



Enrollment and Class Scheduling: Leveraging Tools for Efficiency

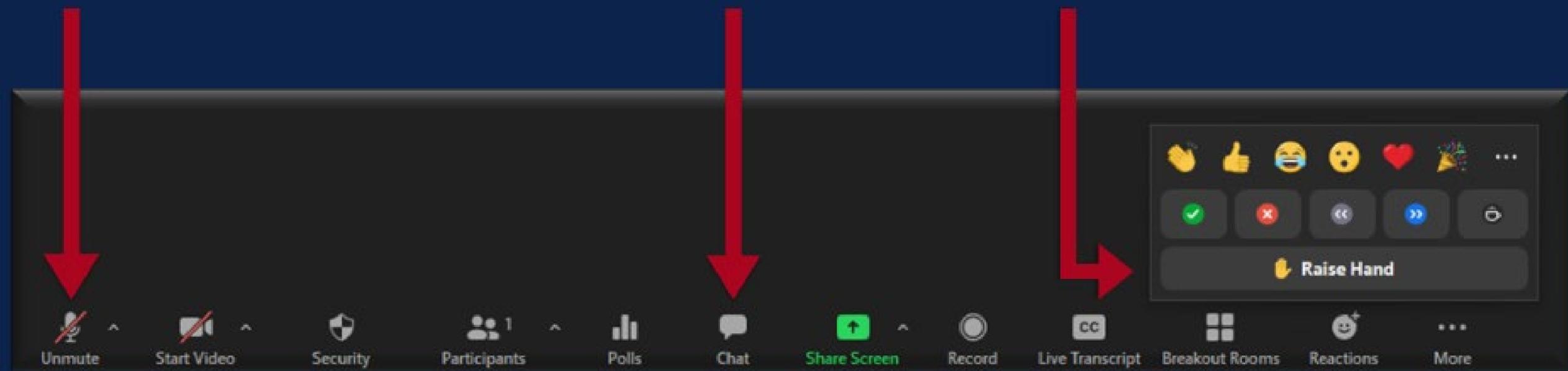


Office of the Registrar

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.



Office of the Registrar



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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

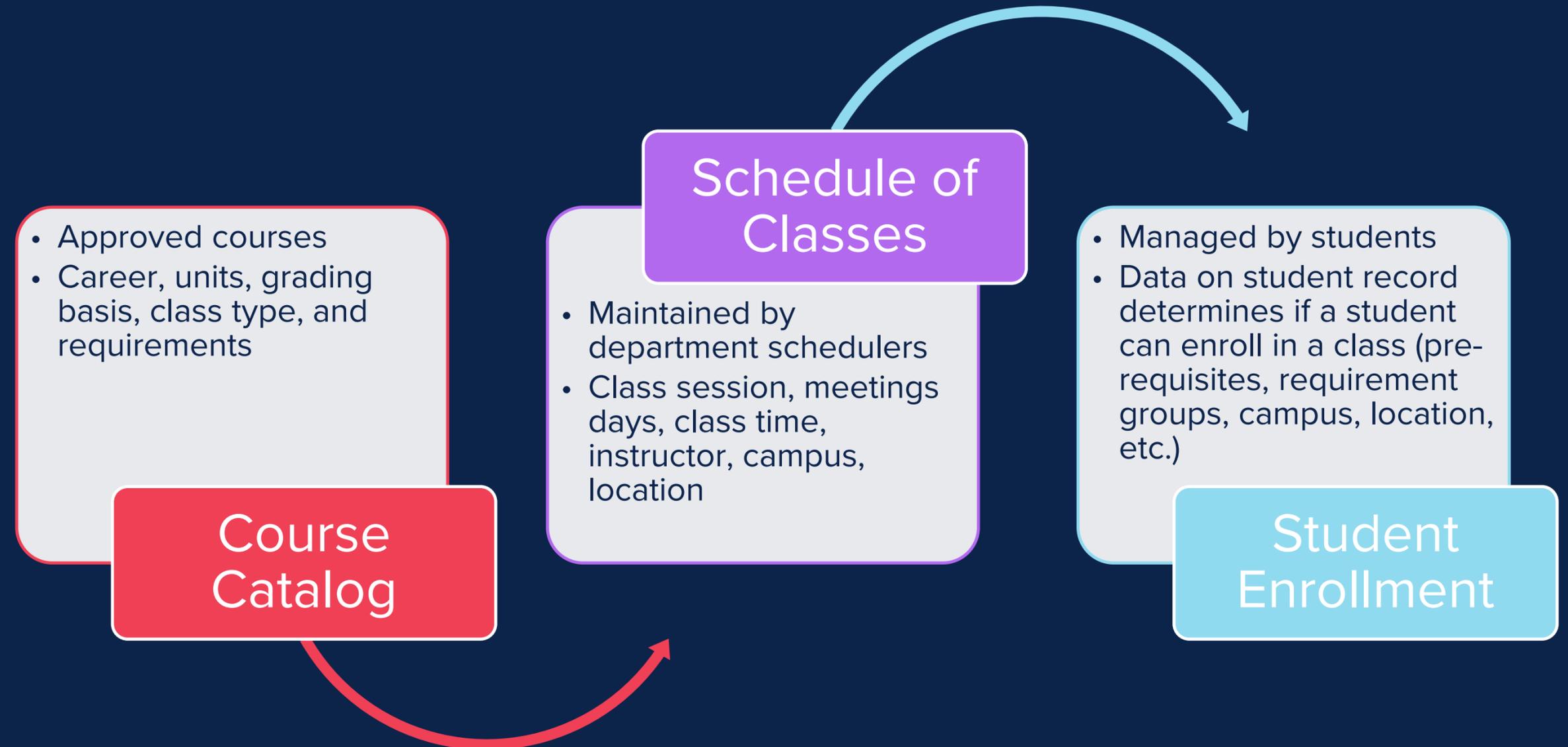


Student Record

Official and Unofficial Transcript
Enrollment Verification
Advisement Report



Scheduling of Classes and Enrollment



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% or 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

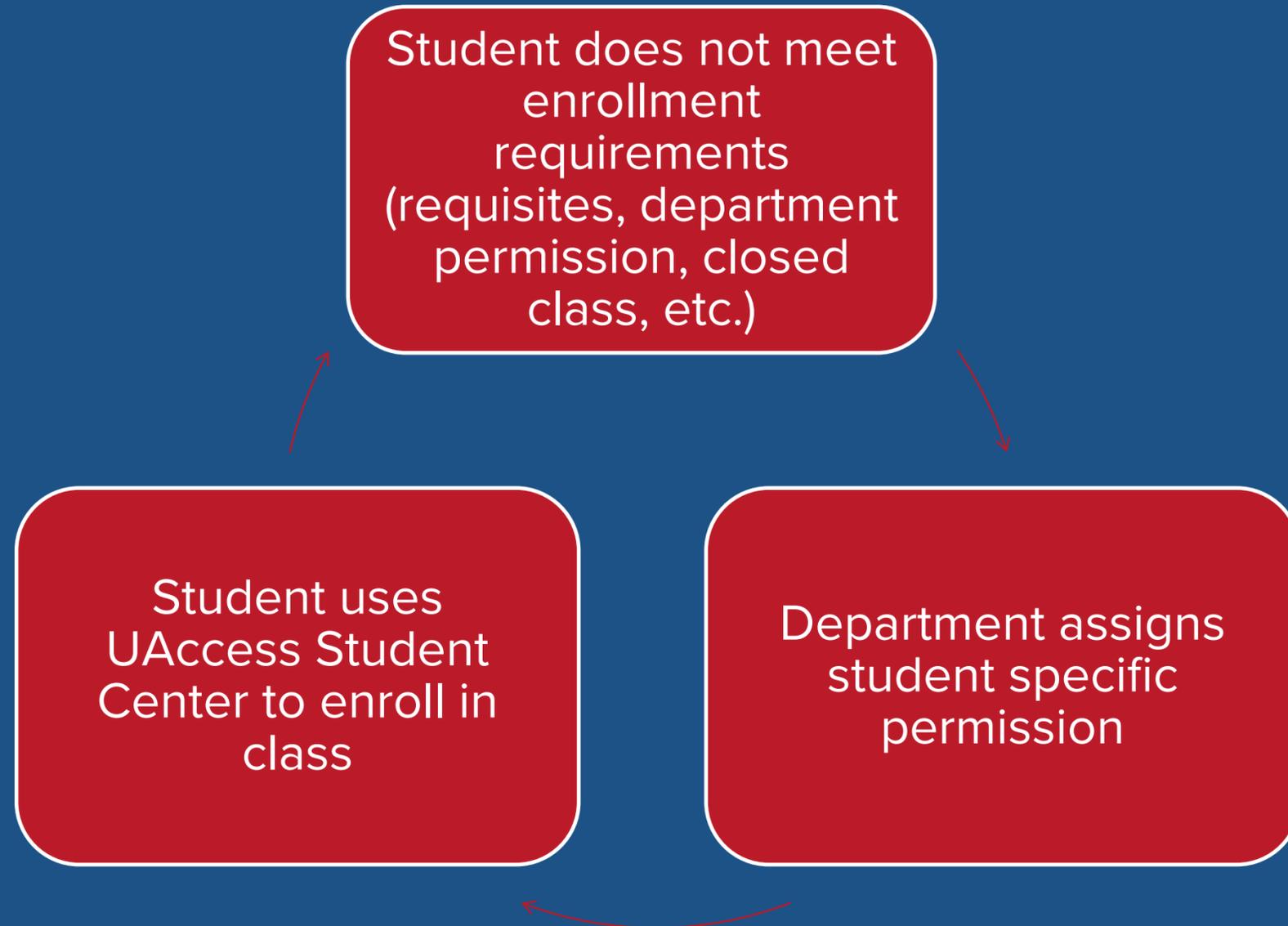
Enrollment on waitlist ends day prior to first day of class

Waitlists will be purged on last day to add classes for the session



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.



Requirement Groups

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
 - UA ONLINE
 - Honors
 - 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.

Requirement
Groups

Student
Enrollment

PERC



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



Office of the Registrar