

Summer 2022 Faculty & Staff Memo

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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

Summer 2022 Dates and Deadlines

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

January 1	Course search available
April 4	Course registration begins <ul style="list-style-type: none">▪ Note: A student's enrollment date and time is based upon their 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.
May 16	Summer pre-term session begins (course start and end dates vary by class)
June 13	Summer semester begins
June 16	Last day to register/waitlist for full semester courses through myUCCS Portal without instructor permission
June 17	Waitlist purge (full semester courses)
June 17-20	Instructor approval (Permission Number or Add/Drop Form) required to add full semester courses
June 20	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.
July 4	Independence Day (no classes – offices closed)
July 13	Last day to drop a full semester length course within myUCCS Portal without special approval from instructor and dean.
July 29	Grade rosters available for full semester length courses
August 5	Semester Ends
August 8	Final deadline for grades to be entered in the myUCCS Portal/Faculty Center by 11:00 pm
December 16	Commencement (summer and fall graduates)

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 Skillsoft course in your portal (CU: FERPA for Faculty or CU: FERPA) to best acquaint yourself with the law. 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: “Due to data privacy policies, we are unable to respond to your request.”

- **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 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 **11:50 pm on June 16**).

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 **June 16** 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 **June 17**.

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 (June 20): Students must use an add/replace form to add courses 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 8 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 **11:50 pm on June 16**. To add a course after **June 16**, 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 **11:50 pm on June 20**.

Adding Courses after Census Date: After Census Date (**June 20**), 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 (Main Hall 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 June 20** 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 **July 13**. 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 July 13: Students must obtain instructor approval first, then dean's approval on an ADD/DROP form to drop a course after **July 13**. 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 **July 13**, 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.

Students must obtain instructor approval first, then dean's approval to withdraw after **July 13** 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 seven days prior to the end of the session in which the course is housed.

Grade rosters for summer 2022 full semester length courses will be created on **Friday, July 29**.

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 August 8**. Beginning **August 8**, grade rosters left in "Approve" status will be administratively "Posted" by the Office of the Registrar.

Grade Forgiveness

Starting with the spring 2022 semester, UCCS now allows Grade Forgiveness for undergraduate degree seeking students. Grade Forgiveness can only apply to courses taken in the fall 2021 semester and forward. No courses prior to fall 2021 can be forgiven.

Please visit the [Grade Forgiveness](#) webpage for more information.