

### IMPORTANT DATES

**January 1:** New Year's Day observed - University closed  
**January 5:** Fall academic suspension appeal deadline  
**January 10:** First day of classes for full term and first half term  
**January 11:** Last day to add, drop a course(s) with no grade for first half term  
**January 13:** No Saturday classes  
**January 15:** Dr. Martin Luther King Jr. Day - University closed  
**January 17:** Last day to add, drop a course(s) with no grade for full term  
**January 18:** 2nd cancellation for non-payment for all terms  
**January 20:** Saturday classes begin for full term  
**January 22:** Grade replacement auto selection process run for all terms  
**January 24:** Census date for spring enrollment  
**January 24:** Niner Course Pak last day opt-out  
**January 26:** Unsatisfactory web mid-term grading access available for first half term

### DEGREEWORKS TRAINING SESSIONS FOR ADVISORS

Register in the [Learning and Development Portal](#)

January 18, 2024 - 10:30am - 12:00pm  
 April 23, 2024 - 2:00pm - 3:30pm  
 August 8, 2024 - 3:00pm - 4:30pm  
 November 13, 2024 - 9:00am - 10:30am

### SPRING FORUM SAVE THE DATE

(See page 2)

### SPRING 2024 QUICK REFERENCE

GUIDE (see page 3)

<https://registrar.charlotte.edu/resources/quick-reference-guide>

### HAPPY NEW YEAR!

The Office of the Registrar is ready for a new year, and we are looking for your help. If you have any ideas, suggestions, or other feedback that you would like us to review, please share. We are always looking to improve and better serve you, our partners. Email [jreece15@charlotte.edu](mailto:jreece15@charlotte.edu) with your feedback.

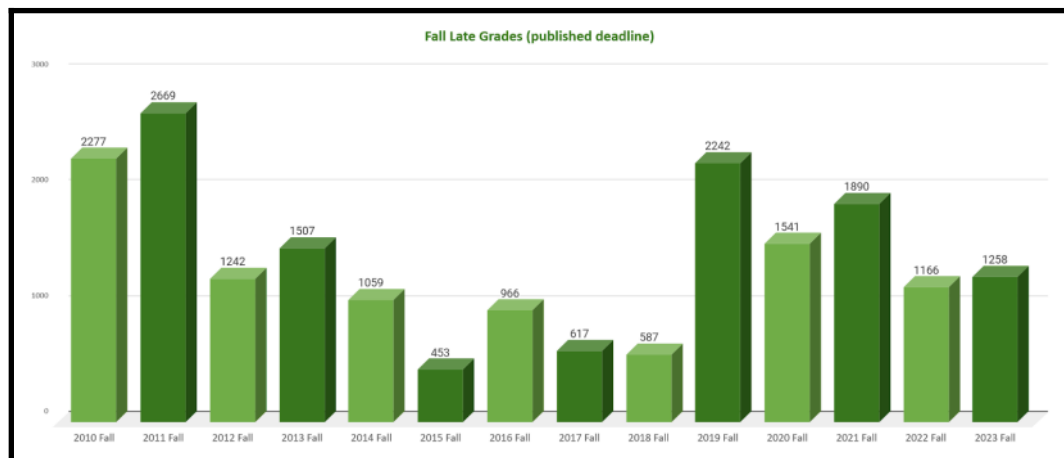
### INCOMPLETE (I) GRADE SUBMISSIONS

We noted a few questions regarding incomplete grade submissions at the conclusion of fall 2023. We wanted to highlight the process, albeit a few additional steps, in Self-Service Banner 9.

Incomplete grades require that a date be entered in the **Last Attend Date** field in Self-Service Banner. Prior to selecting a grade of Incomplete, enter a date in the **Last Attend Date** field for that particular student. When a student is assigned a grade of Incomplete, you will automatically be taken to the Incomplete Grades tab to confirm the Incomplete Extension Date. If the **Last Attend Date** has not been entered prior to selecting the Incomplete grade, you will get an error message when clicking **Save**. To return to the Roster to enter the **Last Attend Date** and complete the grading process, click the **Roster** tab.

### FALL LATE GRADE SUBMISSIONS

Please remember that there are several post-grading processes that have to be run. Delays in grade submission creates delays in graduation, probation/suspension reviews, transcript processing, and more. I know we can do better. Please make an effort to report grades by the noon deadline on the published date.



### RECORDS TEAM IMPORTANT DATES

- January 2, 2024 - Reminder email has been sent to suspended students that the academic suspension appeal deadline is approaching.
- January 3, 2024 - Chancellor's List and Dean's List was processed.
- January 5, 2024 - Academic suspension appeal deadline
- January 10, 2024 - Academic suspension appeal tool closes at 11:59pm

### ACADEMIC STANDING

The academic standing process for undergraduate students was completed on December 20, 2023. These are the results.

- Suspension: 245 students
- Probation: 1066 students
- Continued Probation: 51 students

**SAVE THE DATE**



## 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@charlotte.edu](mailto:jreece15@charlotte.edu)). Don't worry, we have our own topics too.

### Mark your calendars

(Both days will be presented virtually)

**Tuesday, February 27, 2024 from 3pm-4:30pm**

<https://charlotte-edu.zoom.us/j/92687662739?pwd=dHNsbFRSemorMGIUMjA3RzNWcENTdz09>

**Meeting ID: 926 8766 2739**

**Passcode: BELIEVE**

Or

**Wednesday, February 28, 2024 from 3pm-4:30pm**

<https://charlotte-edu.zoom.us/j/94277517522?pwd=V3JxaThXU0FqK1AycklyYVZ2ekVpQT09>

**Meeting ID: 942 7751 7522**

**Passcode: RAINBOW**

We will record both sessions to ensure we capture all questions and answers. Forums are expected to last an hour and a half.

## Office of the Registrar – Spring 2024 Dates and Links

### Quick Reference Guide

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

### Important Dates for the Spring 2024 Term

<b>TERM</b>	<b>First Day of Classes</b>	<b>Last Day to Add/Drop</b>	<b>Last Day of Classes</b>	<b>Last Day of Final Exams</b>
<b>Full Term</b>	Wednesday, Jan. 10	Wednesday, Jan. 17	Monday, April 29	Wednesday, May 8
<b>First Half</b>	Wednesday, Jan. 10	Thursday, Jan. 11 - by 12pm	Friday, Feb. 23	Wednesday, Feb. 28
<b>Second Half</b>	Thursday, Mar. 14	Friday, Mar. 15 - by 12pm	Monday, April 29	Wednesday, May 8

### Grading Deadlines (Full Term\*)

<b>GRADE</b>	<b>ACCESS AVAILABLE</b>	<b>GRADES DUE</b>
<b>Midterm Grades **</b>	Monday, Feb. 19	Friday, March 1 - by 12pm
<b>Final Grades***</b>	Monday, April 22	Monday, May 13 - 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 OneIT Help Desk: 704-687-5500 (x75500 Main campus)**

### Classroom Concerns – Who should I call?

<b>CONCERN</b>	<b>RESPONSIBLE UNIT</b>	<b>CONTACT INFORMATION</b>
<b>Heating/Cooling</b>	Facilities Management	See Building Liaison List link below
<b>Cleanliness/Vandalism</b>	Facilities Management	See Building Liaison List link below
<b>Missing Seats/Too Many Seats</b>	Classroom Support	Email: <a href="mailto:classhelp@uncc.edu">classhelp@uncc.edu</a>
<b>Broken Furniture</b>	Classroom Support	Email: <a href="mailto:classhelp@uncc.edu">classhelp@uncc.edu</a>
<b>Locked Room</b>	Facilities Management	See Building Liaison List link below
<b>Chalk, erasers, dry erase markers</b>	Classroom Support	Email: <a href="mailto:classhelp@uncc.edu">classhelp@uncc.edu</a>
<b>Room Reservations</b>	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

<b>Office of the Registrar</b>	<a href="https://registrar.charlotte.edu/">https://registrar.charlotte.edu/</a>
<b>University Catalogs</b>	<a href="https://catalog.charlotte.edu/">https://catalog.charlotte.edu/</a>
<b>Concerned about a student?</b>	<a href="https://sass.charlotte.edu/faculty-staff">https://sass.charlotte.edu/faculty-staff</a>
<b>Final Exam Schedule</b>	<a href="https://ninercentral.charlotte.edu/courses-registration/registration-resources/">https://ninercentral.charlotte.edu/courses-registration/registration-resources/</a>
<b>Center for Teaching and Learning</b>	<a href="https://teaching.charlotte.edu/">https://teaching.charlotte.edu/</a>