

Dear Senior Associate Deans:

Please forward this message to your department chairs and/or program directors. It has to do with the tents that are set up on the quad for academic use and how they can be reserved.

Facts and Figures

- There are two tents available for academic use. They are labeled C and D in the attached map. Tents C and D will be divided into four subareas. These are designated C001, C002, ... , D004.
- The tents are available for academic use now. For the first week of classes (August 30 – September 3) they have been available on a first-come, first-served basis. They can be reserved for classes or other academic events starting on Tuesday, September 7th. We anticipate removing them on or around Friday, October 15th.
- Each of the eight spaces in Tents C and D can accommodate 26 students.
- The tents are available for academic use from 8:00 AM to 5:00 PM, Monday through Friday. They are available for non-academic uses after 5:00 PM on weekdays and all day Saturdays and Sundays. The tents will not be available on Friday, September 24 and Friday, October 15, due to contractual obligations related to home football games occurring on those dates.
- The tents will be open on all sides and will be outfitted with the appropriate number of chairs. There will not be access to electricity or audio-visual equipment. The subareas will be divided by a curtain.

Policies and Procedures

- The tent spaces will be managed by the Office of the Registrar using the 25Live classroom management system. A guide with instructions on how to reserve the tent spaces is attached to this message.
- The tent spaces can be reserved by class schedulers or individual faculty. It is our preference that class schedulers make these reservations so that departments know where their courses are being taught at any given time. However, requests from individual faculty will be accepted and processed. Questions can be directed to suscheduling@syr.edu.
- Because the tents are open and divided by a fabric curtain, amplification of audio will not be permitted.

Thanks for your help in distributing these materials.

Best wishes,
Chris Johnson