

June 8, 2020

Dear Academic Affairs Colleagues,

I joined the Office of the Registrar in 1992 and have served as Registrar since 2007, and I know the work that goes into creating the fall schedule. From AUHs determining the number of sections needed, to administrative assistants working the puzzle of meetings times, to faculty developing their course plans, the amount of effort spent developing our calendar is intense.

We would not undertake changes to the schedule unless there was a vital need. This fall, there is. In response to state and federal guidelines, my team has worked with Academic Affairs leadership and representatives from all areas of campus to create a fall on-campus experience that prioritizes the health and safety of our faculty, staff, and students. At the same time, we were driven by the integrity of our academic mission and providing that hallmark of a JMU educational experience: The interaction between our students and faculty in classrooms, studios, and labs.

We are calling this modification **Fall Schedule 2.0**.

In developing this schedule, we aimed to provide as much in-person interaction as possible while attending to health and safety guidance from the CDC, the VDH, and the Governor. After analyzing classroom capacity, we created a meeting schedule that includes occupying previously unused larger spaces on campus, like Madison Union Ballroom, as we adjusted meeting times to allow for increased cleaning during the day. This design helps ensure access to courses for faculty and students, while protecting those who have health concerns. We've involved our partners in Disability Services to address necessary accommodations for students and faculty, as well as integrated [the best practices prescribed for the university](#), like the requirement of face masks. More specific details on health and safety precautions in scheduling and academic spaces is available on the [Academic Affairs COVID-19 website](#).

One of our guiding principles was doing our best to maintain the in-person classroom experience for first year students, followed closely by prioritizing in-person labs and other experiential classes. The modified schedule ensures that, as much as possible, students have the opportunity for face-to-face contact with their instructors at least every other class period. Schedule changes were also evaluated to make sure that students would remain on track for graduation.

All of these factors led to development of the Fall Schedule 2.0. The modification outlined here maintains the MWF/TT structure, but shifts some time periods to insert two 60-minute cleaning blocks during the day:

MWF		MW, WF, MF		TTh	
Current	New	Current	New	Current	New
8:00-8:50	8:00-8:50	8:15-9:30	8:15-9:30	8:00-9:15	8:00-9:15
9:05-9:55	9:05-9:55	8:40-9:55	8:40-9:55	9:30-10:45	9:30-10:45
10:10-11:00	10:10-11:00	9:45-11:00	9:45-11:00	11:00-12:15	11:00-12:15
	60 minutes				60 minutes
11:15-12:05	12:00-12:50			12:30-1:45	1:15-2:30
12:20-1:10	1:05-1:55			2:00-3:15	2:45-4:00
1:25-2:15	2:10-3:00				60 minutes
	60 minutes			3:30-4:45	5:00-6:15
2:30-3:20	4:00-4:50	2:30-3:45	4:00-5:15	5:00-6:15	6:30-7:45
3:35-4:25	5:05-5:55	4:00-5:15	5:30-6:45	6:30-7:45	8:00-9:15

4:40-5:30	6:10-7:00	5:30-6:45	7:00-8:15		
5:45-6:35	7:15-8:05	7:00-8:15	8:30-9:45		
6:50-7:40	8:20-9:10				

In addition, **Fall Schedule 2.0** will allow us to shift current classes to larger spaces, maintaining the current class size while increasing the physical distance between students. As a result, courses with fewer students can be moved into the now-vacated larger classrooms. More details on the logistics of **Fall Schedule 2.0** are available on the [Academic Affairs COVID-19 site](#).

In keeping with our usual methods, academic unit heads will make final decisions on course assignments, locations, and modalities. We met with them Friday, June 5, to discuss the **Fall Schedule 2.0** schedule in detail and address their questions.

We'll begin by migrating the current schedule into the new time blocks shown in the grid above. This is a largely automated process, made possible by our colleagues in IT, and courses that neither start nor end at a university standard meeting time will be handled manually by the academic units. Students who have already registered for classes will see their new class times as part of the migration. They will need to work with their advisers or your department if the new schedule produced time conflicts due to non-standard courses.

Over the summer, the Registrar's Office will work closely with academic units to refine the schedule and assist in addressing any issues. All revisions to the schedule will be completed by the third week of July.

Below is a short timeline of the **Fall Schedule 2.0** rollout:

- ❑ June 10: Faculty, staff and students can view Fall Schedule 2.0.
- ❑ June 10-21: Academic units can review and adjust schedules as needed. This includes discussion among faculty and their AUHs regarding pedagogical reasons for specific class modalities.
- ❑ June 15-19: First-year students will enroll in Fall Schedule 2.0. Login to MyMadison to view your new enrollment appointment.
- ❑ June 22-July 17: First year students participate in virtual Summer Springboard and review schedules with advisers.
- ❑ July 20: All changes to the Fall Schedule 2.0 completed.
- ❑ July 21: All students regain access to Fall Schedule 2.0 and advisers will be available to assist students with schedule changes

Shortly after you receive this email, a similar communication will be distributed to students.

Please note that these changes are to the class meeting schedule only; no changes have been made to the [Academic Calendar for Fall 2020](#).

Fall Schedule 2.0 is our attempt to use the least disruptive strategies that consider the health and safety of our community, reflect JMU's commitment to our academic endeavors, and maximize the effective use of our facilities. It also illustrates the very best of our university-wide collaboration, and I appreciate the assistance of not just those in my office but also IT, University Advising, Facilities Management, and Orientation.

While schedule changes are being implemented uniformly, your academic unit head will have the best information related to your questions as course-level decisions are being made at the department level. I realize that this is a significant alteration to our usual operations, but I hope that seeing the rationale behind these changes and the advance knowledge of the implementation will make the transition smoother.

Sincerely,

Michele White, Registrar