

IMPORTANT DATES

February 1: Unsatisfactory mid-term grades due on the web by noon for first half term
February 2: Unsatisfactory mid-term grade notices emailed to students for first half term
February 3: Early alert deadline
February 6: Last day to change grade type (P/NC or audit) for first half term
February 6: Last day to change or opt-out of grade replacement for first half term
February 6: Last day to withdraw from a course(s) for first half term; grades subject to withdrawal policy
February 10: Deadline for all students to apply for May 2023 graduation
February 13: Faculty final web grading access available for first half term
February 20: Unsatisfactory web mid-term grading access available for full term
February 24: Last day of classes for first half term
February 27: Reading day for first half term
February 27-March 4: Spring recess - no classes
February 28-March 1: Final exams for first half term

LEGACY SELF-SERVICE BANNER SUNSETTING

[Legacy SSB](#) is sunsetting (*end of life*) on **February 15**. Legacy SSB allows former students and employees to access their Banner information. Former students wishing to update their contact information, can do so via the Demographic Change Request (for inactive students), <https://registrar.charlotte.edu/forms/forms>. Former students can update their legal name, SSN, DOB, race, citizenship, legal sex, email, and mailing address. If you are a current student or employee, this is not applicable to you.

ACTIVE LEARNING CLASSROOMS (ALC)

Recently, we've been hearing questions regarding where active learning classrooms are located and how many we have. Charlotte currently has 22 ALCs. You can find a listing of those classrooms [here](#). For information on how to use these classrooms, please visit the [Active Learning Academy \(ALA\) webpage](#). Take a moment to view ALA's [Active Learning Classroom 360° Virtual Tour](#).

DIRECTORY INFORMATION CHANGE ([UP-402](#))

Monday, January 30 - General Counsel updated our directory information policy. The policy now gives us the ability to disclose the names of students with scholarships and distinctions by county. This was added at the request of the Office of the Registrar so that we can share lists of students (*when requested*) by county when local newspapers want to highlight award recipients (*like Chancellor's & Dean's List, etc.*). Their email/ mailing addresses are still protected, but we can at least filter a list of students by county. Eventually, the plan is to add that filter to the public DL and CL lists on Niner Central's website, so anyone can filter the list. This, of course, assumes the student has a county associated with the address record type for the address being referenced. This would still exclude students with a confidentiality flag.

At UNC Charlotte, directory information consists of the student's name; major field of study; dates of attendance; enrollment status; degrees and awards (including scholarships and distinctions) received; and county of residence for award, scholarship, or distinction recipients.

EARLY ENTRY - THE MORE YOU KNOW!

Early Entry Academic Petitions are a graduate petition type - but require processing that occurs at the undergraduate-level, by the Office of the Registrar.

These two processing pieces are:

1. Updating Banner to add the UG indicator, which brings the graduate-level course into the undergraduate DegreeWorks audit.
2. Processing exceptions (substitutions) in DegreeWorks to slot courses designated to double-count in the requirements specified by the Undergraduate Early Entry Approver.

Graduation Services is starting to use a new, special processing queue designed to bridge the undergraduate and graduate petition environments - we are working through the backlog of exceptions processing at the moment; however, reach out to graduation@uncc.edu with a student name and ID if you have questions or an urgent exceptions processing need.

WITHDRAWALS & LAST DAY OF ATTENDANCE

If you are an instructor, you might have received an email from the Office of Financial Aid, asking you to confirm the last day of attendance for a withdrawn student. If you utilize Canvas, we (*royal we*) know that you may no longer have access to those records. When a student withdraws, Canvas sends a last activity date to the Office of Financial Aid. They have that date. But, sometimes, actions take place outside of Canvas. Suppose the student reaches out to you regarding course material, shared course information with peers on a group project so they can continue working without them, etc. In that case, these interactions can be used to confirm participation in a course despite the missing graded assignments in Canvas. If you do not have any additional information, you can simply respond that you do not have any additional participation confirmation for the student.

If you do not use Canvas, these email requests for their last day of attendance are especially important because the Office of Financial Aid does not have a default date to rely on. They need to know the last time the student engaged with you or other students in the class. That helps them determine how to prorate their financial aid.

And, finally, we wanted to share (*for transparency*) that Canvas syncs with Banner registration activity 4x/day (5:15am; 10:15am; 3:15pm; & 10:15pm) leading up to census. Census is the 5th business day from the add/drop deadline. After census, Canvas syncs 1x/day (5:15am). This sync inactivates Canvas when students withdraw. This will also explain why late add students are not immediately reconnected to Canvas when their registration occurs.