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 2- February 6** 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 6 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.**
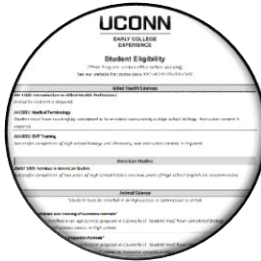
2025-2026 IMPORTANT DATES

		▇	**August – September**	Syllabi Collection for all fall & full-year courses
▇	▇		**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
▇			**October**	Prepare new instructor certifications for 2026-2027
▇		▇	**November 7**	Final Class Rosters Due
▇	▇	▇	**December 12**	Fall course withdrawal deadline
			January – February	Syllabi Collection for spring courses
▇		▇	**January 31**	Instructor Certification Application Deadline
	▇		**February**	Fall Course Evaluations
▇	▇	▇	**February 2- February 6**	Spring Course Adjustment Period (to add or drop spring courses)
		▇	**February 15**	Fall Course Grades Due
▇			**May**	Site Representative Conference
	▇		**May**	Spring and Full-year course evaluations
▇	▇	▇	**May 1**	Spring & Full-year course withdrawal deadline
▇			**June**	26-27 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 Card Identify approved courses for Students to reference.

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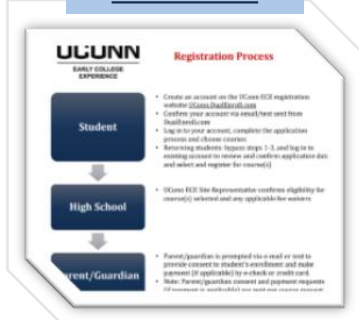
Student Guide. Student program policies.

Student Ambassadors. Utilize to assist Site Rep.

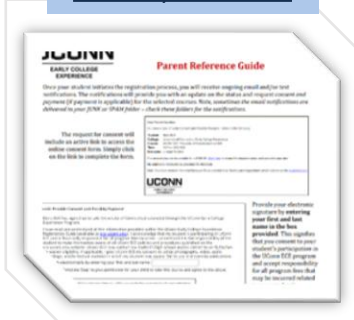**Policies & Procedures Guide**. All program policies.

DualEnroll.com

| WORKFLOW | STUDENT | PARENT/GUARDIAN | SITE REP |