



But Nobody Told Me . . .

What to Know & Where to Find It

Presented by: The Office of Academic Advising



Your Presenters

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Today's Agenda

- The Importance of Deadlines
- The Academic Services Calendar
 - Procedures & Processes
- Workday vs. Canvas
- Seeking Exceptions to Academic Rules
 - The Committee on Academic Affairs (CAA)
- Campus Resources for Support
- Your Google Calendar



The Importance of Deadlines

Equity & Fairness

Professional Expectations

Motivation & Accountability

Domino Effects & Other Impacts



The Academic Services Calendar

What

[Where](#)

Full-Term (e.g., ECN 150) vs. Part-of-Term (e.g., HES 100)

Procedures & Processes (e.g., late add, course withdrawal)

More to come!

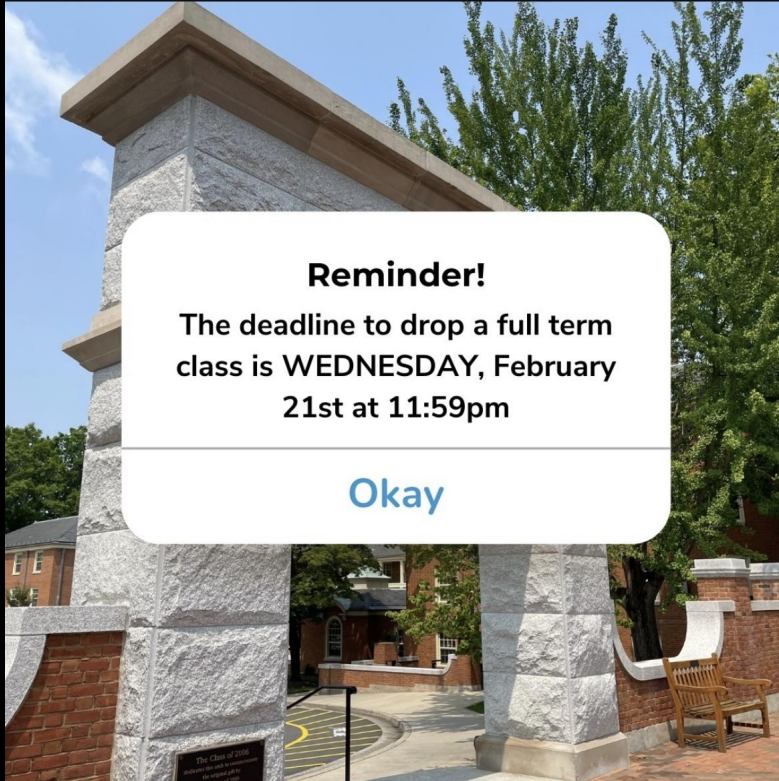
Social Media Highlights



@WFU.OAA on Instagram



wfu.oaa



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Liked by wfuniversity and others

wfu.oaa Don't miss this important deadline!

February 20



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Liked by wfuniversity and others

wfu.oaa Make note of some of these important dates!

September 27, 2023



Late Adds

Never guaranteed to be approved.

Because it is the responsibility of the student to be familiar with academic dates and deadlines, *not knowing about a deadline is not an excuse for missing one.*

Instructor permission to join a course late *does not* supersede university deadlines and/or policy.

First Step: come to OAA (REYN 125) for a walk-in visit (M-F, 12-4)

Do Not Delay!!!



Grade Mode Changes (e.g., Pass/Fail)

First-year students *cannot* elect to take courses on a pass/fail basis.

The pass/fail deadline for a course *always* coincides with the drop deadline for that course.

Changing the grade mode of a course is a business process in Workday that requires student, instructor, *and* advisor participation.

First Step: start the process in Workday *well in advance* of the published deadline.



Course Withdrawal Period

Immediately after the last day to drop, there is a period identified as the “Course Withdrawal” period. A grade of “W” is *not* punitive & does *not* affect the GPA.

The Course Withdrawal Period deadlines, pending part of term:

1st half-of-term: **Sep 24**

Full Term: **Oct 28**

2nd half-of-term: **Nov 14**

Withdrawing from a course is a business process in Workday that requires student, instructor, *and* advisor participation.

First Step: start the process in Workday *well in advance* of the published deadline.



Workday vs. Canvas

Workday: Where you register for courses; the **ONLY** official record of student enrollment in a course

Canvas: Where you access materials for your course(s), such as the syllabus, assignments, discussion boards, etc.

CANVAS ≠ REGISTRATION



Seeking Exceptions to Academic Rules

Exceptions to academic rules are *never* guaranteed and require *extenuating circumstances beyond a student's control*

For example . . .

These require formal petitions to the Committee on Academic Affairs (CAA)

Approval is never guaranteed

The decision rendered by the CAA is final



Campus Resources for Support

Lower-Division Advisor

OAA

CLASS

University Counseling Center

Deacon Health



Time to Update Your Google Calendar

HERE ARE THE ACADEMIC DEADLINES YOU SHOULD
KNOW!!!

Course Designation	Last Day to Add	Last Day to Drop	Course Withdrawal (grade of W)
First Half-of-Term	Aug 30 (F)	Sep 11 (W)	Sep 24 (TU)
Full Term	Sep 9 (M)	Sep 30 (M)	Oct 28 (M)
Second Half-of-Term	Oct 22 (TU)	Nov 1 (F)	Nov 14 (TH)