



Preparing for the Enrollment Season



Office of the Registrar

Introductions

**Alex
Underwood**

University
Registrar



**Amanda
Gluski**

Associate
Registrar
Graduation,
Records &
Certifications



**Michael
Davenport**

Associate
Registrar
Compliance,
Systems &
Reporting



**Maggie
Ramirez**

Associate
Registrar
Registration,
Residency &
Transcripts



**Jaclyn
Pryor**

Assistant
Registrar
Room &
Course
Scheduling



**Abbie
Sorg**

Assistant
Registrar
Academic
Catalog &
Policy



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.

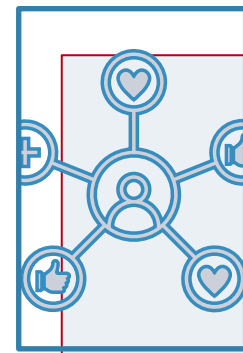


Office of the Registrar

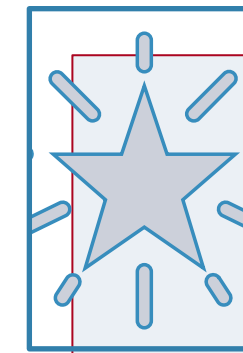
Preparing for the Enrollment Season: Agenda



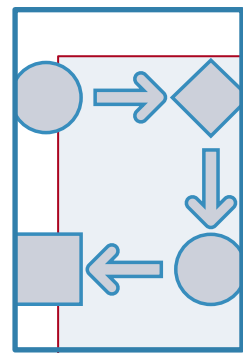
Welcome & Introductions



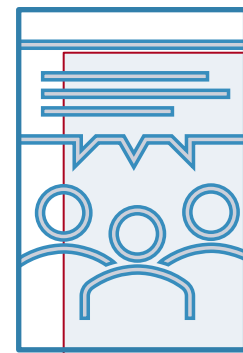
We Have a New University Catalog!



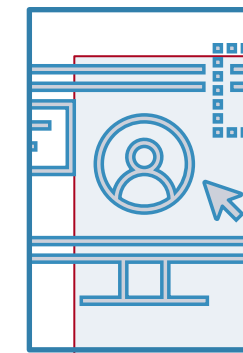
New this Enrollment Season



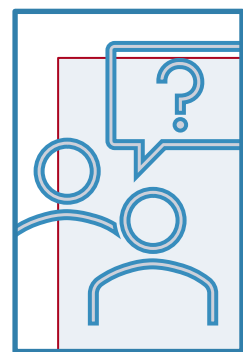
The Enrollment Lifecycle and Timeline



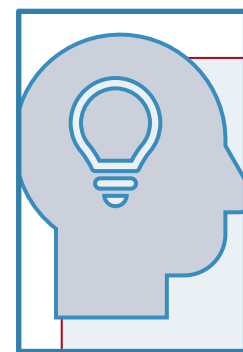
Student Enrollment Experience



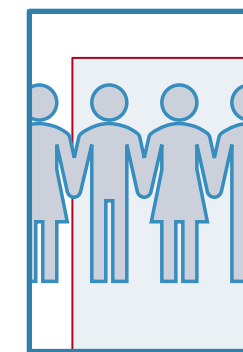
Working with the Schedule of Classes



Frequent Situations and How to Help



Your Questions



Thank You & Invitation to the Next Open Forum



New University Catalog

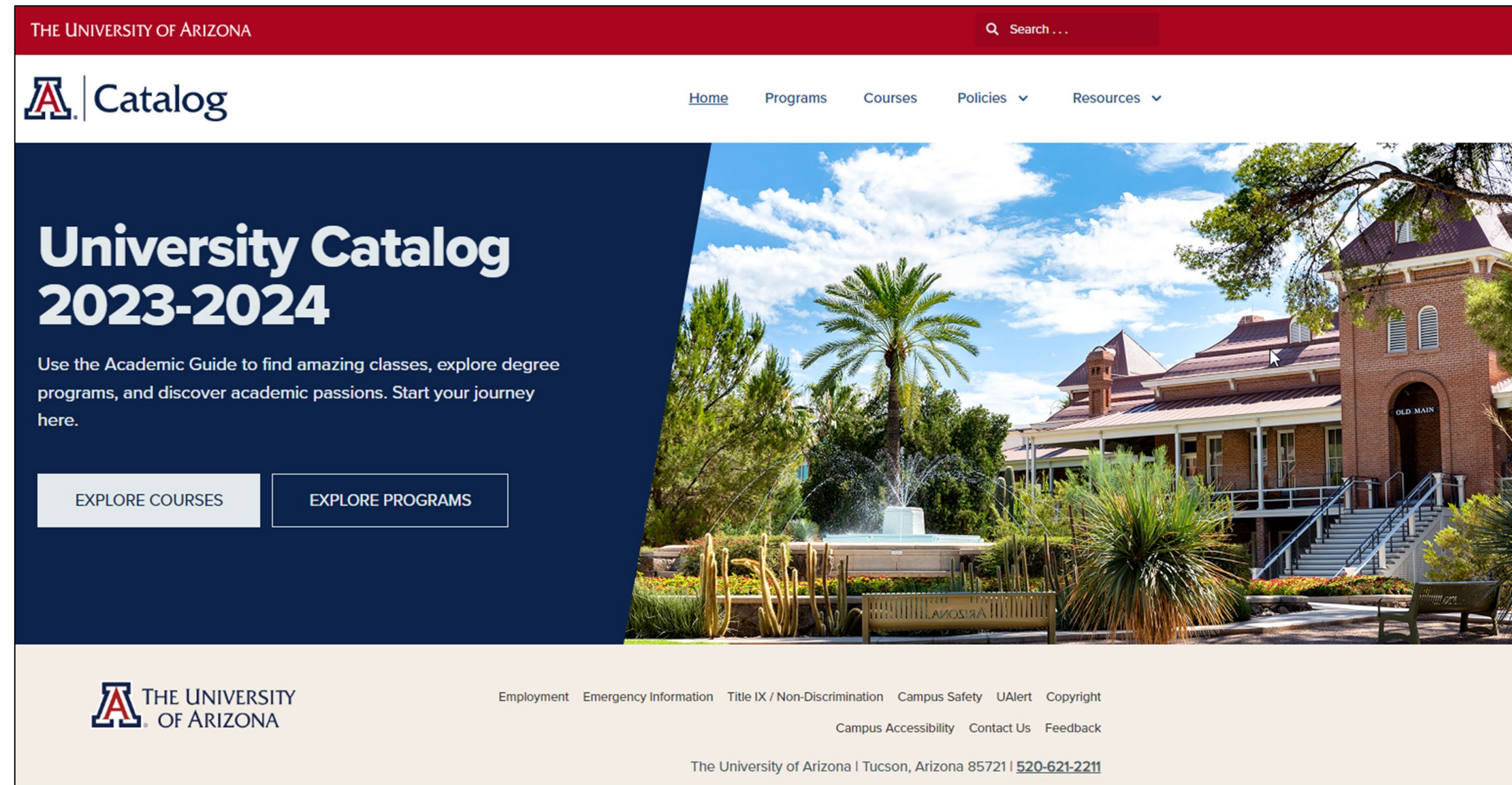
**We have a new Catalog!
Thank you to everyone who has
contributed to and been
involved with the development
and implementation of the
redesigned University Catalog!**



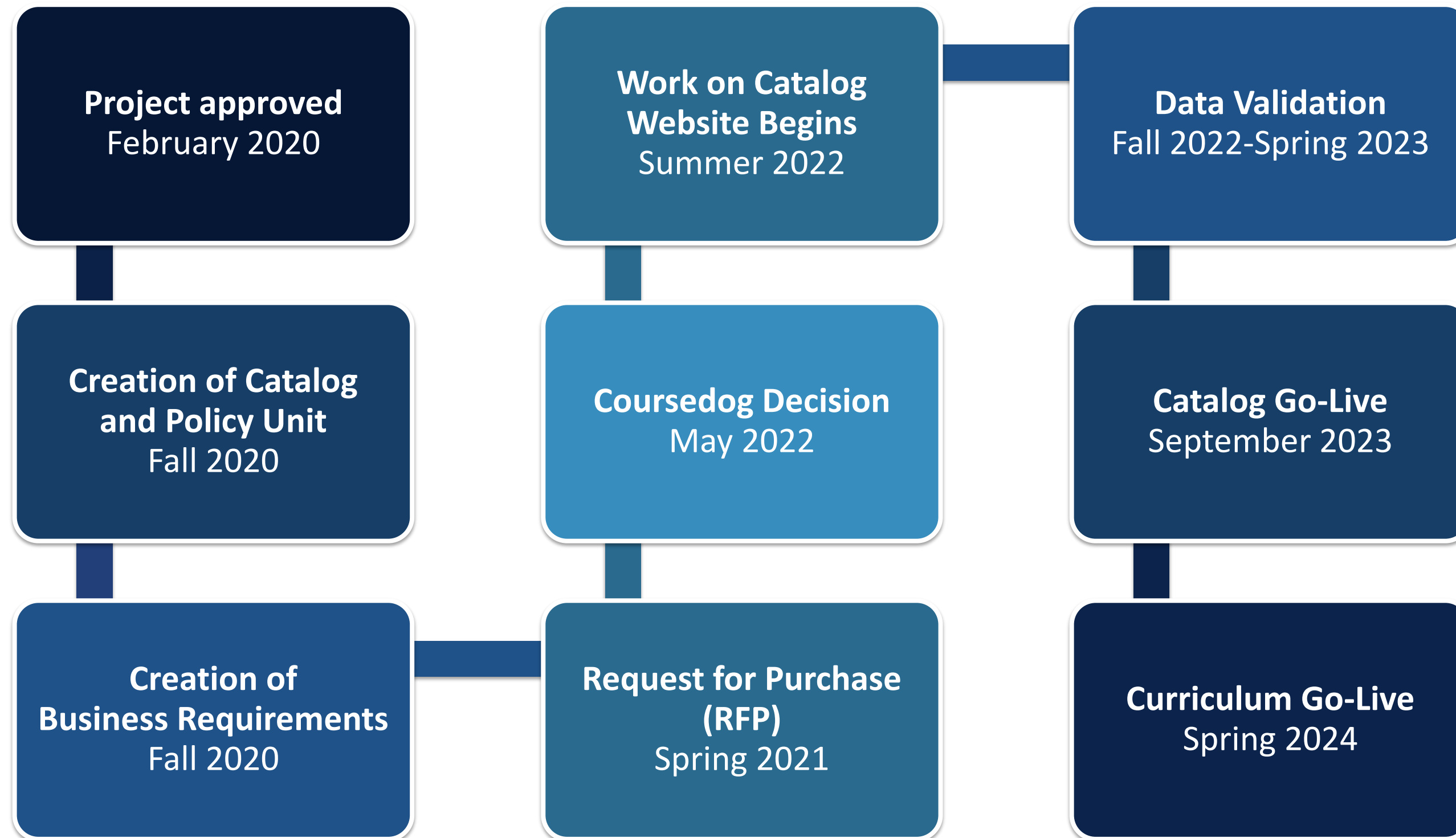
New University Catalog

[View the 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**](mailto:catalog@arizona.edu)



Catalog Software Implementation Timeline



New This Enrollment Season

Registration groups now encompass the following students:

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

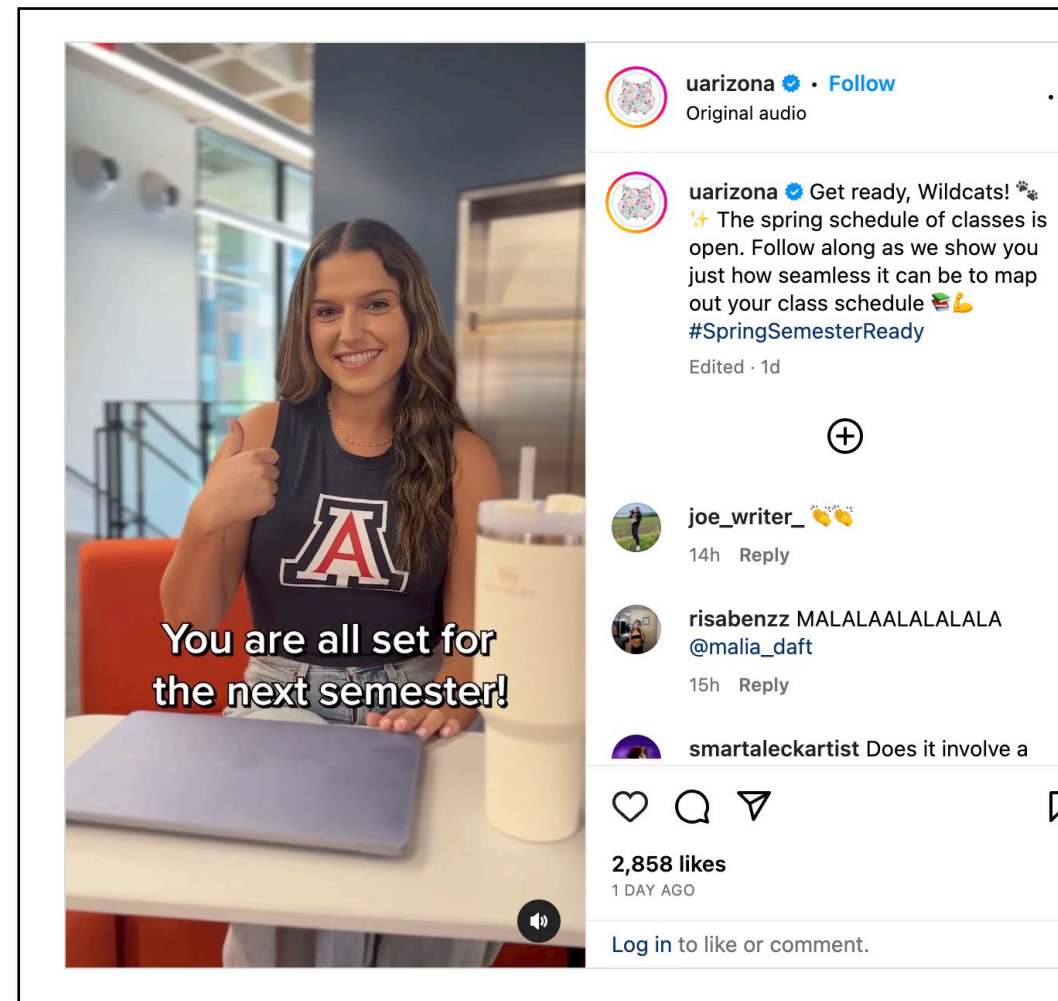
Realigned Priority Registration Groups		
Date	Undergraduate	Graduate & Professional
Thursday, November 2, 2023	Honors Seniors and Juniors, Athletes, Military Affiliated, ROTC, Fostering Success	Athletes, Military Affiliated, ROTC, Fostering Success
Monday, November 6, 2023	Seniors, Honors First-Years and Sophomores, Accelerated Pathway to Medical Education, Post Baccalaureate Education Certificate	Graduate, Pharmacy, Law JD 3rd Year
Thursday, November 9, 2023	Juniors, National Student Exchange	Law JD 1st Year, Law JD 2nd Year
Monday, November 13, 2023	Sophomores	Law Doctoral, Law Masters
Thursday, November 16, 2023	First-Years	Law Non-Degree Seeking
Monday, November 20, 2023	Non-Degree Seeking	



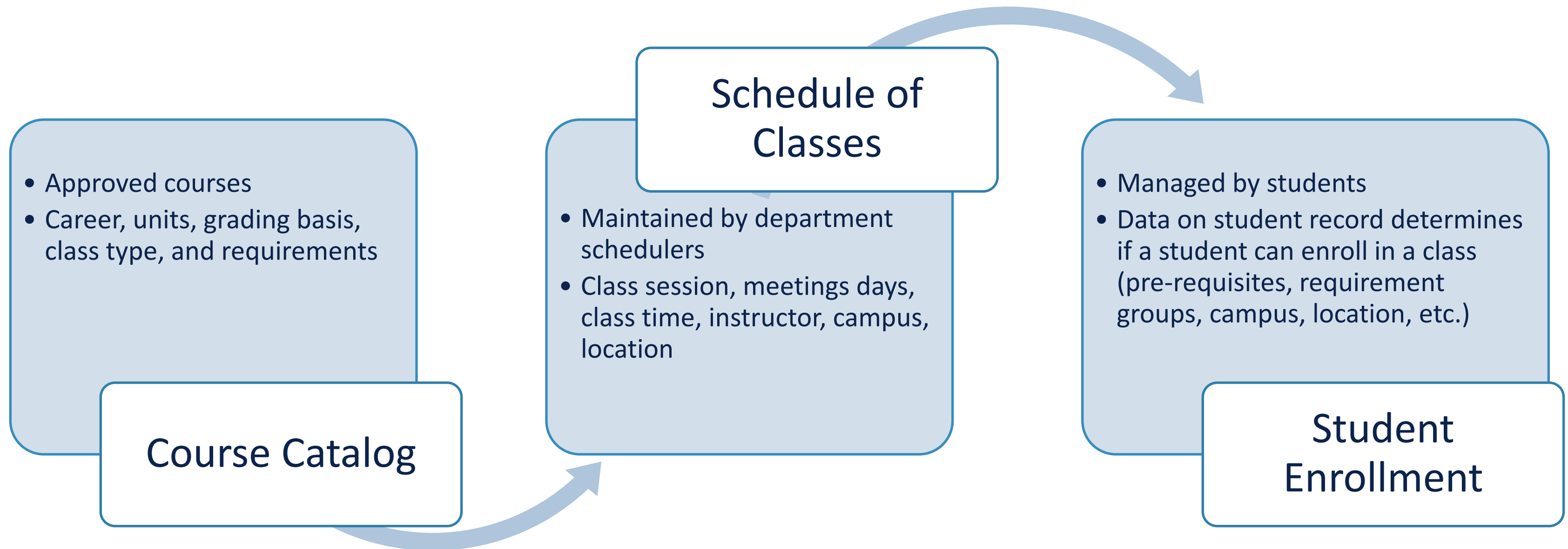
New This Enrollment Season

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



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

WE ARE HERE



Keeping Students Informed

Office of the Registrar Student Communications

“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!

Preparing for The Enrollment Season – October 17, 2023

 Office of the Registrar

Dear Alex,

Registration, also called enrollment, for classes in the winter 2023 and spring 2024 terms begins soon. The [Schedule of Classes](#) and your [Shopping Cart](#) are available online beginning Sunday, October 1, 2023.

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

The **Shopping Cart** will help you to:

- **Plan Ahead.** Choose and place classes in your Shopping Cart – before your **enrollment appointment** – to make the day of registration easier and less stressful because you have pre-selected classes to choose from.
- **Check enrollment eligibility.** Once a class is added to your Shopping Cart, you can see if you meet the enrollment requirements for that class. If you do not, you'll have time to determine the issue, or seek advice from your **academic advisor**.
- **Be prepared.** Have alternative classes chosen and placed in your Shopping Cart in case your first-choice classes are not available.

Later in October you will receive an email with additional information about class registration, including when your **enrollment appointment** will be available in UAccess. The enrollment appointment will tell you the exact date and time that you will be eligible to self-enroll in classes in [UAccess Student Center](#). Visit the [Dates and Deadlines Calendar](#) for more information on the upcoming registration schedule.

If you are **transferring credits** from another college or university, check your list of Transfer Credits to ensure all credits are included, or if you need to **order and submit transcripts**. Because it can take up to two weeks to **evaluate transfer credits**, transcripts must be submitted and received by **Monday, October 9** for the credits to be considered when assigning your enrollment appointment. Once enrollment appointments are assigned, they will not be changed.

Don't delay in contacting your **academic advisor**! Your academic advisor is a resource to support you in selecting classes, understanding the requirements for your degree, and helping you connect with campus resources. Visit our [How to Register](#) website for more information, including tutorials, on the class registration process.

Best wishes as you continue your educational journey at The University of Arizona!

Bear Down,
Alex Underwood
University Registrar



Office of the Registrar

Keeping Students Informed


Office of the Registrar Student Communications

“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



Office of the Registrar

Dear Alex,

I hope you have taken the time to review the [Schedule of Classes](#) for the winter 2023 and spring 2024 terms and have used your [Shopping Cart](#) to plan your next set of classes.



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

You have been assigned an enrollment appointment; however, you have one or more holds on your account that need your immediate attention.

Clear Your Account Holds
To review your hold(s) and find information on how to resolve it, go to the home page of the [UAccess Student Center](#). Once your holds are cleared, you can start enrolling in your classes for the next term according to your enrollment appointment date. Remember, you can still plan your schedule in your shopping cart while the hold is being resolved.

Review Your Enrollment Appointment!
Go to [UAccess Student Center](#) to see your [enrollment appointment](#)—which is the first date when you can officially enroll in your classes. Your enrollment appointment is determined by your academic program, earned credits, and any additional priority groups you may be in. It is important to enroll as soon as your enrollment appointment opens, but you will continue to be able to modify your schedule after this date, according to the term [deadlines](#).

How to Register
Your [academic advisor](#) is a resource to support you in selecting classes, understanding the requirements for your degree, and helping you connect with campus resources. Visit our [How to Register](#) webpage for more information, including tutorials, on the class registration process.

Students utilizing military benefits should visit the [Military-Connected Benefits & Certifications webpage](#) prior to submitting their spring 2024 benefit requests.

Interested in Winter Session?
All students interested in taking [winter session](#) classes can register for the winter 2023 term beginning on **Thursday, November 2, at 12 a.m.** Arizona time.

Each term, planning for and choosing your upcoming set of classes is an exciting time. Enjoy this next step towards earning your degree at the University of Arizona.

Bear Down,
Alex Underwood
University Registrar



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](#)**

The screenshot displays the UAccess Student Center dashboard for Summer 2020. The top navigation bar includes links for 'Get started', 'Manage Personal Information', 'Class Search', and 'Grades'. A notification banner indicates 'Summer 2020 Enrollment Open: [Enroll Now](#)'. The main content area is divided into several sections: 'Holds' (with a red arrow pointing to it), 'Summer 2020 Schedule' (showing 'ART 150B2-101 LEC (12565)' as an online course with 'Academic Deadlines' and a 'View Full Schedule' link), 'Account Summary' (displaying a past due balance of \$1,136.00 and a future due balance of \$0.00), and 'Notices' (with a red arrow pointing to it, listing 'Information Release On File', 'Student Authorization', and 'UAlerts Registration').



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.
 - These class sections are set to **Class Status: Tentative**
 - 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.

The screenshot shows the UAccess Student Center interface for Class Search. At the top, there is a navigation bar with the UAccess logo and 'STUDENT CENTER' text. To the right, there is a 'STUDENT ID:' field and a 'SIGN OUT' button. Below the navigation bar, there are several menu items: PERSONAL, ENROLLMENT, ADVISING, ACADEMIC RECORD, FINANCIAL AID, and BURSAR ACCOUNT. The main heading is 'Class Search' with the subtitle 'Find classes to add to your shopping cart'. The search form includes several filters: Term (Spring 2024), Session (Regular Academic Session), Subject, Search Type (contains), Catalog Number (e.g. 101), Course Keyword, Campus (ANY), and Location. There is a 'Show Open Classes Only' toggle switch and a red-bordered 'Advanced Filters >' button. At the bottom right, there are 'CLEAR' and 'SEARCH' buttons.



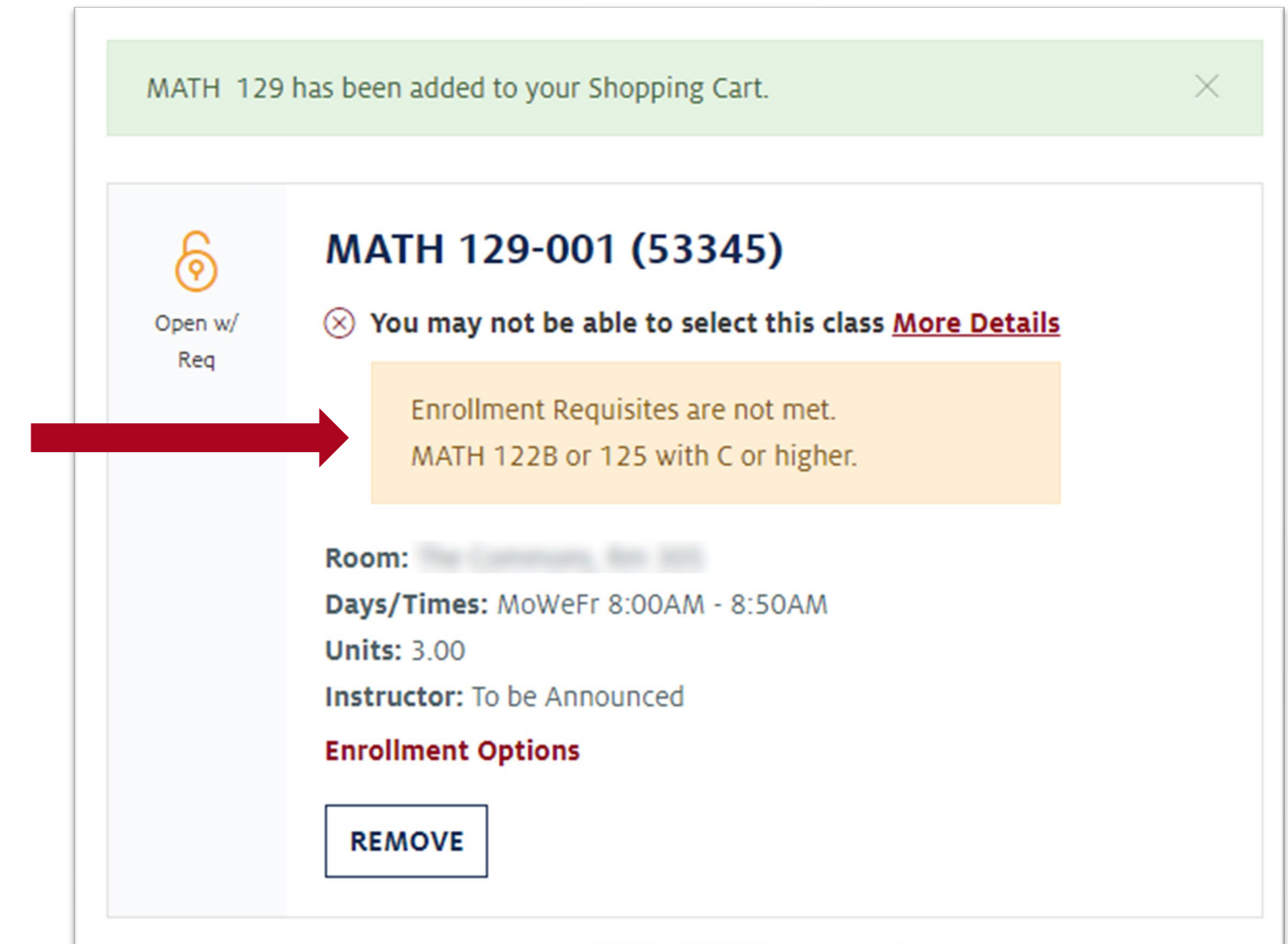
Requirement Groups

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.*



MATH 129 has been added to your Shopping Cart. ✕

 **MATH 129-001 (53345)**

✕ You may not be able to select this class [More Details](#)

Enrollment Requisites are not met.
MATH 122B or 125 with C or higher.

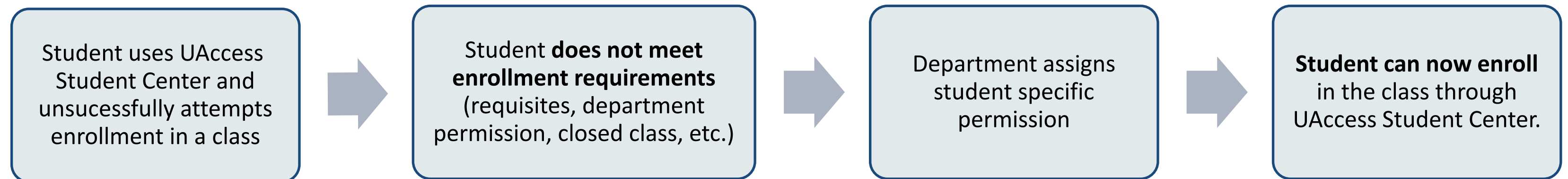
Room: The Commons, Rm 205
Days/Times: MoWeFr 8:00AM - 8:50AM
Units: 3.00
Instructor: To be Announced

Enrollment Options

REMOVE

Student-Specific Permissions

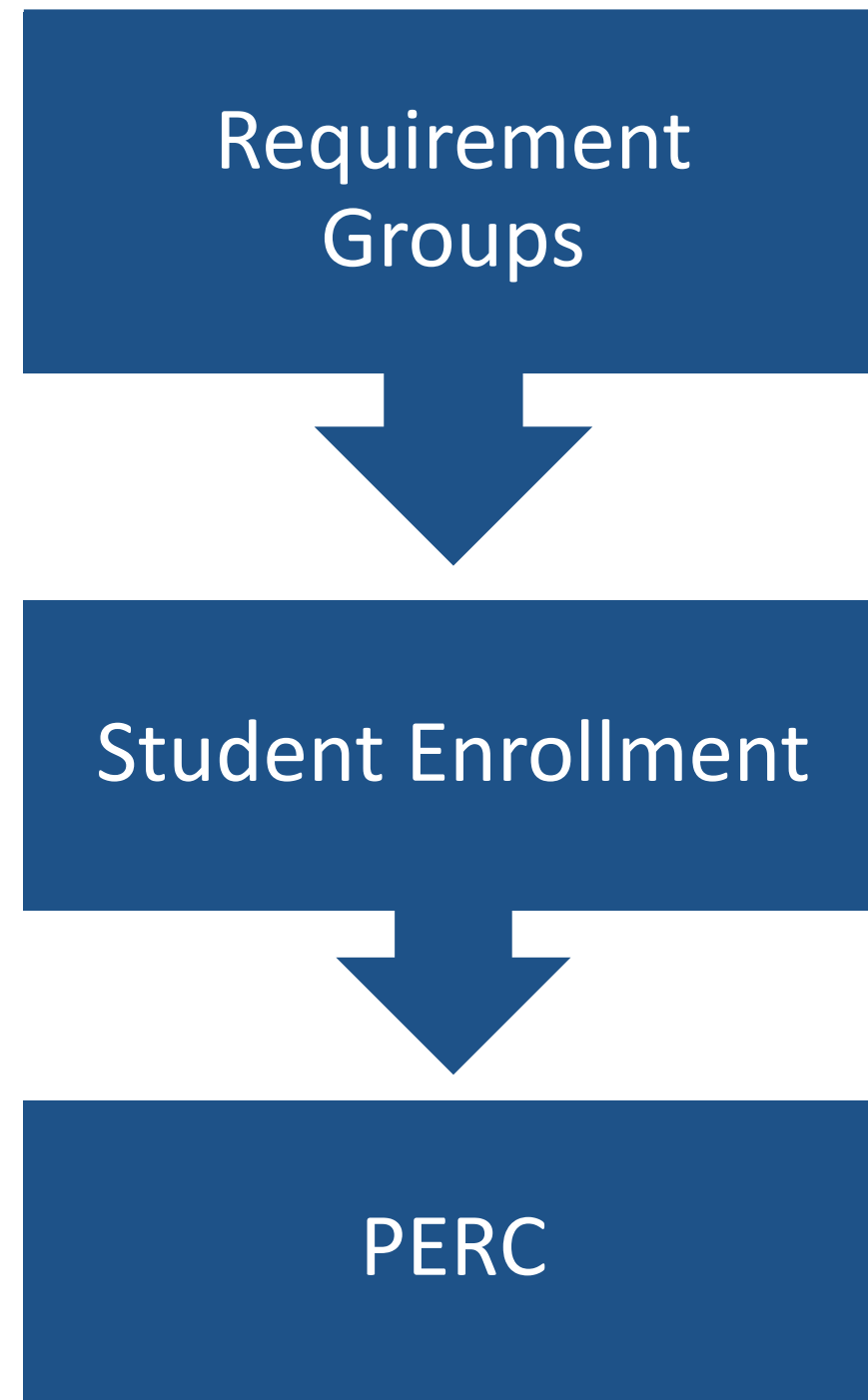
Student-Specific Permissions allow for a department to assign permissions to students for a class(es). Students are then able to enroll in the class(es) through self-service.



**It is preferable to assign student-specific permissions and to direct the student to register themselves 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!

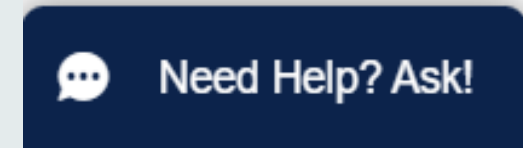
Enrollment Resources

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



Questions?



**Please
join us!**



**Register to join
the open forum**

**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