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University of Massachusetts Boston

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UNIVERSITY OF MASSACHUSETTS

BOSTON

Vol. IV No. ~~9~~ 10

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OFFICE OF THE REGISTRAR

February 21 - ADD/DROP PERIOD

Because of the holiday and two storm days the ADD/DROP period is extended to 5:00 p. m. Friday, February 21. Until then, students may add or drop a course without record.

February 26 - REGISTRATION PROCEDURE

Faculty are reminded that the packets of Course Admission permits must be turned in to the Registrar's office by Wednesday, February 26. These cards should reflect accurately the enrollment in your sections. Proper handling of these packets is essential to insure accurate records at grade time.

February 26 - INCOMPLETE GRADES

Students have until February 26 to complete the work for "incomplete grades". The change from "inc" to a grade must be in the Registrar's Office by February 27th recorded on a Change of Grade form. This is the deadline for any grade change.

March 14 - WITHDRAWAL PROCEDURE

Students may receive W grades with the approval of their instructor and advisor. The deadline for a W grade which is not entered into the cumulative average is March 14. After this date if a student withdraws from a course, he receives a WF and a 0.0 is entered into his cumulative average. In cases where extenuating circumstances are present, a WP may be awarded with concurrence of the instructor and the involved division. If a WF is not to be recorded, the instructor should sign the card and the Division Chairman must approve the WP. The instructor may wish to note this action by entering a WP in his rankbook.

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NEED FOR LOCKING
BUILDING DOORS

All those having occasion to enter or leave University buildings after normal hours are urged to make sure that the building doors are locked behind them. In many cases, this will mean manually completing the closing of the door and checking to be certain the lock has engaged. Since any building left unlocked and open presents a major security problem, your cooperation will be appreciated.