Many of you have been waiting for some critical details regarding fall classrooms; please find below updates in response to your questions:

**Setting Groups for Split Section Courses**

After reviewing the survey feedback provided by split section instructors and your other subsequent questions, we have decided to use the following approach for splitting rosters.

- A good number of instructors expressed an interest in controlling how their course rosters are split. This approach will allow instructors to more easily respond and adjust if there are students in the section requesting remote instruction. As such, faculty will be responsible for splitting their rosters and communicating the preferred attendance pattern to their students in advance of their course meeting.
- This approach has been recommended to allow faculty the maximum control and flexibility over groups within their course. However, if you would like additional guidance in this process please do not hesitate to reach out.

The following recommendations are provided for your reference in this process:

- First, identify on your roster the students who will be participating as remote learners this semester; these students will always need to be in the remote group. (**See further note below**).
- Once you have identified the remote learners, split the remaining students such that the in-person count never exceeds the physical distance cap of the assigned classroom. Depending on the final enrollment of your course and student preferences, the remote learners may reduce the number of students such that no rotation is needed. In other cases, you will still need to split the remaining students, so they are in-person only part of the time.
- When possible, please have non remote learners split, such that those at the front of the alphabet (group A) attend in-person earlier in the week, while group B and/or C attend later in the week. For example:
  - **MW class:**
    - Group A attends in-person on Mondays (first part of alphabet)
    - Group B attends in-person on Wednesdays(second part of alphabet)
  - **TH class:**
    - Group A attends in-person on Tuesdays (first part of alphabet)
    - Group B attends in-person on Thursdays (second part of alphabet)
  - **MWF class (Option 1):**
    - Group A attends in-person on Mondays (first part of alphabet)
    - Group B attends in-person on Wednesdays (second part of alphabet)
    - Group C attends in-person on Fridays second part of alphabet)
MWF class (Option 2):

- **Week 1**: Group A attends in-person on Monday & Friday (first part of alphabet); Group B attends remote on Wednesdays
- **Week 2**: Group A attends in-person on Wednesday (first part of alphabet); Group B attends remote on Monday and Friday

- Please note, keeping students balanced across the days of the week alphabetically in this manner and in the rotation options outlined above has the additional benefit of further reducing the potential number of days a student has classes, thereby reducing the number of students in academic buildings and/or on campus each day.
- Instructors are encouraged to share group assignments with students the week of August 17th.

**Instructors will receive notification of any students who have requested remote learning in a section by Friday, August 14. Additional notifications will be provided on a rolling basis as they are received after that, up until the first day of classes.**

Classroom Information and Room Assignments

- A list of physical distance capacities for General Purpose classrooms can be found at: [https://cardinalnet.northcentralcollege.edu/misc/classroom-calendars](https://cardinalnet.northcentralcollege.edu/misc/classroom-calendars)
- Individual classrooms and offices have been labeled with signs to indicate the physically distanced room capacity.
- Instructors who indicated a preference for Hyflex instruction have been placed in rooms with technology more compatible for this delivery method. For additional details about technology in a given classroom, please contact ITS. You can also sign up for one of CAFÉ’s classroom demos to learn strategies for engaging remote learners.
- While the vast majority of room assignments have been loaded into the system as of today, a small number of changes are still being resolved and will be finalized by this Friday, August 14th. Changes after this Friday should be limited, and if necessary, you will be contacted directly by the Registrar office to notify you of the change.

Waitlists

- **For In-Person, Split, Blended sections**: Please do NOT take any students off your waitlists until the first day of class to ensure that there will be a physical seat available in the classroom where you are assigned.
- **For Online courses**: Please offer seats to waitlisted students in the order listed.

Thank you again for your patience and support as we work through many new and complicated details.