



IMPORTANT DATES

- November 4:** Registration for Spring 2020 begins
- November 5:** Unsatisfactory grades due on the web by noon for Session B
- November 6:** Unsatisfactory grade notices emailed to students for Session B
- November 12:** Last day to withdraw from a course(s) for Session B
- November 25:** Faculty final web grading access available for Full Term and Session B
- November 27-30:** Thanksgiving break—no classes
- November 28-29:** Thanksgiving break—University closed
- November 30:** Optional reschedule date for possible interruptions

GRADE REPLACEMENT POLICY CHANGE (EFFECTIVE FALL 2020)

Primary change is the automatic application of grade replacement to the first two eligible courses. Students will need to opt-out of before the withdrawal deadline of the semester. For more information, go to: <https://provost.uncc.edu/policies/grading-fall-2020>

DID YOU KNOW...REGISTRATION

Link to registration times - <https://ninercentral.uncc.edu/sites/ninercentral.uncc.edu/files/media/Documents/TT%20Table%20Students%20-Spring%202020.pdf>

Link to FAQ - <https://ninercentral.uncc.edu/courses-registration/registration-information>

SPRING 2020 QUICK REFERENCE GUIDE

(see page 2)

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/>

CHANGE TO TRANSFER CREDIT PROCEDURE

As of Fall 2019, the University will now accept transfer credit that students earned from four-year schools prior to earning associate's degrees. Removing the previous 64-credit-hour cap may help some students progress toward graduation more effectively. Although the rule won't be applied retroactively, if you encounter a student who has this issue, we can retroactively apply the rule on an individual basis. If you have questions about applying this rule, please contact Cecilia Dontoh in Undergraduate Admissions at cdontoh@uncc.edu.

PROOF OF ATTENDANCE (BEGINNING IN SPRING 2020)

All instructors will be required to enter the last date of attendance/participation for all students with failing (F) or unsatisfactory (U) grades. In support of the Office of Student Financial Aid and federal reporting needs, we have worked 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.

Drop-In Information Sessions (No RSVP)

November 20 - 10-11am in CHHS 122

January 14 - 3-4pm in COED 102

January 28 - 2-5pm in CITY 906

For more information and frequently asked questions, visit <https://registrar.uncc.edu/gradingholds/last-date-attendance>

HONOR SOCIETY REQUESTS

UNC Charlotte faculty and staff should never send student "contact" information to an outside organization without a student's consent, whether it is an Honor Society or any other organization outside of UNC Charlotte. Doing so is a violation of Public Records Policy #402 (<https://legal.uncc.edu/policies/up-402>).

So, how can we provide an opportunity for a student to join an Honor Society?

The advisor of the Honor Society, as a school official with a legitimate educational interest, may reach out with an invitation from their [UNC Charlotte email](#) to the students who qualify. The student can then on their own decide whether to respond and share their information to join the organization. It is not permissible to share this information without taking this step first. **Directory Information** at UNC Charlotte consists only of the student's name, major field of study, dates of attendance, enrollment status, and degrees and awards.

All public records (Directory Information) requests should be submitted for review to the Office of Legal Affairs through their public records request portal at <https://unccharlotte.nextrequest.com/>. If you have any questions, contact the Office of the Registrar at regconsult@uncc.edu.

Confidential Indicator:

Students who have notified the University that they want their directory information withheld have a "Confidential Indicator" in Banner. This indicator is available as a column on all reports in Report Central and Report Express and indicates that these students do not wish to have their directory information disclosed to prospective employers, honor societies, licensing agencies, government agencies, and other institutions. Please remember to look for this indicator when your department is running reports and reaching out to students.

Office of the Registrar – Spring 2020 Dates and Links

Quick Reference Guide

Click [Here](#) for the full Academic Calendar.

Important Dates for the Spring 2020 Term

TERM	First Day of Day Classes Starting @ 8:00 am	First Day of Saturday Classes	Last Day to Add/Drop with no grade	Last Day of Classes	Last Day of Final Exams
Full Term	Wed., Jan. 8 th	Saturday, Jan. 11 th	Wed., Jan. 15 th	Tues., April 28 th	Thurs., May 7 th
Session A	Wed., Jan. 8 th	Saturday, Jan. 11 th	Wed., Jan. 15 th	Saturday, Feb. 22 nd	Tues., Feb. 25 th
Session B	Friday, March 13 th	Saturday, March 14 th	Friday, March 20 th	Tues., April 28 th	Thurs., May 7 th

Grading Deadlines (Full Term*)

GRADE	ACCESS AVAILABLE	GRADES DUE
Midterm Grades **	Monday, February 10 th	Friday, February 28 th by 12pm
Final Grades***	Friday, April 24 th	Monday, May 11 th by 12pm

*Grading deadlines for other sessions are available on the Academic Calendar.

**Unsatisfactory grades at midterm will NOT appear on the student's transcript or academic history. For more information on unsatisfactory grading at midterm, visit: <https://go.uncc.edu/fQ76>

***Final grades are official. They will appear on transcripts and on student's academic history. For more on Final grading and instructions, visit: <https://go.uncc.edu/94XD>

For technical Support contact the ITS Help Desk: 704-687-5500 (x7-5500 Main campus)

Classroom Concerns – Who should I call?

CONCERN	RESONSIBLE UNIT	CONTACT INFORMATON
Heating/Cooling	Facilities Management	See Building Liaison List link below
Cleanliness/Vandalism	Facilities Management	See Building Liaison List link below
Missing Seats/Too Many Seats	Classroom Support	Email: classhelp@uncc.edu
Broken Furniture	Classroom Support	Email: classhelp@uncc.edu
Locked Room	Facilities Management	See Building Liaison List link below
Chalk, erasers, dry erase markers	Classroom Support	Email: classhelp@uncc.edu
Room Reservations	Contact your department's Office Manager/Administrative Assistant	

Do you have a building/room concern and need to contact the building liaison? Find the listing here:

<https://facilities.uncc.edu/our-services/general-services/facilities-operations/building-liaison-program>

Helpful Links

Office of the Registrar	https://registrar.uncc.edu
University Catalogs	https://catalog.uncc.edu/
Concerned about a student?	https://caps.uncc.edu/about-us/concerned-about-student
Final Exam Schedule	https://ninercentral.uncc.edu/courses-registration/exam-schedules
Center for Teaching and Learning	https://teaching.uncc.edu/