




Memorandum

TO: Deans
Associate Deans
Department Chairs
Directors

FROM: 
Karen Appleby
Interim Provost & Vice President, Academic Affairs

DATE: March 29, 2021

RE: Fall Course Registration

Guiding Thoughts for Fall Course Schedule Changes - March 31st through April 6th

If you need to make a change to the fall course schedule, the CLSS schedule will open on March 31st through April 6th. If you would like to make changes, please consider the following: First, we are prioritizing face-to-face classes as much as possible¹. The university will continue monitoring public health guidance and will issue updates as necessary. And, second, once the schedule goes live for students on April 12th, we would like to minimize impact on students. Therefore, it is extremely important that the schedule is as stable as possible throughout the summer. We are asking that only critical changes, for the success of our students and faculty or in response to evolving public health guidance, be made after April 12th.

Thus, beginning March 31st, please make changes to the fall course schedule so that minimal additional changes will need to be made throughout the summer. Also, due to the difficult re-rooming process,

¹ Exceptions:

- ❖ If a class was originally scheduled as “hyflex”, and that modality is both pedagogically sound and will increase/support student enrollment and success, please request a synchronous online section with the same days and times as the F-2-F section.
- ❖ If a synchronous online class is pedagogically sound and will increase/support student enrollment and success, this class can stay in a synchronous online format.
- ❖ If an asynchronous course could be offered F-2-F and is more pedagogically sound and will increase/support student enrollment and success in person, asynchronous courses can move F-2-F.



room change requests will be considered based on room availability. Room change requests based on accessibility or health concerns may be made in CLSS.

Please remember, We will no longer be utilizing the “hyflex” schedule type or terminology. Instead, we will schedule F-2-F sections with synchronous online sections at the same days and times. This will allow us to determine in which modality students prefer to take classes.

Guiding Thoughts for Fall Course Schedule Changes - After April 12th

Fall course schedule changes can be made if, and when, it is necessary to do so. By this date, students will have begun registering for courses, so it is important that we minimize all negative impacts on students and limit the changes we make to those that are absolutely necessary. We are prioritizing face-to-face classes and working to keep the schedule consistent for students, so long as public health guidance permits the university to do so. To that end, here are thoughts for consideration if you are making a change:

- If the current instructor becomes unable to teach, please consider changing the instructor of the course to preserve the face-to-face experience, and minimize the impact on students.
- Hyflex courses provide opportunities for students at our outreach centers (Meridian, Idaho Falls, and Twin Falls) to take classes not traditionally available to them. Please keep these students in mind as you update your schedule.
- New Student Orientation (NSO) will take place from May through August. New students will not be able to register until they attend one of these orientations. Please do not cancel lower division courses, even if there is no or low enrollment, as students will continue enrolling until courses begin in August.
- If a course change is necessary due to health concerns of a faculty member, this will be prioritized and we will make accommodations at the course level.
- Please consider if this class can be taught effectively online or remotely.
- Please consider if this change will impact student enrollment, progress to degree completion, matriculation, or graduation negatively.

CC:

Dr. Lyn Redington
Vice President for Student Affairs

Staci Phelan
Interim Associate Vice President for Enrollment Management

Laura McKenzie
Office of the Registrar

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Division of Academic Affairs

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