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Forging New Paths With U
Registrars’s Office Summit VII
2017

Graduation & Degree Audit - Real Life U
Kathryn Dean & Emily Johnson
Graduation Agenda

• Meet the Team
• Looking at the Numbers
• Eligibility and How Apply Online
• Evaluation and Awarding Process
• Graduate Students
Meet the Team

Kathryn Dean
Supervisor

Paul Woods
Assistant Supervisor

Jessica Vernon
Graduation Specialist
Looking at the Numbers

**Fall Applications Numbers**

- Fall Applications: 2015 - 1154, 2016 - 1178, 2017 - 1392
- Late Apps: 2015 - 559, 2016 - 472, 2017 - 469
- Awarded: 2015 - 1152, 2016 - 1179, 2017 - 0
- Denied: 2015 - 0, 2016 - 111, 2017 - 109

**Spring Applications Numbers**

- Spring Applications: 2016 - 3203, 2017 - 3250, 2018 - 2768
- Late Apps: 2016 - 733, 2017 - 695, 2018 - 25
- Awarded: 2016 - 2906, 2017 - 2975, 2018 - 0
- Denied: 2016 - 0, 2017 - 176, 2018 - 217

**Summer Applications Numbers**

- Summer Applications: 2016 - 1235, 2017 - 1128, 2018 - 179
- Late Apps: 2016 - 251, 2017 - 255, 2018 - 0
- Awarded: 2016 - 1067, 2017 - 925, 2018 - 0
- Denied: 2016 - 0, 2017 - 156, 2018 - 161
Am I Eligible?

- Link is activated when a student completes 90 credit hours.
- Link is active for each term until application deadline

Exceptions:
- Obtaining a second Bachelor Degree – 5th Year Senior Status
- RN-BS program in Nursing
- Will have 90 credits at the end of current semester but not before application deadline of desired graduation term.
How do I become eligible?

- Eligibility can be added manually for the upcoming term only.
- Send an email from UMAIL to graduation@utah.edu
- Ask to be made eligible for graduation.
- Tell us the plan is to complete requirements
- Request no later than 24 hours prior to the application deadline.
How to Apply for Graduation

Undergraduate Students apply online through CIS

Submit an Application for Graduation

Click on the Apply for Graduation link to proceed with your application. If the link is not visible you may not be eligible for graduation at this time. Please see your Academic Advisor for more information.

Program: Engineering (GR)

University of Utah | Graduate Semester

Degree: Doctor of Philosophy
Major: Mechanical Engg PHD

Apply for Graduation
Applying after the deadline

• Late applications are accepted until last day of classes.
• $25 late fee
• Accepted only from student
  • UMAIL
  • Fax
  • In Person
• After the midpoint of the semester, harder to apply.
• Will not accept application if Degree Audit is not in progress or complete
Initial Evaluation

**When:** Started week after Application Deadline

**Why:** Inform students of missing requirements to guide them in registering for classes.

**What:** Look for issues with GPA, Total Hours, Unmarked Repeated course work and duplicate courses.

**Communications:** Emails sent to UMAIL and notes entered in Graduation Tracking for Advisors to reference.
What is a Duplicate?

Duplicates are the same course taken multiple times for credit. When found it impacts total hours.

Taken either at another institution multiple times, or at multiple institutions.

Taken either at another institution and at the University of Utah.

Lets talk about Johnny.
Provisional Evaluation

**When:** Prior to Mid Point of Semester

**Why:** Inform of missing requirements to try and fix prior to the end of the term.

**What:** We note early qualifiers for graduation.

**Communications:** Email sent to UMAIL and notes entered into Graduation Tracking for Advisors to reference.

Let's talk about Billy.
Final Evaluation

**When:** Early Qualifiers evaluated the week after last day of finals. All other evaluations after grades due.

**What:** All requirements complete, awarding degree, GPA Honors, and Certificates.

**Communications:** Emails for both Awarded and Denied Degrees to UMAIL. Graduation Tracking updated with status and missing requirements.

Final Evaluations are done in what we refer to as Passes.
Early Qualifiers

- Applicants that are complete with all course work prior to grade due date.
- Start on Conferral date, ends Friday prior to grade due date.
First Pass

- Starts two days after grades are due and lasts until all qualifying students have been evaluated and degrees posted.
- Are complete with all requirements with posted grades.
- Prior to starting First pass Residency Petitions are evaluated and entered if approved.
Residency Requirement

- Two components to the University Residency Requirement
  - (policy 6-101, Section III, Part D)

1. All Undergraduates earn at least 30 credits from the University of Utah

2. Of the last 30 hours earned at least 20 hours must be earned from the University of Utah.

- Submit a Petition for exception to policy
Petition

- Petition must be submitted by last day of classes of term.
- Reviewed after Grades are due
- Upon approval, exception is entered same day
- Degree Audit clears after exception is entered.
Exception One

- **Study Abroad**
  - Have fewer than 15 hours of transfer work
  - Approved Learning abroad or international exchange program
  - Requires a letter of support from the Learning Abroad Office on Official Letterhead
  - Approved if below the 15 hour limit
Exception Two

- Excessive Transfer hours
  - More than allowed 10
  - Hours not needed to fulfill graduation requirements
  - Approved once needed hours is determined to be 10 or less
Exception Three

- Involuntary change of Residence
  - Military obligations
  - Health
- Within 30 credits of graduation
- Earned at least 90 credits
- Requires letter of support on official letterhead from:
  - Department Chairperson and
  - Military orders or Faculty, doctors, employers, etc.
- Rarely used, much harder to get approved.
Can changes be made?

- In order to make changes the policy needs to be updated or modified
  - Add a caveat regarding specific circumstances?
  - Re-write the entire residency policy?

- Policy 6-101
  - Any change to residency requirements will require approval of the Academic Senate
Second & Denied Pass

- Starts after first pass is completed.
- Students notified if denied graduation
- Notes made in Graduation Tracking
- Denied Pass – is the final chance for a student to be evaluated for the term
- It happens one week after second pass is finished.
- Once finished, we are done with evaluations for that term.
- Student must reapply for graduation
Graduate Students

- We receive and process Applications and Reapplications.
- Evaluate and approved Grad Credit Petitions
- Minimal involvement with the evaluation process of Graduate Students.
- Final evaluation done through the Graduate School.
  - Notified to award and post degree

Contacts

- Phone: 801-581-7642
- Location: 302 Park Building
- Website: http://gradschool.utah.edu

- Graduation Questions:
  - Darci Rollins
  - gradrecords@gradschool.utah.edu
Graduate Credit Petitions

• Submit request during first semester as matriculated graduate student.
  • Grades for requested courses must be posted
  • Require a B grade or better
• Up to 12 hours requested, as long as it is not being used to meet Undergraduate Degree Requirements.
• Only one request is accepted for consideration.
Graduate Credit Petitions

- Limited to 2 Courses or up to 6 credit hours of work, as long as the requested work is/was not used to meet Undergraduate Major Requirements.
  - May be retroactively granted
- Not needed for Non-Matriculated Career work.
  - Grad Advisors apply to Grad School Tracking.
  - Contact Darci Rollins for questions or help on how to do this.
- Requires signatures from the Department Chair and Head of Undergraduate Major Department.
Graduate Credit in Degree Audit

• Grad Credit taken on a Undergrad career stays
  • Marked as being flagged grad credit.

• Graduate level courses taken on Grad Career.

<table>
<thead>
<tr>
<th>COURSES FLAGGED GRADUATE CREDIT</th>
<th>HOURS EARNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA15 ME EN6510</td>
<td>3.0 B</td>
</tr>
<tr>
<td>FA15 ME EN6700</td>
<td>3.0 A</td>
</tr>
<tr>
<td>SP15 ME EN6830</td>
<td>3.0 A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>U OF U CONCURRENT ENROLLMENT COURSES</th>
<th>HOURS EARNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA07 PHYS 2015</td>
<td>1.0 A</td>
</tr>
<tr>
<td>FA08 CHEM 1070</td>
<td>1.0 A</td>
</tr>
<tr>
<td>FA08 CHEM 1080</td>
<td>1.0 A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ALL UNDERGRADUATE U OF U COURSES</th>
<th>HOURS EARNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA09 MUSC 1911</td>
<td>1.0 A</td>
</tr>
<tr>
<td>SP15 MUSC 2100 FF</td>
<td>3.0 A</td>
</tr>
<tr>
<td>SP15 MUSC 3600 IRFF</td>
<td>3.0 A</td>
</tr>
<tr>
<td>FA09 MUSC 4450</td>
<td>3.0 A</td>
</tr>
<tr>
<td>FA09 WRTG 2010 WR2</td>
<td>3.0 A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ALL GRADUATE U OF U COURSES</th>
<th>HOURS EARNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>THESE COURSES CANNOT BE USED FOR UNDERGRADUATE GENERAL EDUCATION OR BACHELOR DEGREE REQUIREMENTS.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>18.00 HOURS EARNED</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FA16 ME EN6250</td>
<td>3.0 IP</td>
</tr>
<tr>
<td>SP16 ME EN6520</td>
<td>3.0 A-</td>
</tr>
<tr>
<td>SP16 ME EN6960</td>
<td>3.0 B</td>
</tr>
<tr>
<td>SP16 ME EN6975</td>
<td>3.0 CR</td>
</tr>
<tr>
<td>FA16 ME EN6975</td>
<td>3.0 IP</td>
</tr>
<tr>
<td>FA16 ME EN7500</td>
<td>3.0 IP</td>
</tr>
</tbody>
</table>

Degree Audit

Are there impacts on students when changes are made?
Missing Transfer Upper Division Hrs?

• A student contacted our office indicating there were upper division transfer courses that he felt should be applying

---

**UPPER DIVISION HOURS**

**MINIMUM OF 40 UPPER DIVISION HOURS REQUIRED**

(3000 Level or Higher at U of U)

---

**EARNED:** 7.00 HOURS  
**IN PROG:** 12.00 HOURS  
**NEEDS:** 21.00 HOURS

---

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Hours</th>
<th>Grade</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP17</td>
<td>MUSC 4455</td>
<td>1.0</td>
<td>A</td>
<td>Pep Band</td>
</tr>
<tr>
<td>SP17</td>
<td>POLS 3200 BF</td>
<td>3.0</td>
<td>B</td>
<td>Intro Law And Politics</td>
</tr>
<tr>
<td>FA17</td>
<td>POLS 3001 QBQI</td>
<td>3.0</td>
<td>IP</td>
<td>Political Analysis</td>
</tr>
<tr>
<td>FA17</td>
<td>POLS 3450</td>
<td>3.0</td>
<td>IP</td>
<td>Politics In China</td>
</tr>
<tr>
<td>FA17</td>
<td>POLS 5211</td>
<td>3.0</td>
<td>IP</td>
<td>Constitutional Law</td>
</tr>
<tr>
<td>FA17</td>
<td>POLS 5420 IR</td>
<td>3.0</td>
<td>IP</td>
<td>European Union</td>
</tr>
</tbody>
</table>

---

Transfer Upper Division Courses

3.00 HOURS EARNED

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Hours</th>
<th>Grade</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA16</td>
<td>XOLI 378</td>
<td>3.0</td>
<td>C</td>
<td>INTERNATIONAL CONFLICT</td>
</tr>
</tbody>
</table>

---

*** If upper division transfer courses are not applying here and should be, contact the Registrar’s Office at records@utah.edu for assistance.***
Missing Transfer UD Hrs? CONT’D…

• All USHE institutions should show Upper Division hours

• Non-USHE institutions are investigated to determine Upper Division course numbering system
  • Institution’s system is encoded into My Degree Dashboard audits so future courses are automatically considered Upper Division credit
Missing Transfer UD Hrs? CONT’D...

• So, what happened in this case?
• Non-counting Upper Div courses have a direct articulation
  • POLI 341 to POLS 3410
  • POLI 376 to POLS 5660

<table>
<thead>
<tr>
<th>TRANSFER COURSES</th>
<th>15.00 HOURS EARNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>SU15 CHEM 1210 SF</td>
<td>4.0 B+</td>
</tr>
<tr>
<td>FA16 CHEM 1215</td>
<td>1.0 C</td>
</tr>
<tr>
<td>FA16 CHEM 1220</td>
<td>0.0 E</td>
</tr>
<tr>
<td>FA16 PHYS 2015</td>
<td>1.0 A</td>
</tr>
<tr>
<td>FA16 POLS 3410</td>
<td>3.0 B</td>
</tr>
<tr>
<td>FA16 POLS 5660</td>
<td>3.0 D+</td>
</tr>
<tr>
<td>FA16 XOLI 378</td>
<td>3.0 C</td>
</tr>
</tbody>
</table>

- GENERAL COLLEGE CHEMISTRY
  BYU: CHEM 105
- GEN COLLEGE CHEM LAB
  BYU: CHEM 107
- GENERAL COLLEGE CHEMISTRY
  BYU: CHEM 106
- GENERAL PHYSICS LAB I
  BYU: PHSCS107
- WESTERN EUROPEAN POLITICS
  BYU: POLI 341
- US FOREIGN POLICY
  BYU: POLI 376
- INTERNATIONAL CONFLICT
  BYU: POLI 378
Missing Transfer UD Hrs? CONT’D...

- These specific courses were not encoded correctly
- Rules were updated to indicate these courses were UD

### Upper Division Hours

<table>
<thead>
<tr>
<th>IP</th>
<th>Earned: 13.00 Hours</th>
<th>In Prog: 28.00 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>13 + 28 = 41</td>
<td></td>
</tr>
</tbody>
</table>

#### Courses

- **SP17** MUSC 4455
- **SP17** POLS 3200 BF
- **FA17** POLS 3001 QBQI
- **FA17** POLS 3450
- **FA17** POLS 5211
- **FA17** POLS 5420 IR
- **SP18** MUSC 3600 IRFF
- **SP18** POLS 3300
- **SP18** POLS 3550
- **SP18** POLS 3910 CW
- **SP18** PSY 3000 QBQI

#### Transfer Upper Division Courses

<table>
<thead>
<tr>
<th>Hours Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.00</td>
</tr>
</tbody>
</table>

- **FA16** POLS 3410
- **FA16** POLS 5660
- **FA16** XOLI 378

- **Western European Politics**
  - BYU: POLI 341

- **US Foreign Policy**
  - BYU: POLI 376

- **International Conflict**
  - BYU: POLI 378
Requesting Curricular Changes

• Course changes come in a variety of flavors
  • Department code
  • Catalog number
  • Status change (inactivation, reactivation)
  • Course type (Lecture, discussion)
  • General Education designations
  • Credit hours
  • New course
  • Repeatability
  • And the list goes on....
Course Inactivation

• Recent submission to inactivate one course for Fall 2018

• Course was referenced in audits for requesting department
  • Major
  • Minor
  • Certificate

• Also located this course within
  • 8 other majors (usually allied)
  • 4 other certificates
  • 1 GE list

• Total of 38 audits were impacted (68 w/ differing Catalog Yrs)
Course Inactivation CONT’D...

• What is the student impact?
  • 65 students that still need this course for the major/minor
  • 5 other students who enrolled but not yet passed (E or I grades)

• To resolve this issue now we:
  • Identify a replacement course to encode in audit – OR –
  • Enter exceptions for every student that will be affected

• How can we prevent this issue in the future?
  • Research impacted students
    • Determine how many students have not yet taken the course
    • Consider the best time to inactivate the course
    • Arrange to have a substitute course for students that still need to complete encoded into the degree audit
Credit Hour Changes & New Course

• Turf Management core needs 16.0 credits and 4 courses

• “Turf Management” changed a required core course offered for 4.0 credits into two 2.0 credit courses
  • Used the same catalog number for one course
  • Created a new catalog number for second course

• Two U17 graduation candidates were impacted differently

• “Sally” had an exception entered to add the new course to the select from line and “Jane” did not

• Sally was able to graduate with the early qualifiers (8/4/17)

• Jane had an exception entered late and graduated at nearly the end of the posting process (8/31/17)
Change in Repeatability

- Sometimes increasing repeatability can positively impact a student
  - Student has taken course more times than allowed and the course is needed to graduate

- RLU student example
  - Turf Management Senior Seminar course was not repeatable
  - Student completed this course twice
  - Needed to satisfy Turf Management upper division elective hours
  - Issue found in March during initial evaluation
  - Curriculum was contacted in April and the change made in May
  - Able to award student’s degree mid-August
Real Life Repeatability Example

• When repeatability is increased and decreased repeatedly, students may be caught in the middle of two rule sets

• “Turf Management” department
  • No changes to dept or catalog number, but many to repeatability & credits

<table>
<thead>
<tr>
<th>Beginning Term</th>
<th>End Term</th>
<th>Repeatability Rule</th>
<th>Credits Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 1997</td>
<td>Summer 2004</td>
<td>7 times for 21 credits</td>
<td>1.0 - 3.0</td>
</tr>
<tr>
<td>Fall 2004</td>
<td>Summer 2008</td>
<td>6 times for 18 credits</td>
<td>1.0 - 3.0</td>
</tr>
<tr>
<td>Fall 2008</td>
<td>Fall 2011</td>
<td>2 times for 6 credits</td>
<td>3.0</td>
</tr>
<tr>
<td>Spring 2012</td>
<td>Summer 2013</td>
<td>6 times for 6 credits</td>
<td>1.0</td>
</tr>
<tr>
<td>Fall 2013</td>
<td>Summer 2014</td>
<td>4 times for 4 credits</td>
<td>1.0</td>
</tr>
<tr>
<td>Fall 2014</td>
<td>Summer 2015</td>
<td>8 times for 8 credits</td>
<td>1.0</td>
</tr>
<tr>
<td>Fall 2015</td>
<td>Present day</td>
<td>4 times for 8 credits</td>
<td>2.0</td>
</tr>
</tbody>
</table>

• Highest credited student was 4X for 5.0 credits (completed F13, F14, S15, & F15)
How can we prevent future issues?

• Research impacted students
  • Determine how many students have not yet taken the course
  • Contact your College’s data warehouse user

• Consider the best time to change the course

• Arrange to have a substitute course for students that still need to complete encoded into the degree audit
Timely Exceptions for Graduation

• 19 degrees were denied U17 then later awarded (8/17-9/15) from 8 different colleges

• Why??
  • 4 were residency issues/petitions
  • 1 IP quarter course showing in total hours
  • 1 Curriculum issue
  • 1 dropped honors degree, no exception on non-honors program
  • 1 GE petition
  • 2 non course requirement exceptions (like an exam or certification)
  • 2 with transfer courses not applying – Fall 2006 and Fall 2016 (MAJ and QA/MAJ)
  • 5 students with adjustments to Major requirements
  • 1 student with adjustments to Minor requirements
Exceptions from the Audit

• You have been talking about this for so long...

• What is the hold up on using this new functionality?
  • Advisors can only enter exceptions via the audit
  • Modifications to exceptions use different functionality
  • Encoding for an all encompassing audit (major, minor, honors, etc.)
  • Need to ensure current exceptions will still apply
    • 21,300+ this year alone! (109,632 since Jan 2013)
  • Software did not allow essential exception restrictions

• Two different encoding strategies to make this work
Exceptions Encoding Strategies

• Option one – auth codes
  • Add authorization codes onto approximately 4,500 requirements
  • Modify security individually for nearly 300 users
  • RESULT: exceptions could be entered but will only APPLY if the authorization code matches both in the exception and requirement

• Option two – specific requirements
  • Create user groups within security setup for each department, college, or group
  • Specify which of the 4,500 requirements are allowed in each user group
  • Add each of the 300 users individually to the appropriate user group
  • RESULT: ability to restrict exceptions access at the requirement level, however each time a new requirement is added or removed the security user groups would also need to be updated
  • In other words, this option is a maintenance NIGHTMARE!
And now... Paul Harvey...

- With the rest of the story...

- Remember Johnny?

- He was short ONE credit hour because of a duplicated course

- What happened to him?
Questions
Contact Information

Emily Johnson
Assistant Registrar, Degree Audit
Emily.Johnson@sa.utah.edu
581-3737

Kathryn Dean
Supervisor, Graduation
Kdean@sa.utah.edu
581-6072
A Strategic Guide to the Registration Galaxy
Melissa Perritt, Richelle Warr, Cassandra Elizondo
Registration & Records

Melissa Perritt
Meet the Team

Kathy Rank
Associate Registrar
Registration & Records/Veteran Services/Optical Imaging/Athletic Compliance

Melissa Perritt
Supervisor

Jeff Rose
Assistant Supervisor

Thain Bailey
Registration Specialist

Brynn Soonalote
Registration Specialist
Before the Term:

Registration dates available 8-10 weeks prior to the beginning of the semester.

Appointments are based on academic standing and the total number of credits hours completed.

Newly-admitted freshmen and transfer students must complete an orientation. Transfer students must also meet with an advisor.
Credit Hours Allowed

Undergraduate Students
- 19 credit hours during early registration
- 24 credit hours at Open Enrollment

Graduate Students
- 16 credit hours
- Over 16 credit hours requires Dean of Graduate School approval
Admitted students continue to register.

Permission codes are required if a class if full, has requisites, or if department consent is required.

Last day to be added to a wait list or be added from a wait list for regular and 1st half classes.

Last day to add, drop (delete), elect CR/NC, or audit first half classes.

Week One
Permission codes are required to add regular classes.

Last day to add, drop (delete), elect CR/NC, or audit regular classes.

Green Late Add forms are required to add 1st half classes.

Tuition is due.

Week Two
# Permission Codes

## When needed?
- Week two of registration – regular session
- Department Consent
- Override full class
- Override career
- Override restrictions
- Override requisites
- Override time conflict

## How to use?
- Permission codes are specific to a subject, catalog number, and section number.
- Permission codes can only be used once.

## How to generate?
- Permission numbers are generated on the day the schedule is published for the term.
- Registration & Records and Scheduling can generate more permission numbers after the initial batch process.
# Registration Timeline

<table>
<thead>
<tr>
<th>Week Three</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Green Late Add forms</strong> are required for all regular and 1\textsuperscript{st} half (cont.) initial registrations.</td>
</tr>
<tr>
<td><strong>Deadline for Green Late Add forms for initial registrations is Census.</strong></td>
</tr>
<tr>
<td><strong>Green Late Add forms</strong> required for section changes, credit hour changes, remove a “W”, audits.</td>
</tr>
<tr>
<td><strong>Deadlines for section changes, credit hour changes, and removing a “W” is one week or the last day of class. For audits the deadline is one week or the midpoint.</strong></td>
</tr>
</tbody>
</table>
Registration Timeline

Census Deadline: Monday of the 4th week
Green Late Add forms for initial registrations are due

Green Late Add forms continue only for registration changes (section changes, credit hour changes, remove a “W”, to or from an audit).

Fee Match Period: Yellow Late Add forms start.

Drop for Non-Payment occurs at the end of the week.
## Fee Match Period

<table>
<thead>
<tr>
<th>Census</th>
<th>Fee Match Period</th>
<th>Drop for Non-Payment</th>
</tr>
</thead>
</table>
| • The university does not receive funding for students who add classes after the Census deadline (Monday) | • Extends from Census until Drop for Non-Payment  
• A Yellow Late Add form is required for any initial registrations of regular or first half classes during this period | • If a student does not pay their tuition in full by the deadline they may be dropped for non-payment on the Friday after Census.  
• Classes can be held for financial aid, and because of certain student groups |
Fee Match Period

There are three possible situations that occur during this period and each follows a different procedure:

<table>
<thead>
<tr>
<th>Situation</th>
<th>Registered?</th>
<th>Drop for Non-Payment?</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Situation One</td>
<td>YES</td>
<td>NO</td>
<td>One Week</td>
</tr>
<tr>
<td>Situation Two</td>
<td>YES</td>
<td>YES</td>
<td>Friday after Census</td>
</tr>
<tr>
<td>Situation Three</td>
<td>NO</td>
<td>NO</td>
<td>Friday after Census</td>
</tr>
</tbody>
</table>
Registration Timeline

Yellow Late Add forms are required to add all regular and first half credit courses.

A student must be registered for at least one regular or first half class in order to add any additional regular or first half classes.

Green Late Add forms continue only for registration changes (section changes, credit hour changes, remove a “W”, to or from an audit).

Only exception: Graduate students registering for thesis, project, independent study, faculty consultation, or continuous registration does not need to already be registered.
Courses that have irregular start and end dates. Generally, the same rules apply, with a couple of exceptions:

Deadlines for drops, withdrawals, and revoking CR/NC are prorated to correspond to the length of the class.

Green Late Add forms are always used to add miscellaneous classes that have passed their add deadline.
Withdrawals

**Up to Midpoint**
Students can withdraw from classes through their CIS page by clicking on the Drop Class tile behind the Registration Tile.

**After the Midpoint**
Students must submit a Petition for Consideration of Exception to the Withdrawal Policy (Dean’s Withdrawal) through the Dean’s Office of their major college. Must be submitted before the last day of class to the Dean’s Office.

**After the Last Day of Class**
Students must submit a Petition for Consideration of Exception to Policy to the Office of the Registrar. This petition must be submitted within 3 years of the affected term or prior to graduation, whichever comes first.
Online Grading

E-Grading Resources
Can be found on the Office of the Registrar’s website under the Faculty & Staff heading.
Includes training manuals, grading calendars for the academic year, and security access resources.

Grade Check Off List/Status
A list of all classes taught within a term that indicates whether an instructor has started grading or has posted grades.
The link is located on your Student Admin Services homepage in CIS. No security approval is required. If you have the homepage you can run the report.
Leave of Absence

**Undergraduate Students**
- Apply through the Undergraduate Leave of Absence request tile in CIS
- Documentation is required for more than 3 semesters or if receiving Financial Aid, living in Student Housing, or are a Student Athlete.

**Graduate Students**
- Must submit the Graduate Student Request for Leave of Absence form found on the Office of the Registrar’s website.
- Granted for a maximum of one year at a time.

**International Students (F1/J1)**
- Must submit the Graduate Student Request for Leave of Absence form, or the International Undergraduate Student Request for Leave of Absence form found on the Office of the Registrar’s website.
- Forms must be signed by the International Student & Scholar Services Center.
Change in Graduate Classification

WHO

• Graduate students not in their admitted term.

WHAT

• Changing from Masters to PhD – only with continuous registration
• Change from PhD to Masters – within the same plan
• Change of degree type – within the same plan (ex. MEN to MS)
• Plan change from pre-major to a specialization
• Discontinue academic program plan

WHEN

• Recommendation for Change in Graduate Classification forms must be submitted no later than one week before the first day of the semester the change is to be effective. If not submitted on time, the change will not be effective until the next semester.
What’s New?

Change of Major/Minor

Wait Listing
Change of Major/Minor

Eligible

- An Undergraduate Student
- A student who is currently active in a Major, Pre Major, or Intermediate Major

Ineligible

- A Non-Credit, Graduate, Medical, Dental, or Law Student
- A student who has been discontinued from the University
- A student on a Leave of Absence
- A student on Academic Suspension
- A student who has applied for graduation
- A student who has graduated

For Help Resources visit http://registrar.utah.edu/faculty/change-major.php.
If a class is full when a student registers, wait listing allows a student to add their name to an electronic wait list and potentially be added to the class if space opens up.

Wait listing is only available to classes that the department sees as benefiting from a wait list.

Once a student wait lists into a class, it is up to them to monitor where they are added to the class or not. If a student decides they no longer want the class, they are responsible for dropping the class prior to the drop deadline.
Wait Listing

What does a student need to add their name to a wait list?

- It is their appointment period
- They do not have any negative service indicators
- The class does not require department/instructor consent
- They have the correct career
- They are not over the allotted unit load
- They meet the requisites

What does a student need to be moved from a wait list to enrolled in the class?

- Seats are available
- No time conflicts exist in their schedule
- They are not already registered in the same class
- They meet the requisites
- They have not exceeded the allotted unit load
Petitions for Consideration of Exception to Policy

Richelle D. Warr
UNIVERSITY OF UTAH

PETITION FOR CONSIDERATION
OF EXCEPTION TO POLICY

OFFICE OF THE REGISTRAR

Please print legibly.

Student ID Number

Name

Address

City State Zip

Phone

Email Address

College

Major

F1 or J1 Visa

Yes No

Date

PROCEDURES FOR FILING PETITIONS:
Petition requests must be submitted within three years of the affected term(s) or prior to graduation from the university, whichever comes first. (University of Utah Regulations, Policy 6-100, Section G, Number 5)

1. Complete this form and prepare a written statement describing your request for exception to policy.
2. Attach your statement and all other supporting letters and documentation to your petition. Supporting letters from instructors, physicians, etc., must be written on official letterhead. (You are advised to make copies for your own personal file as you will be charged $0.50 per page if you request copies from the Registrar’s Office at a later date.)
3. If you are petitioning for a past term, you are required to obtain a letter of support from your college dean if you are an undergraduate student, or from your committee chairperson if you are a graduate student.
4. Submit your completed petition to the Registration Division, window 13, second floor of the Student Services Building or by mail to: 201 S 1460 E RM 250 N, Salt Lake City, UT 84112-9056.
5. Allow up to two weeks for the petition to be reviewed. You will be notified of the committee’s decision by mail or email to your uMail account. Decisions cannot be released over the phone.
6. **FINANCIAL AID RECIPIENTS** - You are advised to meet with your financial aid counselor to review the possible effect if this petition is approved.
7. International students on a F1 or J1 visa who are requesting a withdrawal that will take undergraduate credits below 12 hours or graduate credits below 9 hours must include a letter of support from International Student & Scholar Services.

Note: A separate petition is required for a refund of tuition/fees. Contact the Income Accounting/Student Loan Services Office, 175 Student Services Building, (801) 581-7344.

MARK THE APPROPRIATE BOX AND LIST BELOW THE CLASS(ES) INCLUDED IN YOUR PETITION REQUEST (SEE REVERSE SIDE FOR FURTHER CLARIFICATION).

*Delete class(es) with W grades for the current term

Add class(es) for a past term ($50 late fee per class)

Elect or Revoke the CR/NC Option (Refer to Guidelines)

*Change credit hours for a past term

*Withdraw from class(es) for a past term

Section change for a past term

*Delete class(es) with W grades for a past term

Change a cross-listed course for a past term
Uses

• Prior Term – Requires Letter of Support
  • Elect/Revoke CR/NC
  • Withdraw (w/ extenuating non-academic circumstances)
  • Delete classes with a W grade (University error only)
  • Add class(es) (Must be enrolled in other courses and pay $50 late fee)
  • Change in credit hours (Must pay tuition difference)
  • Section change
  • Change a cross-listed course

• Current Term
  • Delete classes with a W grade (University error only)
  • Elect CR/NC after the deadline
Process

Intake

• Office Coordinator receives
  • Checks for eligibility
  • Checks for completeness

Preliminary Review (Thursday)

• Reviewed by Associate Registrar and Office Coordinator
  • Cases with strong precedent, Associate Registrar responds directly
  • Complex cases, reviewed by Committee
Process

Committee (Friday)

- Chaired by Associate Registrar (Non-voting), comprised of Office Coordinator and 2 other staff members, serving 1 year terms
  - Read and discuss petition in entirety
  - Vote – requires 2 affirmative votes to be approved

Notification

- Office Coordinator sends email to student notifying of decision
  - If approved, student will also be notified of any required actions
  - If denied, student will be notified of remaining administrative options
Decisions by year (Volume)

- **2012-2013**: 603
  - Approved: 57
  - Partially Approved: 44
  - Denied/No Action: 179

- **2013-2014**: 619
  - Approved: 44
  - Partially Approved: 44
  - Denied/No Action: 144

- **2014-2015**: 621
  - Approved: 44
  - Partially Approved: 44
  - Denied/No Action: 141

- **2015-2016**: 367
  - Approved: 30
  - Partially Approved: 126
  - Denied/No Action: 18

- **2016-2017**: 395
  - Approved: 109
  - Partially Approved: 126
  - Denied/No Action: 30
Considerations

Policy & Precedent
Evidence

Decision
Statement
Support
Supporting Evidence

• Not required, but strongly encouraged
• Concise and to the point
• Once submitted to our office, becomes a part of the academic record
  • Subject to FERPA
  • Other privacy laws (e.g., HIPAA) no longer apply
It’s a Balancing Act

Integrity of the Record
- Accuracy
- Policy
- Equity

Student Success
- Non-Academic
- Extenuating Circumstances
- Responsibility
If denied . . .

• Students do have the right to appeal to the Student Affairs Appellate Committee

• Depending on circumstances we may refer to Income Accounting petition regarding Tuition

• Other options may be appropriate
  • Repeating the course
  • Academic renewal (after 7 years)
  • Degree audit exceptions
  • Changes to Program of Study
Requisites

Cassandra Elizondo
Requisites

Definitions

• Prerequisite: a course(s) or condition that must be satisfactorily completed prior to enrolling in another course
  • EX:
    
    **Enrollment Requirement:** Prerequisites: Full Major status in the David Eccles School of Business OR (C- or better in ACCTG 2600 AND Full Major status in Quantitative Analysis of Markets & Organizations).

• Corequisite: a course(s) that must be taken concurrently with or prior to another course
  • EX:
    
    **Enrollment Requirement:** Prerequisites: Full Major status in Material Science & Engineering OR Full Major status in Biomedical Engineering. Corequisites: ECE 2200.
## Departments Enforcing Requisites

<table>
<thead>
<tr>
<th>Department</th>
<th>Enforcement began</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH</td>
<td>Fall 2010</td>
</tr>
<tr>
<td>BIOEN, CH EN, CS, CVEEN, ECE, ENGIN, ME EN, MSE, NUCL</td>
<td>Spring 2011</td>
</tr>
<tr>
<td>FILM</td>
<td>Spring 2012</td>
</tr>
<tr>
<td>ACCTG, ART, ARTH, ATSM (ESS), DANC, FA, KINES (ESS), MUSC, WRTG</td>
<td>Summer 2012</td>
</tr>
<tr>
<td>BUS, EAS (ESL), FINAN, IS, MGT, MKTG, OIS</td>
<td>Spring 2013</td>
</tr>
<tr>
<td>ATMOS, EAE, H EDU</td>
<td>Summer 2013</td>
</tr>
<tr>
<td>CERM, CHEM, DRAW, HIST</td>
<td>Spring 2014</td>
</tr>
<tr>
<td>ENTP, MG EN, STRAT, THEA</td>
<td>Summer 2014</td>
</tr>
<tr>
<td>PRT, PRTS, RECTH</td>
<td>Spring 2015</td>
</tr>
<tr>
<td>LDRSP</td>
<td>Spring 2016</td>
</tr>
<tr>
<td>BALLE, BIOL, PHYS</td>
<td>Summer 2016</td>
</tr>
<tr>
<td>ARCH, BART, DES, ENVST, NURS, PRINT, SCLPT</td>
<td>Spring 2017</td>
</tr>
<tr>
<td>ASTR, HKR, QAMO</td>
<td>Summer 2017</td>
</tr>
<tr>
<td>COMP, GEOG</td>
<td>Spring 2018</td>
</tr>
</tbody>
</table>

57 departments currently enforce requisites
“Major Edits” Conversion

With the implementation of wait listing, all “Major Edits” were converted to requisites.

If students are not part of the major, they will now get a requisite error.

All changes go to requisites@utah.edu

<table>
<thead>
<tr>
<th>Subject</th>
<th>Term Converted</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG (GRAD)</td>
<td></td>
</tr>
<tr>
<td>ART (GRAD)</td>
<td></td>
</tr>
<tr>
<td>ARTH (GRAD)</td>
<td></td>
</tr>
<tr>
<td>BLCHM (GRAD)</td>
<td></td>
</tr>
<tr>
<td>BMI (GRAD)</td>
<td></td>
</tr>
<tr>
<td>CH EN (GRAD)</td>
<td></td>
</tr>
<tr>
<td>COMM (UGRAD / GRAD)</td>
<td></td>
</tr>
<tr>
<td>CS (GRAD)</td>
<td></td>
</tr>
<tr>
<td>CSD (GRAD)</td>
<td></td>
</tr>
<tr>
<td>CVEEN (GRAD)</td>
<td></td>
</tr>
<tr>
<td>ECE (GRAD)</td>
<td></td>
</tr>
<tr>
<td>ENGL (GRAD)</td>
<td></td>
</tr>
<tr>
<td>FINAN (GRAD)</td>
<td></td>
</tr>
<tr>
<td>FP MD (GRAD)</td>
<td></td>
</tr>
<tr>
<td>IS (GRAD)</td>
<td></td>
</tr>
<tr>
<td>MBA (GRAD)</td>
<td>Fall 2017</td>
</tr>
<tr>
<td>MBIOL (GRAD)</td>
<td></td>
</tr>
<tr>
<td>MDCRC (GRAD)</td>
<td></td>
</tr>
<tr>
<td>ME EN (GRAD)</td>
<td></td>
</tr>
<tr>
<td>MGT (GRAD)</td>
<td></td>
</tr>
<tr>
<td>MKTG (GRAD)</td>
<td></td>
</tr>
<tr>
<td>MSE (GRAD)</td>
<td></td>
</tr>
<tr>
<td>OC TH (GRAD)</td>
<td></td>
</tr>
<tr>
<td>OIS (GRAD)</td>
<td></td>
</tr>
<tr>
<td>REDEV (GRAD)</td>
<td></td>
</tr>
<tr>
<td>SW (UGRAD / GRAD)</td>
<td></td>
</tr>
<tr>
<td>THEA (GRAD)</td>
<td></td>
</tr>
</tbody>
</table>
What are the benefits of enforcing?

What is the hold up to enforce?
Can limit enrollment in a class by

- Major/Minor
- Cum GPA
- Course/Grade in Course (UofU or USHE)
- Test Scores
- Academic Level (Freshman, Sophomore, etc.)
- Student Groups

Less confusing for students to not have to figure out which classes are enforcing

Better success for students, when we prepare them for the next class
But, What About...?

Situation: A student tries to enroll in Class X for the Fall term, but an error comes up stating they need to have a C or better in Class Y before they can enroll in Class X. They proceed to enroll in Class Y in the Summer term, and then retry enrolling in Class X for Fall. Class X enrolls them on a condition of them getting a C or better in Class Y.

The student, thinking they have bested the system, drops Class Y, and spends the Summer sitting by the pool, content on their outsmarting of the system.

Enter PERC.
PERC Up, All!

What is PERC? Why, it’s the Post Enrollment Requisite Checking Report, which pulls a list of all students who have not met the requisites for a class.

We run the PERC report when grades for Summer have been entered. The student in the last example would come up as not satisfied for the class requirements. You, as the department, can then drop the student, thus stopping students from enrolling in classes where they have not met the requisites.
Requisite Deadlines

• Implementation Deadlines:

<table>
<thead>
<tr>
<th>Implementation Term</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2019</td>
<td>June 6th, 2018</td>
</tr>
<tr>
<td>Summer/Fall 2019</td>
<td>November 30th, 2018</td>
</tr>
</tbody>
</table>

• Requisite Change Deadlines:

<table>
<thead>
<tr>
<th>Effective Term</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer/Fall</td>
<td>January 25th (e.g. 01/25/18 effective for U/F 2018)</td>
</tr>
<tr>
<td>Spring</td>
<td>August 25th (e.g. 08/25/18 effective for S 2019)</td>
</tr>
</tbody>
</table>
Questions?

Registration & Records
registration@utah.edu
801-581-8969

Petitions
petitions@utah.edu
801-585-3975

Requisites
requisites@utah.edu
801-585-3603
Head of the CLSS: How to Succeed in Creating Your Schedules
Liz Johnson
Introduction to our Team

• Liz Johnson- Assistant Registrar

• Jessica Novak- Project Coordinator

• Candace Bradbury- Scheduling Specialist

• Natalia Verzhbitskiy- Scheduling Specialist
Space Changes - Moving Pieces

- Crocker Science Center Opening Spring 2018
  - 4 smaller classrooms about 30 capacity
  - 2 large lecture halls at 96
    - Tiered with tables
    - Flat floor with tables

- Continuing Ed is moving to Research Park Summer/Fall 2018
- Garff Executive Education- Opening Fall 2018
- Gardner Commons- Opening Fall 2018
Demystifying the Gardner Move

• Project coming along on time for classes in Fall 2018

• To request space in this building for Fall 2018, mark general assignment room, do not place special comments

• Scheduling may move additional classes into building based on S4 Initiatives and Classroom Scheduling Plan
  • Actual enrollments over time subject to review

• Departments that have Right of First Refusal space in the building should see rooms in their CLSS drop-downs

• Meeting with SBS departments in December
Building Tenants (Partial)

- College of Social and Behavioral Sciences- Dean’s Office
- Anthropology
- Geography
- Political Science
- MPA/IAGE
- Welcome Center
- Hinckley Institute
- Office of Global Engagement
- National Center for Veteran’s Studies
Central Classrooms!

- Auditorium- 320
- Large Lecture- 120 (2)
- Variety of 70, 45, 40, 30, 24, capacity rooms
Exterior
Interior
Construction Progress
Places We Don’t Schedule


### Facilities not scheduled by Scheduling

<table>
<thead>
<tr>
<th>Building / Facility</th>
<th>Contact Person</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACS Conference Park 150 (~18ppl)</td>
<td>Front Desk</td>
<td>801-581-3349</td>
</tr>
<tr>
<td>Alumni House</td>
<td>Front Desk</td>
<td>801-581-3710</td>
</tr>
<tr>
<td>ASB 220 (after 2:00), 210</td>
<td>Biology Dept.</td>
<td>801-581-6517</td>
</tr>
<tr>
<td>Babcock Theatre/West Institute</td>
<td>Barbara Sturgis</td>
<td>801-581-3269</td>
</tr>
<tr>
<td>Business Plaza (Outdoor)</td>
<td>Bryan Whipple</td>
<td>801-581-2252</td>
</tr>
<tr>
<td>Campus Event Rentals</td>
<td>Front Desk</td>
<td>801-581-5445</td>
</tr>
</tbody>
</table>
Dynamic Dating Implementation

- Effective Spring 2018
- Affects all Session 4 Miscellaneous Classes
- Accurate Dates are Critical!!
- Changes how Miscellaneous drop deadline is calculated
- Students are able to drop class themselves, rather than going through Registration
- Drop deadlines will show in student portal
Academic Calendar Adherence

- Crossing Terms Is Not Allowed
- Class Dates Should Not be in Multiple Terms
  - Class cannot meet April 17th through June 17th
  - Class cannot have extended field trip or experience beyond end of term
- Summer Session 4 begins one week prior to term
- Fall session 4 begins one week prior to term
- Must be within the session 4 dates for any given term

http://registrar.utah.edu/scheduling/classes/sessions.php
Standard Time Blocks
Standard Time Blocks

Standardized Evening Start Times
4:35 pm    6:00 pm    7:15 pm
Standard Time Exceptions

- Graduate level courses that are not combined with undergraduate courses and are taught in department space are not required to adhere to standardized times.

- Classes meeting in spaces that are Right of First Refusal are encouraged to utilize STB.

- Any variation from the standard time blocks must be accompanied by a Standard Time Exception Form.
  - Even when an exception is granted please consider that there will be less room availability for others.
The Credit Hour

- A University credit hour shall represent approximately three clock hours of the student's time a week for one semester.
  - Fall and Spring Semester- 15 weeks (use the STB- it’s typically built in!)
  - Summer Term- 12 weeks- (STB not required- be sure you are calculating enough contact time!)

- The methods of instruction, time taught, or sites should make no difference in the integrity of the credit hour.

- It is generally expected throughout the University that there is at least one hour in class and two hours outside of class per week or the equivalent combination connected to every credit hour for the appropriately prepared student. In laboratories it is expected that at least 2 to 3 hours are spent in class and approximately the same amount outside for each credit hour awarded.
Permission Code Generation

• The day the class schedule publishes (S18- 9/25)

• At open enrollment (S 18- 11/27)

• If you request department or instructor consent with a new class setup and want permission codes generated, please add a comment in CLSS (example PERMCODE 15)

• Suppressed classes don’t always need consent
Astra Guest Portal

- astra.utah.edu
- Calendars, Room Amenities
- Requesting of Space
- Tutorials available on website
Event Request Form

Events
View, create, and schedule special events and meetings.

Event Request
Request a new event using a step-by-step, guided process.

Event Request Wizard
Welcome to the Event Request Wizard. Please select an Event Request Form to begin.

Event Request Form:
- College of Education Study Room Request
- L.S. Skaggs Patient Wellness Center Request
- Special Event Application
- University Employee Request

Cancel
Enter Meeting Information

Event Request (University Employee Request)

This form is to be used by University Employees only. It is meant for events that do not require any additional resources or services beyond use of the space, such as review or study sessions. The meeting being requested should not occur more than 1-30 days and CANNOT contain more than 40 days.

Please include any setup and teardown time in your request.

Event Information

- Contact Name:
- Contact Email:
- Contact Phone:
- Event Name:

Fill in - Meeting Name/Type, Date and Time - then click create. After creating check the grey box next to the meeting and click Request Rooms. Be sure to click Save.

Please provide any additional comments or questions regarding your event:

Event Meetings

- Meeting Name:
- Meeting Type:
- Description:
- Max Attendance:
- Requires 1

Meeting Recurrence
Select Day/Time and Room

- Enter Meeting Information and Select Submit
- Reviewed and Approved Daily
CLSS
Features of CLSS

• View access to all courses
  • Check for conflicting classes
  • Increase department communication/collaboration

• Access to Historical Course Information including enrollments

• Class planning tools, including the “snapper”, heatmap, and the ability to “copy” courses
Accessing CLSS

- clss.utah.edu

- Single Sign On- if in PS you can open CLSS

- Clear your Cache!!

- Sometimes Refresh the Page

- Preferred Browser: Chrome
CLSS Help!

- Canvas User Group Site
  - Comment Guide
  - Standard Notes
  - Training Video

- Help directly in CLSS Software
  - Upper Right Corner
  - Takes You to Courseleaf Help Site

- Open Lab Sessions!!
  - December 1st, 8th, 2-4 pm, M LI 1735
  - January 5th, 12th, 19th, 2-4 pm, M LI 1735

- Training Desk in Scheduling (40 SSB)
Deadlines

• Summer 2018
  • Schedules due December 21st
  • Department Review on January 22nd
  • Publish February 5th

• Fall 2018
  • Schedules due January 19th
  • Department Review on February 19th
  • Publish March 5th

• We are no longer sending proofs
How to pull Excel Schedule

• Load appropriate term and subject code
• Click Export in upper right hand corner
• Select Excel or PDF to export
• If distributing select Excel and then save document as PDF
Continuing System Issues

• Notes not updating. Place your note in the comments and we will add it in PeopleSoft.
  • ADD NOTE: Include your text for the note

• Credit Hours for Variable Unit Sections
  • CREDITS: list the credits for the class in the comments, within range
  • Must be set before student enrollment occurs

• Instructor for classes with no meeting pattern

• Combined Sections- Changes to combination itself still processed through Scheduling (Comment with COMB: direction)
What Mode are We In?

• Design Mode- All changes are processed as a package

• Refine Mode- Changes are processed individually in Real Time or through Workflow

• Indicated in top left corner of CLSS screen
What Phase are We In?

- **Plan**
  - Allows for planning of schedules

- **Proof**
  - You should begin to enter your changes for the relevant term. Full package of changes must be submitted by validation and “submit workflow”

- **Room Assignment** (No changes allowed - processing/bridging by Scheduling along with Room Assignments)

- **Review/Publish** (final changes before Registration)

- **Enrollment**
  - Registration has started. Limited changes allowed if class has enrollment. No day/time, cancellations through workflow

- **Locked**
  - System is locked

- **Archive**
  - No additional updates are made to system. Late or petition classes will not reflect in CLSS
What is CLSS Telling You?

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Red</strong></td>
<td>Hard stop. You must click “close” and then make the correction noted in the error message.</td>
</tr>
<tr>
<td><strong>Yellow</strong></td>
<td>Warning. Will not prevent you from saving, but we recommend complying.</td>
</tr>
<tr>
<td><strong>Blue</strong></td>
<td>Workflow. Clicking “Workflow” will route the proposed changes to Scheduling for review.</td>
</tr>
</tbody>
</table>
Troubleshooting in CLSS

• This section has features that cannot be edited in this interface. Changes to this section will need to be made directly in PeopleSoft.

• Why this happens

• Usually out of sync, overnight refresh will help

• Email is appropriate if you cannot resolve the issue
How do we Receive your Requests?

- Workflow
- Comments
- Emails
Workflow

• When do classes require workflow??

• Multiple Sections- when one is in workflow you can’t change the others. Add the comment for instructor or capacity.

• Controlling Section- let us know in the comment and we can fix it

• Standard Time Block Rule in Refine Mode will require workflow on all types of changes

• New Instructors that haven’t taught for six semesters (use NINST, with UNID, in Comments)
Comments vs. Email

- Comments are being reviewed constantly, and should be processed within 1-2 business days, usually within 24 hours. Comments in Refine Mode will automatically go to workflow.

- If your comment has been removed from CLSS, we have processed to the extent possible.

- Email can be used when you cannot enter or save a comment.

- Please don’t send an email AND a comment AND a phone call.
# Comment Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NTPC:</td>
<td>If a topic you would like to use does not exist in your dropdown, list the new topic you are requesting. Titles are limited to 23 characters.</td>
</tr>
<tr>
<td>RRGA:</td>
<td>Room request for a <em>particular</em> General Assignment room. Must list the room, (Ex. WEB 1248). General building preferences are handled by Astra and do not need to be submitted through comments.</td>
</tr>
<tr>
<td>RRALT:</td>
<td>Room request for which you have made arrangements with the department who schedules the space, but the room is not in your dropdown. (alternate space)</td>
</tr>
<tr>
<td>NINST:</td>
<td>Request a new instructor not listed in the “other” dropdown. Instructors should appear after your request has been processed.</td>
</tr>
<tr>
<td>SESS:</td>
<td>Request of session change (Refine Mode only).</td>
</tr>
<tr>
<td>ADDNOTE:</td>
<td>List class note in the comments field to be added to schedule. You do not need to include your note in the notes field.</td>
</tr>
<tr>
<td>COMB:</td>
<td>List the classes you would like to have combined together. Must include subject, catalog, and section number.</td>
</tr>
<tr>
<td>CREDITS:</td>
<td>List the credits this section should be offered for. Must be within variable range at catalog level.</td>
</tr>
</tbody>
</table>
When Notification Happens

• Communication from Scheduling
  • General Email Notifications
  • Important Messages are Displayed across the top of the CLSS screen
  • Rollback, or Workflow Confirmation
• Important Information on Website (dates/deadlines)
When Can I Expect to See Changes?

- **Design Mode-** all changes are held in CLSS until during the room assignment phase when changes are bridged to PeopleSoft

- **Refine Mode-** Change is Saved, or Moved to Workflow
  - Saved- should be processed in PS within a few moments, available for students in class search within a few moments, and in online schedule within two hours
    - Depending on volume should be in Astra within two hours for assigning rooms or calendar view
  - Workflow is processed constantly
  - Comments are processed frequently, completion within 1-2 business days
Why is My Class Not Listed?

- Still in Workflow
- Schedule Print is Marked to “NO”
Enrollment Restriction

• We no longer send a report, can self-generate list

• Filter by Desired Criteria
  • Click on Filter
  • Consent Code = I or D
  • Schedule Print= N for suppressed classes

• Permission Code Request can be entered as a comment if codes do not exist
Setting Consent on a Class

• Select Desired Restriction
  • No Special Consent Required (will still enforce prereqs)
  • Department Consent Required
  • Instructor Consent Required
Classes with Enrollment

• Cannot change the day or time!

• Cannot change session or dates!

• Cannot cancel without review. Request will go to workflow for review, include in comment reason for cancellation and student notification plans.
Kuali Workflow Process

- Changes submitted to CM, through Kuali, are processed upon full final workflow approval

- Workflow unique to each department and college
  - Some have two steps, some have three steps
  - Department level, and College level

- After final submittal, changes are reviewed by Curriculum Administration and are updated in PeopleSoft

- Changes are communicated to Scheduling for update on existing classes in existing scheduled term
How to Create ONLN, HBRD

- ONLN = 090, 091 through 99

- HBRD, no special section number

- Please add notes and appropriate attributes

- If you are changing a section from a in-person to ONLN you will need to cancel the existing section, and set up a new ONLN section
Last Day for Major Changes

- Spring 2018- Tuesday, January 2\textsuperscript{nd}, 2018
- Summer 2018- Tuesday, May 8\textsuperscript{th}, 2018
- Fall 2018- Tuesday, August 14\textsuperscript{th}, 2018
Your Feedback

• What could we do better to assist you?

• Are there resources that you need we are not providing at this time?
Questions??

Scheduling Division
Office of the Registrar
40 SSB
(801)-581-7854
scheduling@sa.utah.edu
Forging New Paths With U
Registrar’s Office Summit VII 2017

Security To Student Data & FERPA
Conor Robertson & Michael Bard
Security to Student Data

Conor Robertson
How to Request Security Roles

New Employee Security Guidance

How to Request Security Roles

1. Complete the [FERPA Review](#)
   - Employee name and ID will be submitted at the end of the Review to access security forms
   - NOTE: do not close the Request for Information Security Authorization Form page until all necessary forms are completed and printed

2. Complete all appropriate form(s)
   - Review [page 3](#) of the Student Records Security Authorization Form to determine what security roles are needed when completing request
   - Retain a copy of all security forms submitted as a reference for future employees

3. [Form Tutorials](#)

4. Submit forms to the Registrar's Office via fax (581-5919) or via scanned copy to [studentsystems@utah.edu](mailto:studentsystems@utah.edu).

5. Allow a minimum of 1 week for processing

Questions or concerns, contact Clint Hayward [studentsystems@utah.edu](mailto:studentsystems@utah.edu) or (801) 581-8393.
After FERPA...then what?

- At the end of the FERPA review, the employee will be asked to submit their name and ID.

**FERPA Review**

**Faculty**

- By submitting your Name and ID, you will gain access to E-grading, Class Rosters, etc. through CIS.
- If you need additional access (PeopleSoft, DARS, etc.) then complete the appropriate security authorization form(s) on the next page.

**Staff**

- After submitting your Name and ID, complete the necessary or additional security authorization form(s) on the next page.

**Employee Information**

Name: 

ID:

Submit
Security Forms

You have completed the FERPA Review and are now FERPA Certified.

- Faculty: You will automatically gain access to E-grading, Class Rosters, etc. You may click exit. If additional access (PeopleSoft, My Degree Dashboard, etc.) is required, complete the appropriate form(s) below.

- Staff: Please select the appropriate form(s) below.

Class Security Forms

- CIS Class Tools Security Authorization Form (PDF) (View Form Tutorial)
  Use this form to request access to Class Rolls, Picture Class Rosters, E-mail Class, Manage Class Links, and Class Demand Report.

- E-Grading Security Authorization Form (PDF) (View Form Tutorial)
  Use this form to view, save or post grades.

Student Records Security Forms

- Student Records Security Authorization Form (PDF) (View Form Tutorial)
  Use this form to request initial access to student records and PeopleSoft.

- My Degree Dashboard Security Authorization Form (PDF) (Formerly DARS) (View Form Tutorial)
  Use this form to request access to view or enter student degree audit exceptions. Individuals also needing access to generate or view degree audits should use the Student Records Security Authorization Form and indicate the DARSVIEW operator class. Access to the planning system (formerly GPS) is tied to the ADVSRRW and MANDADV operator classes.

- MARS-WEB Security Authorization Form (View Form Tutorial)
  Use this form to request access to MARS academic records.

- Student Records Web Reports Security Authorization Form (PDF) (View Form Tutorial)
  Use this form to request access to run web reports regarding majors, minors, student academic progress, and graduation status.

Exit
Other Forms

- These are found on our website and do not require you to re-take the FERPA review to access.

- [http://registrar.utah.edu/faculty/security-forms.php](http://registrar.utah.edu/faculty/security-forms.php)

Other Forms

- [Security Access Deletion Form](#)
  Use this form to delete security access.

- [Student Records Security Change Form (PDF)](#)
  Use this form to request a change in your access to student records and PeopleSoft.

- [Non-Credit Tracking](#)
  Use this form to view or enter data into the Non-Credit Reporting Panel in PeopleSoft.

- [Web FTP](#)
Instructions

- [http://registrar.utah.edu/faculty/security-forms.php](http://registrar.utah.edu/faculty/security-forms.php)

Security Form Instructions

- [Student Records Security Change Form Instructions](#)
- [Student Records Security Authorization Form Instructions](#)
- [My Degree Dashboard Security Authorization Form Instructions](#) (formerly DARS)
- [E-Grade Security Authorization Form Instructions](#)
- [CIS Class Tools Security Authorization Form Instructions](#)
- [MARS Security Authorization Form Instructions](#)
• Fill out Identifying Information and obtain signatures.

---

**Student Records Security Authorization Form Instructions**

The Student Records Security Authorization Form is used to request initial access to PeopleSoft. Use of this form requires completion of the online FERPA REVIEW. If you are requesting a change in your access, please utilize the Student Records Security Change Form.

**Step One:**

Complete the fields with the information for the person requesting access, as well as the information for the department official.

**Person Requesting Access:**

- **Last Name:**
- **First Name:**
- **Middle Name:**
- **uNID:**
- **Campus Email:**
- **Department:**
- **Phone:**
- **Date:** (MM/DD/YYYY)

**Verifying Official’s Information:**

- **First & Last Name:**
- **Department:**
- **Phone:**
- **Date:** (MM/DD/YYYY)

**Step Two:**

The requestor must sign and date the form, making their request official and agreeing to abide by FERPA and University policy. The department official must also sign to verify the requestor’s eligibility. (Please note: If the requestor is adding operator classes that have an asterisk indicator, a Student Systems Trainer must approve and sign the form. To contact and/or obtain the signature of the trainer, call 581-8393.)

---

**Signature of Person Requesting Access**

**Signature of Department Official Verifying Eligibility**

**For Operator classes with an (*), Signature of Student Systems Trainer**
• Indicate if you are replacing a previous employee and operator classes that you need access to.

**Step Three:**
Indicate, whether or not you are replacing a previous employee with your access request. If this is the case, indicate the previous employee’s name and employee ID number.

Is this access intended to replace access previously granted to another employee who has left the U or changed responsibilities?

☐ Yes  ☐ No  If yes, who?  Name: __________________________  uNID: __________

**Step Four:**
In the spaces provided, list the “Operator Classes” you are requesting. The various “Operator Classes” are explained on page three of the form.

List the Operator Classes you are requesting (See page 3)

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

**Step Five:**
If you are requesting operator class UUENRLDP, complete the additional questions.

**If requesting operator class UUENRLDP, please answer the following questions:**

1. What is the need of the enrollment access? What actions (enroll/drop) will you do for the student? Give examples. (If registering students for a specific program (e.g. Global Pathways, EOP), please indicate the program) (250 characters maximum)


2. Why can’t the student complete the action (enroll/drop) through Campus Information Services or by contacting the Registration & Records Division? (250 characters maximum)

Other:
• If access to change students program plans is required fill out this section appropriately.

**Step Six:**

On the top of page two, indicate the requestor's name and employee ID number.

**Person Requesting Access:**

Last Name: ___________________  First Name: ___________________  Middle Name: _______________  uNID: ___________

**Step Seven:**

Indicate the academic career level that you are authorized to access.

**Academic Career**

Check the type(s) of student records you are authorized to access.

- [ ] Undergraduate  - [ ] Graduate  - [ ] Law  - [ ] Medicine  - [ ] Dentistry  - [ ] Non Credit

**Step Eight:**

If you are requesting access to make changes to student academic programs and plans, list all of them in the spaces provided. If you are not requesting this access, proceed to the next step.

**Academic Plan/Minor**

If you are requesting access to change majors or minors, specify the plan (major/minor) codes you are authorized to change. [Click here for a reference list of all Major and Minor codes.]

Plans/Minors: __________________________________________

________________________________________
• If access to service indicators is needed or Income/Financial Aid operator classes, fill out the appropriate sections.
Where do the forms go?

- Student Systems
- Checks for FERPA completion
- Checks for correct signatures and content
- Obtains Data Steward (Registrar) signature
- Forwards to Identity and Access Management to set up menus
- Receives information back from IAM
- Sets up access to information in the menus
- Notifies employee that access is set up
Helpful Guides

• http://registrar.utah.edu/student-systems/index.php

Security

New Employee Security Guidance Page

Security Forms

Helpful PeopleSoft Pathways Guide

List of Major/Minor codes

Student Data Warehouse
Contacts

• Student Systems - Setup and PeopleSoft Training
  • studentsystems@sa.utah.edu Attn: Clint Hayward
  • 801-581-8393

• Academic Advising Center – Mandatory Advising Access
  • 801-581-8146

• Emily Johnson – My Degree Dashboard
  • emily.johnson@sa.utah.edu
  • 801-581-3737

• Darcy Rollins – Grad Tracking
  • gradrecords@gradschool.utah.edu
  • 801-581-7642
FERPA

Michael Bard
Family Educational Rights and Privacy Act of 1974

This Act is enforced by the

Family Policy Compliance Office,

U.S. Department of Education,

Washington, D.C.
What is FERPA?

- Federal law designed to protect the privacy of education records. It also provides for appropriately using and releasing student education records.

- It is intended that students’ rights be broadly defined and applied.

- Consider the student as the “owner” of the information in his/her education record, and the institution as the “custodian” of that record.
The Essence Of The Act

• College Students **must** be permitted to inspect their own education records.

• School Officials **cannot** disclose personally identifiable information about students nor permit inspection of their record without written permission unless such an action is covered by certain exceptions by the Act.
Key Concepts

- Education Record
- Personally Identifiable
- Directory Information
- Restriction of Directory Information
- School Officials & Legitimate Education Interest
- Eligible Student and FERPA Rights
- Parents
- Consent required for disclosure of student education records
- Exceptions to consent requirement
WHAT IS AN EDUCATION RECORD?
Education record

If you have a record that is:

1. Maintained by your institution
2. Is *personally identifiable* to a student
3. Not one of the excluded categories of records

Then, you have an education record and it is subject to FERPA

Note: records can take be any format or medium.
“Personally identifiable”

Any record is personally identifiable if it contains any information which would make the student’s identity easy to determine (in whatever format or medium).

Examples:
- The name of the student, the student's parent, or other family members
- The student's campus or home address
- A personal identifier (such as a Social Security Number or Student Number)
- A list of personal characteristics
Excluded Categories:

- “Sole possession” notes (more on this in a moment)
- Law enforcement unit records
- Employment records
  - Unless the employment is based on student status (example: work study, research assistants, etc.)
- Medical treatment records
- Alumni records
Sole Possession Notes

Are made by one person as an individual observation or recollection, and are kept in the possession of the maker.

• This term has always been narrowly defined.
• Notes taken in conjunction with any other person are not sole possession notes.
• Sharing the notes or placing them in an area where they can be viewed by others makes them an education record.
  – PeopleSoft Advisor Notes are NOT sole possession notes and are subject to FERPA.
• Emails can never be sole possession notes.
• Best Advice: If you don’t want it reviewed, don’t write it down.
DIRECTORY INFORMATION
Directory Information

- Those data items that are generally not considered harmful or an invasion of privacy if publically available.
- Each institution establishes what it considers to be directory information
  - Can NOT include race, gender, SSN (or part of it), grades, GPA, country of citizenship, or religion.
- Institutions *may* release this info at their discretion.
- This information *cannot be released* if student has *opted to have it restricted.*
Directory Information At The U

- Student's name, address, or telephone number
- Student ID number
- Class standing
- Field of study
- Participation in officially recognized activities or sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- Most recent previous educational agency or institution attended
- Email address
- Enrollment status
- Photograph
RESTRICTION OF DIRECTORY INFORMATION
Directory Information Restriction

- Every student **must** be given the opportunity to have directory information suppressed from public release.
  - We have an online CIS form (cis.utah.edu) and a paper form

- When a student makes this request, everyone within the institution **must** abide by the student’s request that no information be released without their consent.
What To Do When There Is A FERPA Restriction on Directory Info?

- Do not give out any information unless:
  - Positively identified you are working with the student; or
  - You have a signed release from the student
Important Note...

- It is important to understand that a restriction to directory information does NOT mean that a school official within the institution who has a legitimate educational interest is precluded from using the information to perform that official’s job duties.

- Other FERPA exclusions also still apply.
WHO IS A SCHOOL OFFICIAL?
“School Official”

A school official is defined as someone

- employed by the University of Utah in administrative, supervisory, academic, research or support staff position;
- a member of the University's board of trustees or the Utah State Board of Regents;
- or a person employed by or under contract to the University to perform a special task, such as an attorney, auditor, collection agency, or other entity engaged to assist with the University's educational mission.
What is a “Legitimate educational interest”?

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
WHEN DO FERPA RIGHTS BEGIN?
FERPA Rights Begin

- A FERPA-related college education record begins for a student when he or she enrolls in a higher education institution and attends their first class, regardless of the student’s age.
When a student reaches the age of 18 or begins attending a postsecondary institution regardless of age, **FERPA rights transfer to the student**.

Parents may obtain non-directory information by obtaining a **signed consent** form from their child.

Parents who hold a Power of Attorney specifying “educational records” may obtain student information.
BASIC STUDENT RIGHTS UNDER FERPA
Student’s Rights

- Must be notified of their FERPA rights at least annually.
- Must be permitted to inspect and review their records.
- Can request to amend an incorrect record.
- Must consent to disclosure (with exceptions)
Annual Notification

- Every institution **must** notify students of their FERPA rights at least annually.

- We do so via...
  - CIS Student Message Center
  - Undergraduate Bulletin
  - General Catalog
  - Registrar’s Website
Inspection and Review

• Students have the **right** to see everything in their “education record,” except:
  • Information about other students;
  • Financial records of parents; and
  • Confidential letters of recommendation if they waived their right of access.

• Institution **must** provide inspection and review within 45 days of the request.

• FERPA does not prescribe what records are created or how long they are to be kept; however, you **cannot** destroy a record if there is a request to inspect and review.
Amendment to a Record

• Students have the right to seek amendment to their record if they believe there is error.

• Submit a signed, formally written request to the Vice President for Student Affairs. The written request should identify the portion of the record to be amended and reasons why they believe the record is inaccurate, misleading or in violation of your privacy or other rights.

• Reviewed, decision made, appeal procedures, hearing, final decision is made.
Consent to Disclosure

- School officials *cannot* disclose personally identifiable student records, nor permit inspection of their records, without the written and signed consent from the student...

- Consent Requirements

- Exceptions permitted by the Act
Access to Online Release Form
Online Consent to Release Form

I understand that picture ID is REQUIRED when any information is requested in person at the various University offices. I also understand by authorizing communication to the Email accounts listed below, I do so at my own risk and the University of Utah, the University offices are not responsible for the security of the information.

- I give The University Office of Scholarships and Financial Aid, Income Accounting, and Student Loan Services Office permission to release information regarding the processing and delivery of my financial aid and scholarships and financial/tuition information to myself and any individual(s) listed below with the appropriate PIN.

- I give the University of Utah Office of the Registrar permission to release information about my educational record information to myself and any individual(s) listed below with the appropriate PIN.

- I give the University of Utah University College and Departmental/College Advisers permission to release information maintained by the Academic Advising Offices about my educational record information to myself and any individual(s) listed below with the appropriate PIN.

- I give the University of Utah Housing & Residential Education Office permission to release information regarding my housing financial account, its status and charges listed on my account to myself and any individual(s) listed below with the appropriate PIN.

- I give the University of Utah International Student & Scholar Services and Learning Abroad Offices permission to release information maintained by their offices about my educational record information to myself and any individual(s) listed below with the appropriate PIN.

When contacting the office(s) to inquire about specific information, myself and/or the individual(s) identified below will provide the following Personal Identification Number (PIN): (PIN may be letters and/or numbers: no minimum, maximum 20 characters.)

*PIN: [SECRETPIN]

Release information to myself and/or the following individual(s):

To add a person, click the plus button on any line. Enter the name as last name, first name (e.g. Smith, John). To remove a person, click the minus button next to that person.

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship Name</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dad</td>
<td>Father</td>
<td><a href="mailto:dad@dadjokes.com">dad@dadjokes.com</a></td>
</tr>
</tbody>
</table>
Written Consent for Disclosure

The written consent must:

A. Specify the records to be released
B. State the purpose of the disclosure
C. Identify the party or parties to whom disclosure may be made
D. Be signed and dated by the student.
I give permission to Professor Kostal to write a letter of recommendation to:

Annie’s Catering  
344 Willow Dr.  
Lynchburg, VA 24502

Professor Kostal has my permission to include my grade, GPA, and class rank in this letter.

I waive/do not waive my right to review a copy of this letter at any time in the future.

Signature  
Date
WHEN IS PRIOR CONSENT NOT REQUIRED?
When Is Prior Consent Not Required?

- **School Officials** determined by the institution to have a legitimate educational interest
- Disclosure of directory information (provided the student has not placed a restriction)

- Disclosure to accrediting organizations, DOE, State Education Authorities, etc.
- Disclosure to another institution where the student seeks to enroll or is enrolled
- Disclosure in connection with the receipt of financial aid
- In compliance with a judicial order or a lawfully issued subpoena (provided that the institution first make a reasonable attempt to notify the student)
- Disclosure for a health/safety emergency
Letters of Recommendation: Signed Release / No Signed Release?

• Statements made by the person that are based on that person’s personal observations or knowledge do not require a written release from the student (Mary was a stellar student).

• If personally identifiable information obtained from a student’s education record is included in the letter (grades, GPA, names of courses taken, etc.), the writer is required to obtain the student's signed consent.
Letters of Recommendation: Student Right To Review?

Since a letter of recommendation is part of a student’s education record, the student has a right to read it — unless they have waived that right.
Letters of Recommendation:
Students’ Waiver of Right to Review

Student may waive any or all of their rights to review under FERPA, providing the following conditions:

• Institutions do not require waivers as a condition for admissions to or receipt of a service or benefit from the institution.

• The documents waived are only used for the purposes they were collected.

• The waiver is in writing and signed by the student.
Letters of Recommendation Release Form

A template is available for your convenience.

- Located on the Office of the Registrar website under Student Forms

It is recommended that the release be kept on file for at least one (1) year.
Key Concepts

- Education Record
- Personally Identifiable
- Directory Information
- Restriction of Directory Information
- School Officials & Legitimate Education Interest
- Eligible Student and FERPA Rights
- Parents
- Consent required for disclosure of student education records
- Exceptions to consent requirement
When in Doubt...

- Don’t give it out!
- FERPA Information and Review: http://registrar.utah.edu/faculty.php
- Contact Us:
  - registrar@utah.edu or 801-581-5808
Forging New Paths With U
Registrar’s Office Summit VII 2017

STUDENT DATA: reports | requests | civitas
Marie Larsen, Mike Martineau, & Andrea Ronér
TODAY

- Overview of OBIA - Mike
- Student Data Warehouse - Andrea
- Request for Information - Marie
- Civitas - Mike
OBIA

CENTRALIZED

HAPPY

time for data

FULLY SELF-SERVICE
Meet your new friend:

www.OBIA.Utah.Edu

Let's go
Student Data Warehouse (SDW)

• College Dean Users (Phase I Users)
• Department Level Users (Phase II Users)
  • Department Level Users are trained by the College Dean User who is assigned to their College
  • Must be approved through the College Dean User
  • Only has access to their College data; all other data is masked
• Allows access to institutional data for analytical and reporting purposes
• Main mission is to facilitate the delivery of decision-making reporting through the use of the Student Data Warehouse
## Student Data Warehouse (SDW)

<table>
<thead>
<tr>
<th>College /Office</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising Center</td>
<td>Steve Hadley</td>
<td><a href="mailto:shadley@uc.utah.edu">shadley@uc.utah.edu</a></td>
</tr>
<tr>
<td>Architecture</td>
<td>Grant Allen</td>
<td><a href="mailto:grant.allen@arch.utah.edu">grant.allen@arch.utah.edu</a></td>
</tr>
<tr>
<td>Business</td>
<td>Bethany Crowell</td>
<td><a href="mailto:bethany.crowell@eccles.utah.edu">bethany.crowell@eccles.utah.edu</a></td>
</tr>
<tr>
<td>Continuing Education</td>
<td>Nate Martin</td>
<td><a href="mailto:nathanael.martin@utah.edu">nathanael.martin@utah.edu</a></td>
</tr>
<tr>
<td>Education</td>
<td>Scott Mikos</td>
<td><a href="mailto:scott.mikos@utah.edu">scott.mikos@utah.edu</a></td>
</tr>
<tr>
<td>Education Honors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mines and Earth Sciences</td>
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<td>Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering</td>
<td>Jeff Bates</td>
<td><a href="mailto:jeff.bates@utah.edu">jeff.bates@utah.edu</a></td>
</tr>
<tr>
<td>Fine Arts</td>
<td>Liz Leckie</td>
<td><a href="mailto:liz.leckie@utah.edu">liz.leckie@utah.edu</a></td>
</tr>
<tr>
<td>Fine Arts Health</td>
<td></td>
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</tr>
<tr>
<td>Humanities</td>
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</tr>
<tr>
<td>Social and Behavioral Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Honors</td>
<td>Erica Rojas</td>
<td><a href="mailto:e.rojas@honors.utah.edu">e.rojas@honors.utah.edu</a></td>
</tr>
<tr>
<td>Nursing</td>
<td>Brent Vawdrey</td>
<td><a href="mailto:brent.vawdrey@nurs.utah.edu">brent.vawdrey@nurs.utah.edu</a></td>
</tr>
<tr>
<td>Social Work</td>
<td>Mirela Rankovic</td>
<td><a href="mailto:Mirela.Rankovic@socwk.utah.edu">Mirela.Rankovic@socwk.utah.edu</a></td>
</tr>
<tr>
<td>Undergraduate Studies</td>
<td>Mark St. Andre</td>
<td><a href="mailto:mark.standre@utah.edu">mark.standre@utah.edu</a></td>
</tr>
</tbody>
</table>
# Student Data Warehouse (SDW)

## Library of Reports

<table>
<thead>
<tr>
<th>Report</th>
<th>Graduation Figures by Term</th>
<th>Student Course Enrollment Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Grade Semester Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class Enrollment Stats</td>
<td>Graduation Pipeline</td>
<td>Student Detail</td>
</tr>
<tr>
<td>Convocation Contact List</td>
<td>Honors Historical Data</td>
<td>Student List by Major</td>
</tr>
<tr>
<td>Course Retention Report</td>
<td>Incoming Conditional Admit</td>
<td>Student Population Trends</td>
</tr>
<tr>
<td>Department Level Retention Report</td>
<td>Report</td>
<td></td>
</tr>
<tr>
<td>Enrollment Pattern</td>
<td>Incoming Honors Student</td>
<td>Undergraduate GPA Rankings</td>
</tr>
<tr>
<td>General Math, Writing, and ESL</td>
<td>List of Students by Major (Declared/Enrolled)</td>
<td></td>
</tr>
<tr>
<td>GPA Ranking Report</td>
<td>Student Academic Summary/Grades/Class Schedule</td>
<td></td>
</tr>
</tbody>
</table>
Academic Reports

• Requires completion of the Student Records Web Reports Security Form

Student Records Security Forms

The FERPA Review must be completed prior to filling out any of the following security forms. The links below will redirect to the FERPA Review. The forms are available at the end of the Review.

• Student Records Security Authorization Form
  Use this form to request initial access to student records and PeopleSoft.

• My Degree Dashboard Security Authorization Form (formerly DARS)
  Use this form to request access to view or enter student degree audit exceptions. Individuals also needing access to generate or view degree audits should use the Student Records Security Authorization Form and indicate the DARSVIEW operator class. Access to the planning system (formerly GPS) is tied to the ADVSRVV and MANDADV operator classes.

• MARS Security Authorization Form
  Use this form to request access to MARS academic records.

• Student Records Web Reports Security Form
  Use this form to request access to run web reports regarding majors, minors, student academic progress, and graduation status.
## Academic Reports

- Description of Reports Available in booklet

<table>
<thead>
<tr>
<th>Report Number</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Major list: enrolled students, summary list</td>
<td>Based on selected majors, lists students declared in those majors and enrolled in the terms you select (current term or future terms for which registration is open). Displays student name, ID number, academic career, academic level, majors, units enrolled in current term, core units, core GPA, and residence. Optional contact list may be produced, with student's name, address, phone, email address.</td>
</tr>
<tr>
<td>2</td>
<td>Major list: enrolled students, student schedule</td>
<td>Based on selected majors, lists students declared in those majors and enrolled in the terms selected (current term or future term for which registration is open). Displays student name, student ID number, majors, academic career, academic level, units, core units, core GPA, and residence. Optional contact list may be produced, with student’s name, address, phone, email address.</td>
</tr>
<tr>
<td>3</td>
<td>Major list: declared majors, whether enrolled or not</td>
<td>Based on selected majors, lists students declared in those majors whether enrolled or not. Displays student name, student ID number, academic career, academic level, majors, term enrolled, units earned in current term and most recent term, core units, core GPA, and residence. Optional contact list may be produced, with student’s name, address, phone, email address.</td>
</tr>
<tr>
<td>4</td>
<td>Undergraduate GPA rankings</td>
<td>Based on selected majors, lists undergraduates declared in those majors and enrolled in the current term. You may also request students with minimum number of units, or in a particular GPA range. Displays student name, student ID number, major, core GPA, and core units (ranked by GPA and units). Optional contact list may be produced, with student's name, address, phone, email address.</td>
</tr>
<tr>
<td>5</td>
<td>Student Trading/Academic Summary</td>
<td>For a specific student selected either by student ID number or name, displays the student’s grades for a term, plus grade points, GPA units, units passed, and GPA for the term. The Academic Summary showcases units passed, grade points, GPA units, GPA, transfer units, test credit, other credit, core units, and academic level.</td>
</tr>
<tr>
<td>6</td>
<td>Student Schedules</td>
<td>For a specific student selected either by student ID number or name, displays the student’s class schedule for the term. Plus enrollment status and grades where available.</td>
</tr>
<tr>
<td>7</td>
<td>Class Enrollment Statistics</td>
<td>Displays enrollment headcounts based on academic career, academic level, or major of the enrolled students. Also displays average core GPA of enrolled students. Courses may be selected for which statistics should be displayed, based on subject and using numbers (including prefix or range). Also may display multiple majors if selected.</td>
</tr>
<tr>
<td>8</td>
<td>Graduation Candidates</td>
<td>Displays graduation candidates based on term, student’s major or minor, and degree checkout status (approved or awarded). Also may display multiple majors if selected.</td>
</tr>
<tr>
<td>9</td>
<td>Graduation Clearance</td>
<td>Displays graduation candidates for the current term and whether their DARS is complete, complete (with two progress courses), or deficient. Users may only access majors and minors for which they are responsible.</td>
</tr>
</tbody>
</table>
Academic Reports

- Located on the Student Admin Services tile
Academic Reports

- Same reports are still available

**Academic Reports Menu**

<table>
<thead>
<tr>
<th>Academics</th>
<th>Courses and Classes</th>
</tr>
</thead>
</table>
| • List of Students by Major (Declared Majors)  
• List of Students by Major (Enrolled students only)  
• Undergraduate GPA Rankings  
• Student Grades/Academic Summary  
• Student Schedules  
• Graduation Candidates by Major  
• Graduation Clearance Report | • Class Enrollment Statistics  
• General Catalog  
• Summer 2017 Class Schedule  
• Fall 2017 Class Schedule  
• Spring 2018 Class Schedule  
• Archived Class Schedules |

<table>
<thead>
<tr>
<th>Office of Budget &amp; Institutional Analysis (OBIA)</th>
</tr>
</thead>
</table>
| • Statistical Summary Table Tool  
• Enrolled Majors by College |
Request for Information

• Use if other sources do not meet needs


Student Systems

The Student Systems Division acts as a resource for departments to:

• Request information pertaining to student data
• Request security access and provide basic PeopleSoft training for new users
• Work with departments to implement requisite checking
• Request enhancements to the Student Administration System (e.g., PeopleSoft, web applications)
• Assist in resolving system and data problems
• Set up service indicators or student group codes in PeopleSoft

<table>
<thead>
<tr>
<th>Security</th>
<th>Request for Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Employee Security Guidance Page</td>
<td>Request for Service</td>
</tr>
<tr>
<td>Security Forms</td>
<td>Requisites - Department Information</td>
</tr>
<tr>
<td>Security Training Page - In progress</td>
<td>Duplicate EMPLID Form</td>
</tr>
<tr>
<td>List of Major/Minor codes</td>
<td></td>
</tr>
<tr>
<td>Student Data Warehouse</td>
<td></td>
</tr>
</tbody>
</table>
# Request for Information

**University of Utah Student Systems Office**

This Request for Information form is for University of Utah faculty and staff only. Please allow a minimum of three business days for processing this request. Be as thorough as possible when defining your criteria; requests for clarification will delay your request. All report output will be provided electronically via email. Submit complete form to 305 S 1500 E Box 120 Salt Lake City, UT 84112 or fax to 505-7600.

## Requestor Information

<table>
<thead>
<tr>
<th>Name of Requestor</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Briefly state your legitimate educational interest for the information requested:

## Data Being Requested

**Name of program or query**

Describe the information needed. Please specify term and year:

- [ ] All currently enrolled full-time undergraduate students with a GPA greater than 3.0

When requesting information about enrolled students, please choose from the following options:

- [ ] Currently Enrolled Term and Year
- [ ] Eligible to Enroll Term and Year
- [ ] Freshman
- [ ] Transfer
- [ ] Continuing
- [ ] Continuing

Student Career: [ ] Graduate, [ ] Undergraduate, [ ] Non Credit, [ ] Law, [ ] Medicine

Select the data needed for the above set of students. Please check all that apply:

- [ ] Name
- [ ] Student ID Number
- [ ] Email Address
- [ ] Mailing Address
- [ ] Specify more format

- [ ] Phone
- [ ] Major
- [ ] Minor
- [ ] Term GPA
- [ ] Cumulative GPA

- [ ] Current Year in School
- [ ] Projected Year in School
- [ ] Credit Hours
- [ ] Gender
- [ ] Ethnicity
- [ ] Specify Ethnicity

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), any University of Utah department, agency, or employee, and agents visiting personally identifiable student information may use the information only for the legitimate educational purposes for which it was obtained. Personally identifiable student information may not be shared or transferred to a third party entity.

The undersigned agrees to comply with the provisions of FERPA and understands that the misuse of student data resulting in a violation of FERPA could subject the University of Utah to sanctions by the Department of Education. The undersigned also understands that employees of the University of Utah who are not compliant with FERPA may not be employed in similar positions.

In order to ensure the security of student records, please visit the FERPA website at www.rollingscripts.com/ferpa/

Date: __________________Signature of Department Chair or Director: __________________

Processed By: ___________________________ Date: ___________________________ Query Job Name: ___________________________

[Print Form]
Request for Information

• Instructions for best results of data
  • Be specific and detailed in completing the request
  • Specify term(s) and year(s) needed
    • Data prior to fall 1998 is not available
  • Indicate only necessary data elements needed
    • (Name, major, umail address, etc.)

• Length of time for processing
  • Minimum of 1 week
  • Longer during peak times
Data helps us fulfill our commitment to students
What is Civitas?

identify

act

learn

identify
AVERAGE NUMBER OF DAYS ENROLLED BEFORE START (CURRENT TERM)

PERSISTED - 69.83%  DID NOT PERSIST - 30.17%

SAMPLE COUNT: 56566 OF 56566 (100.00%)

<table>
<thead>
<tr>
<th>Selected Range</th>
<th>65.05% Persistence Rate</th>
<th>-4.77% Dist from Avg</th>
<th>76.23% of Persisters</th>
<th>94.77% of Non-Persisters</th>
<th>81.82% of Overall</th>
<th>46284 Historical Count</th>
<th>VIEW ACTIVE STUDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 71.30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Inspire for Advisors predicts a student's likelihood to persist at your institution. Apply filters to show students in specific prediction groups, or use any column heading to sort the list.
Eliza Hamilton

Persistence Probability
Low

Persistence Change
Previous 8 days ago Current

Spring 2018 Enrollment
4 Courses Enrolled

Inspiration & Intervention Factors

These are personal factors that could make this student’s likelihood to persist higher or lower than average for continuing, undergraduate students like them who currently take on-ground courses at Utah.

Inspiration

- Has earned 114.66 credits at this institution
- Has attempted 148.99 credits at this institution

Intervention

- Has withdrawn 19.33 credits at this institution
- Enrolled in sections an average of 7 days before section start this term
- Has completed one term at this institution
- Enrolled in one section this term after current term began
PARTING THOUGHTS
Systems, Technology, Progress and Future Trends

Timothy Ebner, University Registrar
Andrea Ronér, Associate Registrar
New SS&T Position

Andrea Roner – Associate Registrar

Cassandra Elizondo
Assistant Registrar

Marie Larsen
Assistant Registrar

Conor Robertson
Assistant Registrar

Clint Hayward
Student Systems Specialist

Vacant Position
Student Systems Specialist
**Interstate Passport**

The Interstate Passport enables successful transfer of completed lower-division general education requirements and Passport courses and learning outcomes, which may be in addition to general education requirements, to out-of-state institutions participating in the Interstate Passport Network, and to all Utah public institutions. Students who complete all institutional general education requirements and the Passport at a USHE institution will not be required to repeat or take additional course work to meet lower-division general education requirements when they transfer to another Passport institution, except as required by state statutes. Successful completion of Passport courses and learning outcomes will be noted on students’ transcripts. Students with an interest in earning the Interstate Passport should contact their academic advisor.

- **Students Awarded the Interstate Passport**
  - Spring 2017 – 4,481
  - Summer 2017 – 307

- **Transcript Note**

- **Automatic Review at the end of each semester**
Wait Listing/Faculty Center/Class Rosters

• Wait Listing Statistics – Fall 2017
  • Students who were enrolled from a wait list – 4,331
  • Students who remained in a EWAT status – 2,832
  • Students still wait listed – 834
  • Students enrolled in another section / wait listed – 171
  • Class sections with a Wait List – 1,566

• Wait Listing Statistics – Spring 2018
  • Students enrolled from a wait list – 234
  • Students still in a EWAT status - 212
  • Students on wait list – 1,425
  • Students enrolled in another section / wait listed – 150
  • Class sections with a Wait List – 1,605
Wait Listing/Faculty Center/Class Rosters

Percentage of Class Sections by College with Wait List Option - Fall 2017

- Humanities: 29%
- Health: 18%
- Honors: 2%
- Fine Arts: 6%
- Engineering: 10%
- Education: 1%
- Business: 12%
- Science: 5%
- Social Work: 5%
- Social Behavioral: 6%
- Law: 3%
- Medicine: 1%
- Mines: 0%
- Pharmacy: 0%
- UOFU: 2%
Wait Listing/Faculty Center/Class Rosters
# Class Roster

**MATH 1010 - 001 (3203)**  
Intermediate Algebra (Lecture)  

<table>
<thead>
<tr>
<th>Days and Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTWF 7:30AM-8:20AM</td>
<td>JPB 103</td>
<td>Nanette Hawes</td>
<td>08/31/2017 - 12/07/2017</td>
</tr>
</tbody>
</table>

*Enrollment Status: Enrolled*

| Enrollment Capacity: 70 | Enrolled: 65 |

<table>
<thead>
<tr>
<th>Enrolled Students</th>
<th>Personalize</th>
<th>Find</th>
<th>First</th>
<th>Last</th>
<th>1-63 of 63</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select ID</td>
<td>Name</td>
<td>Grade Basis</td>
<td>Units</td>
<td>Program and Plan</td>
<td>Level</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>Graded</td>
<td>4.00</td>
<td>University College (U) - Pre Business BA</td>
<td>Freshman</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Graded</td>
<td>4.00</td>
<td>Education (U) - Pre Education BA</td>
<td>Freshman</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Graded</td>
<td>4.00</td>
<td>University College (U) - Undeclared</td>
<td>Freshman</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Graded</td>
<td>4.00</td>
<td>University College (U) - Pre Communication BS</td>
<td>Freshman</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Graded</td>
<td>4.00</td>
<td>University College (U) - Pre Business BS</td>
<td>Freshman</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>Graded</td>
<td>4.00</td>
<td>University College (U) - Undeclared</td>
<td>Sophomore</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>Graded</td>
<td>4.00</td>
<td>University College (U) - Undeclared</td>
<td>Freshman</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>Graded</td>
<td>4.00</td>
<td>University College (U) - Pre Business BS</td>
<td>Freshman</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>Graded</td>
<td>4.00</td>
<td>University College (U) - Pre Mathematics BS</td>
<td>Freshman</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>Graded</td>
<td>0.00</td>
<td>University College (U) - Pre Computer Science BS</td>
<td>Freshman</td>
</tr>
</tbody>
</table>
Drop Major

Request to Drop Major(s)

Name:  
Emplid:

Undeclared

* To update or declare a major, please make an appointment with your advisor.

Request to Drop Major(s)

Name:  
Emplid:

Film and Media Arts BA

Emphases:
Entertainment Arts and Eng

Request to Drop Major(s)

Name:  
Emplid:

Film and Media Arts BA

Emphases:
Entertainment Arts and Eng

Pre Athletic Training BS

* If you have questions, please contact your advisor.
Drop Major

• 733 actions taken via the Drop Major app
  • 172 actions remove additional major
  • 561 who went to Undeclared status (single major)
# Change of Major/Minor

**Student Search**

<table>
<thead>
<tr>
<th>Emplid</th>
<th>Name</th>
</tr>
</thead>
</table>

**Change of Major/Minor**

- **Name:** [Enter Name]
- **Empid:** [Enter Empid]
- **Honors:** No

## Majors

<table>
<thead>
<tr>
<th>Film and Media Arts BA</th>
<th>Minors</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Emphases:</strong> [Edit] Entertainment Arts and Eng</td>
<td>[Add/Edit Minor]</td>
</tr>
</tbody>
</table>
**Catalog Year:** 2017 - 2018 [Edit]

[Add/Edit Major]
Registration Validation Task

Student Task WorkCenter

Task Details

Student ID: 0

Task Progress

Legend

* Introduction
* Addresses
* Phone Numbers
* Email Addresses
* Emergency Contacts
* Physical Location
* Program Information
* Complete Task

Hedeve Registration test

THE UNIVERSITY OF UTAH

ANDREA RONER

Program Information

Please review the below information. If you need to make a change or update, please utilize the links below to make an appointment with an advisor or request to drop a major. If your program information is correct or you have made the necessary appointment and/or drop request, please click the "Mark As Complete" button in the top right corner.

Career: Undergraduate Semester
College: University of Utah
Major: Undeclared
Minor:
Emphasis/Track:

If any of the above information needs to be updated, please click to make an appointment with an advisor.

If you need to remove a major (which will drop the associated minor/emphasis/track), please click to open the request.
Dynamic Dating/Misc. Classes

### Miscellaneous Session Classes
(Deadlines for Courses with Irregular Start & End Dates)

<table>
<thead>
<tr>
<th># Of Class Meetings</th>
<th>Days To Add, Drop, Audit, or Elect CR/NC</th>
<th>Days To Withdraw</th>
<th>Days To Reverse CR/NC</th>
<th>Days To Reverse CR/NC</th>
</tr>
</thead>
<tbody>
<tr>
<td>For classes that are one week or less in duration.</td>
<td>Before first day of class</td>
<td>Before first day of class</td>
<td>Before last day of class</td>
<td>Before first day of class</td>
</tr>
<tr>
<td>1</td>
<td>Before first day of class</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Before first day of class</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>Before first day of class</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>1</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>1</td>
<td>5</td>
<td>5</td>
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</tr>
<tr>
<td>6</td>
<td>1</td>
<td>6</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>7</td>
<td>1</td>
<td>7</td>
<td>7</td>
<td>7</td>
</tr>
</tbody>
</table>

### # Of Weeks In Length
(For classes two weeks or longer in duration.)

<table>
<thead>
<tr>
<th>Days To Add, Drop, Audit, or Elect CR/NC</th>
<th>Days To Withdraw</th>
<th>Days To Reverse CR/NC</th>
<th>Days To Reverse CR/NC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add/Drop/Audit/Elect CR/NC is determined by instructional days divided in half.</td>
<td>Midpoint is determined by instructional days divided in half.</td>
<td>Reverse CR/NC is determined by a 93% calculation.</td>
<td>Deadline from the last day of class.</td>
</tr>
<tr>
<td>2</td>
<td>5</td>
<td>9</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>7</td>
<td>13</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>10</td>
<td>18</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>12</td>
<td>22</td>
<td>2</td>
</tr>
<tr>
<td>6</td>
<td>14</td>
<td>27</td>
<td>2</td>
</tr>
</tbody>
</table>
Dear Associate and Assistant Deans,

We have recently launched so many new features including Schedule Builder, Shopping Cart, Class Demand Report, Wait Listing, CLSS and the Faculty Center. We want to make sure that we answer any questions, fully explain this functionality, clear up any confusion, help you make the most of these new offerings, and provide information about all the services offered by the Office of the Registrar.

For this reason, we welcome the opportunity to make ourselves available to meet with you and other faculty/staff in college level and departmental meetings. If you feel this would be a worthwhile endeavor, we are open to strategizing how to best do that. Please use our web form to place such a request and we will be in contact with you shortly.

We look forward to the continual progress in terms of technological features, meeting the needs of our campus community, and partnering with you for student success.

Sincerely,

Timothy J Ebner
University Registrar
The University of Utah
201 South 1460 East Rm 250N
Salt Lake City, UT 84112
Office 801-581-5808
registrar.utah.edu
New Meeting Request

Meeting Request Form

We are continually innovating to meet the needs of our campus community. With so much new functionality coming online, we want to make sure that we answer any questions, fully explain new functionality, clear up any confusion, help you make the most of these new offerings, and provide information about all the services our office offers.

We welcome the opportunity to make ourselves available to meet with our campus partners in college level and departmental meetings. If you feel this would be a worthwhile endeavor, we are open to strategizing how to best do that. Please use the web form below to place such a request and we will be in contact with you shortly.

Contact Information
* Indicates a required input:

- Organizing Department-College
- Meeting Organizer's First Name
- Meeting Organizer's Last Name
- Meeting Organizer's Phone Number
- Meeting Organizer's Email Address

Meeting Information
* When and where are you looking to have us meet with you?

Please check any topics that apply:
- Athletic Eligibility
- Class and Event Scheduling
- Degree Audit
- Graduation
- Registration and Records
- Student Systems and Technology
- Transcripts and Verifications
- Veteran Services

Other Helpful Information

Submit
Key Activities 2017-2018

1. Scheduling classes for students
   a. Goal: In this first year of implementation of Leapfrog CLSS, we need to reassess the dates and deadlines for publishing the class schedule.

2. Registering students for classes and creating their academic records
Key Activities 2017-2018

3. Maintaining and distributing academic records
   a. Goal: Investigate earlier grade submission by faculty.
   b. Goal: Investigate NSC Reverse Transfer functionality.
Key Activities 2017-2018

4. Reviewing student progress towards graduation and certifying degree completion

a. Goal: Implement online graduate application for graduation.

b. Goal: Complete an audit on how certificates are awarded.

c. Goal: Investigate the College Source Transfer Evaluation System (TES) for full implementation.

d. Goal: Implement Marker functionality in CollegeSource.
Key Activities 2017-2018

5. Certifying eligibility for student athletes
   a. Goal: Complete the internal process review of initial student athlete eligibility procedures.

6. Developing staff service excellence
   a. Goal: Organize an internal professional development committee to create a professional development plan tailored to the needs of staff.
   b. Goal: Continue developing strategies to effectively communicate our office’s value to various constituencies.
   c. Goal: Work towards salary equity among professional and hourly staff.
   d. Goal: Reinvigorate performance review process.
Key Activities 2017-2018

7. Delivering relevant data to key decision makers across campus to enhance Data Informed Leadership.

a. Goal: SDW Management Committee and Civitas/Illume working group will continue in its coordinating effort between Business Intelligence, Assessment, Evaluation and Research, Institutional Analysis, and Registrar’s Office to provide a cohesive delivery of institutional data needs.

b. Goal: Provide enhanced outreach and training opportunities to our campus constituents.

8. Providing technology security, integrity, and usability university-wide

a. Goal: Perform an audit of user access and security roles within PeopleSoft.

b. Goal: Deliver a state-of-the-art web presence that provides useful information to students, which is accessible both across different devices and in terms of ADA compliance.

c. Goal: Move Optical Imaging area to a new location and re-envision the operation as a post paper process.

d. Goal: Investigate a Gideon Taylor solution to online report of credit (grade) changes.

e. Goal: Upgrade successfully to Campus Solutions 9.2.
Campus Solutions 9.2
Questions?

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Registrar’s Office Summit VII 2017

Veteran Services, Athletic Compliance, And Optical Imaging
Veteran Services

Getting the most out of the GI Bill
James Martak
Who we are

• Our office is responsible for certifying the classes GI Bill students enroll in.

• We work closely with the VA to ensure students are paid appropriately and the University is following the regulations involved with the GI Bill.

• On average, we handle the benefits for over 800 students each semester.
The GI Bill: What does it cover?

• At the University of Utah, all undergraduate, graduate and post grad degrees are approved for GI Bill benefits.

• Many certificate programs are also approved, but not all.

• Minors are not approved unless required by the major or can be completed within the 122 credits required to graduate.

• Dual majors are approved.

• Test reimbursement.

• GRE, GMAT, LSAT prep courses.

• Tutoring reimbursement.
The GI Bill: How does it work?

• For degrees and certificates: the GI Bill will only pay for courses that are **required** to complete the degree/certificate. This includes: major requirements, gen eds, upper division, electives, and pre-requisites.

• “Recommended” courses cannot be approved unless the student has electives available.
The GI Bill: Benefit types

- The GI Bill breaks down into several Chapters based off of the type and length of service of the Veteran:
  - Chapter 30 and Chapter(s) 1606/1607: “the old GI Bill”
  - Chapter 35 (DEA): For dependents/spouses of disabled/deceased Veterans
  - Chapter 31 (Voc Rehab): For disabled Veterans
- Each chapter pays differently
- Detailed information can be found on the GI Bill website: www.gibill.va.gov
“The Forever GI Bill”

• Signed into law by congress in August 2017 with many of the changes taking effect as early as August 2018.

• Most of the changes pertain solely to the Post 911 GI Bill
  ➢ Purple Heart Equity: Veterans who receive a purple heart will automatically be granted full Post 911 GI Bill benefits
  ➢ BAH (Housing) to reflect real housing location instead of zip code of the school
  ➢ STEM Scholarship: For qualifying students in a STEM (Science, Technology, Engineering and Mathematics) program, the VA will grant up to an additional 9 months of GI Bill benefits if the student is at least half way through the program and is expected to exhaust their benefits before completing the program. This takes effect August 1st 2019.
  ➢ Termination of 15 year time limit
Common issues students encounter

• Not checking UMail
• Taking courses that are not required for their program
• Dropping/Withdrawing from classes
• Repeating courses
• EU grades (unofficial withdrawal)
• 1\textsuperscript{st} half, 2\textsuperscript{nd} half, Miscellaneous terms
Your role in helping GI Bill students

• Evaluate prior credit
  - If a transfer student comes in with prior credit that fulfills major or gen ed requirements, it is crucial this gets posted in a timely manner to avoid possible debts with the VA.

• Questions about VA benefits
  - If a student has questions about VA benefits or how to apply for them, direct the student to our office. Most veterans don’t research their benefits and are often surprised by the stipulations.

• Changes made to schedules
  - It is important that GI Bill students understand how adding/dropping classes can impact their benefits.
Other Veteran Resources

- The Veteran Support Center
  Rm. 418 in the Union Bldg.
  801-587-7722
- The VA regional office
  1-888-442-4551
- Transition assistance advisor
  Bart Davis: 801-432-4937
Contact info

- University of Utah Veteran Services
  
  Rm. 418 in the Union Bldg.

  801-581-6945

  vetservices@sa.utah.edu

  http://www.sa.utah.edu/regist/veterans/
NCAA Eligibility Center

- Certifies all incoming Division I student–athletes for academics and amateurism.

- Prospective student-athletes register with the NCAA Eligibility Center during high school.

- Eligibility Center reviews all high school transcripts and ACT/SAT scores to verify a student’s academic status.

- High Schools register with the NCAA and provide a core course list.
NCAA Initial Eligibility Requirements

Qualifier

• Meet GPA & Test Score Index

• 16 core courses & distribution:
  • 4 English
  • 3 Math
  • 2 Natural or Physical Science (1 Lab)
  • 1 Additional English, Math or Natural/Physical Science
  • 2 Social Science
  • 4 years of additional core coursework
  • Meet core course progression requirements

Graduation

• Within 4 years of initial high school enrollment
Core Course Progression

Sixteen Core Courses:

- 10 of the 16 must be completed prior to the 7th semester of high school.
- These 10 courses cannot be repeated during senior year for a better grade.
- 7 of the 10 core courses must be in English/Math/Natural or Physical Science.
- Courses taken the summer between 6th and 7th semester can be included in the 10 core.
Academic Redshirt

• May receive aid in the first year and practice in 1st semester
• Meet GPA/Test Score Index (2.0 GPA minimum)
• 16 core courses and distribution
  • 4 English
  • 3 Math
  • 2 Natural or Physical Science (1 Lab)
  • 1 Additional English, Math, or Science
  • 4 years of additional core coursework
• Graduation
  Within 4 years of initial enrollment
*So, if a student does not meet the Qualifier requirements of a 2.3 core GPA or the 10 core courses before senior year, but they earn 16 core courses they will be an Academic Redshirt
Non-Qualifier

- Does not meet the GPA/Test Score Sliding Scale or did not graduate from high school.
- Cannot receive athletics aid, compete, or practice in their initial year of enrollment.
- PAC-12 conference rules do not allow these student to enroll at the University of Utah.
Full Time Enrollment

• Must be enrolled full-time (12 credit hours)
• Six degree applicable hours each F/T semester
• 18 degree applicable hours during regular academic year
• 24 degree applicable hours beginning third F/T semester

• Additional Requirement – Football
  • Complete 9 applicable hours fall term or not eligible to compete in the first four contests the following season.
Credit Hour Requirements - 6

- Six hour requirement applies to:
  - All undergraduate student-athletes
  - All graduate student-athletes

- Transfers
  - Must complete six hours during previous F/T term of enrollment regardless of when SA enrolls at certifying institution.
  - Six hour rule is NOT applicable to transfers from a foreign collegiate institution.
Credit Hour Requirements - 18

• **18 Hour Rule**

  • Student-athlete must complete 18 hours of credit which counts toward a degree during each regular academic year
  • Summer hours do not count
  • Tied to the start of the student-athlete’s third semester of enrollment following initial F/T enrollment

    • Mid-year Enrollee: Certify 18 hour requirement after completion of two F/T semesters at Utah.
    • Thereafter, certify 18 hours prior to start of each fall term.
Progress Toward Degree

- Student Athletes must meet Percentage-Toward-Degree (PTD) thresholds for Degree Credit:
  - Must declare degree program prior to third year (5th semester)
  - At start of third year all credits used to satisfy PTD (e.g. 6 Hour Rule and 18 Hour Rule must count toward the degree.
  - All credits acceptable toward any degree program may be used during first two years.
  - Start of 3rd year 40% of degree completed
  - Start of 4th year 60% of degree completed
  - Start of 5th year 80% of degree completed
Grade Point Average

• GPA Requirement by:
  • Year 2 – pass 24 credit hours- 90% of GPA
  • Year 3 – meet 40% of chosen degree & 95% of GPA
  • Year 4 – meet 60% of degree & 100% of GPA
  • Year 5 – meet 80% of degree – 100% of GPA

• GPA must be maintained term by term
Optical Imaging

OnBase – Search Methods, Progress and Plans:
Sam Eubanks
OnBase Custom Query Searches:
OnBase - Search Single Doc Types:
OnBase - Progress and Plans:

• Added additional features to our custom queries in OnBase, to speed retrieval of documents
• Implemented the Advanced Capture module of OnBase
• Imaged over 100 boxes of Admissions records this year
• Refine the way that the old microfilm grade sheets will be imaged
• Implement Document Retention parameters in OnBase
More OnBase - Progress and Plans:

• Workflow for Retroactive Petitions in OnBase
• Workflows, and electronic forms for Security Authorization Forms that are processed by the Registrar’s office
• Imaging old recipe card University Transcripts
• Questions?

• Please contact:
• Sam Eubanks – Assistant Registrar/Imaging
  • seubanks@sa.utah.edu
  • 801-581-5542