

## Fall 2019 Faculty & Staff Memo

Deadlines | Course Enrollment | Faculty Grading | Policies



Dear UCCS Faculty and Staff,

As we begin a new semester, the Office of the Registrar would like to remind you of some important policies and deadlines. The last page of this document has important semester deadlines for fall 2019. Please do not hesitate to contact us if you have any questions or concerns. Have a great semester!

### Significant Changes

#### Revised Withdrawal Refund Policy

Students who withdraw from any or all of their classes on or before the course census date will receive a refund of tuition and refundable fees associated with the course(s)\*. Students who completely withdraw from the term after census date are not eligible for a refund of tuition and refundable fees. Students who withdraw from all courses with extenuating circumstances are eligible to submit a [Tuition Appeal](#) to the Office of the Registrar. The tuition appeal must be submitted by the deadline (fall class appeal deadline = end of subsequent spring semester; spring or summer class appeal deadline = end of the subsequent fall semester) to be considered. Questions can be directed to the Office of the Registrar at [registrar@uccs.edu](mailto:registrar@uccs.edu) or 719-255-3361 or Student Financial Services at [bursar@uccs.edu](mailto:bursar@uccs.edu) or 719-255-3391.

\*Short courses -- courses that meet outside of the traditional semester or start before the term or after Census Date -- have special drop and refund deadlines that are determined by prorating the normal term deadlines by the number of weeks the course meets. Students can see the deadlines in their myUCCS Portal by clicking on the calendar icon within their class schedule. There is no refund for courses dropped after the course Census Date and a grade of W will be assigned. Visit the [Course Deadlines](#) section of the [Office of the Registrar](#) website for more details on course deadlines.

### Family Educational Rights and Privacy Act (FERPA)

The University of Colorado complies fully with the provisions of FERPA. The act was designed to protect the privacy of educational records. Please take a moment to review [FERPA Guidelines](#) on the [Office of the Registrar](#) website. Additional information about FERPA can be found under Student Rights and Responsibilities in the online Academic Catalog. Practices, such as posting grades to office doors or on the web, leaving exams or papers where others can access such records, are a violation of student privacy rights. Best practice: If any person other than the student or university staff will ever see a document, do not include personal identifiable information on the document.

**Full FERPA Privacy Students:** Students may also ask the university not to publicly disclose directory information – students can choose full privacy or limited privacy. Full privacy students are identified in CU-SIS with a **PRIVATE** flag on student data screens and on class/grade/advisee rosters. If information is requested by third parties for students who have the **PRIVATE** flag, no information can be given. The proper response is, "we have no information about that individual" or "we have no record of that student."

- **Exception:** UCCS email is the official means of communication (UCCS Policy 700-001). You may conduct university business with **PRIVATE** students through their UCCS email account.
- **Full Privacy Students in the Classroom:** Students on full privacy do not have the right to anonymity in the classroom (in person or online) as it only protects them from having information released to outside third parties. As such, instructors may continue to refer to students by name in the classroom or in an online forum

### Confirming Student Enrollment

**Students must be officially enrolled in a course in order to attend.** Faculty can log into the myUCCS Portal to view class roster(s). Department Administrative Assistants or Registrar Staff can also look students up in CU-SIS to help you determine if a person is registered in your class.

Students are **not** permitted to sit in a course to make up an incomplete grade from a prior term without officially registering and paying for the course. Students who approach you about attending your course in order to make up an incomplete grade should be referred to the Office of the Registrar. Everyone attending class should be registered and listed on the official class roster. The only exceptions to this rule are persons who have your permission **and** possess either an official campus "Audit Card" or a "Listening-In" Permit issued by the Office of Online and Academic Outreach.

Please notify the Office of the Registrar ([registrar@uccs.edu](mailto:registrar@uccs.edu) or x3361) of any persons who are attending your course but are not listed on your class roster after Census Date.

## Understanding Waitlists

For full semester length courses, the only way for students to enroll in a course that is closed is by placing themselves on the waitlist (waitlists available through **11:50pm on Sept. 1**). **Note:** The system *will* allow students to waitlist for more than one section of the same course. In addition, the system *will* allow students to fully register for one section of an open course and waitlist for another section of that same course. **Important:** The student *will not* roll into a course off the waitlist if they are fully enrolled in an open section of that course and waitlisted for another section (unless that specific course is repeatable for credit). Students on the waitlist are automatically enrolled in the course if a seat becomes available or enrollment limits are increased. Instructors may accommodate students on the waitlist through **Sept. 1** by requesting to increase their course enrollment limit, or by requesting that students be manually rolled into the course over the published limit. Waitlists will be purged the morning of **Sept. 2** (full semester length courses). After waitlists are purged, students may enroll in a closed course by using a Course Change Form (Add/Drop Form) and obtaining instructor approval/signatures or by acquiring a Permission Number from the academic department that owns the course or their academic/program advisor. Refer to “Deadlines for Adding and Dropping Courses” below for additional details on enrollment deadlines.

**Prior to the Waitlist Purge:** Instructors who wish to allow waitlisted students to enroll in their courses may contact their department assistant to request an increase in the enrollment limit, being mindful of the classroom space limit. Increasing the enrollment limit will allow students to roll into the course automatically (if they do not have other problems such as time conflicts, financial holds, etc.). If instructors do not want to raise the published limit but still want to allow waitlisted students to enroll, they should email [registrar@uccs.edu](mailto:registrar@uccs.edu) to manually move students into the course.

**After the Waitlist Purge through Census Date (Sept. 2- Sept. 12):** Students can obtain a Course Change Form (Add/Drop Form) signed by the instructor and bring the form to the Office of the Registrar, Main Hall, Room 108. Staff will enroll the students, if there are no holds that would prevent the enrollment and if the classroom capacity has not been met. The department may also issue a Permission Number to the student. The student can use the permission number in their myUCCS Portal to enroll in the course.

**After Census Date (Sept. 12):** Students can use a Course Change Form (Add/Drop form), obtain approval/signatures of the instructor, dean and Student Financial Services, and then bring the form to the Office of the Registrar for processing.

**Short Course Waitlists:** For short courses, the last day to waitlist aligns with the last day to enroll in the course. Waitlists will be purged the following business day. A list of all short course deadlines can be found on the [Short Course Deadline page](#).

Session	Waitlist Available Until	Waitlist Purge
Gateway Program Seminar	Thursday, August 22	Friday, August 23
Full Semester Length Courses (C)	Sunday, September 1	Monday, September 2
First 8 weeks (CMA)	Thursday, August 29	Friday, August 30
Second 8 weeks (CMB)	Saturday, October 26	Monday, October 28
Weekend University (CWK)	Tuesday, September 17	Wednesday, September 18

## Deadlines for Adding and Dropping Courses (Full Semester Length Courses)

**Important Note:** Short courses -- courses that meet less than 16 weeks or start before the term or after Census Date -- have special drop and refund deadlines which are determined by prorating the normal term deadlines by the number of weeks the course meets. Students can see the deadlines in their myUCCS Portal by clicking on the calendar icon within their class schedule. There is no refund for courses dropped after the course Census Date and a grade of W will be assigned. Visit the [Course Deadlines](#) section of the [Office of the Registrar](#) website for more details on course deadlines.

**Adding Courses:** Students can add full semester length courses in their myUCCS Portal without special permission until **11:50pm on Sept. 1**. To add a course after **Sept. 1**, students *must* be issued a permission number (through the academic department/advisor) or obtain the instructor’s approval/signature on an Add/Drop form.

**Adding Courses after Census Date:** After Census Date (**Sept. 12**), approvals of both the instructor and dean of the college under which the course is offered are required. Students should obtain instructor signature first before approaching the dean of the course for a signature/approval. The student must submit a *completed* Add/Drop form to the Office of the Registrar (MH 108) for processing. Incomplete forms *cannot* be processed.

**Note:** Permission numbers *cannot be used* after **11:50pm on Sept. 12** and course add forms must be utilized.

**Census Date/Dropping Courses:** Students may drop full semester length courses via the myUCCS Portal through **11:50pm on Sept. 12** and receive a full refund. Full semester length courses dropped on or before this deadline will not be assigned a grade. **Note:** Students who drop a class are not permitted to sit in the class after dropping.

**Dropping Courses after Census Date:** After Census Date, students may drop full semester length courses *without* instructor or dean approval via the myUCCS Portal through **11:50pm on Nov. 1**. These drops are nonrefundable and a grade of ‘W’ will be assigned automatically. Visit the [Course Deadlines](#) section of the [Office of the Registrar](#) website for more details on course deadlines.

**Dropping Courses after Nov. 1:** Students must obtain instructor and dean approval to drop a course after **Nov.1**. Students should obtain instructor signature first before approaching the dean of the course for a signature/approval. If a student is only **dropping a portion of their courses** after **Nov. 1**, a Course Change Form (Add/Drop Form) can be used. If a student is requesting approval to **drop all courses** after **Nov. 1**, see below. **Note:** These types of requests are only granted to students who have extenuating circumstances, and it is not guaranteed that students will be granted the option to drop a course(s). If approved, course drops after this date are assigned an official grade of 'W'.

### Withdrawing from the Term (Full Semester Length Courses)

Students who drop *all* of their courses (zero credit hours remaining) are withdrawing from the term.

**Withdrawing after Nov. 1:** If a student is requesting approval to **drop all courses** after **Nov. 1**, they must obtain a Withdrawal Form from the Office of the Registrar (Main Hall 108). Students must obtain instructor(s) and dean(s) approval to withdraw after **Nov. 1**. Instructor approval must be obtained prior to approaching the dean of the course for approval. These types of requests are only granted to students who have extenuating circumstances, and it is not guaranteed that students will be granted the option to withdraw. If approved, course(s) are assigned an official grade of 'W'.

Withdrawals are determined by the date the last class has been dropped; or, the date the completed withdrawal form is received by the Office of the Registrar.

### Grading

\*\*Please visit our [Faculty Grading](#) webpage for additional details and questions regarding online grading\*\*

**Deadline:** Fall 2019 final grade submission deadline is **Tuesday December 24, 2019**

**Grade Roster Availability:** Grade rosters for most sessions will be created 10 days prior to the end of the session in which the course is offered. Grade rosters for Fall 2019 full semester length courses will be created on **Wednesday, Dec. 11**. Grade rosters for shortened/condensed courses will be created two business days before the end of the course.

University policy requires that faculty enter their course grades into the online grading system no later than 90 hours after each final exam has ended. This does not mean that grading will shut off in the myUCCS Portal/Faculty Center. You will still be able to grade after the 90-hour deadline.

To meet grading deadlines, please ensure that all grade rosters have been 'Posted' by **11:00 pm on December 24**. Beginning **December 24**, grade rosters left in the 'Approve' status will be administratively 'Posted' by the Office of the Registrar.

**Online Grade Changes:** We are now pleased to offer an online grade change process that replaces the paper Course Change of Record form. You may submit an online grade change within the Faculty Center of the myUCCS Portal after you have submitted a final grade roster. Please use the links below for instructions on submitting an online grade change through your myUCCS Portal/Faculty Center. Also, please be sure to use the instructions that correlate with your academic role on campus. These instructions can be found on the [Office of the Registrar](#) website under **Faculty/Staff Resources**. Change of Record forms may also be used, but we strongly encourage you to use the new online grading process to change grades after you have posted your roster. This speeds up the grading process for students, faculty and staff.

**Instructors:** [Online Grade Change - Instructions for Instructor](#)  
**Deans:** [Online Grade Change - Instructions for College Deans](#)  
**Authorized Initiators:** [Online Grade Change - Instructions for Authorized Initiators/Proxies](#)

For additional grading instructions, please review our [Online Grading Tutorial](#) or call the [Office of the Registrar](#) at 719-255-3361.

### Office of the Registrar Contacts

General Information and Registration Assistance		Class Scheduling and Course Information	
General Email/Phone	<a href="mailto:registrar@uccs.edu">registrar@uccs.edu</a> 255-3361	General Email	<a href="mailto:schedreg@uccs.edu">schedreg@uccs.edu</a>
Samantha Adams	255-4904	Ann Schwab	255-3896
Kandi LeClear	255-3381		

## Fall 2019 Dates and Deadlines

Visit the [Office of the Registrar](#) website for additional details on [Course Deadlines](#)

<b>Aug. 5</b>	Fall Pre-Term session begins ✚ Course start and end dates vary
<b>Aug. 26</b>	Fall semester begins
<b>Sept. 1</b>	Last day to register/waitlist for courses without permission through the myUCCS Portal (full semester courses)
<b>Sept. 2</b>	Waitlist purge (full semester courses)
<b>Sept. 2- 12</b>	Instructor signature or Permission Number required to add full semester courses
<b>Sept. 2-3</b>	Labor Day Holiday – (No Classes) – Offices open <b>Tuesday, September 3</b>
<b>Sept. 12</b>	<b>Census Date (Add/Drop Deadline)</b> <ul style="list-style-type: none"><li>▪ Last day to <i>withdraw</i> (drop all full semester length courses) from UCCS with a 100% refund of tuition and most fees</li><li>▪ Last day to drop an <b>INDIVIDUAL</b> full semester course with a full refund</li><li>▪ No refunds on individually dropped courses after this date</li><li>▪ Instructor and dean’s signature required on course adds after Census Date</li><li>▪ Total tuition and feeds due or enroll in a 3-pay Payment Plan</li></ul>
<b>Nov. 1</b>	Last day to drop a course within myUCCS Portal without special approval from instructor and dean <ul style="list-style-type: none"><li>▪ <b>Note:</b> Students must obtain instructor approval first before approaching the dean for approval to drop a course after <b>Nov. 1</b>. These types of requests are only granted to students who have extenuating circumstances, and it is not guaranteed that students will be granted the option to drop the course. If approved, course drops after this date are assigned an official grade of ‘W’. If a student is only <b>dropping a portion</b> of their courses after <b>Nov. 1</b>, a Course Change Form (Add/Drop Form) can be used. If a student is requesting approval to <b>drop all courses</b> after <b>Nov. 1</b>, they must obtain a Withdrawal Form from the Office of the Registrar (Main Hall 108). Students should obtain instructor signature first before approaching the dean of the course for a signature/approval.</li></ul>
<b>Nov. 27- Dec 1</b>	Thanksgiving break (No Classes) – Offices open <b>Wednesday, Nov. 27</b>
<b>Dec. 11</b>	Grade rosters available (full semester length courses). Grade rosters for shortened or condensed courses will be available 2 days prior to the end of the shortened or condensed course.
<b>Dec. 16-19</b>	Finals Week
<b>Dec. 20</b>	Commencement (Summer and Fall 2019 graduates)
<b>Dec. 21</b>	Semester officially ends
<b>Dec. 24</b>	Final deadline for grades to be entered in the myUCCS Portal/Faculty Center by 11:00 p.m.



Main Hall 108 | [registrar@uccs.edu](mailto:registrar@uccs.edu) | 719-255-3361

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