SITE REPRESENTATIVE 2020 REFERENCE CALENDAR

January	February	March
8th Spring course fees due	**15th** Fall grades due	**13th** Course Offering Sheet due to UConn ECE Program Office
Syllabi collection for spring courses **late January – late February**	Fall course evaluations	**26th** Site Representative Conference
31st Instructor Certification Applications due to ECE office		**31st** Globalization Conference

April	May	June
28th Annual Awards Ceremony	Spring & full year course evaluations	**3rd** New Instructor Orientation
30th Online Applications Open ⟶		**30th** Application Deadline
		Students should activate their NetID within 1-2 weeks after applying to prepare for enrollment in the fall

July	August	September
15th Full-year and spring course grades due	**11th** Late Applications Open ⟶	**16th** Late Application Deadline
	11th Course Enrollment Open ⟶	**30th** Enrollment Deadline
	Fall & full-year course fee e-bills sent within 48-hrs of enrollment	
	Monitor class rosters for accuracy	
	Syllabi collection for fall and full-year courses **August – September**	

October	November	December
9th Final signed class rosters due	**7th** Fall & full-year course fees due	
Prepare new instructor certifications for 2020-2021	Student spring course e-bills generated	

Legend:
- Registration dates & deadlines
- Billing
- Program management
- Grading

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

UConn ECE Site Representative Registration Checklist

- [ ] Provide UConn ECE Program Office with up to date course offerings and notify us with any changes that occur.
- [ ] (Optional) Select a Student Ambassador to assist you with UConn ECE Registration by June 30th.
- [ ] 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 with high school specific directions included.
- [ ] Meet with your students to select ECE courses.
- [ ] Communicate all registration dates and procedures with students, parents, and instructors.
- [ ] Monitor application, enrollment, and NetID activation information in the Status Reports on ece.uconn.edu. You may also view your class rosters/enrollments in the Student Administration System.
- [ ] Assist instructors with roster verification. Final signed class rosters are due by October 9th.

APRIL 30 – JUNE 30 HIGH SCHOOL COURSE SELECTION & ECE APPLICATIONS

- [ ] Confirm students have an ECE Registration Guide with approved course information listed on their Consent Form.
- [ ] **Direct students to APPLY online between April 30th – June 30th**
  - All students must complete a Consent Form with all required signatures, and approved course information. Be sure to make notation of Free or Reduced Lunch qualification, if applicable.
  - Students must complete all application steps online, including to upload an electronic copy of their Consent Form, and submit an application by the posted deadline.
  - Students with unacceptable applications will receive an e-mail notification with instructions to correct their application. We may contact you for additional assistance if we cannot reach the student.
  - Students must monitor their e-mail for NetID information: activation information (for new students), or NetID reminder (for returning ECE students).
- [ ] Assist students with NetID activation by accessing NetID Status Reports at ece.uconn.edu

AUGUST 11 – SEPTEMBER 16 LATE APPLICATION PERIOD

A student who does not apply by the June 30th Application Deadline, must apply and enroll online in the fall. Students should follow application steps above.

AUGUST 11 – SEPTEMBER 30 ECE ENROLLMENT

- [ ] **Direct students to ENROLL online between August 11th – September 30th**
  - Students who apply by June 30th will receive an approval to enroll e-mail on August 11th and must log in to the Compass Enrollment Center with their activated NetID and password to enroll in their fall, spring, and full-year UConn ECE courses.
  - A student who submits a late application will need to wait 3-5 business days from the day the application was submitted for it to be processed before the student is approved to enroll in courses. Once approved the student will receive an approval to enroll e-mail and must log in to the Compass Enrollment Center with their activated NetID and password to enroll in their fall, spring, and full-year UConn ECE courses.

BILLING

- [ ] Remind students e-bill notifications will be sent to their e-mail
  - Fall and full-year course fees are billed within 48 hours of enrolling and are due **November 7th**
  - Spring course fees are billed in November and are due **January 8th**

DROPPING A COURSE BEFORE SEPTEMBER 30TH

- [ ] Direct students to DROP the appropriate course(s) in the UConn ECE Compass Enrollment Center by September 30th

DROPPING A COURSE AFTER SEPTEMBER 30TH

- [ ] Direct students to complete a UConn ECE Withdrawal Form (WAU/W) found at ece.uconn.edu.
- [ ] Withdrawal Forms (WAU/W) must be submitted to the UConn ECE Program Office by **December 11 for fall courses and April 30 for spring and full-year courses, and all course fees must be paid.***

*For full details of program policies, procedures, and deadlines visit ece.uconn.edu.   2020 Reference Calendar on back