OFFICE OF THE REGISTRAR NEWSLETTER

IMPORTANT DATES

August 17: Academic year begins
August 26: Payment due date/ cancellation for non-payment
September 6: New student convocation
September 7: First day of daytime classes starting at 8:00am
September 7: First day of evening classes starting at 5:00pm
September 12: Saturday classes begin

SUBWAIVERS

If you have substitutions or waivers to submit on behalf of your students, now is the time to submit. It is not recommended to wait until the end of the term. Please include "Summer 2020 Graduate" in the subject line if your student has applied to graduate.

DEBRA JOYCE - RETIREMENT BOUND

Debra's last day in the office was July 20. Her 25+ years spanned the Belk College of Business, Advancement, and the Office of the Registrar. She has led the development and implementation of numerous technical projects in the Office of the Registrar during her tenure with us. We appreciate all that she has done and wish her the best as she begins her next life phase. Thanks Debra!

FALL 2020 QUICK REFERENCE GUIDE
(see page 2)
https://registrar.uncc.edu/resources/quick-reference-guide

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/

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@uncc.edu). Don't worry, we have our own topics too.

Mark your calendars for either **Wed, Sept 16 @ 3pm** or **Thurs, Sept 17 @ 3pm**. Location, whether in-person or virtual, will be announced in our September newsletter.

NEW ACADEMIC PETITION TOOL
(effective June 1, 2020 for graduate students & July 20, 2020 for undergraduate students)

The new Academic Petition Tool is now live for all students. Please update any web pages, handouts, or other media with the new address: http://academicpetition.uncc.edu/ . Prior petition submissions are also accessible in the new tool.

Note: There are still ~3 petitions in process on the old system (*2 AS, 1 BU).* We have not yet deactivated the old link until those remaining petitions have made it through to final approval. At that time, we will deactivate and migrate these ~3 petitions into the new system. Additional FAQs and a Canvas training module are being developed.

DISCONTINUING EMAIL ACCOUNT: CAPP-EVAL@UNCC.EDU
Based on the volume of students using CAPP and the proposed phase out of CAPP, we are discontinuing this email account. If there are questions related to CAPP, please use graduation@uncc.edu. If there are references to this email on your website or in PDF documents, please make this change. This removal will take effect on August 17.

SCHEDULING UPDATE
The Office of the Registrar is looking to finish the hybrid and simulcast course splits by the time you read this. The initial section (*called parent*) has been split into 2-3 sections (*called child*), after which students from the parent section will be moved to the child sections. This meets a couple of objectives beyond social distancing: 1) students will see which day they need to be in the classroom on their schedule and 2) we know where students are, to assist with contact tracing. Child sections will be crosslisted and will inherit the course shell/content from the parent (*CTL is managing this move*). The diagrams on page 3 are a rough visual as to what is occurring. After a thorough review, OneIT will be helping us move students to the new child sections. If you have a section for which you (the instructor) are splitting, you are welcome to share that information with the Office of the Registrar and we can align that with the student's schedule. If your splits are different each meeting time, that will need to be managed between instructor and student.

Office of the Registrar – Fall 2020 Dates and Links

Quick Reference Guide

Click Here for the full Academic Calendar.

Important Dates for the Fall 2020 Term

TERM	First Day of Day Classes Starting @ 8:00 am	First Day of Saturday Classes	Last Day to Add/Drop with no grade	Last Day of Classes	Last Day of Final Exams
Full Term	Mon., Sept. 7th	Saturday, Sept. 12th	Mon., Sept. 14th	Tues., Dec. 15th	Wed., Dec. 23rd
Session H1	Mon., Sept. 7th	Saturday, Sept. 12th	Mon., Sept. 14th	Tues., Oct. 20th	Thurs., Oct. 22nd
Session H2	Thurs., Oct. 29th	Saturday, Oct. 31st	Mon., Sept. 14th	Tues., Dec. 15th	Wed., Dec. 23rd

Grading Deadlines (Full Term*)

GRADE	ACCESS AVAILABLE	GRADES DUE
Midterm Grades **	Monday, October 5th	Friday, October 23rd by 12pm
Final Grades***	Monday, November 30th	Tuesday, January 5th by 8am

*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 ITS Help Desk: 704-687-5500 (x7-5500 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@uncc.edu
Broken Furniture	Classroom Support	Email: classhelp@uncc.edu
Locked Room	Facilities Management	See Building Liaison List link below
Chalk, erasers, dry erase markers**	Classroom Support	Email: classhelp@uncc.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:
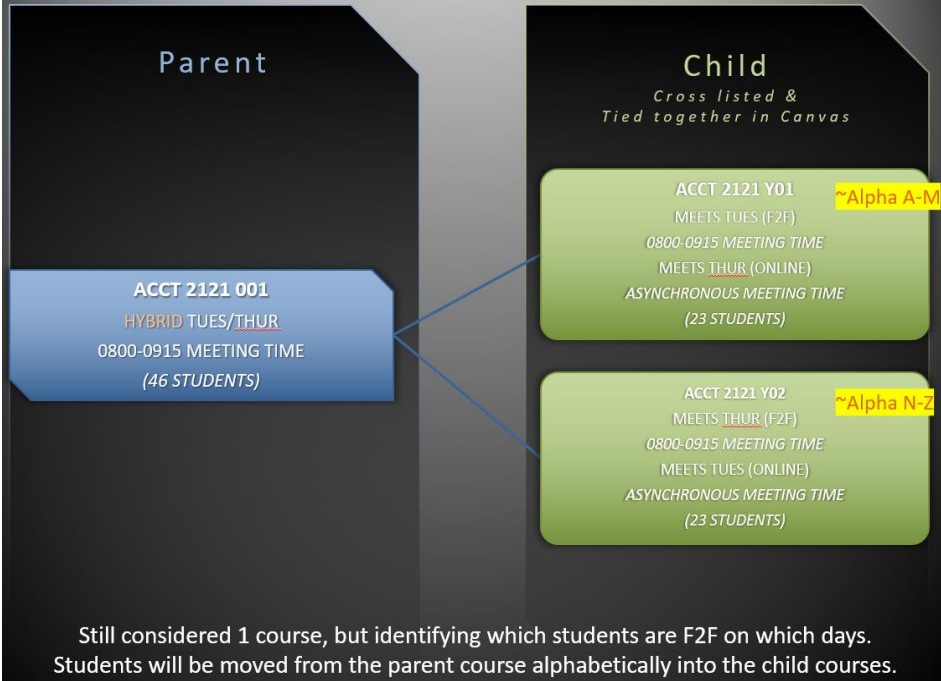https://facilities.uncc.edu/our-services/general-services/facilities-operations/building-liaison-program

*Room furniture has been adjusted for Fall 2020 to maintain social distancing
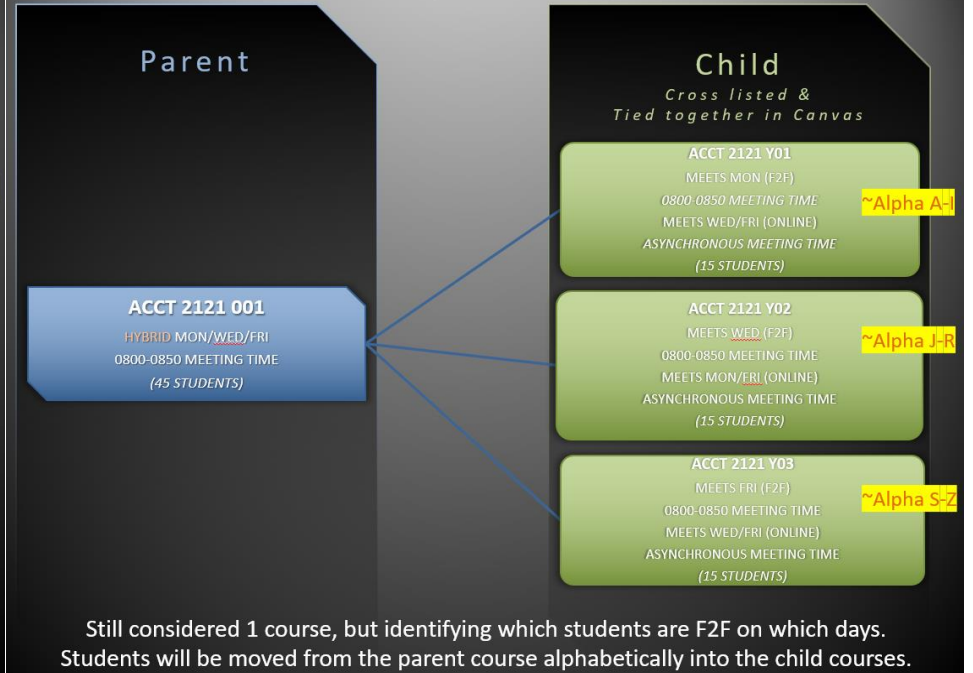** While provided and replaced, for fall, it is recommended you bring your own to minimize touchpoints.

Helpful Links

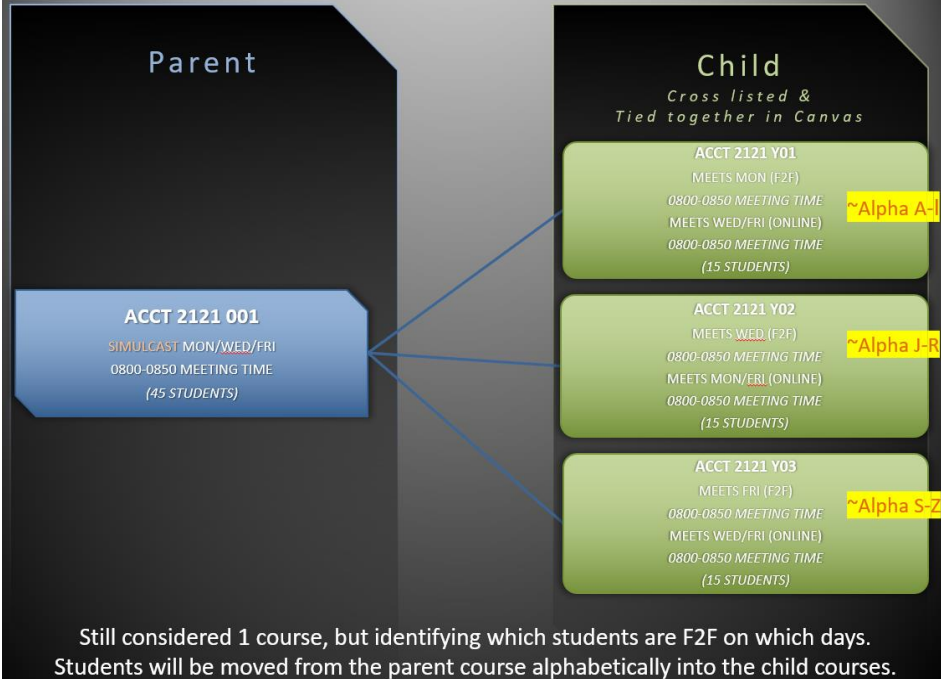| Office of the Registrar	https://registrar.uncc.edu
University Catalogs	https://catalog.uncc.edu/
Concerned about a student?	https://caps.uncc.edu/about-us/concerned-about-student
Final Exam Schedule	https://ninercentral.uncc.edu/courses-registration/exam-schedules
Center for Teaching and Learning	https://teaching.uncc.edu/