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.

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

Step 6: Select Process Monitor.

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.

Step 8: Once the Run Status is Success and the Distribution Status is Posted, select Details.
Step 8: On the Process Detail page, select View Log/Trace.

![Process Detail Screenshot]

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

![View Log/Trace Screenshot]

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.