



IMPORTANT DATES

- December 4:** Last day of classes for full session and session B
- December 4:** Payment due date/cancellation for non-payment for spring
- December 5:** Reading day
- December 6 - 7:** Final exams begin for full term and session B
- December 7:** Final exams for Saturday classes
- December 9 - 12:** Final exams continued
- December 12:** Doctoral Hooding ceremony
- December 13:** Summer 2020 schedule of classes available on the web
- December 13:** Commencement @ 1pm (Arts and Architecture, Business, Health and Human Services)
- December 14:** Commencement @ 10am (Computing and Informatics, Education, Engineering)
- December 14:** Commencement @ 3pm (Liberal Arts and Sciences)
- December 16:** Grades due on the web by noon for full term and session B
- December 18:** Fall 2019 probation/suspension notifications sent to students
- December 24 - 31:** Winter break—University closed

HOLIDAY SHARE - YOU'RE A MEAN ONE, REGISTRAR

This is a funny video (with sound), produced by the University of Wyoming's Registrar, that we think you'll enjoy. It's a few years old (2010), but still fun to watch. Enjoy!

<https://www.youtube.com/watch?v=fYFV3cv3wIU>

WHO ARE YOU GOING TO CALL? HOW CAN WE HELP?

Search by expertise or individual:

<https://sites.google.com/a/uncc.edu/office-of-the-registrar-directory/>

PROOF OF ATTENDANCE (BEGINNING IN SPRING 2020)

All instructors will be required to enter the last date of attendance/participation for all students with failing (F) or unsatisfactory (U) grades. In support of the Office of Student Financial Aid and federal reporting needs, we have worked together to develop a means to collect a student's last day of attendance for F and U grades. The regulations require us to determine whether the student attended class and whether the grade was earned or a result of attendance.

Drop-In Information Sessions (No RSVP)

January 14 - 3-4pm in COED 102

January 28 - 2-5pm in CITY 906

For more information and frequently asked questions, visit

<https://registrar.uncc.edu/gradingholds/last-date-attendance>

ADVISING NOTES

DegreeWorks and Connect have places for advising notes. Graduate advisors use DegreeWorks to record advising notes, whereas undergraduate advisors should be using Connect to record these. We are working to move the advising notes from 51 undergraduate students to Connect. DegreeWorks notes at the undergraduate level are not reviewed and are not actionable. For information or training on entering advising notes into Connect, visit <https://advising.uncc.edu/academic-advisors/technology-training>.

TWO BANNER UPGRADES IN DECEMBER

One of them is for the 1098T's and the other for end of year tax updates. **The first** will be during grading, so please share widely.

While we know this is not optimal, ITS wants to upgrade the 1098-T on **Saturday, December 7th**. It should take no more than 2 hours, from 7:00 am to 9:00 am.

NOTE: This is during open grading. The other one will be on **Saturday, December 21st**, after the final payroll is run. It will also take about 2 hours.

COMMENCEMENT CEREMONIES-STUDENT NAME CARD DISTRIBUTORS

Please arrive on time, at least 1 1/2 hours prior to the ceremony, and remain with your students until all cards have been distributed.

Return any remaining cards back to the Registrar's table once the procession begins.

The name cards will include a new bar code to display and announce the student's name as they walk across the stage.

FINAL EXAMS

The final exam period is counted toward the necessary minimum minutes of instructional time required to earn academic credit for the course. If the published final examination period is not used for an exam, the class must nevertheless meet for oral presentations, for discussion lecture, or other appropriate academic function.

You can find the fall 2019 exam schedule at <https://ninercentral.uncc.edu/courses-registration/exam-schedules>.