

Inside Enrollment: Policies, Set-Up and Registration



Office of the Registrar

Introductions



Alex Underwood
University Registrar &
Associate Dean, Enrollment
Management



Maggie Ramirez
Associate Registrar
Registration, Residency &
Transcripts



Jaclyn Pryor
Associate 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.



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Agenda

- Our Philosophy
- Curriculum, Catalog & Policy Foundations
- Building the Schedule of Classes
- Enrollment Controls & Student Experience
- Real-World Enrollment Scenarios
- Partnering with OTR
- Questions & Discussion

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Our Philosophy



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Our Philosophy

Student Success Starts Before Registration Opens

We believe students should have primary responsibility for managing their academic record, enrollment, and registration. Our systems, policies, and processes should promote student autonomy by providing accessible self-service options, reducing unnecessary administrative barriers, and limiting reliance on staff intervention except for exceptional circumstances.

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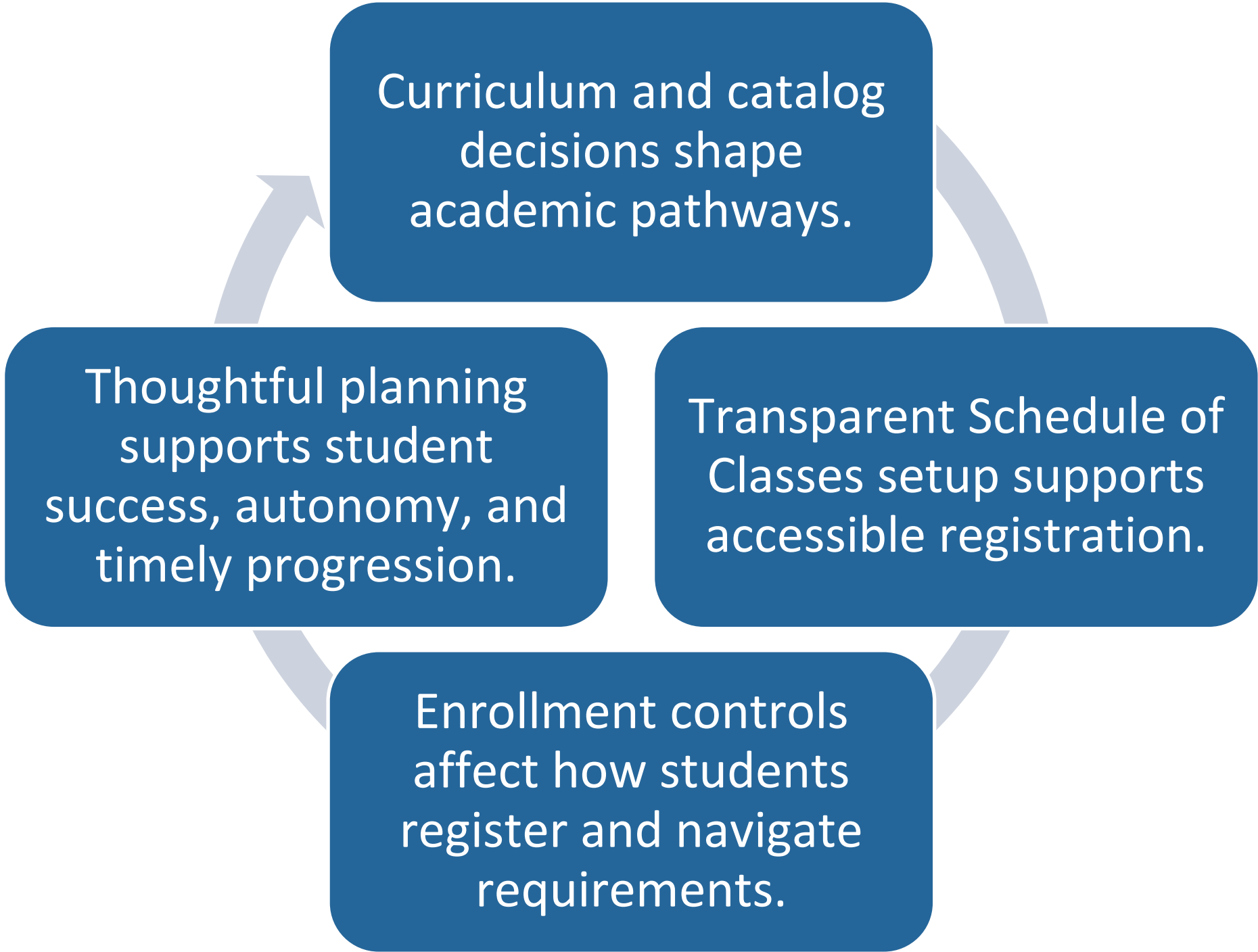
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Philosophy in Action

Centering Students in the Registration Experience



Curriculum, Catalog & Policy Foundations



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Curriculum & Catalog: The Foundation

Where Registration Begins

Curriculum and catalog decisions establish the framework for student enrollment.

- Define degree requirements and academic pathways
- Establish course offerings and attributes
- Determine enrollment requirements
- Guide student progress toward degree completion

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The University Catalog in Action

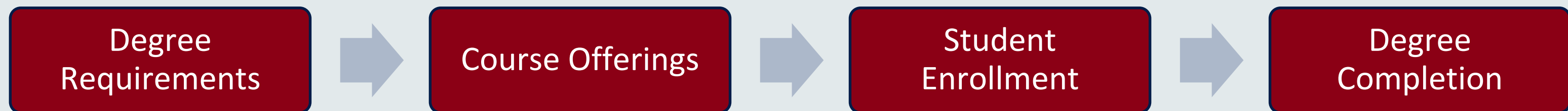
Supporting Student Success Through Accurate Information

Academic Plans and Degree Requirements

- Degree requirements define the coursework required for graduation.
- Advisement reports help students track completed and remaining requirements – including university, college, major, and minor level requirements.
- Alignment between curriculum, scheduling, and enrollment supports degree completion and student success.

Consider the impact on timely degree completion:

- Complex strings of enrollment requirements
- Infrequent offering schedule
- Schedule of classes time conflicts
- Discrepancy between degree requirements and scheduled units or grading basis



How Curriculum Decisions Impact Registration

Connecting Policy to Practice

How the Catalog & Curriculum Affect Registration

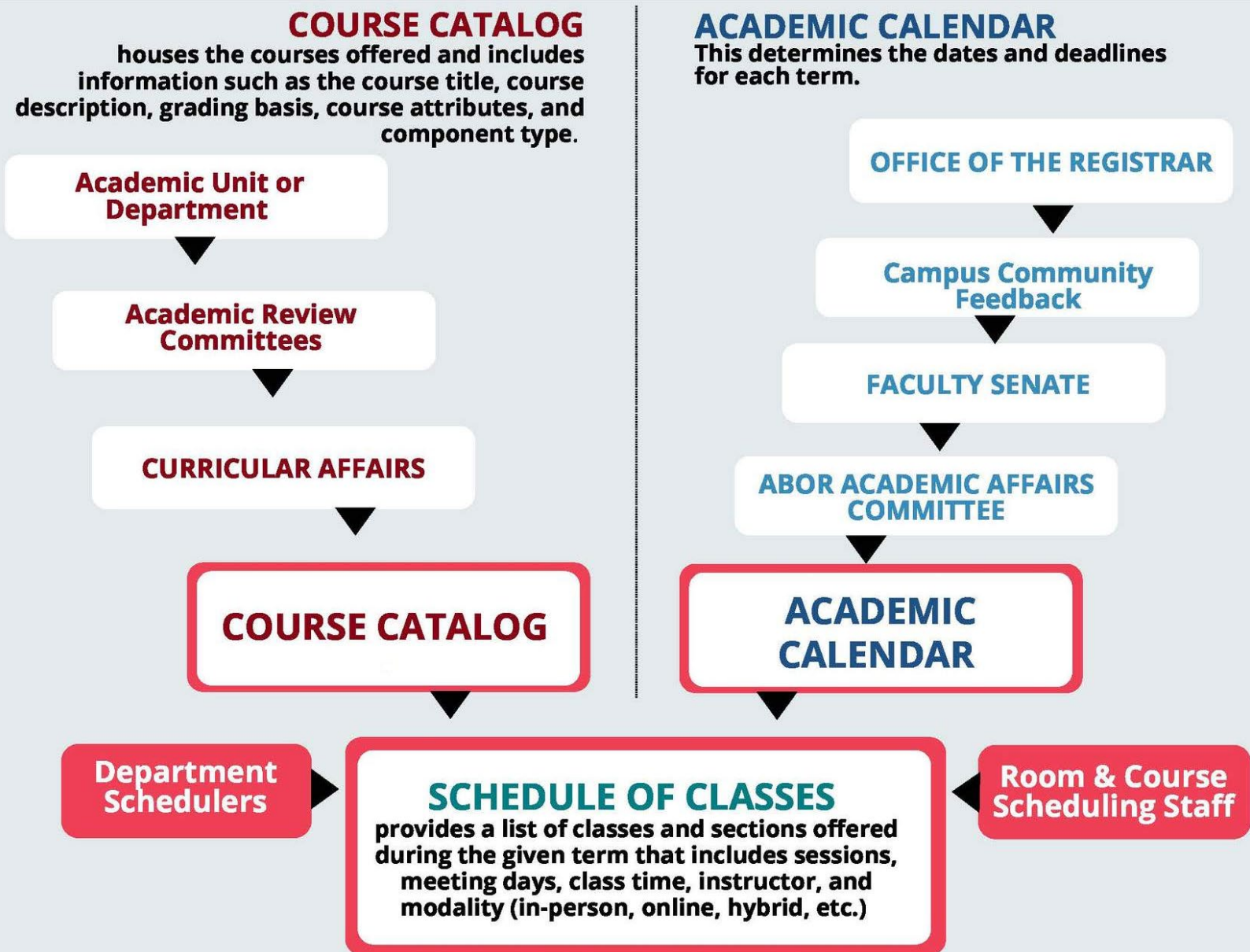
- Academic programs, degree requirements, and course offerings are published in the University Catalog.
- Course setup determines how (and for whom) courses are available.
 - Total units
 - Enrollment requirements
 - Grading basis
 - General Education / Success / Honors course statuses
- Curriculum choices influence course availability, scheduling, and student enrollment pathways.

Course Enrollment Requirements

- Requisites help ensure students have the appropriate preparation before enrolling.
- May include prerequisite/co-requisite courses, placement scores, student year, student group, or academic plan (major/minor).
- Requisites guide student progression and support academic success.

The Path from Curriculum to Registration

Connecting Decisions Across the Lifecycle



Decisions made during curriculum development, academic calendar planning, and class setup ultimately shape the student enrollment experience.

University Catalog

- Academic Program Requirements
- Course Requisites
- Course Attributes

Schedule of Classes

- Class Sections
- Scheduling Choices
- Enrollment Controls

Student Enrollment

- Registration Access
- Self-Service
- Student Experience



Building the Schedule of Classes



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Building the Schedule of Classes

Translating Curriculum into Course Offerings

- Student Centered Scheduling Practices
 - Publishing an accurate Schedule of Classes
 - Accurate class meeting location (facility ID)
 - Transparent student-facing information
 - Informative class notes
- Department Choice within Schedule of Classes
 - Session
 - Instruction Modes
 - Meeting Patterns
 - Enrollment Capacities
 - Campus & Location
 - Variable Units

An accurate and transparent Schedule of Classes informs student expectations at the time of enrollment

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Understanding Enrollment Controls

Rules, Permissions & Access

Schedule of Classes Enrollment Tools

- **Requirement Groups** - when used, enrollment is limited to students meeting established requirements
 - Inherited from the Catalog
 - Assigned at the Class Section level
- **Wait Lists** – when used, support queue creation when sections fill enrollment capacity to offer opportunity for up next enrollment if seats become available
 - Opening and Closing Wait Lists
 - Combined Sections Wait List Management
- **Class Section Combinations** - offering multiple sections of the same course with the same instruction mode in combination
 - Allows for cross campus offerings and enrollment
 - Supports scheduling honors and non-honors sections
- **Join the RCS Newsletter** to learn more about how managing the Schedule of Classes support student enrollment.



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Enrollment Controls & Student Experience



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Student Experience

Building the Foundation for Student Success

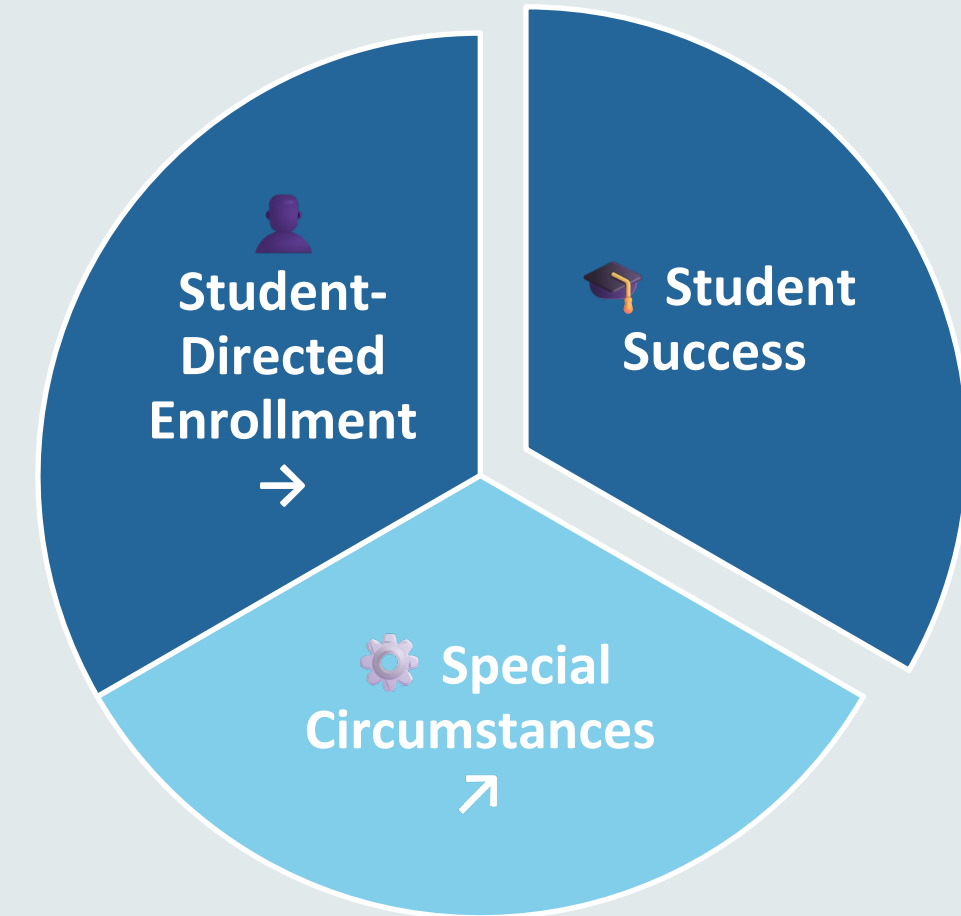
Accurate student records, effective registration processes, and thoughtful system administration work together to support student-directed enrollment and academic success!



Centering Students

Supporting Student Access

- **Tools Supportive of Student Agency**
 - Accurate student records
 - Correct class attributes, requirements, and requisites
 - Student Specific Permissions
- **Other tools for Special Circumstances**
 - Block Enrollment
 - Department Consent
 - Department Enrollment Access
 - Orientation Pre-Scheduler
 - Change of Schedule Requests



Whenever possible, enrollment tools should support student-directed enrollment and reduce administrative barriers.

Real-World Enrollment Scenarios



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The Enrollment Experience

Department Scenario – Updates to Program Curriculum

Scenario:

A department is working on exciting updates to their major curriculum for upcoming catalog years. To make room for a new course in the major, they plan to reduce the units for a few other required courses they teach. Current students would still need to complete the existing courses for their original units, while new students would need the condensed version of the courses.

Solution:

Departments can work with Curricular Affairs to determine the appropriate effective date for changing the units of the existing courses. They may also explore whether it would be appropriate to temporarily approve the course for a range of units, to offer sections for both populations of students during a transitional period.

Key Takeaway:

Changes to program requirements may require a transition plan to ensure all students are able to access the courses they need to graduate.

The Enrollment Experience

Student Scenario – Requirement Groups

Scenario:

Currently the staff of a popular program are adding hundreds of students into selected classes one by one to limit enrollment to the intended group of students. The staff have expressed concern that this model is not sustainable given the number of students in their program.

Solution:

Many students connected to affinity programs are assigned a student group when active in the program. Student groups can work congruently with requirement groups to help manage enrollment eligibility at the section level, removing the need for department consent or manual enrollment.

Key Takeaway:

Requirement groups can effectively manage eligibility and help students retain the control over their enrollment decisions.

The Enrollment Experience

Student Scenario – Honors Section Offering

Scenario:

Alexis is an honors student looking to fulfill the honors units for spring term. One of the courses they want to take does not have an honors section available, and Alexis would prefer to not organize an honors contract. Alexis ends up taking a course offered by another department.

Solution:

Departments can schedule multiple sections of the same catalog number and combine them as needed. Schedulers can add the corresponding requirement groups to support enrollment.

Example:

- ABC 234 -001
- ABC 234 -002 (with honors requirement group)

Key Takeaway:

Combining sections appropriately and adding necessary requirement groups supports student directed enrollment.

The Enrollment Experience

Student Scenario – Department Consent

Scenario:

Sophia is a junior preparing for registration. She needs a required major course that still has open seats, but when she attempts to enroll, she receives a message indicating Department Consent Required. Sophia is unsure who to contact and sends emails to multiple departmental offices. Several days pass before her request is reviewed and approved. By the time the permission is granted, her preferred class meeting time no longer fits her schedule.

Solution:

The department might explore creating a section of the class, combining if needed, and adding a requirement group intended for major students to allow the outcome of reserving seats for major students who qualify for the course, without using department consent as the check point for enrollment in the class.

Key Takeaway:

Department consent can be valuable for exceptional circumstances, but requiring consent for all students may delay enrollment and increase administrative work.

The Enrollment Experience

Student Scenario – Student Permissions

Scenario:

Jordan is completing their final semester and needs one additional course to graduate. The instructor or department have determined that Jordan meets the academic expectations for the course but has encountered an enrollment restriction designed for the general student population.

Solution:

Rather than modifying enrollment settings for all students or offering to enroll the student, the department issues a one-time student specific permission allowing Jordan to enroll. Jordan enrolls in the class successfully and remains on track for graduation.

Key Takeaway:

Student-specific permissions are often an effective alternative to broad enrollment restrictions because they address individual circumstances without affecting the experience of other students.

Partnering with OTR



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Reflection Moment

Partnering with the Office of the Registrar

Our Philosophy: We believe students should have primary responsibility for managing their academic record, enrollment, and registration. Our systems, policies, and processes should promote student autonomy by providing accessible self-service options, reducing unnecessary administrative barriers, and limiting reliance on staff intervention except for exceptional circumstances.

Partnering With OTR

We understand departments have dynamic programs and evolving enrollment needs. Connecting with OTR early in the planning process helps support student success, reduce barriers, and identify solutions before challenges arise.

Interested in exploring a solution?

- Request a consultation with OTR
- Emails Us: reghelp@arizona.edu
- Attend [Room & Course Scheduling Office Hours](#)



registrar.arizona.edu/contact



Questions?

What enrollment barriers have you encountered in your department?

Are those barriers primarily related to:

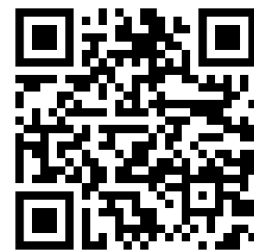
- Systems and Processes
- Knowledge or Training
- Bandwidth or Resources



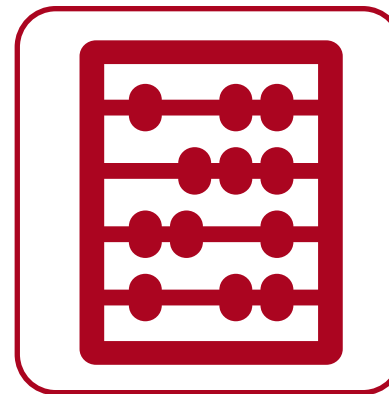
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Fall 2026 Open Forums

Register Today!



Scan for our Events
Calendar to register!



Navigating Appeals & Petitions: Supporting Student Success

- **November 17, 2026 2:00 p.m. – 3:00 p.m.**
- In this session, we'll take a closer look at the appeals and petitions that help address unique student circumstances and requests for exceptions to university policies. We'll discuss the different types of appeals and petitions, how cases are reviewed, and the campus partners involved throughout the process. Join us to gain a better understanding of these important student support pathways and ask questions about how appeals and petitions are handled at the University.

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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