

# Office of the Registrar Updates and Deadlines 3/5/09

## News and Updates

- I. **Deadline to Add Courses – End of Week 2** – Effective Spring Quarter 2009, the deadline to add *all* courses is the *end of the second week of the quarter*. This includes Special Studies courses (97, 98, 99, 99R, 197, 198, 199 and UGIA [195] courses). [Requests to add classes](#) after the deadline are only considered under extraordinary circumstances and require a petition, appropriate documentation, and approval from the academic department, college, and the Committee of Educational Policy. The Special Studies forms have been updated with the week 2 deadline which may be found on TritonLink at [How to Enroll in Special Studies Classes](#).
- II. **Preauthorization for Post Grading Prerequisite Enforcement (PGPE)** – As a reminder, students must be preauthorized for a course in order for the PGPE program to bypass them if they have not fulfilled the required prerequisites. The student will be dropped from the course on approximately 4/6/09 if they have not been preauthorized and subsequently attempt to submit an add card to override the prerequisites. Queries will be available approximately 4/1/09 for departments to preauthorize eligible students.
- III. **New Cancellation for Non-Payment Deadline for Fall Quarter 2009** – Beginning Fall 2009, students will be cancelled from their classes prior to the first day of instruction if they have not paid their enrollment and registration fees. A workgroup is currently meeting to discuss the implications of this change in practice. More specific information and calendar deadlines will be published very soon. We will be sending frequent reminders to make sure staff and students are well aware of the payment deadlines to ensure as few cancellations as possible.
- IV. **Registrar’s Office Business Hours** – As a reminder, the Registrar’s Office is closed on Thursday mornings from 8 – 10 am for meetings. For a full listing of our hours, please see the [Registrar’s Office homepage](#).
- V. **Grade Reports for Winter 2009** – The Academic Records Office will deliver [grade reports](#) to all departments on Friday, March 13<sup>th</sup>. Completed grade reports are due back to Academic Records on Tuesday, March 24<sup>th</sup>.
- VI. **Future Quarter Schedule Build for Summer 2009** – The Scheduling Office will send the Schedule List report to departments and Summer Session for “Last Look” on Monday, March 9<sup>th</sup>. The edited Schedule List is due back to the Scheduling Office on Wednesday, March 11<sup>th</sup>. The Summer Session 2009 Schedule of Classes will be available on TritonLink on Tuesday, March 24<sup>th</sup>.
- VII. **Future Quarter Schedule Build for Fall 2009** – The Scheduling Office will send the Schedule List report to departments for “Last Look” on Thursday, April 9<sup>th</sup>. The edited Schedule List is due back to the Scheduling Office on Tuesday, April 14<sup>th</sup>. The Fall Quarter 2009 Schedule of Classes will be available on TritonLink on Friday, May 1<sup>st</sup>.
- VIII. **Registrar’s Office Staff Additions and Promotions** – We are pleased with several recent additions to our staff as well as a well-deserved promotion.
  - We are pleased to announce the appointment of **William (Bill) Haid** as University Registrar. Bill has acquired more than thirty years of experience in higher education. His many accomplishments include serving as: Executive Director of Enrollment and Student Success at the Colorado State University-Global Campus; Assistant Vice President for Enrollment and Access at Colorado State University; Executive Director of Enrollment Services and Registrar at Colorado State University,

and Registrar and Director of Enrollment Services at the University of Colorado – Boulder. Bill has the depth and breadth of experience which will serve our campus extremely well. Welcome, Bill!

- **Elvira Prieto** joined the Scheduling Office as the Assistant Registrar for Scheduling in August 2008. Elvira comes to us with an extensive background in higher education which serves our campus extremely well. Elvira completed her undergraduate work at Stanford and her graduate work at Harvard. Welcome, Elvira!
- **Janice Armellino** was promoted to Coordinator of Academic Records in August 2008. Prior to serving as the Coordinator, Janice served in Academic Records for three years. Janice originally came to UCSD from Rutgers University where she worked for several years in the Bursar's Office. This promotion recognizes Janice's leadership within Academic Records. Congratulations, Janice!
- **Cindy Lyons** was recently promoted to Associate Registrar. Cindy's area of responsibility for enrollment services will remain the same but will now officially include classroom scheduling. Assistant Registrar Elvira Prieto and the scheduling staff will report to Cindy effective immediately. This is a well-deserved recognition of Cindy's leadership in the Registrar's office and value to the organization. Congratulations, Cindy!

The following staff have also recently joined our ranks. Academic Records – **Jennifer Phelps**. Scheduling Office – **Kristin DiNofia** and **Valerie Krikes**. Welcome Jennifer, Kristin and Valerie!

- IX. Spirit Week!** – The Registrar's Office participated in this year's Office Decoration Contest and won 2<sup>nd</sup> place! George Triton, our mascot of sorts, led the way by guiding students to navigate the jungle of UCSD successfully. A big thanks to George and all who helped us successfully participate in this year's Spirit Week events. Go Tritons!

### Upcoming Deadlines

Friday, March 6 –

- Last day for students to withdraw from a class without a penalty of "F" grade (end of 9<sup>th</sup> week).

Friday, March 13 –

- Last day of classes before final exams begin.

Monday, March 16 through Friday, March 21 –

- Final Exams

Thursday, March 19 –

- Deadline for students who do not plan to attend Spring quarter to notify the university that they are not attending. This applies to students receiving financial aid, full-fee waivers and graduate fellowships/scholarships.

Monday, March 30 –

- First day of classes Spring Quarter 2009/Add period begins.

Friday, April 10 –

- Last day to add a class for all courses.

For a complete list of deadlines, please visit the [2008- 2009 Enrollment and Registration Calendar](#). Please contact us with any further questions!

Thank you,

Office of the Registrar  
UC San Diego  
(858) 534-3150