UConn ECE Site Representative Registration Checklist

UConn ECE Student Registration   September 16 – October 16

- ☐ (In spring prior) 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 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.

Course Adjustment Periods (course fees are refundable when adjustments processed in UConn.DualEnroll.com)

- ☐ **September 16- October 16** Students may add or drop any fall, spring, or full-year course.
- ☐ **February 3- February 7** Students may add or drop any SPRING course.

Course Withdrawals

- ☐ Fall and full-year courses not dropped in UConn.DualEnroll.com by October 16 and Spring courses not dropped in UConn.DualEnroll.com by February 7 respectively require a Withdrawal Form to be submitted.
- ☐ Direct Students to complete and submit 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.**
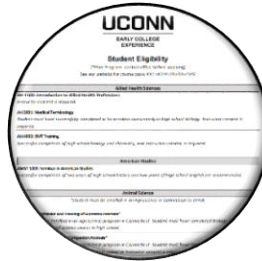
2024-2025 IMPORTANT DATES

Site Rep	Student	Instructor	Date	Description
■	■	■	**September 16- October 16**	Student Registration open
■		■	**September 16- October 16**	Site Representative monitor UConn.DualEnroll.com for registration activity and accuracy and complete Site Rep approval steps
		■	**August – September**	Syllabi Collection for all fall & full-year courses
■		■	**November 7**	Final Class Rosters Due
■			**October**	Prepare new instructor certifications for 2025-2026
■	■	■	**December 12**	Fall course withdrawal deadline
		■	**January – February**	Syllabi Collection for spring courses
■		■	**January 31**	Instructor Certification Application Deadline
■	■	■	**February 3- February 7**	Spring Course Adjustment Period (to add or drop spring courses)
		■	**February 15**	Fall Course Grades Due
	■		**February**	Fall Course Evaluations
■			**April/May**	Site Representative Conference
■	■	■	**May 1**	Spring & Full-year course withdrawal deadline
	■		**May**	Spring and Full-year course evaluations
■			**June**	25-26 Course Offerings Due to UConn ECE Program Office
		■	**July 1**	Full-year and Spring Course Grades Due

| Site Representative/ High School | Student | Instructor |

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.
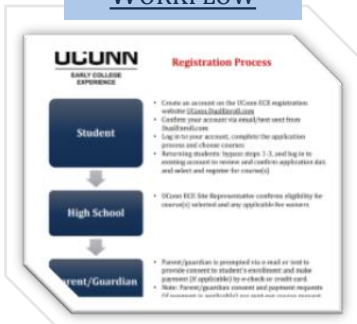
Student Guide. Student program policies.

Student Ambassadors. Utilize to assist Site Rep.

Policies & Procedures Guide. All program policies.
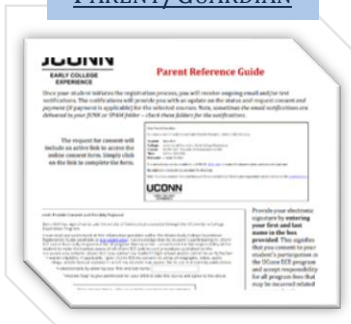
DualEnroll.com

WORKFLOW	STUDENT	PARENT/GUARDIAN	SITE REP