



June 29, 2020

Dear Members of the University Community,

**The University is sending regular updates once per week on Mondays.** Other notices will 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 to Expect and Recent Communications**

- Jeff Gingerich, Ph.D., Provost/Senior Vice President for Academic Affairs, will provide **an update to faculty and staff regarding the gradual reopening of campus** now that Lackawanna County has moved into the green phase of reopening.
- In compliance with a directive from the Commonwealth of Pennsylvania, the University has appointed a **Pandemic Safety Officer** to address employee questions related to various required safety measures. Elizabeth Garcia, J.D., Executive Director of Equity and Diversity and Special Assistant to the President, will serve in this role with assistance from the Office of Human Resources. Staff and faculty can read more in Pennsylvania's **[COVID-19 Safety Procedures for Businesses](#)**.
- The **detailed Academic Year 2020-2021 calendar** has been posted to the **[Registrar's website](#)**. Several modifications to the traditional Fall 2020 calendar have been made:
  - Classes will be held on Labor Day, Monday, Sept. 7.
  - Classes will be held on the days previously noted as Fall break, Monday, Oct. 12 and Tuesday, Oct. 13.
  - The University has introduced a Reading Day on Thursday, Nov. 19. Classes will not meet on this day, however, students may use the day to prepare for final exams and other assignments due at the conclusion of the term.
  - Final exams will run Friday, Nov. 20; Saturday, Nov. 21; Monday, Nov. 23; Tuesday, Nov. 24 and conclude on Wednesday, Nov. 25, by 3 p.m.
- The calendar for **online graduate classes** and programs will continue as originally planned.

## Updates

- The 2020-2021 [Staff Holiday Calendar](#) has been updated in accordance with the change to the Fall 2020 Academic Calendar.
- Starting on Tuesday, June 30, the **Library will begin lending physical books and media** from the Library's collection to the University community. Please use the "place a hold" button in the catalog to request your items. You will receive an email when materials are available for "curbside" pick-up in the library lobby. The lobby will be open Monday-Thursday, 8 a.m. to 7 p.m., and Friday, 8 a.m. to 4:30 p.m. Other than the lobby, the Library building will remain closed to the community, including university faculty, students, and staff, so that library employees can safely process materials. We will announce when the library building will reopen to the university community at a later date. To return library materials, please use the book drop in the lobby. For questions about holds, please call 570-941-7524 or email [circulation@scranton.edu](mailto:circulation@scranton.edu). Although the Library building remains closed, remote services, including assistance from Librarians, are still available. Please see the [library webpage](#) for additional details.
- The **Technology Support Center (TSC) will continue to assist our community remotely** until August. We plan to resume our on-campus operations on Monday, August 3. The TSC is planning its reopening by reviewing and creating improved processes that will enable us to safely provide our in-person services.
- The TSC hours of operation are:
  - Monday through Thursday, 8 a.m. to 7 p.m.
  - Friday: 8 a.m. to 5 p.m.
  - Saturday and Sunday: 12 p.m. to 6 p.m.
  - The **TSC will be closed July 3 through July 5** in observance of Independence Day.
- Contact the TSC at:
  - Phone: (570) 941-4357 When leaving a phone message, make sure to leave your name, phone number and a description of your problem, so our team may assist you.
  - Email: [techsupport@scranton.edu](mailto:techsupport@scranton.edu)
  - Enter a ticket in Royal IT Support (authentication required)
- As the University begins to return to normal activities on campus, **Accounts Payable will continue to run checks on Wednesday of each week**. The practice of preparing checks once per week that was adapted over the past few months as a result of COVID-19 will continue. Please contact Accounts Payable with any questions at 570-941-6363.
- The University's interactive **virtual orientation sessions for members of its class of 2024** continues June 29-30 and July 1-2. At the two-day sessions, students and parents can learn about academic life, the successful transition to college, Scranton's inclusive community and its Jesuit heritage, and can also participate in social activities and smaller sessions for students to get to know each other based on interest and majors.

- Incoming students will also be invited to attend **additional virtual social events** during the summer to allow them to get to better know their classmates.
- **Campus tours for prospective students** and their families resumed on Monday, June 29. The number of guests on tours is limited, and reservations are required. Visitors are required to wear masks while on campus and adhere to social distancing and other health and safety requirements. Tours can be scheduled by contacting the Admissions Office at [admissions@scranton.edu](mailto:admissions@scranton.edu) or by calling 888-727-2686.

**In observance of Independence Day, the University will be closed on Friday, July 3. You should expect your next regular update on Monday, July 6.**

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