



MEMORANDUM

TO: University Faculty
FROM: Dean Libutti, Ed.D.
Office of the Provost
DATE: August 15, 2023
SUBJECT: Important Campus Dates and Deadlines

Welcome back for the start of the 2023-24 academic year. As you prepare for the start of the new semester, I would like to call your attention to several important dates listed below. Please note the part in yellow that lists the makeup plan for Columbus Day.

Helpful dates to remember for Fall 2023:

In both your formal and informal role as advisors, please remind students of these important dates, as outlined in the [University Calendar](#).

September 6:	First day of classes
September 6-12:	Open Add Period in e-Campus
September 13-19:	Late Add Period in e-Campus, permission numbers required for enrollment
September 19:	Last day to Add courses via eCampus, late add form needed after this point
September 28:	Courses dropped <u>on or after</u> this date will receive a “W” (withdrawal) on transcript
October 9:	Classes do not meet, offices are closed. Columbus Day
Tuesday, October 10:	Monday classes meet on this Tuesday (Columbus Day makeup)
October 18:	Last day for students to drop courses in E-Campus (late drop form needed after this date)
November 7:	Election day, classes meet , offices are open
November 13:	Veterans Day, classes do not meet, offices are closed
Nov. 23 - 26:	Thanksgiving Recess
December 12:	Last day of classes
December 13:	Reading Day for Exams
Dec. 14-15 & 18-20:	Final exam period
December 21:	Final exam make-up day (Used only in the event of Official Snow Delay or Cancellation)
December 28:	Grades due in eCampus by 12 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 (September 6 -12) 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 prerequisites are met for a given course.
- An additional 7 calendar-day Late Add Period (September 13-19) 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/Dean's 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 September 19, 2023. Students looking to add a class after September 20th 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](#).

For more details, and for the accelerated online schedule, visit the [University Calendar](#) page.

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.

Courses dropped from a student's schedule beginning September 28 will have a "W" for a withdrawn record on a student's academic transcript. (See [Faculty Senate Legislation](#) 8.34.10)

Note that the [University Manual](#) allows faculty to drop students **who miss the first two classes** and have **not** notified the instructor of their intention to attend.

*8.33.13 Students not attending courses in which they enrolled have the obligation to drop those courses before the drop deadline. Names of students who are absent from the first and second class meetings of a course and **who do not notify the course instructor of their intention to attend future class meetings** may be submitted by the course instructor and/or the department chairperson to the Office of Enrollment Services for deletion from the class roster. If the instructor does not exercise this option, the student remains enrolled in the course unless s/he drops it through regular procedures.*

Faculty drops may be sent via email to: esfacultydrop@etal.uri.edu. Please include course name, section, student name and student ID.

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 them to be eligible for Financial Aid, allows them to participate in campus activities, and supports us meeting University, State and Federal reporting guidelines. In addition, review *8.33.10 Registration Procedures*. *No student shall begin a course unless officially registered for that course. A student's registration for a course is not official until the appropriate registration form is filed in the Office of the Enrollment Services. A grade may not be received for a course for which a student is not officially registered as of the last day of classes for a semester. If specified conditions of enrollment are not met, the Director of Enrollment Services may be requested to cancel a student's registration.*

Fees, Billing & Other Info

Fees will be adjusted in accordance with the University's billing adjustment and refund policy as listed in the [refund schedule](#). 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