



IMPORTANT DATES

February 6: Last day to withdraw from a course(s) for session A; grades subject to withdrawal policy

February 11: Unsatisfactory web grading access available for full term

February 13: Deadline to apply for May 2019 graduation

February 21: Faculty final web grading access available for session A

February 26: Last day of classes for session A

February 27 and 28: Final exams for session A

PROOF OF ATTENDANCE

In support of the Office of Student Financial Aid and federal reporting needs, we are working together to develop a means to collect a student's last day of attendance for F and U grades. The regulations require us to determine whether the student attended class and whether the grade was earned or a result of attendance. Stay tuned for more information.

NEW GRADUATION CLEARANCE REPORT

Our graduation clearance report that uses Degree Works data is now available for users who have [Report Central](#) access. Click on Student, Graduation, then Undergraduate Preclearance from Degreeworks. The Office of the Registrar team is working with ITS to publish additional Degree Work reports in the near future.

WHO ARE YOU GOING TO CALL? HOW CAN WE HELP?

Search by expertise or individual:
<https://sites.google.com/a/uncc.edu/office-of-the-registrar-directory/>

SPRING FORUM (1ST BI-ANNUAL EVENT)

Join us for our first spring forum. This two-day forum (same content both days) is designed to provide you with information you can use. Most information will be related in some way to the Office of the Registrar, while information from other areas will also be shared. You pick the day that fits your schedule best. After both days, we will provide you with the presentation and comments/questions/answers from both days. As much as this forum is designed to convey information, it is more important that we address questions or concerns from you. Prior to the event, please share any topics of interest. Don't worry, we have our own topics too. This will become a fall and spring event going forward. We look forward to seeing you.

Mark your calendars for either **Wed, Feb. 27 @ 3pm** or **Thurs, Feb 28 @ 3pm**. Both days will take place in **Cone 112**.

TEST YOUR CATALOG KNOWLEDGE - UNDERGRADUATE PASS/NO CREDIT LIMITS

Every student will be permitted during his/her undergraduate years to select **up to a total of four courses (at most one per academic year)** in which he/she can receive an evaluation of H (honors), P (pass), or N (no credit). This option is designed to encourage curiosity, exploration, and experimentation in areas where a student has strong interest but little or no previous experience. The Pass/No Credit option only applies to courses normally graded on an A-F scale, and it cannot be used on courses taken by a student for credit toward his/her major or minor or to satisfy University General Education requirements.

SUMMER AND FALL 2019 ADVISING HOLDS

With summer and fall registration right around the corner, it is time to place advising holds on students' accounts. In an effort to ensure advising holds are placed accurately and in a timely manner, we are asking departments to send an Excel spreadsheet that includes a complete list of students needing advising holds. The [Report Central](#) report called "Cumulative GPA by level, class, college, degree in major order" under the GPA/Credit Hours tab is a good resource for this information. Requests should be submitted to Beth Dawson at edawson8@uncc.edu by Monday, February 25, 2019.

Please note:

- Freshmen automatically receive an advising hold so these students (class of FR) should be excluded from your request.
- Exclude students who have applied to graduate for the current term.
- If you require a custom message to appear with the advising hold (limit of 30 characters), please include it with your request. Example: Contact PBUS advisor
- One request per department should be submitted.

SUBSTITUTIONS AND WAIVERS

Advisors who have discussed the need for specific substitutions and waivers with their advisees, please go ahead and submit them to our office. In some cases, you can substitute a planned course before the student even registers for the course. The Office of the Registrar would prefer to receive substitutions and waivers shortly after you have these discussions with your student, so they are in place prior to the next term's advisement and/or to aid in degree clearance. The earlier, the better. If you need help identifying these students, contact graduation@uncc.edu.