



IMPORTANT DATES

February 4: Last day to withdraw from a course(s) for session A; grades subject to Withdrawal Policy

February 10: Unsatisfactory web grading access available for full term. **While not required for mid term, you can provide a last attend date if student is not participating. This is helpful for advisor interventions.**

February 12: Deadline to apply for May 2020 graduation

February 17: Faculty final web grading access available for session A. **Reminder: Last attend date is required for F and U grade assignments.**

February 22: Last day of classes for session A

February 24-25: Final exams for session A

February 28: Unsatisfactory grades for full term due on the web by noon

February 28: Final grades due for session A. **Reminder: Last attend date is required for F and U grade assignments.**

NEW WEBSITE RESOURCES

Banner Data Standards Doc

<https://registrar.uncc.edu/resources/banner-data-standards>

Know Me Project

<https://registrar.uncc.edu/advising-resources/know-me-project>

Parts of Term

<https://registrar.uncc.edu/advising-resources/parts-term>

What does that code mean?

<https://registrar.uncc.edu/resources/what-does-code-mean>

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/>

IT'S HERE! PROOF OF ATTENDANCE (SPRING 2020)

All instructors will be required to enter the last date of attendance/participation for all students with failing (F) or unsatisfactory (U) grades. This will begin in February for session A classes. In support of the Office of Financial Aid and federal reporting needs, we have worked together to develop a means to collect a student's last day of attendance for F and U grades. The regulations require us to determine whether the student attended class and whether the grade was earned or a result of absenteeism.

For more information and frequently asked questions, visit

<https://registrar.uncc.edu/gradingholds/last-date-attendance>

SUMMER & FALL ADVISING HOLDS

With summer and fall registration right around the corner, it is time to place advising holds on students' accounts. In an effort to ensure advising holds are placed accurately and in a timely manner, we are asking departments to send an Excel spreadsheet that includes a complete list of students needing advising holds. The [Report Central](#) report called "Cumulative GPA by level, class, college, degree in major order" under the GPA/Credit Hours tab is a good resource for this information. Requests should be submitted to [Nickcoy Findlater](mailto:nafindla@uncc.edu) (nafindla@uncc.edu) by Monday, February 24, 2020.

Please note:

- Freshmen automatically receive an advising hold so these students (class of FR) should be excluded from your request.
- Exclude students who have applied to graduate for the current term.
- If you require a custom message to appear with the advising hold (limit of 30 characters), please include it with your request. Example: Contact PBUS advisor
- One request per department should be submitted.

SPRING 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 information from other areas will also be shared. You pick the day that fits your schedule best. After both days, we will provide you with the presentation and comments/questions/answers. 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. Don't worry, we have our own topics too. We look forward to seeing you.

Mark your calendars for either **Wed, Feb. 19 @ 3pm** or **Thurs, Feb. 20 @ 3pm**. Both days will take place in Cone 208.

AUDIT TO FINALIZE AN INCOMPLETE

The Office of the Registrar has received a few departmental inquiries about registering for a course as an audit, in order to finish the requirements of an incomplete.

This is not allowed. For reference, we've provided the [policy](#) language on this topic. *"The grade of I cannot be removed by enrolling again in the same course, and students should not re-enroll in a course in which they have been assigned the grade of I." Additionally, the missing work must be completed by the deadline specified by the instructor, and no later than 12 months. If the I is not removed during the specified time, a grade of F, U, or N, as appropriate is automatically assigned.*