



May 15, 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 of Scranton President Rev. Scott R. Pilarz, S.J., provided information to students and parents about Coronavirus Aid, Relief, And Economic Security Act grants or “**CARES Act Emergency Grants**” and **encouraged students to complete the University’s grant application by May 20, 2020**, especially graduating and other students who will not be enrolled after the spring term.
- On May 14, Robert W. Davis Jr., Ed.D., Vice President for Student Life, provided information to **students in University residence halls outlining the process through which they can retrieve their belongings from May 19 to June 4**. The procedures require students to adhere to social distancing and other safety recommendations. Because of safety concerns and recommendations, the End of the Year Drive will not be conducted during move out. Further information about how students can retrieve their belongings can be seen **here**.
- Dr. Davis also provided graduating seniors with instructions on how to claim their **free yard sign** and how to order additional signs. The deadline for ordering signs is Sunday, May 17.

Updates

- Students with disabilities who need **extended time on exams** should have rendered faculty notification letters by this point of the semester to make faculty members aware of their accommodations. Students who need extended time on a given exam submit a notification form to the CTLE. Faculty members also receive a copy of the form. When instructors receive the form, instructors should verify the exam through My.Scranton, so that the CTLE staff is alerted about exams that are administered through D2L and can help instructors extend the time for these exams.

- While the CTLE staff can assist instructors extend time for exams given through the D2L platform, it is incumbent upon faculty members to extend exam times when different methods for administering exams are used (Wylie, AIM, email exams, oral exams, etc.), keeping in mind that some students receive 1.5x the regular exam time and other students receive double time. This is indicated on the faculty notification letter.
- Without verifying exams, CTLE staff is unaware of how instructors plan to administer exams. Without this knowledge it is more difficult to assist instructors and ensure the University remains in compliance with applicable laws and regulations.
 - To make sure you **setup your quiz/final/exam properly**, please use [this checklist](#).
 - To ensure you **provide students with disabilities extended time** as necessary, please use [this document](#) (see last section).
- The CTLE will offer **D2L Live Support during the week of Finals**:
 - **Monday-Friday 7:30 a.m. to 1 p.m.**
 - The sessions will be held via Zoom. Instructors can attend the sessions anytime during the posted hours.
 - To join the Zoom meeting, please [click here](#). This information will also be available in the News widget in D2L.
 - Additionally, support will continue to be provided by email at d2lsupport@scranton.edu.
- The University's Center for Service and Social Justice will host a **prayer service for students, faculty and staff as we begin finals week**. The prayer service will take place via Zoom (ID 925-3692-8281) on Sunday, May 17, at 8 p.m.
- University faculty and staff were provided information about **creating a video message to members of the Class of 2020** from Commencement Co-Directors Joe Wetherell, Mark Murphy, Caitlyn Hollingshead and Peggy Burke.
- The University's plumbers have started **flushing all campus building plumbing systems**. The flushing of the Academic buildings will be completed by May 22, and then they will move on to residence halls. The residence hall system flushing will be completed by May 29. During these time frames, there may be some temporary discoloration of water in the building's systems. Please report any prolonged discoloration to the University Police at 7888 and they will contact the appropriate personnel to respond.
- Approved **repair work on the Parking Pavilion will begin on Monday, May 18, and continue to Friday, June 5**. Parking in the Pavilion will not be allowed during this three week period.
- The latest edition of the Panuska College of Professional Studies e-newsletter "**PCPS Call to Care**" can be seen [here](#).

- The seventh issue of **Remote Royals** was sent to students with resiliency tips, virtual events and a link to the latest edition of Esprit, as well as other ways to stay connected to campus and others.

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