A Look Ahead:
2024-2025 Academic Year

Introductions

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A | Office of the Registrar

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

Agenda

- **Recently Completed Projects and Initiatives**

- **Upcoming Project Prioritization, Classification and Roadmap**

- **Winter 2024 & Spring 2025 Registration Information**

- **Academic Policy Roadmap**

- **Classroom Updates**

- **FERPA Reminders**

- **How to Connect & Upcoming Topics**

- **Questions?**

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Recently Completed Projects and Initiatives

- **Grades and the Grading System Policy, Incomplete Grades**

- **Complete Withdrawal Process and Medical Withdrawal Form**

- **Multiple Use of Courses Webpage**

- **Centrally Scheduled Classrooms Interactive Map**

- **New Advisor Forms**

- **SURPASS eForms**

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Grades and Grading Policy: Incomplete Grades

New enhancements related to Grades and Grading System Policy Updates approved in Fall 2023

As of Spring 2024

- Grade roster modifications were rolled out that enabled and required instructors to **provide instructions to the student for completing required coursework directly on the Grade Roster when assigning an Incomplete Grade.**

As of August 2024

- **Students now receive an automated email within 24 hours of receiving an Incomplete Grade.** The email notification includes the information provided by the instructor on the grade roster, instructor contact information and includes reminders about the Incomplete grade policy.

Upcoming for Fall 2024

- We are working with UAIR to **bring the Incomplete grade roster details into Analytics** to allow advisors and college users to better support students who need to resolve Incomplete grades

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Complete Withdrawal Process Update

New complete withdrawal process is available for the fall 2024 term

NEW features for students include:
- Students will choose from an expanded list of reasons for withdrawing from the term or University.
  - If the student identifies they are leaving for medical reasons, they will be invited to upload a **Medical Provider form**
- Students will be required to actively acknowledge the impact of the complete withdrawal on their student status and ability to use campus resources before submitting the request.
- Updated **complete withdrawal website**.

NEW features for advisors and campus partners include:
- Streamlined notification and review process for ISS, Athletics, OSFA, and Bursar.
- Complete withdrawal data will be made available in analytics.

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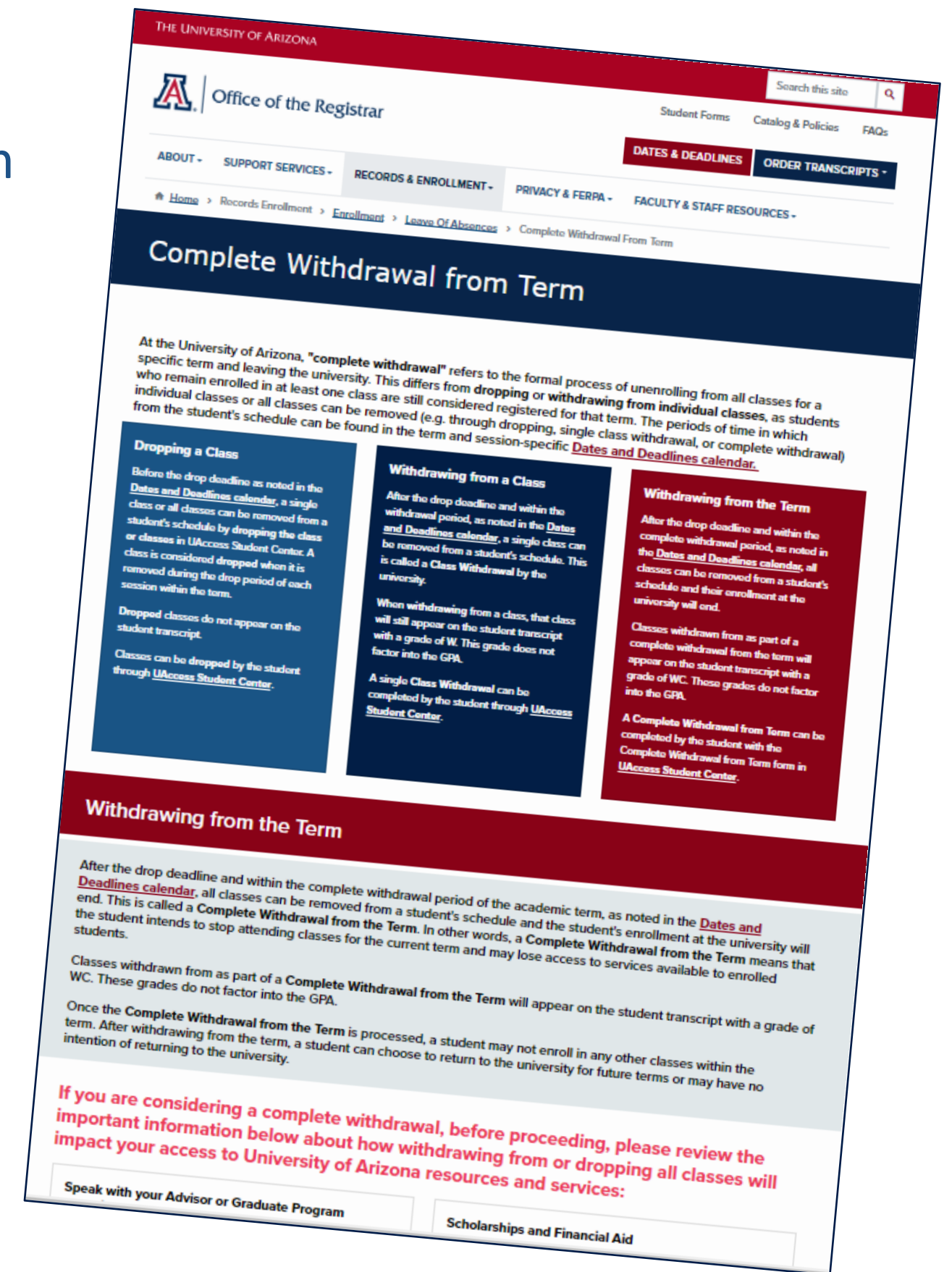
Multiple Use of Courses Webpage

New webpage supports recent policy changes and clarifications

- Update **'double dipping' language to 'multiple use'** to reflect the amended policy

- States current policy for General Education degree requirements and the multiple use of coursework

- Updated information from academic units with their program-specific multiple use policy.

- The new page will be audited annually for accuracy and offer timely updates as submitted to meet academic unit needs.
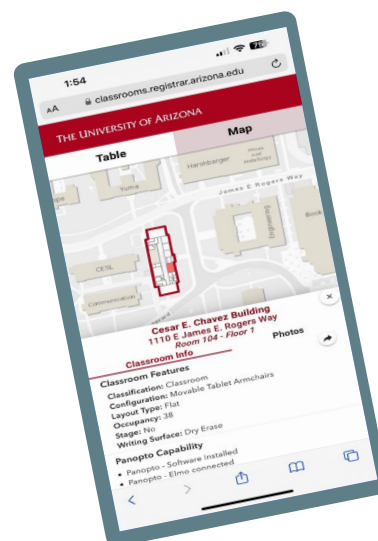
registrar.arizona.edu/multiple-use

Office of the Registrar
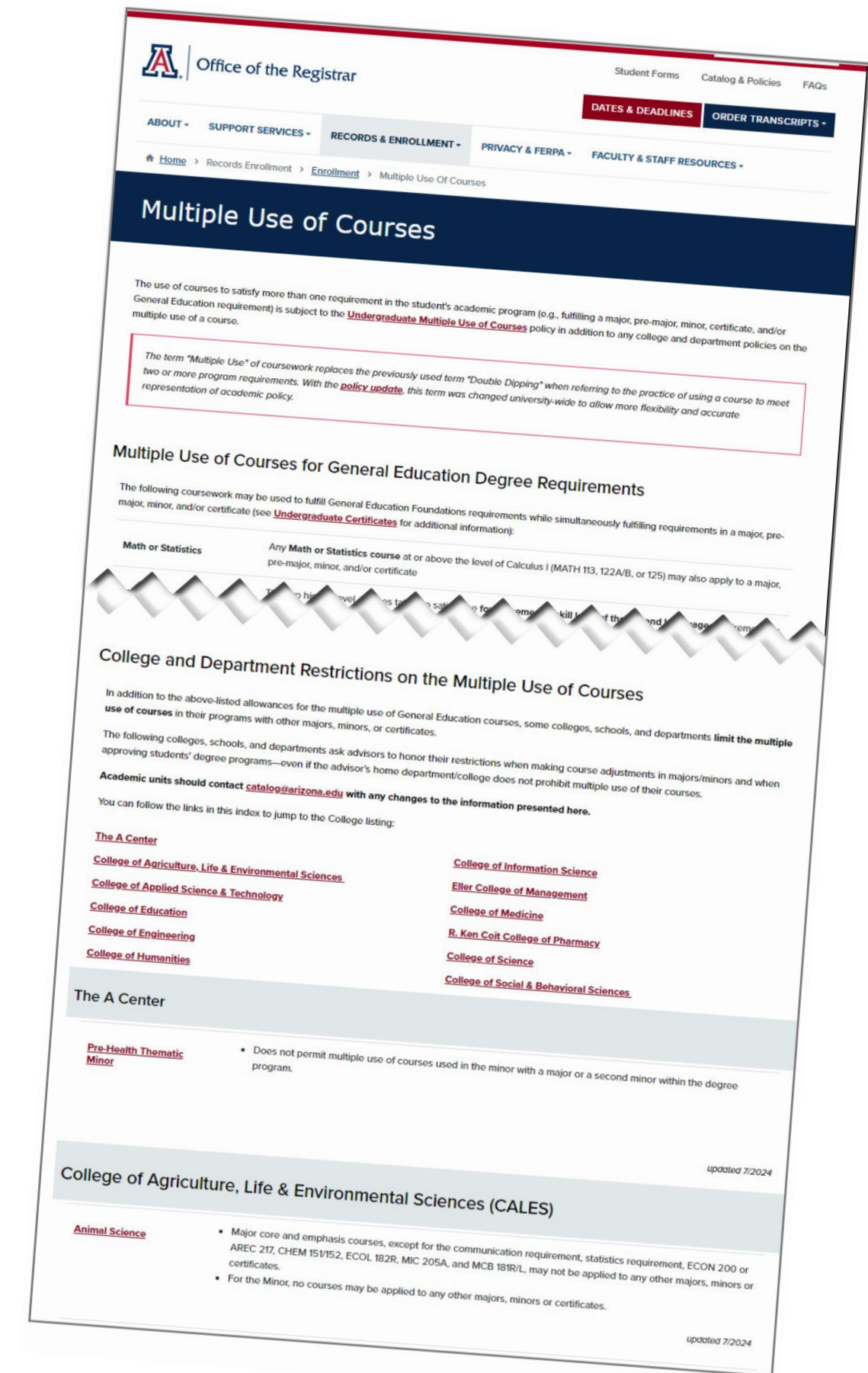
Map of Centrally Scheduled Classrooms

Sort by building and room, room details, and equipment in the space.

classrooms.registrar.arizona.edu

Desktop or mobile!

Enhanced Map Capabilities

- Spatial awareness of CSC locations in buildings
- Building locations across campus (Main Campus)

Interactive Map

Building Sort filter mode gives:

- Visual representation of classrooms of various sizes, styles, and equipment.
- Select a building from the map to explore the list of CSCs located in building.

Improved Sorting Features

- Capacity
- Room classification
- Classroom equipment

Expedited Data Updates

- Timely changes of classroom information to ensure room layouts, instructional capacities, and photos are current and accurate.

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New Advisor Forms

Request Campus and Program Change, Exception To Course Repeat

► **New forms for use by advisors and program coordinators.**

► **Remember to update any bookmarks! The previous forms have been retired.**

Change the student's campus, use the: **Campus Change form**	**Request an exception** (future or historical) to the **Course Repeat Policy**, use the: **Request Exception to Course Repeat Policy**	**Correct or update program or plan information**, use the: **Request Adjustment to Student Program/Plan Information**

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SURPASS eForms

Transition of fillable PDFs to customized forms in UAccess Student Center

- 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.

- Concurrent to the digital transition of 6 forms part of the SURPASS project, 47 existing fillable PDF forms are being updated to meet accessibility guidelines.

Recently Completed
- FERPA Authorization to Release Information
- Change of Personal Information
  - Primary Name, Date of Birth, SSN/ITIN
  - Diploma Name Update

Coming Soon:
- Tuition Assistance — submission for active-duty military students
- Statement of Residency Classification

Streamlining
University
Registrar
Processes to
Amplify
Student
Success

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New Webpage Resources

University Notices and Holds

- Holds and Notices explanations
- Types of Holds
- **Viewing Notices and Holds** resource guide

Listing of University Holds

- Includes a list of all active holds that are visible in Student Center
- Includes the reason for the hold, how to resolve, and the contact information

Resolve Your University Holds and Notices

Holds

A **hold** is a restriction that is placed on student records that can prevent enrollment, release of transcripts, release of diplomas, release of financial aid, refunds, and other services at the University. Each hold is placed by a department and released once the hold requirement is resolved. Holds placed by an office must be released by that initiating office.

Notices

A **notice** is a notification that is placed on student records that can be related to an action a student needs to complete or an action a student has already completed. Notices are not restrictive and do not prevent students from accessing any services at the University.

Use this tutorial to learn how to view notices and holds on your account in UAccess Student Center.

VIEW NOTICES AND HOLDS

Enrollment Holds

Hold Name	What this means	How to resolve	Additional Information
Academic Standing	Academic advisement regarding a students academic standing is required.	Schedule an **advising appointment** with an academic advisor.	**Academic Eligibility**
Account in Dispute	Bursar's account is in dispute.	Contact the Bursar's Office at 520-621-3232.	**Disputing a Charge**

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Project Prioritization and Classification

Sky

- River projects with broader institutional improvements that impact multiple departments or units in the university.

- Often collaborative and aim to align different parts of the university with strategic goals.

River

- Initiated by the Office of the Registrar to improve internal processes, enhance efficiency, or address specific needs within the Office itself.

- The Office has the majority of control over prioritization, scope, and implementation.

Bloom

- Support the implementation of policy, regulations, and university initiatives.

- Project has a significant impact on the student experience at the university with changes that are visible to students, faculty, and staff.

Impact
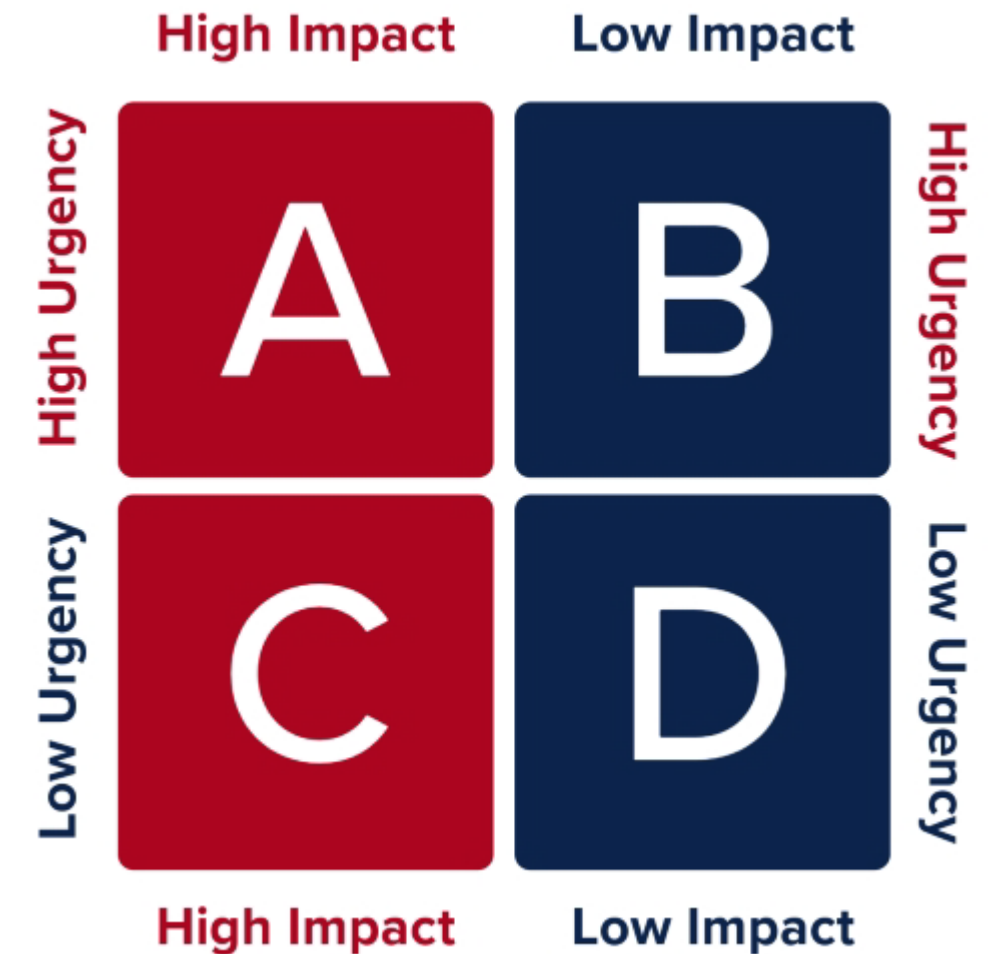- ☐ Creates equity
- ☐ Improves efficiency
- ☐ Enhances student experience

Urgency
- ☐ Scale
- ☐ Required deadline exists
- ☐ Compliance risk/issue

》 Two or more of the **Impact** or **Urgency** factors lead to a **high classification** 》

	High Impact	Low Impact
High Urgency	A	B
Low Urgency	C	D
	High Impact	Low Impact

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Project Roadmap

Improvement to operations and student services planned for the upcoming academic year

Sky

- Catalog Software Implementation
- SURPASS eForms Implementation

River

- Conferral Cycle Refresh
- Streamlining Residency Classification
- Reimagining Class Scheduling
- Simplify Academic Structure and Diploma Integration
- Student Initiated Leaves and University Withdrawals
- Removing Barriers to Degree Completion
- Practice and Policy Alignment
- Revise PDF Forms for Accessibility
- Core Function Coordination
- Academic Organization and Leadership Framework

Bloom

- Update Plan Table for Expanded Masters Categories
- Grades and the Grading System Policy
- Multiple Use of Courses Policy
- Transition of CTSrooms Website to Centrally Scheduled Classroom Website
- Transition International Direct to Arizona Online
- Implementation of new policies or policy changes

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Preparing for Registration

GET READY TO **ENROLL**
MAKE YOUR PLAN **FOR SPRING!**

A Look Ahead, September 2024

September 13
- Retention & Registration Toolkit available from University Marketing and Communications

October 1
- Schedule of Classes published
- Shopping Carts available

October 1
- Email to students announcing Schedule of Classes and Shopping Carts available on October 1

October 21
- Week enrollment appointments are assigned

October 30
- Email to students with enrollment appointment information
- Includes information on holds

November 4
- Registration begins

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Registration:
Winter 2024 & Spring 2025

GET READY TO ENROLL
MAKE YOUR PLAN FOR SPRING!

GET READY TO ENROLL
SELECT CLASSES AND MAKE YOUR PLAN FOR SPRING!

IMPORTANT DATES FOR UNDERGRADUATES

ALL OCTOBER	Meet With Your Advisor and Plan
OCT. 1	**Shopping Cart Opens** *Pre-select Your Classes!*
NOV. 4	**Winter Session Open Enrollment** *ALL STUDENTS*
NOV. 4	**Spring Classes Open Enrollment** *HONORS SENIORS AND JUNIORS, ATHLETES, MILITARY-AFFILIATED, ROTC, FOSTERING SUCCESS STUDENTS*
NOV. 7	**Spring Classes Open Enrollment** *SENIORS, HONORS FIRST-YEARS AND SOPHOMORES, ACCELERATED PATHWAY TO MEDICAL EDUCATION (APME), POST BACCALAUREATE EDUCATION CERTIFICATE, TRIO STUDENT SUPPORT SERVICES*
NOV. 11	**Spring Classes Open Enrollment** *JUNIORS, NATIONAL STUDENT EXCHANGE*
NOV. 14	**Spring Classes Open Enrollment** *SOPHOMORES*
NOV. 18	**Spring Classes Open Enrollment** *FIRST-YEARS*
NOV. 21	**Spring Classes Open Enrollment** *NON-DEGREE SEEKING*

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Registration Groups

Date	Undergraduate	Graduate & Professional
Monday, November 4, 2024	Honors Seniors and Juniors, Athletes, Military Affiliated, ROTC, Fostering Success	Athletes, Military Affiliated, ROTC, Fostering Success
Thursday, November 7, 2024	Seniors, Honors First-Years and Sophomores, Accelerated Pathway to Medical Education, Post Baccalaureate Education Certificate, TRIO Student Support Services: Traditional, STEM, & Teacher Prep	Graduate, Pharmacy, Law JD 3rd Year
Monday, November 11, 2024*	Juniors, National Student Exchange	Law JD 1st Year, Law JD 2nd Year
Thursday, November 14, 2024	Sophomores	Law Doctoral, Law Masters
Monday, November 18, 2024	First-Years	Law Non-Degree Seeking
Thursday, November 21, 2024	Non-Degree Seeking	

*Federal holidays, such as Veterans Day, do not impact enrollment appointments

REGISTRAR.ARIZONA.EDU/REGISTRATION-SCHEDULE

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Academic Policy Roadmap

*Listed order does not indicate primacy

In Review w/Committees

- Credits from Community Colleges; Transfer Credit Policies
- Course Types

Discovery/Design

- Repeating a Course & Grade Replacement
- Bachelor's Degree Candidacy; Units in Residence; Change of Major
- General Education Attributes: Civic Learning
- Undergraduate Certificates
- Foundations Writing

Pre-Planning/Benchmarking

- Foundations Second Language
- Foundations Math
- Undergraduate Academic Petitions; Retroactive and Medical Withdrawal
- Defining Professional vs. Graduate Policies
- Defining Developmental courses
- Academic Amnesty Programs (BACK2UA, Second Start, etc)
- Syllabus Policy/Templates

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Classroom Updates

- **232 Centrally Scheduled Classrooms** are in use and being maintained during the fall term

- **New Group Study Rooms**
  - Study/ Meeting Rooms: HARV 121 and HARV 221 (capacity 4)
  - Coming Soon: available through the Main Library Room Reservation Process

- **Open Scheduling for Summer & Fall 2025 begins October 7**
  - Open Scheduling Kickoff Webinar, September 24: **REGISTER HERE**

- **Harvill (HARV) Elevator Restoration Spring 2025**
  - No elevator access to levels 1, 3, and 4 means HARV rooms on those levels will be removed from room optimization.
  - Limited availability on the ground level

JOIN THE RCS NEWS MAILING LIST

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FERPA Reminders for Instructors and Support Staff

- **Refresh Your Knowledge!** https://registrar.arizona.edu/privacy-ferpa/instructor-staff-information

- **Always verify that there is an Authorization to Release Information** on file before sharing information with a parent/family member (link to help guide to find SI)

- Students, instructors, and support staff should review the university's **official email policy** and use only university email/D2L to communicate with students.

- Remember that **any written communications** are considered part of the student's educational record.
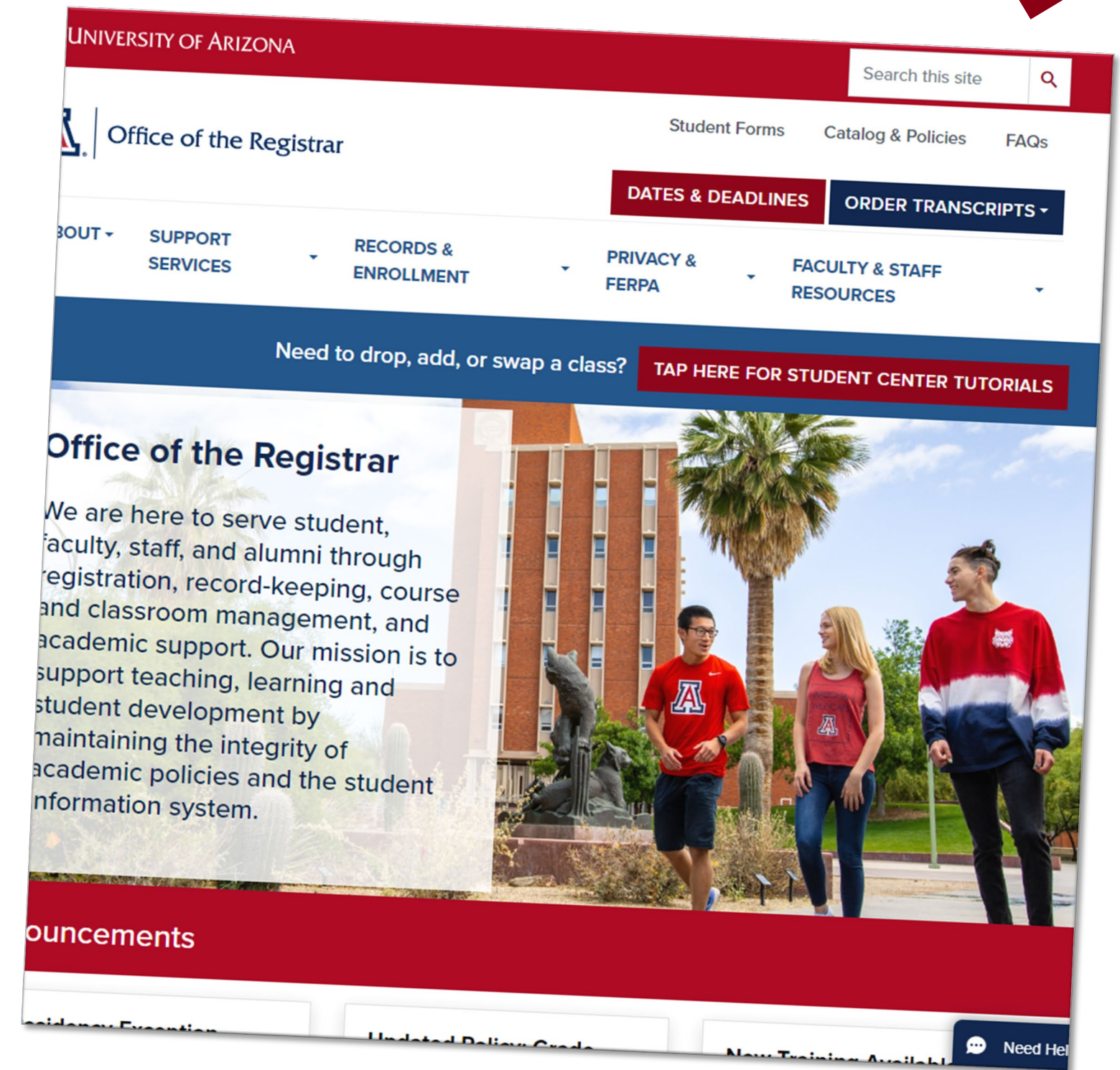

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How to Connect With Us

registrar.arizona.edu

- Make the **Office of the Registrar website** your first stop for information and resources
  - **Easy links to all our teams and departments**
  - **FAQs and important announcements**
  - **Staff resource guides and student tutorials**

- Need to connect a student with our team, or ask a question?
  - **Email reghelp@arizona.edu**
    An email creates a Service Case in Trellis – it will be assigned to the appropriate team or person for response.

- In-person services are in **Administration 210**

Office of the Registrar

Fall 2024 Open Forums

...and join our mailing list!

Join our mailing list to get updates on all Office of the Registrar updates, webinars and events

September 24
Open Scheduling Kickoff Webinar
Room & Course Scheduling staff offer current updates, new procedure changes, and a place to field questions from our department scheduling partners as Open Scheduling for Summer and Fall 2025 begins.

October 22
FERPA: Understanding Student Privacy in the Digital Age
Explore the importance of FERPA, especially as the university now relies on digital tools and platforms. We'll cover how FERPA applies to online records, student data protection, and best practices for ensuring compliance in today's digital world.

November 19
No Holding Back, Part 2
The No Holding Back committee introduces plans to implement this university-wide initiative to simplify and modernize the practice of issuing holds on student records and activity.

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Questions?

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Office of the Registrar

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Office hours: Monday – Friday, 8:30 a.m. – 4:30 p.m.

website: **registrar.arizona.edu**