

From Catalog Approval to Degree Completion



Office of the Registrar

Introductions



Amanda Gluski
Associate Registrar
Graduation, Records &
Certifications



Maggie Ramirez
Associate Registrar
Registration, Residency &
Transcripts



Abbie Sorg
Assistant Registrar
Academic Catalog & Policy



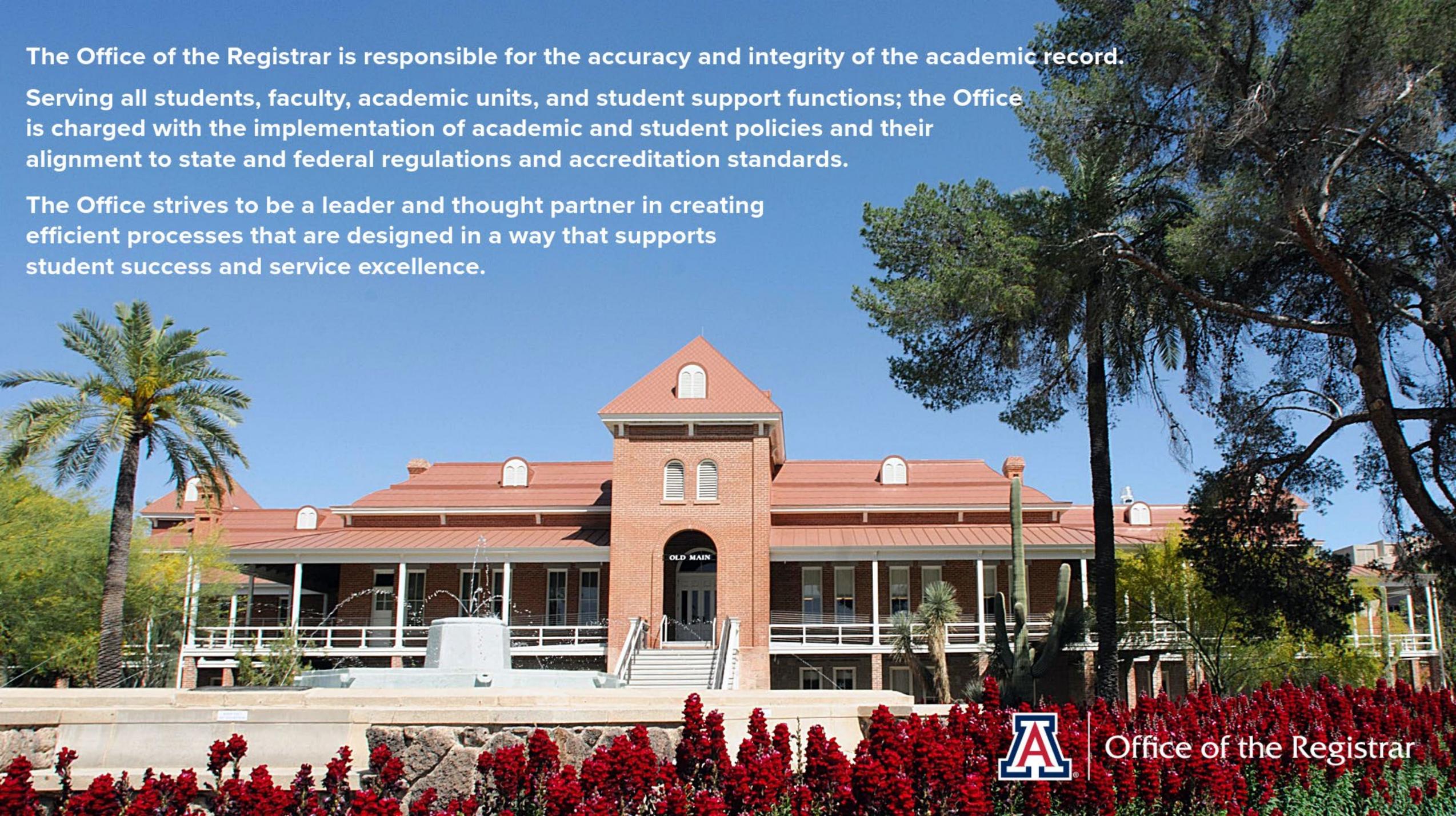
Jaclyn Pryor
Assistant Registrar
Room & Course Scheduling



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

Today's session will provide an overview of how catalog requirements, course set up and class scheduling work together to connect toward degree completion

We will explore how the set up choices made by staff & faculty create academic pathways and ultimately impact students' enrollment choices

By understanding how these elements align, we can better support students, reduce barriers, and promote timely, successful degree completion – success for every student!





Topics

Degree Requirements

Course Catalog

Aligning the Schedule of Classes

The Enrollment Lifecycle

Degree Completion

Questions





Degree Requirements

Overview

- The university has degree requirements to ensure a high standard of academic preparation for our graduates
- Degree requirements are published in the catalog for all degrees across all careers (undergraduate, graduate, etc.)
- Students are responsible for understanding the requirements to complete their degree(s).



Degree Requirements

Undergraduate & Graduate Requirements

View Advising Report

The University of Arizona | Undergraduate

This report last generated on 02/03/2026 9:01AM

Collapse All Expand All View Report as PDF

Taken In Progress Planned

Undergraduate Graduation Requirements (RG511)

All course work and requirements for this degree must be completed prior to the date the degree is awarded. The University of Arizona requirements to follow in this audit are required for graduation and awarding of the degree.

Curriculum:

1. The University of Arizona and the Arizona Board of Regents have sole discretion over all curricula changes.
2. Courses, programs & requirements may be suspended, deleted, restricted, or changed in any manner, at any time.
3. Students must remain currently informed about all policies & other info that bears on completing a degree.

Required Units:
Additional units will be required to complete this degree if a student:
A) is admitted to the UA with deficiencies;
B) changes their academic plan(s);
C) fails to meet minimum course/plan requirements;
D) ineffectively plans or fails to execute a course of study that leads directly to degree completion; or
E) is a candidate for multiple bachelor's degrees. Students must earn a minimum of 18 unique units of University Credit per degree, in addition to meeting all requirements for each degree.

Undergraduate Requirements (R2903)

The following requirements must be met for graduation.

Units Required and Cumulative GPA (R2903/L10)

120 units are required at a 2.0 GPA. View the pdf report grid for units earned toward this degree and cumulative GPA.

Completing a second bachelor's degree at the University of Arizona requires a minimum of 18 unique units of University Credit per degree, in addition to meeting all requirements for each degree.

Upper Division Units (R538/L40)

An advisement report shows what degree requirements a student has completed and what is still needed.



Plan of Study 1 of 1

Plan of Study - Coursework for Major

Select Faculty Advisor(s) for Major ?

Select Advisor Advisor Name Advisor Type

Select Advisor Faculty Advisor

Student Directions

Select courses below to add to your Plan of Study. Adding a course to your Plan of Study does NOT enroll you in that course. To enroll, go to Student Center in UAccess or contact your departmental graduate coordinator. Please be sure to include DNP Project/doctoral final project units on your Plan of Study. For more information see <https://grad.arizona.edu/gsas/degree-requirements/doctor-philosophy#plan-of-study>.

Get Enrollments Get Transfer Get Future Courses

Coursework for Major

Plan of Study

Approval Status Approved

The Plan of Study is an agreement among you, your department, and the Graduate College specifying which courses you will count toward the requirements of your degree. Your plan identifies (1) courses you want to transfer from other institutions; (2) courses already completed at The University of Arizona which you want to apply toward your graduate degree; and (3) future course work you plan to take to fulfill degree requirements. Your Plan of Study will be routed to your advisor and your department. A doctoral student declaring a minor will also have the Plan of Study routed to their minor advisor and the department for approval.

Bio Demo Data

Name ID

UA Email

Telephone

Address

Program Data

Acad Career	Graduate	Major	Doctor of Nursing Practice in Nursing
Acad Prog	GDEG Graduate Degree Seeking	Degree	DNP
Admit Term	2254 Fall 2025	Subplan	Psyc Mental Health Nurse Prac
Exp Grad Term	2284 Fall 2028		

A plan of study outlines the specific courses a student intends to take to complete their degree requirements.



Policy

Program Requirement Policies

A

- Academic Advisement Reports
- Academic Eligibility, Undergraduate
- Academic Petitions
- Academic Progress to Maintain Scholarships & Financial Aid
- Academic Renewal for Graduate Students
- Academic Renewal for Undergraduate Students
- Academic Standing, Progress & Probation, Graduate
- Accelerated Master's Program (AMP)
- Acceptability of Graduate Transfer Credit
- Admission Requirements, Graduate
- Admission Requirements, Undergraduate
- Advanced Placement (AP) Program
- Audit

B

- Bachelor's Degree Requirements, Multiple Majors & Degrees

C

- Cambridge International Examination (CIE) Program
- Certificates, Graduate
- Certificates, Undergraduate
- Change of Campus
- Change of Grade

This policy was updated effective for students entering the University in Spring 2025 and after. For students that entered the University prior to Spring 2025, please refer to [Bachelor's Degree Candidacy & Related Information](#) in the 2023-2024 University Catalog.

Bachelor's Degree Requirements, Multiple Majors & Degrees

Completion of Degree Requirements

The Bachelor's degree requires a minimum of 120 units **and** the completion of all major, minor, and General Education requirements.

All degree requirements must be completed by the last day of final exams of the term in which the degree is to be awarded.

Multiple Majors and Degrees

Students wishing to complete more than one baccalaureate program may choose to do so by declaring multiple majors or earning multiple degrees. The timing of completion and the degree type associated with each program determine the specific degree conferral requirements as well as whether a student's programs are awarded as a single degree or multiple degrees. Students may apply for a second degree only if the major differs from the first.

MULTIPLE MAJOR/ DEGREE TYPE	TIMING	DEGREE CONFERRED	REQUIREMENTS
Sequential Degrees	Degrees have different conferral dates	Two or more majors leading to one or more Bachelor's degree type	<ul style="list-style-type: none">Minimum 120 units totalMinimum 18 units of unique University Credit for each degreeCompletion of all major, minor and General Education requirements for each degreeA required minor in the 2nd degree may be satisfied by the 1st degree with program approval
Concurrent Degrees	Degrees have same conferral date	Two or more majors leading to two or more Bachelor's degree types	<ul style="list-style-type: none">Minimum 120 units totalMinimum 18 units of unique University Credit for each degreeCompletion of all major, minor and General Education requirements for each degree2nd degree may replace a required minor with program approval
Multiple Majors	Majors have same conferral date for a single degree	Two or more majors leading to a single Bachelor's degree type	<ul style="list-style-type: none">Minimum 120 unitsMinimum 18 units of University Credit for each majorCompletion of all major, minor and General Education requirements for each major2nd major may replace a required minor with program approvalDegree is conferred by the college of the student's primary major

Bachelor's Degree Requirements Policy

- 120 units minimum

Undergraduate Minor Policy

- 18 units minimum

Undergraduate Certificate Policy

- 12 units minimum (6 units upper division)
- No more than 50% of units can be used to satisfy a requirement for another certificate or degree





Course Catalog

Overview

- **Academic policies** define the standards that all academic offerings must follow, ensuring a consistent educational experience for students.
 - Policy is approved through shared governance, with input from faculty, staff, and students.
- **Course setup** is decided by the academic department, and defines what is possible in the schedule of classes.
 - Course setup must follow policy and requires approval; changes to course setup must be complete *before the term's schedule of classes is published*
 - Curricular Affairs sets course approval deadlines



Course Catalog

Catalog Numbers & Crosslisting

- **Catalog numbers** represent the level of the coursework and may indicate which students can enroll.
- **Crosslistings** indicate course content overlap between multiple disciplines.
 - Students can use multiple subjects to satisfy program requirements.
 - Crosslistings have benefits and drawbacks; departments should decide carefully when crosslisting is the best choice.

The screenshot shows the University of Arizona Course Catalog page for MIC419 - Immunology. The page header includes the University of Arizona logo and the word "Catalog". The breadcrumb trail is Home > Courses > MIC419 - Immunology. The course title "MIC419" is prominently displayed, with a "Download as PDF" link to the right. Below the title, the course is identified as "MIC419 - Immunology" and categorized under "Animal & Biomedical Sciences", "Undergraduate", and "UA - UA General". A "General" section is present, followed by a "Course Description" which states: "Basic concepts of immunity. Molecular and cellular composition of the immune system and immune processes that are responsible for defense against pathogens and tumors, and for allergic and autoimmune reactions. Honors section convened with V SC 519." Below the description, there are two sections: "Cross Listed Courses" which lists "ACBS419", and "May be convened with" which lists "MIC519".

Policy: Course Numbering System

- **100-400 level:** all undergraduate students; level typically corresponds to the student's year.
- **500 level:** graduate students and well-qualified undergraduates (see [Graduate Credit for Seniors](#)).
- **600+ level:** graduate and professional students.



Course Catalog

Credit Hours / Units

- Most courses are approved for a set number of units (i.e. 3 units only)
- Courses with **variable content** (Special Topics, Independent Study, etc) may be approved for a range of units
 - Min and max in the catalog define absolute limits for each student enrollment.
 - Sections of variable-unit courses may be scheduled for any set units or range of units within the catalog's approved range.

The screenshot shows the University of Arizona Catalog page for CSC496. The page includes a search bar, navigation links (Home, Programs, Courses, Policies, Resources), and a breadcrumb trail: Home > Courses > CSC496 - Special Topics in Computer Science Seminar. The course title is **CSC496** with a 'Download as PDF' link. Below the title is the course description: 'CSC496 - Special Topics in Computer Science Seminar' and 'Computer Science • Undergraduate • UA - UA General'. A 'General' section contains a 'Course Description' and a table with unit limits. The table has two columns: 'Min Units' (1) and 'Max Units' (3). Below the table, it states 'Repeatable for Credit: Yes' and 'Total Completions Allowed: 2' and 'Total Units Allowed: 6'.

Min Units	Max Units
1	3

Repeatable for Credit Yes	Total Completions Allowed 2	Total Units Allowed 6
-------------------------------------	---------------------------------------	---------------------------------

Policy: Credit Definitions

- 45 hours of work per unit for all courses.
- The amount of in-class contact time vs homework time depends on course type/component.



Course Catalog

Course Types / Components

- If **Required** in the catalog:
 - the component must be scheduled when the class is offered. Students must enroll in the component to complete the course.
- If **Optional** in the catalog:
 - the department may choose whether to schedule the component for any given offering.
 - if scheduled, the component is required for that offering. Students must enroll in the component for that class.

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Search ...

Catalog

Home Programs Courses Policies Resources

Home > Courses > LING150A1 - Language in the World

LING150A1 [Download as PDF](#)

LING150A1 - Language in the World

[Linguistics](#) • Undergraduate • UA - UA General

Component	Optional Component
Discussion	Yes
Lecture	No

Policy: Course Types & Components

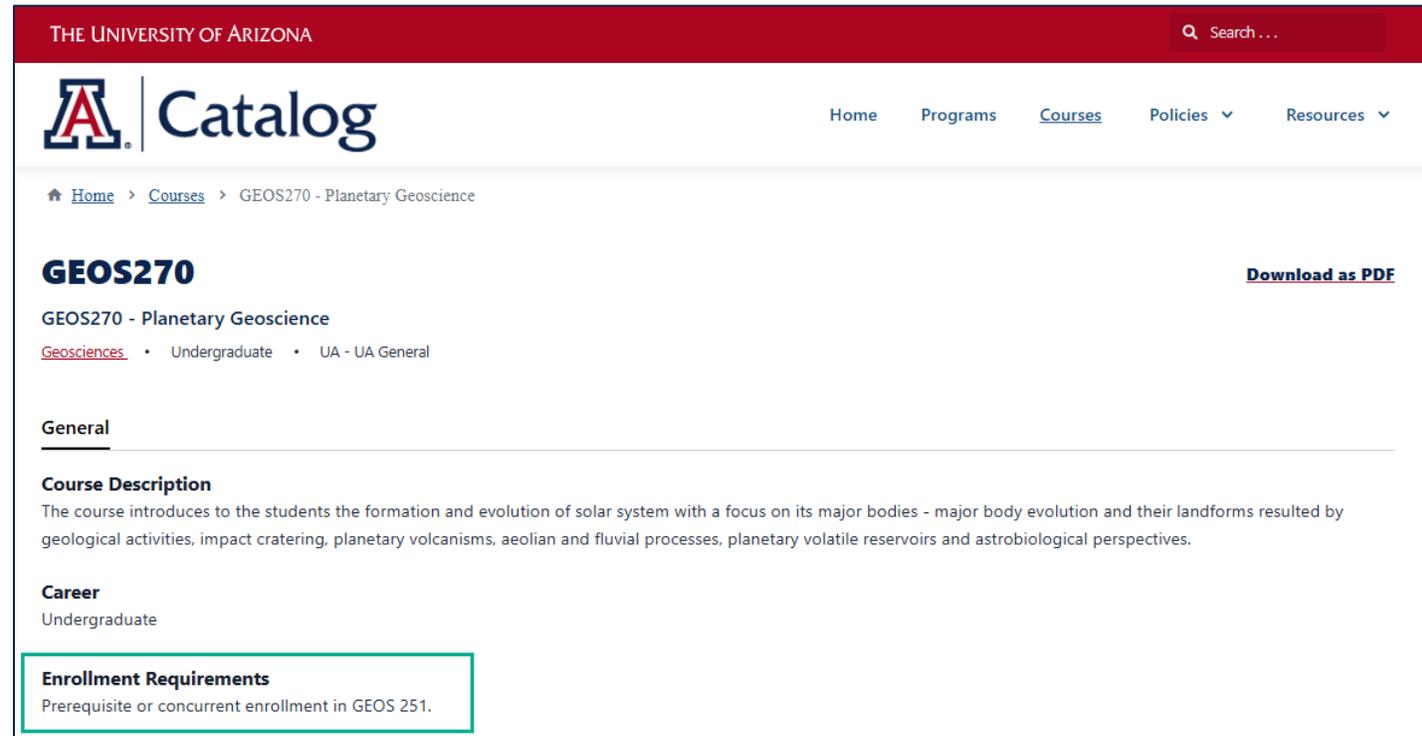
- Instructional methods/formats are set for each course in the catalog.
- Required contact time & homework time for each course type is defined in the [Credit Definitions](#) policy.
- Modalities/delivery methods (i.e. in-person, hybrid, or online) can vary based on scheduling needs for each term and class.



Course Catalog

Prerequisites

- **Catalog prerequisites** are always in effect, for every class in every term.
- **Additional prerequisites** may be used for individual classes in the schedule of classes
 - these do not replace or override the course's catalog prerequisites.



The screenshot shows the University of Arizona Course Catalog page for GEOS270 - Planetary Geoscience. The page features a red header with the university name and a search bar. The main content area includes the course title, a 'Download as PDF' link, and sections for 'General', 'Course Description', 'Career', and 'Enrollment Requirements'. The 'Enrollment Requirements' section is highlighted with a green border and states: 'Prerequisite or concurrent enrollment in GEOS 251.'

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Search ...

 Catalog

Home Programs Courses Policies Resources

Home > Courses > GEOS270 - Planetary Geoscience

GEOS270 [Download as PDF](#)

GEOS270 - Planetary Geoscience

[Geosciences](#) • Undergraduate • UA - UA General

General

Course Description

The course introduces to the students the formation and evolution of solar system with a focus on its major bodies - major body evolution and their landforms resulted by geological activities, impact cratering, planetary volcanisms, aeolian and fluvial processes, planetary volatile reservoirs and astrobiological perspectives.

Career

Undergraduate

Enrollment Requirements

Prerequisite or concurrent enrollment in GEOS 251.



Course Catalog

Grading Basis

Grading Basis in the catalog defines the type of grades students may be awarded.

- **Regular grading:** all students earn ABCDE type grades.
- **SPF grading:** all students earn S, P or F grades.
- **Student Option (Elective Pass/Fail):** by default, students earn ABCDE type grades. Individual students may choose to enroll for P/F grades.

The screenshot shows the University of Arizona Course Catalog page for CHEE432. The page header includes the university name and a search bar. The main content area features the course title 'CHEE432' and a 'Download as PDF' link. Below the title is the course description: 'CHEE432 - Organic Electronic Materials and Devices'. The description is categorized under 'Chemical & Environmental Engr.' and 'Undergraduate'. A 'Course Description' section follows, detailing the course content. A 'Grading Basis' section is highlighted with a green box, showing 'OPT - Student Option'. The 'Career' section indicates 'Undergraduate'.

Policy: Grades & the Grading System

- Grade options and effects on GPA depend on career level, course type, and other variables.
- Undergraduate students may use Pass/Fail Option for up to 12 courses; these courses cannot be used for major, minor, or General Education requirements.



Course Catalog

Repeatability

- Courses that have different content for each term, instructor, or student may be approved as **Repeatable for Credit**.
 - Limits on total completions or total earned units are set for each repeatable course.
- If a course is **not** approved as Repeatable for Credit, students that take the course multiple times will only earn credit for a single completion – *this is true for all careers*.

THE UNIVERSITY OF ARIZONA Search ...

A | Catalog Home Programs Courses Policies Resources

Home > Courses > TAR391 - Preceptorship

TAR391 [Download as PDF](#)

TAR391 - Preceptorship
[Theatre, Film & Television Sch.](#) • Undergraduate • UA - UA General

Min Units 2	Max Units 2
Repeatable for Credit Yes	
Total Completions Allowed 2	Total Units Allowed 4

Policy: Repeating a Course & Grading for Repeated Courses

- For courses not repeatable for credit, the highest grade of 3 attempts of the same course is automatically used for undergraduate GPA.
- GRO available for students in Graduate (1 course) and Law (3 courses) careers – students apply for the repeated grade to be counted toward their GPA rather than the original grade.





Schedule of Classes

Why this is Important

- The **RCS team's** purpose is to:
 - Provide collaborative, equitable, and efficient scheduling to ensure an accurate, accessible Schedule of Classes and optimal use of Centrally Scheduled Classrooms in support of student success and university goals.
- Manage and assign Centrally Scheduled Classrooms using best practices:
 - optimizing classroom utilization rates
 - standard meeting patterns
 - consisted enrollment experience for students

Schedule of Classes

Compliance with the Catalog

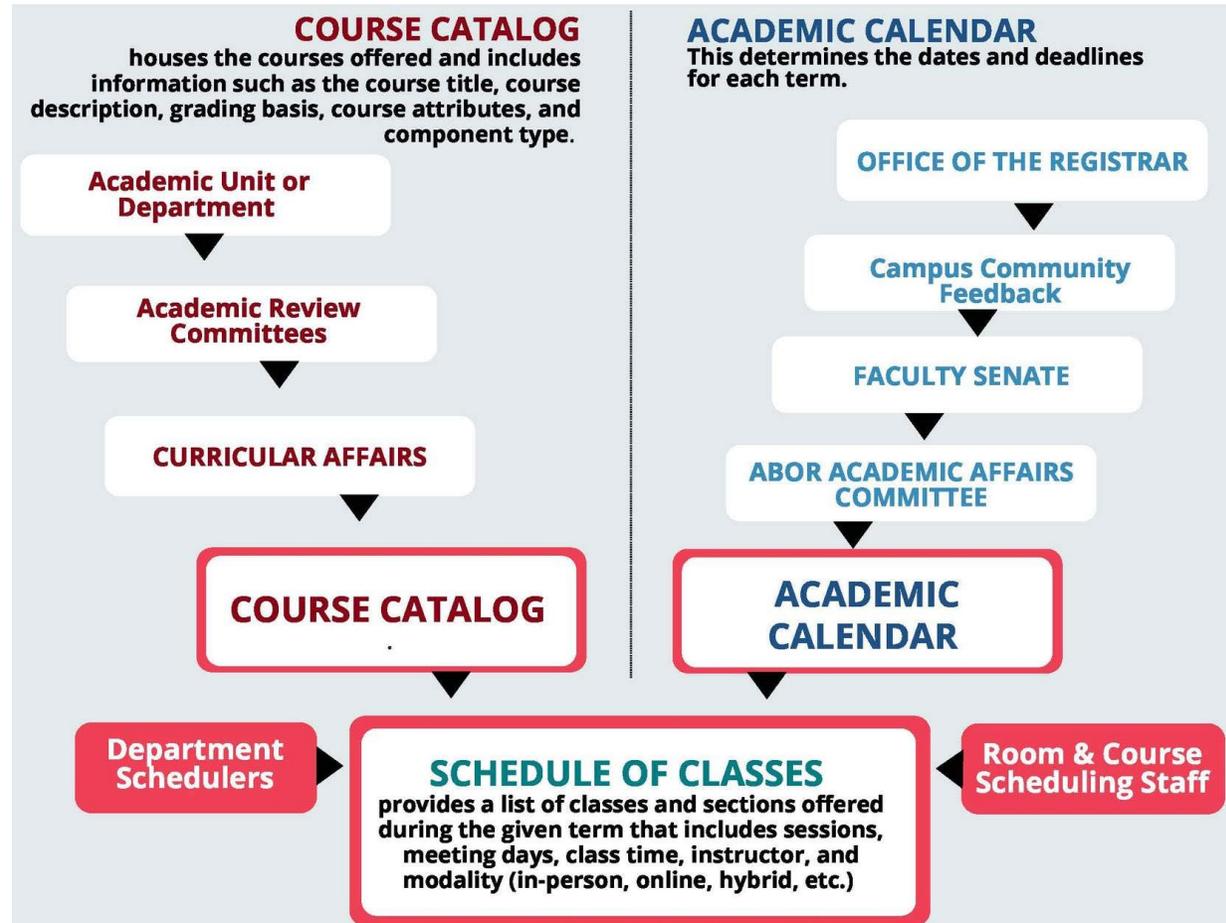
- The **Schedule of Classes** is built from the approved structure and set-up of an active course published in the **Course Catalog**.
- The Schedule of Classes is maintained each term by department schedulers and provides a list of class sections offered for each course during a given a term.

- The course details outlined in the **Catalog directly impact class section set-up** including:
 - Title and Description
 - Units and Grading Basis
 - Course attributes and prerequisites
 - Course Type or Component (i.e., lecture, discussion, lab, etc.)
 - Offerings
 - Cross listings
 - Secondary Optional
 - Contact Minutes
 - Catalog Requisite



Course Catalog and Academic Calendar

The Influencing Factors of Creating the Schedule of Classes



Schedule of Classes

Best Practices for Scheduling Classes

- Accurate class setup supports student expectations.
 - Complete class setup supports student-centered workflow routing (grading, schedule changes, petitions).
- Maximize use of Centrally Scheduled Classrooms (CSC):
 - Peak hours distribution
 - 35/35/30 spread of class section offerings across MWF/TUTH
 - Standard meeting pattern alignment
 - Historical enrollment-based requests
- Additional Set-up Enrollment Considerations:
 - Grading Basis: Optional grading basis selection for students.
 - Variable Units: All students taking the same units (contact RCS to set section-level units by term)

Annual Class Scheduling Cycle			
Term	Open Scheduling	Special Requests	Schedule Publishes
Spring	May-July 31	July 1	October 1
Fall	October-January 15	December 1	March 1

Special Requests Include: [Collaborative Learning Spaces](#), [Common Final Exams](#), and [Priority Scheduling](#)





Schedule of Classes

Room & Course Scheduling Resources

RCS Dates and Deadlines

- Published each scheduling cycle to keep departments informed of dates and actions.

Open Scheduling Webinar

- Opportunity for departments to learn about changes in Class Scheduling practices.
- Coming Soon: Winter 2026 & Spring 2027 Open Scheduling Kickoff

RCS News

- Monthly newsletter that shares timely updates and call to action in support of publishing the schedule of classes.

RCS Office Hours

- Opportunity for 1-1 guidance and support for managing the Schedule of Classes.



Common Scheduling Misalignments

Managing Class Sections Inconsistent From Catalog

- **Course Type / Component**
 - Using instruction modes or meeting patterns inconsistent with the approved component
 - Shifting meeting patterns instead of adding a secondary component
 - Requesting academic events for required meeting patterns
- **Course Units**
 - Meeting patterns that exceed or fall short of required contact minutes
 - Variable units misaligned with repeatability limits
- **Course Numbering**
 - Requesting unapproved co-convened pairings
 - Removing approved cross-list combinations
 - Double-booking sections with different subjects or catalog numbers
- **Grading Basis**
 - Requesting section-level grading basis changes inconsistent with the Catalog

Why this Matters

Using the Schedule of Classes to manage course structure creates long-term negative enrollment and degree attainment impacts for students, including transcripts that do not accurately reflect their learning experience.

Have questions on course modifications, adds, and inactivation? Contact **Curricular Affairs**.



Enrollment

Registration Options and Grading

- **Elective Pass/Fail**
 - Departments choose at the catalog level which courses allow the Pass/Fail option.
 - Students select Pass/Fail grading at the time of enrollment and may change it until the posted deadline specified on [Dates and Deadlines](#)
 - Usage limits apply. Undergraduate P/F courses cannot count toward Gen Ed, major, minor, or other curriculum requirements.
- **Audit**
 - Allows students to attend a course without earning credit.
 - Any course may be audited with instructor approval.
 - Students must submit a [Change of Schedule form](#) to switch to audit.
 - Audit units do not count toward [full-time status](#) or [continuous enrollment](#).
- **Grades**
 - Timely grade posting supports correct enrollment, GPA calculations, and other key university processes.
 - Delays can affect students' ability to register for future courses and delay degree conferral.

The screenshot shows a web form titled "Enrollment Options" for the course "SPAN 101 - First Semester Spanish". Under "Enrollment Options", there is a bullet point for "SPAN 101-001 Lecture". The "Grading" section features a dropdown menu currently set to "Graded: Not Included in Stats", with a list of options including "Graded: Not Included in Stats" and "Pass/Fail: Not included Stats". Below this is the "Enrollment Information" section, which includes "Placement (LPR or 1PL = 0-200)." and "SUN# SPA 1101 - Beginning Spanish I". At the bottom right, there are "CANCEL" and "DONE" buttons.



Enrollment

Enabling Student Progress to Degree Completion

- Student centered enrollment depends on:
 - Correct course set-up at the catalog level
 - Following the rules and best practices set by the Room & Course team.
 - Departments and advisors who ensure their students are empowered and enabled to self-enroll using up to date information about major and University requirements, pre and co requisites, and course sequencing decisions.



Catalog to the Class Schedule

How Students Map Courses to Meet Degree Requirements

- The **Schedule of Classes** page allows students to apply filters
 - For example: ANTH 220
- Applying filters automatically narrows the list of available courses
 - The filtered list displays only courses that meet all selected criteria
- Students can also **search for courses** directly inside UAccess Student through their **advisement report**
- Using the **View Course List** link, students can browse current offerings
- Helpful when students want to plan their courses using their advisement report

Class Search

Find classes to add to your shopping cart

Career	Term	Session
Undergraduate	Spring 2026	
Subject	Search Type	Catalog Number
ANTH - Anthropology	contains	200
Course Keyword	Campus	Location
	University of Arizona - Main	

Show Open Classes Only

[Advanced Filters >](#)

Humanist Courses (R16656/L50) ▾

Not Satisfied: Complete 1 course, 3 units total. Transfer students with quarter system credits may satisfy requirement with 1 course and 2.67 units.

0% Complete

Units: 2.67 required, 0.00 taken, 2.67 needed

0% Complete

Courses: 1 required, 0 taken, 1 needed

The following courses may be used to satisfy this requirement: < 1 of 1 >

[VIEW COURSE LIST](#)





Degree Completion

Overview

Degree completion is dependent on the student's enrollment (including any transfer/test items) meeting all degree requirements as posted in the catalog.

It is our job to support students in reaching this goal in an efficient fashion, eliminating as many barriers as possible.

This work across all careers is vital to the university's strategic imperative of **Success for Every Student**



Degree Completion

Best Practices

- Advisors, graduate coordinators and program managers should familiarize themselves with the relevant policies and curriculum so they can assist students in timely enrollment.
- Students should know where to find their degree audit ([ADVIP](#), [GradPath](#) or appropriate document for professional programs) to track their progression.
- Staff & students should familiarize themselves with the university's [Dates & Deadlines](#) when making enrollment decisions each term
- Undergraduate students should familiarize themselves with the [Schedule for Awarding Degrees](#)



Questions?

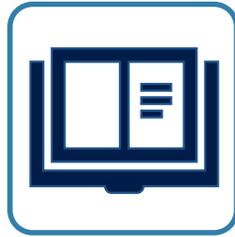


Office of the Registrar

Spring 2026 Open Forums



Scan for our Events
Calendar to register!



March 31, 1-2 p.m.

What Counts as Credit? Exploring Transfer, Exam and Prior Learning Credits

Students earn academic credit in a variety of ways beyond completing U of A classes. This forum explores how transfer credit from domestic and international institutions, general education pathways, exam-based credit, and prior learning experiences may apply toward a student's academic record. Learn how transfer credit is evaluated and the role of accreditation in the review process. The session will also highlight credit awarded through exams, military service, and other approved assessment methods.



April 28, 1-2 p.m.

Ask Us Anything

We invite you to bring your questions to the University Registrar and the Office of the Registrar leadership team. There will be a brief overview of the Office's functions, updates on upcoming initiatives, and an open Q&A session. If you have questions about processes managed by the Office of the Registrar or current projects, this is the forum for you to ask your questions. Gain clarity, provide feedback, and learn more about the Office of the Registrar's scope of work.





Office of the Registrar

Administration Building | Main Floor, Room 210

Phone: 520-621-3113 | Email: reghelp@arizona.edu

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

website: registrar.arizona.edu