



THE UNIVERSITY OF ARIZONA

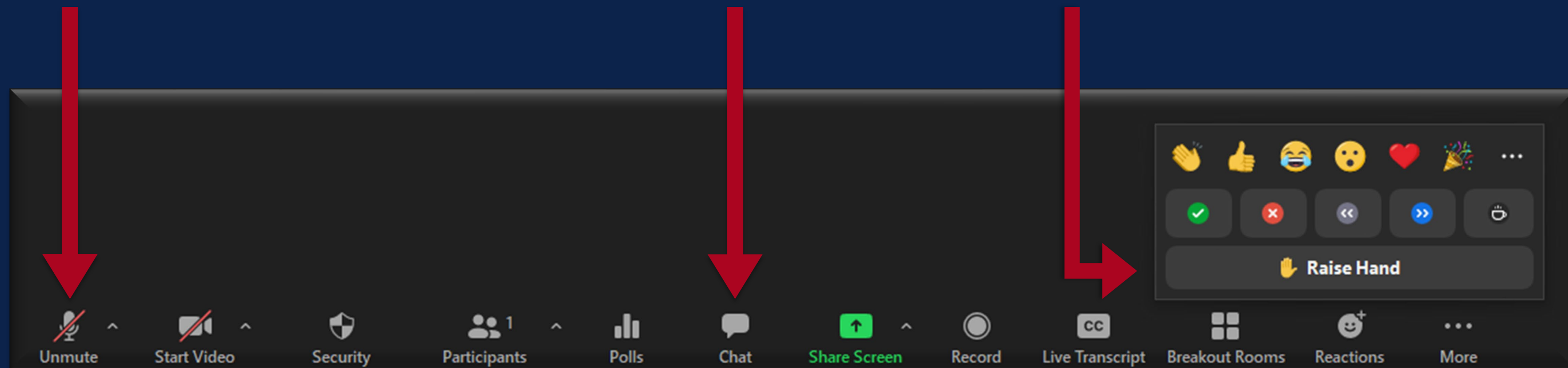
Office of the Registrar

ASK US ANYTHING APRIL 2022

4/19/2022

Not speaking?
Please stay muted

Questions?
Use the chat or raise your hand



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.



Registrar



Catalog & Classes

- Academic Catalog & Policy
- Room & Course Scheduling
- Summer & Winter Sessions

Cori Cashen

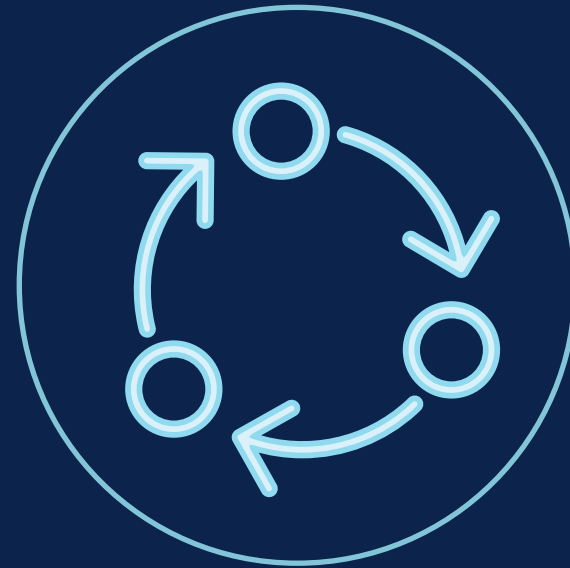
Senior Associate Registrar

Abbie Sorg

Assistant Registrar

Debbie Milora

Assistant Registrar



Systems & Operations

- Systems & Operations
- Document Scanning & Archives

Cori Cashen

Senior Associate Registrar

Kat Salthouse

Assistant Registrar



Registration, Residency & Transcripts

- Registration & Student Services
- Appeals and Petitions
- Residency Classification

Michael Davenport

Associate Registrar



Graduation, Records & Certifications

- Graduation Services
- Academic Services
- NCAA Compliance
- Military-Connected Benefits & Certifications

Amanda Gluski

Associate Registrar



Alex Underwood
University Registrar



Cori Cashen
Senior Associate
Registrar



Amanda Gluski
Associate Registrar,
Graduation, Records,
& Certifications



Kat Salthouse
Assistant Registrar,
Systems & Operations



Abbie Sorg
Assistant Registrar,
Academic Catalog & Policy



Debbie Milora
Assistant Registrar,
Room & Course Scheduling



Michael Davenport
Associate Registrar,
Registration, Residency, &
Transcripts



ACADEMIC YEAR 2021/2022

WHAT WENT WELL

Completed Policies

- Posthumous Degree Policy
- Class Attendance and Participation
- Change of Schedule
- Choice of Catalog

Significant Projects

- Classroom Support One-Stop
- RegHelp, RCSHelp, RegGrades, Catalog to Trellis Service Desk
- FERPA Instructor Training



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FERPA
Training
Results |
Almost 9K
Completions!

Completion by Category	
Primary HR Category	Count
Academic Professional	115
Administrative	150
Classified Staff	60
Designated Colleague	1296
Faculty	2812
Graduate Assistant/Associate	1913
Postdoctoral Scholar	48
Service Professional	28
Student Worker	1472
University Staff	1004
Total	8898



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ACADEMIC YEAR 2022/2023

POLICY ROADMAP

**We need your help!
Be on the lookout for
opportunities and
workshops to provide
timely feedback on policy
changes.**

- Course Repeat and GRO
- Course Withdrawal & Retroactive Withdrawal
- Undergraduate Academic Petitions
- Double Use of Courses (Double Dipping)
- Grade Appeal
- Grade Change procedure
- Leave of Absence
- Audit
- Academic amnesty programs
- Defining or redefining:
 - Professional vs. Graduate programs
 - Developmental Courses
 - House Numbered Courses



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ACADEMIC YEAR 2022/2023

UPCOMING PROJECTS

- FERPA Elevated Access Training
- Department Scheduler Training
- Department Enroller Training

Improved Training & Communication



- New Catalog & Curriculum Approval Tool
- SURPASS eForms (Streamlining University Registrar Processes to Amplify Student Success)

New Tools to Support Students & Academic Enterprise



- Reimagine Class Scheduling

Academic Operations enhancements



Office of the Registrar

**Coming
soon!**

**Selected
technology
partner:
CourseDog**

**Example
institutions:
Stanford
University | CUNY**

Improved Academic Catalog & Approval Flow Tool

What

New product that will both publish the academic catalog and support all course, curriculum, and academic policy approval workflow

When

Vendor selected Jan 2022 – contract signed Mar 2022

Implementation teams to begin work late Spring 2022

Will take between 7-12 months

How to Help

Will be hosting learning/listening sessions with wide range end users

Will need testing and training support when the product rolls out

Email catalog@arizona.edu



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QUESTION #1

ENTERING WORKLOAD ASSIGNMENTS FOR A CLASS WITH TWO MEETING PATTERNS

- Ex: a 3-credit class with both a hybrid and a flex meeting pattern
- Is it ok to list the load factor as 100% on both meeting patterns?
- Or – is the appropriate action to list workload on only one meeting pattern?
- Would either scenario give an instructor "double" workload credit in UA Vitae?

Answer: The workload per class section should always equal 100%.

- **Split between instructors**
- **Most common to show split on first meeting pattern row**
- **Use Assign Type=Not Included in other rows**



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QUESTION #2

HOW DO I SET UP DYNAMIC DATING FOR A GLOBAL DIRECT COURSE?

Answer:

- Dynamically dated class (those with atypical start/end dates), generally, must be pre-approved for offering by the assistant registrar (send email to rcs-help or include request in your section form request)
- Dynamically dated classes are restricted because they are complex to manage and create a scheduling obstacle for students
- If you set this up during opening scheduling, RCS will reach out to the department scheduler for additional information needed for approval
- How to?
 - Enter DYN (or COC if the class will span more than one term) for the session code and the start/end dates for the class
- More information can be found on the [Room & Course Scheduling Policies & Procedures Page](#)



Office of the Registrar



QUESTION #3

WHEN DOES OPEN SCHEDULING FOR SPRING 2023 BEGIN, AND HOW CAN I FIND THAT INFORMATION IN THE FUTURE?

Answer:

- Spring 2023 will be published by the end of next week
- Open scheduling begins on May 2
- Subscribe to RCS News to receive the monthly newsletter, which includes reminders about upcoming deadlines
- Important information about Schedule of Classes dates & deadlines can be found on the Class Scheduling Updates page



Office of the Registrar



Office of the Registrar

T H A N K Y O U

Contact us at registrar.arizona.edu