March 12th, 2020

Dear Bloodhounds,

Earlier this week you received an email from President Mason about the need to shift all face-to-face classes to a distance-learning model, effective Thursday March 19, through to the end of the semester. The faculty and staff are working hard to transition our instruction and support services and we will be ready by that date. While I am sure the prospect of being fully online may be daunting, please rest assured that we are all laser-focused on the common goal of helping you to successfully complete the semester. To help us get a sense of your needs and concerns, please complete this 5 minute survey: http://bit.ly/jjaytech

Please remember, the information about COVID-19 is rapidly changing. In order to help you stay informed of how these developments may impact your academic journey, my office will establish a Frequently Asked Questions webpage to address non-emergency academic questions as they relate to classes, academic policies, registration, and student support. We will share this with you next week and keep updating it, should the information change.

In the meantime, here are some tips on how you can get ready for the distance-learning transition on March 19th:

1. **Stay enrolled**
   Do not withdraw from your classes. Commit to completing your courses this semester: you are already halfway there! Although you have a lot of questions about the remainder of the semester, faculty and staff are revising materials, services, and requirements in light of this necessary shift to distance-learning.

2. **Connect to your class**
   Most professors will use Blackboard so it’s time to get familiar with it. Here is a link to a Blackboard user page: http://www.cuny.edu/about/administration/offices/cis/core-functions/cuny-blackboard/user-guides/student/. The Department of Online Education Support is working on infographics to help students with getting started in Bb, getting started in Bb Collaborate, and tips to success in online learning. Please keep an
eye out for these resources when we send them out. Lastly, when classes resume on Thursday, March 19th, you should review your John Jay email account and Blackboard course announcements to make sure you have all the information you need.

3. Incorporate academic support
   All of the college’s academic support centers and services are moving into distance-learning mode. While they will remain open during the semester, services can support you using Blackboard and other platforms. If you are enrolled in a course that is supported by campus tutoring centers, you will receive an announcement about how to join tutoring and recitation sessions. Student Council has provided funding for an online tutoring platform in order to further our ability to support you over the semester. We will roll this out shortly.

4. Use your John Jay email
   In order to stay informed about your class requirements and other updates, you should plan to check your John Jay email once per day until the end of the semester. Blackboard is linked to your John Jay email and it is the email of record for the system.

5. Plan ahead
   Summer and Fall registration will begin in in the coming weeks. Advisors are here for you and they have the ability to work with you remotely. Please connect with your academic or faculty advisor to schedule an appointment to discuss the next steps to your academic journey. You can reach the Academic Advisement Center by phone: 646-557-4872, email: academicadvising@jjay.cuny.edu, or website: https://www.jjay.cuny.edu/academic-advisement-center (If you are SEEK, ACE, Apple Corps or Honors students contact your advisors/counselors).

Lastly, I want to acknowledge the reality of teaching and learning through difficult times. From 9/11 through to Hurricane Sandy and Swine Flu, the John Jay community has been on the frontlines of tremendous challenges. We are resilient and I know we will get there together.

I will write again next week. Please complete the survey.

Best,

Dean Dara N. Byrne