OFFICE OF THE REGISTRAR NEWSLETTER

IMPORTANT DATES

March 12: Unsatisfactory mid-term grades due for spring 2021 by noon for full term

March 12: Last day of classes for first half term

March 15: Fall 2021 Schedule of Classes available on the web

March 15: Student registration appointment times available on web

March 15: Reading day for first half term

March 16-17: Final exams for first half term

March 19: Final grades due for first half term by noon

March 19: Unsatisfactory mid-term grade notices emailed to students for full term

March 20-April 2: Change grade type (P/NC) elections for first half term

March 22: First day of classes for second half term

March 23: Last day to add/drop for second half term with no grade

March 23: Last day to submit a grade replacement request for second half term

March 25: Last day to withdraw from a course(s) for full term; grade subject to withdrawal policy

March 29: Unsatisfactory web mid-term grading access available for second half term

SPRING REGISTRAR FORUM

Thank you to those who attended the forum this week. Notes from the forum are available [here.](#) Our next forum will be in the fall, sometime in late September. More details will be sent later. If you attended, please take a moment and complete our survey at https://forms.gle/SAdoJUwh9JDopmYG7.

If you are currently not on our distribution list and would like to receive information on future forums, please email Jill (jgosnell@uncc.edu).

INSTRUCTIONAL METHODS TABLE

See pages 2 and 3

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/

100% CLASSROOM CAPACITIES IN FALL 2021

On March 3, we received the green light to adjust room capacities back to 100% of pre-COVID capacities. Essentially, this fall will look similar to what it did in Fall 2019 (pre-COVID) in both seat capacities and the number of face-to-face versus online offerings. You can find these updated capacities for academic spaces on our website at https://registrar.uncc.edu/resources/covid-19-classroom-capacities.

Schedule builder access has been reopened until March 12 @ 9am, a few days beyond what was advertised in the Forum notes. Given this academic space increase announcement, some departments may wish to increase their fall 2021 section capacities or move their 100% online section to a Hybrid or Face-to-Face instructional method. Below are some guidelines to consider:

- Academic spaces have gone from 70% capacity to 100% capacity, meaning all locations have had their capacities increased by 30%.
- Numerous sections may not require a room reassignment, given the increased capacity in their currently assigned location.
- The room batch assignment run was already processed by the Registrar's Office, some priority assignment spaces may not be available for use -- please plan to use an alternative time slot if the location is unavailable.
- The scheduling team will process another room batch assignment run on Wednesday, March 10th, for sections unable to find a location.

EARLY ENTRY & UNDERGRADUATE CREDIT IN DEGREEWORKS

If an undergraduate student is registered for a graduate course as either dually enrolled or early entry and has an approved Early Entry Program form on file with the Graduate School, the course approved for undergraduate credit will not show up in their Degree-Works _undergraduate_ audit as meeting a degree requirement until the end of the term. The final grade has to be processed and official notification received from the Graduate School that undergraduate credit may be applied for the graduate-level course.

WELCOME TO THE TEAM

Two staff members join our ranks this month.

The first is **Jessica Miller, Technology Support Supervisor - OneIT**, who has worked within OneIT at UNC Charlotte previously and is coming to us from Winthrop University. Our OneIT team, formerly within the Office of the Registrar and now with OneIT, works hand-in-hand with the Registrar team to support the technical, and sometimes other needs, or our office. Jessica will supervise the OneIT team within the Office of the Registrar and work to manage and prioritize technical projects within the Office of the Registrar. There is no shortage of projects and most of what we do now is technical. We look forward to Jessica joining our team on **March 15**. Jessica takes over for Debra Joyce, who retired in 2020.

The second is **Chase Pittman, Information and Student Services Specialist**, who comes to us from Florida Atlantic University. Chase will be working to field and facilitate Niner Central escalations related to the Office of the Registrar. Chase will be reviewing our information (electronically and verbally), developing training, and improving customer service to ensure that the information we provide is accurate and intuitive. He will also coordinate the development of data integrity reports that might reveal inconsistencies needing correction. Things change quickly in our office and Chase will ensure that Niner Central is aware of these changes. We look forward to Chase joining our team on **March 29**. Chase takes over for Julie Burt, who retired in 2020.

INSTRUCTIONAL METHOD	DELIVERY:	BANNER NOTES:
Traditional (TR)	Class meets 100% face-to-face during the scheduled meeting time, in the assigned classroom(s).	Meeting days, times, building and room entered in Banner.
Online/Internet Synchronous (IS)	Class meets 100% online during the scheduled meeting time via an online conferencing medium. Students access content online. All testing (including final exams), classwork and supplemented homework are to be completed and submitted online.	Meeting days and times entered in Banner. ONLINE_INTERNET entered in the building and room fields.
Online/Internet Asynchronous (IA)	Class is 100% online. There are no scheduled meeting times. Students access content online. All testing (including final exams), classwork and supplemented homework are completed independently online, with respect to deadlines.	Tab through term start and end dates. NO days, times, building or room entry in Banner. (Hours per week entry = 0)
Hybrid Synchronous (HYS)	Class meets online and face-to-face. Both online and face-to-face instruction meet at the scheduled meeting times. Face-to-face instruction will meet in the assigned classroom. Online instruction will meet via an online conferencing medium. Delivery of exams will be determined by the instructor, as well as, classwork and supplemented homework.	Meeting days and times entered for both online and face-to-face instruction. Physical classroom location (building and room) entered for face-to-face portion. ONLINE_INTERNET entry in the building and room fields for the online portion. This class should have a multiple meeting pattern.

Hybrid Asynchronous (HYA)	Class meets face-to-face at the scheduled meeting time in the assigned classroom. In addition, there is instruction that will be delivered online and completed independently by the student, with respect to deadlines. Delivery of exams will be determined by the instructor, as well as, classwork and supplemented homework.	Meeting days and times entered for both online and face-to-face instruction. Physical classroom location (building and room) entered for face-to-face portion. NO entry for online portion. DO NOT create a multiple meeting pattern by adding another line for the online portion.
Split Hybrid* (HYA or HYS)	A Hybrid modality adapted specifically for the COVID crisis. Its intent is to maximize utilization of social distanced classroom space by splitting enrolled students into groups of 50/50 (two-day meetings i.e. TR) or 33/33/34 (three-day meetings i.e. MWF) Students meet face-to-face one day of the week in the assigned room and online for the remaining day(s) either asynchronous or synchronous.	Separate sections are built in Banner for each group of the class at alternating F2F meeting times. These sections are cross-listed using an HYXXX cross-list identifier. (The *Split Hybrid Sections Guide* for schedule building is available.)

*Does not have an instructional method code specific to this delivery.

Monique Wilson
Office of the Registrar
February 18, 2021