



**Subj: Information about Academics for Spring 2021**

**Date: Wednesday, December 16, 2020**

We are all excited to welcome you back to campus for the spring semester! We want to make sure that you understand how classes will be conducted and what you can do to help make them successful for everyone. Following specified safety procedures will help us protect one another and allow for a healthy learning environment. The following information will help you get off to a good start.

Note that there is additional information about the spring semester in the FAQs at [www.hendrix.edu/spring2021plans](http://www.hendrix.edu/spring2021plans), including a PDF of this material in the “Detailed Information for Students” section, if you prefer that format.

#### **Calendars and Schedules**

**Academic Calendar:** Instead of a week-long spring break, we will have five wellness days distributed throughout the spring semester. You will not have classes on these days, and faculty will take these as break days, too.

**Daily Calendar:** The class times have been changed for the spring semester to provide increased time between classes (15 minutes or more) to help with movement between classes and with cleaning classrooms between classes.

**IMPORTANT:** To access your class schedule, visit CampusWeb and under Academics click on “My Schedule” and change the term to spring, if needed. It will show the new times for your courses.

**NOTE:** The changes to the Academic Calendar and the Daily Calendar are for spring 2021 only. You have received the calendars in a previous e-mail from the College, and you can also find them on the Hendrix website at <https://www.hendrix.edu/calendars/>.

#### **Learning Modes**

**Hybrid Learning:** Courses will be delivered synchronously during assigned class periods in a hybrid mode. Although most of our classes will be taught by faculty in-person, there are some faculty who have been approved for remote teaching, and these classes will be offered to students in a remote, synchronous format. While most students will be on campus for in-person attendance, some students will remain off-campus receiving remote instruction. Classrooms are set up with appropriate technology (Meeting Owl smart video conferencing cameras or cameras and microphones) so that the students attending remotely will be able to participate. Classes for individual students will either be all remote or all in-person with the following exceptions:

- If a student who is learning in person is isolated or quarantined due to COVID, the relevant faculty members will be notified that the student will be taking class remotely until the quarantine or isolation is lifted. If a student is ill from COVID and cannot attend remotely, faculty will follow the normal procedure for illness as outlined in the *Hendrix Catalog*.
- If a student is in a course which uses rotating in-person and remote learning, the instructor will provide specific scheduling information (see Classroom Seating section below for more information).

**Switching Learning Modes:** If you have chosen to attend class in person or remotely, you can switch to the other learning mode by contacting the registrar ([registrar@hendrix.edu](mailto:registrar@hendrix.edu)) and campus housing ([housing@hendrix.edu](mailto:housing@hendrix.edu)). For students in campus housing, please see the refund policy in [the FAQs on the website](#).

### **Academic Buildings and Classrooms**

**Entering and Exiting Campus Buildings and Restroom Usage:** There will be signs both inside and outside campus buildings to help us move through buildings safely. Please pay attention to these signs, and if you have questions, ask your instructor. People who have mobility issues that require them to use crutches or wheelchairs may need to follow other traffic patterns to minimize effects on health and on travel distances. Students will be encouraged to leave classroom buildings at the end of each class, even if their next class occurs at the following period and is in the same building. We will also need to be mindful of using restrooms in buildings where they are small (such as Mills, Trieschmann, and Staples Auditorium). It will be helpful if you can use restrooms in other buildings that have larger restrooms when possible.

**Classroom Seating:** To meet social distancing requirements and to accommodate video conferencing technology, all classrooms will have fewer seats and they will be spaced for 6-foot distancing. Chairs and desks in the classrooms should not be moved unless the instructor directs you to do so. We have worked to place most classes in rooms where all on-campus students will be able to meet in-person at the same time. This means that classes will be meeting in some spaces that we typically do not use as classrooms, including Worsham Auditorium in the SLTC, the Trieschmann Gallery, Staples Auditorium, Reves Recital Hall, and Cabe Theatre. Some classes or class sessions may have students meet remotely. For example, a course that meets Tuesdays and Thursdays might have half of the students in class on Tuesday and then remote on Thursday. The other half would rotate in the opposite direction (remote Tuesday and in-person on Thursday). Or one of your class sessions might meet remotely in order for students to work together in pairs on a project. Your instructor will let you know if any of your classes will be using a rotating format.

**Cleaning Classrooms:** Classrooms and laboratories will be stocked with cleaning supplies (cleaning solution and wipes); you and the other students in your classes will wipe down surfaces (for example, desks and tabletops) at the END of each class, before departing. Housekeeping will clean classrooms daily.

## Class Behavior Expectations

Class Attendance: Students are expected to attend classes either in-person or remotely as appropriate. The *Hendrix Catalog* attendance policy will govern any attendance issues.

Masks in Classrooms: You have been asked to bring masks with you to campus, and you should be prepared to wear them whenever you are in campus buildings or outside if you cannot socially distance. (There are some exceptions to this in living units. You will hear about these in your housing information.) Faculty will be provided with some masks that they can give to students who come to class without them, but you should not rely on these masks for your daily usage. Your instructors will remind you that you are required to wear masks in all classrooms. If a student refuses to wear a mask, the faculty member will send the student to the Dean's Office and follow up with an email giving the student's name to Dean Wiltgen. The Dean's Office will follow up with the faculty member so that the faculty member knows the outcome of the meeting.

Computer Use During Classes: If any of your instructors asks you to bring your laptop or smartphone to use during class, please make sure that you have charged your device before the class begins. There are some outlets available in classrooms, but there will not be enough for all students in a class to have access. You should also bring earbuds or some other type of headset with you to campus.

Faculty-Student Meetings: Faculty members will not hold meetings with students in their offices unless they can maintain the 6-foot social distancing requirement. Therefore faculty-student meetings will be held in other spaces on campus (such as conference rooms or outside) or virtually on Teams.

## Library Information

Study Spaces: You are encouraged to study in the library or in your apartment or residence hall room, as many buildings and common areas may have restricted access in the evenings and on weekends. The library will be available with socially distanced study spaces. Hours:

- Monday-Thursday 8 a.m. to 11 p.m., with study hall from 11 p.m. to 1 a.m.
- Fridays 8 a.m. to 5 p.m.
- Saturdays noon to 5 p.m.
- Sundays 2 p.m. to 11 p.m., with study hall from 11 p.m. to 1 a.m.

**Group study carrels** on the second floor will be available for two-hour checkouts. **The Snoddy Center** will be open 24/7 with card access.

Snoddy Center: The Testing Center will remain located in the Snoddy Center. However, the Writing Center will offer both virtual and in-person appointments, which will move to the second floor of the library in the Reading Room. Peer Learning assistance will remain available in the Learning Commons (first floor of the library), and also in the Seminar Room in the Snoddy Center. Capacity restrictions will be in effect.