

Dear Students,

As you are all surely aware by now, the remainder of this academic year will be experiencing myriad disruptions due to the COVID-19 outbreak. The largest disruption, of course, will be the transition of all classes to virtual platforms and the need for many of you to return home. I am sure you are receiving numerous emails from all areas of the university with instructions and reassurances. My hope in this email is to answer as many of your questions as possible. We as faculty, students, and staff are going through this transition together. I do want to stress with you that faculty and staff receive UR communications at the same time as you do. The department is shocked, confused, and coming to terms on how we can deliver the UR educational experience to you remotely as well as other department functions.

Please read this email in its entirety.

Please Note: If you are returning to campus, please do not come to Wegmans Hall. The Majors Lab is closed to all students. If you feel you have an extenuating circumstance you must email Sara or Dani explaining your reasoning. All Labs are closed unless given permission by the appropriate faculty member.

CS Advising

All CS-advising will be moving to a virtual platform. Appointments made through the online booking calendar (<https://rochesteresc.youcanbook.me/>) will now go through as requests rather than automatically confirmed bookings. When an appointment is accepted, you will then receive a follow-up email from your respective Undergraduate Program Coordinator (UGC) with a Zoom meeting invite. **Please be sure you have Zoom downloaded onto your phone or laptop as many professors and University staff will be conducting their business through this platform. If you are unable to use Zoom for any reason, please indicate this in an email request so that we can determine an alternate method.**

Zoom Instructions: <https://tech.rochester.edu/tutorials/create-zoom-account/>

Advising and Registration for Fall 2020

The current dates for advising and registration may change as everyone is currently adjusting to the online format. We will be sending out another email, once dates are confirmed, with instructions. Focus right now should be on health, relocation, and the adjustment to online classes.

Note: Advisees of Professor Nelson and Professor Muthu should direct all inquiries to Sara Klinkbeil, sklinkbe@cs.rochester.edu . Professor Nelson and Professor Muthu will be unavailable for the remainder of the semester.

Signatures and Approvals

All signatures and approvals will be done online whether by fillable form, preexisting university online forms, or email approval.

S/F option: <https://secure1.rochester.edu/ccas/petition-form.php>

(PDF version:

<http://www.rochester.edu/college/ccas/assets/pdf/CCASPetitionForm.pdf>)

Withdraw: We are now passed the add/drop period. At this point if you wish to withdraw from a course please email your faculty advisor and copy in (cc) the appropriate UGC. Sara or Dani will ensure an add/drop form is completed and sent to CCAS to be processed. *The university is working on making this an online process so please stay attentive to your email.*

All university online forms can be found here:

<https://www.rochester.edu/registrar/requests/index.html>

All transfer credit requests should continue to be sent to:

transfercredit@cs.rochester.edu

As a Hajim Student, you need approval from your Faculty Advisor and Undergraduate Program Coordinator for the majority of university forms. *It is important when sending emails asking for approvals that both parties are included. This is paramount in making sure communication stays effective and inclusive.*

Academic Resources

As we move to an all virtual platform, many of you may be wondering what academic resources will still be available to you. As of right now we do not have anything set in stone. We understand that this transition has come during an especially important time as we are in the midterm of our semester. We are working diligently with the appropriate parties to make tutoring and academic help available online.

CCAS recently notified peer advisors that they are no longer in service so please do not email them. **This may change and we will let you know as soon as we have updates from CCAS.**

CSUG Tutoring is currently suspended. We hope to have more information for you in the coming weeks.

CS Server Access

There are 3 machines available for remote access to the CSUG instructional machines (cycle1.csug.rochester.edu, cycle2.csug.rochester.edu, and cycle3.csug.rochester.edu). Those are the only machines with access through the university firewall. Access is via ssh only. If you need access to other machines on the instructional network, you must first connect to one of the cycle machines and then connect to the desired destination. You will also need VPN access to the University network so if you have not yet already set this up on your personal computers please do so ASAP:

<https://tech.rochester.edu/remote-access-vpn-tutorials/>

Users may copy files to/from their instructional account using an ssh based tool such as sftp or scp. Graphical transfer programs are often easiest to use: for windows - winscp <https://winscp.net/eng/index.php>; for Mac - cyberduck <https://cyberduck.io/>. If you encounter issues with remote access to the servers, please contact labstaff@cs.rochester.edu

For any additional software that may be specific to a course, expect to receive further instruction from your instructor. But please exercise patience.

TA/WSLs

If you are currently a TA or WSL, you are still an active employee. The appropriate instructor will be in contact with you if not already to discuss your ability to continue working and what adjustments may be made to your duties.

All employed students should set up direct deposit if able. Again, do not come to Wegmans Hall. If you have a paycheck in Jenna's office, we will mail it to the appropriate location. Further instruction regarding paychecks will be given.

International Students

Per CCAS:

- International Students “must remain enrolled in at least 12 credits to be full time this semester and should not withdraw below that number of credits without speaking with one of the advisors on the CCAS international team.
- international students who plan to return home should be aware of any current and potential travel restrictions and should discuss their plans with [ISO](#).
- international students who are considering a leave of absence for the remainder of the semester, will need to return to their home country, their visa status will be terminated and a new document would need to be issued in order to return to UR. This decision has important implications and students should discuss their plans with ISO.”

Please consult advisors in CCAS and ISO with any decisions, questions, or concerns.

Residential Life

Per CCAS:

“Residential Life will be communicating directly with students about the criteria for those students who would like to remain on campus as well as the process for moving home, and any refunds that may be applicable.”

For those living off campus, you should work with ResLife’s Off Campus Housing office if you decide you want to break your lease and return home:

<https://www.rochester.edu/reslife/non/index.html>

U-Haul Self-Storage Promo: U-Haul is offering 30 days of free self-storage to college students who need to move due to coronavirus. https://www.uhaul.com/Articles/About/20625/College-Students-U-Haul-Offers-30-Days-Free-Self-Storage-amid-Coronavirus-Outbreak/?utm_campaign=uhaul&utm_source=twitter&utm_medium=pr&utm_content=20200312-uhaulisoffering30

Events and Happenings

CSUG/WiC Town Hall

The CSUG/WiC Town Hall will occur as scheduled on April 17th from 4:00-5:30 PM. We will open a Zoom meeting for faculty and students to join the event and conduct the Town Hall virtually. As with previous Town Halls, a survey will precede the event in order for you to voice your input anonymously. More on this will come next month.

Grace Hopper Celebration

Grace Hopper will go on! The Grace Hopper Celebration is in Orlando, Florida from September 29 – October 2, 2020. As the GHC is in the distant future, we will carry-on with our application and planning process. For more information, please refer to the WiC CCC page here: <https://ccc.rochester.edu/wic/home/>

CS Question Inbox:

The Department of Computer Science is here for you during this time. We understand you may be confused, sad, angry, anxious, and filled with uncertainty. As this is an ongoing situation, we may not be able to address all questions in the speed and accuracy you wish at this moment or you may not know who the appropriate person is to reach out to about a certain topic. To fast track general questions, concerns, or finding resources, please do not hesitate to submit questions via this google form:

https://docs.google.com/forms/d/e/1FAIpQLSdUGo9XplOdn7-b77M3-F5kDyu9SK9UbmQb-YiTUomeeBNzUA/viewform?usp=sf_link

Additional Resources

UR COVID-19 Update Page: <https://www.rochester.edu/coronavirus-update/>

Department of Computer Science: <https://www.cs.rochester.edu>

CS Resource Page: <https://www.cs.rochester.edu/undergraduate/resources.html>

International Services Office: <https://iso.rochester.edu>

The CARE Network: <https://www.rochester.edu/care/>

We understand this is a lot to take in. We will be continually updating the CS Resources page as more information becomes available.

<https://www.cs.rochester.edu/undergraduate/resources.html>

We will get through this together. We are working tirelessly to make sure all possible ways of communication remain open to all students and to make this a successful and effective semester for all.

Stay safe and stay healthy!

Best,

Sara and Dani

Sara Klinkbeil

sklinkbe@cs.rochester.edu

Class Years: 2022 & 2023, Prospective Students

Dani Vander Horst
dvanderh@cs.rochester.edu
Class Years: 2020 & 2021

NOTE: March 16 – March 20 we will be working remotely and will only be available via email. We hope to begin appointment requests via video conferencing the following week but this is subject to change.