



James Hall
 Phone: (910) 962-3125
 Fax: (910) 962-3887
 Campus box: 5618

Important Dates

- **Sept 2nd**
 Labor Day State Holiday
 UNCW Closed
- **Sept 18th/19th**
 Office of the Registrar
 Open Forums
- **Sept 30th**
 Major Declaration/
 Curricular Updates form
 closes at midnight
- **Oct 10-11th**
 Fall Break-No Classes
- **Oct 14th**
 Last Day to Withdraw
 with a W-
 Undergraduate
 Students
- **Nov 4th**
 Pre-registration
 opens for the
 spring 2014
 semester
- **Nov 14th**
 Last day to Withdraw
 with a W-
 Graduate Students

Office of the Registrar Newsletter

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Welcome Freeman Whitney Associate Registrar at UNCW

Mr. Freeman joins us from DePaul University in Chicago, Illinois where he was the Associate Director of the Driehaus College of Business Undergraduate Programs Office. He is a native of Illinois. He, his wife and three children look forward to making the move to the east coast and joining the UNCW Office of the Registrar family. Mr. Whitney's first day on campus is Monday, Sept 16th.

Freeman Whitney 910.962.3123

whitneyj@uncw.edu

New COMPLETE TERM WITHDRAWAL Online Request

Effective this fall, following the drop/add deadline, students will be able to request a term withdrawal online. Previously, students were allowed to drop all but their last class in SeaNet. This forced students to meet with the Office of the Dean of Students to complete a paper authorization. The idea is to discuss options other than withdrawal and gain an understanding of why a student was choosing to withdraw. Upon approval, the form was routed to the Office of the Registrar.

Now, students will be able to make these requests from anywhere, at any time. The online request will verify their current enrollment, ascertain what circumstances led to this option, provide options to consider, and finally upon confirmation, withdraw the students from class. There are additional approval steps involved for athletes, internationals, honor students, etc., who are tied to special arrangements and/or full-time status maintenance.

Complete Term Withdrawals are effective at the time the request is submitted and refunds will be prorated according to that date. Automated withdrawal notifications will also inform various offices for which the student has connections (residence life, auxiliary services, student accounts, etc.).

This new process prevents shuffling students between offices and office hour limitations. This new process provides the same level of guidance/advisement as the previous process, but providing more flexibility for the

Office of the Registrar Fall 2013 Open Forums

Wednesday, Sept. 18th 3:30pm-4:30pm
Thursday, Sept. 19th 3:30pm-4:30pm

Both forums will be held in the James Hall Auditorium Rm. 104

This is an opportunity to ask questions, share concerns, learn more about current events in the Office of the Registrar and meet the new Associate Registrar.

We are offering two different sessions to help adhere to your busy schedules.

We hope that you can make it to either one of the sessions.

Your feedback is important to us. Please take a moment to fill out our [Office of the Registrar Customer Satisfaction Survey](#) by clicking the above link or scanning the QR code with your smart devices.

