THE
UNIVERSITY
OF RHODE ISLAND

OFFICE OF THE PROVOST

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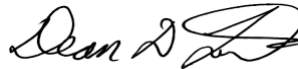
MEMORANDUM

TO: University Faculty

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

DATE: August 20, 2019

SUBJECT: Important Campus Dates and Deadlines

Welcome back for the start of the 2019-20 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. 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 (September 4-10) 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 11-17) 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 17, 2019. Students looking to add a class after September 17th will need to complete a petition to late add form and be officially registered by the end of the term per 8.33.10.

Helpful dates to remember for Fall 2019:
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 4:	First day of classes
September 17:	Last day to Add courses via eCampus (pro-rated billing adjustment period ends)
September 25:	Last day to drop course with no transcript designation of "W"
October 14:	Classes do not meet due to the Columbus Day holiday
November 5:	Election day CLASSES MEET, Offices are open
November 11:	Classes do not meet due to the Veteran's Day holiday, offices are closed
Nov. 27 - Dec. 1:	Thanksgiving Recess
December 10:	Last day of classes
December 11:	Reading Day for Exams
December 12-20:	Final exam period
December 21:	Final exam make-up day
December 27:	Grades due in eCampus by 12 Noon

For more details, and for the accelerated online schedule, visit: http://web.uri.edu/enrollment/academic-calendars/

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 26th 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.

> *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, Insurance coverage and to participate in on campus activities as well as 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 and productive semester.

c: Academic Deans