Not Speaking?
Please stay muted

Questions?
Use the chat or raise your hand
AGENDA

• Overview of Organization
• SURPASS eForms
• Policy Roadmap
• Chemistry & Commons
• Department Enroller Training
• Catalog Software Implementation
• Questions

April 11, 2023 – Ask Us Anything
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.
Amanda Gluski  
Associate Registrar  
Graduation, Records & Certifications

Michael Davenport  
Associate Registrar  
Registration, Residency & Transcripts

Cori Cashen  
Senior Associate Registrar

Abbie Sorg  
Assistant Registrar  
Academic Catalog & Policy

Jaclyn Pryor  
Assistant Registrar  
Room & Course Scheduling

Antha Whitehorn  
Registrar Systems Analyst, Sr

April 11, 2023 – Ask Us Anything
Office of the Registrar Departments & Units

Academic Catalog & Policy

- Abbie Sorg
  Assistant Registrar

Systems & Reporting

- Cori Cashen
  Senior Associate Registrar

Registration, Residency & Transcripts

- Michael Davenport
  Associate Registrar

  - Registration & Student Services
  - Document Scanning & Archives
  - Residency Classification

Room & Course Scheduling

- Jaclyn Pryor
  Assistant Registrar

Graduation, Records & Certifications

- Amanda Gluski
  Associate Registrar

  - Graduation Services
  - NCAA Compliance
  - Military-Connected Benefits & Certifications
New Team Members | Spring 2023

Coming Soon!

- Associate Registrar, RRT
- Classroom Coordinator
- Senior Coordinator, DSA
- Athletic Certifications Coordinator
- MCBC Manager
- MCBC Specialist

Systems & Reporting

- Kelly Aquina | Registrar Systems Analyst
- Tidra Smith | Registrar Systems Analyst

Operations

- Kris Peabody | Manager

Registration, Residency & Transcripts

- Wendy Figueora | Academic Records Specialist, DSA
- Malika Ghafour | Senior Coordinator, Registration
No longer an electronic ‘fill in the blank’ on free-standing, digitized paper forms, each SURPASS eForm is customized for the process to efficiently implement and support existing and changing academic policies and procedures.

- Improves service experience for all students, streamlines form approval processes and reduces staff time advising on how to navigate disparate form-handling procedures.

- Coming soon:
  - Authorization for Release of Information (FERPA)
  - Change of Personal Information
    - Primary/Diploma name
    - Date of Birth
    - SSN/ITIN
    - Driver’s License

April 11, 2023 – Ask Us Anything
Submitting a Request: Update Driver’s License

1. Opt to update information
2. Make changes
3. Attach required documentation
4. Acknowledge changes
5. Submit

April 11, 2023 – Ask Us Anything
Student Center: Forms Library

Forms
Create new forms and check the status of your submitted forms.

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Form ID</th>
<th>Department</th>
<th>Date Submitted</th>
<th>Status</th>
<th>View Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver's License Update</td>
<td>100127</td>
<td>Office of the Registrar</td>
<td>04/10/2023</td>
<td>In Progress</td>
<td>View Form</td>
</tr>
<tr>
<td>UA Student Emergency Fund</td>
<td>100126</td>
<td>Dean of Students</td>
<td>04/10/2023</td>
<td>In Progress</td>
<td>Update Form</td>
</tr>
</tbody>
</table>

Student can check the progress of any submitted requests within Student Center Forms Library.
These forms can securely pull user information directly from PeopleSoft (UAccess), drastically cutting down on the need for data entry on either end of the process.

Users can, if necessary, save their progress on a request in UAccess Student Center and return to it at a later time.

The forms also support multiple approval routing options and allow approvers to approve, deny, even “recycle” forms back to students to be updated and resubmitted.
Policy Roadmap

**Completed**
- Undergraduate Leaves of Absence policy
- Military Excused Absence policy
- Course Repeat & GRO policy
- Audit Policy

**In Progress**
- Grade Appeal Policy
- Enrollment Policies
- Grades and the Grading System

**Upcoming**
- House Numbered Courses
- Individual Studies Courses
- Undergraduate Academic Petitions
- Double Use of courses
- Academic Amnesty Programs
- Change of Grade
- Defining Professional vs. Graduate programs
- Defining Developmental courses
- Graduate Credit for Seniors
- Foundations writing and foundations math
- Change of Major
- Credits from Community Colleges

April 11, 2023 – Ask Us Anything
Chemistry Building Renovation & The Commons Addition

- Improved features at both entrances off the mall and the west side allow the building to be freely accessible to all.
- Interior includes a new mezzanine level with elevator access to all floors.
Chemistry & The Commons Open House

Wednesday, April 19 between 11 am to 3 pm
Building Tours & Classroom Demos Schedule

Join personnel from Chemistry & BioChemistry, Classroom Committee, and General Education onsite for tours and demos!

April 11, 2023 – Ask Us Anything
UAccess Student: Enrolling Students Training

Updated Resources
• Quick Enrollment Guide
• Student Specific Permissions
• How to drop a student from a class
• How to add a student to a class
• How to adjust the units & grading basis for enrolled classes
• How to swap (Add-Drop) classes

April 11, 2023 – Ask Us Anything

Campus users who are approved for class enrollment access will soon be able to complete on demand training through Edge Learning!
Catalog Software Implementation

- New academic catalog that provides all academic curriculum, courses, academic policies, academic calendars, and all other standard catalog features.
- The catalog will solve inefficient curriculum management workflows and be in full compliance with federal reporting.
- Staff and faculty training, resource guides, business processes and workflows will be developed for the project.

April 11, 2023 – Ask Us Anything
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You Asked… We Answer!

1. What should students do to troubleshoot if it has been a long time, and their transfer credit is not been added to their record? Is there anything Advisors can do to help troubleshoot? -Amanda Gluski

2. No ‘Change of College Form’ exists, and this results in confused students emailing college deans to request a change of major. How can we get language updated in the Change of Major section on the General Catalog? -Abbie Sorg

3. Can we please make GROs automatic? Or can we let Advisors submit GRO requests for students? Even if an advisor could submit the request when a student confirms they want to use a GRO, that would be a huge help. Students often say they will GRO in a meeting or phone call, and they want/mean to, but many never take the steps to actually submit their request to GRO. -Michael Davenport

4. Is an update mechanism possible for GRO, so students can register to use it before the class begins? -Michael Davenport
You Asked... We Answer!

5. Regarding the 18 Unit, W-Limit Status: Rumor has it this policy update is moving through the pipeline; do we have an idea when this might get formally approved and be a reality for students? Are we hoping this will get adopted starting Summer 2023 or Fall 2023? –Abbie Sorg/Michel Davenport

6. When are non-medical General Petitions going online? Is there a way for Colleges to potentially “fast track” certain General Petitions for Retroactive Complete Withdrawal for approval? -Michael Davenport

7. Can some of the UAccess language about DAW reminders to book advising appointment with your advisor be updated or removed? -Amanda Gluski

8. We have been hearing that a new online process would be implemented for Degree Audit Worksheets (DAWs) since before the pandemic, but I haven’t heard anything about them recently. Is this still in the works? If yes, any ETA? – Amanda Gluski

April 11, 2023 – Ask Us Anything
9. Regarding Pass/Fail Rules, Currently, students must be a sophomore in standing and also must be in 12 graded units. Students are already pretty limited in what they can P/F, as P/F can’t be used for degree requirements (only electives) and most classes don’t have the P/F option. [Overwhelmingly the courses students P/F are Spanish classes leading up to their language requirement. Many students doing this may not be sophomores, as you typically start language in the first year. It’s also unusual for a student to be in 12 graded units in the summer, if they are taking Spanish over the summer (also common).] This restriction blocks students who have a legitimate reason to P/F, and there’s already such a limited opportunity to P/F, that this additional sophomore standing/12 graded units seems overly burdensome. -Abbie

10. Regarding repeat credit, Can students simply get blocked entirely from registering for classes they have previously earned an A or a B in? If there are necessary exceptions, advisors could approve these individually through the same form used to allow repeated credit above three attempts (Historical Exceptions to Course Repeat Policy form). –Alex/Michael/Amanda
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

Office of the Registrar
JOIN OUR TEAM

Manager, Military-Connected Benefits & Certifications

The Manager for Military-Connected Benefits and Certifications (MCBC) will ensure excellent service and timely certifications for military-connected students. The Manager leads a team of professional staff, including School Certifying Officials (SCOs), and student workers.

The MCBC unit in the Office of the Registrar is charged with providing comprehensive support to students utilizing G.I. Bill and Tuition Assistance benefits. The MCBC team is co-located with the UA VETS Center, a comprehensive support services unit for veterans, their dependents, ROTC students and current military members.

Apply at talent.arizona.edu | req14354
Department Schedulers: We invite you to join us on our next open forum.

Winter and Spring 2024 Open-Scheduling Kick off Webinar!

Help us kick off Open Scheduling for Winter and Spring 2024! The Room & Course Scheduling team will provide an overview of the Schedule of Classes timeline, share Open Scheduling tips and tricks, and host a Q&A session. This is a great opportunity to ask all your Open Scheduling questions!

April 18, 2023, 1 to 2 p.m.