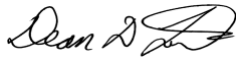




MEMORANDUM

**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/](http://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 <u>on or after</u> this date will receive a <b>W</b>
February 21:	Classes <b>do not</b> meet, offices are open - <b>Presidents Day</b> ( <i>make up snow day if needed</i> )
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. ( <i>May 3 is class make-up day if needed and approved by Provost</i> )
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 additional 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](#).

For more details, and for the **accelerated online schedule**, visit: [web.uri.edu/enrollment/academic-calendars/](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. 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/](http://web.uri.edu/manual/chapter-8/chapter-8-3/))

Note that the *University Manual* ([web.uri.edu/manual/chapter-8/chapter-8-3/](http://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](mailto: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 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](http://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/](http://web.uri.edu/enrollment/registration-and-records/)

Best wishes for an enjoyable, safe and productive semester!

c: Academic Deans