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.
WHAT WENT WELL

ACADEMIC YEAR 2021/2022

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

Office of the Registrar
## FERPA Training Results | Almost 9K Completions!

### Completion by Category

<table>
<thead>
<tr>
<th>Primary HR Category</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Professional</td>
<td>115</td>
</tr>
<tr>
<td>Administrative</td>
<td>150</td>
</tr>
<tr>
<td>Classified Staff</td>
<td>60</td>
</tr>
<tr>
<td>Designated Colleague</td>
<td>1296</td>
</tr>
<tr>
<td>Faculty</td>
<td>2812</td>
</tr>
<tr>
<td>Graduate Assistant/Associate</td>
<td>1913</td>
</tr>
<tr>
<td>Postdoctoral Scholar</td>
<td>48</td>
</tr>
<tr>
<td>Service Professional</td>
<td>28</td>
</tr>
<tr>
<td>Student Worker</td>
<td>1472</td>
</tr>
<tr>
<td>University Staff</td>
<td>1004</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>8898</strong></td>
</tr>
</tbody>
</table>
POLICY ROADMAP

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

ACADEMIC YEAR 2022/2023

- 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

Office of the Registrar
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

ACADEMIC YEAR 2022/2023

Office of the Registrar
**Coming soon!**

**Selected technology partner:**  
[CourseDog](#)

**Example institutions:**  
Stanford University | CUNY

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**Improved Academic Catalog & Approval Flow Tool**

<table>
<thead>
<tr>
<th>What</th>
<th>New product that will both publish the academic catalog and support all course, curriculum, and academic policy approval workflow</th>
</tr>
</thead>
<tbody>
<tr>
<td>When</td>
<td>Vendor selected Jan 2022 – contract signed Mar 2022</td>
</tr>
<tr>
<td></td>
<td>Implementation teams to begin work late Spring 2022</td>
</tr>
<tr>
<td></td>
<td>Will take between 7-12 months</td>
</tr>
<tr>
<td>How to Help</td>
<td>Will be hosting learning/listening sessions with wide range end users</td>
</tr>
<tr>
<td></td>
<td>Will need testing and training support when the product rolls out</td>
</tr>
<tr>
<td></td>
<td>Email <a href="mailto:catalog@arizona.edu">catalog@arizona.edu</a></td>
</tr>
</tbody>
</table>

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Office of the Registrar
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
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 rcshelp 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

QUESTION #2

Office of the Registrar
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
THANK YOU

Contact us at registrar.arizona.edu