THE
UNIVERSITY
OF RHODE ISLAND

**OFFICE OF THE
PROVOST**

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Green Hall, 35 Campus Avenue, Kingston, RI 02881 USA   p: 401.874.4410 or 4408   f: 401.874.7844   uri.edu/provost

MEMORANDUM

TO: University Faculty

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

DATE: August 17, 2020

SUBJECT: Important Campus Dates and Deadlines

Welcome back for the start of the 2020-21 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.

Helpful dates to remember for Fall 2020:
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/

September 9:	First day of classes
September 9-15:	Open Add Period in e-Campus
September 16-22:	Late Add Period in e-Campus, permission numbers required for enrollment
September 22:	Last day to Add courses via eCampus, late add form needed after this point
October 1:	Courses dropped <u>on or after</u> this date will receive a ***W***
October 12:	Classes ***do*** meet, offices are closed. Columbus Day
October 21:	Last day for students to drop courses in E-Campus (late drop form needed after this date)
November 3:	Election day, classes ***do not*** meet, offices are closed
November 11:	Veteran's Day, classes ***do not*** meet, offices are closed
November 25:	Last day of face-to-face classes, switch to remote instruction for all classes for end of semester
Nov. 26 - 29:	Thanksgiving Recess
December 14:	Last day of classes
December 15:	Reading Day for Exams
December 16-22:	Final exam period
December 23:	Final exam make-up day
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 9-15) 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 additional 7 calendar-day Late Add Period (September 16-22) 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 September 22, 2020. Students looking to add a class after September 22nd 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: http://web.uri.edu/enrollment/academic-calendars/

<u>Dropping Enrollment from Courses:</u>
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 October 1st 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. Due to our current challenges with COVID and remote and hybrid instruction, we recognize this will be an added challenge for all.

> *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.

<u>Students Not Officially Registered</u>

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.

<u>Fees, Billing & Other Info</u>

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 during these unprecedented times.

c: Academic Deans