Enrollment and Class Scheduling: Leveraging Tools for Efficiency

Office of the Registrar

November 29, 2022
Not Speaking?
Please stay muted

Questions?
Use the chat or raise your hand
AGENDA

- Schedule of Classes Philosophy
- Registration Philosophy
- Connection of Scheduling of Classes and Enrollment
- Best practices for Scheduling of Classes
  - Waitlist
  - Student-Specific permissions
  - Requirement Groups
- Post Enrollment Requirement Checking
- Questions
The Office of the Registrar is responsible for the **accuracy and integrity of the academic record.**

Serving all students, faculty, academic units, and student support functions; the Office is charged with the implementation of academic and student policies and their alignment to state and federal regulations and accreditation standards.

The Office strives to be a leader and thought partner in creating efficient processes that are designed in a way that supports student success and service excellence.
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Room & Course Scheduling
Schedule of Classes

• Complete and accurate Schedule of Classes published to students for course browsing and enrollment
  • Published Schedule of Classes mirrors accreditation standards and catalog policy
    • Requirement Groups
    • Combinations
    • Modality
  • Published Schedule of Classes truly reflects the student experience
    • Location
    • Dates & Times
    • Instructor
    • Credits
Registration

**Student Enrollment**
- Initiated by student
- Creation of record

**Student Agency**
- Choice and decisions around enrollment requests
- Awareness of degree requirements

**Student Record**
- Official and Unofficial Transcript
- Enrollment Verification
- Advisement Report
Scheduling of Classes and Enrollment

Course Catalog
- Approved courses
- Career, units, grading basis, class type, and requirements

Schedule of Classes
- Maintained by department schedulers
- Class session, meetings days, class time, instructor, campus, location

Student Enrollment
- Managed by students
- Data on student record determines if a student can enroll in a class (pre-requisites, requirement groups, campus, location, etc.)
Best Practices for Scheduling of Classes

- Utilize UAccess Analytics Resources to create plans for data-driven scheduling
- Update Instructor / Advisor Table
  - Listing accurate instructors creates transparency to students
- Standard Meeting Pattern days / times
  - Non-standard sections limit student enrollment options
- For additional scheduling skills and best practices
  - Review the Summer & Fall 2023 Open Scheduling webinar recording and presentation materials
  - Schedule a Resolution Week appointment with RCS
    - One-on-one appointment for Schedule of Class adjustments during Closed Scheduling
    - February 6-17, 2023, for Summer & Fall 2023
  - Subscribe to the RCS newsletter
Waitlist

Class Set-up
- Maintain Schedule of Classes tile > Enrollment Cntrl tab > Select the Auto Enroll from Wait List box > Set a Wait List capacity
- Recommendation is 10 students or 10% of the enrollment cap, whichever is lower.

Enrollment
- Students can add themselves to a waitlist
- Students are enrolled based on their waitlist position
- Student receives email confirming enrollment or attempted enrollment

Waitlist Purge
- Enrollment on waitlist ends day prior to first day of class
- Waitlists will be purged on last day to add classes for the session

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Student-Specific Permissions

Allow for a department to assign permissions to students for a class(es). Students are then able to enroll in the class(es) through self-service.

- Student does not meet enrollment requirements (requisites, department permission, closed class, etc.)
  - Student uses UAccess Student Center to enroll in class
  - Department assigns student specific permission
Requirement groups are logic sets created in UAccess to restrict enrollment in classes. Examples include:

- Prerequisite courses
- Specific Majors
- Colleges
- Freshman/Sophomore Junior/Senior status
- Test Scores
- Etc.
Requirement Groups

Requirement groups can be set at the catalog level or the section level, and they will perform differently based on their implementation.

**Catalog Level**
- When enrollment needs to be restricted for all sections of a course, regardless of term or instructors

**Section Level**
- To restrict enrollment for a specific section

Whether listed at the catalog or section level, the requirement group will display to students in the Class Search.
- Most common requirement groups:
  - Global Direct
  - Honors
  - UA ONLINE
  - Distance
New Requirement Groups

• New requirement groups may be requested by contacting the Office of the Registrar Academic Catalog and Policy unit at catalog@arizona.edu.

• New catalog level requirement groups can be created using approved course modification requests in UAccess.

• Check out our Requirement Group Resources Guide: Catalog and Section Levels for additional guidance.
Post Enrollment Requirement Checking (PERC)

- Students are eligible to enroll in future classes when they are currently enrolled in a pre-requisite class. This is considered conditional enrollment.
- Once grades are posted in the pre-requisite classes, departments may complete Post Enrollment Requirement Checking (PERC).
- PERC allows a department to identify students who conditionally met the requirements for class enrollment but no longer satisfy those requirements.
- Departments may choose to drop students from a class prior to the start date when a student no longer satisfies the requirements.
Questions?
THANK YOU

Please visit our website at registrar.arizona.edu for additional information and resources available to the campus community.

Contact us at:
Reghelp@arizona.edu
Rcshelp@arizona.edu

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