

# **Returning to Rutgers University – Newark: A Working Plan for Fall 2020**

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## INTRODUCTION

The highest priority of this working plan is the health and safety of faculty, staff, students, and community partners. It also reflects acute awareness that Rutgers-Newark is an exceptionally mobile university community with an overwhelming majority of people who commute to and from our campus from widely varied locations and local circumstances, including nearly 90% of our students. It is informed by the detailed Rutgers-wide plan, “[Returning to Rutgers: A How-To Guide To Repopulating Rutgers Spaces](#),” sent to all members of the Rutgers community on June 19, 2020 and the [guidelines of the New Jersey Office of the Secretary of Higher Education](#), our plan prioritizes the health and safety of our campus and community members.

While this working plan focuses on instruction, academic support, research, and student life, it reflects ongoing partnership with colleagues across Rutgers as we continue to develop more extensive, context-sensitive plans that require further consideration. Among the critically important areas still under development, but not addressed in detail here, are: student, faculty, and staff training; self-monitoring and health protocols; preparing workspaces and classrooms with equipment and signage to meet hygienic and social distancing guidelines; calibrating transportation plans with anticipated levels of students, faculty and staff expected on campus; and developing individualized management plans for all administrative offices to assure the health and safety of all community members while assuring that services will continue to be provided without interruption through tele-commuting and staggered in-person staffing, as needed. Of course, all plans must remain contingent on continued progress being made across our community and our state in mitigating the effects of COVID-19.

## **ACADEMIC PLAN**

Our academic practices for the Fall 2020 semester must balance both our desire to teach and learn together and the reality of an extended recovery period in which we will only be able to gradually transition from remote to in-person instruction. Our transition will be guided by our highest priority, which is the health and safety of our Rutgers-Newark family members. We are acutely aware that under normal circumstances, we are an exceptionally mobile university community with an overwhelming majority of people who commute to and from our campus from widely varied locations; we know that our students, faculty, and staff will continue to face a wide range of personal and localized challenges for months to come. We also remain acutely attuned to the recommendations of federal, state, and local healthcare officials, and will adjust all of our plans in the coming months to follow social distancing, testing and tracing guidelines.

### **Courses Usually Held on Campus**

For Fall 2020, we will utilize a 3-component model for courses that are usually held on campus: (1) instruction and materials delivered remotely for asynchronous learning, (2) synchronous remote interaction, and (3) in-person instruction where feasible.

Most of our undergraduate and graduate courses will be delivered remotely, with faculty trying their best to interact directly with the students as much as possible. Thus, instruction and materials may be asynchronously delivered but, wherever possible, synchronous "live" (but still remote) sessions may be held to enhance the learning experience (using WebEx and other tools). In addition, faculty will endeavor to have direct contact with students in other ways (email, phone, etc.) in order to maintain a strong connection with students.

For in-person instruction, we are prioritizing those courses in which use of the university's physical infrastructure can most benefit instruction (e.g., some laboratory sciences), and in which it is feasible to adhere to the strict precautions of public health officials. But even for the limited in-person interaction that we are planning, we are well aware that these plans may get disrupted if students or faculty members are unable to come to campus because of health and related considerations. If such circumstances arise for classes expected to run in-person, students will be provided alternate opportunities for asynchronous or synchronous remote instruction so that the academic progress of our students continues.

In close collaboration with the deans, at this time, in light of revised guidelines from the Governor and Office of the Secretary of Higher Education, we are planning for in-person instruction in all schools and colleges at both the undergraduate and graduate levels to be reserved for classes such labs and clinics, and those that require technical and hands-on instruction, while assuring that all state-established restrictions and other safety measures are heeded.

- The School of Arts and Sciences-Newark is prioritizing in-person instruction for social work and urban education internships and graduate courses that involve experimental work in laboratories.
- Rutgers Business School, the School of Criminal Justice, and the School of Public Affairs and Administration will conduct all classes remotely.
- Rutgers Law School is prioritizing in-person instruction for clinical work.

- The Graduate School-Newark is prioritizing graduate coursework relying on hands-on training and specialized equipment for in-person interactions, while virtual tools will continue to be available for dissertation and proposal defenses, qualifying exams, professional development, and job search preparation such as mock job talks. Graduate students will gradually return to laboratories for their research, depending on public health guidance and university guidelines.

## **Technology Support for Faculty and Students**

Assuring that faculty and staff have the technology and support needed to implement instructional plans and that students have the technology, connectivity, and support needed to participate fully and robustly in courses regardless of the mode of instruction are among our very highest priorities. Throughout the spring, we surveyed faculty, students, and staff to identify individuals who may not have the hardware or bandwidth to engage fully in remote teaching, learning, and support and have found solutions for them through expanded equipment loan programs, connection with service providers, and the dissemination of less technically demanding tools and practices. We will continue this work, but we also look forward to enabling faculty, students, and staff who may have less than ideal work environments at home, or for whom access to disability accommodations and services are important, to return to campus to access services and use offices, libraries, and computing labs once again. During Spring 2020, we had extensive one-on-one consultations with students to provide technological support needed to enable full participation in remote coursework; we will continue this for Fall 2020, including discounted purchases of equipment and software, as well as making computers available on loan when needed.

RU-N is fully equipped to deliver remote instruction at a high level. We have a range of tools (Blackboard, Collaborate, Canvas, Kaltura, Webex, RUN4Success/EAB Navigate), expanded training available to our faculty through the RU-N Academic Technology Services and our P3 Collaboratory. We are also ably supported by Rutgers' offices such as Teaching and Learning with Technology, and the Center for Teaching Advancement and Assessment Research. Moreover, we have able external partners such as the Association of College and University Educators with whom we have an established cooperative agreement offering relevant workshops and course training modules to enhance pedagogy, including remote instruction.

Computing support services for students like the helpdesk and computing labs will adjust their services to accommodate social distancing policies. For the fall we are expecting to utilize the university's new 'Virtual Computer Lab' service that will allow students to access lab software remotely. On campus printing and copying services will be made available in the residence halls, libraries and computing labs based on the overall campus openness. Social distancing and rigorous cleaning protocols will be used so that the services the labs provide can be available based on capacity restrictions (e.g., operated via a reservation system).

While heeding state guidelines, the computer labs in Dana Library and, based on need, Rutgers Business School at 1 Washington Park will be open to students on a drop-in basis. Based on social distancing, the capacity will be reduced. Cleaning supplies will be provided so that students can clean the keyboards and mice before and after they use the computer. Staff will clean all computers at the end of the day. Students will be encouraged to use the new 'Virtual

Lab' Service that will allow them to access the facilities' computers remotely. Information about the labs, the virtual labs, and seat availability maps can be found here: <https://runit.rutgers.edu/labs/>.

As we continue with a remote and hybrid environment for Fall 2020, students may be in need of technical assistance. The [university has outlined recommendations for the laptops](#) that will meet the majority of students' needs. Students may choose to purchase the needed equipment from [Rutgers Kite+Key Tech Store](#). Systems that meet or exceed these specifications can be found at the [Rutgers Kite+Key Tech Store](#). Students can access and review the discounted systems that may be available by logging in with your NetID. The university provides software for free or at a greatly discounted rate on the University Software Portal (<https://software.rutgers.edu/>). Students should review the software available on that page before making purchasing decisions. Required software like anti-virus and Microsoft Office 365 can be downloaded and installed at no charge. The university has also compiled a list of providers that are offering free Wi-Fi during COVID 19. You can find those providers by visiting the [myRUN technological resources page](#).

In support of these efforts, Rutgers-Newark is providing incoming undergraduate students—first-year and transfer—with a new Apple iPad Air 256GB to each of them who is enrolled and taking classes at Rutgers-Newark for the first time in Fall 2020. We are arranging to have the iPads delivered to their home addresses. When they arrive, they already will have been programmed with Rutgers-approved technology to help ensure that the students can stay connected in virtual classrooms, participate in interactive discussions and experiential courses, maintain contact with peers, and join us for virtual events.

We also have augmented our student technology support efforts, organizing them under the [RU-N Student Technology LaunchPad](#), a hub that students may call upon for guidance in navigating the technological aspects of transitioning to Fall 2020, when a majority of teaching and learning will occur remotely. Among the key supports that the LaunchPad offers are:

- Strategies for success: guidance in understanding resources available, how to optimize their use to support learning in the context of a student's particular academic program and circumstances, and how to leverage technology to stay organized for effective study.
- Support: from text documentation and video tutorials to customized advice on which apps may be best to help get done what needs to be done, whether that's managing a group project, convening a student organization, or improving health and wellness.
- Connectivity: whether students want to connect to Rutgers resources from on or off campus, the LaunchPad is where they can find the information they need to access the software and hardware to do that, including virtual computer labs, loaner programs, getting access to high-speed internet service, the RU software portal, and Kite+Key.

Faculty and staff members who know or learn of students in need of technological support in any aspect of academic or student life may refer them to the LaunchPad through their [website](#), [by email](#) or phone at 973-353-5083.

Faculty and staff members who have questions about how to take optimal advantage of these new initiatives in interacting with students are encouraged to contact [Academic Technology Services](#) ([atshelp@newark.rutgers.edu](mailto:atshelp@newark.rutgers.edu)).

## STUDENT ACADEMIC SUPPORT

The university community managed well the rapid transition in mid-March to remote academic advising, tutoring, and other academic support, aided by the extensive use of appointment scheduling and appointment reporting via [RU-N4Success](#); virtual meetings via Webex, Blackboard's Collaborate, and phone calls; additional student communication and support via email; and staff meetings and communication via Webex, email, and phone. Students and tutors are reporting satisfaction with one-to-one sessions, advising offices are meeting drop-in needs with open, all-day Webex "meetings," and students and advisors have recognized the broad availability of and high attendance at advising appointments.

We plan to continue to offer academic support services in these ways through the summer and through the fall semester as instruction for most undergraduate courses remains remote. In addition, we will expand service hours in most of our advising and tutoring offices, relying on overlapping coverage of staff to ensure as much access to these critical supports as possible. To this end, we also will be hiring more tutors and be providing dedicated training to tutoring and advising to improve proficiency with remote group skills workshops, tutoring, and supplemental instruction.

### Tutoring

Staff members at the RU-N [Learning Center](#), [Writing Center](#), and Accounting Tutoring Center are eager to continue to support undergraduate students in achieving academic success. To ensure that students have safe access to the full range of support opportunities, both Centers will offer services exclusively remotely in the Fall 2020 semester. Students and tutors will meet for "real time" virtual appointments.

- The Learning Center will provide remote one-on-one and group tutoring to support students' performance in their math, science, business, and technology courses. Students can also register for academic coaching, in which students work individually with an academic coach to develop critical learning skills and strategies for performing with greater insight, efficiency and effectiveness. Writing Center tutors will provide remote one-on-one tutoring that is designed to strengthen students' reading, writing, and research skills.
- The Writing Center also offers writing workshops that provide instruction and practice to foster students' confidence and ability in achieving the demands of writing at and beyond the University.
- The Accounting Tutoring Center provides extensive support of all kinds for RU-N students enrolled in Managerial or Cost Accounting, Intermediate Accounting I and II, Federal Taxation, and Advanced Accounting courses

### Advising

For the F, academic advisors primarily will use a mix of appointments and workshops held remotely, together with a rich array of online tools and resources to provide a variety of venues for students to connect with their advisor(s). Additionally, some scheduled, in-person meetings and guidance for students will be available as needed.



### **Live Appointments and Workshops Held Remotely**

Appointments and workshops, both scheduled and drop-in, will take place on a variety of platforms including Zoom, WebEx, and MicroSoft Teams. These platforms will allow for each event to be accessible to students with disabilities, and for breakout rooms for smaller discussions when needed.

### **Online Tools and Resources**

- [RUN4Success](#) is used by academic and other student support staff across the RU-N campus and will continue to provide the means for effective and efficient communication among staff and students, and across offices.
- Websites: [The website for each advising office](#) will be updated regularly. Customized email updates will be used to share news registration information, advising resources, and other relevant information.
- [Navigate-Student mobile app](#): Academic planning and advising ‘to-do’s’, and related events are promoted through the app. Students can use the app to schedule appointments with advisors, sign up for Study Buddies in their courses, explore majors, and see their course schedule. Additional resources campus-wide, such as career development, health and wellness, campus safety, and other academic support (library, disability services) are accessible through the app.
- [Degree Navigator](#): This application enables students to check quickly which of their degree requirements they have satisfied, which remain unfulfilled, and which courses would satisfy their currently open requirements.

On campus, in-person appointments for students will be available by appointment where needed. The need for in-person meetings will be determined in conjunction with the student, staff member, and staff supervisor. Any in-person appointments will take place in larger office spaces to allow for social distancing.

## RESEARCH

As has been communicated to the Rutgers-Newark research community, the research plan involves increasing research capacity/density in 25% increments, then assessing the results. Currently we are operating at approximately 75% of our research capacity. Appropriate signage and increased density of hand sanitizer stations have been provided in the research buildings. The necessary PPE and disinfection materials have been secured. We will advance toward full restoration as state guidelines and additional factors such as the reliability of the supply chains, building maintenance, housing and transportation permit. A 4-week long period of satisfactory stability at each level will be a prerequisite for embarking onto the next step. Field work that does not require extensive in person interactions is also allowed at this stage, subject to university and state travel restrictions.

A negative test for the COVID-19 virus and REHS training are required for researchers to return to on campus or off-site field and human subject research. Faculty advisory groups have been established to inform campus leadership on issues specific to research settings in social and behavioral sciences, arts, humanities, biomedical sciences, physical sciences and field work. Return to Research plans developed by the Principal Investigators provide information regarding the demands of the specific projects. The plans present the measures that will be taken in order to ensure the safety of the personnel and participants, as well as the compliance with the overarching RU guidelines regarding social distancing, face coverings and public hygiene. This information will allow research administrators to manage safe return to research at the level of departments, centers, schools, and the campus. It will allow to coordinate the rise in research activity with the support facilities to ensure that the enhanced cleaning and disinfection needs in the research buildings are met. In order to maintain the occupancy at the desired level, administrators will institute staggered shifts of laboratory personnel.

Recognizing the complexity and heightened health risks associated with research projects requiring in-person interaction, additional guidelines and protocols are being developed for human subject research both on and off campus. Review by the REHS and IRB approval will be required. The IRB will consult with REHS on all technical questions (questions related to the health, safety, and environmental welfare) arising from the implementation of the COVID-19 guidelines. Particular attention and scrutiny will be given to projects involving participation of vulnerable populations such as the elderly and children.

The resumption of full-scale research will be guided by:

- Compliance with relevant federal, state and local laws and Executive Orders
- Striving to return all researchers to full capacity as soon as possible in a safe and sustainable manner
- Strategic use of scarce resources in staffing and operations to achieve maximum impact from research and attract external funding
- Ability to respond effectively to new developments in the COVID-19 pandemic
- Attention to the specific health conditions and risk factors of all individuals
- Action in a coordinated way across all Rutgers locations.

## **STUDENT AFFAIRS**

In keeping with its core mission and values and utilizing the guiding principles of: a) preserving student support services; b) maintaining campus community/student engagement; and c) creating opportunities for student learning, Student Affairs will collaborate with our colleagues across the university and in the local community to continue to provide a high level co-curricular student experience to new and returning RU-N students both remotely and in-person for the fall.

### **Athletics and Recreation**

#### **Intercollegiate Athletics**

The New Jersey Athletic Conference (NJAC)—of which Rutgers-Newark is a member—has announced that Fall 2020 athletic competitions will not proceed as scheduled during the Fall, with considerations now under way to determine whether sport by sport postponements to Spring 2021 will be possible. Neither practices nor games will be held in the Fall.

#### **Recreation**

Recreation opportunities will be available remotely and in person for the fall 2020 semester. Our highly successful remote class offerings will continue in the fall, allowing for fitness classes including meditation, yoga and a variety of workouts to be available to students online.

### **Career Development**

The Career Development Center will continue and expand its successful slate of virtual events for students for the fall. The Center will provide career coaching, guidance and support for students in addition to panels and employer information sessions virtually. For the fall, the CDC will use a mix of live, synchronous events, pre-recorded or asynchronous events, and a regularly updated presence in online spaces to provide a variety of venues for students to connect with the office and pursue career exploration. Additionally, some scheduled, in-person meetings and guidance for students will be available.

#### **Live, synchronous events**

Panels, workshops, drop-ins, appointments will take place on a variety of platforms including Zoom, WebEx, and Google Meet. These platforms will allow for each event to be accessible to students with disabilities, and for breakout rooms for smaller discussions when needed. The Fall Career Fair will take place virtually, as it did in the Spring 2020 term.

#### **Pre-recorded or asynchronous events**

To support students who may access CDC resources at times outside of office hours, or for those who may have missed a live event, there will be various opportunities to participate via:

- Archived events (some events, as relevant, will be recorded and transcribed) and made available on the CDC website;
- Videos: Short videos to support key concepts will be added to CDC website;
- Instagram: Contests and other interactive opportunities to engage students.

### **Online presence, updated regularly**

Additional online presence will be provided through information channels:

- Website: The website will be updated weekly with new articles. Customized email updates will be used to share news articles, resources, relevant jobs, etc.
- Rutgers-Newark Handshake: Employers, opportunities, and events are approved daily and posted through the platform. Additional resources, such as career development tools for mock interviews (InterviewStream), career exploration (Focus2, Vault), preparation (GoinGlobal), and others, will also be accessible through the platform.
- Instagram: This will be used primarily to share reminders, announcements, and brief information to students on a regular basis.

### **In-person**

- On campus, in-person meetings for members of the campus community (RU staff, faculty, students) will be available by appointment. External guests (employers, recruiters, alumni) will participate in CDC events, services, programs, etc. virtually until further notice.
- Appointments will take place in larger CDC spaces to allow for social distancing. Small size (maximum 4 attendees) workshops for students will be offered.

### **Health and Wellness**

Health and Wellness departments (*Student Health Services, the Counseling Center, Disability Services, The PantryRUN, Violence Prevention and Victim Assistance, and the Health Promotion Division*) will continue to be available to students remotely. Additionally, these services will provide in person services to students, as appropriate and possible while adhering to health restrictions.

*Student Health Services* will lead in providing COVID 19 testing for students, education and training on preventing the spread of the virus and monitoring the health status of those students who present with COVID 19 symptoms. *Student Health Services* will continue to provide medical support and advice via telemedicine for students and in-person services by appointment.

The *Counseling Center* will continue to provide students with a full array of accessible mental health treatment including 1:1 therapy appointments, psychiatry, alcohol and drug assistance, sexual assault and interpersonal violence treatment and support, and a variety of themed groups to support the student experience. Groups and most therapy appointments will be available virtually, and in-person services will be provided by appointment.

The *Office of Disability Services* will work collaboratively with students and faculty to ensure that students with disabilities will receive the necessary accommodations for classes. The office has the ability to provide support for students virtually, but will be available in person for exam proctoring and assistive technology loans, as needed.

The *PantryRUN* will continue to be physically open to Rutgers University community members three days per week. Food will be distributed in pre-packed grocery bags as has been the practice since the start of the pandemic.

The virtual environment does not negate the need for awareness and education with respect to interpersonal violence. *Violence Prevention and Victim Assistance* (VPVA) successfully launched a text-based helpline for students during 2019-20. The chatline will operate fully in the fall with trained peer advocates and the normal violence prevention education and training for student organizations and departments, etc. will be offered. VPVA will utilize its social media platforms to amplify its message and periodic in-person meetings will take place.

The *Health Promotion Division's* social media presence will be utilized, as is customary, to share and encourage healthy living. The collaborative and expressive nature of HPD's work – Unity Theater, health peers, awareness campaigns - will support all of the health and wellness departments and join with other departments at RU-N to offer students a comprehensive and challenging view of health, wellness, and diversity.

## **Residence Life and Dining**

### **On Campus Housing**

Approximately 25% of campus housing will be available to students in the fall. In order to comply with hygienic and social distancing guidelines:

- Each student approved to live in a Rutgers-Newark residence hall will be tested for COVID-19, following the Rutgers-wide protocols.
- Housing has been made available to student populations who may need to live on campus, graduate and professional students, and international students. Undergraduate and graduate students who applied for consideration have been notified of the decision on their application and initial room assignments have been made.
- Students have been assigned single rooms.
- Move-in is being coordinated by appointment so as to assure implementation of appropriate hygienic protocols and social distancing.
- Residence hall lounges will be closed and floor events and group meetings will not take place.
- Guests will be limited; no overnight guests will be allowed.
- On campus residents will be required to wear masks, social distance, and participate in periodic preventive screenings, as needed.

Rutgers-Newark will have approximately 500 beds occupied, out of approximately 2,100. This includes Rutgers Biomedical and Health Sciences (RBHS) housing in Newark, which is managed by Rutgers-Newark Housing and Residence Life. Within the 1,500 unoccupied beds are floors dedicated for quarantine, and the exact number of quarantine beds/rooms will be established based on need.

The local health department, working closely with Student Health and Wellness, will ensure that appropriate notifications are made timely, and Student Health and Wellness will observe all applicable HIPAA, FERPA, and New Jersey Department of Health rules governing privacy.

## **Dining**

While in-person dining at this time is not planned for Fall 2020, dining locations will offer “Grab-and-Go” and carry-out options as follows.

- Robeson Grill, Paul Robeson Campus Center
  - Monday through Friday 8 a.m. – 7 p.m., Saturday and Sunday 11 a.m. - 7 p.m.
  - Services: Rotating Full Menu, Carry-Out Only, Mobile Ordering-Only
- Starbucks in the Paul Robeson Campus Center and at 1 Washington Park/RBS
  - Monday through Friday 8 a.m. – 5 p.m., Saturday and Sunday closed
  - Services: Limited Menu, Carry-Out Only
- On the RUN Convenience Store, Paul Robeson Campus Center
  - Monday through Friday, noon – 3 p.m.
- Law School – Avenue C
  - Open 24 hours
- Bistro @RBS: Closed

Students, faculty and staff will have the option of eating in outdoor campus spaces or in socially distanced spaces that have been designated for eating and studying.

Additional information from Gourmet Dining, Rutgers University- Newark’s foodservice vendor, follows this document.

## **Student Life, International Student Services & The Paul Robeson Campus Center**

All major programs and events will be facilitated virtually through digital platforms including WebEx, Zoom, and Instagram. Students will also receive communication through email, text message, and phone calls. Veteran Affairs, Undocumented Student Services, LGBTQ Student Services, Community Standards, Title IX and ADA Compliance, International Student Services, the Dean of Students and CARE Team will offer in-person 1:1 advising meetings, by appointment only, using social distancing guidelines. Virtual office hours will also be provided. Selected spaces will be made available for student use, again, adhering to all appropriate hygienic and social distancing guidelines.

Virtual programs and services will be offered throughout the Fall semester:

- New students will experience a virtual Convocation in August and will be acclimated to the University during a variety of activities during Welcome Weeks online.
- Office of Student Life & Leadership will continue to advise student organizations, and virtual meetings and events will take place throughout the semester; a virtual event planning guide will be created and distributed to student organization leaders during Club Recharge in August 2020.
- Undocumented Student Services, LGBTQ Student Services and the Office of Veteran Affairs will provide virtual lounges for students to drop-in and build community with others from shared identities.
- Large scale events such as Resource Fair and Student Organization Showcase will take place virtually on Blackboard Collaborate.
- No large, in-person events will take place.

- The Office of International Student and Scholar Services will provide virtual and in-person services, allowing international students to complete visa documents and receive support for a variety of concerns. Students will also have regular opportunities for social engagement online.
- The Office of Community Standards will continue to investigate and adjudicate student conduct cases as per the University Code of Student Conduct. The process will be facilitated through online virtual meetings and limited 1:1 in-person meetings schedule by appointment and adhering to social distancing guidelines.
- The University's Title IX & ADA Compliance Director will hold virtual and in person office hours.
- Some event spaces will be designated and arranged for social distancing to allow for studying, eating, and small meetings.
- Hand sanitizing, cleaning of high touch surfaces, clear spatial designations, and PPE will be incorporated into all spaces that are open for community use.

## ENROLLMENT SERVICES & EXPERIENCE

The Division of Enrollment Services & Experience includes the following offices: Office of the Associate Vice Chancellor (Blumenthal Hall); Office of Undergraduate and Graduate Admission (Engelhard Hall); Office of Financial Aid (Blumenthal Hall); Office of the Registrar (Blumenthal Hall); Offices of Student Accounting, Billing and Cashiering (Blumenthal Hall); myRUN call center (Blumenthal Hall); and the Center for Pre-College Programs (Bradley Hall).

The Offices of within the Division of Enrollment Services & Experience are open and here to support RU-N students. Offices will continue to operate primarily remotely. Meetings with students will be held virtually via WebEx and phone calls. There will be the opportunity to schedule in-person appointments for the Offices of Financial Aid, the Office of the Registrar and Student Accounting and Cashiering.

### Hours of Operation

The Office of Undergraduate and Graduate Admissions and the Center for Pre-College Programs will operate during regular business hours from 8:30 a.m. – 4:30 p.m. The One Stop offices—Financial Aid, Registrar, Student Accounting and Cashiering—located on the third floor of Blumenthal Hall will have extended hours of operation for the Fall 2020 semester.

- For the first two weeks of the semester (September 1 through September 10, 2020), the offices will be open from 8:30 a.m. – 6:00 p.m.
- On September 11, 2020, the operating hours for the offices will move to regular business hours and be open from 8:30 a.m. – 4:30 p.m.
- On the 2nd Saturday of each month during the Fall 2020 semester (September 12, October 10, November 14, and December 12), One Stop offices will be open 9:00 a.m. – noon. All Saturday hours will occur remotely.

### Request for In-Person Appointments

For the limited in-person business conducted by ESE offices, the following protocols will be in place.

- Students needing to physically visit the offices of Financial Aid, the Office of the Registrar, Student Accounting and Cashiering will need to make an appointment through an online process; this includes making a payment at the cashier window. The method for securing in-person appointments will be added to the [myRUN website](#) by mid-July.
- All visitors to the offices will need to wear masks to maximize safety for all members of the RU-N community. A student physically visiting the ESE offices and buildings will need to check-in with a staff member positioned at the building front door.

### Virtual One-Stop Counter

The One-Stop Offices will launch a Virtual One-Stop for students to access and speak directly to a member of staff within the offices of Financial Aid, Registrar and Student Accounting and Cashiering. The Virtual One-Stop Counter will launch in mid-July and details will be published on [myRUN website](#).



## **Registration**

All student registration services (adding/dropping a class; cross-registration; unemployment tuition plans; adding a major/minor; etc.) will be virtual for Fall 2020. As with all student registration items, students should [speak with their academic advisor](#) to ensure that they have an academic plan. Students can add/drop through the [webreg system](#). Students can declare majors by completing the new [fillable PDFs](#) located on myRUN. Students who will need to complete cross-registration with NJIT will need to follow the directions on the [RU-N Office of the Registrar website](#). All students utilizing the unemployment tuition waiver should follow the directions on the [RU-N Office of the Registrar website](#).

## **Term Bill and Financial Aid**

Students can access their fall financial awards and term bills via [myRutgers](#) and clicking on the “dashboard” tab. The tab provides a personalized breakdown for each student. To access more information related to a particular area, students can click on the specific information they are seeking to access. Student can also access the above information by visiting the [myRUN website](#). Students expecting any type of refund are also encouraged to sign up for [direct deposit](#).

## **Rutgers University ID Cards**

Students seeking to obtain a [new or replacement student ID](#) will need to follow the directions on the RU ID website. All newly produced student RU IDs will be mailed to the student’s mailing address.

Students may reach all ESE offices directly through the [myRUN website](#) or by calling 973-353-1766 ext. 1 during business hours.

# ACADEMIC SPACES: DANA LIBRARY & EXPRESS NEWARK

## Dana Library

Effective the beginning of the Fall semester, John Cotton Dana Library will be open to the RU-N community only, with sign-in procedures as required by the University, along with the usual requirement of patrons showing their Rutgers ID. Hours of operation will be 10 a.m. – 6 p.m. Monday through Friday and closed on weekends. The first floor, third floor, and lower level will be available for use by library patrons, including computer labs and open study spaces for undergraduate and graduate students. Hygiene and cleaning protocols will follow CDC and University guidelines, along with best practices in librarianship; a Plexiglas screens will be installed at the Circulation Desk. The stacks will be closed and areas cordoned off to avoid foot traffic. Patrons will place holds on materials through QuickSearch and schedule appointments for pick up. Reference and instruction services will continue to occur online. Group study rooms will be closed as they do not allow for social distancing.

Access Services has instituted new, low- or no-contact services to facilitate research and study.

- Click and Collect, our version of curbside pickup, is a little- or no-contact method for retrieving requested materials at the libraries. Submit a request through [QuickSearch](#) and you'll receive an email when your items are ready with information for booking a pickup time and other location-specific instructions.
- Personal Delivery is an alternative option for users who are not able to retrieve their materials on campus. Select "Personal Delivery" in QuickSearch, confirm your mailing address with us, and we will have the items shipped directly to you.
- In alignment with best practices in our field, all physical materials will be quarantined for 5 days between circulations, so please allow a minimum of 7 days for delivery.
- In addition, some Interlibrary Loan services are beginning to resume so that we can provide access to physical materials from our partner libraries. However, as libraries in our networks are in various stages of reopening, users should expect delays through at least the end of the month.

The libraries offer a host of other resources and services to support faculty members in teaching and research, all of which can be accessed remotely:

- Article & chapter scanning: Fulfillment of requests for digitization of articles and book chapters has begun. Requests can be submitted from within QuickSearch.
- Electronic course reserves: Faculty members may [request additions](#) to their reserves list or [set up an online reading list](#).
- Online resources: Search millions of ebooks and journals through QuickSearch or access our hundreds of [databases](#).
- Consultations and instruction sessions: Contact one of our [subject experts](#).

Group study rooms will be closed as they do not allow for social distancing. The Institute of Jazz Studies/RU-N Archives will be accessible in-person but by appointment only (following University/local/state guidelines). We anticipate that poster printing services will be available.

Dana is also working on installing a self-checkout machine that will significantly lessen interactions between the staff at the circulation desk and patrons.

The occupancy of the library will be monitored by security personnel and library staff to ensure that state indoor occupancy guidelines are followed. Should there be high demand for study space / computer usage in the library, we will implement staggered schedules with set time limits in order to maximize the number of patrons who need access to the building. *Movement of furniture and/or seating will not be allowed as furniture will already be situated in order to promote social distancing.* Patrons will be strongly encouraged to search library holdings/collections remotely prior to entering the library, but should they require computer terminals to do so, they will be available and regularly disinfected throughout the day. Signage will direct patrons to disinfect computer keyboards and terminals before and after usage, and sanitation dispensers will be easily accessible throughout the first, third floors, and lower level of the library. Please note that returned materials will also be disinfected.

### **Express Newark**

Express Newark (EN) will be open to Rutgers faculty, staff, students, and artists in residence, via swipe access. Otherwise the building will have regular business hours of Monday – Saturday 8:00 a.m. – 6:00 p.m. Entering visitors must wear a mask, display ID, and sign in at the reception desk. Plexiglas will be installed at the reception desk. Security personnel will monitor and limit the number of visitors in order to ensure that the indoor gathering guidelines are followed.

EN staff will encourage and facilitate the use of conference rooms in order to allow for social distancing for staff (and student workers) who usually work in smaller spaces. EN will only host programs that comply with the most current State of New Jersey guidelines at the time, can accommodate social distancing, and where wearing a mask is required. All EN programs with resident community partners need to be vetted and signed off on by the EN director so that a schedule can be developed to ensure social distancing throughout the space.

The Paul Robeson Gallery will limit the number of people in the space to allow for social distancing, and may establish time limits on visitors in the gallery in order to allow for more people to move through the space. The EN Community Media Center will install Plexiglas at the desk and pause lending out equipment due to disinfecting concerns.

EN staff will telecommute where possible, and when in the office, will observe social distancing requirements. They will alternate work days and stagger their arrival and departure, with the understanding that there cannot be more than two people in the office at a time in order to allow for social distancing.

# TRANSPORTATION

## Shuttles

RU-N shuttle buses will run on their normal schedules and routes for the Fall 2020 semester. The shuttle fleet may be increased for social distancing and occupancy requirements, if needed but for now we believe we have sufficient resources to manage the expected ridership and an increase won't be required. The shuttle app, TransLoc, will have advanced functionality and will allow riders to see GPS location information and occupancy loads. Instructions for downloading the app can be found here: <https://ipo.rutgers.edu/dots/newark> (put in chat). All shuttles will be cleaned regularly according to updated cleaning protocols and a COVID-19 testing protocol will be employed for all drivers and RUPD transportation officers. More details regarding testing and cleaning of the buses is forthcoming.

## Parking

For Fall 2020, all parking lots on campus will be open with previous operating hours. Parking rates will be as follows:

- **Resident Permit.** Deck 1&2. Half year same as 2019- \$575 (no change in price)
- **Commuter Permit.** For students ease we will only sell a fall permit instead of a full year as in the past. Half year same as 2019 - \$209 (no change in price).
- **Daily Permit (NEW).** Students will be able to purchase daily parking at a rate of \$12/day. (The parking rate is based on the Newark regional market, specifically, and may differ from NB and Camden rates.)

Parking passes can be purchased online and via a mobile app. More details to come; in the meantime, please visit the <https://ipo.rutgers.edu/dots> (in the chat).

## Transportation of Sick Students

The university will not provide non-emergency transportation for sick students. If there is an urgent medical need, Rutgers University Police Department and local EMS will be contacted by calling 9-1-1.