



Office of the Registrar

Guest Center Fall 2020 Class Formats

Learn how to use the Guest Center Class
Schedule to view Class Formats in the
Schedule of Classes

THE ROAD BACK

A GUIDE FOR IN-PERSON AND ONLINE COURSES IN FALL 2020



We're so glad to welcome you for a new school year. As you probably know, your classes this fall will look a little different than usual.

The University of Arizona will offer four types of classes, ranging from fully in-person to fully online. You will be able to identify which format your courses will feature by reviewing your schedule in UAccess Student. All courses will provide options for students who are unable to come to campus due to illness or other temporary circumstances, as well as for graduate students who may need to remain remote for the duration of the semester.

Undergraduate students planning to remain remote for the duration of the semester should enroll in Live Online or iCourses where possible.

THE FOUR COURSE FORMATS



IN-PERSON

Students and instructors all attend class in person with enhanced health protections, including wearing face coverings and decreasing classroom density.



FLEX IN-PERSON

Students participate in a mix of in-person and online modes. For example, you may be in a rotating group that alternates between in-person and online meetings following the weekly class schedule. Or you may participate in lectures online and labs in person. The exact mix of in-person and online will be determined by your instructor.



LIVE ONLINE

The instructor and students are online simultaneously, and your instructor provides content in a live online platform.



iCOURSE

For the majority of coursework, students and instructors are not required to be online simultaneously, and students complete their work through D2L.

BEAR DOWN!



In Person – Students and instructors attend class in person with enhanced health protections, including wearing face coverings and decreasing classroom density.

Flex in-Person - Students participate in a mix of in-person and online modes. For example, you may be in a rotating group that alternates between in-person and online meetings following the weekly class schedule. Or you may participate in lectures online and labs in person. The exact mix of in-person and online will be determined by your instructor.

Live Online - The instructor and students are online simultaneously, and your instructor provides content in a live online platform.

iCourse - For the majority of coursework, students and instructors are not required to be online simultaneously, and students complete their work through D2L.

Step 2

Guest Center: Fall 2020 Class Formats

The image shows two overlapping screenshots from the UAccess system. The left screenshot displays the 'STUDENTS' navigation menu with options: Student Center, Guest Center (highlighted in blue with a red arrow pointing to it), Instructor Center, and Administrative Staff. The right screenshot shows the 'Guest Center' login page, which includes the UAccess logo, the text 'Log in with your Guest Center Username and Password', input fields for 'Guest Center Username' and 'Password', and a dark blue 'LOGIN' button.

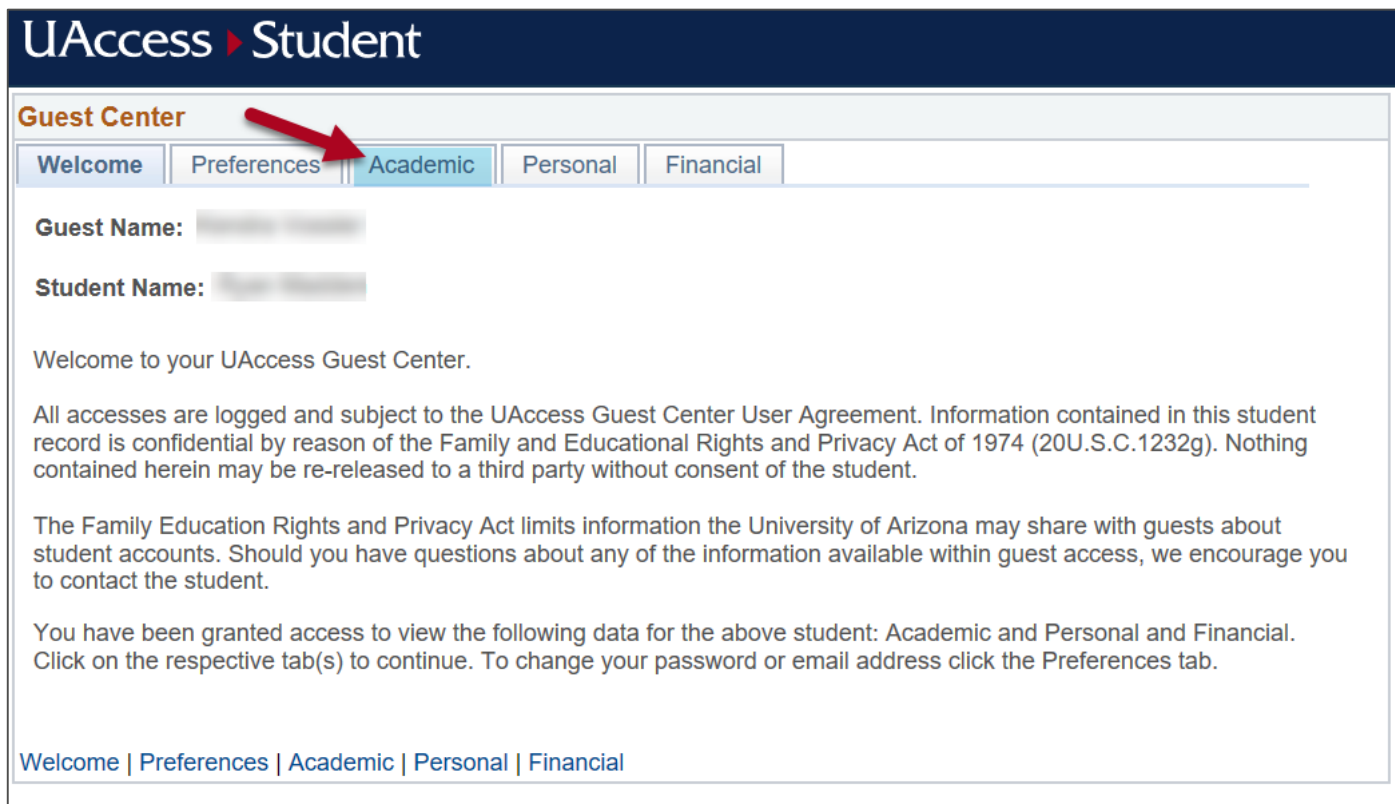
Student must give **Guest Center Access**

Once the account is activated, an email will be sent to you as the Guest. The email will contain your username and password

Go to <http://uaccess.arizona.edu>, click on **Guest Center** in the Students column, and log in with the username and password provided. You will be able to see and do only what you have been permitted in **Guest Access Control** by your student

Step 3

Guest Center: Fall 2020 Class Formats



UAccess ▶ **Student**

Guest Center

Welcome | Preferences | **Academic** | Personal | Financial

Guest Name: [REDACTED]

Student Name: [REDACTED]

Welcome to your UAccess Guest Center.

All accesses are logged and subject to the UAccess Guest Center User Agreement. Information contained in this student record is confidential by reason of the Family and Educational Rights and Privacy Act of 1974 (20U.S.C.1232g). Nothing contained herein may be re-released to a third party without consent of the student.

The Family Education Rights and Privacy Act limits information the University of Arizona may share with guests about student accounts. Should you have questions about any of the information available within guest access, we encourage you to contact the student.

You have been granted access to view the following data for the above student: Academic and Personal and Financial. Click on the respective tab(s) to continue. To change your password or email address click the Preferences tab.

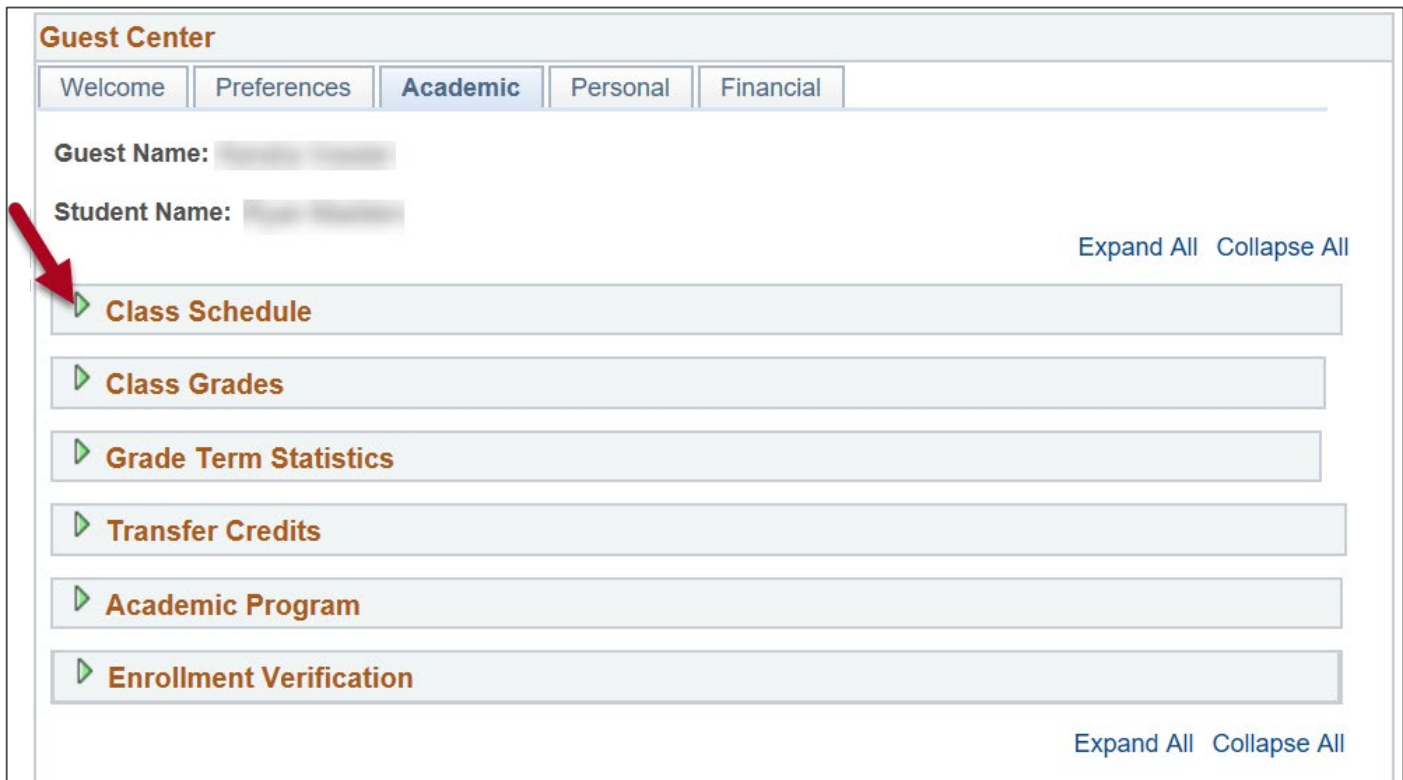
Welcome | Preferences | Academic | Personal | Financial



Click on the **Academic** tab

Step 4

Guest Center: Fall 2020 Class Formats



Guest Center

Welcome | Preferences | **Academic** | Personal | Financial

Guest Name: [Redacted]

Student Name: [Redacted]

[Expand All](#) [Collapse All](#)

- ▶ **Class Schedule**
- ▶ **Class Grades**
- ▶ **Grade Term Statistics**
- ▶ **Transfer Credits**
- ▶ **Academic Program**
- ▶ **Enrollment Verification**

[Expand All](#) [Collapse All](#)



Click on the carrot ▶ to expand the Class Schedule

Step 5

Guest Center: Fall 2020 Class Formats

The screenshot shows a web interface for viewing class schedules. At the top, there is a section titled "Class Schedule" with a dropdown menu set to "Fall 2020". Below this, several course listings are displayed. Each listing includes the course name, schedule, and room information. Red arrows point to the "Fall 2020" dropdown, the class number "(25624)" for the first course, and the class number "(28555)" for the second course. Three red triangles point downwards from the bottom of the screenshot.

Class Schedule		
Select a Term	Fall 2020	
(LEC) ACCT 400C - 001 : Inter Financial Acct (25624)		
Schedule	Mon, Wed	9:30AM -- 10:45AM
Room	Live Online	Enrolled
(LEC) BCOM 314R - 009 : Business Communication (28555)		
Schedule	Tue, Thu	9:30AM -- 10:45AM
Room	McClelland Hall, Rm 128	Enrolled
Schedule	None	--
Room	Flex In-Person	Enrolled
Schedule	Tue, Thu	9:30AM -- 10:45AM
Room	Live Online	Enrolled
(LEC) FIN 360 - 001 : Quantitative Financial Mngmt (20758)		

Select the Fall 2020 term

Note the **Class Number** of each course as you will use this number when looking for the class in Class Search to obtain more detailed Class Format information

The public can view Class Search at: schedule.arizona.edu

Step 6

Guest Center: Fall 2020 Class Formats



Navigate to the **Enrollment** menu and click on **Class Search** or select **Class Search** from the quick links on the homepage



Class Search

Select Class Search Option

Main Campus (Including iCourses and Study Abroad) >

South Campus - Sierra Vista (Courses for students affiliated with a South Campus Learning Center) >

Arizona Online (Courses for students in FULLY ONLINE programs) >

Distance Education Network (Courses for students in Distance Education Network programs only) >

Global (Courses for students at microcampus locations - does NOT include Study Abroad) >



Select the Campus your student is attending for the term you selected on the Class Schedule

Step 8

Guest Center: Fall 2020 Class Formats

Class Search

Find classes to enroll in

Term	Session		
Fall 2020			
Subject	Course Number	Course Keyword	
e.g. ENGL			
Campus	Location		
University of Arizona - Main			

Show Open Classes Only

Advanced Filters ▾

Filter by Class Attribute

Course Attribute

General Filters

Class Nbr	Course Component	Instructor Last Name
28555		
Mode of Instruction	Interdisciplinary Interest Area	Course Career

Filter by Units

Minimum Units:	Maximum Units:

Filter by Meeting Time

Click on the *Advanced Filters*

Enter the **Class Number** that you noted from the Class Schedule

Click on **Search** at the bottom of the screen

Step 9

Guest Center: Fall 2020 Class Formats

Search Results
1 class section(s) found
The following classes match your search criteria Show Open Classes Only: Yes, Class Nbr: '28555', Campus: University of Arizona - Main

MODIFY SEARCH

BCOM 314R - Business Communication

Class	Section	Status
28555	009-LEC Regular	Open with Requirements


TBA
🕒 TuTh 9:30AM - 10:45AM
TuTh 9:30AM - 10:45AM

Flex In-Person
📍 McClelland Hall, Rm 128
Live Online

👤 Mikel Chertudi
👤 Mikel Chertudi
👤 Mikel Chertudi

📅 08/24/2020 - 12/09/2020
📅 08/24/2020 - 11/25/2020
📅 11/26/2020 - 12/09/2020

🏆 Engagement: Professional Development 🏆 Engagement: Innovation and Creativity

DETAILS 



In the *Search Results*, click on the **Details** button

Class Details

The University of Arizona | Fall 2020 | Lecture

BCOM 314R - 009 Business Communication

University of Arizona - Main
Tucson
8/24/2020 - 12/9/2020

Course intended to introduce students to the strategic nature of business communication. By the end of the course, students should be able to analyze business situations and prepare messages that fulfill all of the intended purposes of their communication, meet the needs and expectations of business audiences, and take into account other relevant contextual factors. Students must have adequate oral and communication skills to be able to effectively focus on developing the higher-order thinking skills that are necessary to succeed in the course. In order to help students devise successful communication strategies, the course will also therefore emphasize the development of these higher-order skills, which include analysis, synthesis, and evaluation.

Status Open w/Req	Class Number 28555	Session Regular Academic Session
Units 3 units	Instruction Mode Hybrid (Flex In-Person)	Class Components Lecture Required
Career Undergraduate	Grading Regular Grades A, B, C, D, E	

Class Notes
Important Information Fall 2020 - Flex in Person

This class will be structured to allow students to participate via a mix of in-person and online modes. The exact mix of in-person and online components will be determined by the instructor. Students should check the D2L course site for guidance from the instructor prior to attending the class in-person.

Students should be available during all scheduled class meetings and follow all health and safety guidelines. Some components of this class will be offered in a classroom setting, modified for physical distancing and enhanced disinfectant routines. Students will be required to wear face coverings at all times when in the classroom.

Students who are unable to come to class due to illness or a need to self-isolate for a period during the semester will be able to stay current with class work via remote or online methods.

Open only to those with approved Eller Professional Admission. Registration info: <https://ugrad.eller.arizona.edu/advising/registration/professional>

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
TBA	Flex In-Person	Mikel Chertudi	08/24/2020 - 12/09/2020
TuTh 9:30AM - 10:45AM	McClelland Hall, Rm 128	Mikel Chertudi	08/24/2020 - 11/25/2020
TuTh 9:30AM - 10:45AM	Live Online	Mikel Chertudi	11/26/2020 - 12/09/2020

The **Instruction Mode** is the Class Format

Meeting Information includes the dates, times, and locations; For most classes after Thanksgiving the in-person meeting will transition to online

Why does my In-Person or Flex In-Person class have a Live Online portion?

In-Person and Flex In-Person classes will finish the in-person meetings by Thanksgiving, with the remainder of the class being held in the Live Online format

The added meeting pattern is for any physical class meetings and is shown in the Meeting Information area of the Class Details on your schedule

Independent Study, Practicum, Dissertation, Directed Research, and similar classes do not have a physical location will not have the extra meeting line for Live Online



Office of the Registrar

**We hope you found
this tutorial helpful!**

**If you need additional support,
please contact us at:**

The Office of the Registrar

Email reghelp@arizona.edu

Phone 520-621-3113

For more information, visit our website:

registrar.arizona.edu