I. **Grade Reports for Winter 2012** – As a reminder, Grade reports for Winter quarter will be delivered on Friday, March 16th and are due back to Academic Records on Tuesday, March 27th no later than 4:30 pm.

II. **Update on eGrades** – The eGrades project is proceeding toward a Spring 2012 campus launch. We are piloting eGrades with 5 academic units for Winter 2012 grades. The four departments and one program involved in the pilot will be submitting all their Winter 2012 grades via the new eGrade system. Everyone else will be using the Scantron grade sheets for Winter grades for the LAST TIME!!! More information will be made available to the campus in April and May as we introduce the new electronic grading system to faculty prior to the Spring grading cycle. Campus announcements, information sessions, and online information will be made available to help everyone be ready for the new system for Spring. Presentations for department or faculty meetings can also be arranged. Questions or comments about eGrades can be directed to Bill Haid, Registrar by email, whaid@ucsd.edu or phone, extension 4-5448.

VI. **Important Announcement!**

**First Pass/Second Pass**
Effective May 9, 2012, for Fall Quarter 2012, a new two-pass enrollment process will be implemented for UCSD’s undergraduates to ensure that everyone has the opportunity to enroll in required pre-major, major, and GE courses.

**First Pass** – During the first pass, students may only enroll in 11.5 units within a specified timeframe of approximately 48 hours. First pass appointment times will have a start and a stop date/time. This gives all undergraduates a better chance to obtain at least two classes toward fulfilling requirements. Wait lists will not be available during the first pass to encourage students to select required courses. Students who do not enroll during their first pass appointment must wait until their second pass appointment to enroll, including priority appointments.

**Second Pass** – Students may enroll up to 19.5 units during
III. **Spring Quarter 2012 Registration** – *The deadline to pay fees is March 16!!* E-bill notices will be sent to students on March 6, 2012. A fee reminder email will be sent to all students regarding the deadline on March 8, 2012. Another fee reminder email will be sent on March 14, 2012. Students that do not pay registration fees by April 2, 2012 at 11:59 p.m., will be dropped from classes and wait lists. An email notification will go out on April 3, 2012, notifying students they have been cancelled from their classes and wait lists due to non-payment of mandatory registration fees. We are asking everyone to help get the word out via the web, flyers and word-of-mouth to ensure as few cancellations as possible. Visit the [Registrar’s Office homepage](#) for details!

IV. **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. Students will be dropped from Spring Quarter courses on April 7, 2012, if they have not been preauthorized to bypass the required prerequisites.

their second appointment, including wait listed courses. As of the first day of instruction, students may enroll in up to 22 units, as previously.

**Other added benefits**
- Appointments assigned between 7 am – 11 pm, Monday through Friday
- Appointments assigned on Saturdays
- Students will be informed of their appointment date/times for both passes

VII. **Registrar Staff News**

**New Staff Members** – Monica Molinary joins the Scheduling team in the Registrar Assistant role on 3/1/12.

**Open Vacancies** – Executive Assistant to the Registrar. Check UCSD Job Bulletin for information.

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**Important Dates & Deadlines – Spring 2012**

- March 16 – Registration fee payment deadline
- April 2 – Students dropped from classes and waitlists for not paying mandatory registration fees
- April 2 – Instruction begins
- April 13 – Automatic wait lists end for (Spring) Quarter
- April 13 – Deadline to add using WebReg
| V. **Late add and drop with a “W” clarification** – Students who have dropped a course with a “W” notation on the course are not permitted to re-add the course in the same term via the late add procedure. | April 27 – Deadline to drop without a W
For a complete list of deadlines, please visit the [2011-2012 Enrollment and Registration Calendar](#). Please contact us with any further questions!

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Thank you,

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