



Office of Academic Affairs

To: All Faculty and Students
From: Todd J. Pfannestiel, Provost and Senior Vice President for Academic Affairs
Re: Class Delays or Cancellations
Date: September 26, 2022

Whether it's a winter storm or spring flooding, there is always the possibility that upstate New York weather will cause problems for faculty and students and I wanted to remind you all of three things:

1. If the University is closed, opens late, or closes early due to bad weather, we will put out an announcement via Utica's alert system. If there is no message, then the University is open for regular business hours and classes are in session and following the regular schedule. If you are not enrolled in the alert system, you can do so at: www.utica.edu/easy.
2. **Faculty** – regardless of the reason, if you are unable to make it to class, but classes are in session, please notify your students as soon as possible. You can use Banner web to email your entire class. If you don't know how to do that, there are instructions on the "Tips and Tricks for Using Banner Web" page at: <http://www.utica.edu/academic/facultyinfo/bannerweb.cfm>. Please also notify your school office.
3. **Students** – regardless of the reason, if you are unable to make it to class, but classes are in session, please notify your faculty member using your University email account as soon as possible. Faculty contact information is included in every class syllabus.