

## SITE REPRESENTATIVE 2018 REFERENCE CALENDAR

January	February	March
8 <sup>th</sup> Spring course fees due	15 <sup>th</sup> Fall grades due	6 <sup>th</sup> Site Representative Conference
Syllabi collection for spring courses <b>late January – late February</b>		6 <sup>th</sup> Course Offerings Sheet due to ECE office
31 <sup>st</sup> Instructor Certification Applications due to ECE office	Fall course evaluations	14 <sup>th</sup> Globalization Conference
April	May	June
30 <sup>th</sup> Online registration opens	Online registration continues	1 <sup>st</sup> Application Deadline
25 <sup>th</sup> Annual Awards Ceremony	Spring & full year course evaluations	5 <sup>th</sup> New Instructor Orientation
		29 <sup>th</sup> Enrollment Deadline Last day with no add/drop fee
July	August	September
1 <sup>st</sup> Full-year and spring course grades due	15 <sup>th</sup> Add/Drop period opens	14 <sup>th</sup> Late Application Deadline
Student fall/full year e-bills generated	**Monitor class rosters for accuracy**	
		28 <sup>th</sup> Last day to add or drop 18-19 courses <b>with \$25 add/drop fee</b>
	Syllabi collection for fall and full-year courses <b>August – September</b>	
October	November	December
5 <sup>th</sup> Final signed class rosters due	22 <sup>nd</sup> Fall and full-year course fees due	
Prepare new instructor certifications for 2019-2020	Student spring e-bills generated	

Registration dates & deadlines
  Billing
  Program management
  Grading

\*Please be aware discipline specific workshops for certified ECE instructors also occur throughout the calendar year.



EARLY COLLEGE  
EXPERIENCE

## SITE REPRESENTATIVE ONLINE REGISTRATION CHECKLIST

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- Provide ECE Office with up to date course offerings.
- (Optional) Select a Student Ambassador to assist you with UConn ECE Registration by March 30, 2018.
- Determine student's eligibility to enroll in course(s) based on course specific student eligibility guidelines.
- Distribute UConn ECE information and Registration Guides to students.
- Determine if you would like to have students apply and enroll online while at home, or at school.
- Meet with your students to select ECE courses.
- Assist students with paper consent forms.
  - Sign form as approval
  - Make notation of Free or Reduced Lunch qualification, if applicable
  - Make a copy for student high school file
  - Assist with upload of document if needed, or refer to UConn Early College Experience website [ece.uconn.edu](http://ece.uconn.edu)
- Remind students to monitor their e-mail for:
  - NetID activation information, or existing NetID reminder
  - Application status e-mails
    - If a student's application is unacceptable they will receive an e-mail notification with instructions on how to correct it.*
  - Approval to enroll e-mail with a link to enroll in courses
  - E-bill notifications (beginning in July)

*\*\*Instruct students to save all e-mail correspondence for their records.*
- Emphasize with students both the application deadline of June 1<sup>st</sup>, and the course enrollment deadline of June 29<sup>th</sup>.
- Monitor applications, enrollments, and NetID activation information in the Status Reports on the ECE website. You may also view your class rosters/enrollments in Student Administration.
- Assist students with NetID activation by accessing the NetID Status Report on the ECE website.
- Assist the UConn ECE office if they are unable to reach students who have unacceptable applications.
- Keep the UConn ECE office informed of any changes to ECE course offerings.
- Communicate add/drop dates and procedures with students and instructors. The late application deadline is September 14<sup>th</sup>. The deadline for all students to add or drop courses with a \$25 add/drop processing fee is September 28<sup>th</sup>. Students **must add or drop courses online** by September 28<sup>th</sup>.
- Assist instructors with roster verification. Final signed class rosters are due by October 5<sup>th</sup>.