MEMORANDUM

To: USC Faculty and Staff

From: Elizabeth Garrett, Provost and Senior Vice President for Academic Affairs

Date: September 4, 2013

Subject: Important Considerations re: the Home Football Game on Thursday, October 10, 2013

As a member of the PAC-12 conference, USC will occasionally be required to host weekday football games at the Coliseum. **Our first and only home weekday game this season will be Thursday, October 10, 2013 at 7:30 p.m.**

Last April, I released a memo with early information regarding this game, including how we can all work to minimize the effect the game has on normal university operations.

Attached you will find a set of guidelines and protocols the University developed to ensure smooth operations on game day. In addition, the university created a website that provides information for those attending the game (tailgating restrictions, student parking, fan parking, pre-game entertainment venues, etc): [http://www.weplayfor2013.com/thursday](http://www.weplayfor2013.com/thursday)

For the faculty, several key considerations are most salient:

- The University **will not** cancel classes for weekday games.
- Students will be expected to attend classes and complete assignments as regularly required by the faculty.
- Libraries will remain open for normal operating hours.
- As appropriate, staff will be encouraged to work at home on days when these games are held, and schools will be allowed to send staff home early in the afternoon.
- In general and to the extent possible, our academic operations will proceed as normal during these game days.
- Faculty will be alerted well in advance of weekday games to ensure they can make sufficient preparations to plan their syllabi, lectures, assignments, and exams ahead of time.

Faculty teaching during the late afternoon or evening hours on October 10 should consider some of the following options to help accommodate students enrolled in such classes:

- Schedule an additional class period at some other point in the fall semester and thereby avoid holding your class on October 10. The administration of your school, consulting with the
University Registrar, will work with you to identify appropriate times for a makeup class and possible locations.

- Hold your class at a location other than the University Park Campus. The University Registrar will work with those schools offering a large number of classes in the evening to identify alternative locations at the limited number of available USC-owned locations.
- Use appropriate and available online instructional technologies and approaches for this class period.
- If your normal class schedule includes off-campus activities or work that can be done away from the campus, plan such an activity for this day.
- Although adequate on-campus parking should be available for our students and faculty (game parking will not be permitted on campus on October 10, 2013 and parking rules will be applied flexibly for students and faculty), afternoon and evening classes will inevitably be affected by game traffic in the University Park area. You can encourage your students to investigate public transportation options that may be convenient for them (e.g., the Metro Expo Line, Metro Silver Line, Metro 550, etc.; see http://www.metro.net/ for a complete listing of lines and timetables).

The Thursday game is rapidly approaching, and it is important that we take appropriate steps now to ensure that academic operations are minimally affected.

Please consider the alternatives I have suggested and inform your students early in the semester of the changes you are making in your course plans. If you have any questions or suggestions of other steps we might take to prepare, please feel free to contact the administration of your school or the Dean of Academic Records and Registrar Douglas Shook. (registrar@usc.edu)

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