




MEMORANDUM

TO: University Faculty

FROM: Dean Libutti, Ed. D. 
Vice Provost for Enrollment Management

DATE: January 21, 2016

SUBJECT: Important Campus Dates and Deadlines

As you prepare for the start of the new semester, I would like to call your attention to several important dates listed below. Policies associated with adding and dropping courses are stated in the *University Manual*.

To summarize the approved Faculty Senate policy for the upcoming add period (8.33.11):

- The first 7 days (January 26-February 1) 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.
- An additional 7 calendar-day Late Add Period (February 2 – February 8) 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, and to use a permission number is February 8, 2016. Students will need a Petition to Late Add form in order to add a class after February 8th. This requires Faculty and a Dean's Approval.

Helpful dates to remember for Spring 2016:

In both your formal and informal role as advisors, please remind students of these important dates, as outlined in the University Calendar. <http://web.uri.edu/enrollment/academic-calendars/>

January 26: First day of classes
February 8: Last day to Add courses via eCampus (pro-rated billing adjustment period ends)
February 16: Last day to drop course with no transcript designation of "W"
March 21-27: Spring Break
May 2: Last day of classes

Dropping Courses:

February 8th is the last day to drop a course with any pro-rated billing adjustment and February 16th is the last day for students to drop courses via e-campus without a “W” designation on the student’s transcript. However, 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 their tuition bill. 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 beginning February 17th, will have a “W” for a withdrawn record on a student’s academic transcript. (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.

In addition, if at the end of the Add period you have students in your class that do not appear on your official roster, please ask them to go to Enrollment Services for assistance in registering for classes. Students not properly enrolled may be considered Withdrawn from the University which can affect their student loan repayment, ability to receive Financial Aid, and eligibility for insurance coverage.

Fees will be adjusted in accordance with the University’s billing adjustment and refund policy. The refund schedule can be seen at: <http://web.uri.edu/enrollment/billing-adjustments-and-refunds/>

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

Best wishes for an enjoyable and productive semester.

c: Academic Deans