Date: Monday, August 3, 2020
To: All Incoming and Continuing John Jay College Students
From: Daniel Matos, College Registrar
Re: Changes to the Schedule of Classes, Fall 2020
Cc: All Faculty and Staff

This memo details approved changes to the Schedule of Classes for the Fall 2020 term. It is designed to provide you with important information on how to find/view these changes, as well as, make informed decisions about your schedule and options for attending classes this upcoming term. Changes to the schedule will continue through the close of business today, Monday, August 3, 2020.

For the fall term, most classes will be offered online and only a small number of Science labs will be held in-person or in a hybrid format on campus. By the close of business today, Monday, August 3, 2020, in keeping with the format designation given to us by the teaching faculty, the Registrar’s Office will convert most courses to an online “instruction mode.” So if you search for a class other than the science labs after today on the schedule of classes, you will find the “Instruction Mode” listed as, “Online.” Please log in to your CUNYFirst Student Self-Service Center after Monday, August 3, 2020 to review the instructional modes, class notes, and courses that you are registered in. If you are already registered for classes, please strongly consider speaking with your academic advisor or course faculty member before adding/swapping any of your classes.

There are three types of online classes available for Fall: Asynchronous, Synchronous, and Mixed Synchronous Online Classes

- **Asynchronous classes** do not have assigned days and times. These classes do not require you to log in to your virtual classroom at any specific time. You are not required to engage in live classes or discussions and the only requirement is to turn in your work by the assigned deadlines. Assignment deadlines and exams days/times are maintained and included on the class syllabus. Your instructor may create opportunities for live interactions with and among students but these are not mandatory.

- Conversely, **Synchronous classes** do meet online on specific days and times. These classes resemble traditional on-campus In-Person classes in that students must be (virtually) present at the same time. Though they are conducted online, synchronous classes meet in real-time. Students must commit to scheduled class days and times, and sign onto their virtual learning platform on the scheduled meeting days and times. During these classes, students will engage with their instructors and classmates. They may have presentations and virtual class discussions. Assignment deadlines and exams days/times are maintained and included on the class syllabus.

- **Mixed Synchronous classes** have specific days and times assigned, but the instructor will determine the meeting frequency. In a mixed synchronous class, the instructor may require students to sign onto
their virtual learning platform on the scheduled meeting days and times, but not outside of those times. Scheduled meetings may be held weekly, bi-weekly, or monthly and will be published in the course syllabus. Students must commit to the instructor's scheduled class meeting days and times.

How to Identify if Classes Are Asynchronous, Synchronous or Mixed Synchronous

After the close of business on Monday, August 3, 2020, students will be able to review their class schedule to determine which of their courses is Asynchronous, Synchronous, or Mixed Synchronous.

- **Asynchronous classes** will appear on the schedule without any meeting days or times. When you log into your self-service center, you will see the course instruction mode as “online,” with a blank meeting day and time. If you click on the course and review the entry notes, you will see that the course indicates, “Asynchronous.”

- **Synchronous classes** will appear on the schedule with approved meeting days and times. For example, the course will be listed as “Online” but may have Monday/Wednesday, 8:00am to 9:15am listed as the meeting days and times. This means that you must be available every Monday and Wednesday at the scheduled time to log in to your course. If you click on the course and review the entry notes, you will see that the course indicates, “Synchronous.”

- If the course is a **Mixed Synchronous class**, it will appear on the schedule with approved meeting days and times. For example, the course will be listed as “Online” but may have Monday/Wednesday, 8:00am to 9:15am as the meeting days and times. This means that you must be available every Monday and Wednesday at the scheduled time to log in to your course. However, when you click on the course and review the entry notes, you will see that the course indicates, “Mixed Synchronous.” This is your indication that the instructor will provide you with further details on the meeting frequency.

Questions to Ask Yourself

You may be wondering which modality is best for you and whether or not a combination of the three may be suitable. In general, here are some questions to aid you when considering which modality is right for you.

Asynchronous
- Do you prefer to work independently in a more self-paced style without having to meet at a regularly scheduled interval?
- Are you employed or have personal circumstances that prevent you from logging into a virtual classroom at a specific day and time?
- Do you enjoy having maximum flexibility when it comes to choosing when you read course assignments and complete assignments/exams?
- Is your access to technology limited to when you can only complete your course requirements, readings, tests, and assignments on a flexible schedule?
- Are you able to manage your own schedule, plan out long-term projects and keep deadlines?
- Have you taken asynchronous courses before and earned a grade of C or better?

If you answered “yes” to all or most of these questions, then Asynchronous classes may be best for you.

Synchronous or Mixed Synchronous
- Are you a student that prefers predictable meeting days and times?
- Are you a student that desires frequent face-to-face interaction with faculty members and classmates?
Do you enjoy having real-time discussions with faculty members and classmates?

Are you able to make the time commitments necessary to be online at specific days and times that a course meets?

Is your schedule such, that you do not have to worry about competing job requirements or personal circumstances that would draw your focus away from class during a specific time of day?

If you answered “yes” to all or most of these questions, then Synchronous or Mixed Synchronous classes may be best for you.

**Please be aware that not every course will offer sections in each of the modalities. The course(s) you are registered in, or intending to register for, may only be offered in one of the three modes. Also, remember that you can mix and match Asynchronous and Synchronous courses. You do not have to choose between one modality or the other as long as you have the flexibility to do both and are not bound by time constraints.**

We hope that this memo has helped to clarify your options for the fall semester and addressed concerns that you may have as a student. Later this week, we will send a “Frequently Asked Questions” document that may further assist you in preparing for the Fall. Please remember that while we are working remotely, our offices are here to assist you with any questions and concerns you may have. Our academic advisors and staff are prepared to answer your questions and provide you with assistance, answers to your questions and direction. Click here for more information about advisement services at John Jay College.