March 12, 2020

Dear Students,

As you likely are aware, the University has announced that class meetings are suspended next week, March 16 - 20. We plan to resume all classes remotely starting Monday, March 23. The most up-to-date information from the Law School will be posted here. You can find University-wide updates and policies here. We will also use email as our primary method of communication.

Health & Well-being

- Although classes are not meeting in-person, the campus is not closed. That being said, if you feel sick, please stay home. If a member of your household is sick, please strongly consider staying home as well.

- Follow the suggestions for protecting yourself and others from the virus offered by the Centers for Disease Control.

- Counseling and Psychological Services (CAPS) is continuing services remotely, including the law-school specific counseling services provided by Hilary Delman. CAPS can only provide remote services to students located in Virginia.

Course Continuity & Exams

- Your instructors will contact you shortly with their plans to continue courses using virtual instruction. Read your emails carefully and follow their instructions. Remote lectures and assignments may be posted as early as Monday, March 16.

- Professor Ivey will be in touch with Clinical Placement students. We encourage you to stay in close communication with your field instructor to learn about any possibilities for remote working should the need arise. Students should comply with any policies put forth by their field sites.

- Students in our in-house clinics may continue to work with clients and conduct court visits and other necessary legal business. Students should comply with any policies put forth by the courts, government agencies, or organizations with which they work.

- We are prepared to administer final exams remotely using Exam4 if needed.

Attending Classes & Meetings Remotely

- Instructors will rely on Zoom and Blackboard as the primary technologies to hold classes remotely.

- All students have access to Zoom Pro, and instructions on how to access and use it are attached here. In addition to attending class sessions, you may also host meetings using Zoom Pro, which is a great way to continue holding meetings and information sessions remotely.

- You will need access to a reliable internet connection, and either access to a laptop with a webcam and microphone OR to a laptop and a smartphone to use all features of Zoom Pro and Blackboard.
Zoom and Blackboard have apps available for Apple and Android devices that you may find useful.

Events

- All events scheduled to occur through Friday, April 3, 2020, will be cancelled, rescheduled, or held remotely unless otherwise noted below. Information will be updated on the Events Calendar and in the Docket to reflect changes.

- We will follow up with the leaders of student organizations who have large-scale events scheduled through Friday, April 3 to assist you in decision-making and communications regarding your event.

- Smaller-scale events, like meetings and information sessions, can be held remotely using Zoom. If you would like us to include a Zoom link in the Docket or events calendar, please send it to Mary Ruth Walters.

- The Career Development Office (CDO) is working with employers and the Commonwealth Law School Consortium on an alternate plan for the Spring Interview Program for 2L and 3L students scheduled for March 27, 2020. The CDO will follow up with those students selected for interviews to provide more information.

Access to Facilities, Resources, and Services

- The Law School building, library, and student offices will remain open. You are welcome to come and go as needed. Please use appropriate hygiene measures and practice social distancing. If you are sick, or you believe you may have been exposed to coronavirus, stay home.

- Through April 3, the library will have new hours. No public patrons will be permitted to enter the library.
  - Monday-Friday, 8:30 a.m.-5 p.m.
  - Weekends, closed

- Duo is a mobile device app that is used for two-factor authentication that is required to access some online information systems, including the Virtual Private Network (VPN) and BannerWeb. If you do not currently have Duo installed, install it now. Confirm you can access BannerWeb from home using Duo after installation. Those with very new cellphones may need to transfer Duo if it was installed on a previous phone. Contact the University’s help desk at (804) 287-6400 to have your Duo enrollment transferred to a new phone.

- Some library resources require VPN for off-campus access.

- The library provides a broad range of online resources. Electronic books all are linked in the law library catalog, and the law library homepage has links to study aids, CALI lessons, and other tools to support learning. There’s also a list of all electronic databases online. To access most resources you need to use the VPN.

- Remote IT services are available. Contact Kim Edwards, Mason Ramsey, Carl Hamm, or Paul Birch with questions related to Zoom, Blackboard, Duo, VPN, or other IT items.
• Librarians are available to help students remotely with research support. A full range of remote research support options are provided through the Reference Chat feature. Individual research guides highlighting research resources for specific classes as well as in broad areas for subject-specific research are also available.

• The CDO is continuing advising services remotely. You will hear from the CDO directly with more information.

Travel

• Use sound judgment and take into account the University’s information about travel when considering both domestic and international travel at this time. Fill out the travel reporting form for any travel.

• At this point, the University is reviewing its policies concerning student travel for University-sponsored curricular, co-curricular, or extra-curricular activities. Do not make any new travel plans at this time. If you have existing plans for travel, please consult with Leigh Deignan.

Please don’t hesitate to contact Dean Preis or me regarding any concerns or questions you may have. This transition has many moving parts, and we appreciate your patience and support as we work to make this process as smooth as possible for students, faculty, and staff alike.

Sincerely,

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