



Office of the Registrar  
Updates and Deadlines  
May 2011

News and Updates

- I. **Summer 2011 Registration – The deadline to pay fees for Summer Session 1 and Special Session is June 20!! The deadline to pay fees for Session 2 is July 25!!**

**Summer Session I and Special Session:** E-bill notices will be sent to students on 6/2 for Summer Session I and Special Session, and 7/6 for Summer Session II.

**Summer Session I & Special Session:** A fee reminder email will be sent to all students regarding the deadline on 6/6 and again on 6/13. Special Session students whose registration fees are not paid by 6/23 at 11:59 p.m., will be dropped from classes and wait lists. Summer Session I students whose registration fees are not paid by 6/24 at 11:59 p.m., will be dropped from classes and wait lists. An email notification will go out on June 24 to Special Session students, and June 27 to Summer Session I students, notifying them that they have been cancelled from their classes and wait list due to non-payment of mandatory registration fees.

**Summer Session II:** E-bill notices

- VII. **New Policy Regarding Courses Missing Instructors** – We are now required because of a focus on identifying the correct and actual faculty name with payroll (PPS) records, to have a faculty assignment on each section. Sections with enrolled students will no longer be able to list “Staff” as the instructor record.

The Scheduling department will now require all sections with enrolled students to list an authorized instructor of record on the course by the third week of the current quarter. In the absence of an instructor of record, the Department Chair name will be assigned as the Instructor on that course. When contacted by the Scheduling Department regarding this situation, please contact your scheduling coordinator to provide the name(s) of instructors for these sections, or inform your chair that his/her name has been listed.

- VIII. **Registrar’s Staff Announcements**  
– After 28 years in the Registrar’s

will be sent to students on 7/6. A fee reminder email will be sent to all students regarding the deadline on 7/11 and again on 7/18. Students whose registration fees are not yet paid by 7/29 at 11:59 p.m., will be dropped from classes and wait lists. An email notification will go out on July 30, notifying students they have been cancelled from their classes and wait list 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!

- II. **Grade Reports for Spring 2011** – As a reminder, Grade reports for Spring Quarter will be delivered on Friday, June 3rd and are due back to Academic Records on Tuesday, June 14th no later than 4:30 pm.  
**Grade Reports for Summer Session I** – Grades are due back to Academic Records on Tuesday, August 2nd no later than 4:30pm.
- III. **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. Missing prerequisite emails will be sent to Summer Session I and Special Session students on 6/22, and to Summer Session II students on 8/4, notifying the student of the

Office at UC San Diego, Fred Atchison has announced his retirement. Fred has made so many contributions to this office and across the campus, that it is impossible to name just a few. He will be greatly missed by all of us in the Registrar's Office and across the campus. Plans for a retirement reception are underway and will be announced soon. Please join us in wishing Fred the very best as he embarks on an exciting new chapter of his life!!

### **Important Dates & Deadlines – Summer Session 2011**

June 20 – Summer Session I and Special Session fee deadline. Due to the payment deadline and cancellation for non-payment the auto wait list program is suspended for Session I. In addition the auto wait list concludes for Special Session due to the varying course start dates.

June 23 – Students enrolled in Special Session cancelled for non-payment of registration fees

June 24 – Students enrolled in Session I cancelled for non-payment of registration fees

June 27 – Instruction begins for Summer Session I

July 8 – Deadline to drop without a W for Summer Session I

<p>affected class. Students will be dropped from Summer Session I and Special Session courses on 6/23 , and from Summer Session II on 8/5, if they have not been preauthorized to bypass the required prerequisites. Missing prerequisite queries will be available the morning of 6/22 (SSI &amp; Special Session) and 8/4 (SSII), for departments to preauthorize eligible students.</p> <p>IV. <b>Fee Increases</b> – Effective June 2, 2011 the Registrar’s Office will be increasing fees for five different services. Transcript fees will be increased to \$15 per copy. Verification fees and degree verification fees will be \$10 per copy. The rush fee for transcripts and verifications will increase to \$20 per copy. Duplicate diploma fees will increase to \$60 for general campus and \$75 for School of Medicine and School of Pharmacy.</p> <p>V. <b>eCourse (Electronic Course Approval System)</b> – The offices the Academic Senate, Registrar, and ACT are pleased to announce the availability of the new Electronic Course Approval System, or eCourse! This system has been a high priority for the Academic Senate and the campus for many years. The official launch of eCourse was on March 15, 2011 and the system is now available for all campus departments to use in place of the paper course approval forms. Paper forms will not be accepted after July 1, 2011. The</p>	<p>July 1 – Add deadline &amp; course fee refund deadline for Summer Session I courses. See the <a href="#">Summer Session calendar</a> for additional dates.</p> <p>July 29 – Students enrolled in Session II cancelled for non-payment of registration fees</p> <p>July 29, 30 – Summer Session I Finals</p> <p>August 1 – Instruction beings for Summer Session II</p> <p>August 5 – Add deadline &amp; course fee refund deadline for Summer Session II courses. See the <a href="#">Summer Session calendar</a> for additional dates.</p> <p>August 12 – Deadline to drop without a W for Summer Session II</p> <p>September 2, 3 – Summer Session II Finals</p> <p>For a complete list of deadlines, please visit the <a href="#">2010- 2011 Enrollment and Registration Calendar</a>. Please contact us with any further questions!</p>
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system is now available for all campus departments to use in place of the paper course approval forms. Contact Regina Ready in the Registrar's office for more information or to start using eCourse.

**VI. Revised Procedure for Late Adds –**

The deadline to add a course, via WebReg, for Summer Session I is 7/1, Summer Session II is 8/5, and please see the [Summer Session](#) page for Special Session deadlines. After the deadline, please use add cards to allow a student to late add. In accordance with revised Academic Senate Regulation 501a, students may be added to a class by submitting an add card with instructor signature and department stamp approval to the Office of the Registrar by 4:00 pm on Friday of the final week of instruction, for each session. There are no changes in the deadlines or procedures for drops or withdrawals from classes.

In regards to enforcement of an expiration date, the Office of the Registrar prefers the use of a date stamp in the "Registrar Use Only" space of the add card. We also request that department staff initial next to the stamp.

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The Registrar's Office Community Service Workgroup is pleased to announce that on April 30th, 25 walkers participated in the MS Walk and raised over \$1,900. This big success could not have been accomplished without all of our colleagues and friends. Thank you to everyone who participated and/or contributed to our very successful MS Walk!



Thank you,

Office of the Registrar  
UC San Diego  
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