

Description of Process/Background

Students who enroll in a second attempt of a course and wish to replace the grade from their first attempt must submit a Grade Replacement Opportunity (GRO) request through UAccess Student Center. This process finds those students who have enrolled in a second (or more) attempt and are eligible to GRO an earlier attempt but have not submitted their GRO request through self-service. Users with the UA_SA_AA Update role have access to this page in UAccess.

UA Potential GRO Report

Step 1: Navigate to **Records and Enrollment > Enrollment Reporting > UA Potential GRO Report**

Step 2: Select **Add a New Value** and enter a **Run Control ID**. The Run Control ID is unique to the user. It is recommended that you use **Potential_GRO**. Select **Add**. If the run control ID was already created, select **Find an Existing Value**. Enter **Potential_GRO** (or the name of the run control you use for this process) in the **Run control ID** field. Select **Search**.



Potential GRO Report

Find an Existing Value | Add a New Value

Run Control ID | Potential_GRO

Add

Find an Existing Value | Add a New Value



Potential GRO Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

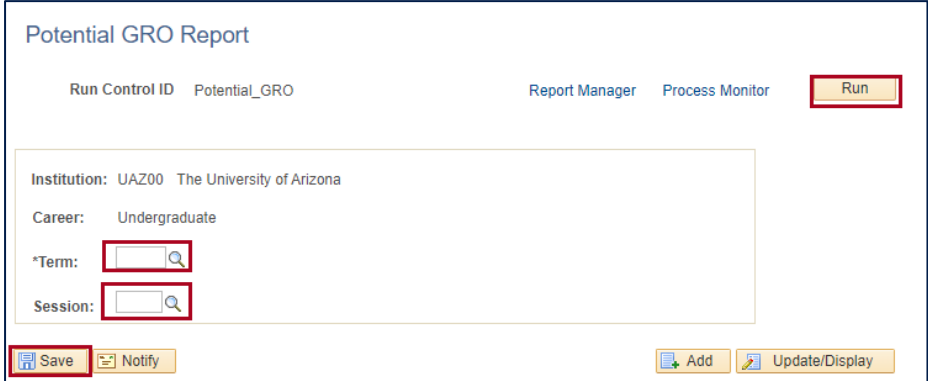
Run Control ID | begins with | Potential_GRO

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

Step 3: Enter the **Term**. You can also enter a **Session**. If the **Session** field remains blank, the results will show all sessions for that term. Select **Save**. Select **Run**.



Potential GRO Report

Run Control ID | Potential_GRO | Report Manager | Process Monitor | Run

Institution: UAZ00 The University of Arizona

Career: Undergraduate

*Term: []

Session: []

Save | Notify | Add | Update/Display



UA Potential GRO Report

Step 4: If the **Potential GRO Report** is not selected, click the check box. For **Type**, select **Web**. For **Format** select **TXT**. Select **OK**.

Process Scheduler Request

User ID: MICHAELDAVENPORT Run Control ID: Potential_GRO

Server Name: [dropdown] Run Date: 02/09/2024 [calendar icon]

Recurrence: [input] [search icon] Run Time: 9:47:57AM [Reset to Current Date/Time]

Time Zone: [input] [search icon]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Potential GRO Report	UA_SR100_RPT	Application Engine	Web	TXT	Distribution

[OK] [Cancel]

Step 6: Select **Process Monitor**.

Potential GRO Report

Run Control ID: Potential_GRO Report Manager: [Process Monitor] [Run]

Institution: UAZ00 The University of Arizona

Career: Undergraduate

*Term: 2241 [search icon] Spring 2024

Session: 1 [search icon] Regular Academic Session

[Save] [Return to Search] [Notify] [Add] [Update/Display]

Step 7: The report will be ready when the **Run Status** shows **Success** and the **Distribution Status** shows **Posted**. Select **Refresh** until the statuses change.

Process List | Server List

View Process Request For

User ID: MICHAELDAVE [search icon] Type: [dropdown] Last: [dropdown] 1 Minutes [dropdown] [Refresh]

Server: [dropdown] Name: [input] [search icon] Instance From: [input] Instance To: [input] [Clear]

Run Status: [dropdown] Distribution Status: [dropdown] Save On Refresh Report Manager [Reset]

Process List Personalize | Find | View All | [print icon] First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	25997049		Application Engine	UA_SR100_RPT	MICHAELDAVENPORT	02/09/2024 9:47:57AM PST	Queued	N/A	Details	Actions

Go back to Potential GRO Report

[Save] [Notify]

Process List | Server List

Step 8: Once the **Run Status** is **Success** and the **Distribution Status** is **Posted**, select **Details**.

Process List | Server List

View Process Request For

User ID: MICHAELDAVE [search icon] Type: [dropdown] Last: [dropdown] 1 Minutes [dropdown] [Refresh]

Server: [dropdown] Name: [input] [search icon] Instance From: [input] Instance To: [input] [Clear]

Run Status: [dropdown] Distribution Status: [dropdown] Save On Refresh Report Manager [Reset]

Process List Personalize | Find | View All | [print icon] First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	25997049		Application Engine	UA_SR100_RPT	MICHAELDAVENPORT	02/09/2024 9:47:57AM PST	Success	Posted	Details	Actions

Go back to Potential GRO Report

[Save] [Notify]

Process List | Server List



UA Potential GRO Report

Step 8: On the Process Detail page, select **View Log/Trace**.

Process Detail

Process	
Instance 25997049	Type Application Engine
Name UA_SR100_RPT	Description Potential GRO Report
Run Status Success	Distribution Status Posted
Run	
Run Control ID Potential_GRO	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input type="radio"/> Re-send Content
Location Server	<input type="radio"/> Restart Request
Server PSUNX	
Recurrence	
Date/Time	
Request Created On 02/09/2024 9:48:23AM PST	Parameters Transfer
Run Anytime After 02/09/2024 9:47:57AM PST	Message Log View Locks
Began Process At 02/09/2024 9:48:46AM PST	Batch Timings
Ended Process At 02/09/2024 9:49:16AM PST	View Log/Trace
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Step 9: On the View Log/Trace page, select **GROReport.csv**. The report will be available in your Downloads.

View Log/Trace

Report		
Report ID 9578093	Process Instance 25997049	Message Log
Name UA_SR100_RPT	Process Type Application Engine	
Run Status Success		
Potential GRO Report		
Distribution Details		
Distribution Node PSREPORTS	Expiration Date	03/10/2024
File List		
Name	File Size (bytes)	Datetime Created
AE_UA_SR100_RPT_25997049.log	236	02/09/2024 9:49:16.243270AM PST
GROReport.csv	312,920	02/09/2024 9:49:16.243270AM PST
Distribute To		
Distribution ID Type	*Distribution ID	
User	MICHAELDAVENPORT	
<input type="button" value="Return"/>		

Need Help? Contact Us!

Questions? Please contact the Office of the Registrar regarding the Potential GRO Report via email: reghelp@arizona.edu or phone: 520-621-3113.