



STOUT
UNIVERSITY OF WISCONSIN

Registration and Records Office
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DATE: February 5, 2009
TO: Department Chairs, Faculty and Staff
FROM: Larry Graves, Interim Registrar
SUBJECT: 10th Day Spring 2009 Semester and 3rd/4th Quarter Rosters

Attached are final class rosters for Semester II classes reflecting add/drop activity through Thursday, February 5, 2009. Also included are preliminary rosters for fourth quarter. This is an excellent way to monitor your enrolled students and verify if a student has officially added or dropped your course. 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>

STUDENTS NOT OFFICIALLY ENROLLED ON YOUR COURSE ROSTER

Any student who is sitting in your class and not appearing on your final roster is not officially registered. **Please do not allow students to attend your class unless they are listed on the official class roster. Also do not add students to your D2L roster – if they are officially enrolled they should automatically fall on those rosters.** If a student would need to add your class after this date, they should present a copy of their registration confirmation (the schedule they receive from my office after processing the add/drop procedure) as proof of official enrollment. In cases of a section change, students should be sent to the Registration and Records Office with a signed add card to register for the course. Diligence in this process should get students registered for the sections they are attending and dropped from those they are not attending. Again, please require students to produce their registration confirmation as proof of the completed process.

STUDENTS WHO APPEAR ON YOUR CLASS ROSTER BUT NOT ATTENDING

If you have any student(s) on your roster(s) who have **never attended**, please notify the Registration and Records Office as soon as possible: registrar@uwstout.edu
Please include the following information: Course ID (i.e. ENGL 101 004), Student Name and Student ID. Once we get this information, we will attempt to contact the student and instruct them to officially drop your class. Your cooperation with this matter would be greatly appreciated.

The Dean of Students has requested notification if a **student stops attending class**. If a student disappears and does not initiate the drop process (request your signature), please forward their name to the Dean of Students Office at x1181. Sometimes the disappearance of a student suggests other more serious issues exist. Thanks in advance with your help with matter as well.

REMAINING IMPORTANT DATES FOR THE SPRING 2009 SEMESTER

<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 Winterterm 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 11-15</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