

UConn ECE Site Representative Registration Checklist

UConn ECE Student Registration

August 28 – October 6

- Meet with Students to discuss their options (ece.uconn.edu/students-parents/advising) and identify which UConn courses they are eligible to take.
- Help students through the registration process of creating an account and selecting their courses.
- All submitted Student registration requests must be approved by the high school Site Representative, approved by a parent/guardian, and payment information collected (if applicable) to be processed.
- Make students aware of the process to drop a course, dates for doing so, and pros and cons of dropping a course.
- Monitor and complete student approvals within the UConn.DualEnroll.com registration system.

Parent/ Guardian Consent & Payment

- Consent & Payment requests are e-mailed or texted directly to the Parent/Guardian listed in the student application upon (1) successful submission and (2) high school approval of the student registration request.
- Parent/Guardian consent and payment (if applicable) are requested via e-mail or text message per course request and are due upon receipt of the e-mailed or texted request. Parent/Guardians of Students who receive a program fee waiver will not be requested for payment, only consent.
- Payments are made by Credit Card or e-Check only using the unique link provided in the consent and payment e-mail/text.

Dropping a Course **Before** October 6th

- Direct Students to DROP the appropriate course(s) in UConn.DualEnroll.com by October 6th

Dropping a Course **After** October 6th

- 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 12 for fall courses and May 1 for spring and full-year courses. Course fees are non-refundable.**

2023-2024 IMPORTANT DATES

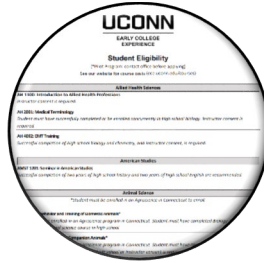
			August 28- October 6	Student Registration open
			August 28- October 6	Site Representative monitor UConn.DualEnroll.com for registration activity and accuracy
			August – September	Syllabi Collection for all fall & full-year courses
			October 20	Final Class Rosters Due
			October	Prepare new instructor certifications for 2024-2025
			December 12	Fall course withdrawal deadline
			January – February	Syllabi Collection for spring courses
			January 31	Instructor Certification Application Deadline
			February 15	Fall Course Grades Due
			February	Fall Course Evaluations
			March/April	Site Representative Conference
			May 1	Spring & Full-year course withdrawal deadline
			May	Spring and Full-year course evaluations
			May	24-25 Course Offerings Due to UConn ECE Program Office
			July 1	Full-year and Spring Course Grades Due

Site Representative Resource Guide

All resources available on ece.uconn.edu/resources/all-resources



Advising. Pre-enrollment guidance, Registrar Rules, AP & ECE, Credits.



Student Eligibility. Prerequisites, Instructor Consent, Recommendations.



Student Benefits. Savings, Access, Resources, Scholarships, Events.



Steps for Successful Registration. Checklist of things to remember.



Student Registration Guide. Identify approved courses for Students to reference.



Student Administration Guide. Instructions to view class and grade rosters.



Student Guide. Student program policies.



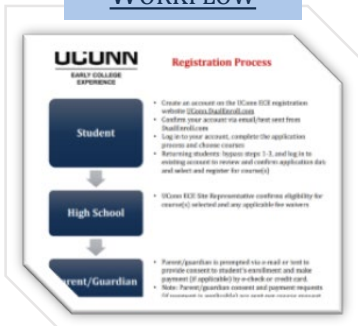
Student Ambassadors. Utilize to assist Site Rep.



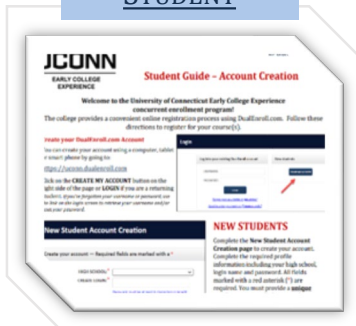
Policies & Procedures Guide. All program policies.

DualEnroll.com

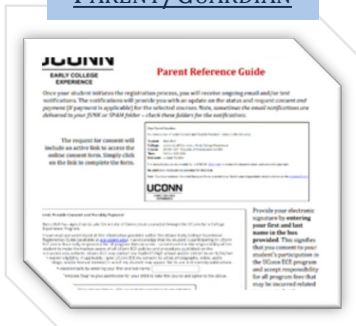
WORKFLOW



STUDENT



PARENT/GUARDIAN



SITE REP

