July 24, 2020

Greetings Students,

I’m following up with a couple reminders about the process for fall 2020 schedule changes. First, however, I want to say that you all are great. I’m serious. In the many emails I’ve traded with you all, I’ve encountered so much generosity and patience. I know this is a hard time and that getting your schedule messed with is the last thing that many of you want, so I really appreciate your patience. As I’ve said before, you can be sure that we are doing everything in our power to give everyone the best schedule possible.

Second, to recap the process: we have divided the registration process into two parts this fall, “Administrative Add/Drop” and “Student Add/Drop.”

- The Administrative Add/Drop process allows the Dean’s Office to make changes to course enrollments based on individual student needs.
  - For certain classes, the Dean’s Office will have to shuffle students between different sections of the same class. These classes include: (1) Evidence with Collins, (2) both BA sections, (3) PR, and (4) Criminal Procedure. Students in these classes should have received an email from me inviting them to complete a survey so that I can move students between sections in the fairest way possible. Please make sure to complete this survey by Tuesday July 28 at 5pm.
  - The Dean’s Office may also change the enrollments in other classes. Because some classes have been cancelled or scheduled at a new time, students in those classes may have to drop the class or a different class and are thus at a disadvantage compared to other students. To promote fairness, the Dean’s Office will assist these students in modifying their schedules. To ask the Dean’s Office to do this, please complete this General Scheduling Request form. Please note that this form is not for students who simply want to change classes because they have decided that they prefer a different class; it is for students whose course lineup has been adversely affected by changes in the fall 2020 schedule. This form is also due by Tuesday July 28 at 5pm.

- The Student Add/Drop process allows students to change their own schedules directly in BannerWeb. At present, this process is scheduled to begin on August 11 at 7:30am. As in ordinary registration periods, 3Ls will be able to register first, followed by 2Ls. Please stay tuned as it may be necessary to push this date back 1-3 days. This change in schedule should not prejudice anyone as students will be able to change their classes in BannerWeb through Friday September 4. You will receive further communications and reminders about this process in the coming weeks.

Third, let me address three questions that I have received:

- In courses where students have to be moved from one section to another (i.e., Evidence, PR, Crim Pro and BA), how will Preis decide which students should be moved?
  - The first thing I will look at is the hardship the student will experience if they are required to change sections. If a moving sections would blow the student’s entire schedule, I will work hard to make sure that won’t happen. Once I have addressed students with hardships, I will use the order of registration to decide which students should be moved to a new section. Thus, if you were the very first person to register for Professor Collins Evidence
class, you will be able to stay in that class. If you were the last to register for that class, you will very likely have to move to Professor Lain’s Evidence class.

- When can we adjust our Spring classes?
  - I don’t know yet, and I know that’s a frustrating answer. The problem right now is that we don’t know what the spring will hold in terms of physical distancing and I’m not comfortable opening up the spring schedule for student changes until we have a better sense of that. That being said, I certainly recognize that some of you might find it hard to sort out your fall schedule without knowing what your spring options might be. I am thus actively working to figure out the best plan for the spring schedule and will have an answer to you by the time Student Add Drop opens.

- What if I made a mistake in filling out one of the online surveys, or want to change my answer?
  - Just go back and fill out the survey a second time. I will see that you have filled out the survey twice and only follow what you have stated in the later-submitted survey.

**Fourth and finally,** I will be out of the office next week. That means you won’t hear from me for a bit. But rest assured that I’ll keep my eye on this process and work hard to make sure that everything runs smoothly.

Kind regards,

JFP.

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