

Spring 2021 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

Significant Changes

Important Semester Dates and Deadlines

- Important semester dates and deadlines can be reviewed on page four of this document.

Canvas and Waitlisted Students

- Waitlisted students now display in Canvas. Please note that even though students may be on the Canvas class roster, it does not mean that they are fully enrolled in the course. Once waitlists are purged, students will no longer display in Canvas. See page two of this document for important waitlist dates.

Student Add/Drop Forms

- Students can turn in add/drop forms to the Office of the Registrar (Main Hall 108) in our secure lockbox. Please see our COVID in-person office hours below. Student's may also obtain instructor email approvals to add courses and then forward those approvals to registrar@uccs.edu. After Census Date (2/3/2021) instructor and dean approval is required for students to be added to courses.

Office of the Registrar Office Hours

- Due to COVID-19 we have reduced our in-person office hours. Please visit The Office of the Registrar website (www.uccs.edu/registrar) for our modified office hours. All UCCS office service hours are listed on the UCCS Status Board (www.uccs.edu/statusboard).

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 25**).

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

Waitlists will be purged the morning of **January 26**.

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 3): 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.

Session	Waitlist Available Until	Waitlist Purge
Full Semester Length Courses	Monday, January 25	Tuesday, January 26
First 8 weeks	Friday, January 19	Monday, January 25
Second 8 weeks	Friday, March 19	Monday, March 22
Weekend University	Wednesday, February 17	Thursday, February 18

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 25**. To add a course after **January 25**, 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 3**.

Adding Courses after Census Date: After Census Date (**February 3**), 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 3** 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 2**. 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 2: Students must obtain instructor and dean approval to drop a course after **April 2**. 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 **April 2**, a Course Change Form (Add/Drop Form) can be used. If a student is requesting approval to **drop all courses** after **April 2**, 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'.

If a student is requesting approval to **drop all courses** after **April 2**, 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 2** 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.

Final Exam Schedule

The Spring 2021 [Final Exam Schedule](#) is available and located on the UCCS website at: <https://www.uccs.edu/cic/>

Faculty and Academic Units please note the following:

- Classes with abnormal meeting patterns must make special arrangements for the final.
- Classes that meet on Friday at 7:30PM must make special arrangements for the final.

If any of their course sections fall into the above categories and require a classroom for an on-campus final exam **MUST** reach out to Curriculum Management **prior to May 10th**. Please contact SCHEDEG@uccs.edu to arrange a classroom space for these sections with abnormal meeting patterns.

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 2021 full semester length courses will be created on **May 5**.

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 18**. Beginning **May 19**, grade rosters left in "Approve" status will be administratively "Posted" by the Office of the Registrar.

Spring 2021 final grade submission deadline is **May 18 at 11:00 pm**.

Spring 2021 Dates and Deadlines

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

Jan 18	Martin Luther King Jr. Day (No classes – Offices Closed)
Jan 19	Spring semester begins
Jan 25	Last day to register/waitlist for full semester courses through myUCCS Portal without instructor permission
Jan 26	Waitlist purge (full semester courses)
Jan 26 – Feb 3	Instructor approval (Permission Number or Add/Drop Form) required to add full semester courses
Feb 3	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.
Feb 17 - 19	First Break (No classes – Offices open)
Mar 22 – 23	Second Break (No classes – Offices open)
Apr 2	Last day to drop a course within myUCCS Portal without special approval from instructor and dean
May 10 - 13	Finals Week
May 14	Commencement
May 15	Semester Ends <ul style="list-style-type: none">• Grades are due within 90 hours after the completion of your class
May 18	Final deadline for spring grades to be entered in the myUCCS Portal/Faculty Center by 11 p.m.