

Helpful Information from the Registrar's Office Fall 2009

General:

- Ursa logon:
 - <http://www.unco.edu/aboutursa/>; or
 - <http://www.unco.edu/facstaff/>
- **UNC Official Transcripts** are now \$10.00 per copy
- **Tuition/fee billing** details for 2009-2010 are considerably more complex than in prior years. More detailed information is available at the Tuition and Costs link: <http://www.unco.edu/costs/>
- **Fall Break (no classes): Wednesday Nov. 25 -- Sunday Nov. 29, 2009**
- **Interim Session** – December 14, 2009 - January 8, 2010. UNC students with less than 24 hours completed (prior to Fall 2009) or on academic probation will not be eligible to register for the Interim Session.

Registration and Schedule of Classes:

- **Registration** Instructions: www.unco.edu/aboutursa/
- **Fall 2009 Schedule of Classes** is available on:
 - The Registrar's Home Page www.registrar.unco.edu - choose Registration, click on Registering for Classes, and click on Schedule of Classes. Choose public class schedule.
 - Banner Self-Service, by selecting Faculty or Student Tab/Registration Tools/ Look Up Classes
- **NEW ADD DEADLINE**-beginning fall the deadline to add full semester courses is the 5th day of the semester. **Instructor permission is required** for adding classes on the 6th through the 10th day of the semester. Instructors can authorize a late add by
 - Accessing the Faculty tab and submitting the course add request form to the Registrar's Office; or
 - accessing the add request form on the Registrar's web site www.registrar.unc.edu and faxing it (351-1870); or
 - bringing the form to the Registrar's Office for processing.

After the 10th day of the semester Petitions to Extend the Add Deadline require the School Director's signature in addition to the Instructor's signature.

Semester Deadlines

Last day to cancel all classes without a charge	August 24, 2009
*NEW – Add deadline for full semester classes is 5th day of the term	August 28, 2009
Drop deadline for full semester classes	September 4, 2009
Grade Forgiveness Application deadline	September 4, 2009
Individual class withdrawal deadline	October 16, 2009
Application deadline for Fall 2009 undergraduate graduation (After this date, we cannot guarantee that the student's information will be printed in the program.)	October 16, 2009
Complete withdrawal from the semester deadline	November 13, 2009

- **Faculty Releases** can be done on Banner Self-Service. **Note that a release can remove one or more barriers preventing a student from registering, but the student must still register him/herself after the release has been entered.** Four choices are available when releasing a course:
 - Capacity – allow into a closed class
 - Instructor consent excluding capacity – all restrictions except capacity
 - Instructor consent – all restrictions including capacity
 - Time Conflict – overlapping class times (new beginning Fall 2009)

Class Rolls, Grade Rolls, and Grading

- **Class Rolls** are available on Banner Self-Service:
 - Faculty individual class rolls are on their dashboard;
 - All class rolls are available in Insight (please keep FERPA regulations in mind when accessing class rolls for which you are not the instructor of record). Class rolls for prior terms are available as Insight reports: CRS009 or CRS010 under Academic view, Course Tab.
- **Grade rolls** for prior terms back through Fall 2006 are available as Insight report CRS018 “Rosters with Grades” under Academic view, Course Tab.

- **Grade rolls** for terms prior to Fall 2006 are available as Insight report CRS041 “Rosters with Grades Summer 2006 and Before” under Academic and Student view, Course Tab.
- **Midterm grading** will open for online submission on September 28th. The deadline for submitting midterm grades is October 12th. Instructions for submitting midterm grade are at <http://www.unco.edu/regrec/Academic-Records/grades/mid-term.html>.
- **Midterm and final grading through Blackboard** will be available fall semester. Workshop information and instructions will be updated soon at <http://www.unco.edu/cetl>
- **Final grade instructions** for submitting online are available at <http://www.unco.edu/regrec/Academic-Records/grades/SubmittingGrades.htm>.
- **Distinction Between I and UW Grade Definitions:** The following describes the **approved** use of the incomplete (**I**) and unauthorized withdrawal (**UW**) grades.
 - **I - Incomplete** - Assigned by faculty with department chair approval due to emergency situations affecting the student during the last week of the term.
 - Incomplete must be completed during the next term, including **summer term**.
 - To change a grade from Incomplete to the appropriate grade when completed, submit a grade change request on a "Special Grade Report" form (see reverse side of "Special Grade Report" form for instructions). Forms are available in the department.
 - **UW - Unauthorized Withdrawal** - Assigned **only** if a student **never** attended class. **Not to be assigned instead of a failing grade!**