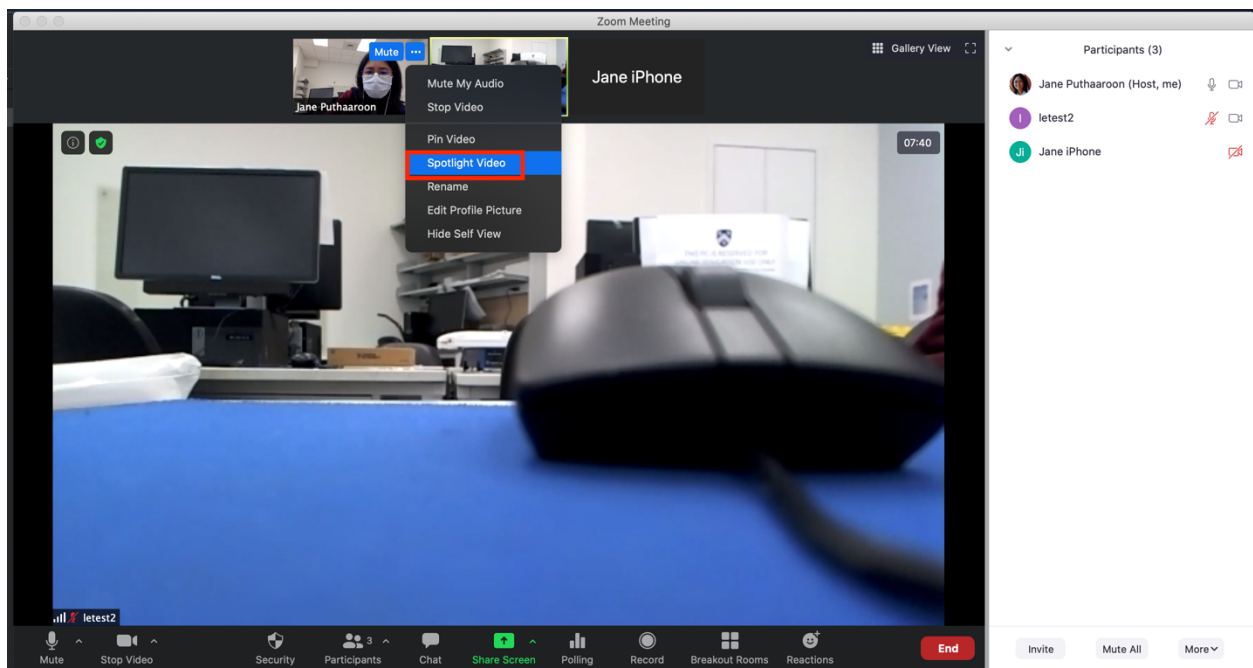


Guidelines for Course Shopping

A common feature of Rice student course selection is the “shopping” for courses that happens during the 2 week add/drop period. While this is normally done by students attending classes they are interested in, the need for physical distancing in the classroom means that “shopping” cannot be done in person this semester. In order to give students a better idea of the content and form of each course, the ARC encourages instructors to post syllabi as soon as possible and to include perhaps a fuller description of the course content and structure than is normal. In addition, if feasible, instructors may wish to prepare a short video describing the course content and form to post on a Canvas site so students can get a better sense of what the class may be like. Instructors will receive an invite to a canvas course titled “Course Shopping” within the next few days. Instructions will be listed for any faculty that need it in regards to uploading their video to the course. Users who have experience with Kaltura will already know how to upload their video. If they have issues, they can email teaching@rice.edu.

Alternatively, instructors might also record their first class using the Zoom setting to “Record active speaker with shared screen” and spotlighting their video (see attached screen shot) so that only the instructor’s image and shared screen is visible in the recording (this is to meet FERPA protections which require that student images and names not be visible) and to post this recording on a publicly available site so students can get a sense for how the course will be taught. Please contact teaching@rice.edu if you have questions. Faculty can also ask students to sign a consent form for the recording. The form is available at: https://registrar.rice.edu/sites/g/files/bxs751/f/Lecture_Capture_Consent-Release.pdf



Guidelines for Special Registration

It is likely that students coming to campus will particularly seek out classes that are being taught in person (noted as “face to face” in the course schedule). Class meeting sizes are limited to 25 students; however, approximately 20% of Rice undergraduates have indicated they will start in a fully remote capacity for the Fall. The Registrar will provide each instructor with a list of students in their classes who will be participating fully remote. This will be noted on the course Roster provided in Esther. As a result, some in person classes may reach the enrollment cap of 25 yet have in person spots available because some students will be fully remote. Instructors teaching these courses may add students through special registration to bring the in person total for their course to 25. Once the in person student number has reached 25, instructors may add additional students to their course if the student agrees to only attend online. This may be desired by some student who need particular courses for their degree program. Students who start the semester fully remote are being notified that if they decide to come to Rice later in the semester, they may not be able to participate in their “face to face” courses in person if all the in person slots have been filled for a given course. Students starting the semester away from Rice are expected to contact their instructors ahead of time to be sure there is adequate space in the classroom should they wish to start participating in person.