

Dear Students,

We are writing to provide you with detailed instructions on how to read and interpret your Fall 2020 class schedule in Web Self-Service, as we are sure you are eager to know if any of your classes will be holding in-person class meetings/sessions on campus this semester. Please log in to Web Self-Service, pull up your Detailed Class Schedule, and then look under the header **Scheduled Meeting Times** for each class you are enrolled in to see some important details. Please carefully read this message in its entirety, as crucial information is included throughout. In order to ensure that we are all using the same vocabulary, a glossary of terms is provided below.

Glossary of Terms:

- **Online Class** – An online class is a class that is delivered via Ramapo’s *Canvas* learning management system. It does not specify class meeting/session days and times because the work is done according to the student’s availability but does require that assignment deadlines be met and tests or exams be taken as scheduled.
- **Virtual Class** – A virtual class is a class that requires no face-to-face in-person meetings on campus. Virtual classes *may* utilize Ramapo’s *Canvas* learning management system as well as a variety of other instructional technologies including WebEx videoconferencing platform, TechSmith Knowmia (formerly known as TechSmith Relay), videos posted online, etc. Students may be required to attend virtual classes on scheduled days/times and/or may be required to participate in learning opportunities (e.g., watch videos, complete readings, respond to discussion prompts, complete assigned work, create oral presentations) on their own time. If both types of participation are required of students, the virtual class would consist of a combination of synchronous and asynchronous learning, which is favored by Ramapo students according to a recent survey. (Please note that instruction guides and how-to videos on various instructional technologies may be found at <https://www.ramapo.edu/idc/instructional-technologies/>.)
- **In-Person Class** – An in-person (or face-to-face) class is a class that requires a student to attend some class meetings/sessions held on campus. Due to limited occupancy mandates and social distancing requirements, in-person classes may not meet as often as originally scheduled this fall. Each professor will provide further details about exact expectations for in-person, on-campus class meetings with their students during the first week of fall classes. (Please note that students who have no other options may be allowed to remotely participate in in-person classes – see Important Notes at the end of this message for more information. In addition, in-person classes may also utilize Ramapo’s *Canvas* learning management system.)
- **Synchronous** – Synchronous learning requires students to participate in classes that are held on a scheduled day/time. Additional course work may be assigned to supplement and deepen the learning that happens in these synchronous class meetings/sessions.
- **Asynchronous** – Asynchronous learning allows students to complete learning opportunities and assigned work on their own time and in accordance with established due dates/deadlines. Students are not required to attend class meetings/sessions on scheduled days/times.

- Online Classes:** Ramapo’s online class format remains unchanged. If the **Schedule Type** indicates that the class is an **Online Course**, then the entire content of this sample class will be delivered online through Ramapo’s *Canvas* learning management system. As usual, an online class does not require any in-person, on-campus presence at all, and students are *not* expected to participate in any synchronous class meetings/sessions since there is no specific information listed under **Days, Times, and Where**. This means that students enrolled in this class will be expected to learn the course material and complete all required coursework, as presented through *Canvas* as per any deadlines established and shared in the *Canvas* course calendar. The professor will share additional details with their students during the first week of fall classes.

Scheduled Meeting Times						
Type	Time	Days	Where	Date Range	Schedule Type	Instructor
Class	TBA		TBA	Sep 02,2020 - Dec 22,2020	Online Course	Professor George Online

- Classes with In-Person, On-Campus Meetings/Sessions:** If **Days, Times, and Where** are listed in a typical way, then the class will hold *some* face-to-face meetings/sessions in person, on campus. For example, the class information below indicates this sample class is scheduled to meet in person on campus on Mondays and Thursdays from 8:00 am until 9:40 am in Room 221 in the ASB (Anisfield School of Business) Building. The professor of this class will share exact expectations for class meetings with their students during the first week of fall classes, but at least some class meetings/sessions (* *but perhaps not all in order to accommodate state-mandated social distancing and reduced density guidelines* *) will be held in person, on campus on Mondays and/or Thursdays between 8:00 am and 9:40 am.

Scheduled Meeting Times						
Type	Time	Days	Where	Date Range	Schedule Type	Instructor
Class	8:00 am – 9:40 am	MR	Anisfield School of Business 221	Sep 02,2020 - Dec 22,2020	Lecture	Professor Celeste Oncampusessions

- Classes Held On Campus That Later Transition to Become Virtual Classes Which May Be Held Synchronously:** If there is more than one row of information for **Days, Times, and Where**, then the class will follow an atypical schedule. For example, the class information below indicates this sample class will meet in person on campus *only* on Tuesdays from 8:00 am until 9:40 am in Room 101 in the A Building and *only* up until October 26th. The remainder of the semester, will be conducted virtually meaning that *no* in-person class meetings/sessions will be held on campus from November 2nd through December 22nd. The professor of this class will share the exact frequency and schedule for synchronous class meetings/sessions with their students during the first week of fall classes. It is important to be aware that students enrolled in this sample class may be required to join and participate on certain Tuesdays or every Tuesday from 8:00 am to 9:40 am via WebEx or similar videoconferencing platform.

Scheduled Meeting Times						
Type	Time	Days	Where	Date Range	Schedule Type	Instructor
Class	8:00 am – 9:40 am	T	A Building 101	Sep 07,2020 - Oct 26,2020	Lecture	Professor Carlos Oncampus-Thenvirtual
Class	8:00 am – 9:40 am	T	Virtual Delivery	Nov 02,2020 - Dec 22,2020	Lecture	Professor Carlos Oncampus-Thenvirtual

- Virtual Classes Which May Be Held Synchronously:** If **Days** and **Times** are specified and the **Where** indicates Virtual Delivery, then this sample class does not require any in-person, on-campus presence at all, but students may be expected to participate in synchronous class meetings/sessions. The professor of this class will share the exact frequency and schedule for synchronous class meetings/sessions with their students during the first week of fall classes. It is important to be aware that students enrolled in this sample class may be required to join and participate on certain Mondays and Thursdays or every Monday and Thursday from 11:30 am to 1:00 pm via Webex or similar videoconferencing platform.

Scheduled Meeting Times						
Type	Time	Days	Where	Date Range	Schedule Type	Instructor
Class	11:30 am - 1:00 pm	MR	Virtual Delivery	Sep 02,2020 - Dec 22,2020	Lecture	Professor Sally Synchronous Virtual

<< If you have any questions or need clarification on your schedule, please contact your Academic Advisor or the Registrar's Office (reg@ramapo.edu). >>

Important Notes:

- If you are enrolled in a class that will hold some in-person meetings/session on campus and you are immunocompromised or otherwise in a high-risk category and, therefore, cannot come to campus, you have the following three options:
 - request accommodations from your professor to remotely participate in the class;
 - select a different section of the course that is taught in a manner (i.e., fully virtual or online) that would better suit your needs if other sections exist; or
 - discuss course substitution possibilities with your Academic Advisor, the Convener of your Program, or your School Dean if the first two options are not available.
- Whatever information is provided for a class in the Detailed Class Schedule is how the class plans to be delivered in the fall semester. In particular, a class that has no required in-person

meetings/sessions indicated in the Detailed Class Schedule cannot switch later and require students to come to campus. However, it is important to note that **if Governor Murphy moves the state to Stage 1, then all in-person, on-campus classes must immediately transition to virtual.**

3. If you are a non-residential student who must join a virtual class shortly after attending a face-to-face class on campus, which does not allow enough time to commute home, study spaces will be available on campus where you can go to join your virtual class. If you have your own technological device (e.g., a laptop, tablet, or even smartphone), this will be a classroom. If you do not have an adequate technological device, this will be in the Library computer rooms. You will be required to reserve a study space in advance so that limited occupancy rules can be followed and attendance records are available should contact tracing be needed. Details on this reservation procedure will be shared closer to the start of the fall semester.
4. Be sure to review the Fall 2020 Academic Calendar for important dates and deadlines, including the first day of classes (September 2nd), add/drop deadlines, grade option deadlines, and the January graduation application deadline. The Fall 2020 Academic Calendar may be found at <https://www.ramapo.edu/academic-calendars/future-calendars/>.
5. Despite intentions and efforts to plan as accurately as possible, we must all remain cognizant of the fact that an unprecedented global pandemic is occurring. The degree of community spread of the virus and state and CDC guidelines change frequently. Therefore, please understand that **all class schedule information is subject to change.** Additional details or modifications will be conveyed as they become available or as they emerge, respectively. Please know that we appreciate your patience.