



IMPORTANT DATES

- October 1:** Faculty final web grading access available for Session A
- October 4:** Last day of classes for Session A
- October 4:** Unsatisfactory grades for Full Term due on the web by noon
- October 7:** Unsatisfactory grade notices for Full Term emailed to students
- October 7:** Spring 2020 schedule of classes available on the web
- October 7:** Student registration appt. times available on the web
- October 7-8:** Student recess—no classes
- October 9-10:** Final exams for Session A
- October 14:** Final grades due for Session A
- October 17:** First day of classes for Session B
- October 19:** Saturday classes begin for Session B
- October 21:** Last day to withdraw from course(s) for Full Term; grade subject to Withdrawal Policy
- October 24:** Last day to drop for Session B with no grade
- October 29:** Unsatisfactory web grading access available for Session B

BANNER UPGRADE—OCTOBER 26

These are scheduled to move to production on Saturday, October 26th.

General 8.11.2	HR 8.16
AR 8.5.5	EmpSS 8.16
Posnctl 8.16	Finaid 8.36
Student 8.18	
pcr-000167806_stu8180001	
AR 9.3.12.0.2	Adv 9.3.6.0.7
AppNav 3.1.1	Finance 9.3.13.0.5
Finaid 9.3.15.0.1	HR 9.3.12.0.6
Student 9.3.15.2.1	Posnctl 9.3.12.0.3
Admin Common 9.3.18.0.10	

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/>

DID YOU KNOW? - COURSE WAITLISTS

A student attempts to enroll in a closed class that has the Waitlist option...

1. Student receives the “Closed, There are __ student(s) on the waitlist for this class” message. The number on the waitlist will be inserted in the blank space (__).
2. The student has the option to elect to Waitlist into the closed section upon meeting the course prerequisites
 - a. Student selects “Waitlist” on a drop-down menu to add themselves to the waitlist
 - b. Student selects “None” if the student does not want to add themselves to the waitlist
 - c. If the student elects to Waitlist, this does not mean they are registered
3. Once a space becomes available, the student who is first in line on the Waitlist is notified via UNC Charlotte email
4. The student has 24 hours to complete the registration process, up until seven calendar days before the First Day of Classes
 - a. Beginning seven calendar days before the First Day of Classes, this time limit is reduced to 12 hours to provide more opportunities for a student to add a class
 - b. Note: The “Last Day to Add a Class by 11:59 p.m.” deadline is enforced
5. If students decides not to register or the time expires, the next student in line is notified and the process starts over
6. After the Last Day to Add deadline, students are NOT able to use the Waitlist feature. However the information on the current waitlist can be retrieved for administrative purposes (departmental consultation, planning purposes, etc.)

Please keep in mind...

*The general guideline for the maximum seats for the waitlist is a maximum of 10% of the enrollment in a class. For example, for a class of 80 students, the waitlist should be set at a maximum of 8 students. However, this number can be, and should be, modified based on the turnover of seats in the class during registration. For example, if a particular section of a course with 120 students has a high amount of turnover, the wait list could be set at 20.

***No enrollment overrides, such as permits, are allowed for course with waitlists.**

*Waitlist should **NOT** be used if...

- a. A department will be changing the maximum enrollment of a particular section over time or in the future (e.g. You may be increasing the maximum enrollment as each new SOAR session is conducted during the Summer)
- b. A department is “holding” a set of seats within a section for a specific population (e.g. use reserved seating for a specific learning community)
- c. A professor or department prefers to manually control who is added to a closed section of a class

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.

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