

What will my classes be like this spring?

In order to mitigate health risks and maintain continuity and quality of instruction we will continue to deliver spring courses in four formats: 1) face-to-face, 2) HyFlex, 3) hybrid or 4) fully online.

1. **Face-to-Face** (f2f) courses will have faculty and students together in a traditional on-campus classroom format. Students and faculty will meet together following the regular course schedule.
2. **HyFlex** courses will combine face-to-face and online technology to deliver course content to students who will be *together in class at the same time*. Some students will be in person and others will join remotely.
3. **Hybrid** courses will combine face-to-face and online technology as well. In this format, faculty will divide students into small groups. Each group will meet with the faculty f2f on different days (at the regularly scheduled course time). Course content also will be delivered online, and online discussions, assignments and lectures will be a significant part of the course.
4. **Online** courses will be delivered in synchronous and asynchronous formats. Students must comply with expectations for synchronous course meetings.

Why are we using so many different strategies?

Many factors influence the best way to deliver a high-quality course and adhere to public health guidelines. These factors include things such as class size, teaching strategies, course goals, available campus space, etc. Being prepared to teach in person and remotely means that we are ready to respond flexibly to public health challenges without sacrificing academic quality. You will be able to make the same progress toward your degree even if residential instruction is interrupted. Having options also accommodates the needs of students who are already impacted by the pandemic by allowing them to participate remotely. Students unable to be on campus and in class for some or all the semester will be able to maintain academic progress.

If I did not have one in the fall, what will it be like to take a HyFlex or Hybrid class this spring?

The Hyflex and hybrid course experiences will differ, just like your regular courses also differ from one another. In some classes, you may not notice much difference, other than you don't meet with all of your classmates at the same time, and you meet less frequently in an f2f setting. In other classes, you may be working with students online while you are part of an f2f class. Your partner in a project may be joining remotely using Zoom, or you may help the professor monitor questions coming to the class via chat. For many of your classes, course materials, some lectures, quizzes and other study tools will all be on Canvas.

What technology will be used to deliver HyFlex and Hybrid and Online courses?

All courses will be based in Canvas. Your professor may choose to use additional online tools to deliver course content.

Will HyFlex and hybrid classes have scheduled meeting times?

Yes. If you are on campus, your Hyflex and hybrid courses will meet at the scheduled time on your course schedule. If you are accessing the course material remotely, you will have synchronous and asynchronous options that allow you to interact with the students who are accessing the course in a different mode. These options will vary by course.

Will f2f classes be different?

Yes, they will probably feel a bit different. Every classroom space has been assessed for a reduced occupancy and seats have been removed to ensure that students are 6 feet apart. We ask that students not move desks or chairs and choose a seat for the semester. Having an "assigned" seat will help if we need to initiate contact tracing.

Wearing masks may mean that conversations and discussion feel a bit different. It may be harder to hear one another, and it may be harder to know when someone wants to talk. We use nonverbal cues to communicate with one another, and with half of our faces covered, we will need to develop new skills related to reading nonverbal cues expressed with our eyes and perhaps our hands. Making sure we slow down and speak distinctly so others can hear, and establishing clear group guidelines on participation will allow us to include all of voices in our conversations.

Will online classes have a scheduled meeting time?

Yes. If you are enrolled in an online course, you will need to follow the guidance of the faculty member. Some online courses will be synchronous. Others may have asynchronous options. These options will vary by course, so pay close attention to the policies and expectations shared in the syllabus.

If I am on campus, can I choose when to join my Hyflex and hybrid courses remotely?

In general, no. You are expected to be in face-2-face classes unless you have received an accommodation or are not feeling well. You should consult the course syllabus or speak to your faculty to understand the attendance policy for each class.

Can I take all of my classes online if I am not able to live on campus or travel to Indiana? What if I need medical accommodations?

Students who cannot return to campus because either they are not able to obtain a visa, or for health reasons, should complete the request for accommodations at [Webapps.manchestr.edu/covid/accommodations](https://webapps.manchestr.edu/covid/accommodations). Each case will be considered once the necessary information has been submitted.

- If you receive an accommodation because you are ill, or because you need to quarantine, your faculty will be alerted. You should also contact them as you are able.
- If you are able to join a course remotely, faculty will assist in making this possible.
- As with any class absence, you are responsible for making up all course work.

What are the current guidelines for class absences?

Students who miss class for medical reasons will have additional time to complete assignments and reschedule tests and quizzes. Students absent due to illness may be required to obtain a return-to-school document from their medical provider before returning to f2f classes.

Absences from class for any non-COVID reason are subject to the class attendance policies faculty have shared in the course syllabus. You should refer to those documents or contact your faculty if you have questions about absences for any reason other than personal illness.

Is on-campus, COVID-19 testing available?

COVID-19 testing is available Monday, Wednesday, and Friday, from 10 am – 3 pm on the first floor of the Chinworth Center. You can schedule yourself for a test once per week on any of our testing days using this link: <https://mobile.manchester.edu>. A video walk-through showing how to use the system is available here: [VIDEO](#). To sign-up, click: [TEST SCHEDULING](#)

What is the format of exams and other assignments?

Your professor will choose the format of exams and other assignments.

How will labs, fieldwork, and studio and performing arts courses work?

Courses that require access to specialized equipment or instruments will generally be f2f. If you have received an accommodation to be a fully remote student, you may not be able to take some classes this fall that require hands-on work. You can work with your academic advisor to develop a schedule that will keep you on track to meet your educational goals, taking these

classes in either the spring or next fall.

Have we changed the spring schedule?

Yes, we have opted for multiple break days throughout the semester, rather than a weeklong spring break. The adapted schedule is as follows:

- o February 2 – Classes begin
- o March 3-4 – Break Days – no classes
- o March 23 – Break Day – no classes
- o April 2 – Good Friday holiday – no classes
- o April 5 – Break Day – no classes
- o May 7 – Break Day – no classes
- o May 17 – Reading Day – no classes, no exams
- o May 18-21 – Final exams
- o May 22 – Commencement ceremonies

Will my classes start and end at the “usual” times?

No, they will not. To allow for extra time to clean between classes and to allow for fewer students in hallways and stairwells, we have staggered start times for all classes. This means that a 9 a.m. MWF class may start at 9:00 or 9:10. Staggered start times mean that, at a minimum, everyone will have at least 10 minutes between each class.

Can I wait in the building for my classes to start?

No. You should not show up for class early and wait for a room to empty, nor should you stay in a classroom building between classes. Please arrive for your class on time and once class is over leave the building following the guides for hallways and stairwells.

How will the altered class schedule affect practice if I am an athlete or part of a music group?

Athletic teams and music ensembles/groups will meet in smaller groups in order to meet NCAA and CDC safety guidelines. Your faculty and coaches will work with you to establish practice and performance/rehearsal times.

How will I know when my new class times are?

Your start and end times will be on your course schedule in Self-Service.

Do I have to wear a mask during f2f classes?

Yes. Face masks are required in all public spaces on our campuses. Experts have determined that face masks are one of our best tools in reducing the spread of COVID -19 and keeping each other safe. Wearing masks means that we will be able to be together on our campuses. If you need an accommodation to wear a different face covering, please submit your request to [Webapps.manchester.edu/covid/accommodations](https://webapps.manchester.edu/covid/accommodations).

Will my faculty have face-to-face office hours?

All faculty will have regularly scheduled office hours available for meeting on a drop-in basis. Each faculty member will determine the best way to meet with students. These meetings could be in person, they might happen via Zoom, or using other technology. Please refer to course syllabi for your faculty's office hours.

What is the best way to meet with my academic advisor, success advisor, or professor?

Students should contact their academic advisor using email or use Spartan Success to schedule a visit with their success advisor during office hours.

Will the library be open, and can I get books?

Yes, the library will be open, and you will be able to get books. Study rooms are also open this semester. Please make sure you follow social distancing recommendations when you use the rooms. When you are in the library, you will need to wear a mask and meet all social distancing requirements.

When materials are returned, they will need to be quarantined for 72 hours. This means that you may have to wait to check out the materials you want. You should plan ahead when you are working on assignments that require library materials. Due to quarantine procedures, you won't be able to check out course reserves. Instead, you can request scanned copies of limited portions of the materials. To make a request, complete the [Course Reserves Request Form](#) (available on the library home page). You can search required course reserves at <https://manchester.on.worldcat.org/courseReserves/landing>