Preparing for the Enrollment Season
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.
Preparing for the Enrollment Season: Agenda

Welcome & Introductions

We Have a New University Catalog!

New this Enrollment Season

The Enrollment Lifecycle and Timeline

Student Enrollment Experience

Working with the Schedule of Classes

Frequent Situations and How to Help

Your Questions

Thank You & Invitation to the Next Open Forum

Preparing for The Enrollment Season – October 17, 2023
New University Catalog

We have a new Catalog!
Thank you to everyone who has contributed to and been involved with the development and implementation of the redesigned University Catalog!
New University Catalog

- New academic catalog website that provides all academic curriculum, courses, academic policies, academic calendars, and all other standard catalog features.
- Collaboration between the Office of the Registrar, Graduate College, Curricular Affairs, UITS, and many others
- Send feedback to catalog@arizona.edu
Catalog Software Implementation Timeline

- **Project approved**
  - February 2020

- **Creation of Catalog and Policy Unit**
  - Fall 2020

- **Creation of Business Requirements**
  - Fall 2020

- **Work on Catalog Website Begins**
  - Summer 2022

- **Coursedog Decision**
  - May 2022

- **Request for Purchase (RFP)**
  - Spring 2021

- **Data Validation**
  - Fall 2022-Spring 2023

- **Catalog Go-Live**
  - September 2023

- **Catalog Software Implementation Timeline**

- **Curriculum Go-Live**
  - Spring 2024

*Preparring for The Enrollment Season – October 17, 2023*
New This Enrollment Season

Registration groups now encompass the following students:

- Main Campus
- Arizona Online Campus
- Distance Campus
- South Campus
- Readmits

### Realigned Priority Registration Groups

<table>
<thead>
<tr>
<th>Date</th>
<th>Undergraduate</th>
<th>Graduate &amp; Professional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, November 2, 2023</td>
<td>Honors Seniors and Juniors, Athletes, Military Affiliated, ROTC, Fostering Success</td>
<td>Athletes, Military Affiliated, ROTC, Fostering Success</td>
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<tr>
<td>Monday, November 6, 2023</td>
<td>Seniors, Honors First-Years and Sophomores, Accelerated Pathway to Medical Education, Post Baccalaureate Education Certificate</td>
<td>Graduate, Pharmacy, Law JD 3rd Year</td>
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<td>Thursday, November 9, 2023</td>
<td>Juniors, National Student Exchange</td>
<td>Law JD 1st Year, Law JD 2nd Year</td>
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<td>Monday, November 13, 2023</td>
<td>Sophomores</td>
<td>Law Doctoral, Law Masters</td>
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<td>Thursday, November 16, 2023</td>
<td>First-Years</td>
<td>Law Non-Degree Seeking</td>
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<tr>
<td>Monday, November 20, 2023</td>
<td>Non-Degree Seeking</td>
<td></td>
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</tbody>
</table>

Preparation for The Enrollment Season – October 17, 2023

Office of the Registrar
New This Enrollment Season

Communication Toolkit

- Website and social branded images
- **Newsletters and student communications**
- Content calendar for social media posts
  - Reminders to ‘Get Ready to Enroll’
  - Videos on how to enroll
  - Social media carousel with step-by-step enrollment instructions
- **Visit the College Marketing Council Sharepoint** to see guidelines and access the marketing toolkit. (NetId required)
The Enrollment Lifecycle

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.)
Enrollment Timeline

- **September 28**: Email to students announcing Schedule of Classes and Shopping Carts available on October 1
- **October 1**: Schedule of Classes published, Shopping Carts available
- **October 9**: Transcripts must be received for transfer credits to be considered in enrollment appointment assignment
- **October 23**: Enrollment appointments are assigned this week
- **October 26**: Email to students with enrollment appointment information, Includes information on holds
- **November 2 - 22**: Enrollment appointments

Preparring for The Enrollment Season – October 17, 2023
“Schedule of Classes Published and Shopping Carts Open!”

Announcement

- Sent via Trellis Marketing Cloud on September 28
- To Undergraduate and Graduate/Law/Professional students

Call to action:

- Use the Shopping Cart to plan schedule
- Check course requisites in Shopping Cart
- Send transcripts for transfer credits (received by October 9)
- Contact your academic advisor sooner than later!
“Review Your Enrollment Appointment” Announcement

- Send via Trellis Marketing Cloud on October 26
- To Undergraduate, Undergraduate with account holds, Graduate/Law/Professional students, and Graduate/Law/Professional students with account holds

Call to action:
- Visit UAccess Student Center to see Enrollment Appointment date and time. Clear any holds.
- Contact your academic advisor if haven’t already done so
- Visit How to Register webpage for help
- Call out for MCBC process
Understanding Service Indicators

What is preventing students from registering?

• **Service indicators** are viewed by the student in their UAccess Student Center Dashboard as **Notices** or **Holds** that inform the student and/or block the student from something. The details of the notice or hold will provide contact information or an action to complete.

• Advisors and other staff with appropriate access can also see service indicators and details through the administrative view of the student services center or can help guide students in finding and resolving notices and holds by utilizing proxy view.

• **Not all holds prevent enrollment.** When they do block enrollment, they contain language in the details such as "no adds", or "blocks all enrollment activity".

• **Notices and Holds Student Tutorial**
Tentative Schedule, Sections

Working with the Schedule of Classes

• To avoid disruptive class scheduling changes after enrollment, the published Schedule of Classes only includes class sections ready for enrollment.

• Class sections missing essential data to support enrollment (e.g., meeting days, meeting time, classroom location, etc.) are excluded from the Schedule of Classes.
  o These class sections are set to Class Status: Tentative
  o To update the Class Status: Active to open class search and enrollment class set-up changes are needed

• Remember, not all courses in the course catalog are taught every term.

• Students searching for a particular course listed in the catalog — but not listed in the Schedule of Classes — should communicate with their advisor and the academic department scheduler to understand the department's intentions for offering the course.
Using Attributes to Find Classes
Working with the Schedule of Classes

Attributes - A characteristic a group of courses have in common

- Course Attributes – at the Catalog level and roll from term to term
- Class Attributes – at the section level may need additional review during class section setup

Students can use Advanced Filters in the Schedule of Classes > Class Search to search for specific attributes of interest such as Honors, General Education, Student Engagement, Research Experience, etc.
Requirement Groups

Requirement Groups restrict enrollment based on elements like major, student group, prerequisite courses, test scores and more.

Students can check their eligibility for classes using the Shopping Cart, confirming they can enroll during their appointment.

Students should check their eligibility early!
• Are requirements not met? There's time to make a new plan before the enrollment appointment begins.
• Does the student think the requirements were met, but there is still a "requisites not met" message? There's time to reach out to an advisor for clarification.
Student-Specific Permissions

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 uses UAccess Student Center and unsuccessfully attempts enrollment in a class.
- Student does not meet enrollment requirements (requisites, department permission, closed class, etc.).
- Department assigns student specific permission.
- Student can now enroll in the class through UAccess Student Center.

*It is preferrable to assign student-specific permissions and to direct the student to register themself in the class via UAccess Student Center — instead of enrolling the student at the department level.*

Resource Guide: Student Specific Permissions
PERC (Post-Enrollment Requirement Checking)

- 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 is identified not to have met the class requirements.
Let Us Help!
Enrollment Resources

Reach out to us at Reghelp@arizona.edu

- How to Register for Classes
- UAccess Student Center User Guides
- Academic Advisor Directory
- Military-Connected Benefits and Certifications

Useful links for students

Look for the chat button on our homepage.

- Faculty & Staff Forms
- RCS Scheduling Tips
- Program and Plan Change Requests
- UAccess Training & Information

Useful links for staff and faculty

Preparing for The Enrollment Season – October 17, 2023
Questions?
We invite you to join us on our next open forum!

Follow the Steps for Military Benefits Success

Learn about the components of successful student enrollment including the creation of the Schedule of Classes, Priority registration setup, campus-wide student-retention marketing efforts, and more. If there is a topic or a question you’d like addressed in the forum, email us at registrar@arizona.edu

November 28, 2023, 1 to 2 p.m.
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