



STOUT
UNIVERSITY OF WISCONSIN

Registration and Records Office
109 Bowman Hall

University of Wisconsin-Stout
P.O. Box 790
Menomonie, WI 54751- 0790

715/232-2121
715/232-2436 - Fax
registrar@uwstout.edu

DATE: January 25, 2009
TO: Department Chairs, Faculty and Staff
FROM: Larry Graves, Interim Registrar
SUBJECT: Spring 2009 Semester Information

Your class rosters for Spring Semester courses reflecting new registrations and add/drop activities are available on Access Stout. Please remember that you may view and/or print your current roster(s) at any time through Access Stout – <https://access.uwstout.edu/access/webadvisor> .

We will be emailing your class rosters after the add/drop period is completed.

ADD/DROP PROCEDURES

University policy requires instructor consent for add/drops when classes are in session and so all add/drops need to be processed on Program Change Cards in the Registration and Records Office. **Please do not volunteer to "take care of" a drop or add for a student.** It is the student's responsibility to complete the add/drop activity with the Registration & Records Office. Our office will again hold extended office hours during the first week of classes. On the days listed below, we will be open until 5:30 p.m. (normal hours 8:00 a.m. – 4:30 p.m.).

Thursday, January 22
Monday, January 26
Tuesday, January 27
Wednesday, January 28

STUDENTS NOT OFFICIALLY ENROLLED ON YOUR COURSE ROSTER

Students who are in your class, but do not appear on your roster should report to the Registration and Records Office with an ADD card signed by the instructor so we can add the course to the student's class schedule. **Please do not allow any students to attend your class unless they are listed on the class roster or have completed the proper add procedures.** Proof of proper registration would be a printed registration confirmation/account statement dated after the roster date. Over the past couple of semesters there has been an increase in students unofficially attending classes and this creates problems for numerous offices on-campus. And essentially, it allows a student to "test drive" a course and only officially enroll if he/she is earning a passing/good grade. It also clearly violates UW-System policy.

FIRST DAY ATTENDANCE POLICY – Students who do not attend the first class meeting of a course, or who do not notify the instructor or department chairperson that they will be absent for legitimate reasons, **may**, at the instructor's option, be dropped from that course if other students are waiting to enroll. Please use one of the following methods to notify the Registration and Records Office of students to drop:

- Complete a First Day Drop card.
- Email Kathy Sveum at sveumk@uwstout.edu. Please be sure to include the student's ID number, name and the Course ID number (i.e. ENGL-101-034).
- Return a copy of the class roster, noting those students to be dropped under the policy.

If you have any questions, please call Kathy Sveum at x1092 or myself at x1233. Notification under the First Day Drop policy is required to the Registration and Records Office, 109 Bowman Hall, by **4:30PM, Friday, January 30, 2009.**

IMPORTANT DATES TO REMEMBER FOR THE SPRING 2009 SEMESTER

<u>Jan. 22</u>	<ul style="list-style-type: none"> • First Day of Classes – All refunds and drops are counted from this date. • Evening Class Registration until 5:30 P.M. • FIRST DAY ATTENDANCE POLICY - Students who do not attend the first class meeting of a course, or who do not notify the instructor or department chairperson that they will be absent for special reasons, may, at the instructor's option, be dropped from that course if other students are waiting to enroll. • Instructor Signatures – During the first two weeks of classes, instructor signatures are required on the Program Change Cards for any add or drops. Please keep track of the drop slips you sign, as this will help you when determining space available in your class.
<u>Jan. 26</u>	<ul style="list-style-type: none"> • Evening Class Registration until 5:30 P.M.
<u>Jan. 27</u>	<ul style="list-style-type: none"> • Evening Class Registration until 5:30 P.M.
<u>Jan. 28</u> <i>5th Day of Classes</i>	<ul style="list-style-type: none"> • Third Quarter Class Drops – Last day to drop a 3rd Quarter class without receiving a mark of WS. • Last Day to Add a 3rd Quarter Class • Third Quarter Credit/No Credit Option – Last day for student to elect Credit/NoCredit grading option for 3rd Quarter class. • Students Attending but Not Officially Enrolled – Please monitor your class rosters and identify any students no appearing on your class rosters. These students should follow the necessary procedures to add your class. • Minimum fee payment due. • Evening Class Registration until 5:30PM

<u>Jan. 30</u>	<ul style="list-style-type: none"> • First Day Drops are due in the Registration & Records Office. See the preceding page for details on this policy. •
<u>Feb. 4</u> <i>10th Day of Classes</i>	<ul style="list-style-type: none"> • Credit/No Credit Option for Semester Class - Last day for student to elect Credit/No Credit grading option for a full semester class. • Last Day to Drop a Full Semester Class without a mark of WS. Please make yourself (or someone from your department) available to authorize drops. • Last Day to Add a Full Semester Class • Financial Commitment to the University - All students must have registered and made a financial commitment to the University by the 10th class day (February 4, 2008). Registrations for those who have not made payment will be cancelled, and their names will not appear on the class 10th Day Rosters (See below). All "adds" should be processed by 4:30, Friday, February 4, to be included in FTE and student credit loads reported to UW System. • Evening Class Registration until 5:30PM
<u>Feb. 19</u>	<ul style="list-style-type: none"> • Last Day to Drop 3rd Quarter Classes Without a Grade of "F"
<u>Feb. 23</u>	<ul style="list-style-type: none"> • 2009 Summer Registration Begins
<u>March 2</u>	<ul style="list-style-type: none"> • Second Installment of Tuition/Fees Due (50% of balance)
<u>March 13</u>	<ul style="list-style-type: none"> • End of Third Quarter • Mid-point of Semester Classes
<u>March 14-22</u>	Spring Break Week, No Classes
<u>March 23</u>	<ul style="list-style-type: none"> • Fourth Quarter Begins
<u>March 27</u>	<ul style="list-style-type: none"> • Last Day to Add Independent Study • Last Day to Add Fourth Quarter Class and choose CR/NC grade option • Last Day to Drop Fourth Quarter Class Without Grade of "WS"
<u>March 31</u>	<ul style="list-style-type: none"> • Advisement Day – No Classes
<u>April 1</u>	<ul style="list-style-type: none"> • Registration for Fall 2009 begins
<u>April 2</u>	<ul style="list-style-type: none"> • Final Installment of Tuition/Fees due (100% of balance)

<u>April 6</u>	<ul style="list-style-type: none"> • Last Day to Drop Semester Classes Without Mark of “F”
<u>April 10-13</u>	<ul style="list-style-type: none"> • Spring Holiday, No Classes
<u>April 14</u>	<ul style="list-style-type: none"> • Classes Resume
<u>April 21</u>	<ul style="list-style-type: none"> • Last Day to Drop 4th Quarter Classes Without Mark of “F”
<u>April 30</u>	<ul style="list-style-type: none"> • Registration for 2010 Winterm begins
<u>May 8</u>	<ul style="list-style-type: none"> • Regularly Scheduled Classes End
<u>May 9</u>	<ul style="list-style-type: none"> • Spring Commencement
<u>May 11,12,13,14,15</u>	<ul style="list-style-type: none"> • Evaluation Week
<u>May 15</u>	<ul style="list-style-type: none"> • End of Second Semester
<u>May 20</u>	<ul style="list-style-type: none"> • All Grades for Spring 2009 Due by 4:30pm in Registration and Records Office