

November 23, 2021

To: Department Chairs/Directors, College Success Center Directors, and Associate Deans

With the semester about to end, please be informed about the following updates in regards to Fall 2021 grading, the Fall 2022/Spring 2023 Registration Calendars, and process related updates.

A. Fall 2021 Grading Bulletin

[The Bulletin](#) has been published on the Registrar's Office website. Please refer to this page for important deadlines and processes related to Fall 2021 grading.

B. Fall 2022 and Spring 2023 Registration Calendars

Likewise, the registration calendars for the Academic year 2022-2023 are now posted on these pages.

- [Fall 2022 Calendar](#)
- [Spring 2023 Calendar](#)

Here's also [the link to the 2022-2023 Academic Calendar](#) for your reference.

C. Process Improvement Updates

In our effort to continuously improve our processes, below are the two most recent changes that the Registrar's Office has led in partnering with other colleges/offices.

1. New! Leave of Absence (LOA) Form

A "new link" to submit a Leave of Absence (Onbase workflow) is now live! This [new link](#) replaced the PDF Leave of Absence form on the [Leave of Absence page](#) and the [Forms page](#).

2. Advisor Request Quick guide

[The revised Advisor Request quick guide](#) requires the plan term requirement field to be completed. Plan terms for majors and minors are critical for MyProgress accuracy.

Additionally, changing catalog rights for GE requirements #6 was also added. More updates to come. For training needs, please contact Pamela Bustillo, Associate Registrar for Undergraduate Graduation.

Please share this information with your respective offices.

Happy Thanksgiving and have a safe and enjoyable break.

Marian Yao, MBA
University Registrar & FERPA Compliance Officer