



Office of the Registrar  
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## Important Dates

- **Jan. 27th**

Date of Census: End of Business Day

- **Feb. 10th-14th**

Fall Course Building Workshops

- **Feb. 28th**

Last day to withdraw with a W-Undergraduate Students

- **Mar. 3rd-7th**

Spring Break-No Classes

- **Mar. 20th**

Office of the Registrar  
**CLOSED**  
for staff development

- **Mar. 24-28th**

Spring Course Building Workshops

- **April 2nd**

Last day to withdraw with a W-Graduate Students

- **April 7th**

Pre-registration opens  
for summer and  
fall 2014

- **April 15th**

Graduation Application  
Deadline:  
Summer and Fall 2014-  
Undergraduate  
and Graduate Students

# Office of the Registrar Newsletter

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## Save The Date: Spring 2014 Open Forums

Wed. Feb 26th and Thurs. Feb 27th ~ 3:30-4:30pm ~ James Hall Auditorium

### Schedule Builder Tip

#### Properly entering multiple course instructors in SSASECT.

In the "Meeting Times and Instructor Tab" enter the Banner ID for all the instructors for the course. One instructor must be the primary instructor, this is controlled by the "Primary Indicator" checkbox. The total percent of responsibility, and percent of session must add up to 100.

A common mistake is to assign 100% of responsibility to each instructor which ends up having a course with 200%. Please confirm that the percent of responsibility, and percent of session totals 100%.

#### Fall 2014 Course Building Workshops:

Feb 10th, 8am-5pm  
Feb 11th, 8am-12pm  
Feb 12th, 1pm-5pm  
Feb 13th, 8am-12pm  
Feb 14th, 1pm-5pm

#### Spring 2015 Course Building Workshops:

March 24th, 8am-5pm  
March 25th, 8am-12pm  
March 26th, 1pm-5pm  
March 27th, 8am-12pm  
March 28th, 1pm-5pm

Questions about Course Building?  
Contact [Shane Baptista](#)

### Recent Degree Audit system upgrade

In December, ITSD updated the Degree Audit software. The program used to be called "DARS", after the upgrade it has been renamed to "u.achieve".

The enhancements were predominantly on the back end of the software, however u.achieve has some new improvements such as:

- ◆ Automatically running double majors' degree audits, no more having to "what if" those
- ◆ More detailed transfer credit institution names
- ◆ Catalog year displaying as SP20214 instead of "banner-speak" 201420
- ◆ Graduation clearance emphasized by a row of asterisks \*\*\*\*\*

Any questions about the upgrade, please contact our office.

### Reverse Transfer

#### New UNC System General Administration (GA) program

UNCW is part of a pilot program, whereby GA will institute an easier way for students who previously attended a participating NC Community College to earn their associate degree while attending a UNC school. Students are rewarded for credit they have already earned or will earn at the University. Emails will be sent out to eligible students, who must agree to participate by "opting in".

This is at no cost to the student. For more information on this program, visit the CFNC website: [https://www.cfnc.org/revtransfer/rev\\_transfer.jsp](https://www.cfnc.org/revtransfer/rev_transfer.jsp)