Spring 2023 Faculty & Staff Memo

Dates and Deadlines│ Policies │Course Enrollment │ Faculty Grading

UCCS Office of the Registrar
UNIVERSITY OF COLORADO
COLORADO SPRINGS

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.

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 23**).

Note: The system **will** allow students to waitlist for more than one closed section of the same class. If a student is added from one section's waitlist, then they will be automatically dropped from the other section's waitlist. In addition, the system will allow students to fully register for an open section of a course and waitlist for another closed section of that same course. To do this, a student **must** enroll in the open section first before placing themselves on the waitlist for the

closed section. If a student is waitlisted for a closed section and then registers for an open section after, the student will automatically be dropped off the waitlist for the closed section. **Important:** If a student is fully enrolled in an open section of a course and waitlisted for a closed section of that same course, the student will be dropped from the open section if they are added off the waitlist for the closed section (unless that specific class is repeatable for credit).

Instructors may accommodate students on the waitlist through **January 23** 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 **Tuesday, January 24**.

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 (February 1): 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 23	Tuesday, January 24
First 8 weeks	Friday, January 20	Monday, January 23
Second 8 weeks	Friday, March 17	Monday, March 20
Weekend University	Wednesday, February 15	Thursday, February 16

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 23.** To add a course after **January 23**, 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 1**.

Adding Courses after Census Date: After Census Date (**February 1**), 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) or registrar@uccs.edu for processing.

Census Date/Dropping Courses: Students can drop full semester length courses via the myUCCS Portal through **11:50 pm on February 1** 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 7**. 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 7: Students must obtain instructor and dean approval to drop a course after **April 7**. 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 7**, an Add/Drop Form can be used. If a student is requesting approval to **drop all courses** after **April 7**, 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 7**, they are **Withdrawing from the Term**.

Withdrawing from the Term (Full Semester Length Courses)

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

Withdrawing after April 7: If a student is requesting approval to **drop all courses** after **April 7**, they must request a Withdrawal through the Office of the Dean of Students. Information is available on the [Office of the Dean of Students webpage](). 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 processed by the Office of the Dean of Students.

Final Exam Schedule

The [Spring 2023 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 9th**. Please contact SCHEDREG@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 2023 full semester length courses will be created on **May 3**.

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 16.** Beginning **May 16**, grade rosters left in "Approve" status will be administratively "Posted" by the Office of the Registrar.

● **Important Dates and Deadlines on Page 4** ●

Visit the Office of the Registrar website for additional details on Course Deadlines

Jan 16   Martin Luther King Jr. Day (No classes – Offices Closed)

Jan 17   Spring semester begins

Jan 23   Last day to register/waitlist for full semester courses through myUCCS Portal **without** instructor permission

Jan 24   Waitlist purge (full semester courses)

Jan 24 – Feb 1   Instructor approval (Permission Number or Add/Drop Form) required to add full semester courses

Feb 1   **Census Date (Important Add/Drop Deadline)**

- 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 27 – Apr 2 Spring Break (No classes – Offices open)

Apr 7   Last day to drop a course within myUCCS Portal without special approval from instructor and dean

May 3   Grade rosters created for full-semester length courses

May 8-11   Finals Week

May 12   Commencement

May 13   Semester Ends

- **Grades are due within 90 hours after the completion of your class**

May 16   Final deadline for spring grades to be entered in the myUCCS Portal/Faculty Center by 11 p.m.

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