



Millersville University

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PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS
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MEMORANDUM

TO: Faculty Planning to Teach in 2021 Winter Session

FROM: Vilas A. Prabhu, Ph.D., M.B.A.
Provost and Vice President
for Academic Affairs

DATE: December 8, 2020

RE: **RELEVANT INFORMATION ABOUT 2021 WINTER SESSION**

The 2021 Winter Session courses are being offered online to ensure the safety of students and faculty during these pandemic conditions. Courses may still have a variety of start and end dates, the earliest classes beginning on Monday, December 14, 2020 and the latest ending on Sunday, January 17, 2021. For your information, the link to the locally negotiated policy statement on winter office hours is [here](#). If you have any questions about the policy, please contact the APSCUF office.

D2L technical assistance is available after hours and 24/7 by calling 877-325-7778. IT managers will be on call when the university is closed. Please follow the “off hours” instructions provided when reporting any issues to the Help Desk (ext. 7777) so that the manager is alerted. Any individual issues should be directed to the Help Desk when the university re-opens.

The [Registrar’s Office website](#) contains course schedule information, and the Winter Session calendar can be found [here](#). If your course has synchronous meeting times, please make sure to communicate this information in your syllabus for students. **The following dates cannot be scheduled for synchronous sessions and should not be used for due dates: December 25 and January 1.** These are days the University observes as closed for the identified holiday.

Best wishes for a great Winter Session 2021.