

From: [Office of the Provost](#)
To: [KU Lawrence Faculty and Staff](#)
Subject: Fall Schedule Reset Complete - Things to Know
Date: Monday, August 3, 2020 11:01:08 AM



Sent on behalf of Matt Melvin, Vice Provost of Enrollment Management, and Nick Stevens, Chief Data Officer

Enroll & Pay Reopens for Students to Review, Adjust Schedules

Dear Deans, Chairs, Faculty and Instructors,

Over the course of the past several weeks, personnel from Analytics and Institutional Research (AIR), Operations, Enrollment Management and academic units have taken on the unenviable task of resetting the fall schedule of courses and accompanying classrooms, to accommodate social distancing principles and practices. This was an incredibly difficult and complex task to accomplish in a compressed period of time. Office of University Registrar (OUR) and Student Information Systems (SIS) staff have worked nearly non-stop since the enrollment system was closed to reset the fall schedule based on information provided by academic units and university operations. Their work has been exemplar and serves as a yet another reminder of the deep commitment, passion and love that those who serve in staff roles have for KU and in helping the institution find its way through difficult times.

A message was sent to current students earlier this morning encouraging students to check their fall schedule and indicating that the enrollment system has been reopened for course schedule adjustments. As we move to this next phase, here a couple of things to keep top-of-mind:

- This was a difficult task with no perfect solution. Faculty and students will have classes scheduled in buildings/rooms they have never used before. We ask for your patience, support and leadership in helping communicate to instructors and students the need for adjusting courses and classrooms.
- Efforts were made as best as possible, within time and system limitations, to communicate to students detailed information about course times and course locations. However, this was not possible to do in cohort classes scheduled to meet every other week. **In this instance, instructors need to assume the responsibility for splitting up the**

students in their respective cohort section. We would also suggest that during the first class period instructors clearly communicate and clarify to all students details associated with course location and course meeting times.

Respectfully,

Matt and Nick

Matt Melvin

Vice Provost of Enrollment Management

Nick Stevens

Chief Data Officer

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