CLC Policies for Fall 2020

Below are the changes in CLC operations for Fall 2020 as we strive to maintain a safe environment for our students, instructors, and staff, while continuing to provide critical support for the UChicago language instruction community.

1. The CLC will be physically closed for the duration of Fall Quarter.
   • The front doors to the CLC/Cobb 211 will be closed and locked.
   • All meetings, workshops, and individual appointments with CLC staff will be held online.
   • CLC staff will be working remotely. Unless you have an appointment (see #2 below), you should not expect anyone to be in the CLC.

2. Nick or Rod will be in the CLC each day of O-Week (9/21-9/25) and Week 1 (9/28-10/2) for equipment borrowing, by appointment only.
   • Please email both of them if you need to set up an appointment. After these dates, there will not be anyone in the Language Center on a regular basis.

3. Equipment:
   • All equipment borrowing in Fall 2020 will be on a quarterly basis (i.e., return it at the end of the quarter, rather than at the end of the day). You are responsible for any lost or damaged equipment.
   • If you need to borrow CLC equipment: tell Nick and Rod what you need first so we can arrange check-outs and set up a time for pickup (plan for at least 24 hour turnaround).
   • To limit contact, we recommend trying to purchase any equipment you may need. The Humanities Division or the College may be able to assist in purchasing equipment needed to teach.
     ■ If your primary appointment is in the Humanities Division, contact Matt Hess (hessmb@uchicago.edu) and Michael Wills (mwills@uchicago.edu) about equipment needs.
     ■ If your primary appointment is in the College, contact Katherine Karvunis (karvunis@uchicago.edu) and Joe Stupar (jstupar@uchicago.edu) about equipment needs.

4. All requests for room reservations or changes must be sent to the Registrar's office at registrarrooms@lists.uchicago.edu.
   • The CLC will not be handling any requests for room reservations.
   • Classrooms and pods within the CLC will not be available.

5. All classroom technical support after Week 1 will be provided by IT Services.
   • Before fall quarter begins, IT Services will be reaching out to instructors who have notified the university of their plans to hold in-person class meetings.
   • For immediate AV assistance in your classroom, contact Audio-Visual Services at 773-834-4499.
   • CLC staff (i.e., Rod and Nick) will not be available for in-person classroom technical support after Week 1.

6. CLC staff does not have authorization to give access or let people into buildings. To access any campus building, including Cobb Hall, contact Matt Hess (Humanities) or Katherine Karvunis (College).