

Subject: New Capacities for On-Campus Courses for Students

Dear Advising Community:

First, thank you for the essential and ongoing service you offer to our students and the CSU Community. You are essential parts of the team and we appreciate what you have been and what you continue to do.

On Thursday, April 22nd we sent a message to Deans and Associate Deans informing them of the exciting opportunity to provide more in-person learning experiences for students. As a result, we asked for department schedulers to work with the RO to make shifts to bring some large section AUCC 100 level courses back to campus, and then work to address courses serving upper division students. We are writing to inform and prepare the advising community.

These are pertinent points you can share with students at this time:

The Pandemic Preparedness Team (PPT) has informed the Provost's Office that they have approved modified physical distancing requirements in the fall based on changes in Larimer Public Health guidelines, as follows:

- Three-foot distancing in classrooms while still requiring masks be worn at all times.
- No distancing restrictions in labs, but students and faculty must wear masks with additional face shields or goggles at all times.

This news follows a growing consensus among health experts that the risk of COVID-19 infection or serious illness/hospitalization will lessen as vaccination rates climb over the summer. As we have done these past 13 months, CSU will prioritize our community's health and well-being and be prepared to respond to any turn of events. All current health protocols (including six-foot physical distancing) remain in effect on CSU campuses for the remainder of the spring semester.

In implementing the next steps, we have created a process with the following priorities:

We are working as quickly as possible to have things in place before Orientation. On Friday alone, RO was able to move several hundred seats from online to on-campus instruction.

We are seeking to provide more on-campus opportunities for upper division students and these efforts may involve some outreach to students as these opportunities are realized.

We strive to minimize the disruption to individual student schedules, however, trying to serve the good of the larger whole will mean that some students will need guidance if they decide to search for other options for their course delivery. An example would be a hybrid course that is moved back to entirely on campus and for which a student had planned to have one of the days free.

We strive to assure that students who have intentionally selected online sections will have options available to continue with online registration for courses.

Process Steps:

By Friday April 23rd departments were asked to respond to the information that the Office of the Registrar (RO) has identified 57 large, 100-level synchronous course sections that currently are designated fully online, but have no students registered yet. RO has found classrooms for most of the 57 sections in the same time period, increasing our on-campus seat total by 2700.

Advising Community Implications: This decision is made to assure that more on campus sections are available prior to the start of Orientation.

Departments are also considering:

- Where do you want to increase your caps for existing 100-200-300-400-level face-to-face or hybrid sections, as a result of our increased seating capacity?
- What labs do you want to increase to full capacity for in-person instruction?

Advising Community Implications:

It takes time to place courses into new classroom spaces and the RO and academic departments are working as quickly as possible. Students who are already registered and who want on campus courses should be advised to keep checking RAMweb and to get on waitlists as appropriate. As capacities increase, automatic waitlist notifications will be sent to students.

RO has also identified 200, 300 & 400-level distance courses with no enrollment. “Stop Enrollments” have been placed on those sections and RO has followed up with departments to determine which sections may be able to return to campus.

Advising Community Implications:

Students who are already enrolled and who want on campus courses should be advised to keep checking RAMweb and to get on waitlists as appropriate.

RO will also follow up with options for hybrid sections and asynchronous online courses that currently have no or very low enrollment and at request of departmental room schedulers will strive to find rooms. The goal is to move as many online and hybrid courses back to campus as possible.

Advising Community Implications:

Students who want all online instruction should reach out to advisors. Students who have a documented disability that requires online accommodation should work with the Student Disability Center first.

Please work with students to find a suitable alternative or to accommodate extenuating circumstances that prevent students from transitioning to fully FTF classes.

Planning for modified physical distancing for the fall brings us one step closer to a return to a more familiar academic and university life for our students and faculty. It's exciting but we also know it is a heavy lift amid a challenging stretch. Thank you for your support as we try to do all we can to navigate the pandemic and ensure the best academic opportunities and robust student life possible for our students.

Sincerely,

Kelly Long, Gaye DiGregorio, Pam Jackson, and D Tobiasen Baitinger