Dear Undergraduate Students,

We are writing to provide more details on the School of Management’s response related to the evolving COVID-19 situation. The health and safety of students, staff, and faculty is the highest priority. To that end, we are actively responding to UB’s directive to move all courses online.

The School of Management is uniquely poised to provide instruction online. Over the past several years, new technology has been acquired and training has been provided to faculty in the development of online courses. Indeed, portions of many of our degree programs are taught online already, as a lot of you already know from taking digital access classes. Faculty have been working tirelessly since UB announced that all courses should be converted into a format that is accessible over the internet. The online conversion is to be completed by March 23. You should receive information from your instructors regarding the specifics for each of your courses in the coming days.

The campus remains open and accessible for students that do not have access to the technology needed for online learning. In the event that campus plans change or if accommodation is needed for other reasons, please reach out to your faculty member to discuss and every effort to assist you will be made.

In terms of services for undergraduates, here is a summary of how you can get help while we transition to online delivery of operations:

*Effective immediately and until further notice, the undergraduate programs offices have transitioned to virtual operations.*

**What does this mean for the Undergraduate Program Office (Advising)?**

- You can reach the undergraduate program office by calling 716-645-3206 or by emailing mgt-undergrad@buffalo.edu or your advisor directly during our regular business hours.
- In an effort to practice social distancing, our office will not be taking in-person appointments or walk-ins, and the main door will be closed.
- All student appointments already scheduled will be honored, however, managed differently. Due to the uncertainty in technology, we’ll provide students with a course plan for fall registration via email. Priority will go to those who already had schedule appointments and then each advisor will work through their caseload starting with largest to fewest credit hours.
  - Watch your UB email regularly. We will make every effort to provide those recommendations prior to each student’s enrollment appointment to the best of our ability. Remember, you can see your enrollment date in your HUB student center and the last day to resign is Friday, April 17, 2020. Please reach out to your advisor for assistance prior to this date if you have concerns.
  - We ask that you remain patient in awaiting email responses. We will make every effort to continue to respond within 24-48 hours of regular business work hours.
- If your advisor determines a virtual appointment is necessary, they can schedule you for a virtual appointment. You will receive an invite to your UB email address to attend a Webex meeting in order to conduct your academic advising appointment virtually. You will call into the “meeting” AND connect directly from your computer. You can use a phone or built-in mic or headset if you have one but phone seems to have the best quality. You MUST be at a computer for this to work virtually. If you CANNOT be at a computer, notify your advisor and you can proceed with a phone appointment.
- Workshops will be delivered virtually (via Webex) when possible.
What does this mean for the Undergraduate Learning and Community Center (ULCC)?

- You can reach the ULCC by calling 716-645-9200 or emailing mgt-ulcc@buffalo.edu
- In an effort to practice social distancing, our office will not be taking in-person appointments or walk-ins, and the main door will be closed.
- All appointments with Connie, Maggie or Emily scheduled now or in the future will be converted to phone or virtual via Webex.
- New workshops will be developed and delivered virtually to help student’s navigate these challenging times with the move to an online platform. Watch for notifications.
- In addition to information provided by our own ULCC, please review this tip sheet to navigate distance learning
  - [https://advising.buffalo.edu/pdfs/distanceLearning.pdf](https://advising.buffalo.edu/pdfs/distanceLearning.pdf)
  - [https://advising.buffalo.edu/tutoring/index.php](https://advising.buffalo.edu/tutoring/index.php)
- We strongly encourage you to join the Tutoring and Academic Support Services Facebook page to communicate with other students during this semester.
- **The learning hub** (tutoring) will have a small staff of tutors that are being trained to provide tutoring virtually.
- **The community hub** (study lounge) will be closed for the remainder of the semester.

In a recent message to the faculty, Dean Tesluk expressed confidence “that we as a School of Management community will pull together, rise to the occasion, and move forward during this challenging and difficult time.” We share Dean Tesluk’s optimism and are confident that through the ingenuity and determination of our faculty and students working together, our undergraduate programs will emerge from this challenge tested but stronger as we continue to strive for excellence in all that we do.

Sincerely,

Dave Murray  
Faculty Director of Undergraduate Programs

Deidre Marriner  
Director, Undergraduate Programs and Student Services