IMPORTANT DATES

August 8: Last day of classes for summer full term and second half term

August 9-10: Final exams for summer full term and second half term

August 9: Payment due date/cancellation for non-payment

August 11: First day of classes for mini-fall term

August 14: Academic year begins

August 14: Grades due by noon for summer full term and second half term

August 14: Last day to drop for mini-fall term with no grade

August 16: Spring academic suspension appeal deadline

August 17: Grade replacement auto selection process fun for mini-fall term

August 20: New student convocation

August 21: First day of classes for first half term and full term

August 21: Unsatisfactory web mid-term grading access available for mini-fall term

August 22: Last day to add, drop with no grade for first half term

August 23: Unsatisfactory mid-term grades due on the web by noon for mini-fall term

August 24: Grade replacement auto selection process run for first half term

August 25: Unsatisfactory mid-term grade notices emailed to student for mini-fall term

August 26: Saturday classes begin for full term

August 26: Last day to change grade type (P/NC or Audit) for mini-fall term

August 26: Last day to change or opt-out of grade replacement for mini-fall term

August 26: Last day to withdraw from a course (s) for mini-fall term; grade subject to withdrawal policy

August 28: Last day to add, drop with no grade for full term

August 29: Second cancellation for non-payment

August 31: Grade replacement auto selection process run for full term

BANNER SELF-SERVICE 9 UPGRADE
[Faculty, Student & Registration Self Service Banner -June 2023](#)

FALL 2023 QUICK REFERENCE GUIDE
(see page 2)
https://registrar.charlotte.edu/resources/quick-reference-guide

FALL FORUM SAVE THE DATE
(See page 3)

DID YOU KNOW?
Policy: [Class Scheduling Guidelines and Classroom Utilization](#)

Non-Standard Meeting Patterns for Courses
Requests to schedule courses at other than standard times will be processed on a "space available" basis, AFTER conforming courses have been scheduled. The Office of the Registrar has begun enforcing this policy and holding non-standard class times until all courses at standard times are assigned.

Prime Time vs. Non-Prime Time
A minimum of 40% of classes must be scheduled during non-prime time. Non-prime time is defined as classes starting before 9:05 a.m. and late afternoon classes with start times at or after 2:30 p.m. This portion of the policy is enforced by your College's Associate Dean.

Example:
Spring 2023 - 459 non-standard; 260 in primetime; 199 in non-primetime; 423 F2F; 36 online
The 260 non-standard sections in primetime are concerning.

SPRING 2024 ACADEMIC CALENDAR
The **Spring 2024 Academic Calendar** has been published online, and can be found on the Office of the Registrar website (https://registrar.charlotte.edu/printable-calendar).

TRANSIENT STUDY (OVER THE SUMMER)
Please encourage and remind students that they should request a transcript from the college/university they studied at this summer. Credit will only be applied after receipt of the transcript. In some cases, this work may be a prerequisite for a fall course. We will drop students with missing prerequisites prior to the fall term.

DEPARTMENT OR COLLEGE CHANGES?
Please let us know if you have changes to your academic petition, suspension appeal, and grade change vetting and routing. This is the time of year when many roles change. If you need to confirm who has those roles now, let us know.

TRANSFER EQUIVALENCY CHANGES
The Office of the Registrar has created a pathway to update or present new transfer equivalencies. If you review a transfer course and determine that the equivalency has changed or does not currently exist, you can submit a change request via a Google Form (https://forms.gle/UjFt3yjUoLphX75SA). We will update the equivalency and add it to the database. As a result, it will become visible in the Transfer Credit Advisor tool for public consumption.

WHO ARE YOU GOING TO CALL? HOW CAN WE HELP?
Search by expertise or individual: https://sites.google.com/a/uncc.edu/office-of-the-registrar-directory/

Office of the Registrar – Fall 2023 Dates and Links

Quick Reference Guide

Click Here for the full Academic Calendar.

Important Dates for the Fall 2023 Term

TERM	First Day of Classes	Last Day to Add/Drop	Last Day of Classes	Last Day of Final Exams
Full Term	Monday, Aug. 21	Monday, Aug. 28	Wednesday, Dec. 6	Thursday, Dec. 14
First Half	Monday, Aug. 21	Tuesday, Aug. 22	Wednesday, Oct. 4	Tuesday, Oct. 10
Second Half	Monday, Oct. 16	Tuesday, Oct. 17	Wednesday, Dec. 6	Thursday, Dec. 14
Mini-Fall	Friday, Aug. 11	Monday, Aug. 14	Monday, Sept. 11	Wednesday, Sept. 13

Grading Deadlines (Full Term*)

GRADE	ACCESS AVAILABLE	GRADES DUE
Midterm Grades **	Friday, Sept. 29	Friday, Oct. 13 - by 12pm
Final Grades***	Monday, Nov. 27	Monday, Dec. 18 – by 12pm

*Grading deadlines for other sessions are available on the Academic Calendar.
**Unsatisfactory grades at midterm will NOT appear on the student's transcript or academic history. For more information on unsatisfactory grading at midterm, visit: https://go.uncc.edu/fQ76
***Final grades are official. They will appear on transcripts and on student's academic history. For more on Final grading and instructions, visit: https://go.uncc.edu/94XD
For technical Support contact the OneIT Help Desk: 704-687-5500 (x75500 Main campus)

Classroom Concerns – Who should I call?

CONCERN	RESPONSIBLE UNIT	CONTACT INFORMATON
Heating/Cooling	Facilities Management	See Building Liaison List link below
Cleanliness/Vandalism	Facilities Management	See Building Liaison List link below
Missing Seats/Too Many Seats	Classroom Support	Email: classhelp@charlotte.edu
Broken Furniture	Classroom Support	Email: classhelp@charlotte.edu
Locked Room	Facilities Management	See Building Liaison List link below
Chalk, erasers, dry erase markers	Classroom Support	Email: classhelp@charlotte.edu
Room Reservations	Contact your department's Office Manager/Administrative Assistant	

Do you have a building/room concern and need to contact the building liaison? Find the listing here:
https://facilities.charlotte.edu/our-services/general-services/facilities-operations/building-liaison-program

Helpful Links

Office of the Registrar	https://registrar.charlotte.edu/
University Catalogs	https://catalog.charlotte.edu/
Concerned about a student?	https://sass.charlotte.edu/faculty-staff
Final Exam Schedule	https://ninercentral.charlotte.edu/courses-registration/exam-schedules
Center for Teaching and Learning	https://teaching.charlotte.edu/

CHARLOTTE
THE OFFICE OF THE REGISTRAR

Fall Registrar Forum

This two-day forum (*same content both days*) is designed to provide you with information you can use. Most information will be related in some way to the Office of the Registrar, while other information from other areas is also shared. You pick the day that fits your schedule best. After both days, we will provide you with the presentation and comments/questions/answers from both days. As much as this forum is designed to convey information, it is more important that we address questions or concerns from you. Prior to the event, please share any topics of interest (*send to jreece15@charlotte.edu*). Don't worry, we have our own topics too.

Mark your calendars

(Both days will be presented virtually)

Tuesday, September 26, 2023 @ 3pm
https://charlotte-edu.zoom.us/j/99097535957?pwd=bDllYVdzaTJiV1pTVTl1WDEwNENSdz09
Meeting ID: 990 9753 5957
Passcode: 307010

Or

Wednesday, September 27, 2023 @ 3pm
https://charlotte-edu.zoom.us/j/96514519378?pwd=RDkraXdVVk00ZVFycDV6a3dLK2tNdz09
Meeting ID: 965 1451 9378
Passcode: 938365

We will record both sessions to ensure we capture all questions and answers. Forums are expected to last an hour and a half.