FERPA Review, Security Requests, and Petitions
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.
The Essence of the Act

- College students must be permitted to inspect their own education records.
- School officials may not disclose personally identifiable information about students, nor permit inspection of their records, without written permission... unless such action is covered by certain exceptions permitted by the Act.
Education record

If you have a record that is:

1. Maintained by your institution
2. 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
Directory Information

Institutions may release without written consent Directory Information provided:

• That the University informs students of what is considered directory information

• That students are given the opportunity to refuse disclosure of directory information
Students With FERPA Restrictions

• Do not give out information unless:
  • It is the student (see picture ID)
  • You have a signed release from the student
Non-Directory Information

- Anything that isn’t Directory Information
  - Information that is considered sensitive and cannot be released to a third party (including parents) without the signed consent of the student
    - GPA
    - Class Schedule
    - Credit hours
    - Etc.
“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.
“Legitimate educational interest”

Institutions may disclose Education Records without written consent of students to the following:

• **School Officials** determined by the institution to have a legitimate educational interest

• Persons 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 without consent

- 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.
Online Consent to Release Form

• The student must elect offices to authorize the release of information.
  • Offices include:
    • Registrar
    • Financial Aid & Scholarships, Income Accounting & Student Loans
    • Academic Advising (University College & Departmental)
    • Housing & Residential Education
    • Learning Abroad and International Student & Scholar Services

• The person requesting information, must know the PIN and be listed on the list
• If you talk with someone with a PIN, connect the person with the appropriate office to obtain information
When in Doubt...
Don’t give it out!

• If you have questions, please contact the Registrar’s Office
After FERPA...then what?

- At the end of the FERPA review, the employee will be asked to submit their name and ID.
- The employee name and ID must be submitted to gain access to student data and access the security forms.
Submit your 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#: __________________________
Links to Forms

Security Authorization 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, DARS, etc.) is required, complete the appropriate form(s) below.
- Staff: Please select the appropriate form(s) below.

Forms

- **Student Records Security Authorization Form (PDF) (View Form Tutorial)**
  Use this form to request initial access to student records and PeopleSoft.
- **DARS Security Authorization Form (PDF) (View Form Tutorial)**
  Use this form to request access to generate and view DARS Reports, view student exceptions, and enter student exceptions.
- **E-Grading Security Authorization Form (PDF) (View Form Tutorial)**
  Use this form to view, save or post grades.
- **CIS Student Administration Access Security Authorization Form (PDF) (View Form Tutorial)**
  Use this form to request access to Class Rolls, Picture Class Rosters, E-mail Class and Manage Class Links.
- **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
Print the Security Forms needed

• NOTE: Do not close the Security Authorization Forms page until all necessary forms have been printed.
Security Form Instructions

- Student Records Security Change Form Instructions
- Student Records Security Authorization Form Instructions
- DARS Security Authorization Form Instructions
- E-Grade Security Authorization Form Instructions
- CIS Student Administration Access Security Authorization Form Instructions
- MARS Security Authorization Form Instructions
Complete the form and obtain Signature of Verifying Official and Trainer(s)
Student Systems will obtain additional signatures if needed

<table>
<thead>
<tr>
<th>Operator Classes Associated with the Financial Aid Office: Check Class(es) Requested.</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] FACDI</td>
</tr>
<tr>
<td>[ ] Other:</td>
</tr>
</tbody>
</table>

Signature of Financial Aid Data Manager __________________________ Date: ____________

<table>
<thead>
<tr>
<th>Operator Classes Associated with the Income Accounting Office: Check Class(es) Requested.</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] STDFINVW</td>
</tr>
<tr>
<td>[ ] Other:</td>
</tr>
</tbody>
</table>

Signature of Income Accounting Data Manager __________________________ Date: ____________

<table>
<thead>
<tr>
<th>For Office Use:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Access: FULL _______ DEPT _______ AOCE _______</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For Office Use:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature: Data Steward __________________________ Date: ____________</td>
</tr>
<tr>
<td>Signature: Security Administrator __________________________ Date: ____________</td>
</tr>
<tr>
<td>Signature: Application Security __________________________ Date: ____________</td>
</tr>
</tbody>
</table>
Where do the forms go?

• Student Systems
  Checks for FERPA
  Checks for Signatures
  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
Student Systems pages

- http://registrar.utah.edu/faculty/security-forms.php
QUESTIONS?

- Email: studentsystems@Utah.edu
- Fax: (801) 581-5919
- Marie Larsen, Assistant Registrar, mlarsen@sa.Utah.edu, (801) 581-6529
- Clint Hayward, chayward@sa.Utah.edu, (801) 581-8393
- Julie Walch, Julie.bigelow@Utah.edu, (801) 585-6109
Petitions for Consideration of Exception to Policy
Goals

- Overview of the process
- Suggestions for “good” cases
- Importance of institutional integrity
Total Petitions Over the Years

Number of Petitions

- 2005
- 2006
- 2007
- 2008
- 2009
- 2010
- 2011
- 2012
- 2013
- 2014
- 2015

- Total Petitions

- Over the Years
Petitions

- Allow for a review of unusual or extenuating circumstances that students may face.
- Found on the Registrar’s site: http://registrar.utah.edu/forms.php
- Obtained at the Registrar’s Office: Window 13
What’s Needed?

- Student statement – Letter Form
- Dean of undergraduate college or graduate committee chair
  - Required for all retroactive changes
- Any additional items that substantiate extenuating circumstances or University error:
  - Doctor’s Letter/Hospital Record
  - Admission of misadvising
Right Side

- Add class(es) for a past term
- Change credit hours for a past term
- Section change for a past term
- Change a cross-listed course for a past term
Left side

- Delete class(es) with W grades for the current term
- Elect or Revoke CR/NC option
- Withdraw from class(es) for a past term
- Delete class(es) with W grades for a past term.
Petitions – What is not allowed

• Current term – withdrawal after deadline
  • This is handled by the dean of the college of the student’s major - or University College for pre-declared students

• Tuition refund
  • This is a separate petition process through Income Accounting

• Audit after midpoint or retroactive audit
Petitions – Deadlines

• Before graduation
• Within 3 years of the affected term
• Whichever comes first!
Petitions – Behind the scenes

• Logged into database
  • Prior petitions flagged
• Considered by Exceptions Committee
• Students are notified of approved petitions
• Petitions that are denied can be appealed to Student Affairs Appellate Committee
Petitions – Behind the scenes

- The Exceptions Committee:
  - 4 members of the Registrar’s Office staff
  - Chaired by Associate Registrar
  - Rotates in January and April
  - Usually meet weekly
  - Associate Registrar responds in cases with clear documentation and established precedent without Committee’s review.
W-Deletions – “Good” Cases

• University Error
  • Clear acknowledgement of error (don’t blame the student) and indication it will not recur.
    • Technology issues with online courses
    • Advised into wrong course (swap needed)
    • Advisor registered student without student knowing
W-Deletions – Not “Good” Cases

- Obsession related to Ws and graduate school
- Removing Ws for Financial Aid
- SAP compliance
- Personal emergencies and extraordinary circumstances (Ws are appropriate)
Retro-Withdrawal – “Good” Cases

- Injuries or illnesses that prevent student from taking appropriate actions or performing academically
- Deaths of significant others that result in documented grief or depression that interfered with academic progress
- Legal or substance-abuse related detention
Retro-withdrawal – Not so “Good”

- Injuries or illness that only impact 1-2 courses
- Classes that have been successfully completed
- Medical documentation that states student is healthy or injury inconsequential to academic issues
- Deaths in extended family
- Taking a job that conflicts with class time
Total petitions January 2015-present

- Denied, 125
- Partially Approved, 32
- Approved, 423
Approved Petitions
January 2015-Present
Denied Petitions
January 2015-Present
Partially Approved Petitions
January 2015-Present
CONCLUSION & QUESTIONS

msantarosa@sa.utah.edu
801-585-3975
Registration, Records and Requisites
Registration Timeline

Navigating students’ path to the summit of success includes an understanding of the registration timeline.

Our team is committed to student success.
Meet the Team!

This is Lynna
FROM: California
LOVES: Disneyland and Hot Chocolate
WORKED HERE: 8 months

This is Jaron
FROM: Hooper, UT
LOVES: Long walks on the beach, coffee-dates, and brunch
WORKED HERE: 4 months

This is Clint
FROM: Murray, UT
LOVES: Wife, Kids and Dr. Who
WORKED HERE: 3 weeks

This is Melanie
FROM: Plain City, UT
LOVES: Music, good food, and good people
WORKED HERE: 9 months
We are at your service; here are just a few statistics

- In the fiscal year of 2014-2015, our team processed:
  - 9,879 Grade Changes
  - 580 Approved Leave of Absences
  - 19,524 Enrollments
  - 8,485 Drops
  - 2,477 Withdrawals
  - Multiple Major/Minor Changes
  - Just to name a few...

These are all just numbers; there are students behind them.
Registration Dates:

• Available about 12-16 weeks prior to the beginning of the semester.
  • Found on CIS page under “view your registration date”
• Total credits completed
• Orientation: Freshman and Transfer Students

  Ex: Spring 2016
  • Doctoral: Nov 5th at 8
  • Masters: Nov 5th at 12
  • Seniors: Nov 9th
  • Juniors: Nov 11th
  • Soph: Nov 13th
  • Freshman: Nov 17th
Trivia

• How many credits can I register for? (Undergraduate Student)
  • Up to 19 credits on your own during appointment period.
  • 24 after open enrollment
  • If you want more, call or visit our office

• How can I register for more credits? (Graduate student)
  • Most graduate students are able to register for up to 16 credits on their own. If they would like to go above that, the department needs to request approval through the Graduate School. (Darci Rollins)
WEEK 1

• Admitted students continue to register
  • Permission numbers for full classes, prerequisite override, department consent

• Methods? Online, over the phone, service window.
WEEK 2

- Permission numbers for every regular session class
- Last day to add, drop, elect CR/NC, or audit classes (withdrawals begin)
  - Summer Deadline: Day 10
  - Fall/Spring Deadline: Day 12
- Tuition Due
- Green Late Add Forms for some classes
Trivia

• When are permission numbers necessary?
  • Full Class
  • Time Conflict
  • Prerequisites
  • Department Consent (All classes starting in the second week)
  • Career

• Who issues permission numbers?
  • Different departments have different methods, but for the most part, instructors distribute those permission numbers. [http://registrar.utah.edu/register/permission-numbers-requests.php](http://registrar.utah.edu/register/permission-numbers-requests.php)
  • In order to gain access to run the report, visit: [http://registrar.utah.edu/scheduling/classes/department-permission-numbers.php](http://registrar.utah.edu/scheduling/classes/department-permission-numbers.php)
WEEK 3

• Green late add form for all regular and first half classes.
Trivia

• What are the functions of a green late add form?
  • **Add a new regular/first half class** after the last day to add and before the census deadline
  • **Make changes** to existing classes (i.e. section change, credit hour, reinstated in withdrawn class, etc.)
  • **Add miscellaneous classes** after the calculated drop/add deadline for the class and before the class ends

• When is the green late add form due?
  • **Adding a new class:**
    • Regular Session? A week out, or census deadline, whichever comes first
    • Miscellaneous? A week out, or the last day of the course
  • **Making changes to the existing class:**
    • A week out, or the last day of the course, whichever comes first.
WEEK 4

- Census Deadline: Monday of the 4th week
  - Deadline for green late add forms
- Fee-Match (Drop for Non-Payment): Candidates placed in this panel for tuition non-payment
FEE MATCH (Drop Non Payment)

- Pay tuition in full by deadline
- Classes will be dropped on **Friday after census** if tuition is not paid in full
  - Sometimes held for Financial Aid purpose
REQUEST TO ADD CLASSES AFTER THE DEADLINE

Office of the Registrar

Name: ___________________________ Student ID #: ___________________________ E-mail/Phone: ___________________________ Term/Year: ___________________________

INSTRUCTIONS

To enroll in a class after the 15th business day of the semester, you must have approval from the course instructor, department chair, and college dean. You must also pay a $50 LATE ADD FEE PER CLASS.

1. Print your name, student identification number, e-mail address or telephone number, and term/year in the spaces provided.
2. Print the department, course number, section, and number of hours in the appropriate space. One class may be added per form.
3. Obtain the instructor, department chair, and dean’s signatures.
4. Pay the $50 LATE ADD FEE (PER CLASS) and the course tuition/fees at the Income Accounting Office (165 SSB).
5. Return the completed form to the Registrar’s Office (250 SSB, window 13) by 5 PM on the due date listed below.

Department | Course Number | Section Number | Credit Hours | Audit (Y/N) | Instructor’s Signature | Department Signature | College Dean’s Signature
---|---|---|---|---|---|---|---

Notes

Date Issued: ___________________________ Date Due: ___________________________

Do not remove copies. The Registrar's Office will distribute copies accordingly:
Registrar - Yellow Copy
Dean - Pink Copy
Student - White Copy

ALTERATION OR FORGERY OF THIS DOCUMENT IS A VIOLATION OF THE STUDENT CODE AND MAY BE A CRIMINAL OFFENSE.
Trivia

• When can a yellow late add form be issued?
  • The student must be active
  • After the deadline, students must be registered for other classes
  • Graduate students may register for:
    • Thesis
    • Special Project
    • Independent Study
    • Continuous Registration
  • Must be returned before the last day of the class
• When is the yellow late add form due?

<table>
<thead>
<tr>
<th>Situation</th>
<th>Registered?</th>
<th>Drop Nonpayment?</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Situation One</td>
<td>YES</td>
<td>+</td>
<td>NO</td>
</tr>
<tr>
<td>Situation Two</td>
<td>YES</td>
<td>-</td>
<td>YES</td>
</tr>
<tr>
<td>Situation Three</td>
<td>NO</td>
<td>-</td>
<td>NO</td>
</tr>
</tbody>
</table>
Midpoint

• Last day students can withdraw on their own through CIS

After Midpoint

• Dean’s petition to withdraw
• Revoking CR/NC
• Section Change
• Grading opens the day after deadline to revoke CR/NC
Retroactive Changes
Petition for Consideration of Exception to Policy

<table>
<thead>
<tr>
<th>*Delete class(es) with W grades for the current term</th>
<th>Add class(es) for a past term ($50 late fee per class)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elect or Revoke the CR/NC Option (Refer to Guidelines)</td>
<td>*Change credit hours for a past term</td>
</tr>
<tr>
<td>Withdraw from class(es) for a past term</td>
<td>Section change for a past term</td>
</tr>
<tr>
<td>*Delete class(es) with W grades for a past term</td>
<td>Change a cross-listed course for a past term</td>
</tr>
</tbody>
</table>

Must be submitted within 3 years of affected term or prior to graduation, whichever comes first.
Miscellaneous Courses

• Same pattern for registration, simply condensed
• The class may be added until the class begins. After that, students must contact our office
• To determine drop deadlines, visit student handbook at http://registrar.utah.edu/handbook/miscellaneous.php
Making Changes to Students Program Plan

• Declare through advisors
• What if the advisor is not able to?
  • Email registration@utah.edu
• We can declare or change pre-majors
Change of Graduate Classification
Found at registrar.utah.edu>students>forms
Student Success!

• Thank you, advisors, for all you do for each student behind the numbers
• Questions?
  • Email: Registration@utah.edu
  • 801-581-8969
Requisites
Cassandra Elizondo
Requisites

Definitions

• Prerequisite: a course(s) or condition that must be satisfactorily completed prior to enrolling in another course
• Corequisite: a course(s) that must be taken concurrently with or prior to another course
## Departments Enforcing Requisites

<table>
<thead>
<tr>
<th>Department/College</th>
<th>Term enforcement began</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math</td>
<td>Fall 2010</td>
</tr>
<tr>
<td>Engineering (BIOEN, CH EN, CS, CVEEN, ECE, ME EN, MSE, NUCL)</td>
<td>Spring 2011</td>
</tr>
<tr>
<td>Film and Media Arts</td>
<td>Spring 2012</td>
</tr>
<tr>
<td>Music, Art/Art History/FA, Modern Dance, Writing, Accounting, and Exercise &amp; Sport Science</td>
<td>Summer 2012</td>
</tr>
<tr>
<td>EAS (ESL), BUS, Finance, Information Systems, Management, Marketing, Operation &amp; Information Systems</td>
<td>Spring 2013</td>
</tr>
<tr>
<td>H EDU, Atmospheric Sciences, Entertainment Arts &amp; Engineering</td>
<td>Summer 2013</td>
</tr>
<tr>
<td>Ceramics, Chemistry, Drawing, History</td>
<td>Spring 2014</td>
</tr>
<tr>
<td>Theatre, Mining Engineering, Strategy, Entrepreneurship</td>
<td>Summer 2014</td>
</tr>
<tr>
<td>PRT, PRTS</td>
<td>Spring 2015</td>
</tr>
<tr>
<td>LDRSP</td>
<td>Spring 2016</td>
</tr>
</tbody>
</table>

Note: Only Undergraduate level courses (1000-5999) are enforced. Graduate Level courses (6000+) have the requisite listed, but not enforced.
Enforced Requisites

What type of requisites CAN be enforced?

• Courses (e.g. MATH 1010), taken at The University of Utah or articulated Utah System of Higher Education (USHE) transfer courses, that are satisfactorily completed

• Standardized placement test scores (ACT, SAT, AP, UMP, UWP, ACCUPLACER) that have been recorded in the student’s academic record

• Student’s major/minor status within a college at The University of Utah

• Student Groups
Requisite Examples

STRAT 5700 - Strategic Management
3 Credit(s)

**Enrollment Requirement:** Prerequisites: C- or better in ((FINAN 3040 OR FINAN 3041) AND (MGT 3680 OR MGT 3681) AND (MKTG 3010 OR MKTG 3011)) AND Full Major status in the School of Business.

MUSC 2182 - Jazz Keyboard Skills II
1 Credit(s)

**Enrollment Requirement:** Prerequisites: C or better in MUSC 2181

**Components:** Lecture

ESS 3094 - Honors Exercise Physiology
3 Credit(s)

**Enrollment Requirement:** Prerequisites: C- or better in ((BIOL 2325 AND BIOL 2420) AND (MATH 1050 OR MATH 1210 OR MATH 1080 OR AP Calc AB score of 3 or better OR AP Calc BC score of 3 or better)).
Enforced Requisites cont.

What course requisites CANNOT be enforced by uEnroll?

• Older UofU courses (pre fall 1998)
• For any other type of requisite, like computer proficiency, the appropriate scheduling contact will have to notify the Scheduling Office each term to mark the course as "instructor consent" to monitor the requisite
• Graduate level courses
• Department or Instructor Consent must be set up through Scheduling
Post Enrollment Requisite Checking

• PERC Report

• This report lists all students who have not satisfied or conditionally satisfied the requisite requirements of completing the course with the minimum grade, dropping/withdrawing from the course or no longer being coded within the appropriate major

• The department reviews the report and indicates either a "Drop Request" or "Approved", respectively, next to each student to either drop the student or keep the student registered

  • When the student is dropped, an email communication of the action is sent to the student's Umail account
PERC Roster Report

A PERC Roster will be sent to each department the day after grades are due, with a list of students who have not met the requisite for the upcoming term.
How to Access PERC Report

Once security has been granted, review the PERC Report manual to navigate the system.

More training can be obtained by contacting celizondo@sa.utah.edu.

Log in to CIS > Employee Tab > Academics > PERC Reports
Set Filters to “Enrolled,” “Not Satisfied,” “Conditionally Satisfied,” “Permitted,” and “Overridden.”
Approve/Drop Process

Under “Drop/Approved Indicator,” either approve, or drop the student.

Once complete, check the “Review Complete for Batch Drop Processing” box.
Email Communication

First Friday of the semester students are dropped by the Registrar’s Office that have been marked dropped. An email informing the students of this drop is sent to their Umail account.

Lecture Component Example:

Name:
Student ID:
From: Office of the Registrar

Date: Nov 14, 2012

DALLIN,

Having reviewed your student record we have found you have not met the requirements for enrollment in the following class for term Fall 2012:

1314] ME EN 2080 - 001 - Dynamics

Based on our records, the following requirements have not been met:

Prerequisites: "C-" or better in ME EN 1300 AND Intermediate or Full Major status in Mechanical Engineering

Since the requirement has not been met, you have been dropped from this class as of Nov 9, 2012.

If you have questions or think you have met the prerequisite(s) please contact the department offering the course.

Regards,
Office of the Registrar
Implementation Process

- Only the Department Chair can request implementation through the Registrar’s Office (by contacting Cassandra at celizondo@sa.utah.edu)
- If an instructor is interested in enforcing requisites for their course(s), they must notify the department chair who will evaluate for their department and request implementation through the Registrar’s Office.
- The department will then designate an advisor or other qualified person to submit their list of requisites and any subsequent changes in future semesters.
  - Any changes/additions to the designated person(s) must be done via email to studentsystems@sa.utah.edu Attn: Cassandra
Please note

• Requisites should only be enforced where there is substantial evidence that a specific requisite course is essential for success in a given course
  • Departments should be selective and targeted in their decisions
• Keep requisites as simple as possible
• A department may want to develop a website to streamline requests for permission numbers
• Communicate with your department and students
Requisite Deadlines

Implementation Deadlines:

<table>
<thead>
<tr>
<th>Implementation Term</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer/Fall 2016</td>
<td>November 30th, 2015</td>
</tr>
<tr>
<td>Spring 2017</td>
<td>June 6th, 2016</td>
</tr>
</tbody>
</table>

Requisite Changes Deadlines:

<table>
<thead>
<tr>
<th>Effective Term</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer/Fall</td>
<td>January 25th (e.g. 01/25/16 effective for U/F 2016)</td>
</tr>
<tr>
<td>Spring</td>
<td>August 25th (e.g. 08/25/15 effective for S 2016)</td>
</tr>
</tbody>
</table>
Website Information

• Information for Students
  • http://registrar.utah.edu/handbook/prereqstudent.php

• Enforcing Department Information
  • http://registrar.utah.edu/student-systems/prereq-enforcing-departments.php

• Interested Department Information
  • http://registrar.utah.edu/student-systems/prereq-interested-departments.php
Questions?

Melanie Noyce
Registration and Records Supervisor
registration@utah.edu
801-581-8969

Cassandra Elizondo
Assistant Registrar for Student Systems and Technology
celizondo@sa.utah.edu
801-585-3603
Degree Audit and Graduation – Simplifying degree planning, polishing, and persisting

Emily Johnson and Robert Barber
Agenda

- Planning
- Polishing
- Persisting– Am I there yet?
- Questions
Planning

What is required and how do I get there?
Undergraduate Degree Audit

- Summer 2015 maintenance
  - Faster generation of Degree Audit
  - Cleared old data from tables causing slow-running audits
  - Zero audits (00000000) are available again—no pseudos yet
- Updated an error for individuals w/o DARS security
- Restricted DARS generation from student profile
- Fixed the generate date on the web (audits run 12–1 AM)
- Slight Header text changes
  - Now live!
This report has been designed to assist you with planning courses to complete University and major requirements. Every effort has been made to insure its accuracy; however, you have the responsibility to determine whether or not you have completed all degree requirements. Final confirmation of degree requirements is subject to Department and University approval.

Inquiries concerning University general requirements should be directed to a University College Advisor (661-8146). Inquiries about specific major requirements should be directed to the department offering the major.

Codes assigned to REPEATED Courses:

- R = Repeatable Course, Credit/GPA retained
- D = Course not repeatable for credit, Repeat currently in progress, No credit awarded, GPA retained
- X = No Credit/GPA awarded, Course not repeatable for credit

Term values for courses:

- FA = Fall
- SP = Spring
- SU = Summer
- WI = Winter

Color Code:

- Green (GR) = Requirement completed
- Light Green (LP) = Requirement using in progress courses
- Blue (BL) = Requirement using planned courses
- Red (RD) = Requirement not completed

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

Inquiries concerning University general requirements should be directed to a University College Advisor (661-8146). Inquiries about specific major requirements should be directed to the department offering the major.

GENERAL EDUCATION AND BACHELOR’S DEGREE REQUIREMENTS REFER TO THE UNDERGRADUATE STUDIES BULLETIN FOR SELECTION OF COURSES
Graduation Planning System (GPS)

- Working with the Vendor to improve speed in the system
- Expect GPS to run more quickly prior to Spring 2016
Grad Tracking

• Available for Grad Advisors & Students
• Used to clear degrees for Grad students
Grad Tracking

- Departmental Audit report

<table>
<thead>
<tr>
<th>Academic Program</th>
<th>Health (GR)</th>
<th>Health Promotion &amp; Educa-MS (HEUDMS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree</td>
<td>Status</td>
<td>Graduation Term</td>
</tr>
<tr>
<td>MS</td>
<td>DC</td>
<td>Spring 2016</td>
</tr>
<tr>
<td>MS</td>
<td>AC</td>
<td>Spring 2016</td>
</tr>
<tr>
<td>MS</td>
<td>AC</td>
<td>Spring 2016</td>
</tr>
<tr>
<td>MS</td>
<td>DC</td>
<td>Fall 2015</td>
</tr>
<tr>
<td>MS</td>
<td>DC</td>
<td>Spring 2016</td>
</tr>
<tr>
<td>MS</td>
<td>AC</td>
<td>Spring 2016</td>
</tr>
<tr>
<td>MS</td>
<td>AC</td>
<td>Fall 2015</td>
</tr>
<tr>
<td>MS</td>
<td>AC</td>
<td>Spring 2016</td>
</tr>
<tr>
<td>MS</td>
<td>AC</td>
<td>Spring 2016</td>
</tr>
<tr>
<td>MS</td>
<td>AC</td>
<td>Fall 2015</td>
</tr>
<tr>
<td>MS</td>
<td>AC</td>
<td>Spring 2016</td>
</tr>
<tr>
<td>MS</td>
<td>AC</td>
<td>Spring 2016</td>
</tr>
</tbody>
</table>

Total Students: 21

Legend:
A1 = Graduate School Approval Audit Status
A2 = Graduation Application Audit Status
A3 = Thesis Hours Audit Status
A4 = Total Hours Audit Status
A5 = Residency Audit Status
A6 = Program of Study Approval Audit Status
A7 = Exams Approvals Audit Status
A8 = Language Verification Audit Status
A9 = Thesis Defense Audit Status
A10 = Class Grade Audit Status
A11 = Supervisory Committee Approval Status
C = Complete
I = Incomplete
Transferology (students)

• What is it?
  • Allows users to see how courses transfer between institutions

• What is the student benefit?
  • Articulated rules are readily available
  • Find courses to take “back home” that will transfer to the U
  • Soon, prospective students will be able to run actual University of Utah audits

• How can I best use it as an advisor?
  • Save common groupings of courses as a Course Bundle in Transferology Lab
Student Course Entry

• Students enter completed coursework to see who will accept their courses
Institutions accepting courses

- Indicates which institutions will accept percentage of courses

[Image of a screenshot from Transferology showing 53 schools found with details on matches and institutions accepting courses.]
Course Matches

• Drill down to see HOW course will be accepted

University Of Utah ✫

11 Matches

The matches below indicate specific courses you may be awarded after completing and transferring, assuming you earned a passing grade in the transferred course. Matches may change depending upon your major.

Courses from: Salt Lake Community College

• ANTH1020 -> ANTH1020!*****!
• ART1110 -> X!************!
• ART1120 -> XRT1120!*****!
• ART1310 -> XRT1310!*****!
• ART1540 -> XRT1540!*****!
• ENGL1010 -> X!************!

Notes about this transfer rule
Counts as 1 Physical/Life Science Exploration (SF) course for General Education
Can I take a course “back home”?

- Desired UofU courses are entered to see who offers equivalents
- Search for Matches
Can I take a course “back home”?

- Articulations are currently only for USHE schools (and BYU-I)
- Discussions are occurring about augmenting these articulations
Transferology Lab (Advisors)

- Course Bundles – common transfer groups
Transferology Lab (Advisors)

- Institution Matches?

<table>
<thead>
<tr>
<th>Institution Name</th>
<th>Location</th>
<th>Match</th>
<th>Distance</th>
<th>Type</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Of Utah</td>
<td>Salt Lake City, UT</td>
<td>100%</td>
<td>1 mile away</td>
<td>Public school</td>
<td>$ $ $ $</td>
</tr>
<tr>
<td>Colorado State University</td>
<td>Fort Collins, CO</td>
<td>100%</td>
<td>354 miles away</td>
<td>Public school</td>
<td>$ $ $ $</td>
</tr>
<tr>
<td>Bellevue University</td>
<td>Bellevue, NE</td>
<td>100%</td>
<td>830 miles away</td>
<td>Private not-for-profit school</td>
<td>$ $ $</td>
</tr>
<tr>
<td>North Hennepin Community College</td>
<td>Brooklyn Park, MN</td>
<td>100%</td>
<td>979 miles away</td>
<td>Public school</td>
<td>$ $ $ $</td>
</tr>
<tr>
<td>Minneapolis Community and Technical College</td>
<td>Minneapolis, MN</td>
<td>100%</td>
<td></td>
<td>Public school</td>
<td>$ $ $</td>
</tr>
</tbody>
</table>
Transferology Lab (Advisors)

• See how course applies at selected Institution

North Hennepin Community College ☆

3 Matches

The matches below indicate specific courses you may be awarded after transferring, assuming you earned a passing grade in the transferred course. Matches may change depending upon your choice of major.

Courses from:
Salt Lake Community College

- ENGL2010 → ENGL1201
- HIST1700 → ELECT***
- MATH1050 → MATH1150

Colorado State University ☆

3 Matches

The matches below indicate specific courses you may be awarded after transferring, assuming you earned a passing grade in the transferred course. Matches may change depending upon your choice of major.

Courses from:
Salt Lake Community College

- ENGL2010 → CO150
- HIST1700 → HIST1++3D
- MATH1050 → MATH1++, MATH117, MATH118, MATH124
Transferology Lab (Advisors)

- See equivalent and detail on course
- Ability to run audits ... coming soon!
Exceptions recap

• How many exceptions were entered from November 1, 2014- October 31, 2015?
  • 21,977 – 875 more than last year (21,102)

• Which month had the MOST exceptions entered? #?
  • November 2014 with 2,426

• Which month had the LEAST exceptions entered? #?
  • February with 1,167

• Which exception type is the highest? #?
  • RI with 10,160
Extra! Extra!
Self Service to replace DARS web interface

• When is the go live?
  • Summer 2016
• Training sessions will be available
• New reference guides & videos

• Wait... what does this really mean?
Upcoming Changes to DARS

- Replacing current web apps with an integrated interface
- Readily access degree audit, planning, and exception tools
- One inclusive audit – Major, minor, honors, etc.
- Creating exceptions from the audit – no pseudo names!
- Easier generation of “What if” audits
- Program matcher
- Changes to security system
  - Access granted at dept or college level
  - New programs will roll into security – additional forms not needed!
Want a Sneak Peek?
Integrated Interface

- Easily access Degree Audit, Planning, Exceptions
Exceptions from the audit

Zach Morris
BS-Marketing

Prepared On: 06/11/2015 11:36 AM
Program Code: MARKETING BS
Catalog Year: Spring 2010
Student ID: MORRIS
Graduation Date: Job ID: 20150811111391220

Audit Results: Performance Tracking, Applied Exceptions

Audit
You are here: Audit

Categories
- Residency
- Gen Education
- Major

Click on any area of the graph for further detail.

Hours
GPA

Complete
In Progress
Unfulfilled
Planned

Open All Sections
Close All Sections

THIS IS A WHAT-IF AUDIT

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

CONGRATULATIONS! You've completed 30 hours and have a 3.0 gpa and can now schedule upper-level business courses!

Remaining 110 hours and a minimum gpa 3.0
Exceptions from the audit

**Natural Science**

**EARNED:**
IN-PROGRESS 3 HOURS
NEEDS:

1) Laboratory Course - Select 1 Hour
   Also Counts in Sub-Groups 2 and 3 Below
   NEEDS: 1 HOUR

**SELECT FROM:**

- THE 101 BOT 115, 116, 121, 155, 191 MBI 115, 116, 161, 123, 143
- WCP 121 OR 123, 221 ZOO 113, 114, 115, 116, 161, 171 AER 204
- CHM 111, 131, 144, 153 EDT 181, 182 GEO 121 GLG 111L, 115H, 115L
- PHY 103, 183, 184 WCP 122 OR 124

2) THREE HOURS BIOLOGICAL SCIENCE COURSES COMPLETED

0 HOURS ADDED 0 COURSES TAKEN

Remove Course from Select From:
Add Course to Select From:
Swap one course for another
Generating “What If” audits

• Predetermined list of Major/Minor combos

**Request an Audit**

- **Run Declared Programs:**
- **Select a Different Program:**

Choosing a degree program here will not change your declared degree program.

<table>
<thead>
<tr>
<th>College:</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Major:</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Degree:</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
</tr>
</tbody>
</table>
Program Matcher

- Shows which programs students coursework aligns with
Persisting

Am I there yet?
Meet the Team

Jessie Skriner - Assistant Supervisor
Meet the Team

Kathryn Dean - Graduation Specialist
Current Forms - Undergraduate

• Application for Undergraduate Degree
• Graduation Renewal (can be from Umail)
• Reaplication for Undergraduate Degree
• Petition for Exception to Graduation Application Deadline
• Request for Statement of Degree Completion
• Application for Residency Exceptions
• Request for Statement of Degree Completion
Current Forms - Undergraduate

Which of these forms need to be signed by an undergraduate advisor:

- Application for Undergraduate Degree?
- Graduation Renewal (can be from Umail)?
- Reaplication for Undergraduate Degree?
Current Forms - Graduate

- Application for Graduate Degree
- Reaplication for Graduate Degree
- Request for Statement of Degree Completion
Current Forms - Graduate

Which of these three forms need to be signed by a graduate advisor:

- Application for Graduate Degree?
- Reapplication for Graduate Degree?
- Request for Statement of Degree Completion?
Current Forms Questions

- Undergraduate - Do I need a petition if my reapplication is late? Are there fees?
  - Hold that thought
- Graduate - How much is the fee for Graduate Students to re-apply?
  - Hold that thought
Submission Application Timeframe
Undergraduate

- Application
  - Up to One Year Prior to Intended Graduation Semester

- Application + Late Fee
  - Day After Deadline to Midpoint of Semester Applying For

- Application + Late Fee + Petition
  - Day After Midpoint of Semester Applying for to Last Day of Class
Reaplication Undergraduate

- Needed if students have been Denied or Renewed once and wishes to move to a different semester
- Review DARS
- Submit Reaplication Form
- $25 Reaplication fee
- Students are informant if deficiencies are found on DARS
Submission Application Timeframe

Graduate

Application

Up to One Year Prior to Intended Graduation Semester

Application

Day After Deadline to Last Day of Class
Submission Application Timeframe
Graduate

Application

Year Out From Current Semester to Last Day of Class
Reaplication Graduate

• Needed if the student has already applied for graduation
Understanding the Undergraduate Process

1. Application Submitted
2. Initial Evaluation
3. Preliminary Evaluation
4. Final Evaluation
   - Award
   - Deny
      - Re-application

Renew - 1st Time Applicants
Proposed Undergraduate Process

• Online / Accessible
• Student can watch progression
• Faster communication
The Key Role You Play...Undergraduate

• Ensure students’ program and term information is correct on CIS and the Application
• Cover plans to fulfill any deficiencies found on students’ DARS
• Enter exceptions to requirements as soon as they are approved
• Remind students that “I” and “T” grades should be resolved by the last day of classes
The Key Role You Play...Undergraduate

- Review DARS reports for duplicate/repeated course work
- Please inform students of
  - Your signature + commencement ≠ graduation
  - Your signature + fulfilling of all the requirements on DARS for the correct term applied/reapplied for = graduation
Example of consequences from missed duplicates
The Key Role You Play...Graduate

- Ensure students’ program and term information is correct on CIS
- Make sure info in Grad Tracking is correct
- Work with the Graduate School
- Remind Student that “I” and “T” grades should be resolved by the last day of classes
- Please inform students of
  - Commencement ≠ graduation
  - Fulfilling of all the requirements + being applied to the correct term applied/reapplied for = graduation
The Key Role You Play...Graduate

• Make sure committee is set up in CIS
Example of consequences from “Grad Tracking” errors
Statement of Degree Completion

- For both Graduates and Undergraduates
- When can Graduation create a Statement of Degree Completion?
Questions??
Contact Information

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

Robert Barber
Supervisor, Graduation
Rbarber@sa.utah.edu
581-6072
Systems, Technology, Progress and Future Trends

Timothy Ebner & Andrea Ronér
Organizational Chart

Andrea Ronér, Associate Registrar
Student Systems & Technology

Marie Larsen, Assistant Registrar
Student Systems

Cassandra Elizondo, Assistant Registrar
Student Systems & Technology

Clint Hayward, Student Systems Specialist

Julie Bigelow, Student Systems Specialist
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
  • Assist in resolving system and data problems
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

Security

- New Employee Security Guidance Page
- Security Forms
- Security Training Page - in progress
- List of Major/Minor codes

Request for Information

- Request for Service

Requisites - Department Information

Student Data Warehouse
New to the University/Registrar’s Office

- Michael Sutter – Diploma printing/mailing/optional PDF
- Student Data Warehouse

### Available Data within the Student Data Warehouse

<table>
<thead>
<tr>
<th>Description</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation Pipeline</td>
<td>One row per major, one row per minor for undergraduate students applied for graduation.</td>
</tr>
<tr>
<td>Student Class Registration Snapshot</td>
<td>One row per enrolled/withdrawn class per student per term per snapshot date.</td>
</tr>
<tr>
<td>Student Snapshot</td>
<td>One row per “eligible to enroll or leave-of-absence” student per career per term per snapshot.</td>
</tr>
<tr>
<td>Undergraduate Domestic Leave Requests</td>
<td>One row per leave request per undergraduate domestic student.</td>
</tr>
</tbody>
</table>

### Standard Report Library - Summary of Reports

<table>
<thead>
<tr>
<th>Name of Report</th>
<th>Description</th>
<th>Reporting View</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Grade Semester Report</td>
<td>Displays grades received for all courses for the specified subject(s) and term.</td>
<td>Class Registration Snapshot</td>
</tr>
<tr>
<td>Class Enrollment Stars</td>
<td>Returns a list of basic statistics for a given course enrollment.</td>
<td>Class Registration Snapshot</td>
</tr>
<tr>
<td>Course Retention Report</td>
<td>Selects students that are active in given major and displays their enrollment for the specified course. The purpose is to track progress through a series of course or curriculum and identify where there are gaps.</td>
<td>Class Registration Snapshot</td>
</tr>
<tr>
<td>Department Level Retention Report</td>
<td>Displays a list of students currently active in the specified college major belonging to a specified cohort group. The report will then show what major the student was in during the specified term to allow tracking for major changes, etc. The cohort group is determined by finding the first term a student is in their current major, and returning students where that term matches the specified criteria.</td>
<td>Student Snapshot</td>
</tr>
<tr>
<td>Enrollment Pattern</td>
<td>Returns a list of term by term enrollment for students in their respective major.</td>
<td>Student Snapshot</td>
</tr>
<tr>
<td>General Math, Writing, and ESL</td>
<td>Selects students that are active in a given major and displays their enrollment for ESL 1040, 1050, 1060, WRIT 1010, 2010, HONOR 251, MATH 400, 1010, 1020, 1030, 1100, and 1210. The purpose is to track progress through these courses and identify where there are gaps.</td>
<td>Class Registration Snapshot</td>
</tr>
<tr>
<td>GPA Ranking Report</td>
<td>Returns a list of students active in a given college major. Students included in the report are then ranked by their cumulative GPA as of the term/snapshot specified.</td>
<td>Student Snapshot</td>
</tr>
<tr>
<td>Incoming Conditional Admit Report</td>
<td>Returns a list of incoming conditional students to a specified college as of a given term and snapshot. Report contains basic information about the student and their conditional status.</td>
<td>Student Snapshot</td>
</tr>
</tbody>
</table>
New to the University/Registrar’s Office

• Policy change – Last day to add/drop and tuition deadline are now aligned
  • 1st, 2nd, and miscellaneous session deadlines are now prorated
• http://registrar.utah.edu/handbook/miscellaneous.php
New to the University/Registrar’s Office

- PDF transcripts
- Schedule Builder
Key Activities 2015-2016

• Scheduling classes for students
• Registering students for classes and creating their academic records.
• Maintaining and distributing academic records
• Reviewing student progress towards graduation and certifying degree completion
• Certifying eligibility for student athletes
• Certifying benefit eligibility for veteran students
• Developing staff service excellence
• Delivering relevant data to key decision makers across campus
• Providing technology security, integrity, and usability university-wide
Key Activities 2015-2016

• Scheduling classes for students
  • Goal: Participate in year two of Strategic Scheduling for Student Success (S4) Initiative.
  • Goal: To implement Leepfrog CourseLeaf Section Scheduler (CLSS).
  • Goal: Development of new U of U scheduling policies and practices based on best practices and standards developed by the university.
  • Goal: Continue internal process review of Scheduling Division.
Key Activities 2015-2016

• Registering students for classes and creating their academic records
  • Goal: Implement dynamic dating in PeopleSoft.
  • Goal: Review registration cycle to encourage timely registration and enhance students’ Plan to Finish (P2F).
  • Goal: Implement College Scheduler software.
Key Activities 2015-2016

• Maintaining and distributing academic records
  • Goal: Provide student grades earlier and improve on-time grade submission by faculty.
  • Goal: Review National Student Clearinghouse functionality on Reverse Transfer.
  • Goal: Review Electronic Transcript solutions outside of the National Student Clearinghouse for transcript ordering and delivering.
Key Activities 2015-2016

• Reviewing student progress towards graduation and certifying degree completion
  • Goal: Implement online undergraduate application for graduation solutions.
  • Goal: Complete an audit on how certificates are awarded.
  • Goal: Create procedures for awarding dual emphases.
Key Activities 2015-2016

• Certifying eligibility for student athletes
  • Goal: Conduct internal process review of continuing student athlete eligibility procedures.

• Certifying benefit eligibility for veteran students
  • Goal: Assess satisfaction of veteran student with certification services.
  • Goal: Revise approval process to require official documentation of veteran status in order to expand benefits.
  • Goal: Provide priority registration to eligible veterans.
Key Activities 2015-2016

• Developing staff service excellence
  • Goal: Continue delivery of professional staff development program.
  • Goal: Continue developing strategies to effectively communicate our office’s value to various constituencies.
  • Goal: Administer and respond to a student satisfaction survey.
  • Goal: Administer and respond to advisor survey.
  • Goal: Administer and respond to employee survey.
Key Activities 2015-2016

• Delivering relevant data to key decision makers across campus to enhance Data Informed Leadership
  • Goal: Provide training materials and meetings for college and department representatives to better access and utilize data available in PeopleSoft and the Data Warehouse.
  • Goal: Develop and deliver enrollment information (including shopping cart-related data) to college and department representatives to assist in decision making.
  • Goal: Provide data from the degree audit system that will aid various constituents in supporting timely degree completion.
Key Activities 2015-2016

• Providing technology security, integrity, and usability university-wide
  • Goal: Perform an audit of user access and security roles within PeopleSoft.
  • 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.
  • Goal: Be a partner in the University’s initiative of Identify and Access Management (IAM).
  • Goal: Deliver as necessary & appropriate to the Utah Asia Campus the technology needed for students, staff, and faculty to successfully integrate and implement services/systems as needed.
The Roadmap Team facilitates a decision-making cycle by:

- Aligning projects with strategic goals and dashboard metrics
- Vetting new ideas and projects as they surface
- Collaborating with stakeholders to understand dependencies and resource limitations
- Recommending roadmap modifications
- Staying in touch with Action Areas and team leads to understand progress, help remove barriers, and celebrate accomplishments
Questions??

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Registrar’s Office, Associate Registrar – Student Systems & Technology
aroner@sa.utah.edu
Partners In Excellence
Registrar’s Office Summit V
2015

Veteran Services, Athletic Eligibility, and Optical Imaging
Veteran Services – 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: Benefits

• 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 GI Bill: Common problems

- Not checking UMail
- Taking courses that are not required for their program
- Dropping/Withdrawing from classes
- Repeating courses
- EU grades (unofficial withdrawal)
- 1st half, 2nd 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
• Reviews all high school transcripts and ACT or 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– Freshmen- 2016

Qualifier
- Meet GPA/Test Score Index (2.3 GPA minimum)
- 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

• **16 core courses:**
  - Ten 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
  - Seven of the 10 core course must be in English/math/natural or physical science
  - Courses taken the summer between the 6th and 7th semester can be included in the 10 core
Academic Redshirt

Academic Redshirt- May receive aid in 1st year and practice in 1st semester.

- Meet GPA/Test Score Index (2.0 GPA minimum)
- 16 core courses & distribution
  - 4 English
  - 3 Math
  - 2 Natural or Physical Science (1 Lab)
  - 1 Additional English, Math, or Science
  - 2 Social 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 students to enroll at Utah
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.

• Reviews all high school transcripts and ACT or SAT scores to verify a student’s academic status.

• High Schools register with the NCAA and provide a core course list.
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 nine applicable hours fall term or not eligible to compete in the first four contests in following season
Credit Hour Requirements

• 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 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

• Meet Percentage-Toward-Degree (PTD*) thresholds

Degree Credit:
• Must declare degree program by end of third year (5th semester)
• At start of third year all credits used to satisfy PTD (e.g. Six 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% declared degree completed
• Start of 4th Year 60% of declared degree completed
• Start of 5th Year 80% of declared degree completed

*Modeled on five year completion plan
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
- GPA must meet University Scholastic Standards
Graduation Success Rate

- All Students: 60% (2013-14), 62% (2014-15)
- Student Athletes: 64% (2013-14), 69% (2014-15)
Optical Imaging – Presentation: SIRE, and the move to OnBase
Presenter: Sam Eubanks
Some key facts about the Optical Imaging Division of the Registrar’s Office:

• The Optical Imaging Division of the University of Utah Registrar’s Office provides document imaging services for the Registrar’s and Admissions Offices.

• The document imaging system we presently use is called “SIRE”.

• We will be converting from SIRE to another document management software solution named “OnBase (by Hyland Software)” in the coming months.

• We presently have over 4.5 million pages of student records on SIRE.
Overview of the Document Retention Schedule:

• We have created a document retention schedule in accordance with the AACRAO guidelines and the laws of the State of Utah.

• We keep the original paper documents in storage after imaging, and they are kept for the defined retention period. Once the retention period has ended, the paper originals are shredded, and recycled.

• We keep the electronic images, MS Office documents, Adobe PDF’s, and other electronic documents for the specified retention period. Once the retention period has ended, the electronic documents will be deleted on our new OnBase document management system.
Questions?

Please contact:
Sam Eubanks – Assistant Registrar/Imaging
seubanks@sa.utah.edu
801-581-5542
Scheduling Outside the OSH
Liz Johnson
Getting to Know You!!

• Main Campus
• Health Sciences
• New to Scheduling ~one year or less
• Old Pros?
Who’s Who?

• Office Staff
  • Liz Johnson- Assistant Registrar
  • Marcie Wallace- Project Coordinator
  • Jessica Novak- Scheduling Specialist
  • Steve Hill- Scheduling Specialist
How to Contact Us

• Please send all requests to the main inbox: scheduling@utah.edu

• Include Term, Subject, Catalog and Section Number, details pertinent to request
OSH- Why is this Important to Me?

• 34 classrooms, including 1 auditorium (420) and two large rooms (120)
• Building will be demolished beginning in May 2016
• Over 500 sections scheduled there in a typical term
College of Social and Behavioral Sciences Moving to Building 72/73

- Dean’s Office, Political Science, Geography, Economics, etc. will be relocated
- Approximately 10 classrooms
Behavioral Sciences Tower

- After completion of a seismic retrofit, 14 classrooms will be back in service beginning Fall 2016
Memo Issued By Ruth Watkins

- Council of Deans, Chairs, and Classroom Schedulers
- September 16, 2015
Follow These Guidelines...

• For courses and sections that cannot be accommodated in their historical or requested schedule blocks, the following guidelines will be implemented to optimize classroom space use, and to increase transparency and equity in assignments:
Follow These Guidelines...

- Courses where the actual enrollment was previously less than 75% of the room capacity may be evaluated for repositioning (room or time adjustment).

- Spaces deemed as “right of first refusal” will have classes placed as indicated on the initial proof only, following posted scheduling deadlines- any unused days/times in those rooms may be assigned to other classes by the Registrar’s Office.
Follow These Guidelines...

- Courses with historical enrollment less than 10 will be candidates for repositioning, giving preference to higher level undergraduate courses
- Departments and colleges will also be asked to evaluate whether offering these courses is necessary and in alignment with appropriate resource use
- Courses following University Standard Time Blocks and using Friday meeting times will be given priority in scheduling
How Can We Get Through This?

• Follow University Standard Time Blocks
• Evaluate and adjust course capacities to ensure that classes can be placed in appropriately sized rooms. Courses that have not had sufficient historical enrollment may be repositioned
• Pair Hybrid classes and Discussion sections for optimum room utilization (example: M 11:50-1:10 must have matching W 11:50-1:10 section)
• Review room assignments on the proof and indicate if there is a room you will not need. Department building preferences will be observed, but cannot be guaranteed
• Internally prepare alternative solutions in the event that you do not receive a room assignment, as not all classes will place during primetime
Please Know...

• Every effort will be made to accommodate the preferred teaching schedule and locations of faculty and instructors within the guidelines given
We Will Try to Accommodate...

• Specific room requests must be submitted on the official proof, please use your own spaces first

• Priority placement is only given during the initial proofing period

• Priority/preferential assignments for departmental space are individually placed. Careful consideration is made to ensure that departments occupy as much space in or near their building as possible
What’s Coming Up

• Friday, December 11th- Fall 2016 Official Proofs Due (with STB Exceptions)

• Wednesday, January 20th- Summer 2016 Department Link Available to the Class Schedule

• Thursday, February 18th- Fall 2016 Department Link Available to the Class Schedule

S4

• Strategic Scheduling for Student Success
  • Changing the Timeline for Publishing the Schedule
  • Block Scheduling of High Enrollment Courses
  • Demand Side Data
  • Room Use Policies/Balancing Capacity and Room Use
CourseLeaf Section Scheduler-CLSS

• Will change from manual paper process to electronic schedule submission
• Visual tools provided to see “spread” of schedule
• Ability to validate and approve schedules
• Cross-department communication and transparency
• Access to historical schedules and enrollments
Experimental Classroom
MBH 212

- 4 pods with seating for 8 students (32 capacity)
- Soft seating for 6
- Center podium for instructor
- Instructor can present to all or single monitor
- Each pod can present to all monitors
- Lync videoconferencing capability
# Class Schedule Face Lift

## Main Campus
### Spring 2016 Class Schedule

<table>
<thead>
<tr>
<th>Available U of U Classes</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gen Ed &amp; Bachelor Degree Courses</td>
<td>FF, FI, AJ, CW, DV, IR, etc.</td>
</tr>
<tr>
<td>Class Sessions</td>
<td>Second, Third and Fourth Session Classes</td>
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<tr>
<td>Continuing Education Classes</td>
<td>Continuing Education Credit and Non-Credit Classes</td>
</tr>
<tr>
<td>Flexible Classes</td>
<td>FLXU</td>
</tr>
<tr>
<td>Off Campus</td>
<td>Off Campus Locations</td>
</tr>
<tr>
<td>Other Course Attributes</td>
<td>LEAP, Telecourse, U-Online, Honors</td>
</tr>
<tr>
<td>Class Schedule Search</td>
<td>Search by time, days, location, title (keyword), etc.</td>
</tr>
</tbody>
</table>

### Alphabetical List

<table>
<thead>
<tr>
<th>Category</th>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG</td>
<td>Accounting</td>
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<tr>
<td>ANES</td>
<td>Anesthesiology</td>
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<tr>
<td>ARCH</td>
<td>Architecture</td>
<td></td>
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<tr>
<td>AEROS</td>
<td>Aerospace Studies</td>
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<tr>
<td>ANAT</td>
<td>Neurobiology and Anatomy</td>
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<tr>
<td>ARAB</td>
<td>Arabic</td>
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<tr>
<td>ARTH</td>
<td>Art History</td>
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</tbody>
</table>
Class Schedule Features

• Schedule information is refreshed on the hour

• Class Additions/Cancellations no longer take overnight to refresh

• Global Notes are updated instantly
No Instructor Assigned (NIA) Report

• You will not receive if you have all instructors listed

• We no longer require verification of all instructors because of FERPA certification

• Sent after term begin
Consent VS. Suppression

• Department or Instructor consent requires a permission code be given to each student
  
  • Course is seen in the on-line schedule and generates a message for the student to obtain a permission code before they may register

  • These are unique codes generated for each class

  • Every student must have an individual code
Permission Codes

• Available the day the class schedule publishes

• Additional codes are created one week before open enrollment for classes that have been added late

• If you need permission codes after that point you must specifically request them with late class additions unless your class is set to department consent
Enrollment Restriction Report

- Lists all classes which are Suppressed, Department or Instructor Consent

- Sent about 2 weeks before enrollment begins
Instructor Security

• Instructors must be FERPA certified
• Batch is run hourly for dominant term
• Access to grading, rolls, rosters, etc. can be delegated by the faculty by logging in to CIS, employee tab, “Grant Grading Access to Other Employees”, Enter ID number
General Assignment Space

• Room type and size varies from small seminar rooms to large auditoriums
• Limited availability of rooms
• Demands for technology, location, and room conditions have outpaced supply
Standard Time Blocks

Please note that classes should both start and end at the standard times.

Classes held on Mondays, Wednesdays, and/or Fridays

This schedule accommodates classes that meet for 1 hour (50 minutes), 2 hours (110 minutes), 3 hours (170 minutes), or 4 hours (230 minutes).

50-minute time blocks

<table>
<thead>
<tr>
<th>Starting Times</th>
<th>7:30 am</th>
<th>8:35 am</th>
<th>9:40 am</th>
<th>10:45 am</th>
<th>11:50 am</th>
<th>12:55 pm</th>
<th>2:00 pm</th>
<th>3:05 pm</th>
<th>4:10 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ending Times</td>
<td>8:20 am</td>
<td>9:25 am</td>
<td>10:30 am</td>
<td>11:35 am</td>
<td>12:40 pm</td>
<td>1:45 pm</td>
<td>2:50 pm</td>
<td>3:55 pm</td>
<td>5:00 pm</td>
</tr>
</tbody>
</table>

This schedule accommodates classes that meet for 1½ hours (80 minutes). Classes that meet for 3 hours should use the 50-minute start and end times.

80-minute time blocks

<table>
<thead>
<tr>
<th>Starting Times</th>
<th>8:05 am</th>
<th>11:50 am</th>
<th>1:25 pm</th>
<th>3:00 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ending Times</td>
<td>9:25 am</td>
<td>1:10 pm</td>
<td>2:45 pm</td>
<td>4:20 pm</td>
</tr>
</tbody>
</table>
Standard Time Blocks

Classes held on Tuesdays and/or Thursdays
This schedule accommodates classes that meet for 1½ hours (80 minutes), and 3 hours (170 minutes).

80-minute time blocks

<table>
<thead>
<tr>
<th>Starting Times</th>
<th>7:30 am</th>
<th>9:10 am</th>
<th>10:45 am</th>
<th>12:25 pm</th>
<th>2:00 pm</th>
<th>3:40 pm</th>
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</thead>
<tbody>
<tr>
<td>Ending Times</td>
<td>8:50 am</td>
<td>10:30 am</td>
<td>12:05 am</td>
<td>1:45 pm</td>
<td>3:20 pm</td>
<td>5:00 pm</td>
</tr>
</tbody>
</table>

Discussions/labs taught for 50-minutes
Discussion/lab sections that are linked to lecture sections can be taught for 50 minutes on Tuesdays and Thursdays at the following times:

<table>
<thead>
<tr>
<th>Starting Times</th>
<th>7:30 am</th>
<th>9:40 am</th>
<th>10:45 am</th>
<th>12:55 pm</th>
<th>2:00 pm</th>
<th>3:05 pm</th>
<th>4:10 pm</th>
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</thead>
<tbody>
<tr>
<td>Ending Times</td>
<td>8:20 am</td>
<td>10:30 am</td>
<td>11:35 am</td>
<td>1:45 pm</td>
<td>2:50 pm</td>
<td>3:55 pm</td>
<td>5:00 pm</td>
</tr>
</tbody>
</table>

**Please note that other 50 minute time blocks should not be used as it would overlap with Tuesday and Thursday 80 minute blocks in prime time.

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

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

- 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
Curriculum, Please!

- **The Parent Level**
  - A course must exist in the curriculum before it can be added to the schedule
  - Adding a course to the catalog DOES NOT automatically add a section for a particular term
Curriculum, Please!

- Please number courses appropriately
  - Graded grading basis allows for “I” grade
  - In-progress grading basis allows for “T” grade
    - Independent Study, Thesis, etc.
  - Credit/No-credit should be on classes 1 credit or less. Entered at time of grading
    - Students can elect credit/no-credit
      - Instructor grades with a letter grade and system automatically converts
Course Numbering

- **Course Numbers**
  - **Lower Division Courses (Freshman - Sophomore)**
    - 1000-2799 Regular Courses
    - 2800-2999 Seminars, Independent Study, etc. (In-Progress grading)
  - **Upper Division Courses (Junior - Senior)**
    - 3000-3799 Regular Courses
    - 3800-3999 Seminars, Independent Study, etc. (In-Progress grading)
    - 4000-4799 Regular Courses
    - 4800-4999 Seminars, Independent Study, etc. (In-Progress grading)
  - **Upper Division and Graduate Courses**
    - *Graduate credit permitted for department majors (limit of 6 credits- petition with Graduation)*
    - 5000-5799 Regular Courses
    - 5800-5999 Seminars, Independent Study, etc. (In-Progress grading)
Curriculum, Please!

• Add Course
  • New content- not taught previously
  • Automatically assigns new course ID
    • (six digit number behind scenes in PeopleSoft)
• Change Course (same content)
  • Uses same course ID and retains course history
  • Retains repeatability (replaces grade)
  • Maintains pre-requisite fulfillment
• Inactivate Course
• Reactivate Course
• Please don’t re-use course numbers!!
Curriculum, Please!

• Must be processed by Curriculum first
  • Scheduling/DARS are notified and make appropriate adjustments to existing terms
    • Number
    • Title
    • Component
    • Credit Hours

• Please limit changes to Curriculum after the deadline, as student records must be adjusted individually
Curriculum, Please!

- These are changes we cannot make
  - Title Changes (unless TPC or SEM)
  - Component Changes
  - Credit Hours (unless variable)
  - Requirement Designations
  - Repeatability
Curriculum Contact

• Lyndi Duff
  • curriculum@utah.edu
  • ugs.utah.edu/curricadmin
  • A-Z Index- Curriculum Administration
The Proof

• Please make simple changes to existing sections right on the proof (days/times, location, instructor)

• Change existing capacities where appropriate, look at historical enrollments

• Use add sheets for new sections- please include capacities to ensure appropriate room assignments are made
The Proof

• Include Name and ID numbers for instructors

• Back-to-back classes are much easier to place on the first pass

• Verify consents- If you have a note that state consent is required on a section, please request consent!

• Coordinate meets-with classes cross-departmentally
Class Dates

- Determine when students can add and drop courses
- May prevent instructors from being able to grade
- If classes are held during Break Periods please add a note indicating which date they will meet, and ask for a room assignment (they are not automatically created)

- [http://registrar.utah.edu/scheduling/classes/sessions.php](http://registrar.utah.edu/scheduling/classes/sessions.php)
Class Notes

• Relays pertinent class information to the students and is visible on the on-line class schedule
  • Notes should not include:
    • Course prerequisites; this is the venue of curriculum and the catalog
    • Course descriptions; you may link a class syllabus containing this information to the schedule using the procedures outlined here: http://registrar.utah.edu/_pdf/manage-class-links-instructions.pdf
    • “Meets with” wording; this is a product of combined courses and does not need to be included in a note
    • Registration deadlines
• May be reformatted by Scheduling
Astra

Astra 7.5 Tutorials and Training Information

Astra 7.5

Training Modules (no Astra log in required):

Viewing Room Schedules
University Employee Room Request
Special Event Application

Resources:
Quick Reference Guide (PDF)
Security Form (PDF)

http://registrar.utah.edu/scheduling/astra-tutorials-training-info.php
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.

**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.

- **Meeting Name:**
- **Meeting Type:**
- **Description:**

Max Attendance: 0

Requires Room
Select Dates and Rooms

- Press “Submit” in the top left corner. We will approve or deny your request and send a confirmation.
Astra Scheduling Grids

- Go to Astra Guest Portal (Astra.Utah.edu)
- Click on Calendars
- Select Scheduling Grids
- Choose Calendar/Filters for desired room
<table>
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<tr>
<th>Room</th>
<th>Capacity</th>
<th>6:00 AM</th>
<th>7:00 AM</th>
<th>8:00 AM</th>
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<td>FINAN 4040</td>
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"We are what we repeatedly do. Excellence, then, is not an act, but a habit.

Aristotle

How can we better serve you?"
Questions??