

IMPORTANT DATES

March 3: Fall 2025 Schedule of Classes available on web

March 3: Student registration appointment times available on web

March 3 to March 8: Student Spring Recess – No Classes

March 7: Optional Reschedule Date for Possible Interruptions

March 10: Unsatisfactory Mid-Term Grade notices emailed to students for Spring 2025

March 17: First day of classes for Second-Half Term

March 17: Last day to Change or Opt-Out of Grade Replacement

- [Policy Information](#)

March 17: Last day to withdraw from course (s); grade subject to Withdrawal Policy

- [Policy Information](#)

March 17: Last day to change Grade Type (P/NC or Audit)

- [Policy Information](#)

March 18: Last day to add or drop for Second-Half Term with no grade* @ 11:59 pm

[Payment Information](#)

March 19: Grade Replacement auto selection process run

- [Policy Information](#)

March 31: Unsatisfactory web mid-term grading access available for Second-Half Term

March 31: Registration for Summer 2025 and Fall 2025 begins

SUMMER & FALL 2025 SCHEDULE OF CLASSES is "LIVE"

The [Summer 2025 & Fall 2025 Schedule of Classes](#) is now available for review and schedule planning.

WHO ARE YOU GOING TO CALL?

HOW CAN WE HELP?

Search by expertise or individual:

<https://registrar.charlotte.edu/contact-us/registrar-specialist-directory>

CLARIFICATION ON CLASS ATTENDANCE AND REGISTRATION POLICIES

We have received inquiries regarding students attending classes without formal registration. This often occurs when instructors add students to Canvas or grant informal permission for students to sit in on classes.

To ensure compliance with University policy, and in consultation with the General Counsel's Office, we must reiterate that allowing students to attend classes without proper registration is prohibited.

Our [undergraduate](#) and [graduate](#) catalogs clearly state that registration and payment of associated fees are mandatory for all students attending classes, including those auditing courses.

The Board of Governors (BOG) [Policy 1000.4.1](#), which addresses auditing, specifically applies to individuals aged 65 and older, designated as "senior auditors." This policy, based on [GS 115B-2.2](#), exempts these senior auditors from registration and fee requirements. This exemption implies that all other individuals are required to formally register and pay applicable fees to attend classes.

Therefore, instructors are requested to ensure all students attending their classes are officially registered.

STAFF CHANGES

As mentioned in our Registrar Forums last week, we have had a number of changes on our team in recent months. We had two recent changes that we wanted to highlight from January and February.

Elizabeth Mullis' last day was Jan 17. She had been with the Office of the Registrar since 1999. Around 2020, she moved to OneIT, supporting the Office of the Registrar. She is now fully engaged with OneIT as a Business Process Analyst with the Planning & Projects team. We are excited that Charlotte will continue to benefit from her expertise.

Liza Lopes' last day was Feb 21. She had been with us since 2020. Yes, she started during the pandemic; the worst time to start. But, she has didn't let that stop her. We are excited for her next adventure as Assistant Registrar at Davidson University. We wish her the best and will most certainly cross paths with her again.

ACADEMIC SUSPENSION APPEAL TOOL ENHANCEMENT (RECONSIDERATION BUTTON)

The "Reconsideration Button" will go live spring 2025 semester. This will replace the manual process of either a student requesting a re-review or forwarding their denied academic suspension appeal to a second department for review. If you or your department is interested in an overview, please email the Records team at Records-group@charlotte.edu. You can let us know if you would like to attend the following scheduled demos.

- Mar 18, 2025 at 2:00pm - 2:30pm
- Mar 20, 2025 at 2:00pm - 2:30pm
- Apr 15, 2025 at 2:00pm - 2:30pm
- Apr 17, 2025 at 2:00pm - 2:30pm

If none of these times and dates listed above work for you, we are happy to schedule a date and time that does. Attached we have provided training materials that can be forwarded to academically suspended students or used for guidance.

SUBSTITUTION/WAIVERS

Please update Graduation Services with authorized sub/waiver submitters – new advisors, program directors, etc. Email graduation@charlotte.edu.

Graduation Services may request comment or reach out for clarification on a sub/waiver request - please respond promptly!

College	Number of Undergraduate Degree Works Audits, not equal to 98% or 100%, for Spring 2025 graduation applicants (as of 3/3/2025)
College of Arts + Architecture	52
Belk College of Business	69
Cato College of Education	62
College of Computing & Informatics	16
William States Lee College of Engineering	31
College of Health & Human Services	49
College of Humanities & Earth and Social Sciences	296
College of Science	83
Grand Total	658

The goal is to get these numbers as close to zero as possible by the beginning of May 2025!