MEMORANDUM

TO: University Faculty
FROM: Dean Libutti, Ed. D.
      Associate Vice President, Enrollment Management & Student Success
DATE: January 10, 2022
SUBJECT: Important Campus Dates and Deadlines

Welcome back for the start of the Spring 2022 semester. As you prepare for the new semester, I would like to call your attention to several important dates listed below.

**Helpful dates to remember for Spring 2022:**
In both your formal and informal role as advisors, please remind students of these important dates, as outlined in the University Calendar. [web.uri.edu/enrollment/academic-calendars/](web.uri.edu/enrollment/academic-calendars/)

- **January 21:** Advising day
- **January 24:** First day of classes
- **January 24 - 30:** Open add period in e-Campus
- **Jan. 31 - Feb. 6:** Late add period in e-Campus, permission numbers required for enrollment
- **February 6:** Last day to add courses via eCampus, late add form needed after this point
- **February 15:** Courses dropped on or after this date will receive a W
- **February 21:** Classes do not meet, offices are open - Presidents Day *(make up snow day if needed)*
- **March 7:** Last day for students to drop courses in e-Campus (late drop form needed after this date)
- **March 9:** Mid-semester
- **March 14 – 20:** Spring break – classes do not meet, offices are open
- **March 22:** First Year student midterm grades and mid term surveys due in e-Campus by 12:00 PM
- **March 25:** Last day to change from Pass/Fail option
- **May 2:** Last day of classes
- **May 3 - 4:** Reading days for exams. *(May 3 is class make-up day if needed and approved by Provost)*
- **May 5 - 6, 9 - 11:** Final exam period
- **May 18:** Final grades due in e-campus by 12:00 Noon

For those new to URI, and as a reminder for all, the approved Faculty Senate policy for the upcoming add period (8.33.11) is as follows:

- The first 7 days (January 24 – 30) in e-Campus is the Open Add Period. This time is designed to allow students to register using e-Campus if a seat is available and pre-requisites are met for a given course.
- In addition, 7 calendar-day Late Add Period (January 31 – February 6) in e-Campus shall allow students the opportunity to add courses via permission numbers. This time is designed to allow a conversation between the student and the appropriate Faculty member/Department/Deans Office to determine if it is appropriate to add the course during that time frame. If it is decided to allow registration, permission numbers will be required for any course during these 7 days.

Please note that permission numbers will work for the entire add period. The last day to add via e-Campus, and to use a permission number is February 6. Students looking to add a class after February 6 will need to complete a petition to late add form and be officially registered by the end of the term per 8.33.10. Policies associated with adding and dropping courses, and other matters, are stated in the **University Manual**.
Dropping Enrollment from Courses:

Please encourage students to talk to an advisor or faculty member before dropping a course. It is essential that students understand the many implications of dropping a class, including a possible loss of financial aid if they drop below full-time, a delay in graduation, or being off sequence if the course is a prerequisite. In addition, student may owe a portion or all of their tuition and fees when dropping courses.

Courses dropped from a student’s schedule beginning February 15 will have a "W" for a withdrawn record on a student’s academic transcript. (See Faculty Senate Legislation 8.34.10 web.uri.edu/manual/chapter-8/chapter-8-3/)

Note that the University Manual (web.uri.edu/manual/chapter-8/chapter-8-3/) allows faculty to drop students who miss the first two classes and have not notified the instructor of their intention to attend.

Students Not Officially Registered

If you have students sitting in on your classes who are not officially registered or unable to register, please encourage them to work with Enrollment Services in Green Hall on a plan to get registered. Having students properly registered allows the University to monitor vaccination status and the students to be eligible for Financial Aid, allows them to participate in campus activities, and supports us meeting University, State and Federal reporting guidelines.

Fees, Billing & Other Info

Fees will be adjusted in accordance with the University’s billing adjustment and refund policy. The refund schedule can be seen at: web.uri.edu/enrollment/billing-and-payments. The billing period for all classes begins on the first day of each/term semester and runs through the end of the Add Period, so dropping in this timeframe may not reduce a student’s tuition bill.

For other helpful information please visit the blue faculty section on the enrollment services website at: web.uri.edu/enrollment/registration-and-records/

Best wishes for an enjoyable, safe and productive semester!

c: Academic Deans