



March 2019 Edition

Important Dates

March 20: Last day to drop 14 and 17 week courses

March 27: First 7 week classes end

March 24-31: Spring Break

April 1: Second 7 week classes begin

Registration Reminders

Fall 2019 Registration Dates by Level

Seniors (90+ credits earned), Honors, & some athletes: March 4 – March 8

Juniors (60-89 credits earned): March 11 – March 15

Sophomores (30-59 credits earned): March 18 – April 12

Freshmen (0-29 credits earned): April 15 – May 3

Closed Class Policy

Departments are expected to provide, on the department website, instructions for students to follow if a course they wish to take within that department is full/closed. Some departments utilize the wait list function in Titan Web (*recommended*), while others keep wait lists in the department office or by individual instructors. Many times courses do not have wait lists, in which case students are simply instructed to check Titan Web frequently for open seats. Students are advised to check each department's website for information about closed classes.

To view a tutorial on how students can wait list via Titan Web, [click here](#)

New Retention Initiatives

New retention efforts were implemented this year in order to provide additional support for students who are intending to withdraw from and/or not return to UWO. There are different processes for how students would request to withdraw, which differ based on

circumstances and time of the semester. You will find an overview of these processes below.

Drop Dates for Spring 2019:

- March 20 for 14 week courses
- April 26 for second 7-week courses
- April 30 for 10 week courses
- May 31 for Interim courses

If Before the Drop Date:

Student fills out the [Cancellation and Withdraw](#) form linked on the Registrar's Office website. This form is first processed by the Enrollment Management team, which requires a student to meet with someone from Enrollment Management before their withdrawal is processed. Regular fee/refund schedules still apply, which can be found on the [Student Financial Services](#) website.

If After the Drop Date:

Student fills out the [Late Drop/Term Withdrawal](#) form linked on the Registrar's Office website. The Late Drop/Late Withdrawal process is now fully managed by the Dean of Students Office. This process is for when the drop date has passed, but a student experienced some type of extenuating circumstance during the semester, causing significant disruption to their academic progress. Examples of extenuating circumstances **may** include:

- Family emergency
- Medical emergency
- Mental health emergency that resulted in counseling or other professional help
- A severe personal circumstance that impacted the student's ability to be academically successful

In these situations, a student could apply for a **Late Drop** (at least one class remaining for the term) or a **Late Withdrawal** (ALL courses withdrawn including interim) from the term.

- Late Drop applications will be accepted no later than the last day of the current term
- Late Withdrawal applications will be accepted no later than 45 calendar days following the end of the term

If students have questions about the Late Drop/Late Withdrawal process, you can direct them to the Dean of Students Office. The [application](#) can be found on the Dean of Students Office, as well as the Registrar's Office, websites.

Withdrawing from Summer Session

Students who wish to withdraw from all of their summer classes only should email withdraw@uwosh.edu. Students should indicate they wish to drop all summer classes, but that they plan to return in the fall.

Not Intending to Return

The Enrollment Management team is also trying to gather data on students who are planning to complete the current semester, but are not planning to return to UWO the following semester. On the [Withdraw/Cancel](#) form on the Registrar's website, there is an option to select "I am currently enrolled in courses and plan to complete my current semester. I will not be returning to UWO next semester." Students who identify that they are not planning to return for the following semester at UWO, are advised to fill out the form.

Name Changes

Change is constant in all aspects of life, including our work. Even what we call things changes. Two such changes are happening in the world of advising at UWO.

1. STAR or STAR 2.0 will now simply be referred to as an **Advisement Report**. This is the language used to refer to our new degree audit in TitanWeb.
2. Student Success Collaborative (SSC) or Student Success Gateway (SSG) will now be referred to as **Navigate**. The company, EAB, recently made the name change and UWO will adopt the new name.

These terms are being phased out this semester and will be completely obsolete by Fall 2019!

Brought to you by the Faculty Advisor Development (FAD) workgroup in the UARC. Send your **feedback to:** whalley@uwosh.edu

The Advisory Council for Comprehensive Academic Advising <http://www.uwosh.edu/accaa>

View previous issues of the Advising Snapshot at: <http://www.uwosh.edu/advising/faculty-advising/faculty-advisor-development-brown-bag-series>