

**From:** [Office of the MSU Provost](#)  
**Subject:** Schedule of Classes (for review and action)  
**Date:** Thursday, March 04, 2021 10:01:04 AM

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**MONTANA**  
STATE UNIVERSITY

Office of the Provost

Dear Department Heads, Directors and Deans;

Thank you for all your help creating the schedule of classes for this fall and summer. We encourage you to forward this email to program coordinators and the appropriate academic support personnel in your units to assist in this review request.

The 2021 summer and fall schedules can now be viewed via MyInfo. Please review all the postings in your program areas to make sure they are accurate and submit any changes or corrections by close of business March 19, 2021. (Priority registration begins March 29!) Submit your additions, deletions or corrections to: [coursescheduling@montana.edu](mailto:coursescheduling@montana.edu).

In addition to the usual review of location, time, instructor, etc., please pay special attention to section modality with the following changes in mind:

- Synchronous online classes will have the modality expressed as “**video conferencing**” and will include the meeting days and time. This change is in response to recent revisions to the [Board of Regents policy on online learning](#).
- Asynchronous online classes will have modality expressed as “**online**”, in accordance with updated BOR policy, and will not have meeting days and times listed.

With summer offerings, we would like to continue our transition to in-person learning experiences while still offering a rich mix of online options for students. We encourage you to provide some in-person course offerings as appropriate. Modality change requests can be sent via email to: [coursescheduling@montana.edu](mailto:coursescheduling@montana.edu).

Undergraduate in-person courses should be offered in the 4x4 format unless previously approved by the Office of the Provost. New requests to offer in-person sections outside of the 4x4 format should be submitted through the college dean to the Office of the Provost via a Schedule Section Change Form found on the [Registrar’s website](#).

Again, thank you for your ongoing patience and persistence as we finalize these schedules and ensure the best possible learning environment for our students.

Sincerely,

Bob Mokwa  
Executive Vice President for Academic affairs and Provost

Tony Campeau  
MSU Registrar

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