

Summer 2023 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. Important summer 2023 semester dates and deadlines can be reviewed on page four of this document.

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

Have a great semester!

registrar@uccs.edu

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 Skillssoft course in your portal (CU: FERPA for Faculty or CU: FERPA) to best acquaint yourself with the law.

If you have questions about FERPA, please contact the Office of the Registrar. FERPA Guidelines can be found on the Office of the Registrar [Faculty & Staff page](#).

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 15**).

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). 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 15** by requesting that students be manually rolled into the course over the published limit. Contact registrar@uccs.edu for all wait list roll in requests.

Canvas and Waitlisted Students: Waitlisted students will 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.

Waitlist Purge: Waitlists will be purged the morning of **June 16**. 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 19): Students *must* use an [Add/Drop Form](#) to add courses with approval/signatures of the instructor, dean, and Bursar. 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 without permission. Waitlists will be purged the following business day.

Session	Waitlist Available Until	Waitlist Purge
Full Semester Length Courses	Thursday, June 15th	Friday, June 16th
First 8 weeks	Tuesday, June 13th	Wednesday, June 14th
Second 8 weeks	Tuesday, July 11th	Wednesday, July 12th
Weekend University	Tuesday, June 6th	Wednesday, June 7th

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 [Short Course Deadlines](#) section of the [Office of the Registrar](#) website for more details on short course deadlines.

Adding Courses: Students can add full semester length courses in their myUCCS Portal without special permission until **11:50 pm on June 15**. To add a course after **June 15**, 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 19**.

Adding Courses after Census Date: After Census Date (**June 19**), approvals of the instructor, dean of the college of the course, and Bursar 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 19** 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* instructor or dean approval via the myUCCS Portal through **July 12**. 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 12: Students must obtain instructor approval first, then dean's approval on an [Add/Drop Form](#) to drop a course after **July 12**. 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 12**, 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 July 12: If a student is requesting approval to **drop all courses** after **July 12**, they must complete a [Withdrawal Request Form](#) through the Office of the Dean of Students. Information is available on the Office of the Dean of Students [Complete Withdrawal page](#). 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' and no refund will be given.

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.

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 7 days prior to the end of the session in which the course is housed.

Grade rosters for summer 2023 full semester length courses will be created on **Friday, July 28**.

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 7**. Beginning **August 7**, 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. Students must submit a grade forgiveness request form by the census date of the repeated course.

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

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

- January 1** Course search available
- April 3** Course registration begins
- **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 15** Summer pre-term session begins (course start and end dates vary by class)
- June 12** Summer full semester begins
- June 15** Last day to register/waitlist for full semester courses through myUCCS Portal **without** instructor permission
- June 16** Waitlist purge (full semester courses)
- June 16-19** Instructor approval (Permission Number or Add/Drop Form) required to add full semester courses
- June 19** **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, Dean, & Bursar approval required on course adds after Census Date.
- July 4** Independence Day (no classes – offices closed)
- July 12** Last day to drop a full semester length course within myUCCS Portal without special approval from instructor and dean
- July 28** Grade rosters available for full semester length courses
- August 4** Semester Ends
- **Grades are due within 90 hours after the completion of your class**
- August 7** Final deadline for grades to be entered in the myUCCS Portal/Faculty Center by 11:00 pm
- December 15** Commencement (summer and fall graduates)