



Ask Us Anything

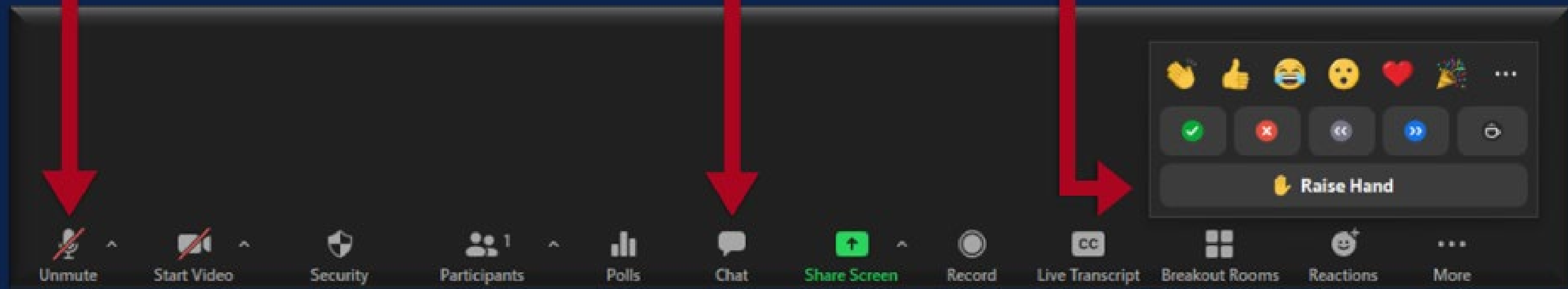


Office of the Registrar

April 11, 2023 – Ask Us Anything

Not Speaking?
Please stay muted

Questions?
Use the chat or raise your hand



Office of the Registrar

AGENDA

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



Alex Underwood
University Registrar



Cori Cashen
Senior Associate Registrar



Amanda Gluski
Associate Registrar
Graduation, Records & Certifications



Michael Davenport
Associate Registrar
Registration, Residency & Transcripts



Abbie Sorg
Assistant Registrar
Academic Catalog & Policy



Jaclyn Pryor
Assistant Registrar
Room & Course Scheduling



Antha Whitehorn
Registrar Systems Analyst, Sr



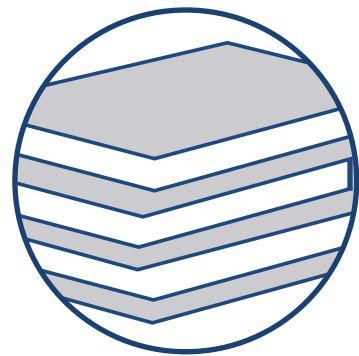
WONDER

MAKES US

Thank you, Cori!

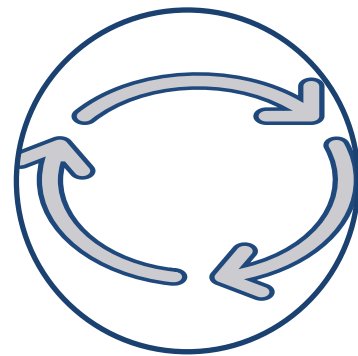


Office of the Registrar Departments & Units



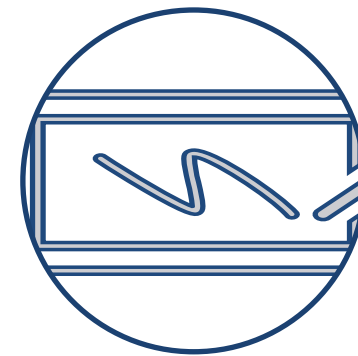
Academic Catalog & Policy

Abbie Sorg
Assistant Registrar



Systems & Reporting

Cori Cashen
Senior Associate Registrar



Registration, Residency & Transcripts

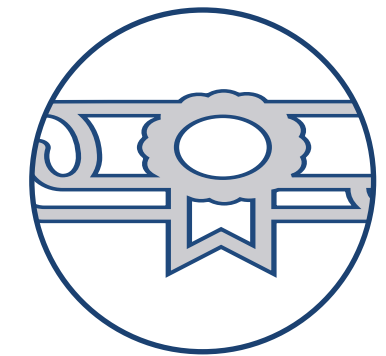
- Registration & Student Services
- Document Scanning & Archives
- Residency Classification

Michael Davenport
Associate Registrar



Room & Course Scheduling

Jaclyn Pryor
Assistant Registrar



Graduation, Records & Certifications

- Graduation Services
- NCAA Compliance
- Military-Connected Benefits & Certifications

Amanda Gluski
Associate Registrar



Office of the Registrar

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



Sreamlining
University
Registrar
Processes to
Amplify
Student
Success

SURPASS eForms

- 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



Submitting a Request: Update Driver's License

1. Opt to update information



2. Make changes



3. Attach required documentation



4. Acknowledge changes



5. Submit



Driver's License Update: Add Request Form ID: 100127

To request an update to your Driver's License information, please adjust below and attach a copy of your Driver's License.

Driver's License Information

Update Driver's License

Current Driver's License # *
123456789

State
AZ

Valid from Date
04/01/2023

Expiration Date
04/01/2030

File Attachments

Attach a copy of your Driver's License.

| Attachment Uploaded | View | Description | File Name | Replace |
|---------------------|----------------------|------------------|-----------|-------------------------|
| 1 | VIEW | Driver's License | AZDL.jpg | REPLACE |

Form Action Items

| | | |
|---|-------------------------------------|---|
| 1 | <input checked="" type="checkbox"/> | I confirm that I am requesting this update and that the information provided is accurate. |
|---|-------------------------------------|---|


Comments

[SAVE](#) [SUBMIT](#)



Student Center: Forms Library

THE UNIVERSITY OF ARIZONA

 UAccess
STUDENT CENTER

STUDENT ID: [SIGN OUT](#)

[PERSONAL](#) ▾ [ENROLLMENT](#) ▾ [ADVISING](#) ▾ [ACADEMIC RECORD](#) ▾ [FINANCIAL AID](#) ▾ [BURSAR ACCOUNT](#) ▾

[Home](#) / Forms

Forms

Create new forms and check the status of your submitted forms

[All Forms](#) [My Forms](#)

In Progress

2 items

| Form Name | Form ID | Department | Date Submitted | Status |
|---------------------------|---------|-------------------------|----------------|---|
| Driver's License Update | 100127 | Office of the Registrar | 04/10/2023 | In Progress View Form |
| UA Student Emergency Fund | 100126 | Dean of Students | 04/10/2023 | In Progress Update Form |

Student can check the progress of any submitted requests within Student Center Forms Library



**Streamlining
University
Registrar
Processes to
Amplify
Student
Success**

SURPASS eForms

- 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

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

In Progress

- Grade Appeal Policy
- Enrollment Policies
- Grades and the Grading System

Completed

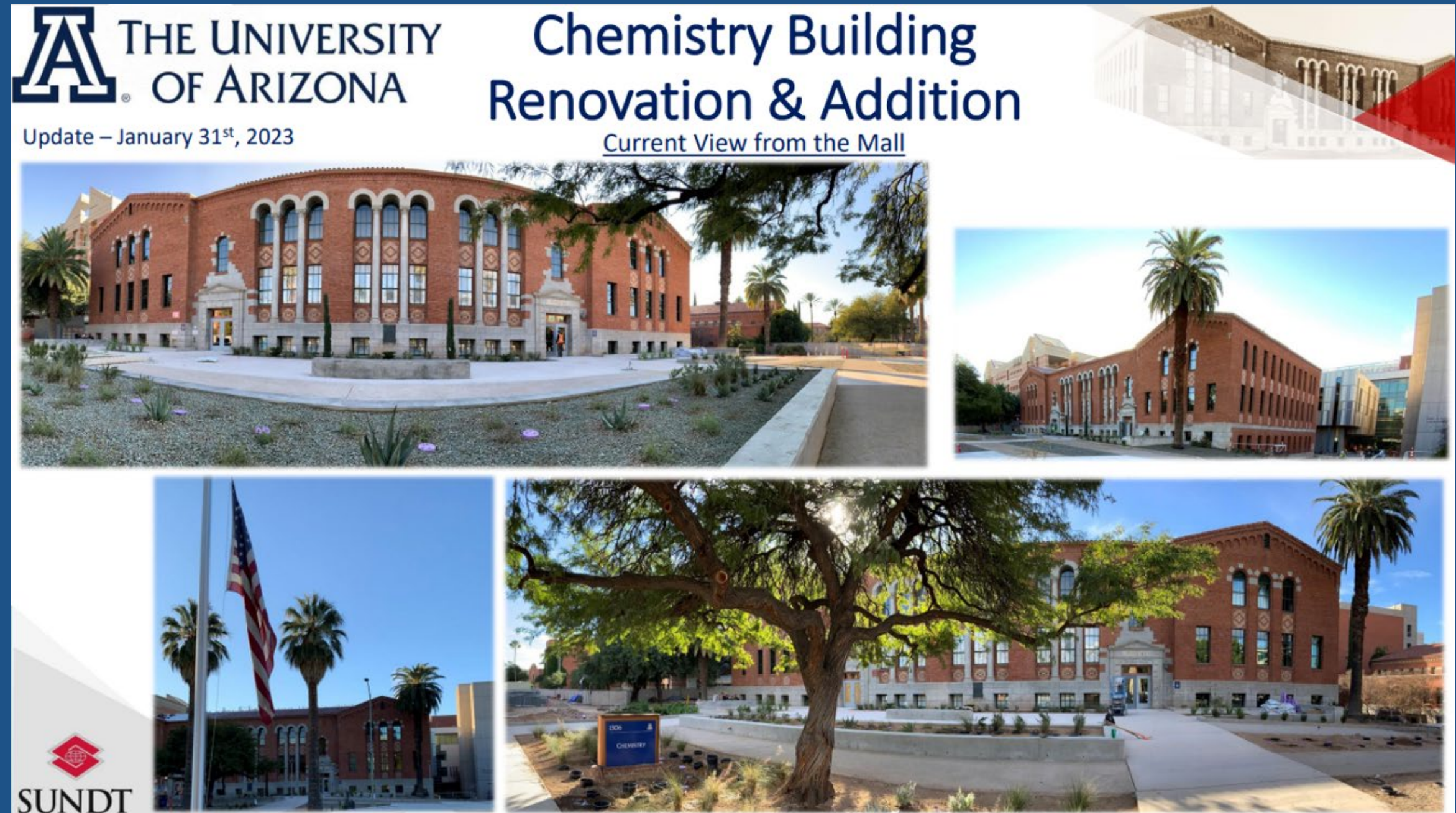
- **Undergraduate Leaves of Absence policy**
- **Military Excused Absence policy**
- **Course Repeat & GRO policy**
- **Audit Policy**



Chemistry & The Commons

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.



April 11, 2023 – Ask Us Anything



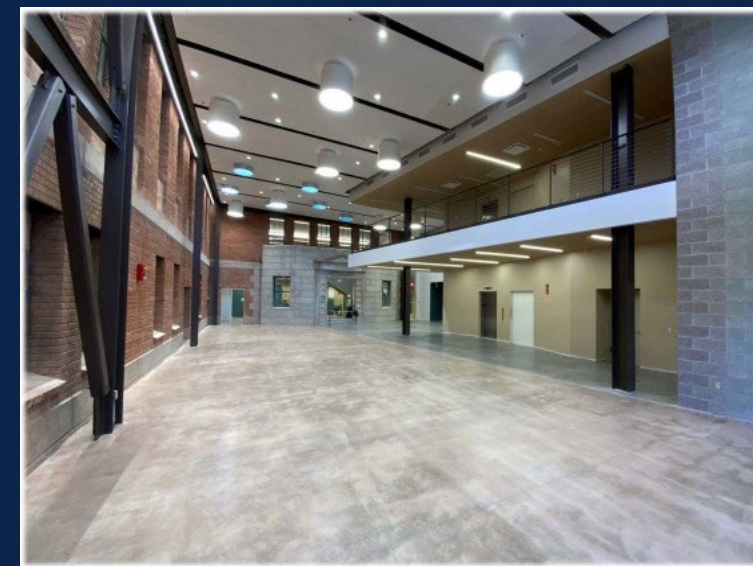
Office of the Registrar

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



Office of the Registrar

UAccess Student: Enrolling Students Training

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

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



Office of the Registrar

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.

COMING SOON!

Preview:

<https://uofatest.coursedog.com/>



University Catalog 2022-2023

Use the Academic Guide to find amazing classes, explore degree programs, and discover academic passions. Start your journey here.

[EXPLORE COURSES](#)

[EXPLORE PROGRAMS](#)



[Employment](#) [Emergency Information](#) [Title IX / Non-Discrimination](#) [Campus Safety](#) [UAlert](#) [Copyright](#)

[Campus Accessibility](#) [Contact Us](#) [Feedback](#)

The University of Arizona | Tucson, Arizona 85721 | [520-621-2211](tel:520-621-2211)



Catalog: Programs


The screenshot shows the top portion of the University of Arizona's catalog website. At the top, a red header contains the text "THE UNIVERSITY OF ARIZONA" on the left and a search bar with a magnifying glass icon and the text "Search ..." on the right. Below the header, the "A" logo and the word "Catalog" are displayed on the left. On the right, a navigation menu includes links for "Home", "Programs", "Courses", "Policies" (with a dropdown arrow), and "Resources" (with a dropdown arrow). The main content area features a large blue banner with the text "University Catalog 2022-2023" and a sub-headline: "Use the Academic Guide to find amazing classes, explore degree programs, and discover academic passions. Start your journey here." Below this text are two buttons: "EXPLORE COURSES" and "EXPLORE PROGRAMS". To the right of the text is a photograph of a university campus with a fountain, palm trees, and a building. At the bottom of the page, the "A" logo and "THE UNIVERSITY OF ARIZONA" are on the left. On the right, there is a list of links: "Employment", "Emergency Information", "Title IX / Non-Discrimination", "Campus Safety", "UAlert", "Copyright", "Campus Accessibility", "Contact Us", and "Feedback". At the very bottom, the text reads "The University of Arizona | Tucson, Arizona 85721 | 520-621-2211".



Catalog: Courses

THE UNIVERSITY OF ARIZONA

Search ...


 Catalog


[Home](#) [Programs](#) [Courses](#) [Policies](#) [Resources](#)

University Catalog 2022-2023

Use the Academic Guide to find amazing classes, explore degree programs, and discover academic passions. Start your journey here.

[EXPLORE COURSES](#) [EXPLORE PROGRAMS](#)



 THE UNIVERSITY OF ARIZONA

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[Campus Accessibility](#) [Contact Us](#) [Feedback](#)

The University of Arizona | Tucson, Arizona 85721 | [520-621-2211](#)



Catalog: Policies

University Catalog 2022-2023

Use the Academic Guide to find amazing classes, explore degree programs, and discover academic passions. Start your journey here.

[EXPLORE COURSES](#)

[EXPLORE PROGRAMS](#)



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



You Asked... We Answer!

9. Regarding Pass/Fail Rules, Currently, students must 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



THE UNIVERSITY OF ARIZONA

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

Please
join us!



**Register to join
the open forum**

**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.

