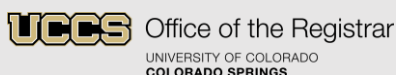


Spring 2019 Faculty & Staff Memo

Dates and Deadlines | Policies | Course Enrollment | Faculty Grading



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. Please do not hesitate to contact us if you have any questions or concerns.

Have a great semester!

registrar@uccs.edu 255-3361

Spring 2019 Dates and Deadlines

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

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|-----------------------|--|
| Oct 15 | Class search, Enrollment Date and Time and Class Shopping Cart available to students |
| Oct 29 | Course Registration Begins <ul style="list-style-type: none">▪ Note: A student's enrollment date and time is based upon your academic level and status as a student at UCCS. This date and time controls when students can register for courses. The higher a student's academic level -- the sooner the student is allowed to register. Visit our Class Registration page for helpful hints and FAQs regarding registration. |
| Jan 21 | Martin Luther King Jr. Day (No classes – Offices Closed) |
| Jan 22 | Spring semester begins |
| Jan 28 | Last day to register/waitlist for full semester courses through myUCCS Portal without instructor permission |
| Jan 29 | Waitlist purge (full semester courses) |
| Jan 29 – Feb 6 | Instructor approval (Permission Number or Add/Drop Form) required to add full semester courses |
| Feb 6 | Census Date <ul style="list-style-type: none">▪ Last day to drop all full semester length course(s) with 100% refund of tuition and most fees.▪ Individual course drops after this date are nonrefundable and assigned a grade of 'W'.▪ Instructor and dean approval required on course adds after Census Date. |
| Mar 25 – 31 | Spring Break |
| Apr 5 | Last day to drop a course within myUCCS Portal without special approval from instructor and dean |
| May 13 - 16 | Finals Week |
| May 17 | Commencement |
| May 18 | Semester Ends <p><i>Grades are due within 90 hours after the completion of your class.</i></p> |
| May 21 | Final deadline for spring grades to be entered in the myUCCS Portal/Faculty Center by 11 p.m. |

Significant Changes

Beginning in Fall 2018

Students now have the option to indicate their pronoun selection in the student portal. The pronoun selection is visible on advisee, class, and grade rosters.

This addition is one of several portal enhancements that the CU system has and will be implementing to move towards a more inclusive campus environment

For more information about pronoun use: <https://www.uccs.edu/lgbtresourcecenter/pronouns-101>.

Family Educational Rights and Privacy Act (FERPA)

The University of Colorado complies with the provisions of FERPA. The act was designed to protect the privacy of educational records. Please consider taking a Skills Soft Course in your portal (CU: FERPA for Faculty or CU: FERPA) to best acquaint yourself with the law.

Confirming Student Enrollment

Students must be officially enrolled in a course to attend. 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 Online and Academic Outreach Office.

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.

Faculty can log in to the myUCCS Portal to view their class roster(s). If you are unsure if a person is registered in your class, department administrative assistants or the Office of the Registrar staff can help determine accurate registration.

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 January 28**).

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 **January 28** by requesting to increase their course enrollment limit or by requesting that students be manually rolled into the course over the published limit. Contact schedreg@uccs.edu.

Waitlists will be purged the morning of **January 29**.

After waitlists are purged, students may enroll in a closed course by using a Permission Number from the academic department or advisor or by using an ADD/DROP Form with instructor signature(s) until Census Date.

After Census Date (Feb 6): Students must use an ADD/DROP form to add classes with approval/signatures of the instructor, dean and Student Financials Services. Permission Numbers are not valid after Census Date.

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.

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

Important Note: Short courses (courses that start before the term or after census date and meet for less than 16 weeks) have varying census dates and withdraw deadlines depending on the number of days/weeks the course meets. Students can see the deadlines in their myUCCS Portal by clicking on the calendar icon within their class schedule. 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 January 28**. To add a course after **January 28**, students *must* be issued a permission number (through the academic department/advisor) or obtain the instructor's approval/signature on an add/drop form. Permission numbers *cannot be used* after 11:50pm on **February 6**.

Adding Courses after Census Date: After Census Date (**February 6**), approvals of both the instructor and dean of the college of the course are required. The student must submit a *completed* add/drop form to the Office of the Registrar (MH 108) for processing.

Census Date/Dropping Courses: Students can drop full semester length courses via the myUCCS Portal through **11:50 pm on February 6** and receive a full refund. Full semester length courses dropped before this deadline will not be assigned a grade.

Dropping Courses after Census Date: After Census Date, students may drop full semester length courses *without* dean or instructor approval via the myUCCS Portal through April 5. 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 April 5: Students must obtain dean and instructor approval on an ADD/DROP form to drop a course after **April 5**. 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'.

If a student is requesting approval to **drop all courses** after **April 5**, they are **Withdrawing from the Term**.

Withdrawing from the Term (Full Semester Length Courses)

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

Students must obtain dean and instructor approval to withdraw after **April 5** via a Withdrawal Form available in Main Hall room 108. 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.

Grading

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

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 housed.

Grade rosters for spring 2019 full semester length courses will be created on **May 8**.

Grade rosters for shortened/condensed courses will be created one to two business days before the end of the course.

To meet grading deadlines, please ensure that all grade rosters have been 'Posted' by **11:00 pm on May 20**. Beginning **May 20**, grade rosters left in "Approve" status will be administratively "Posted" by the Office of the Registrar.

Spring 2019 final grade submission deadline is **May 21 at 11:00 pm**.