

IMPORTANT DATES

- February 2:** Early alert deadline
- February 2:** Unsatisfactory mid-term grades due on the web by noon for first half term
- February 5:** Unsatisfactory mid-term grade notices emailed to students for first half term
- February 6:** Last day to change grade type (P/NC or audit) for first half term
- February 6:** Last day to change or opt-out of grade replacement for first half term
- February 6:** Last day to withdraw from a course(s) for first half term; grades subject to withdrawal policy
- February 8:** Deadline for all students to apply for May 2024 graduation
- February 14:** Faculty final web grading access available for first half term
- February 19:** Unsatisfactory web mid-term grading access available for full term
- February 23:** Last day of classes for first half term
- February 26:** Reading day for first half term
- February 27-28:** Final exams for first half term

NEW LOOKUP TOOL - SCHEDULE OF CLASSES BY LOCATION

As technology evolves, we are increasingly exploring new ways to use our current applications to better suit our needs. As a result, we are utilizing 25Live to provide a location look-up tool for the Schedule of Classes. On the Registrar's [webpage](#), under Calendars & Schedules, is a new option, "Schedule of Classes by Location". Use this look up tool to search for classes by location, instructor, subject and more!

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

Search by expertise or individual:
<https://registrar.charlotte.edu/contact-us/registrar-specialist-directory>

DEGREEWORKS EARLY ENTRY GR COURSES NOW APPEAR ON THE UG AUDIT

One of our very talented OneIT Banner Application Developers created a solution to slot Early Entry courses on the UG audit as In Progress/*REG. This was done by modifying the Banner extract to allow courses to slot on the UG audit if they have an EEE override for the course on SFASRPO and do not have a UG record for the course on SHATCKN. Until either the EEE override is removed or the UG level record is added on SHATCKN, the course will appear as "in-progress"/*REG on the UG audit with no grade even if there is a grade for the course. Please review DegreeWorks audits for your Early Entry students and let Graduation Services know if you see any issues.

DEGREEWORKS SUPPORT HAS CHANGED

The Office of OneIT has moved to a new Service Desk ticketing system today and we are no longer able to automatically create Help Desk tickets when users send an email to the DegreeWorks inbox. Beginning today, we are asking users to complete the [DegreeWorks Help Request form](#) or use the [portal](#) to submit a help request for all DegreeWorks questions or issues. The DegreeWorks inbox is not being monitored.

REGISTRAR COMMUNICATION

Communications planned for distribution this month (*dates subject to change*)

SPRING 2024			
DATE	EMAIL	DESCRIPTION	AUDIENCE
6-Feb	Incomplete Graduation Application	May 2024 Commencement	Graduating Students
6-Feb	Missing College Transcript	Registration hold for Fall 2024	Select Students
8-Feb	Account Inactivation	Continuing Students, New Admits & Readmits	Select Students
22-Feb	Graduation Application Received	May 2024 Commencement	Graduating Students

ADVISORS CAN NOW SEE ALL HOLDS FOR STUDENTS

When we went live with the upgraded Self Service Banner, advisors were only able to view advising holds in Self Service Banner. One of the OneIT Banner Application Developers has updated the holds page to now display all holds for an individual student. Advisors are only able to release Advising holds, but now you can see all holds on a students record. You can still view holds in Banner Admin pages (SOAHOLD), if you have access.

Releasable Holds for Mr. [REDACTED]

Hold Type	Reason	From Date	To Date	Originating Unit	Processes Impacted ...
Advisement Required	See Major Dept for Advisi	October 20, 2023	December 12, 2024	Undergraduate Admissio	Registration

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Release Selected Save Refresh

All Holds for Mr. [REDACTED]

Hold Type	Reason	From Date	To Date	Originating Unit	Processes Impacted ...
Advisement Required	See Major Dept for Advisi	October 20, 2023	December 12, 2024	Undergraduate Admissio	Registration
New Student Orientation	Required to Attend Orient	October 20, 2023	November 22, 2024	Undergraduate Admissio	Registration
Registration and Transcrip	49erNext	August 6, 2021	September 1, 2024	Undergraduate Admissio	Registration, Transcripts

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