center will adjust the Zoom support drop-in sessions to offer **topic-specific Zoom workshops**. To enter a support session, log into the my.scranton.edu portal and click on the Zoom Support Workshop link. The upcoming sessions are as follows:
 - **Monday:**
 - 10 a.m. to 11 a.m.: How to secure your Zoom meeting
 - 2 p.m. to 4 p.m.: Drop-In Support Hours
 - **Tuesday:**
 - 10 a.m. to 11 a.m.: How to use Breakout Rooms
 - 2 p.m. to 4 p.m.: Drop-In Support Hours
 - **Wednesday:**
 - 10 a.m. to 11 a.m.: Outlook Calendar Integration
 - 2 p.m. to 4 p.m.: Drop-In Support Hours
 - **Thursday:**
 - 10 a.m. to 11 a.m.: Adding a Virtual Background
 - 2 p.m. to 4 p.m.: Drop-In Support Hours
 - **Friday:**
 - 10 a.m. to 12 p.m.: Drop-In Support Hours

- **A Zoom security update** was released on April 8 (version 4.6.10). Make sure to update your application to make your meetings more private and secure. [Click here for additional Zoom information.](#)
- The **Technology Support Center hours of operations** are as follows (starting Monday, April 20): Monday to Thursday: 8 a.m. to 9 p.m.; Friday: 8 a.m. to 5 p.m.; and Saturday and Sunday: 12 p.m. to 6 p.m.
- The Panuska College of Professional Studies published the April 17 edition of its electronic newsletter "[Call to Care.](#)"

You should expect your next regular update on Monday.

Have a great weekend.

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