OFFICE OF THE REGISTRAR NEWSLETTER

University of North Carolina Charlotte

February 2022

IMPORTANT DATES

February 2: Unsatisfactory mid-term grades due on the web by noon for first half term

February 3: Unsatisfactory mid-term grade notices emailed to students for first half term

February 4: Early alert deadline

February 7: Last day to change grade type (P/NC or Audit) for first half term

February 7: Last day to change or opt-out of grade replacement for first half term

February 7: Last day to withdraw from a course(s) for first half term; grade subject to withdrawal policy

February 11: Deadline for all students to apply for May 2022 graduation

February 14: Faculty final web grading access available for first half term

February 21: Unsatisfactory web mid-term grading access available for full term

February 25: Last day of classes for first half term

February 28: Reading day for first half term

SPECIAL POPULATION REGISTRATIONS/ENROLLMENTS

These are no-cost registrations/enrollments for Spring 2022.

Greater Charlotte Consortium - **48**

Senior Citizen Auditors - **8**

Inter-Institutional - **1**

DON'T WAIT TO SUBMIT SUB/WAIVERS

If you have substitutions or waivers to submit on behalf of your students, now is the time to submit. It is not recommended to wait until the end of the term. Please ensure that all graduate level courses used in undergraduate substitutions are approved to double count. This is especially important for spring 2022 and summer 2022 graduating students.

UNDERGRADUATE ACADEMIC PETITION SYSTEM CANVAS COURSE

Want to know more about the Academic Petition System at the undergraduate level, visit https://uncc.instructure.com/enroll/CJA6JK. This online training is useful for understanding petition types, navigating, searching, making recommendations or decisions, among other things.

CLASS ROSTERS

This is likely too little, too late, at this point in the semester, but we wanted to take a few minutes to outline two discrepancies. If you are **pulling your class roster from Canvas**, your roster will list students with the students' preferred first name. We encourage the use of preferred first name. However, if you are **pulling your class roster from Banner Self-Service**, it will only include the students' legal first name. This discrepancy is important to note.

If you are using Banner Self-Service, it might be good to ask students their preferred first name prior to the first day of class or call by last name and have them provide their preferred first name on the first day. The Office of the Registrar and OneIT are working on an upgrade for the faculty services portion of self-service and should include preferred first name in the future. We'll share the status of this project closer to its fruition. It is a high priority project for us, as we want to ensure you and your students' first interactions are not uncomfortable.

HALF TERM CALENDAR CORRECTION

For half-terms, the drop/add deadline is always the 2nd business day. We noticed that for spring and summer half terms, the calendar included 3 business days. It was too late to edit the spring first half term, but we have updated the drop/add deadlines for the second half spring term and summer terms. If you or other faculty have included these dates in a syllabus, they will need to be corrected.

Please note the correct Drop/Add Deadlines:
Spring 2022 Second Half Term - March 17
Summer 2022 Full Term - May 24
Summer 2022 First Half Term - May 24
Summer 2022 Second Half Term - July 6

CALENDAR NAME CHANGES *(effective January 12, 2022)*

Refresh Weekend - No Classes (*formerly Spring Weekend*)
April 15-16, 2022
Veteran's Day - No Classes (New!)
November 11, 2022

Going forward, there will always be a Friday/Saturday break in spring and a Veteran's Day in the fall. Usually, Veteran's Day will be celebrated on a Friday or Monday close to November 11, if it falls on a weekend. The Friday/Saturday in spring will likely fall somewhere between the two spring half terms.

ADVISING HOLDS

With registration fast approaching, it's time to assign advising holds on students' records. Requests should be submitted to Elizabeth.Mullis@uncc.edu by **Monday, February 28th.**

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. These spreadsheets can be retrieved from Report Central. A report that could be used is the *Cumulative GPA by level, class, college, degree in major order report under the GPA/Credit Hours tab.*

Please note:
- *Freshman 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.*

SPRING REGISTRAR FORUM SAVE THE DATE (see page 2)

CHARLOTTE
THE OFFICE OF THE REGISTRAR

Spring Registrar 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 other information from other areas is also 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 (*send to jreece15@uncc.edu*) Don't worry, we have our own topics too. We look forward to seeing you.

Mark your calendars

Wed, March 16 @ 10am or **Thurs, March 17 @ 10am**. As much as we would have loved to see you in person, COVID is still here and we don't feel that you should have to wear a mask for that long. We will still keep both dates, to ensure you have an opportunity to interact within the constraints of your schedule. Additionally, we will record both sessions to ensure we capture all questions and answers. Forums are expected to last an hour and a half.

March 16, 2022 @ 10am -
https://uncc.zoom.us/j/92993088024?pwd=OVdBSDM5aTJiaHBYWG9iUnhEbmpCUT09
Meeting ID: 929 9308 8024
Passcode: Happy

March 17, 2022 @ 10am -
https://uncc.zoom.us/j/98047163002?pwd=RkIvRCt5ZnZsbG5vUjRoclRYY3RsQT09
Meeting ID: 980 4716 3002
Passcode: Smile