



## IMPORTANT DATES

**September 2:** Labor Day—no classes and University closed

**September 9:** Unsatisfactory grades due on the web by noon for Session A

**September 16:** Deadline to apply for December 2019 graduation

**September 16:** Last day to withdraw from a course(s) for Session A; grades subject to Withdrawal Policy

**September 18:** Unsatisfactory web grading access available for Full Term

**September 20:** Unsatisfactory grade notices emailed to students for Session A

## PREFERRED NAME

Effective July 1, 2019, all students, faculty, and staff have the opportunity to provide a preferred first name (PFN). Usage of a submitted PFN has begun to expand, as we work towards personalizing your UNC Charlotte experience. For details on how you might update, where PFN will be used/not used, and other FAQs, please visit <https://aux.uncc.edu/49er-card/preferred-name-change>.

## SINGLE SUMMER TERM

The University is moving away from two separate summer terms, beginning in Summer 2020. You may have referred to these as xxxx50 (Summer I and Extended Summer) and xxxx70 (Summer II). A new single term, 202060 will become standard for the upcoming and all future summer terms. Separate sessions will be added to the single summer term to represent the formerly identified summer sessions. In doing so, we are mirroring the former options, but also preparing for an expansion into other shorter or longer sessions during the summer. More information will be forthcoming, as this formalizes.

## 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/>

## ONE-TIME COURSE APPROVALS

A new curriculum action form has been created to help guide and document one-time course approvals. The form "**Other Form 2. One-Time Course Approval**" can be found on the second page of Curriculog forms (<https://uncc.curriculog.com/approval-processes>). The form asks for: department, course prefix & number, explanation for the request, desired effective term, and URL of submitted Curriculog proposal going through the standard approval process. The workflow is: Originator, Technical Verifier, Department Chair, College Dean, & Banner Team. This ensures that the campus community has a reference point for discrepancies between the catalog and Banner.

## DEGREEWORKS UPDATE:

DegreeWorks now reflects the "**Baccalaureate Degree Requirements**" policy revision, effective for the Fall 2019 term that clarifies the calculation of the major and minor grade point average. In DegreeWorks, there is no longer a section called "Additional Courses for Major/Minor GPA" at the bottom of the major and minor blocks. From now on, the major and minor GPAs only reflects coursework within their respective blocks and no longer uses above-and-beyond courses or those that do not meet a minimum-grade requirement. This should make it easier for students and advisors to determine what courses are used in the GPA calculation and what a student needs to meet their requirements for graduation. No changes have been made to the overall GPA calculation.

## MID ATLANTIC BANNER USERS GROUP

The Mid Atlantic Banner Users Group (MABUG) will be in Charlotte this year, October 23-25. More information can be found here: <http://www.mabug.org/mabug-at-a-glance-2019/>. This is a great opportunity to learn about Banner processes and network with other Banner users. Registration is required, visit <http://www.mabug.org/registration-2019/> to register.

There are a few presentation slots still open for those who wish to submit a presentation proposal, presenters are eligible for a conference registration discount. Proposals can be submitted at <http://www.mabug.org/presentation-submission-2019/>.

## FALL REGISTRAR FORUM

This two-day forum (same content both days) is designed to provide you with information you can use. Most information will be related in some way to the Office of the Registrar, while other information from other areas is also shared. You pick the day that fits your schedule best. After both days, we will provide you with the presentation and comments/questions/answers from both days. As much as this forum is designed to convey information, it is more important that we address questions or concerns from you. Prior to the event, please share any topics of interest (send to [jreece15@uncc.edu](mailto:jreece15@uncc.edu)) Don't worry, we have our own topics too.

Mark your calendars for either **Wed, Sept 25 @ 3pm** or **Thurs, Sept 26 @ 3pm**. Both days will take place in **McKnight Hall**. Forums are expected to last an hour and a half.

## RETURNING TO UNC CHARLOTTE GUIDE (See page 2 and 3)

(For internal faculty and staff use only)



### **-Who can apply for readmission to UNC Charlotte?**

Former UNC Charlotte undergraduate degree seeking students who would like to return to UNC Charlotte as undergraduate degree seeking students must apply for readmission. Some former students may have left in poor academic standing, some are returning for a second degree, and many just took a few years off. Students become INACTIVE after two consecutive semesters (Fall/Spring or Spring/Fall) of non-attendance or an academic or disciplinary suspension.

### **-What is the first step?**

Students must submit the online application for readmission, available at [WelcomeBackNiner.uncc.edu](http://WelcomeBackNiner.uncc.edu), and pay the \$75 application fee. Fee waivers are available to full-time permanent UNC Charlotte employees, Active duty military personnel (must provide a copy of orders to the Office of the Registrar), and former students who qualify for 49er Finish, offered through the OASES office. <https://oases.uncc.edu/student-information/readmitted-former-students>

### **-What happens next?**

Once the readmission application is received in the Office of the Registrar, the cursory review process begins. We check for student status (ACTIVE; INACTIVE; GRADUATED), valid name and UNCC ID#; level (UG or GR), when the student last attended, what the student has been doing in the interim, and review the responses to the campus security questions included in the application. Once the cursory review is complete, the list of applicants is submitted to the Dean of Students office. The Dean of Students office will advise which students will require a background check and possibly a Pre-Admission Safety review before the application process can continue.

When the Readmission team receives clearance from the Dean of Students office, a more intensive review of the application process begins. Is the student eligible for academic forgiveness? If yes, update the admission type on the readmission application, accordingly.

First, we check the National Student Clearinghouse to confirm the applicant has disclosed any/all schools attended since UNC Charlotte. If any school has not been disclosed by the application, we require either an official transcript from the school or a letter of non-attendance. The application does not advance until the official transcript from the non-disclosed school is received.

If a student has a financial hold of more than \$500, the readmission application process stops until the financial obligation has been resolved. Students who have an outstanding balance of \$500 or less can receive a readmission decision. If approved for admission, they must pay any funds due to the university before they can register for classes.

Students who have a gap of more than one year in their timeline since last attending UNC Charlotte, with no education or work history provided on the application, are contacted by the readmission

team. Students must reply with an explanation or agree to a criminal background check. Failure to provide the requested information halts the application process.

Students who qualify for academic forgiveness by earning a transferable associate's degree must provide a degree-dated official transcript from the awarding school. If a degree-dated transcript is not received prior to the first day of class, the application is withdrawn.

Applicants who have attended other schools and are applying to majors in University College, College of Health & Human Services, William States Lee College of Engineering, Belk College of Business or College of Computing & Informatics must provide official transcripts from those schools. The readmission application will not move forward until transcripts have been received.

### **-Now what?**

Once all relevant information has been collected, a review and final decision is made in the Office of the Registrar, where applicable. Other requests will be sent to the academic department indicated on the readmission application. If the request to join the department is approved, a decision letter is sent to the applicant via the WelcomeBackNiner portal. If the student is denied by their first major selection, and qualifies for academic forgiveness or has a cumulative GPA of 2.000 or higher, they can request the readmission application be sent to another academic department for review. If the student does not qualify for academic forgiveness, and has a GPA less than 2.000, they will receive a denial decision letter via the WelcomeBackNiner portal. Departmental contacts will be notified when final decisions are made.

### **-And Then?**

All readmitted undergraduate students have an advising hold placed on their Banner record. Readmitted students must consult with an academic advisor prior to registration.

### **-What is Summer Only Admission?**

Summer Only readmission is intended for students who left the university in poor academic standing and plan to take classes in an attempt to raise their overall GPA. At the end of summer, the readmission team sends a Petition to Continue as Degree-seeking to the academic department indicated on the readmission application. If the student has raised their cumulative GPA of 2.000 or higher, applies to a major and is denied, we offer the option to have the Petition submitted to another academic department. Note: if a student attends for Summer Only, the two-year window to be considered for Academic Forgiveness is reset.

### **Still Have Questions?**

<https://ninercentral.uncc.edu/courses-registration/readmission/readmission-faqs>

<https://ninercentral.uncc.edu/courses-registration/readmission/forgiveness-time-frame-calculator>

*Faculty/Staff:* Contact Hope Ringley @ 7-5709 or [hope.ringley@uncc.edu](mailto:hope.ringley@uncc.edu)

*Students/Applicants:* All questions should be directed to [readmission@uncc.edu](mailto:readmission@uncc.edu)