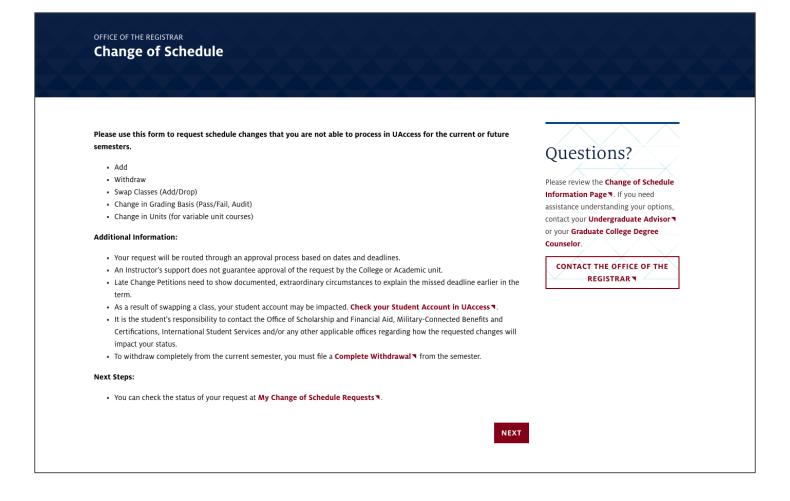


Submitting a Change of Schedule Form

Students use the online Change of Schedule ("CoS") form in Trellis to request schedule changes that they are not able to process in UAccess for the current semester (Term).

Students sign in to the form with the following URL: https://ua-trellis.force.com/uastudent/s/change-of-schedule-request

More information, as well as the URL above, is available on the Office of the Registrar's website. For a visual walkthrough of the student experience, watch our accompanying video.

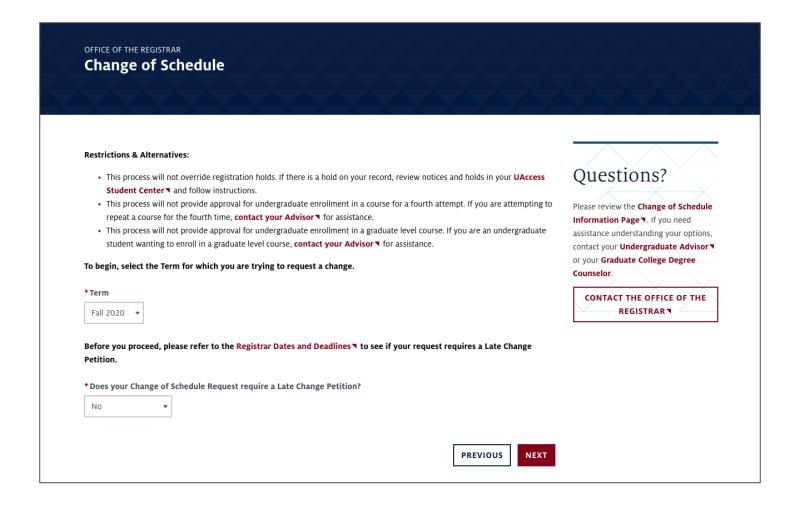




On the CoS form landing page, students will see the types of actions they can request. Students also see additional information on the process and impacts of submitting a CoS request. The page includes links to more information so students can further understand the process, depending on the student's situation. There is also a link for the student to view the status of their CoS requests.

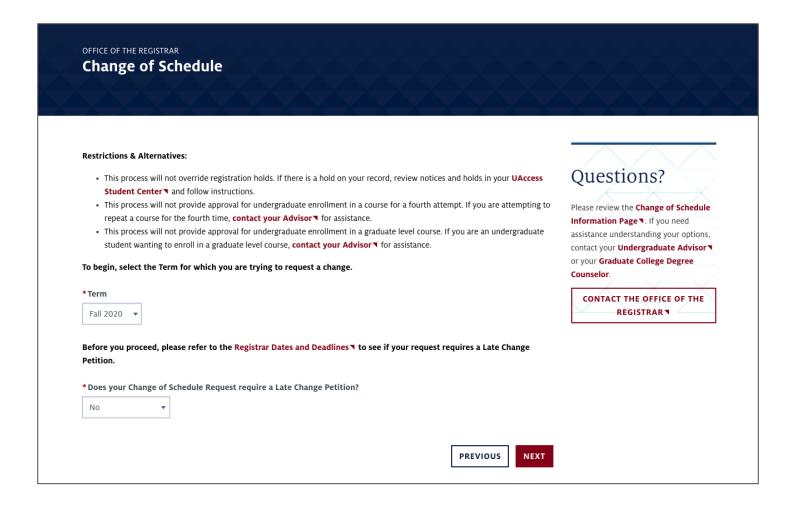
On the right side of the web page there is a sidebar titled "Questions" that is present on each page of the form. The sidebar provides links to the CoS information page on the Office of the Registrar website, advisor contact information, and a button to contact the Office of the Registrar.

After the student reviews the information on the landing page, the Student selects the "Next" button at the bottom of the form to navigate to the next page (which is consistent throughout the form).



The next page explains the restrictions and alternatives for the CoS form.

- 1. Student selects the Term for which they are requesting a schedule change.
- 2. Student can select whether the CoS request requires a Late Change Petition by selecting "Yes" or "No".
  - 1. The student should review the Registrar dates and deadlines to see if the request requires a Late Change Petition.
  - **2. Note**: If the student's request requires a Late Change Petition, the student will be redirected to additional pages, which we explain later in this guide).
- 3. After selecting "no" from the Late Change Petition picklist, the student selects the "Next" button.

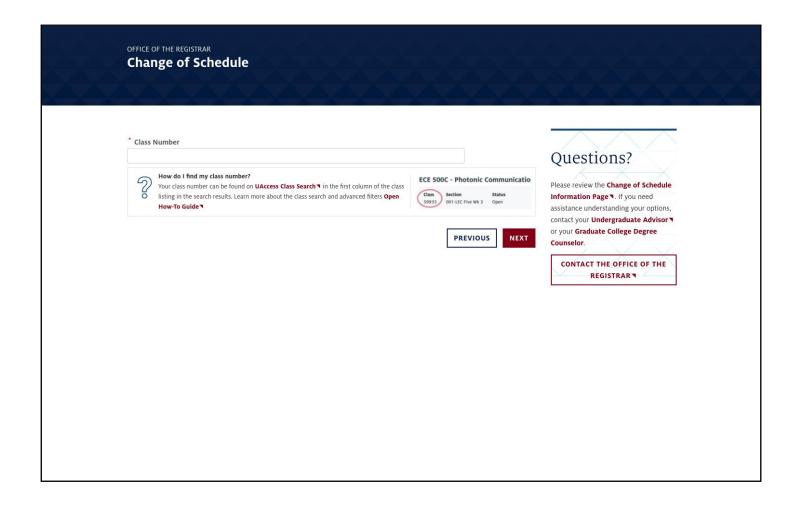




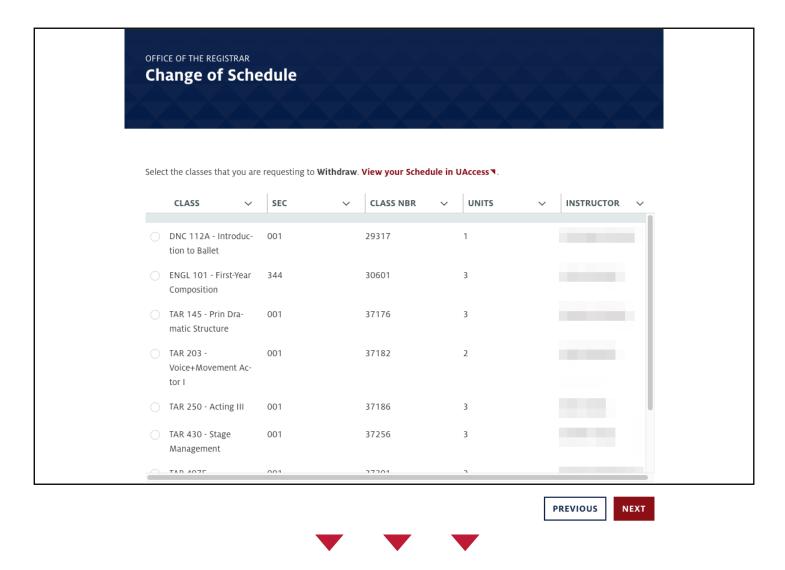
The next page instructs the student to select the action they are requesting to take on a course. The process will slightly differ depending on the action the student chooses.

Available actions include the following options: Add, Withdraw, Swap, Change in Grading Basis, and Change in Units. See below for instructions on completing the CoS form based on each action.

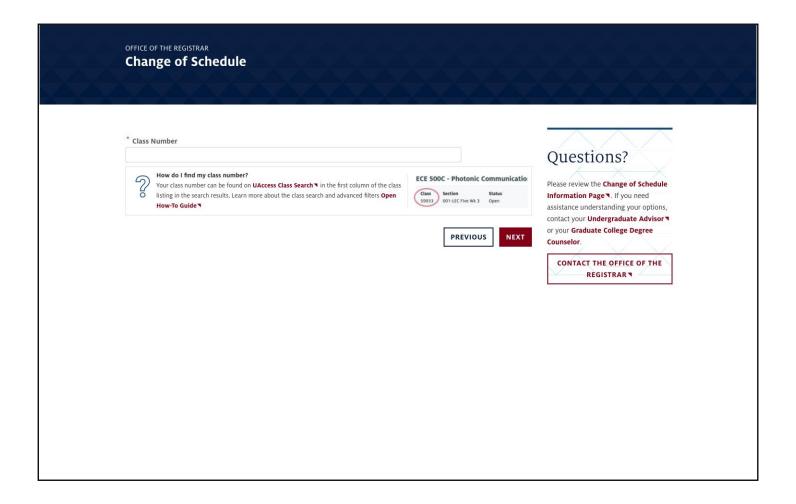
A student may only select one action during a CoS form submission (other than swapping classes). If a student would like to take multiple actions on courses, they need to submit multiple CoS requests.



- 1. Student inputs the class number of the class they are requesting add.
  - 1. A short explanation of how to find a class number is provided below the class number field.
- 2. Review the course's information and verify it is correct.
- 3. Provide a short explanation of the request.
  - 1. Hover over the info button to the right of the field label for examples of explanations (e.g. Course is closed, Requisites not met).
- 4. Verify the CoS request info is correct.
- 5. View the confirmation notice page with additional info and links for the newly-submitted request.
- 6. Optional: Select "Finish" to go back to the first page of the form and submit an additional request.

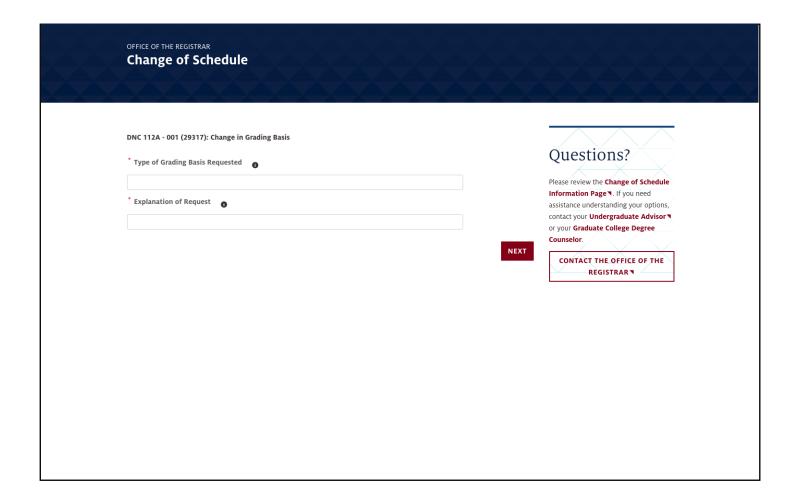


- 1. Student selects one class from their current schedule to request a withdraw.
- 2. Provide a short explanation of the request.
  - Hover over the info button to the right of the field label for examples of explanations.
- 3. Verify the request info is correct.
- 4. View the confirmation notice page with additional info and links for the newly-submitted request.
- 5. Optional: Select "Finish" to go back to the first page of the form and submit an additional request.

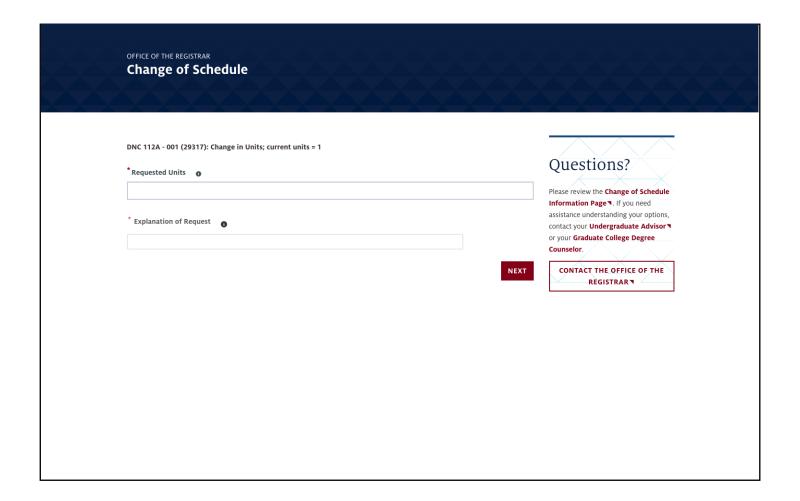




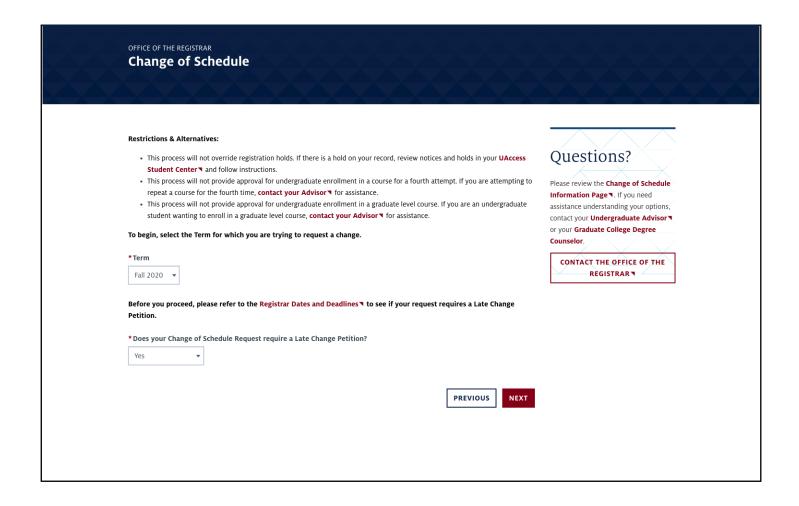
- 1. The Swap Classes action functions as a simultaneous add for one class and a drop/withdraw for another class. As such, the process is a combination of the add and withdraw processes outlined above. Student inputs the class number of the class they are requesting to add.
  - 1. A short explanation of how to find a class number is provided below the class number field.
- 2. Review the course's information and verify it is correct.
- 3. Student selects one class from their current schedule to withdraw from.
- 4. Verify the course info is correct.
- 5. Provide a short explanation of the request.
  - 1. Hover over the info button to the right of the field label for examples of explanations.
- 6. Verify the request info is correct one final time.
- 7. View the confirmation notice page with additional info and links for the newly-submitted request.
- 8. Optional: Select "Finish" to go back to the first page of the form and submit an



- 1. Student selects one class from their current schedule to request a Change in Grading Basis.
- 2. Input the type of grading basis requested.
  - 1. Hover over the info button to the right of the field label for examples of types.
- 3. Provide a short explanation of the request.
  - 1. Hover over the info button to the right of the field label for examples of explanations.
- 4. Verify the request info is correct.
- 5. Receive the confirmation notice page with additional info and links for the newly-submitted request.
- 6. Optional: Select "Finish" to go back to the first page of the form and submit an additional request.

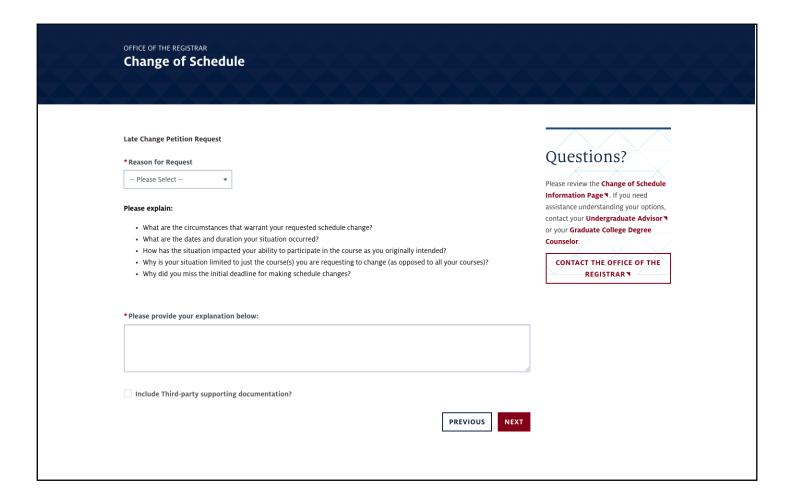


- 1. Student selects one class from their current schedule to request a Change in Units.
- 2. Enter the requested number of units to request for the course.
  - 1. For reference, the current units for the class are shown at the top of the form.
- 3. Provide a short explanation of the request.
  - 1. Hover over the info button to the right of the field label for examples of explanations.
- 4. Verify the request info is correct.
- 5. Receive the confirmation notice page with additional info and links for the newly-submitted request.
- 6. Optional: Select "Finish" to go back to the first page of the form and submit an additional request.





- 1. Registrar dates and deadlines will dictate when a student's request will require a Late Change Petition. If a petition is required, the student will follow additional steps to complete the form. On the "CoS Restrictions and Alternatives" page, select "Yes".
- 2. Select the "Next" button





- 1. Select a reason for the request.
  - 1. Options include Serious Family Situation, Your Own Medical Situation, Job Change, and Other.
- 2. Provide an explanation of the request.
  - 1. Question prompts are above the text field.
  - **2. Important:** The student must enter a reason in the text field for consideration during the approval process.
- 3. Optional: If the student checks the box for "Include Third-party supporting documentation?", they can upload files on the next page of the form.
  - 1. This checkbox only appears if the student's reason for the request is "Serious Family Situation" or "Job Change".
  - 2. Only certain file types are accepted, such as .docx and .pdf.





If you need additional support, please contact us at:

reghelp@arizona.edu

For more information, visit our website: <u>registrar.arizona.edu</u>