Strategic Solutions Together
Registrar’s Office Summit VI
2016

Presentations
Access To Student Data & FERPA
Marie Larsen & Michael Bard
Student Systems: Access To Student Data

Marie Larsen
Student Systems


**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
- Duplicate EMPLID Form

**Student Data Warehouse**
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.

5. Allow a minimum of 1 week for processing

Questions or concerns, contact Clint Hayward studentsystems@utah.edu or (801) 581-8393.
Security Forms

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 ADVSRVW 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.

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**

Security Form Instructions
## Operator Classes

<table>
<thead>
<tr>
<th>Operator Class</th>
<th>Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADVSRVW</td>
<td>View only access to basic student information commonly used by Academic Advisors. Includes: BIODEMO (BioDemo Data), FRESHMAN (Appointments), TESTSUWP (Test Summaries), TRADVMTG (Clear Transfer Students for Registration), TRANSFER (Test Credits, Education, Education Summary), UUENROLL (Enrollments), UUGRADES (Grades), UUPLAN (Program/Plan), UUSTATS (Term History), and VSRVCIND (Service Indicators). NOTE: If your job does not require all the student information listed above, please request the individual classes below.</td>
</tr>
<tr>
<td>APPLDATA</td>
<td>Student’s admissions application data, including application progression and program/plan</td>
</tr>
<tr>
<td>BIODEMO</td>
<td>Student’s address, phone, residency, and other personal information</td>
</tr>
<tr>
<td>CLSOFFR</td>
<td>Detailed information about classes offered at the U</td>
</tr>
<tr>
<td>CLSRCH</td>
<td>Search for classes to find capacity, status, and meeting patterns</td>
</tr>
<tr>
<td>CLSPPERM</td>
<td>Class permission numbers for restricted courses offered at the U</td>
</tr>
<tr>
<td>COURSES</td>
<td>Detailed information about courses added, or deleted offered at the U, including prerequisites, comments, date</td>
</tr>
<tr>
<td>DARVIEW</td>
<td>Allows access to generate and view audits in My Degree Dashboard</td>
</tr>
<tr>
<td>EXTDEGR</td>
<td>Degrees earned by the student at other institutions</td>
</tr>
<tr>
<td>HIS/COUHLL</td>
<td>Student’s GPA from high school(s) and other college(s) attended, high school requirements, and completed hours by school</td>
</tr>
<tr>
<td>RESIDENCY</td>
<td>Student’s residency status</td>
</tr>
<tr>
<td>ROSTER</td>
<td>Listing of students enrolled by class</td>
</tr>
<tr>
<td>*SSTVCIND</td>
<td>Place and/or release service indicators</td>
</tr>
<tr>
<td>STGRPS</td>
<td>Student identifier: i.e., VA, LEAP and HOP (View Only)</td>
</tr>
<tr>
<td>*STGRPPUPD</td>
<td>Allows access to update specified student groups. On “other” line List student groups to be updated on page 1</td>
</tr>
<tr>
<td>TESTSUWP</td>
<td>Student’s ACT, SAT, TOEFL and University writing placement scores</td>
</tr>
<tr>
<td>TRADVMTG</td>
<td>For use by Advisors to clear transfer students for registration</td>
</tr>
<tr>
<td>TRANSFER/OTHCRDT</td>
<td>Transfer credit information, CLEP, AP and other credit for a student</td>
</tr>
<tr>
<td>*TRNSCRVW</td>
<td>Departmental access to print an unofficial transcript</td>
</tr>
<tr>
<td>UUDEGR</td>
<td>Student’s degrees and honors earned at the U</td>
</tr>
<tr>
<td>*UUENRLDP</td>
<td>Departmental access to add/drop classes</td>
</tr>
<tr>
<td>UUENROLL</td>
<td>Student’s class schedule with meeting pattern, location, and instructor by term</td>
</tr>
<tr>
<td>UUGRADES</td>
<td>Student’s classes and grades earned by term</td>
</tr>
<tr>
<td>UUPLAN</td>
<td>Student’s current programs and plans along with registration eligibility by term</td>
</tr>
<tr>
<td>*UUPLANCH</td>
<td>Access to the Major/Minor change application on the web and view only access through PeopleSoft</td>
</tr>
<tr>
<td>UUSTATS</td>
<td>Student’s term and cumulative GPA, earned hours, and statistics including academic standing</td>
</tr>
<tr>
<td>VSRVCIND</td>
<td>Student’s negative service indicators (holds) and positive service indicators</td>
</tr>
</tbody>
</table>
# Academic Reports

## Academics
- 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
- Student Records Web Reports Security Authorization Form

## Courses and Classes
- Class Enrollment Statistics
- General Catalog
- Spring 2017 Class Schedule
- Fall 2016 Class Schedule
- Summer 2016 Class Schedule
- Archived Class Schedules

## Office of Budget & Institutional Analysis (OBIA)
- Statistical Summary Table Tool
- Enrolled Majors by College
Office of Budget and Institutional Analysis

- http://www.obia.Utah.edu/

**INSTITUTIONAL ANALYSIS**
- Data Cross Reference
- Common Data Set
- Retention Progression Graduation
- Statistical Summary
- Term Enrollment (Updated)
- Budgeted Student Credit Hours
- Faculty Data Security Authorization Form

**DATA ON DEMAND**
- Course Enrollment Profile
- Degrees Awarded
- 7-year Department Reviews
- Enrolled Majors
- Faculty Information
- Grade Summary
- Undergraduate Major Profile
- Graduate Major Profile
- Peer Comparison Tool
More Resources...

- My Degree Dashboard
- Data Warehouse
- List of Major/Minor Codes
- Navigation and Menu Pathways
Training

- End User Training and Basic Navigation
  - Clint Hayward, Student Systems

- Advisor Basics and Mandatory Advising
  - University College

- Graduate School and Graduate Tracking
  - The Graduate School
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, j.walch@Utah.edu, (801) 585-6109
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

- Consent required for disclosure of student education records

- Exceptions to consent requirement
  - School Officials & Legitimate Education Interest
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)
- 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.
WHAT IS 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
Directory Information Restriction

• Every student **must** be given the opportunity to have directory information suppressed from public release.

• 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
CONSENT TO DISCLOSURE
Consent to Disclosure

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

- Online CIS Consent to Release form

- A written and signed release from the Student

- Exceptions permitted by the Act
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 aid 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 (i.e. Smith, John). To remove a person, click the minus button next to that person.

- The student must elect offices to authorize the release of information.
- The person requesting information, must know the uNID, student name, PIN, be listed, and be properly identified.
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.
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
“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, as specified in their job description.
Game Time!
Welcome To FERPA Jeopardy
Case Studies
FERPA Case Study #1

You are an advisor. You receive a call from the parents of one of you former students. Their son, Travis, was dismissed over a year ago. The parents live in Florida and have been paying for their Travis’s tuition for the past three years. They called to see how things were going since they don’t hear much from their son about school.

How do you handle this situation?
FERPA Case Study #1

Key Points

• Prior consent is required to release anything but directory information.

• However, so long as Travis has not opted to restrict directory information, the school official could inform the parent that their son is not a current student at the institution.

• You cannot tell the parents he was dismissed.
Can I meet/advise students in shared office space?

Depends on...

• What is being discussed
  • Is it student record information?
  • Is it general or publically available information?

• Who else is present
  • A faculty or staff who shares the space with you?
  • Another student?
  • A member of the general public?
FERPA Case Study #2

Can I meet/advise students in shared office space?

Examples:

• A discussion concerning a student’s current class schedule, GPA, and grades
  • Should NOT be discussed in the presence of other students or members of the public. Ensure the student’s privacy.

• A discussion on more general information, such as the degree requirements of a program, what classes are required for graduation with that degree, and other non-record information
  • Can be discussed openly in a shared environment.
FERPA Case Study #2

Can I meet/advise students in shared office space?

Another Example:

• A fellow staff member who shares office space.
  • Remember that as faculty or staff, student education records you overhear in the office space is protected under FERPA.

• Suggestions:
  • Set aside a space for meetings that may cover very sensitive personal information and require more privacy.
  • Coordinate with other staff member(s) when scheduling appointments to prevent a student from overhearing private educational information about another student.
  • If another staff member is present and sensitive info is being discussed, ask the student “Are you comfortable having this discussion here?”
  • Relocate or reschedule to provide needed privacy and security.
  • Keep your student’s information out of sight and secured when you are out of the shared office space or there are visitors.
FERPA Resources

- FERPA Review for Faculty & Staff
- FERPA Certified
- FERPA Quick Facts
- FERPA Policy
- FERPA Guide: Working with Students in Shared Office Space (PDF)
- Letter of Recommendation Release (PDF)
New FERPA Review

- It’s now mobile friendly
- Responsive to different screen sizes
- Includes a rotating bank of review questions... so it’s a different experience every time you take it
When in Doubt...

...Don’t give it out.

Questions?

Contact Us:
registrar@utah.edu or 801-581-5808
Strategic Solutions Together
Registrar’s Office Summit VI
2016

Graduation & Degree Audit
Partners in Student Success
Kathryn Dean & Emily Johnson
Graduation Agenda

- Meet the Team
- Undergraduate Online Application
- Undergraduate Graduation Evaluation Process and Tracking
- Graduate Students
- Looking to the Future
Meet the Team

Kathryn Dean
Supervisor

Jake McPartlin
Assistant Supervisor
Stephanie Ito
Graduation Specialist

Colby Townsend
Graduation Specialist
Online Application

Link is activated when a student reaches 90 credit hours.

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.

Additional Information is on the Registrar’s Website under Advisor Resources
Undergraduate Evaluation Process

*Graduation Tracking statuses are in bold*
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 (repeat and duplicate courses).

**Communications:** Emails sent to UMAIL and notes entered in Graduation Tracking for Advisors to reference.
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.
Final Evaluation

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

**What:** All requirements complete.

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

- Shows personal information such as Degree Type, Expected Grad Term and the Diploma Name.

- Indicates the current status of student application.
  - Change as changes and evaluations are done to the student record after applying for graduation.
Graduation Review Status

Status indicates where in the process the application is.
Graduation Notes

• Graduation Notes shows:
  • Areas of Missing requirements
  • Additional information for missing requirements
  • Short Total hours
  • I/T Grades
  • BS/MS Degree
Graduation Notes

- Match notification to student.

- What, Who, and When
  - I = Initial, P = Provisional F = Final.
    Example: I KD 11/07/2016

- Total hours or I/T Grades will give specific information about the issue.
  Example: P KD 11/07/2016 – with current enrollment student still needs 3 hours to meet required total hours.

<table>
<thead>
<tr>
<th>Graduation Note</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BD_BA</td>
<td>Deficient (BA) Language Req</td>
</tr>
<tr>
<td>BD_CW</td>
<td>Deficient (CW) Upper Div Wrtg</td>
</tr>
<tr>
<td>BD_DV</td>
<td>Deficient (DV) Diversity</td>
</tr>
<tr>
<td>BD_IR</td>
<td>Deficient (IR) Intl Reg</td>
</tr>
<tr>
<td>BD_QI</td>
<td>Deficient (QI) Quan Intensive</td>
</tr>
<tr>
<td>DGHON</td>
<td>Deficient Honors Degree</td>
</tr>
<tr>
<td>DPRP</td>
<td>Enrolled in Duplicate/Repeat</td>
</tr>
<tr>
<td>GE_AI</td>
<td>Deficient (AI) American Inst</td>
</tr>
<tr>
<td>GE_BF</td>
<td>Deficient (BF) Social/Behav</td>
</tr>
<tr>
<td>GE_FA</td>
<td>Deficient (FF) Fine Arts</td>
</tr>
<tr>
<td>GE_HF</td>
<td>Deficient (HF) Humanities</td>
</tr>
<tr>
<td>GE_QA</td>
<td>Deficient (QA) QR - Math</td>
</tr>
<tr>
<td>GE_QB</td>
<td>Deficient (QB) QR - Stat/Logic</td>
</tr>
<tr>
<td>GE_SF</td>
<td>Deficient (SF/AS) Science</td>
</tr>
<tr>
<td>IORT</td>
<td>I or T exists on record</td>
</tr>
<tr>
<td>MAJOR</td>
<td>Major Not Complete</td>
</tr>
<tr>
<td>MINOR</td>
<td>Minor Not Complete</td>
</tr>
<tr>
<td>NOTE</td>
<td>Graduation Evaluator Note</td>
</tr>
<tr>
<td>U_GPA</td>
<td>Cumulative GPA is below 2.0</td>
</tr>
<tr>
<td>U_RES</td>
<td>Deficient in Residency Req</td>
</tr>
<tr>
<td>U_THR</td>
<td>Deficient Total Hours</td>
</tr>
<tr>
<td>U_UD</td>
<td>Deficient Upper Division Hours</td>
</tr>
<tr>
<td>U_WR2</td>
<td>Deficient (WR2) Writing</td>
</tr>
</tbody>
</table>
Graduate Students

• We receive and process Applications and Reapplications.

• Minimal involvement with the evaluation process of Graduate Students.

• Final evaluation done through Grad School.
  • Notified to award and post degree

• Once all requirements are complete, issue Statement of Completion if needed.
  • One issued per degree
  • Request prior to last day of class for term applied
  • Recorded in Grad School Tracking
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.
**Graduate Credit Petitions**

**Undergraduate Petition for Graduate Credit**

Undergraduate students may be allowed to select certain graduate-level courses (5000 level or above) taken while enrolled as an undergraduate student for graduate credit.

- Credit used to earn the undergraduate degree may not be counted toward a graduate degree.
- No more than two (2) courses or up to six (6) semester hours may be approved for graduate credit.
- Students are encouraged to seek approval from the dean of the Graduate School prior to registering for the course. Retroactive graduate credit may only be granted if a B or better was earned in the specified courses and the courses were taken no more than three years prior to the petition.

**Instructions:**

1. Complete the Undergraduate Petition for Graduate Credit.
2. Seek approval from the Department Chair of each course in which you would like Graduate Credit.
3. Obtain approvals from your Undergraduate Major Department, and if needed your Undergraduate Minor Department.
4. Return the petition to the Registrar’s Office, Graduation Division, Window 15.

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Student ID #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major:</td>
<td>Expected Graduation Date:</td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>Phone:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term/Year</th>
<th>Department</th>
<th>Catalog #</th>
<th>Semester Hours</th>
<th>Grade Received</th>
<th>Department Chair Approval</th>
</tr>
</thead>
</table>

- Limited to 2 Courses or up to 6 hours of work, as long as the requested work 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 Berg for questions or help on how to do this.
### Graduate Credit in Degree Audit

**SUMMARY OF COURSES TAKEN AT THE UNIVERSITY OF UTAH**

**COURSES FLAGGED GRADUATE CREDIT**

<table>
<thead>
<tr>
<th>Hours</th>
<th>Course Code</th>
<th>Grade</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>3.00</td>
<td>ME EN6510</td>
<td>B</td>
<td>Finite Elements</td>
</tr>
<tr>
<td>3.00</td>
<td>ME EN6700</td>
<td>A-</td>
<td>Int Fluid Dynamics</td>
</tr>
<tr>
<td>3.00</td>
<td>ME EN6830</td>
<td>A</td>
<td>Aero Propulsion</td>
</tr>
</tbody>
</table>

**U OF U CONCURRENT ENROLLMENT COURSES**

<table>
<thead>
<tr>
<th>Hours</th>
<th>Course Code</th>
<th>Grade</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>PHYS 2015</td>
<td>A</td>
<td>General Physics Lab I</td>
</tr>
<tr>
<td>1.00</td>
<td>CHEM 1070</td>
<td>A</td>
<td>Adv Place Chem Lab I</td>
</tr>
<tr>
<td>1.00</td>
<td>CHEM 1080</td>
<td>A</td>
<td>Adv Place Chem Lab II</td>
</tr>
</tbody>
</table>

**ALL UNDERGRADUATE U OF U COURSES**

<table>
<thead>
<tr>
<th>Hours</th>
<th>Course Code</th>
<th>Grade</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>MUSC 1911</td>
<td>A</td>
<td>Lsns I Non Maj Brass</td>
</tr>
<tr>
<td>3.00</td>
<td>MUSC 2100 FF</td>
<td>A</td>
<td>Hist of Rock’n Roll</td>
</tr>
<tr>
<td>3.00</td>
<td>MUSC 3600 IRFF</td>
<td>A</td>
<td>World Music</td>
</tr>
<tr>
<td>3.00</td>
<td>MUSC 4450</td>
<td>A</td>
<td>Marching Band</td>
</tr>
<tr>
<td>3.00</td>
<td>WRTG 2010 WR2</td>
<td>A</td>
<td>Intermediate Writing</td>
</tr>
</tbody>
</table>

**ALL GRADUATE U OF U COURSES**

**THESE COURSES CAN NOT BE USED FOR UNDERGRADUATE GENERAL EDUCATION OR BACHELOR DEGREE REQUIREMENTS.**

<table>
<thead>
<tr>
<th>Hours</th>
<th>Course Code</th>
<th>Grade</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.00</td>
<td>ME EN6250</td>
<td>IP</td>
<td>Programming for Engin</td>
</tr>
<tr>
<td>3.00</td>
<td>ME EN6520</td>
<td>A-</td>
<td>Composite Maths</td>
</tr>
<tr>
<td>3.00</td>
<td>ME EN6960</td>
<td>B</td>
<td>Design of Experiments</td>
</tr>
<tr>
<td>3.00</td>
<td>ME EN6975</td>
<td>CR</td>
<td>Masters Thesis</td>
</tr>
<tr>
<td>3.00</td>
<td>ME EN6975</td>
<td>IP</td>
<td>Masters Thesis</td>
</tr>
<tr>
<td>3.00</td>
<td>ME EN7500</td>
<td>IP</td>
<td>Engr Matl Science</td>
</tr>
</tbody>
</table>

- Grad Credit taken on a Undergrad career stays Marked as being flagged grad credit.
- Graduate level courses taken on Grad Career.
Questions from Summit Registration

• How to discontinue a BS/MS program plan
  • Submit a Graduate Classification (CGC) form to Registration and Records to discontinue the MS portion of plan
  • Submit a Notification Change form to withdraw graduation application
  • Flagged grad credit from BS/MS petition can not use work towards Undergrad requirements and may not be accepted toward graduate degree

• Double Majors
  • First degree awarded fulfills General Ed Requirements
    • First Degree must be complete in its entirety. Once first degree is posted it will clear the Gen Ed Requirements.
    • Example: Student in FA and SC must satisfy one of the two disciplines in order for the “previous degree” piece to clear second degree.
Looking to the Future

• Certificates
  • Create a process to track students working to obtain certificates at graduation
    • Way of notifying the Graduation Division prior to final clearance process
    • Evaluating completed Degree Audit for certificate requirements

• Online Application for Graduate Students
Degree Audit

- Meet the team
- My Degree Dashboard – Audits and Plans
- Show me the Numbers
- Future Developments
- Questions
Meet the Team

Emily Johnson
Assistant Registrar
Degree Audit
Registrar’s Office

Kariann Hibbard
Director
Advising Technologies
University College

Amanda May
Assistant Director
Advising Technologies
University College

Rebeca Perez
Student Assistant
Advising Technologies
University College
My Degree Dashboard!

- New method to access Audits and Plans
- Implemented September 2016
- The behind the scenes is the same however there is an updated look and feel

- These changes will allow additional enhancements... stay tuned!
Declared Programs Audits

- Students and staff may still run ‘declared major’ audits by using “Run Declared Programs”

![Image of the University of Utah website showing the Request an Audit page with options to run declared programs. The page includes a table with degree programs and their对应的 catalog years: CER.MIN (Fall 2015), INTLBA (Fall 2015), PSYCBS (Fall 2015), and WRTGBA (Fall 2015).]
Intermediate Program Audits

- Some declared programs may return an error (MEENBS.I, ENGGBS.I, ART.BFA.I) as no audit currently exists
Audits for undeclared students

- If No default programs are found, you must use the “Select a Different Program option to generate an audit.
“What If” Audits

• The ‘What If’ audits for exploration may be generated using “Select a Different Program”

• Make your selections from the dropdowns displayed

• Only active programs are available, including Catalog Year
Other Audits

- University Studies students must use Run Declared Programs functionality
  - Advisors will see these audits in Select Different Program dropdown lists however, audits will only be valuable if major emphasis area courses have been entered by University Studies advisor

- Former LIST is available under “University” then List
  - Displays ALL courses taken at the University

- Former G-LIST is available under “Graduate” then List
  - Displays only courses taken on the Graduate Career

- Audits for both Law and Dental student are in progress
  - Most likely only be available for declared students
Optional Requirements

- Updating visuals on “Optional” requirements
- Confusion about the ‘red x’ – if you see one let us know!!!
- Changes will not impact graduation clearance
Now Available...Course History!

- View all Transfer courses
- See UofU courses by term
- Filter by Grade and/or term
- Sort by any column
- Status differentiates between Completed, In Progress, & Planned courses
Plans

- Now integrated within My Degree Dashboard
- With ease of accessibility we have noticed an uptick in the number of students using the product
  - Stats will be coming shortly!
- Working on implementing ability to plan from the Audit instead of from a Roadmap
Audience Poll

- How do you like My Degree Dashboard?
  - Audits tool
  - Plans tool
What are the Numbers??

• Are people actually using My Degree Dashboard Audits?
  - From Jan 1 – Aug 31, 2016 averaging 30,500 page hits each month
  - Oct 1 – Oct 31, 2016 we had 20,754 page hits

• How many unique users have used My Degree Dashboard?
  - 11,361 unique users since Sept 28, 2016

• What about the Planning tool?
    - 57 plans created by 55 students ~1.036 plans per student
    - 635 plans created by 589 students ~ 1.078 plans per student

• 1,041% increase on # of plans and 970% increase on users!
Historical Degree Plans View

Degree Planning Statistics
(data from July 1 – June 30)

*data from July 1 – Oct 31, 2016*
Exceptions Stats

- How many exceptions were entered from November 1, 2015 – Oct 31, 2016?
  - 23,391 – 1,414 more than last year (21,977) 6.4% increase

- Which month had the MOST exceptions entered?
  - August 2016 with 2,838

- Which month had the LEAST exceptions entered?
  - July 2016 with 1,271

- Which exception type is the highest?
  - RI with 10,160
Total Number of Exceptions

Data as of Oct 31, 2016
2016 Exceptions Breakdown

Data as of Oct 31, 2016

- AC, 22, 0%
- AT, 182, 1%
- CS, 180, 1%
- PS, 1165, 6%
- RD, 560, 3%
- RW, 3106, 16%
- RS, 4728, 24%
- RI, 9772, 49%
Transferology

• What is it?
  • Website that allows students and staff to see how courses transfer to the University (Staff use Transferology Lab)
  • Reference used by Registrar’s Staff to determine whether USHE transfer courses are articulated to UofU courses

• Transfer Articulations update every Tuesday in Transferology
  • TA source is the USHE Transfer Articulation Guide

• What does articulated mean?
  • Transfer course is equivalent to U of U course
  • If there is a minimum grade requirement that is not met, the course will not match on the select from line even if it is ‘articulated’
Recent Security Changes

• New forms have been created to support recent security changes

• Processed separately by two different offices
  • Your patience is appreciated!

• Access to Generate/View only: use the Student Records Security Authorization form OR Student Records Security Change form with DARSVIEW as an operator class

• View or Enter Exceptions: complete form mentioned above AND My Degree Dashboard Security Authorization Form

• Please use the new forms!
Additional Security changes...

- Working toward more seamless security between PS and My Degree Dashboard

- New structures are being created to administer the security
  - No more entering degree programs one at a time for each user
  - Maintain degree programs at department and college level
    - (MATHBA, MATHBS, MATHHBA, MATHHBS, etc.)
    - (ACCT, BUAD, ENTR, FIN, IS, MGT, MKTG, OM, etc.)
  - Users will then be added to department or college groups

- Once new systems are in place new programs will be automatically granted for those with prior access (emphases, degree type, etc.)
What is next?
Transferology Audits

- Prospective students can add courses & see how it applies
- Advising & Recruiting > Course Bundles or Programs
- Find the program to review and click Run Program
- Include course bundle, student info, or no courses
Exceptions from the Audit

• Easier to use!
• Applied Exceptions will show which exceptions are actually applying
Multi-Component Audits

• Run ONE audit instead of two or three
  • Major, Minor, Honors

• Allows for multiple emphases in one report

• HUGE encoding undertaking
  • Implications on Security and previously entered exceptions
Program Matcher

- First announced last year
- On our to-do list, but lower priority
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
Jaron Smith, Richelle Warr, Cassandra Elizondo
Registration & Records

Jaron Smith
Meet the Team!

This is Jaron
FROM: Hooper, UT
LOVES: Disneyland, Eating, and Shonda Rhimes
WORKED HERE: 1 year, 5 months

This is Melissa
FROM: Los Angeles, CA
LOVES: Real Soccer, Good food, and sleeping
WORKED HERE: 3 months (previously in Transcripts 1 yr, 4 mos.)

This is Diana
FROM: Fresno, CA
LOVES: Cooking, dancing, family, and listening to podcasts
WORKED HERE: 4 months

This is Clint
FROM: Murray, UT
LOVES: Wife, Kids and Dr. Who
WORKED HERE: 1 year, 1 month
We are at your service; here are just a few statistics

- In the fiscal year of 2015-2016, our team processed
  - 9,814 Grade Changes
  - 1,109 Approved Leave of Absences
  - 19,061 Enrollments
  - 7,291 Drops
  - 2,230 Withdrawals
  - Hundreds of Major/Minor Changes
Registration Dates:

• Available about 12-16 weeks prior to the beginning of the semester.
  • Found on CIS page under “View your Registration Dates”

• Total credits completed

• Orientation: Freshman and Transfer Students

Ex: Spring 2017
• Doctoral: Nov 3rd at 8
• Masters: Nov 3rd at 12
• Seniors: Nov 7th
• Juniors: Nov 9th
• Soph: Nov 11th
• Freshman: Nov 15th
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 miscellaneous classes that have passed their add deadline
Permission Numbers

• 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
Last Day to Add Classes

- Add a Class
- Audit

Section changes, Credit Hour changes, Remove W, Add Misc. Classes through last day of course

Census Deadline

Midpoint of Classes

After Last Day of Classes:
Petition for Exception to Policy

Last Day of Classes
WEEK 4

- Census Deadline: Monday of the 4\textsuperscript{th} 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 for 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: ______

Last              First

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.

<table>
<thead>
<tr>
<th>Department</th>
<th>Course Number</th>
<th>Section Number</th>
<th>Credit Hours</th>
<th>Audit (Y/N)</th>
<th>Instructor's Signature</th>
<th>Department Signature</th>
<th>College Dean's Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Entered ________________
Verified ________________

ALTERATION OR FORGERY OF THIS DOCUMENT IS A VIOLATION OF THE STUDENT CODE AND MAY BE A CRIMINAL OFFENSE.
Yellow Late Add Form is used for the following:

- **Add Class** (already registered)
- **Add a Class** (Not Yet Registered)
- **Friday after Census Deadline**
- **After Last Day of Classes: Petition for Exception to Policy**

**NOTE:** Both green and yellow late add forms are available for pick up and drop off at the Office of the Registrar by the student or someone the student specifically authorizes through signed consent.
Yellow Late Add Forms

- 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 for Non-Payment?</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Situation 1</td>
<td>YES</td>
<td>NO</td>
<td>One Week</td>
</tr>
<tr>
<td>Situation 2</td>
<td>YES</td>
<td>YES</td>
<td>Friday after census</td>
</tr>
<tr>
<td>Situation 3</td>
<td>NO</td>
<td>NO</td>
<td>Friday after census</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 start date. 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

- Major and minor declaration MUST go through an advisor
- Running into an issue declaring major or minor?
  - Email registration@utah.edu
- We can declare or change pre-majors for freshman and sophomores
- Catalog year cannot be prior to the student’s admitted term
- If the student has applied for graduation, no change can be made to their program without a Notification of Graduation Change
Repeated Classes

Hours earned in repeated courses count toward graduation requirements only once. The last grade received is used to compute your grade point average

- Undergraduate repeated classes will be marked automatically the day after grades are due for the term
- Graduate students must submit a Repeated Class Notification (form or through CIS)

Duplicate courses (where an attempt occurred at a different university) must be submitted through the Duplicate Course Notification form and are reviewed for approval. Early detection prevents delays in graduation
Repeat vs Duplicate

1. Johnny took MATH 1050 (D) at SLCC in fall 2015. They took it again at the U (A-) in spring 2016
   - Repeat or Duplicate?
   - The SLCC course credit and grade will be removed from the transfer summary

2. Azeem took MATH 1050 at the U in spring 2015 (E) and again at the U in fall 2015 (B-)
   - Repeat or Duplicate?
   - The earlier course will be marked as a repeated class on the transcript. The grade and credit are removed from the GPA calculation but remain on transcript

3. Sophia took WRTG 2010 (B) at the U in fall 2014. She took it at UVU summer 2015 to get a better grade and received an A
   - Repeat or Duplicate?
   - The UVU course credit and grade will be removed from the transfer summary

4. Stefan took ENG 201 (C) at ASU in summer 2014. They took WRTG 2010 (B+) at the U in summer 2015
   - Repeat or Duplicate?
   - Must be submitted for review. Course descriptions, requisites, and units are compared
### Leave of Absence

<table>
<thead>
<tr>
<th></th>
<th>Fall 2015</th>
<th>Spring 2016</th>
<th>Summer 2016</th>
<th>Fall 2016</th>
<th>Spring 2017</th>
<th>Summer 2017</th>
<th>Fall 2017</th>
<th>Spring 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>John</td>
<td>Enrolled</td>
<td>Enrolled</td>
<td>X No</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Discontinued if not enrolled</td>
<td>Must re-apply</td>
</tr>
<tr>
<td>Sarah</td>
<td>Enrolled</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Discontinued if not enrolled</td>
<td>Must re-apply</td>
<td></td>
<td></td>
</tr>
<tr>
<td>David</td>
<td></td>
<td>Enrolled</td>
<td>Enrolled</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Discontinued if not enrolled</td>
<td>Must re-apply</td>
</tr>
<tr>
<td>Lisa</td>
<td>Enrolled</td>
<td>Enrolled</td>
<td>Enrolled</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Discontinued if not enrolled</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No Discontinues</td>
<td></td>
</tr>
</tbody>
</table>

**X= No enrollment in term**

**Undergraduate students** apply through CIS. Documentation is required for more than 3 semesters or if receiving financial aid, have a housing contract, or are a student athlete.

**Graduate students** must submit the Graduate Leave of Absence Request form. Either must be submitted before the last day of finals for the semester.
<table>
<thead>
<tr>
<th>Category</th>
<th>Maximum Credits</th>
<th>Form Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate student</td>
<td>2 courses up to 6 hours. Must be B or better</td>
<td>Must submit Undergraduate Petition for Graduate Credit (best prior to graduation of BS/BA)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Courses cannot be used to fulfill undergraduate requirements</td>
</tr>
<tr>
<td>Non-matriculated student</td>
<td>9 hours</td>
<td>No form to submit. Is added through Graduate Tracking</td>
</tr>
<tr>
<td>BS/MS student</td>
<td>12 hours</td>
<td>Maximum of 12 hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Must submit Request for Graduate Credit in BS/MS Program during first admitted graduate semester</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Courses cannot be used to fulfill undergraduate requirements</td>
</tr>
</tbody>
</table>
Recommendation for Change of Graduate Classification

The University of Utah • Office of the Registrar • 205 S 1540 E RM 250 N • Salt Lake City UT • 84112 • 801-585-1069 • 801-585-7140 Fax

The Recommendation for Change of Graduate Classification form is to be used to change or discontinue the academic program or plan of a graduate student. The form is not to be used to change a student’s classification during their admitted term, the department will need to contact Graduate Admissions Office concerning a change.

There are five approved options:
1. Recommended for higher degree: Graduating in Master’s and adding a PhD within the same plan. Only if it is a continuous registration (e.g., graduated spring with MS and continues with PhD in fall)
2. Recommended for Master’s degree: Student active in PhD within the same plan (e.g., Anthropology PhD, adds Anthropology MS)
3. Change of degree type: MSN to MS within the same plan
4. Plan change from a pre-major to a specialization (approved pre-majors: molecular biology, science program, and biological chemistry)
5. Discontinue academic program

Instructions
1. Choose and complete the appropriate option. Do not abbreviate when completing the form.
2. Submit the form no later than one week prior to the first day of classes for the term the change is to be effective. If not submitted on time, the change will not go into effect on the first day of classes for the term.

Options:
- International Students on an F-1 visa must obtain permission from International Student & Scholar Service (ISS) prior to submitting this form. A change in classification may have significant negative impacts on your eligibility for Optional Practical Training (OPT) after graduation.

3. Questions regarding the form, contact the Registration Division at 581-8369.

Please check one: □ Domestic Student □ International Student

Student Name: □ First □ Middle □ Last
Student ID #: ___________________________ Academic Department: ___________________________

DEPARTMENTAL ACTION

Effective Term/Year: ___________________________

Check the appropriate option (see explanation of options above):

Option 1:
□ Student recommended for continued study in higher degree: ___________________________ *Academic Plan Code

Option 2:
□ Add a career of master’s for student to graduate in: ___________________________ *Academic Plan Code
□ Leave student active in PhD

Option 3:
□ Change from: ___________________________ to: ___________________________ *Academic Plan Code

Option 4:
□ Discontinue student in: ___________________________ *Academic Plan Code

Reason: □ Student withdraw from program □ Student not approved for continued study by academic department

Comments: ___________________________

*Academic Plan Codes may be found at registrar.utah.edu/student-sys by clicking on List of Major/Minor codes.

Approval: ___________________________ Date: ___________________________

DEPARTMENT CHAIR OR DIRECTOR OF GRADUATE STUDIES

FOR REGISTRAR’S OFFICE USE ONLY

Entered: ___________________________ Verified: ___________________________ ISS: ___________________________ 05/16
Petitions for Consideration of Exception to Policy

Richelle D. Warr
What Can We Do?

- Prior Term
  - Add class
  - Switch section/cross-listed course
  - Change credit hours
  - Withdraw

- Current or Prior Term
  - Elect or Revoke CR/NC after deadline has passed
  - Delete W’s

- Cannot
  - Current term withdrawal
  - Auditing
  - Tuition
What Gets Approved?

Likely
- Unusual (non-academic) circumstances
- University error

It Depends...
- Mixed success in courses
- Pattern of behavior

Unlikely
- Common circumstances
- Impact of grades on aid
- Perceived impact on future plans
- Unaware of deadlines
Who Decides?

• Committee Membership
  • Chairperson
    • Presents petitions (votes only to break a tie)
  • Voting Members
    • Two employees are drawn from areas within the office
    • Secretary

• Length of Service
  • The Chairperson and Secretary are permanent members
  • Voting members serve one year terms
  • New members are appointed by a Registrar
What do I do when . . . ?

• Likely
  • Personal Statement
  • Documentation
  • Letter of Support from Dean or Committee Chair (Past terms only)
    • Be specific (especially for multiple terms, section changes, etc.)

• It Depends . . .
  • Explain and document (Note: more is not necessarily better)

• Unlikely
  • Student has a right to petition
  • We will not take action on incomplete petitions
  • Letters
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</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>
</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
- Cumulative GPA
- Student Groups
- Academic Level (Freshman, Sophomore, Junior, Senior)
Requisite Examples

**EAE 3630 - Hard Surface Modeling**

3 Credit(s)

**Enrollment Requirement:** Prerequisites: C- or better in EAE 3600.

---

**IS 4410 - Information Systems**

3 Credit(s)

**Enrollment Requirement:** Prerequisites: (Full Major or Minor status in the David Eccles School of Business) OR (Member of Business Scholars program AND C- or better in IS 2010).

---

**ME EN 2010 - Statics**

3 Credit(s)

**Enrollment Requirement:** Prerequisites: C- or better in ((MATH1210 OR 1250 OR 1310 OR 1311) OR APCalcAB score of 4 OR APCalcBC score of 3). Coreqs: ((MATH1220 OR 1260 OR 1320 OR 1321 OR APCalcBC score of 4) AND ((PHYS2210 OR 3210) OR APPhys C:Mech score of 4).
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

- Note: Cannot enforce different requisites per section
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.
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

Log in to CIS > Employee Tab > Academics > PERC Reports

<table>
<thead>
<tr>
<th>Class Tools</th>
<th>Records Maintenance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Rolls</td>
<td>Update Major/Minor</td>
</tr>
<tr>
<td>Picture Class Rosters</td>
<td>Instructions for Update Major/Minor</td>
</tr>
<tr>
<td>Email Class List</td>
<td></td>
</tr>
<tr>
<td>Manage Class Links</td>
<td></td>
</tr>
<tr>
<td>Delegate Class Security</td>
<td></td>
</tr>
<tr>
<td>Class Security Form</td>
<td></td>
</tr>
<tr>
<td>Class Majors</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reports</td>
</tr>
<tr>
<td></td>
<td>Academic Reports</td>
</tr>
<tr>
<td></td>
<td>Asia Academic Reports</td>
</tr>
<tr>
<td></td>
<td>View MARS Reports</td>
</tr>
<tr>
<td></td>
<td>Instructor Feedback Reports - prior to Fall 2011</td>
</tr>
<tr>
<td></td>
<td>Instructor Feedback Reports - Fall 2011 &amp; Later</td>
</tr>
<tr>
<td></td>
<td>Faculty Report</td>
</tr>
<tr>
<td></td>
<td>PERC Reports</td>
</tr>
</tbody>
</table>

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.
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 2017</td>
<td>November 30(^{\text{th}}), 2016</td>
</tr>
<tr>
<td>Spring 2018</td>
<td>June 6(^{\text{th}}), 2017</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 25(^{\text{th}}) (e.g. 01/25/17 effective for U/F 2017)</td>
</tr>
<tr>
<td>Spring</td>
<td>August 25(^{\text{th}}) (e.g. 08/25/17 effective for S 2018)</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?

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

Petitions
petitions@utah.edu
801-585-3975

Requisites
celizondo@sa.utah.edu
801-585-3603
Scheduling
Cooperation through Limited Resources
Liz Johnson
Introduction to our Team

• Liz Johnson- Assistant Registrar

• Jessica Novak- Project Coordinator

• Sarah Stringfellow- Scheduling Specialist

• Shaleen Christensen- Scheduling Specialist
THANK YOU!!

• Spring 2017 we are down to 167 general purpose classrooms
• We are making it through due to cooperative efforts
  • Shifts in class times
  • Use of departmental space/right of first refusal
• Increase in online offerings (ONLN)
  • Spring 2016- 447
  • Spring 2017- 467
• Increase in Hybrid offerings (HBRD)
  • Spring 2016- 125
  • Spring 2016- 146
Change is in the Air!!

- One of the top recommendations from the S4 project was the purchase and implementation of CLSS
- Pleased to Announce...

• CLSS is Coming!!!
What will this mean for you?

- Proofs will change from a paper based process
- All schedule submission will be done electronically
- The schedule will be built in phases (design, refine)
- Depending on the phase, you will be able to have faster adjustments to:
  - Instructors
  - Capacities
  - Consent/No Consent
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”, a heatmap, and the ability to “copy” courses
Looking for Test Pilots

• Have already formed a core group

• Anticipating that Pilots will work on Fall 2017 schedules as normal, then test enter data in CLSS

• If you are interested, please contact us!
When will CLSS be Implemented?

• Spring 2018 will be the full rollout

• Trainings will take place early next year

• Deadlines may shift- likely closer to the publish
space-at a premium, at an unusually high price.
in short supply; in demand:
The Demolition Site of OSH- November 15th, 2016
Gardner Building

- Opening Fall 2018

- 33 classrooms across 5 levels

- 2 auditoriums

- Labs and conference rooms
Future Site of Carolyn and Kem Gardner Building

Courtesy of: MHTN Architects
Welcome Center Reception

Dining Area

Academic Advising

Hinckley Forum

Courtesy of: MHTN Architects
New Large Lecture Auditoriums!

Courtesy of: MHTN Architects
Also: Event Space

Courtesy of: MHTN Architects
Farewell Milton Bennion Hall

• 14 classrooms
• Last semester of operation is Fall 2016
• Decanting will begin December 17th
• Abatement January 9th
• Demolition- February 20th
Crocker Science Center

Anticipating Spring 2018 - 3 classrooms
How are you finding space??

- Go to Astra Guest Portal (Astra.Utah.edu)
- Click on Calendars
- Select Scheduling Grids
- Choose Calendar/Filter for desired room
  - Day
  - Week
Schedules, Pictures, Amenities!!
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><strong>Alumni House</strong></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><strong>Babcock Theatre/West Institute</strong></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><strong>Campus Event Rentals</strong></td>
<td>Front Desk</td>
<td>801-581-5445</td>
</tr>
</tbody>
</table>
Class Demand Report

- Uses Shopping Cart Data to assess demand
- Real Life Stories
  - How this could change a path for your students
  - BIOL 1210- 100 additional students added for Fall 2016!!
Schedule Preparation Deadlines

• November 11- Summer 2017 Schedules Due

• December 15- Fall 2017 Schedules Due along with Requests for Standard Time Block Exceptions

• January 25- Summer 2017 Schedule Link Released

• February 16- Fall 2017 Schedule Link Released
Last Day for Major Changes

- Mark your Calendars and remind your Department Chairs before the holidays!!

- Spring 2017- Tuesday, January 3rd
  - Cancellations, day/time changes, dates or credits

- Classes begin January 9th
Deadlines- Why they Matter!!

• Potential consequences of changes coming in late could include return of funds, NCAA investigation, etc.

• VA, Issues with Date/Credit changes
  • Students may have already confirmed schedule is set
  • Monies may have to be re-exchanged

• Financial Aid and Scholarships
The Proof

• Please provide an original copy with colored markings
• Carefully review all information for accuracy
• Review class capacities and enrollment
• Make adjustments to existing classes directly on the page
• New sections should be added using class adjustment forms - please include capacity
• Provide names and ID numbers
Class Dates

- Classes CANNOT cross dates in multiple terms

- Determine when students can add/drop

- Allow grading to be processed early for short term courses

- Must be within the Session 4 dates

http://registrar.utah.edu/scheduling/classes/sessions.php
Procedural Change

• Session 4 (Miscellaneous) dates will be changing effective Fall 2017
• Session 4 for Fall semester will begin one week earlier than before
  • Intensive classes the week before fall semester can be tied to fall enrollment

Summer 2017
• 05/08/2017- 08/13/2017

Fall 2017
• 08/14/2017- 12/31/2017
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 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>

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>9:40 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>10:30 am</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>
</tr>
</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:

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>
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<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>

**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
4:35 pm   6:00 pm   7:15 pm
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.
Credit Hour Calculations

• 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

• 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.
HYBRID Courses

- Note= This is a Hybrid course, which uses a mixture of online, face-to-face, and technology enhanced instruction

- Attribute= HBRD

- Try to Pair these classes for best space utilization
  - Use two or three blocks from a standard pattern
  - If meeting every other week, fill in alternate weeks with another class

- Please include actual meeting dates
  - May be scheduled as a special event with location in the notes
Final Exams

• Survey Says? How many of you experience...
  
  • Classes giving exams
  • No exams (portfolio, final paper, etc.)
  • Faculty are using published final exam schedule
  • Student conflicts exist based on published schedule

• Be advised: coursework must be completed before end of term to be eligible for graduation
Change in Curricular Process

• Implementation of Kuali

• Single course form- (no longer 5 different forms!)
  • Any employee can fill out a form
  • Particular employees with workflow privileges will review/approve

• Access in CIS on employee tab
  • Academics>Curriculum>Kuali Curriculum Management

• Training videos available online
Beholden to the Catalog

• Classes must be set within the limits of the catalog

• Scheduling will adjust credit hours within ranges

• Titles can be added to Special Topics courses (TPC/SEM) with a 23 character maximum

• Contact Curriculum for all other changes
  • curriculum@utah.edu
Cross Listed Vs. Meets With

• Catalog Level- Cross-listed
  • UGS 3025 and BIOL 3025
    • Same course content, course would REPLACE in audit/grading, etc.

• Class Level- Meets with (Term Specific)
  • ME EN 5950 and CS 4900 (both Special Topics)
  • MATH 5060 and 6060 (Undergrad and Grad)
    • Similar content/ maybe different requirements
    • Does NOT replace

• With Kuali Implementation, this will change
  • Classes can no longer be listed as meets-with in the catalog level description beginning early next year
Enrollment Restriction

• Three ways to restrict enrollment
  • Suppress
  • Department Consent
  • Instructor Consent

• Classes do not generally need to be set to D/I if they are also suppressed

• A report of restricted classes will be sent to department schedulers prior to registration beginning each term
Consent VS. Suppression

Department/Instructor Consent

- Requires a permission code be given to each student
  - These are unique codes generated for each class
  - Class is seen in the on-line schedule and generates a message for the student to obtain a permission code before they may register
  - Every student must have an individual code

Suppression

- Requires the department to provide the class number to students
  - Class is not viewable in the on-line schedule
  - Departments give the same class number to all students which is then manually entered by the student to register
  - Suppressed class numbers are not viewable on ANY student search
Permission Codes Generated

- The day the class schedule publishes (S17- 9/26)
- At open enrollment (S 17- 10/28)
- If you request department or instructor consent with a new class setup
Permission Codes

• Class is full
• After the first week of the term
• If there is a time conflict
• Registration outside of career of study
• Restricted enrollment
• Override prerequisites
Permission Code Lookup - PS

- PeopleSoft>HE>Records and Enrollment>Term Processing>Class Permissions
  - Enter Term, Subject, and Catalog Number
Permission Code Lookup- Roster

• PeopleSoft>HE>Curriculum Management>Class Roster>Print Class Roster
  • Enter Run Control ID or click Search
  • Enter criteria, including term, enrolled students, and display permissions
  • Run Report
  • View through Process Monitor

Instructor Security

- Instructors must be FERPA certified
  - Access is automatic for Primary Instructors

- 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
CLAC Classes-

- Cultures & Languages Across the Curriculum

- Successfully implemented at a number of institutions, built on the premise that knowledge of other languages affords unique access to multiple cultures and their perspectives

  - Lucia Rubio is the CLAC Coordinator

- Regular Course is set up- along with the following note:
  - “Optional 1-credit section taught in [language]. To be taken in conjunction with [Main Course Number and Title]. Roughly 2 years of language experience in or outside the classroom is highly recommended. For more information about CLAC courses, please see [http://ias.utah.edu/language/clac.php](http://ias.utah.edu/language/clac.php)

- Separate CLAC Section set up- generally as special topics

- History, Political Science, Sociology, and growing!
Questions??

Scheduling Division
Office of the Registrar
40 SSB
(801)-581-7854
scheduling@sa.utah.edu
### College Scheduler – Schedule Builder

#### The University of Utah

<table>
<thead>
<tr>
<th>Course Status</th>
<th>Open &amp; Full</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campuses</td>
<td>1 of 2 Selected</td>
<td>Change</td>
</tr>
<tr>
<td>Sessions</td>
<td>All Sessions Selected</td>
<td>Change</td>
</tr>
<tr>
<td>Academic Groups</td>
<td>All Academic Groups Selected</td>
<td>Change</td>
</tr>
<tr>
<td>Term</td>
<td>Spring 2017</td>
<td>Change</td>
</tr>
<tr>
<td>Instruction Modes</td>
<td>All Instruction Modes Selected</td>
<td>Change</td>
</tr>
<tr>
<td>Locations</td>
<td>2 of 7 Selected</td>
<td>Change</td>
</tr>
<tr>
<td>Academic Careers</td>
<td>All Academic Careers Selected</td>
<td>Change</td>
</tr>
</tbody>
</table>

**Instructions:** Add desired courses and breaks and click **Generate Schedules** button!
Schedule Builder Usage

Total Unique Users: 10,074
Total Logins: 56,237
New to the University/Registrar’s Office

- New/improved class schedule design

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

Main Campus
Spring 2017 Class Schedule

[Links and buttons for schedule builder and student handbook]
# Class Demand Report

Choose a class section to view students and email, or download the full report to excel.


Term: 1168 | Subject: BIOL | Catalog Number: 1210 | Title: Principles of Biology

<table>
<thead>
<tr>
<th>Subject</th>
<th>Catalog Number</th>
<th>Section</th>
<th>Component</th>
<th>Student Count</th>
<th>Total Enroll</th>
<th>Enrollment Capacity</th>
<th>Demand</th>
<th>Room Capacity</th>
<th>Over/Under Rm Cap</th>
<th>Building/Room Number</th>
<th>Consent</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL</td>
<td>1210</td>
<td>001</td>
<td>Lecture</td>
<td>19</td>
<td>336</td>
<td>348</td>
<td>7</td>
<td>351</td>
<td>Under</td>
<td>ASB-220</td>
<td>D</td>
</tr>
<tr>
<td>BIOL</td>
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<td>28</td>
<td>245</td>
<td>232</td>
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<td>Over</td>
<td>JTB-310</td>
<td>D</td>
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<td>327</td>
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<td>Under</td>
<td>HEB-2008</td>
<td>D</td>
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<td>020</td>
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<td>6</td>
<td>42</td>
<td>50</td>
<td>0</td>
<td>32</td>
<td>Over</td>
<td>BOUNTIFUL-201</td>
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<td>1210</td>
<td>070</td>
<td>Lecture</td>
<td>3</td>
<td>37</td>
<td>60</td>
<td>0</td>
<td>58</td>
<td>Under</td>
<td>SANDY-201</td>
<td>D</td>
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<td>071</td>
<td>Lecture</td>
<td>4</td>
<td>54</td>
<td>64</td>
<td>0</td>
<td>58</td>
<td>Under</td>
<td>SANDY-201</td>
<td>D</td>
</tr>
</tbody>
</table>

Summary: 1041 students enrolled, 1096 seats available, 58 seats unmet demand.

Seats Available: 55
Unmet Demand: 58
Rm Cap Seats Available: 38
New to the University/Registrar’s Office

- Ability to upload a PDF!
New to the University/Registrar’s Office

- Service Indicator (Holds) - hyperlinks

**Your Holds**

**Hold Item**

**NICOLE LARSEN**

**Mandatory Advising**

**Reason and Contact**

**Description:** University of Utah  
**Start Term:**  
**Start Date:** 11/08/2016  
**Reason:** 2nd Year Advising  
**Department:**  
**Contact:** 

**Instructions**

This hold prevents registering for classes. You must meet with your academic advisor. Click HERE to find your advisor.
New to the University/Registrar’s Office

- New Transcript Ordering System (Parchment)
  - Official transcript delivered electronically in as little as 15 minutes!
New to the University/Registrar’s Office

- SLCC
  - Reverse Transfer Agreement

<table>
<thead>
<tr>
<th>Activity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students Notified of Reverse Transfer Program</td>
<td>838</td>
</tr>
<tr>
<td>Responses from Students</td>
<td>152</td>
</tr>
<tr>
<td>Transcripts requested from UofU</td>
<td>68</td>
</tr>
<tr>
<td>Students Approved for Graduation</td>
<td>60</td>
</tr>
</tbody>
</table>
  • # that took classes at SLCC to graduate               | 4 (7%) |
  • # that transferred credit to graduate                | 18 (30%) |
  • # that were able to graduate without transferring credit | 38 (63%) |
New to the University/Registrar’s Office

- Requisite Project
  - Total of 52 subject codes enforce requisites
  - 7 of those began enforcing Spring 2017!
    - ARCH, BART, DES, ENVST, NURS, PRINT, SCLPT

<table>
<thead>
<tr>
<th>Department</th>
<th>Enforcement began</th>
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<tbody>
<tr>
<td>MATH</td>
<td>Fall 2010</td>
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<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>
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<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>
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<tr>
<td>PRT, PRTS, RECTH</td>
<td>Spring 2015</td>
</tr>
<tr>
<td>LDRSP</td>
<td>Spring 2016</td>
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<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>
</tbody>
</table>
Key Activities 2016-2017

1. Scheduling classes for students
   a. Goal: To implement Leepfrog CourseLeaf Section Scheduler (CLSS)
   b. Goal: Development of new U of U scheduling policies and practices based on best practices and standards developed by the university

2. Registering students for classes and creating their academic records
   a. Goal: Implement dynamic dating in PeopleSoft
   b. Goal: Review registration cycle to encourage timely registration and enhance students’ Plan to Finish (P2F)
   c. Goal: Implement PeopleSoft delivered waitlisting functionality
Key Activities 2016-2017

3. Maintaining and distributing academic records
   a. Goal: Provide student grades earlier and improve on-time grade submission by faculty
   b. Goal: Review effectiveness of Parchment Electronic Transcript solution on process and staff efficiency
   c. Goal: Deliver functionality that will allow students to verify their major as well as the Advisor change of major process
   d. Goal: Comply with the USHE mandated WICHE Passport program
   e. Goal: Investigate NSC Reverse Transfer functionality
4. Reviewing student progress towards graduation and certifying degree completion
   a. Goal: Investigate online graduate application for graduation
   b. Goal: Complete an audit on how certificates are awarded
   c. Goal: Deliver to the College of Law and School of Dentistry, Degree Audit (DARS)
   d. Investigate the College Source Transfer Evaluation System (TES) for full implementation
   e. Goal: Investigate and implement as appropriate additional College Source functionality that is not presently used such as Self-Service, Transferology Audits, Authorization Codes, and Markers
Key Activities 2016-2017

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

6. Certifying benefit eligibility for veteran students
   a. Goal: Partner with the new Director of Veteran Support Center

7. Developing staff service excellence
   a. Goal: Investigate delivery of a hourly staff professional development program
   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
Key Activities 2016-2017

8. Delivering relevant data to key decision makers across campus to enhance Data Informed Leadership
   a. Goal: Provide training materials and meetings for college and department representatives to better access and utilize data available in PeopleSoft and the Student Data Warehouse (SDW)
   b. Goal: SDW Management Committee will continue in its coordinating effort between the Business Intelligence, Assessment, Evaluation and Research, Institutional Analysis, and Registrar’s Office to provide a cohesive delivery of institutional data needs.
   c. Goal: Provide data from the degree audit system that will aid various constituents’ in supporting timely degree completion
Key Activities 2016-2017

9. 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: Refine OnBase functionality to work efficiently and effectively in imaging documents in the new platform
Integrated Student Team (IST)

• A new effort to guide the University of Utah as we design, develop and implement an improved, unified experience across the student life cycle.

• IST Charge
  • Began with developing a simple strategic plan that would provide an overview of the major projects to be undertaken, sequence, and interrelation of these projects.
  • Commitment to improve the student experience
  • Provide recommendations to the senior leadership who will determine the timing and sequence of implementation
Coming Soon…

- Fall 2016 Undergraduate Diploma
  - Will include the School/College name on a student’s undergraduate diploma

- Fall 2017 Registration Cycle
  - Waitlisting
  - Update to Major Change Process, Confirmation of Major/Physical Location
  - Pre-registration – Freshmen

- Dynamic Dating (Miscellaneous Session Deadlines)

- CLSS – Class Section Builder
Questions?

Timothy Ebner
University Registrar
tebner@sa.utah.edu

Andrea Ronér
Associate Registrar, Student Systems & Technology
aroner@sa.utah.edu
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
Common mistakes students encounter

- 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/
Athletic Eligibility

Kathy Rank & Macy McCarty
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

Sixteen 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

- 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.
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

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. 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% 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 Going Forward
Sam Eubanks
OnBase Going Forward:

• Converted our SIRE imaging system (nearly 4.8 million images) to OnBase last April 2016

• Added additional features to our custom queries in OnBase, to speed retrieval of documents

• Implementing the Advanced Capture module of OnBase

• Imaging over 100 boxes of Admissions records

• Refine the way that the old microfilm grade sheets will be imaged

• Implement Document Retention parameters in OnBase
More OnBase Going Forward:

- Improve the numbering of Retroactive Petitions in OnBase
- Workflow, and electronic form for Reports of Credit in Registration
- Workflow for Graduation Processes
- 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