



THE UNIVERSITY OF ARIZONA

Office of the Registrar

ENROLLMENT LIFE CYCLE

3/1/2022

Michael Davenport

.....
Associate Registrar
Registration, Residency
& Transcripts



Amanda Gluski

.....
Associate Registrar
Graduation, Records
& Certifications



Debbie Milora

.....
Assistant Registrar
Room & Course Scheduling



Kat Salthouse

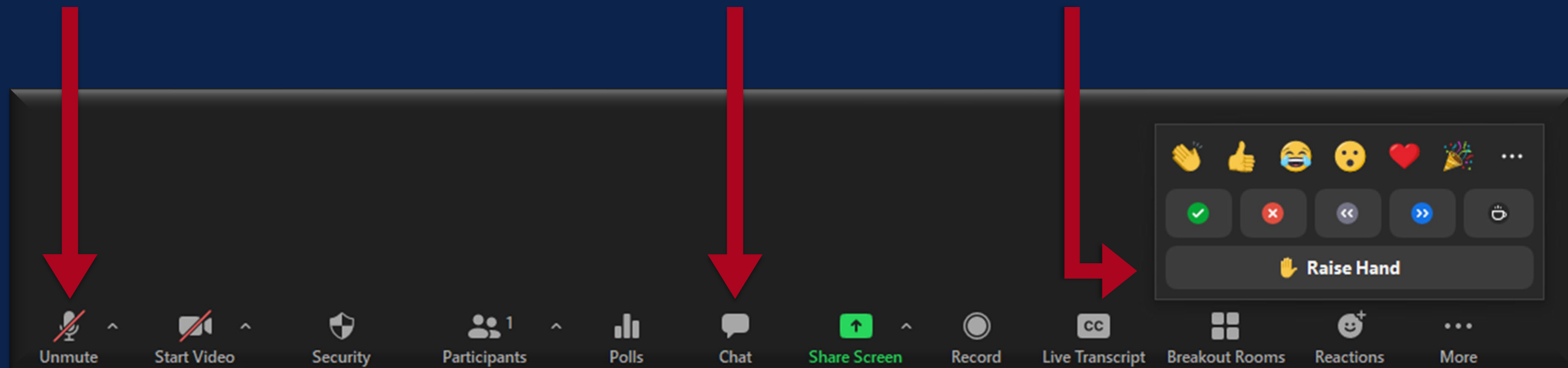
.....
Assistant Registrar
Systems & Operations



Office of the Registrar

Not speaking?
Please stay muted

Questions?
Use the chat or raise your hand



AGENDA

- Fall 2022 Enrollment Timeline
- Reminders
- RCS News
- Q&A





To achieve great things, two things are needed: a plan and not quite enough time.

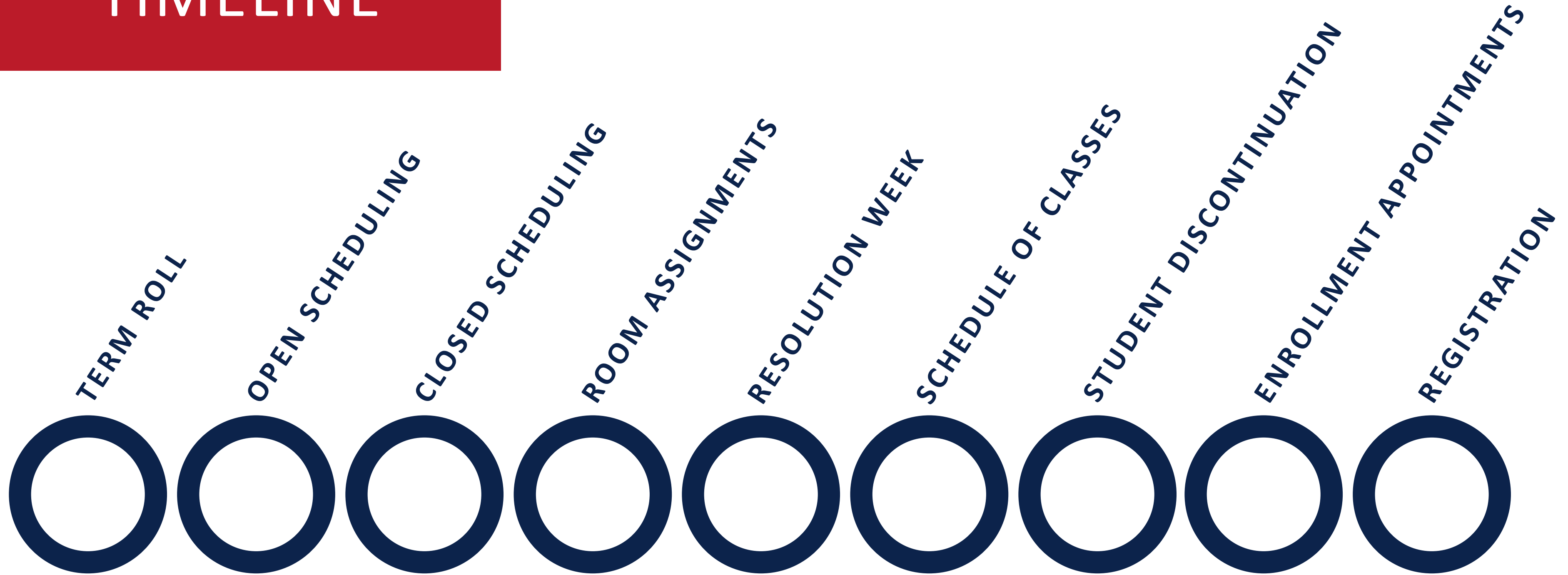


- LEONARD BERNSTEIN



Office of the Registrar

TIMELINE



TERM ROLL

October 25, 2021

RCS NEWS REMINDER: SEPTEMBER 28, 2021

- Data from fall 2021 Schedule of Classes will be “rolled” to fall 2022
- Departments use this base schedule as a starting point when planning their fall 2022 offerings



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OPEN SCHEDULING

November 1, 2021



January 15, 2022

RCS NEWS REMINDER: OCTOBER 26, 2021

- During Open Scheduling departments have full access to add, maintain and cancel classes
- A course must exist in Course Catalog to exist in Schedule of Classes
- Departments review offerings in Schedule of Classes and adjust as needed
- Departments are responsible for:
 - cancelling classes that will not be offered
 - updating instructor information
 - updating meeting patterns



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CLOSED SCHEDULING

January 16, 2022



January 30, 2022

RCS NEWS REMINDER: DECEMBER 14, 2021

- During Closed Scheduling, departments do not have access to make most updates
- Departments submit section forms to RCS to add, cancel or make changes



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ROOM ASSIGNMENTS

January 31, 2022



February 4, 2022

RCS NEWS REMINDER: JANUARY 25, 2022

- RCS finds a classroom for each class in the Schedule of Classes
- Departments can view classroom assignments once this process is complete



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10/18

RESOLUTION WEEK

February 7, 2022

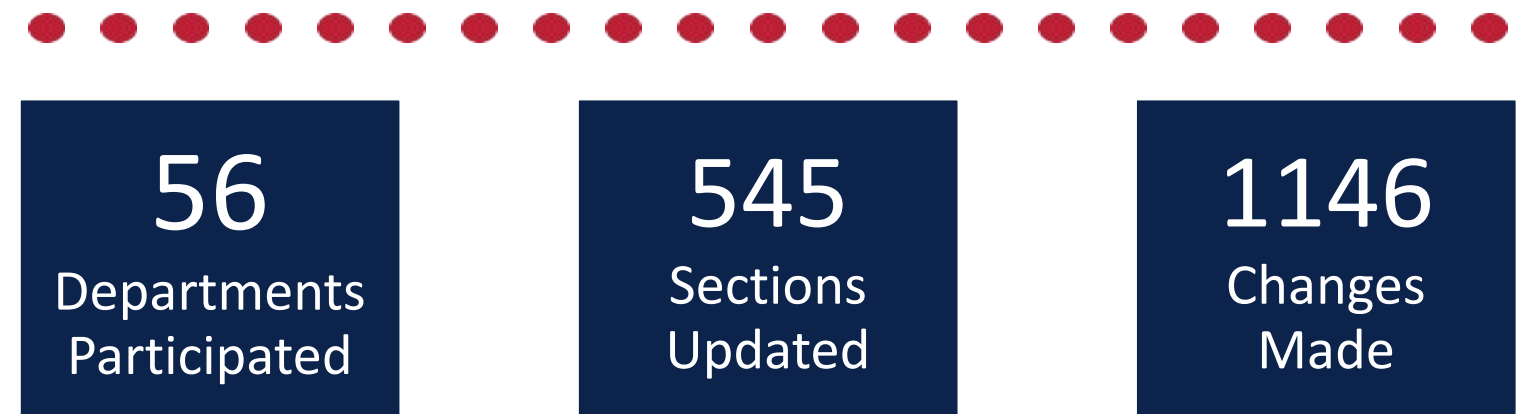


February 11, 2022

RCS NEWS REMINDER: JANUARY 25, 2022

- Department schedulers schedule appointments with RCS team members to resolve classroom assignment issues
- Department schedulers work with RCS to address classes that did not receive a room assignment; options include:
 - changing meeting pattern
 - decreasing enrollment capacity

THIS CYCLE



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SCHEDULE OF CLASSES

March 1, 2022

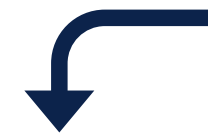
RCS NEWS REMINDER: FEBRUARY 22, 2022

THE UNIVERSITY OF ARIZONA



Schedule Of Classes

Dear Alex,



The summer 2022 and fall 2022 **Schedule of Classes** is now available online as of 3/1/2022. To assist with planning your upcoming term, visit the **Fall 2022 Information & Updates** page and utilize your **Shopping Cart**.

The Shopping Cart can be used to:

- **Plan ahead:** Add classes to your UAccess Shopping Cart, thereby making it faster to register when your enrollment appointment begins.
- **Check enrollment eligibility:** Once a class is added to your Shopping Cart, information appears showing whether you meet the enrollment requirements.
- **Be prepared:** Have backup classes ready in case your first choice is unavailable.

} Shopping Cart

If you are transferring units from another college or university, your class standing could affect your enrollment start date. The **evaluation of transfer credits** takes up to two weeks. You must have your transcripts evaluated before enrollment appointments are assigned, which means transcripts must be submitted by 3/7/2022. Once enrollment appointments are assigned, they will not be changed.

} Transfer Transcripts



STUDENT DISCONTINUATION

2nd/3rd week of March 2022

RCS NEWS REMINDER: FEBRUARY 22, 2022

- Anything in student record 1 week after Schedule of Classes publication is used to
 - assign enrollment appointments
 - set up registration
- Term activation begins
- This action is in alignment with catalog policies for continuous enrollment & academic eligibility



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ENROLLMENT APPOINTMENTS

3rd/4th week of March 2022

RCS NEWS REMINDER: FEBRUARY 22, 2022

- Office of the Registrar sends email to
 - each student with:
 - enrollment appointment
 - reminder to resolve holds that may prevent successful enrollment
 - UPAC listserv with:
 - summary of all enrollment appointments
- Once enrollment appointments are assigned, they do not change
- Once enrollment opens for a student, it remains open



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REGISTRATION

April 4, 2022

RCS NEWS REMINDER: MARCH 22, 2022

- Student should always register for classes themselves if possible
- Registration should be completed prior to the first day of the term

Date	Group(s)
April 4	Priority groups; online & distance campuses; junior & senior honors
April 7	Seniors; first-year & sophomore honors; graduate students; second-year & third-year JD; professional students
April 11	Juniors; first-year JD
April 14	Sophomores; MLS; LLM; SDJ
April 18	First-year students
April 21	Re-admitted students
April 25	Non-degree seeking students



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REMINDERS



As soon as enrollment begins, official documents may reflect enrollment for upcoming terms



Student initiated Change of Schedule Form will not go live until 1 week before fall 2022 begins; students should work with departments to make changes



Contact us at reghelp@arizona.edu
Notes from emails, chats, phone calls, and in-person interactions are documented in Trellis

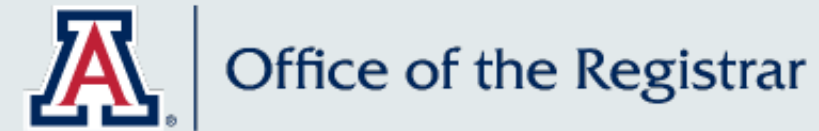


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RCS News

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RCS News

Important Updates from Room & Course Scheduling

February 22, 2022, 2:00 p.m.

IN THIS ISSUE

- **ANNOUNCEMENTS**
 - Resolution Week Review
 - Enrollment Life Cycle Open Forum
 - Section Forms Open for Summer 2022/Fall 2022
 - Live Online Classes
 - Contact Minute Compliance
 - Update to Course Fee View in Schedule of Classes
- **SCHEDULING TIP:** Setting Up a 100% Engagement Course
- **STAFF SPOTLIGHT:** Debbie Milora
- **SUMMER 2022/FALL 2022 SCHEDULE OF CLASSES DATES & DEADLINES**



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QUESTION & ANSWER

reghelp@arizona.edu