



(Transfer) Collaboration +
(Transfer) Articulation = (Transfer) Power

Emily Johnson



NEW!

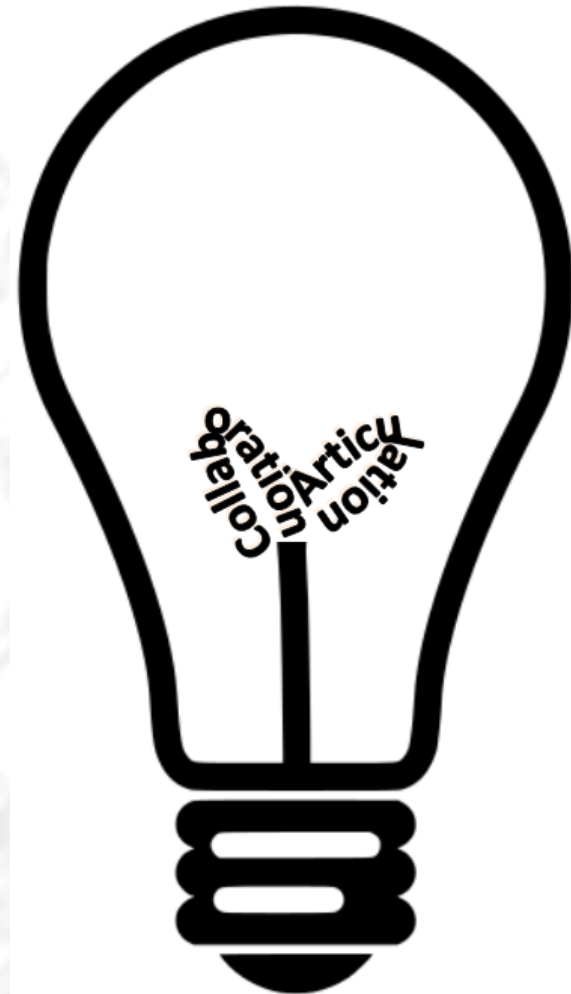
Ask the Experts!

Immediately following the sessions (12 – 12:40 PM)

Hold your program specific questions until ask the experts

Today's Agenda

- Meet the Degree Audit Team
- See the transfer evaluation numbers
- Transfer Articulation
 - USHE Policies
 - Toolboxes
 - TES Tips & tricks
 - Important Happenings
- Transferology Updates
- Markers Recap
- Time for Questions



The Degree Audit Team



**Emily
Johnson**

Assistant Registrar,
Registrar's Office
Degree Audit
Transfer Articulation



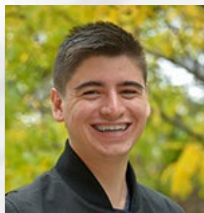
**Taylor
Adams**

Degree Audit Analyst,
Registrar's Office
Degree Audit
Transfer Articulation



**Stephanie
Fausett**

Degree Audit Analyst,
Registrar's Office
Degree Audit
Transfer Articulation



**Emerson
Pratt**

Curriculum Specialist,
Curriculum Services
Degree Audit
General Catalog



**Arainna
Forth**

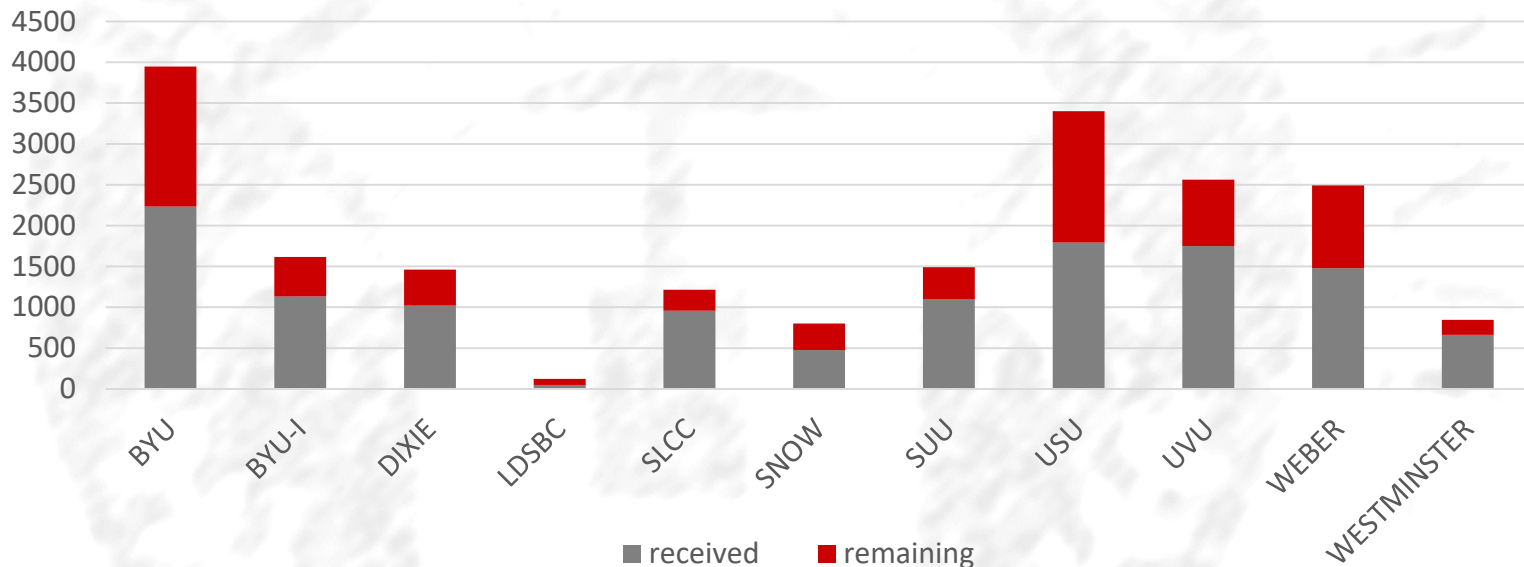
Curriculum Specialist,
Curriculum Services
Degree Audit
General Catalog



How are we doing with Transfer?

- Evaluations started Monday June 3rd 2019
- Last evaluations were sent mid-October 2019
- Departments have received **19,958** courses to evaluate
- At present, we have had **12,648** responses or **63%** complete

2019-2020 USHE Evaluations



USHE Transfer Articulation Policies

- Common course numbering makes evaluations easy!
 - Policy R470 - 3.6. Similar Names, Common Number, and Equal Credits for General Education Courses
 - Policy R470 - 6. Lower Division Pre-Major Requirements
 - USHE Major Committee meetings
- Transfer of General Education Credits – Policy R470-7.1
 - Course receives full value if it meets minimum grade: R470-7.1.1
 - AA & AS degrees, Passport satisfy all GE requirements: R470-7.1.2
- Transfer of Non-General Education Credits – Policy R470-7.2
 - Credit for courses numbered 1000 or above will be accepted at all USHE institutions



Transfer Articulation Toolbox #1

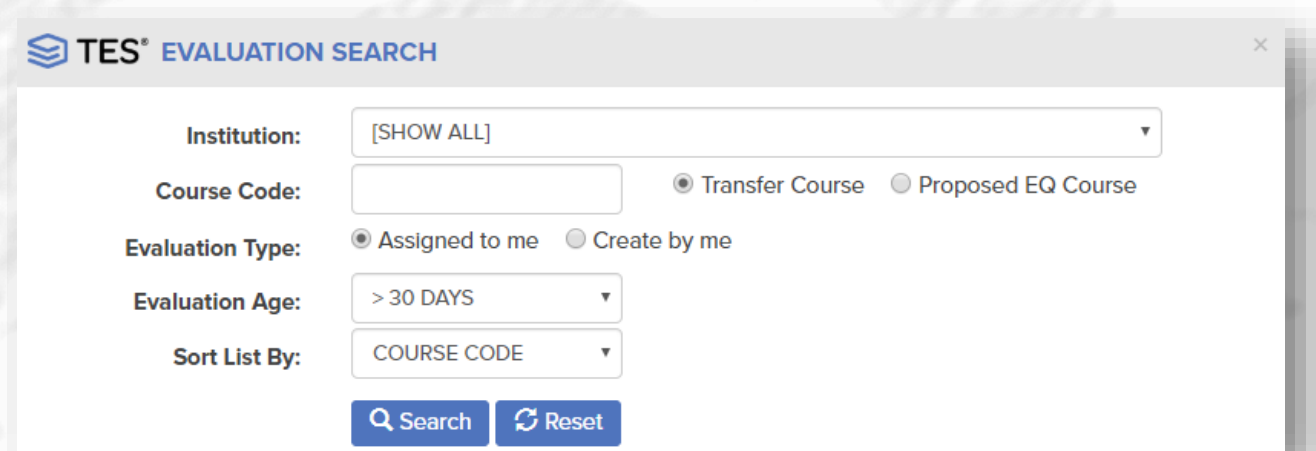
- USHE transfer courses must be classified as a:
 - Direct equivalent (ART 2200, ME EN 2010, SPAN 1010)
 - Departmental elective (e.g. MATH 1XXX, PSY 2XXX, HIST 3XXX, etc.)
 - General elective
- If 70-80% of the course content matches -> articulate!
- Equating upper division course to lower division & vice versa
 - Adhering to common course numbering policy?
 - If similar in nature, should our course BE lower division?
 - **Recognize student repercussions of moving forward with articulation**
 - Students will NOT receive upper division credit for ANY course completed at a Community College – no matter the content or rigor
 - Students will potentially need to take additional courses to meet the 40 upper division hour requirement and any major upper division requirements
 - The transfer course would qualify/count as a pre-requisite
 - The course would be duplicated (with credits removed) if the UofU course is then completed afterward

Transfer Articulation Toolbox #2

- “Need More Information” responses on courses
 - At present, we do not have the resources to search for a syllabus, so these rules will be end dated
- Changing the procedure for electives
 - We are creating ‘courses’ in TES as potential equivalents (MATH 1XXX, MATH 2XXX, MATH 3XXX, etc.)
 - Do not “Deny” USHE courses but equate them to a departmental elective, if necessary use the general elective (TRSF 1XXX, TRSF 2XXX)
- Some transfer courses meeting special criteria may automatically apply in a requirement with additional behind the scenes encoding
- Articulation is NOT major specific nor student specific – keep our focus on the course itself

TES – Tips & Tricks (Tip #1)

- Use the “Search” box in My Evaluations (upper right corner)
 - Search by AND sort by:
 - Institution
 - Course Code of Transfer Course or Proposed EQ Course
 - Evaluation Age (>2 days, >5 days, >10 days, etc.)
 - Find all courses with a common number from all institutions
 - Show all institutions and sort by course code
 - See oldest evaluations sent to you
 - Show all institutions and > X days, sort by create date



The screenshot shows the TES Evaluation Search interface. At the top left is the TES logo and the text "TES EVALUATION SEARCH". The interface includes several search filters: "Institution:" with a dropdown menu set to "[SHOW ALL]"; "Course Code:" with an input field and radio buttons for "Transfer Course" (selected) and "Proposed EQ Course"; "Evaluation Type:" with radio buttons for "Assigned to me" (selected) and "Create by me"; "Evaluation Age:" with a dropdown menu set to "> 30 DAYS"; and "Sort List By:" with a dropdown menu set to "COURSE CODE". At the bottom are two buttons: "Search" and "Reset".



TES – Tips & Tricks (Tip #1)













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TES 4.0

All Open Evaluations

PAGE 2 OF 8 INSTITUTION LIST VIEW

1 2 3 4 5 6 7 8

INSTITUTION	SEND COURSE(S)	PROPOSED COURSE(S)	LAST ACTION NOTES	LAST ACTION DATE	ASSIGNEE	CREATOR	CREATED
 UTAH VALLEY UNIVERSITY	BIOL 2500	BIOL3460	Need More Info: Per dept	10/25/2019	ADAMS, TAYLOR	ADAMS, TAYLOR	07/23/2019
 WESTMINSTER COLLEGE	BIOL 310			09/30/2019	ADAMS, TAYLOR	ADAMS, TAYLOR	08/01/2019
 DIXIE STATE UNIVERSITY	BIOL 3100		ector will need to see a copy of the syllabus before deciding if	10/09/2019	ADAMS, TAYLOR	ADAMS, TAYLOR	10/02/2019
 UTAH STATE UNIVERSITY	BIOL 3100		Need more info. The philosophy of science undergraduate director would need to see a copy of the syllabus before making a decision.	10/01/2019	ADAMS, TAYLOR	ADAMS, TAYLOR	08/12/2019
 DIXIE STATE UNIVERSITY	BIOL 310	WRIT33014	Need more info. This could be a match. We would need to see a syllabus to determine whether the course has similar conceptual content and meets the criteria for a CW course designation.	10/21/2019	ADAMS, TAYLOR	ADAMS, TAYLOR	10/02/2019
 SOUTHERN UTAH UNIVERSITY	BIOL 3295		Need More Info: need course syllabus	10/09/2019	ADAMS, TAYLOR	ADAMS, TAYLOR	08/29/2019
 UTAH VALLEY UNIVERSITY	BIOL 3300	BIOL3230	Need More Info: per dept	10/25/2019	ADAMS, TAYLOR	ADAMS, TAYLOR	07/23/2019
 DIXIE STATE UNIVERSITY	BIOL 3360	BIOL3230	Need More Info: Course syllabus needed for Curriculum Committee Evaluation.	10/09/2019	ADAMS, TAYLOR	ADAMS, TAYLOR	10/02/2019
 SOUTHERN UTAH UNIVERSITY	BIOL 3390		Need More Info: need course syllabus	10/09/2019	ADAMS, TAYLOR	ADAMS, TAYLOR	08/29/2019
 UTAH VALLEY UNIVERSITY	BIOL 3400	BIOL2020	Need More Info: Per dept	10/25/2019	ADAMS, TAYLOR	ADAMS, TAYLOR	07/23/2019
 SOUTHERN UTAH UNIVERSITY	BIOL 3430		Need More Info: need syllabus	10/09/2019	ADAMS, TAYLOR	ADAMS, TAYLOR	08/29/2019
 DIXIE STATE UNIVERSITY	BIOL 3450	BIOL3210	Need More Info: Course Syllabus needed for Curriculum Committee Evaluation.	10/09/2019	ADAMS, TAYLOR	ADAMS, TAYLOR	10/02/2019

See Common Numbers!

TES – Tips & Tricks (Tip #1)

My Evaluation Tracker

INSTITUTION → [EVALUATION LIST](#) → EDIT EVALUATION

SELECT AN ACTION:

Review an individual evaluation

UTAH VALLEY UNIVERSITY

BIOL 2500 ENVIRONMENTAL BIOLOGY

Acquaints students with the principles of environmental systems, including biogeochemical cycles, energy transformations, biotic and abiotic interactions, natural resources and their management. Discusses the interactions of ecological principles and humanity's technology relative to the world today and factors that influence the quality of life. Biology.

Units: 3

Prerequisite: BIOL 1010 or BIOL

UNIVERSITY OF UTAH

BIOL3460 GLOBAL ENVIRONMENTAL ISSUES

Examination of the world in terms of natural resource consumption, environmental quality, and global change. Techniques in analyzing and evaluating information. Survey of environmental ethics, human population growth, human impact on the chemistry of the atmosphere, water, energy resources, agricultural productivity, and biodiversity. Service-learning. Component: Lecture. Designation: International Requirement & P/L Sci Exploration Attribute:

EVALUATION DETAIL

Assigned: Adams, Taylor - Degree Audit Analyst, Registrar's Office

Create Date: 7/23/2019 7:51:56 AM

Created by: Adams, Taylor - Degree Audit Analyst, Registrar's Office

Comment: Transfer articulation rule for the 2019-2020 academic year

TES – Tips & Tricks (Tip #1)

TES® Search Track Match Manage Support Contact Log Out Powered by CollegeSource®

TES 4.0

All Open Evaluations Search

PAGE 2 OF 8 1 2 3 4 5 6 7 8 INSTITUTION LIST VIEW

Now back at our prior list

Sort by any header

<u>INSTITUTION</u>	<u>SEND COURSE(S)</u>	<u>PROPOSED COURSE(S)</u>	<u>LAST ACTION NOTES</u>	<u>LAST ACTION DATE</u>	<u>ASSIGNEE</u>	<u>CREATOR</u>	<u>CREATED</u>
▶ UTAH VALLEY UNIVERSITY	BIOL 2500	BIOL3460	Need More Info: Per dept	10/25/2019	ADAMS, TAYLOR	ADAMS, TAYLOR	07/23/2019
▶ WESTMINSTER COLLEGE	BIOL 310		Need More Info: need course syllabus	09/30/2019	ADAMS, TAYLOR	ADAMS, TAYLOR	08/01/2019
▶ DIXIE STATE UNIVERSITY	BIOL 3100		Need More Info: The undergraduate director will need to see a copy of the syllabus before deciding if there is an equivalent within dept.	10/09/2019	ADAMS, TAYLOR	ADAMS, TAYLOR	10/02/2019
▶ UTAH STATE UNIVERSITY	BIOL 3100		Need More Info: The philosophy of science undergraduate director would need to see a copy of the syllabus before making a decision.	10/01/2019	ADAMS, TAYLOR	ADAMS, TAYLOR	08/12/2019
▶ DIXIE STATE UNIVERSITY	BIOL 3110	WRG3014	Need More Info: This could be a match. We would need to see a syllabus to determine whether the course has similar conceptual content and meets the criteria for a CW course designation.	10/21/2019	ADAMS, TAYLOR	ADAMS, TAYLOR	10/02/2019
▶ SOUTHERN UTAH UNIVERSITY	BIOL 3295		Need More Info: need course syllabus	10/09/2019	ADAMS, TAYLOR	ADAMS, TAYLOR	08/29/2019
▶ UTAH VALLEY UNIVERSITY	BIOL 3300	BIOL3230	Need More Info: per dept	10/25/2019	ADAMS, TAYLOR	ADAMS, TAYLOR	07/23/2019
▶ DIXIE STATE UNIVERSITY	BIOL 3360	BIOL3230	Need More Info: Course syllabus needed for Curriculum Committee Evaluation.	10/09/2019	ADAMS, TAYLOR	ADAMS, TAYLOR	10/02/2019
▶ SOUTHERN UTAH UNIVERSITY	BIOL 3390		Need More Info: need course syllabus	10/09/2019	ADAMS, TAYLOR	ADAMS, TAYLOR	08/29/2019
▶ UTAH VALLEY UNIVERSITY	BIOL 3400	BIOL2020	Need More Info: Per dept	10/25/2019	ADAMS, TAYLOR	ADAMS, TAYLOR	07/23/2019
▶ SOUTHERN UTAH UNIVERSITY	BIOL 3430		Need More Info: need syllabus	10/09/2019	ADAMS, TAYLOR	ADAMS, TAYLOR	08/29/2019
▶ DIXIE STATE UNIVERSITY	BIOL 3450	BIOL3210	Need More Info: Course Syllabus needed for Curriculum Committee Evaluation.	10/09/2019	ADAMS, TAYLOR	ADAMS, TAYLOR	10/02/2019

TES – Tips & Tricks (Tip #2)

- Set your default Landing page
 - Go to Manage dropdown menu
 - Select User Preferences
 - Under Set My Home Page: select My Evaluations
- Next time you login, it will go right to your course evaluation queue

SET MY HOME PAGE:

Default

Default Homepage

Search

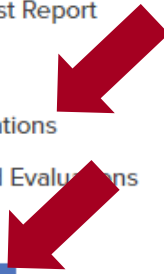
Course Finder

Course List Report

Track

My Evaluations

All Closed Evaluations



TES® Search▾ Track▾ Match▾ Manage▾ Support Contact Log Out Powered by CollegeSource®

TES 4.0

My Evaluations

Assigned to me Created by me

INSTITUTION	#COURSE	CITY	STATE
<input type="button" value="▶"/> DIXIE STATE UNIVERSITY	1329	SAINT GEORGE	UT

TES – Tips & Tricks (Tip #3)

- Review the Activity or Evaluation log for comments
 - Proposed equivalencies

ACTIVITY LOG

7/1/2019 3:14:01 PM	[Adams, Taylor]	Close: Rule in u.achieve
7/1/2019 2:52:11 PM	[Toth, Christina]	Approve:
7/1/2019 2:51:56 PM	[Toth, Christina]	Approve: ENGL 1010 and WRTG 1010 are considered equivalent courses.
6/3/2019 3:50:58 PM	[Adams, Taylor]	Add equivalent course: WRTG1010
6/3/2019 3:50:28 PM	[Adams, Taylor]	Request initiated. Assigned to Christina Toth

- Questions or clarifications about these courses

EVALUATION LOG:

10/22/2019 8:33:16 AM	[Sally Sidewalk]	Deny: No equivalent course. This course is designed for Turf Mgmt Majors, not Yard Care
10/8/2019 10:31:20 AM	[Fausett, Stephanie]	Re-Assign to: Sally Sidewalk - Sally, David Grass said this would count in place of YARD 1360 in Turf Mgmt, and I was wondering if it would transfer as YARD 1360? Thanks, -Stephanie
9/26/2019 10:18:45 AM	[David Grass]	Approve: This course will count in place of YARD 1360 in Turf Mgmt.
9/26/2019 10:13:55 AM	[David Grass]	Add equivalent course: NO EQUIVALENT
9/25/2019 11:02:05 AM	[Fausett, Stephanie]	Request initiated. Assigned to David Grass



TES – Tips & Tricks (Tip #4)

- Research articulations in Transferology

The screenshot shows the Transferology Lab interface. At the top, there is a navigation bar with the logo and menu items: Advising & Recruiting, Rule Management, Program Setup, School Profile, and a user profile for Emly. Below this is a teal header for the University of Utah. The main heading is "Transfer Equivalencies". There are two buttons: "Return to Search" and "Print". A checkbox for "Current and Future Terms Only" is present. The search criteria are set to "Salt Lake Community College" and "University of Utah" with "ACCTG" selected. The results list several articulation agreements with their effective dates and equivalent course numbers.

Source Course	Destination Course
ACCT 2010***** (Starting 2005 May - Ending 2013 July)	ACCTG2010!*****!
ACCT 1110***** (Starting 2005 May - Ending 2013 July) and ACCT 1120***** (Starting 2005 May - Ending 2013 July) Note: ACCT 1110 and 1120 together satisfy U of U ACCTG 2010.	ACCTG2010!*****!
ACCT 2020***** (Starting 2005 May - Ending 2013 July)	ACCTG2020!*****!
ACCT 2010***** (Starting 2013 August) and ACCT 2020***** (Starting 2013 August) Note: ACCT 2010 & 2020 combined are equivalent to ACCTG 2600	ACCTG2600!*****!
ACCT 2600***** (Starting 2016 May)	ACCTG2600!*****!

Important Transfer Happenings

- TES Evaluation Deadline is Monday December 2nd!
- When USHE+ evaluations are done non-USHE courses will be sent
 - Actual non-evaluated transfer courses from high feeder institutions
 - Common Learning Abroad Program courses
 - Courses frequently entered via RS exception type
 - Prospective Student & Advisor inquiries from Transferology
 - Department transfer databases? Please contact us at articulation@utah.edu!
- USHE policy changes are coming
 - R471 Transfer and Articulation of Credit (pending approval)
 - Separating out General Education and Transfer policies
 - R472 Credit for Prior Learning (Nov 15th vote @ Board of Regents)
 - Advanced Placement (AP)
 - College-Level Examination Program (CLEP)
 - DANTES Subject Standardized Tests (DSST)
 - International Baccalaureate (IB)
- Mandatory Summer TES refresher before 2020-2021 catalog reviews

TransferologyLab Audits



- Prospective Students (and Advisors) are again able to generate a degree audit in Transferology!
- Once a program is selected, a series of questions must be answered by the individual
 - Degree type - BA, BA, HBA, HBS
 - Emphasis (if applicable)
 - Intention to complete an Associate's Degree
 - Accredited USHE institution
 - Accredited USHE partner institution
 - Accredited Out of state institution
 - Completion of Interstate Passport
- The audit will now clear the appropriate requirements based on the credential

A screenshot of a mobile application interface. At the top is a teal bar with a white envelope icon and the text 'Request Information'. Below this is a white card titled 'School Profile' with a star icon. The card features the University of Utah logo (a red 'U' with a mountain range) and the text 'THE UNIVERSITY OF UTAH'. Below the logo is the address '201 Presidents Circle, Salt Lake City, UT 84112-9008'. There are links for 'Map' and 'Web', and a phone number '(801) 581-7200'. A red arrow points to the 'Apply Courses to a Program' button at the bottom of the card. Below the card is a table with school statistics.

Distance:	7.9 mi.
School Type:	Public
Year Type:	4 year
Total Students:	32,800
Undergrads:	24,635



TransferologyLab Audits

University Of Utah

Anthropology - Archaeological Science Emphasis

Please answer a few questions to help us provide you with more information:

What degree are you seeking?

Bachelors of Art

What is your emphasis?

Archaeological Science Emphasis

Are you planning on transferring an Associate Degree?

Yes

Are you planning on transferring Non-Course Credentials? (i.e. Interstate Passport or International Baccalaureate Diploma)

Yes

University Of Utah

Anthropology - Archaeological Science Emphasis

Do you want to view how courses from another school might apply to this program?

No Yes

Cancel

Next

University Of Utah

Anthropology - Archaeological Science Emphasis

Please answer a few questions to help us provide you with more information:

What kind of Associate Degree are you planning on transferring?

Associate of Art (AA)

What kind of Non-Course Credit are you planning to transfer?

Interstate Passport

University Of Utah

Anthropology - Archaeological Science Emphasis

Please answer a few questions to help us provide you with more information:

Where did you earn your Associate Degree?

Accredited USHE Institution (UVU, USU, SUU, DSU, Snow, Weber, SLU)

Cancel

Next

TransferologyLab Audits

- Audit clears the appropriate requirements with the credential

GENERAL EDUCATION REQUIREMENTS

OK AMERICAN INSTITUTIONS (AI)
+ COMPLETED REQUIREMENT
FA15 HIST 1700 3.0 C American Civilization
WSU: HIST 1700

OK WRITING REQUIREMENT (WR2)
+ Completed with Interstate Passport

OK QUANTITATIVE REASONING REQUIREMENT (QA)
+ QA - COMPLETED REQUIREMENT
FA15 MATH 1050 4.0 C College Algebra
WESTMINS: MATH 141

OK QUANTITATIVE REASONING REQUIREMENT (QB)
+ QB - COMPLETED REQUIREMENT
FA15 MATH 1210 4.0 C Calculus 1
BYU: MATH 112

INTELLECTUAL EXPLORATION REQUIREMENT
COMPLETE 2 COURSES IN EACH AREA

OK FINE ARTS IE AREA (FF)
+ COMPLETED WITH ASSOCIATE DEGREE

Interstate
Passport

Associate's
Degree

OK COMPLETED PRE PSYCHOLOGY COURSE REQUIREMENT

+ COMPLETE TWO PREMAJOR COURSES
FA15 PSY 1010 3.0 C General Psychology
SLCC: PSY 1010
FA15 PSY 2010 3.0 C Psy as a Science & Profession
SLCC: PSY 2010

NO INTERMEDIATE PSYCHOLOGY COURSE REQUIREMENT

- COMPLETE TWO REQUIRED MAJOR COURSES
NEEDS: 2 COURSES
SELECT FROM: PSY 3000,3010

NO Core Course Requirements
COMPLETE 4 CORE AREAS
AT LEAST 2 COURSES MUST BE TAKEN AT
THE 3000 LEVEL OR HIGHER.

- CHOOSE 1 FROM THE DEVELOPMENT CORE:
NEEDS: 1 COURSE
SELECT FROM: PSY 2200,3215,3230,3260,3290

- CHOOSE 1 FROM THE SOCIAL CORE
NEEDS: 1 COURSE
SELECT FROM: PSY 2500={PSY2500*}, 3415, 3430, 3440, 3460,
PSY 3620

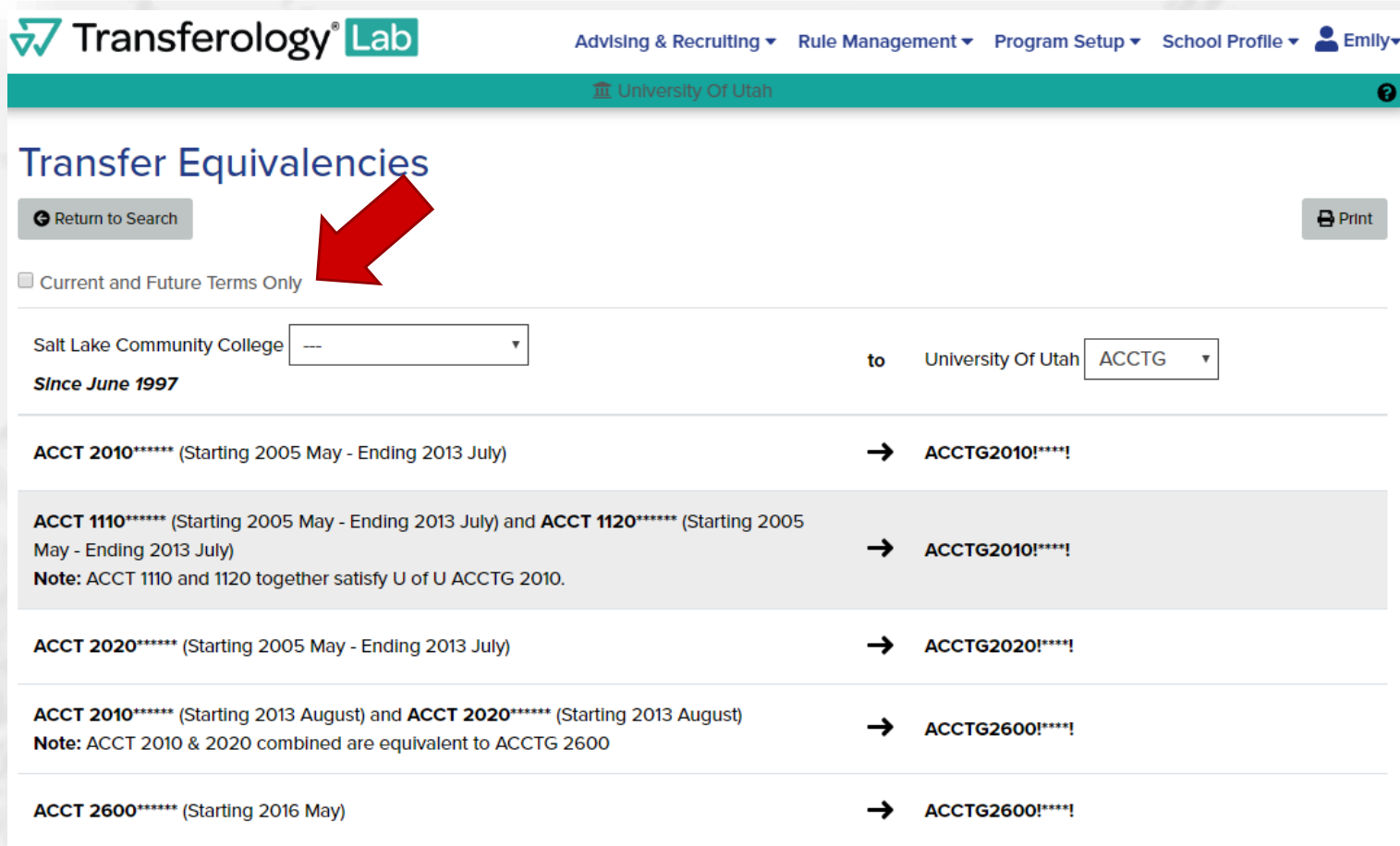
- CHOOSE 1 FROM THE CLINICAL CORE:
NEEDS: 1 COURSE
SELECT FROM: PSY 2300={PSY2300*}, 3250, 3320, 3330, 3460

Student
courses
entered

Transfer
course to be
completed
(in green)

Transferology – Transfer Equivalencies

- Advisors can now view Current and Future Terms Only



Transferology Lab Advising & Recruiting ▾ Rule Management ▾ Program Setup ▾ School Profile ▾ Emly ▾

University Of Utah

Transfer Equivalencies

[Return to Search](#) [Print](#)

Current and Future Terms Only

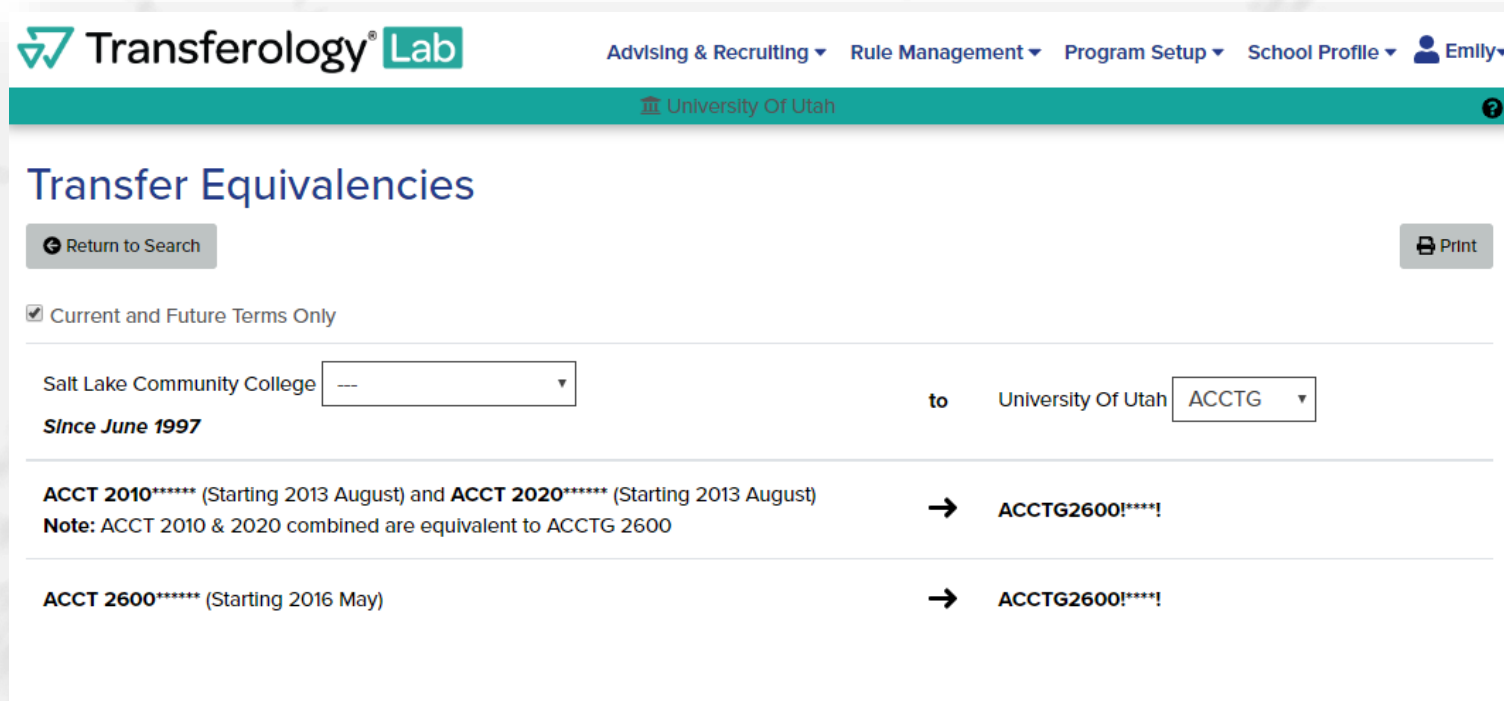
Salt Lake Community College to University Of Utah

Since June 1997

ACCT 2010***** (Starting 2005 May - Ending 2013 July)	→ ACCTG2010!*****!
ACCT 1110***** (Starting 2005 May - Ending 2013 July) and ACCT 1120***** (Starting 2005 May - Ending 2013 July) Note: ACCT 1110 and 1120 together satisfy U of U ACCTG 2010.	→ ACCTG2010!*****!
ACCT 2020***** (Starting 2005 May - Ending 2013 July)	→ ACCTG2020!*****!
ACCT 2010***** (Starting 2013 August) and ACCT 2020***** (Starting 2013 August) Note: ACCT 2010 & 2020 combined are equivalent to ACCTG 2600	→ ACCTG2600!*****!
ACCT 2600***** (Starting 2016 May)	→ ACCTG2600!*****!

Transferology – Transfer Equivalencies

- Advisors can now view Current and Future Terms Only



The screenshot displays the Transferology Lab interface. At the top, there is a navigation bar with the logo and menu items: Advising & Recruiting, Rule Management, Program Setup, School Profile, and a user profile for Emilly. Below this is a teal header with the University of Utah logo and a help icon. The main content area is titled "Transfer Equivalencies" and includes a "Return to Search" button and a "Print" button. A checkbox labeled "Current and Future Terms Only" is checked. The search criteria are set to "Salt Lake Community College" and "University Of Utah" with the program "ACCTG". The results show two rows of equivalencies:

Source Course	Destination Course
ACCT 2010***** (Starting 2013 August) and ACCT 2020***** (Starting 2013 August) Note: ACCT 2010 & 2020 combined are equivalent to ACCTG 2600	ACCTG2600!*****!
ACCT 2600***** (Starting 2016 May)	ACCTG2600!*****!



Transferology - Misses

- Course series show additional needed courses with links to course descriptions

University Of Utah ☆

5 Matches

1 Miss

Courses from:

Utah Valley University

Expand all notes

Additional Courses Required

Expand all course descriptions

These courses will transfer to this school, if you complete additional coursework (shown as italicized). Contact the school for more information.

- CHEM3000 Analytical Chemistry 2019 , CHEM3005***** → CHEM3000!****! ⓘ 👍



Transferology - Misses

- Course series show additional needed courses with links to course descriptions

University Of Utah ☆

5 Matches

1 Miss

Courses for
Utah Valley
Additional Co

These courses w
coursework (sho

CHEM3005***** Description

For Chemistry majors and others interested in the basic principles of chemical measurement. Laboratory companion to CHEM 3000. Involves conducting experiments in quantitative and qualitative analysis, including volumetric and gravimetric analysis. Also, students will conduct experiments in introductory instrumental methods, including experiments in spectrophotometry, electrochemistry, and chromatography. Course Lab fee of \$240 applies.

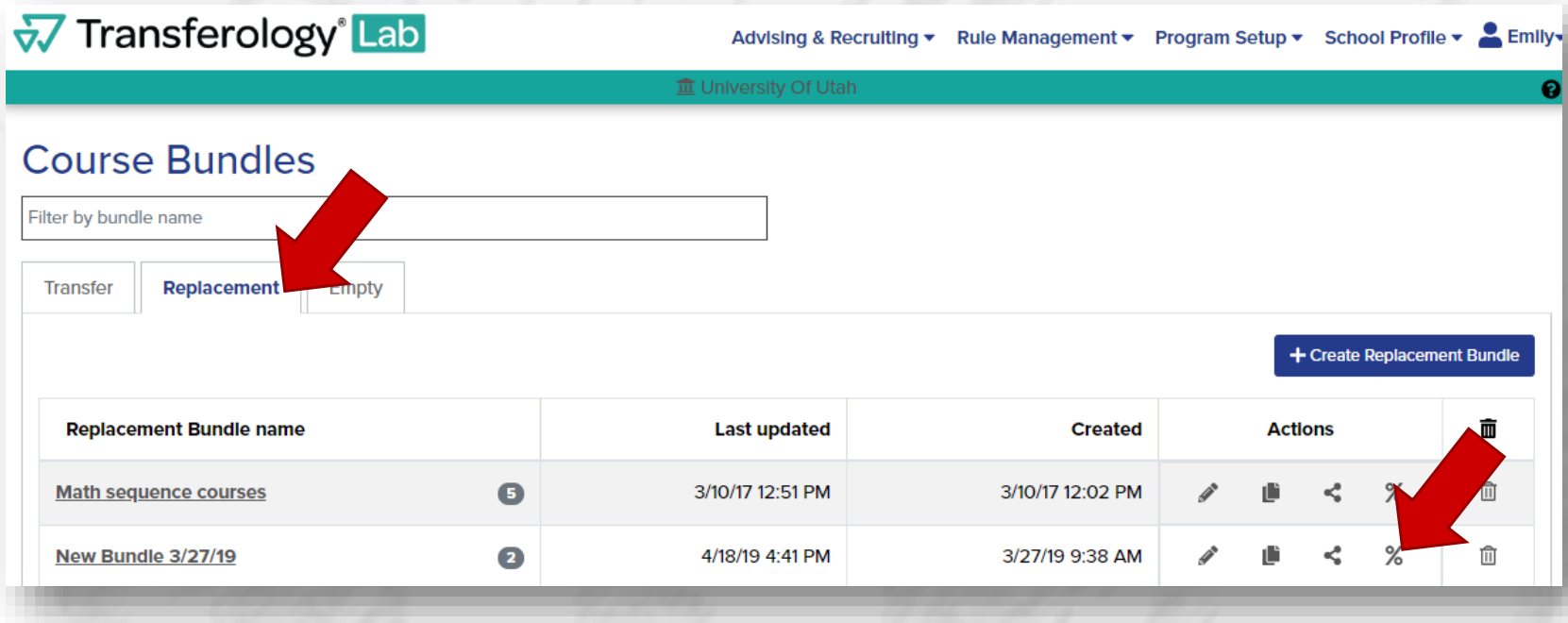
Descriptions

- CHEM3000 Analytical Chemistry 2019 , CHEM3005***** → CHEM3000!*****! ⓘ 👍



Transferology – Replacement Courses

- Under Advising & Recruiting, select Course Bundles
- Find the Replacement tab
- Click on Matches (%)



The screenshot shows the Transferology Lab interface. The top navigation bar includes 'Advising & Recruiting', 'Rule Management', 'Program Setup', 'School Profile', and a user profile 'Emly'. The main header is 'University Of Utah'. The page title is 'Course Bundles'. There is a search box 'Filter by bundle name'. Below it are three tabs: 'Transfer', 'Replacement' (selected), and 'Empty'. A '+ Create Replacement Bundle' button is in the top right. A table lists replacement bundles with columns for name, count, last updated, created, and actions. The 'Matches (%)' column in the actions row is highlighted with a red arrow.

Replacement Bundle name		Last updated	Created	Actions
Math sequence courses	5	3/10/17 12:51 PM	3/10/17 12:02 PM	%
New Bundle 3/27/19	2	4/18/19 4:41 PM	3/27/19 9:38 AM	%

Transferology – Replacement Courses

- Replacement courses also have links to course descriptions

Salt Lake Community College ☆

Return to Search

Print ▾

5 Course Matches

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

For credit at

University Of Utah

- FCS1500 Lifespan Human Development **take** **FHS1500*** ⓘ 👍
- MATH1010 Intermediate Algebra **take** **MATH1010***
- MATH1050 College Algebra **take** **MATH1050*** ⓘ 👍
- FCS2570 Middle Childhood: The School Years **take** **FHS2570***
- MATH2270 Linear Algebra **take** **MATH2270***

Expand all notes

Expand all course descriptions

School Profile

School Profile ☆



4600 S Redwood Rd
Salt Lake City, UT 84123

FHS2570* Description

Studies the growth and development of children ages 6 to 12 years. Principles and issues that impact the child's daily life in the home, school, and community are discussed.

Distance: 7.9 mi.
School Type: Public

Anyone remember Feb 6, 2019?



Marker Upgrade Recap

- Allows a student or advisor to have all degree components (major, double emphases, minor, honors) in ONE audit
- Degree Audit system was down Feb 6-7, 2019 for the marker upgrade
- Issue on entry of Minors and Certificates
 - We are working a long term solution... I promise!
- Additional vetting occurred over the next few weeks
- How have the combined audits been overall?



Why, why, why?

all these changes and upcoming initiatives



What are the Student Benefits?

- Students and prospective students have a better understanding of how courses apply
- Greater equality among students both transfer & non-transfer
- Improved pre-requisite checking for transfer students
 - Less permission codes!



What are the University Benefits?

- Fewer exceptions needed as courses automatically slot into the audit
- Less time spent in advisor appointments on transfer courses satisfying requirements
- Potentially more transfer admits from out of state as non-USHE articulations are created



Questions?

Thank you for attending!

articulation@utah.edu

Emily Johnson

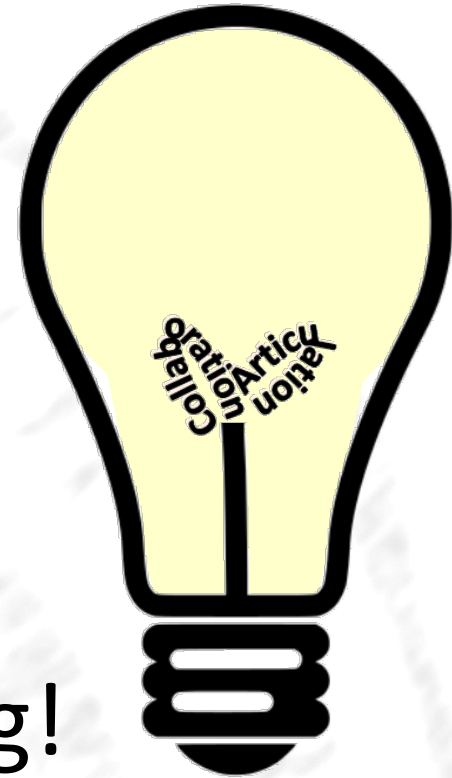
801-581-3737

Taylor Adams

801-585-1735

Stephanie Fausett

801-585-7103





One U Power of Collaboration

Registrar's Office Summit IX
2019

Veteran Services – The G.I. 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 33 (Post 9/11): For those who served active duty after 09/11/2001.
 - Chapter 35 (DEA): For dependents/spouses of disabled/deceased Veterans
 - Chapter 31 (Voc Rehab): For disabled Veterans
- Each chapter pays differently
- Detailed information can be found on the GI Bill website: www.gibill.va.gov

The Forever GI Bill

- Signed into law by congress in August 2017 with many of the changes taking effect in August 2018.
- Most of the changes pertain solely to the Post 911 GI Bill
 - Purple Heart Equity: Veterans who receive a purple heart will automatically be granted full Post 911 GI Bill benefits
 - BAH (Housing) to reflect zip code where majority of classes are held instead of just main campus
 - STEM Scholarship: For qualifying students in a STEM (Science, Technology, Engineering and Mathematics) program, the VA will grant up to an additional 9 months of GI Bill benefits if the student is at least half way through the program and is expected to exhaust their benefits before completing the program. This takes effect **August 1st 2019**.
 - Residency: Any student using the GI Bill can qualify to be reclassified as a resident for tuition purposes. They only need to supply a copy of their certificate of eligibility and complete the residency reclassification form through the admissions office.
 - Termination of 15 year time limit

Registration Holds

- In the Fall 2019 semester our office began placing registration holds on any student using G.I. Bill benefits.
- These holds only affect the current semester and do not affect registration for future semesters, obtaining transcripts, or interfere with graduation.
- The purpose of the hold is to prevent students from adding/dropping courses after we have already submitted their certification to VA. This helps prevent student debts with VA.
- If a student needs to change their schedule after we have submitted to VA, they can contact our office and we can remove the hold after we explain the impact the change will have on their benefits.

Common issues students encounter

- Not checking UMail
- Taking courses that are not required for their program
- Dropping/Withdrawing from classes
- Repeating courses
- EU grades (unofficial withdrawal)
- 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/>



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Registrar's Office Summit IX
2019

Athletic Eligibility
Zak Pendleton & Jonathan Cook

NCAA Eligibility Center

- Certifies all incoming Division I student –athletes for academics and amateurism.
- Prospective student-athletes register with the NCAA Eligibility Center during high school.
- Eligibility Center reviews all high school transcripts and ACT/SAT scores to verify a student's academic status.
- High Schools register with the NCAA and provide a core course list.

NCAA Initial Eligibility Requirements

Qualifier

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

Graduation

- Within 4 years of initial high school enrollment

Core Course Progression

Sixteen Core Courses:

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

Academic Redshirt

- May receive aid in the first year and practice in 1st semester
- Meet GPA/Test Score Index (2.0 GPA minimum)
- 16 core courses and distribution
 - 4 English
 - 3 Math
 - 2 Natural or Physical Science (1 Lab)
 - 1 Additional English, Math, or Science
 - 4 years of additional core coursework
 - Graduation

Within 4 years of initial enrollment

*So, if a student does not meet the Qualifier requirements of a 2.3 core GPA or the 10 core courses before senior year, but they earn 16 core courses they will be an Academic Redshirt

Non-Qualifier

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

Full Time Enrollment

- Must be enrolled full-time (12 credit hours)
- Six degree applicable hours each F/T semester
- 18 degree applicable hours during regular academic year
- 24 degree applicable hours beginning third F/T semester
- Additional Requirement – Football
 - Complete 9 applicable hours fall term or not eligible to compete in the first four contests the following season.

Credit Hour Requirements – 6 Hour Rule

- 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

- 18 Hour Rule

- Student-athlete must complete 18 hours of credit during each regular academic year
- Summer hours do not count towards 18 hours
- 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 (PTD)

- Student-athletes must meet percentage of degree completion thresholds:
 - Start of 2nd year, must have 24 total credits
 - Start of 3rd year 40% of degree completed
 - Start of 4th year 60% of degree completed
 - Start of 5th year 80% of degree completed
 - Graduate at the end of the 5th year
- Must declare degree program prior to third year (i.e. 5th semester of full-time enrollment)
- At start of third year, credits used to satisfy the 6 Hour Rule must count toward the degree.
- All credits acceptable toward any degree program may be used during first two years.

Grade Point Average

- GPA Requirement by:
 - Year 2 – 90% of GPA required for graduation
 - Year 3 – 95% of GPA required for graduation
 - Year 4 – 100% of GPA required for graduation
 - Year 5 – 100% of GPA required for graduation
- GPA must be maintained term by term
- Example (assuming 2.0 cumulative GPA required for graduation)
 - Beginning of Year 2- must have 1.8 cum GPA
 - Beginning of Year 3- must have 1.9 cum GPA
 - Beginning of Year 4- must have 2.0 cum GPA
 - Beginning of Year 5- must have 2.0 cum GPA

Athletics Eligibility Certification Team

- Incoming Freshman, Transfer, and International Students
 - Jonathan Cook, Assistant Registrar for Athletics Eligibility
- Continuing Eligibility Certification
 - Zak Pendleton, Senior Associate Registrar
 - Athletics Academic Advisors
 - (see Athletics Staff Directory on utahutes.com)
- Advising/Assistance for Athletics Eligibility
 - Current students meet with Athletics Academic Advisors
 - Incoming students should contact Jonathan Cook

Registrar's Outreach

The Registrar's Office is committed to providing education about policies and procedures.

Please reach out if your department has an issue or needs assistance.

Registrar's staff may also contact a department to schedule training to address policy or procedure issues.



One U Power of Collaboration

Registrar's Office Summit IX
2019

Graduation – Helping Students Navigate the Process
Paul Woods

Our Team



Paul Woods
Supervisor



Carilynn Andersen
Graduation Specialist



Enzo Krensky-Hart
Graduation Specialist

A Look at the Numbers

Undergraduate Students

Undergraduate	Degrees Awarded	Certificates	Denied	% Graduated
Summer 2018	939	34	141	86.07 %
Fall 2018	1293	62	88	90.61 %
Spring 2019	3051	81	176	92.62 %
Summer 2019	825	10	160	82.34 %
Total	6108	187	565	87.91 %

GPA Honors

GPA Honors	Cum Laude	Magna	Summa
Summer 2018	30	21	9
Fall 2018	51	41	14
Spring 2019	173	132	74
Summer 2019	31	16	6
Total	285	194	103

A Look at the Numbers

Graduate Students

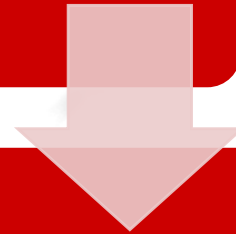
	Term	Degree	Certificates
Graduate	Summer 2018	654	28
	Fall 2018	580	42
	Spring 2019	1586	173
	Summer 2019	645	35
Dentistry	Summer 2018	0	0
	Fall 2018	0	0
	Spring 2019	27	0
	Summer 2019	0	0
Law	Summer 2018	2	0
	Fall 2018	10	5
	Spring 2019	77	19
	Summer 2019	2	0
Medicine	Summer 2018	1	0
	Fall 2018	4	0
	Spring 2019	113	0
	Summer 2019	1	0
Total		3702	302

Totals

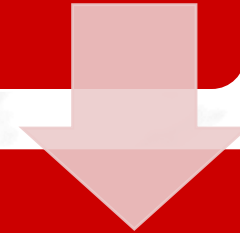
Grand Totals	Degrees	Certificates	GPA Honors
	9810	489	582

Graduation Timeline

Eligibility



Applying



Evaluations

Graduation Timeline: Eligibility

UNDERGRADUATE STUDENTS:

90 credit hours

Active for a given semester until application deadline.

Can be added manually in certain specific situations.

Graduation Timeline: Eligibility

Exceptions

Students seeking a 2nd Bachelor's Degree, RN to BS program in Nursing.

Students that will have 90 credits at the end of the current semester.

Request

Eligibility can be added for the upcoming semester only.

Students send an email from their UMail to graduation@utah.edu no later than 24 hours prior to the application deadline.

Graduation Timeline: Eligibility

GRADUATE STUDENTS:

Supervisory
Committee

Committee
Member must be
entered into
Member 1 line in
Grad School
Tracking.

No exceptions.

Graduation Timeline: New Application Deadlines

Fall 2019

August 30th

Spring 2020

January 17th

Summer 2020

May 20th

- **Application Deadlines will now be the same date as the add/drop deadlines for full term courses each semester**
- **March 1st is still the deadline to have name included in commencement/convocation materials.**

Graduation Timeline: Applying

First-time applicants that meet the eligibility requirements apply online through their Campus Information Services (CIS) page:

- Students log in to their Campus Information Services page at cis.utah.edu.
- Go to their Student Homepage.
- Click on the Graduation tile.
- Click on the “Apply for Graduation” link.

Graduation

[Apply for Graduation](#)

[View Graduation Status](#)

[Graduation Information](#)

[Graduate Student Summary](#)

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[Apply for Graduation](#)

Submit an Application for Graduation

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

Program: Fine Arts (U)
University of Utah Undergraduate Semester
Degree: Bachelor of Arts Major: Film and Media Arts BA Catalog Year: 2014-2015

[Apply for Graduation](#)

[Go to top](#)


Graduation Timeline: Applying (Undergraduates)

Late Applications & Reapplications (\$25 fee)

- Accepted until the last day of classes for that semester
- Will only accept from the student.

Late Applications **AFTER** initial evaluation (\$25 fee)

- Will accept only if a current Degree Audit shows the student is either Complete or In-Progress



Late Application/Reapplication for Undergraduate Degree

The University of Utah
Office of the Registrar • 201 S 1460 E RM 250 N • Salt Lake City UT 84112 •
801-581-7852 • fax 801-585-7860 • graduation@utah.edu • Student Services Bldg, Window 15

Graduation
Division Use
Only

This document is accessible when opened in Adobe Reader. [If you do not already have it, it is free on the Adobe website.](#)

Instructions: Use this form to apply after the deadline or to reapply for a future term

- Return this completed form to the Registrar's Office with photo ID, before the last day of classes.
- Pay the \$25 non-refundable fee. **NOTE:** Payments must be received by 4:45 pm daily. If submitting form by UMail, please call 801-581-7852 with credit card information for processing.

Candidate Information:

Student I.D. _____

Student Name _____

Please indicate special characters, capitalization, or accent marks to include on your diploma name. The name on your diploma will match your name on university records. Official changes may be made through the Registrar's Office, Registration Division.

Expected Graduation Term and Year (e.g. Fall 2019) _____

Degree and Major (e.g. BA Biology) _____ Catalog Year _____

Emphasis (If applicable) _____

Minor (If applicable) _____ Catalog Year _____

2nd Minor (If applicable) _____ Catalog Year _____

Certificate (If applicable) _____

Yes No N/A Is all transfer work, if applicable, currently showing on your Degree Audit Report?

Yes No Are you repeating any courses for which you have already received credit?

Yes No Have you reviewed your Degree Audit Report and do you have a plan to complete all requirements?

Yes No Have you discussed your graduation plans with your academic advisor?

Yes No N/A Will final grades for incompletes (I) and work in progress (T) classes be submitted by the end of this term?

Yes No N/A Will final grade for internships/student teaching/preceptorships/study abroad be submitted by the end of this term?

Yes No Are you completing a combined undergraduate/graduate program (e.g. BS/MS)

Declaration

I understand that all coursework should be completed by the conferral date, that my degree will not be posted until the Registrar's Office certifies I have completed all degree requirements, which may take 4-8 weeks beyond the conferral date, and that my diploma will be mailed to the **mailing address** current on CIS at the time of diploma ordering after my degree is posted. I further understand that if I do not graduate as expected I will need to submit a new reapplication and pay the associated fee.

Student Signature: _____ Date: _____

FOR REGISTRAR'S OFFICE USE ONLY

Entered: _____ Audited: _____ Prelim: _____ Evaluated: _____

Certificate: _____ Honors: _____ Degree GPA: _____ Updated: 09/08/2017

Last
First
Middle
ID #
Double Major

Graduation Timeline: Applying (Graduate Students)

Initial Online Application
(Free)


- Available to eligible students.
- Until the last day of classes for that semester.

Reapplications
(Free)

- Must submit Reapplication for Graduate Degree form
- Will only accept from the student.

Late Applications AFTER the last day of classes
(Free)

- Will only accept with Graduate School approval



Late/Reapplication for Graduate Degree

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801-581-7852 • fax 801-585-7860 • graduation@utah.edu • Student Services Bldg, Window 15

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Instructions: Complete this form and submit it to the Registrar's Office, Graduation Division.
Deadlines to apply are as follows:

Spring (May) - November 1st Summer (August) - April 1st Fall (December) - July 1st

Candidate/Degree Information:

Student I.D. _____

Student Name _____

Please indicate special characters, capitalization, or accent marks to include on your diploma name. The name on your diploma will match your name on university records. Official changes may be made through the Registrar's Office, Registration Division.

Expected Graduation Term and Year (e.g. Fall 2019) _____

Major and Degree _____

Emphasis _____

Check all that apply

I am in a combined undergraduate-graduate program (e.g. BS/MS)

I am in the following combined graduate program (an application for each major is required)

MBA/MHA JD/MBA MPH/MPA Other _____

I have previously applied for graduation. Previous semester _____

Declaration: I understand that all requirements should be completed prior to the conferral date, that my degree will not be posted until the Registrar's Office certifies completion of all requirements, which may take 4-8 weeks beyond the conferral date, and that my diploma will be mailed to the mailing address current on CIS at the time of diploma ordering after my degree is posted. I further understand that if I do not graduate as expected I will need to submit a new application.

Student Signature _____ Date _____

FOR REGISTRAR'S OFFICE USE ONLY

Entered: _____ Posted: _____

Notes: _____

Graduation Division Use Only

Last

First

Middle

ID #

Double Major

Updated: 01/18/2017

Graduation Timeline: Evaluations

Undergraduate Students:



Graduation Timeline: Initial Evaluation

WHEN

- Initial evaluations begin prior to midpoint of the semester.

WHAT

- Issues with GPA, Total Hours, Unmarked Repeat/Duplicate Courses, Missing Requirements

WHY

- To inform students (via UMail) and advisors (via Graduation Tracking) of any missing requirements.

Graduation Timeline: Final Evaluation

WHEN

- Starts on the Conferral Date of the semester and continues approximately 4 to 6 weeks.

WHAT

- Takes place in 3 stages

HOW

- Students are notified via UMail for both Awarded and Denied degrees. Advisors can check Graduation Tracking for status and missing requirements.

Graduation Timeline: Final Evaluation

Early Qualifiers

- Processed on the Conferral Date.
- Students that have a Complete Status as of Initial Evaluation.

First Pass

- First Pass starts two days after grades are due, all exceptions should be entered at this point.
- Lasts until all cleared students' degrees are awarded.

Graduation Timeline: Final Evaluation

Advisor Email

- Will be sent once the First Pass has been completed.
- Remaining students have not been cleared for graduation.
- Advisors should pull the Graduation Candidates by Major lists at this time.

Second Pass

- Takes place after first pass and advisor email.
- Students that are not complete will be denied graduation.
- Final chance for students to be evaluated for a given semester.

Graduation Timeline: Graduation Tracking

What does the student see?

After Initial Evaluation

- On Track EQ (Early Qualifiers)
- On Track
- Contact Advisor

After Final Evaluation

- Awarded
- Denied
- Denied – Reapplication

*Students are emailed to u-mail to let them know about the change to application status after each evaluation.

Graduation Timeline: Graduation Tracking

Graduation Tracking Path:

- Campus Solutions->Records and Enrollment->Graduation->Graduation Tracking

What does the advisor see?

- Graduation Status
- Graduation Notes

Deficiency

Sequence	Graduation Note	Deficient Total Hours
10	U.THR	Deficient Total Hours
Note: 6/26/19 Initial EK Needs 28 at time of evaluation F PW 8/20/2019 - Needs 28 hours		
20	MAJOR	Major Not Complete
Note: 6/26/19 Initial EK F PW 8/20/2019		
30	GE.QB	Deficient (QB) QR - Stat/Logit
Note: 6/26/19 Initial EK F PW 8/20/2019		

Initial Evaluation.
Evaluator's
Initials and
Evaluation Date.

Final Evaluation.
Evaluator's
Initials and
Evaluation Date.

Graduation Timeline: Certificates

Awarded After Degrees

The Certificate Administrator tracks student progress and notifies the Graduation Division once requirements have been met.

The Excel template must be submitted two days after grades are due. All exceptions must be entered at this time.

The Graduation Division reviews the student record to ensure that the requirements have been met.

For additional questions/information contact the Graduation Division Supervisor.

Frequently Asked Questions

- Duplicate Check
- Making changes after the student has applied
- Evaluating/Clearing Graduate Students
- Residency Requirement
- Petition for Graduate Credit
- Discontinued Students Applying for Graduation
- Total Hour Requirement

Duplicates

- Graduation Division performs a duplicate check one semester prior to graduation and then again during initial evaluation.
- Duplicates are the same course taken multiple times for credit. When found it impacts a student's total hours. If it is caught during initial evaluation it can impact graduation.

- Taken at one institution multiple times

FA13 PHYS 2220	4.0 A	SLCC: PHYS 2218 PHYSICS FOR SCI & ENG II
SP06 POLS 1100 AI	3.0 D+	SLCC: PHYS 2220 US GOVERNMENT & POLITICS
FA07 PSY 1010 BF	3.0 C	USU: POLS 1100 GENERAL PSYCHOLOGY
FA05 WRITG 1010	0.0 D+>X	SLCC: PSY 1010 INTRO TO WRITING
SP08 WRITG 1010 WR1	3.0 A	SLCC: ENGL 1010 INTRO TO WRITING
FA08 WRITG 2010 WR2	3.0 B+	SLCC: ENGL 1010 INTERMEDIATE WRITING
FA13 XEEN 2010	3.0 B	SLCC: ENGL 2010 STATICS

- Taken at another institution and at the University of Utah

FA10 MATH 1050 QA	4.0 C	SLCC: MATH 1040 COLLEGE ALGEBRA
SP11 MATH 1060 QA	3.0 C-	SLCC: MATH 1050 TRIGONOMETRY
FA14 MATH 1050 QA	4.0 A	SLCC: MATH 1060 Coll Alg
SP15 MATH 1060 QA	3.0 B+	Trig
FA16 PHYS 2520 BF	3.0 D	Biophysics

Notification of Graduation Change

Needed to make any changes to student's record if they have already applied to graduate.

Changes that **do not** require an advisor's signature:

Name Change, Dropping a Minor, Application Renewal or Withdrawal

Changes that **require** an advisor's signature:

Add/Drop Emphasis, Adding a Minor, Catalog Year, Degree Type



Notification of Graduation Change

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801-581-7852 • fax 801-585-7860 • graduation@utah.edu • Student Services Bldg, Window 15

This document is accessible when opened in Adobe Reader. [If you do not already have it, it is free on the Adobe website.](#)

Instructions: Use this form to notify the Registrar's Office of any changes to your graduation information after you have submitted your Application for Undergraduate Degree. All changes should be communicated prior to the last day of classes for your expected graduation term. Submit the form in person to the Registrar's Office Graduation Division or by Umail.

Student Information:

Student I.D. _____
Student Name _____
Major & Degree Type (e.g. Biology BA) _____

Requested Change:

- Special Character(s) in Diploma Name _____
 Renew Application to a Future Term _____
Renewal can only be done once, on or before last day of classes in your initial applied semester. If you are moving your expected graduation date more than one time, you must use the Late/Reapplication form and pay a \$25 processing fee.
 Drop a Minor
 Withdraw Application for Graduation

Requested Change: Advisor Signatures are required to make any of the following changes

- Add Emphasis _____
 Drop Emphasis _____
 Add a minor of _____ with a catalog year of _____
 Change Catalog year to _____ for my (major, minor, or both) _____
 Change degree type (e.g. BA or BS) from _____ to _____

Advisor Signatures:

Major Advisor _____ Date _____
Minor Advisor _____ Date _____
Dept. Honors Advisor _____ Date _____
Honors College Advisor _____ Date _____

I understand it is my responsibility to review my Degree Audit (My Degree Dashboard) to ensure that all graduation requirements will be completed.

Signature _____ Date _____

FOR REGISTRAR'S OFFICE USE ONLY

Entered: _____ Audited: _____ Prelim: _____ Evaluated: _____

Certificate: _____ Honors: _____ Degree GPA: _____

Updated: 05/04/2017

Graduation
Division Use
Only
Last
First
MI
ID #
Double Major

Evaluating/Clearing Graduate Students

Graduation Division

- Receive and process applications.
- Post the degree to the student record.

Graduate School

- Final Evaluation for Graduate Students.
- Report cleared students to the Graduate Division for posting.
- Contact Darci Rollins with any questions at 801-581-7642 or gradrecords@gradschool.utah.edu.

Residency Requirement

There are 2 components to the University's Residency Requirement (Policy 6-101, Section III, Part D).

30

- All Undergraduates must earn at least 30 credits from the University of Utah

20

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

Residency Requirement: Exceptions


The request must be submitted by the final day of classes for the anticipated graduation semester.



Requests are reviewed after grades are due and before the First Pass of Final Evaluations.



Approved requests are entered the day they are evaluated.

 **Application for Residency Requirement Exception**
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801-581-7852 • fax 801-585-7860 • graduation@utah.edu • Student Services Bldg, Window 15

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Student Information:

Student Name _____ Student I.D. _____
Major and Degree _____ Expected Graduation Term/Yr _____

Instructions: Please read through and check all that apply to your situation

All undergraduate students must earn at least 30 semester credit hours from the University of Utah and at least 20 of the last 30 semester credit hours earned towards a student's degree must be earned from the University of Utah. The University's Graduation Committee has approved certain exceptions for this requirement. Please indicate which of the exceptions apply in your case and return this application with the requested documentation to the Registrar's Office, Graduation Division before the last day of the term in which you plan to graduate. Scanned copies may also be submitted from Umail to graduation@utah.edu. The Registrar's Office will apply the appropriate exception to your degree audit once your qualifications have been confirmed. Indicate the situation(s) that apply to you:

- I have 15 or fewer final hours coming from an approved learning abroad or international exchange program (does not apply to U of U courses held at the Asia Campus or other off-campus locations). Documentation needed: a support letter from the Center for Learning Abroad on official letterhead.
- I have excess transfer hours beyond the normal 10 allowed and those credits are not needed to fulfill graduation requirements. Documentation needed: a DARS report showing transfer courses are not being used to meet requirements.
- I confronted an involuntary change of residence (owing to military obligations, health, marriage, etc.) and I am within 30 credits of graduation and have earned at least 90 credits from the University of Utah. Documentation needed: Letter of support from Department Chairperson and military orders or letters of support from faculty, doctors, employers, etc. all on official letterhead.

Student Signature _____ Date _____

FOR REGISTRAR'S OFFICE USE ONLY

Confirmed _____ Denied _____ Date: _____ Comments: _____

Residency Requirement: Exceptions

Study Abroad

- Student must have 15 hours or less of transfer work.
- Must be an approved Learning Abroad or International Exchange Program.
- Requires a letter of support from the Learning Abroad Office.

Excessive Transfer Hours

- Students transferring in more than 10 hours of work.
- The hours cannot be needed to fulfill graduation requirements.

Involuntary Change of Residence

- Due to military obligations or health issues.
- **Rarely** approved.
- Student must be within 30 credits of graduation.
- Student must have earned at least 90 credits at the University of Utah.
- Requires letter of support from:
 - Department Chair
 - Military, Doctor, etc.

Petition for Graduate Credit

Undergraduate Petition for Graduate Credit

- No more than **two (2) courses or up to six (6) semester hours** may be approved, whichever comes first.
- Grade must be a B or better per Graduate School policy.
- Classes cannot be fulfilling Undergraduate Degree requirements.
- Only one request can be submitted

Request for Graduate Credit in BS/MS Program

- Up to **12 semester hours** can be requested.
- Grade must be a B or better per Graduate School policy.
- Classes cannot be fulfilling Undergraduate Degree Requirements.
- Only one request can be submitted.

Non-Matriculated Graduate Credit

- Up to **9 semester hours** can be applied to a Graduate Degree.
- No form required.

Petition for Graduate Credit

Courses flagged for Graduate Credit on an Undergraduate Career remain on the Undergraduate Career.

SUMMARY OF COURSES TAKEN AT THE UNIVERSITY OF UTAH

COURSES FLAGGED GRADUATE CREDIT

9.00 HOURS EARNED

FA15	ME EN6510	3.0	B	Finite Elements
FA15	ME EN6700	3.0	A-	Int Fluid Dynamics
SP15	ME EN6830	3.0	A	Aero Propulsion

U OF U CONCURRENT ENROLLMENT COURSES

3.00 HOURS EARNED

FA07	PHYS 2015	1.0	A	General Physics Lab I
FA08	CHEM 1070	1.0	A	Adv Place Chem Lab I
FA08	CHEM 1080	1.0	A	Adv Place Chem Lab II

ALL UNDERGRADUATE U OF U COURSES

FA09	MUSC 1911	1.0	A	Lsns I Non Maj Brass
SP15	MUSC 2100 FF	3.0	A	Hist of Rock'n Roll
SP15	MUSC 3600 IRFF	3.0	A	World Music
FA09	MUSC 4450	3.0	A	Marching Band
FA09	WRTG 2010 WR2	3.0	A	Intermediate Writing

ALL GRADUATE U OF U COURSES

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

18.00 HOURS EARNED

FA16	ME EN6250	3.0	IP	Programming for Engin
SP16	ME EN6520	3.0	A-	Composite Mat'ls
SP16	ME EN6960	3.0	B	Design of Experiments
SP16	ME EN6975	3.0	CR >R	Masters Thesis
FA16	ME EN6975	3.0	IP >R	Masters Thesis
FA16	ME EN7500	3.0	IP	Engr Mat'l Science

Discontinued Students Applying for Graduation

Do they need to be readmitted?

- No, unless they need to complete additional coursework from the University.

How is the catalog year updated?

- When the paper application is submitted, we can update the catalog year.
- Exceptions can still be entered for the student in My Degree Dashboard.

How do students apply/reapply?

- Submit a paper application with the graduation division (Application deadlines/fees are still applicable).
- Must be complete with all requirements or have detailed plans to meet graduation requirements by end of term in order to apply for graduation.
- Students transferring in their final credits are encouraged to apply for next subsequent semester.

Total Hour Requirement

122

- Undergraduate students must complete at least 122 total credits in order to graduate.



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2019

Transcripts and Verification
Clint Erekson

Transcripts

- Students can order their transcript from their student homepage on CIS under the “Academic Record” tile.
- Transcripts cost \$13 when ordered online.
- Online order options for delivery are mail (additional charge for express shipping), email, or held for pick-up.
- Recipients of emailed transcripts have 7 days to download the transcript before it expires.
- eTranscripts ordered to be emailed can be downloaded 3 times within that 7-day period.

Transcripts (cont.)

- Transcripts can also be ordered in-person at our service window for \$23 and for immediate pick up only.
- Unofficial transcripts can be viewed via CIS in the “Academic Record” tile
- Students with a record from before 1998 can order their transcripts online by going to registrar.utah.edu

Verifications

- Students can obtain certain verifications online by logging into CIS and selecting “Self-Service Verification” under “Academic Record”
 - Enrollment Status
 - Major(s) in progress
 - Anticipated Graduation Date
 - Class Standing/Level (Fr, So, Jr, Sr)
 - Invitation Letter
 - Address (To be added in the future)
- Verifications ordered online are free
- Immediate verifications requested at our service window are processed for \$10
- Custom letters or other special requests can be obtained for \$15
 - Custom Letter refers to information that can be found on a transcript
 - Special Request refers to information not on a transcript and not on the Self-Service Verification
- A Custom Letter/Verification request form can be found on our website.
- Requests can also be made through mail or Umail
- Some verifications require a signed consent

Registrar's Outreach

The Registrar's Office is committed to providing education about policies and procedures.

Please reach out if your department has an issue or needs assistance.

Registrar's staff may also contact a department to schedule training to address policy or procedure issues.



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Registration & Records
Petitions



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2019

Registration & Records

Meet the Team

ZACHARY PENDLETON

Associate Registrar

Athletic Compliance, Veteran Services,
Operations

MELISSA PERRITT

Assistant Registrar, Operations

Registration & Records, Graduation,
Transcripts & Verifications

JUSTIN W BEACH

Supervisor

Registration & Records

LOGAN GOWERS

Assistant Supervisor

JOSE DE AVILA

Registration Specialist

VACANT

Before the Term:

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

Appointments are based on class level and the total number of credits hours completed at the University of Utah.

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

Credit Hours Allowed

Undergraduate Students

- 19 credit hours during early registration
- 24 credit hours at Open Enrollment
- Anything over 24 hours must be added through Registration & Records

Graduate Students

- 16 credit hours
- Over 16 credit hours requires Graduate School approval

Registration Timeline

Admitted students continue to register.

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

Week One

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

Last day to add, drop (delete), elect CR/NC, or audit 1st half classes.

Registration Timeline

Permission codes are required to add regular session classes.

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

Week Two

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

Tuition is due.

Permission Codes

When needed?

- Week two of registration – regular session
- Department Consent
- Override full class
- Override career
- Override requisites
- Override time conflict

Restrictions?

- Permission codes are specific to a subject, catalog number, and section number.
- Permission codes can only be used once.
- Permission codes cannot be used to add a student to a wait list.
- Permission Codes cannot override a hold.

How to generate?

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

Registration Timeline

Green Late Add forms are required for all regular session and 1st half (cont.) initial registrations.

Green Late Add forms are required for section changes, credit hour changes, to remove a “W” (re-enroll), or to place an audit.

Week Three

Deadline for Green Late Add forms for initial registrations is Census.

Deadlines for section changes, credit hour changes, and removing a “W” (re-enrolling) is the last day of class. For audits the deadline is the midpoint of the class.

Registration Timeline

Census Deadline: Monday of the 4th week

Green Late Add forms for initial registrations are due on Census.

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

Week Four

Fee Match Period

Yellow Late Add forms start.

Drop for Non-Payment occurs at the end of the week.

Fee Match Period

Census

- After census a Yellow Late Add form is required for any initial registrations of regular or 1st half classes.

Fee Match Period

- Extends from Census until Drop for Non-Payment.

Drop for Non-Payment

- If a student does not pay their tuition in full by the deadline they may be dropped for non-payment on the Friday after Census.
- Classes can be held for financial aid, and because of certain student groups.

Fee Match Period

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

	Registered?	Drop for Non-Payment?	Due Date
Situation One	YES	NO	One Week
Situation Two	YES	YES	Friday after Census
Situation Three	NO	NO	Friday after Census

Fee Match Period

	Registered?	Drop for Non-Payment?	Due Date
Situation One	YES	NO	One Week

In Situation One a student is registered for at least one 1st half or regular session course and they are not on the drop for non-payment list. We would give them a full week to complete and return their late add form.

Fee Match Period

	Registered?	Drop for Non-Payment?	Due Date
Situation Two	YES	YES	Friday after Census

In Situation Two a student is registered for at least one 1st half or regular session course, but they are on the drop for non-payment list. We would give them until the Friday after Census to complete and return their late add form.

Fee Match Period

	Registered?	Drop for Non-Payment?	Due Date
Situation Three	NO	NO	Friday after Census

In Situation Three a student is not registered for at least one 1st half or regular session course, and they are not on the drop for non-payment list. We would give them until the Friday after Census to complete and return their late add form.

Registration Timeline

Yellow Late Add forms are required to add all regular and 1st half credit courses.

A student must be registered for at least one regular or 1st half class in order to add any additional regular or 1st half classes.

After Fee Match

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

Only exception: Graduate students registering for thesis, project, independent study, faculty consultation, or continuous registration do not need to already be registered.

Miscellaneous Classes

Courses that have irregular start and end dates. Generally, the same rules apply, with a couple of exceptions:

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

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

Withdrawals

After the Drop Deadline - Up to Midpoint of the Class

Students can withdraw from classes through their CIS page by clicking on the Drop/Withdraw Class link behind the Registration Tile.

After the Midpoint of the Class – Up to the Last Day of Class

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

After the Last Day of Class

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

Online Grading

E-Grading Resources

Can be found on the Office of the Registrar's website under the Faculty & Staff heading.

Includes training manuals, grading calendars for the academic year, and security access resources.

Grade Status Report

A list of all classes taught within a term that indicates whether an instructor has started grading or has posted grades.

The link is located on your Student Admin Services homepage in CIS. No security approval is required. If you have the homepage you can run the report.

Leave of Absence

Undergraduate Students

- Apply through the Undergraduate Leave of Absence request link behind the Academic Record tile in CIS
- Documentation is required for more than 3 semesters or if receiving Financial Aid.

Graduate Students

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

International Students (F1/J1)

- Must submit the Graduate Student Request for Leave of Absence form, or the International Undergraduate Student Request for Leave of Absence form found on the Office of the Registrar's website.
- Forms must be signed by the International Student & Scholar Services Center.

Change in Graduate Classification

WHO

- Graduate students not in their admitted term.

WHAT

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

WHEN

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

Change of Major/Minor

Eligible

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

Ineligible

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

For Help Resources visit <http://registrar.utah.edu/faculty/change-major.php>.

Wait Listing

If a class is full when a student registers, wait listing allows a student to add their name to an electronic wait list and potentially be added to the class if space opens up.

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

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

Wait Listing

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

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

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

- Seats are available
- No time conflicts exist in their schedule
- They are not already registered in the same class
- They meet the requisites
- They have not exceeded the allotted unit load

Repeats & Duplicates

Repeats

Applies to courses taken at the same institution.

Hours earned in repeated courses count toward graduation requirements only once.

The last grade received is used to compute your grade point average. The grade I, NC, W, V, or T do not qualify for removal of previous grades

Repeats & Duplicates

Repeats

The Registrar's Office runs an end of term process after grades have been reported for the term to post repeats for undergraduate students.

If a class has not been marked as repeat by two days after grades are due, students can submit a Repeated Class Notification.

CIS > Student Homepage > Academic Record Tile > Repeated Class Notification link

Repeats & Duplicates

Duplicates

Courses taken at another institution and the University of Utah.

Coursework taken at the University of Utah is always kept, regardless of when the course was taken.

Exception: "E" grades earned at the University of Utah.

Repeats & Duplicates

Duplicates

Using My Degree Dashboard, review the Summary of Transfer Credit and Summary of Courses Taken at the University of Utah to find equivalent courses.

If duplicate coursework is suspected and both courses are showing final grades, complete the Duplicate Course Notification form.

Office of the Registrar website > Students > Forms > Duplicate Course Notification (under Graduation Heading)



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2019

Petitions for Consideration of Policy
Zak Pendleton



Petition for Consideration of Exception to Policy

Office of the Registrar • 201 S 1460 E RM 250 N • Salt Lake City UT 84112 • 801-581-5808 • 801-585-7860 fax

This document is accessible when opened in Adobe Reader. [If you do not already have Adobe Reader, it is free on the Adobe website.](#)

INSTRUCTIONS:

- Obtain a letter of support from your college dean's office designee if you are an undergraduate student, or from your committee chairperson if you are a graduate student. You may need to schedule an appointment and meet with the dean (or designee) before a letter can be written on your behalf.
- Complete this form and prepare a written statement describing your request for an exception to policy.
- Include any supporting documentation or letters. Letters from instructors, physicians, etc., must be written on official letterhead.
- **FINANCIAL AID RECIPIENTS** are strongly encouraged to meet with a financial aid counselor to review the possible effect if this petition is approved.
- **INTERNATIONAL STUDENTS** on an F1 or J1 visa who are requesting a withdrawal that will take them below full-time status must obtain additional support from the International Student & Scholar Services Office.
- Submit your completed petition to the Office of the Registrar. Email petition@utah.edu for questions concerning submitting.
- Allow up to two weeks for the petition to be reviewed. You will be notified of the committee's decision by email to your UMail account. Decisions cannot be released over the phone.

Student ID:

Name:

Phone:

Email:

Mailing Address:

Date:

College:

Major:

F1 or J1 Visa Yes No

If yes:

International Student & Scholar Services Official Date

Mark the appropriate box. See the reverse side for clarification.

<input type="checkbox"/>	Withdraw from class(es) for a past term
<input type="checkbox"/>	Add class(es) for a past term <small>(If approved, there is a \$50 late fee per class and a Grade Change Form is needed from the college for the course(s) added)</small>
<input type="checkbox"/>	Change credit hours for a past term

<input type="checkbox"/>	Section change for a past term
<input type="checkbox"/>	Change a cross-listed course for a past term
<input type="checkbox"/>	Elect or Revoke CR/NC Option

List classes included in your request.

Term/Year	Subject	Catalog Number	Section Number	Credit Hours	Last Day of Attendance	Withdrawal Date

I have completed all of the procedures required for filing a petition. I understand that forms submitted without complete information will not be considered. I have consulted with all respective offices regarding the financial, academic, and visa implications of my request, if applicable.

Student Signature (Electronic Signatures NOT accepted) _____ Date

Uses

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

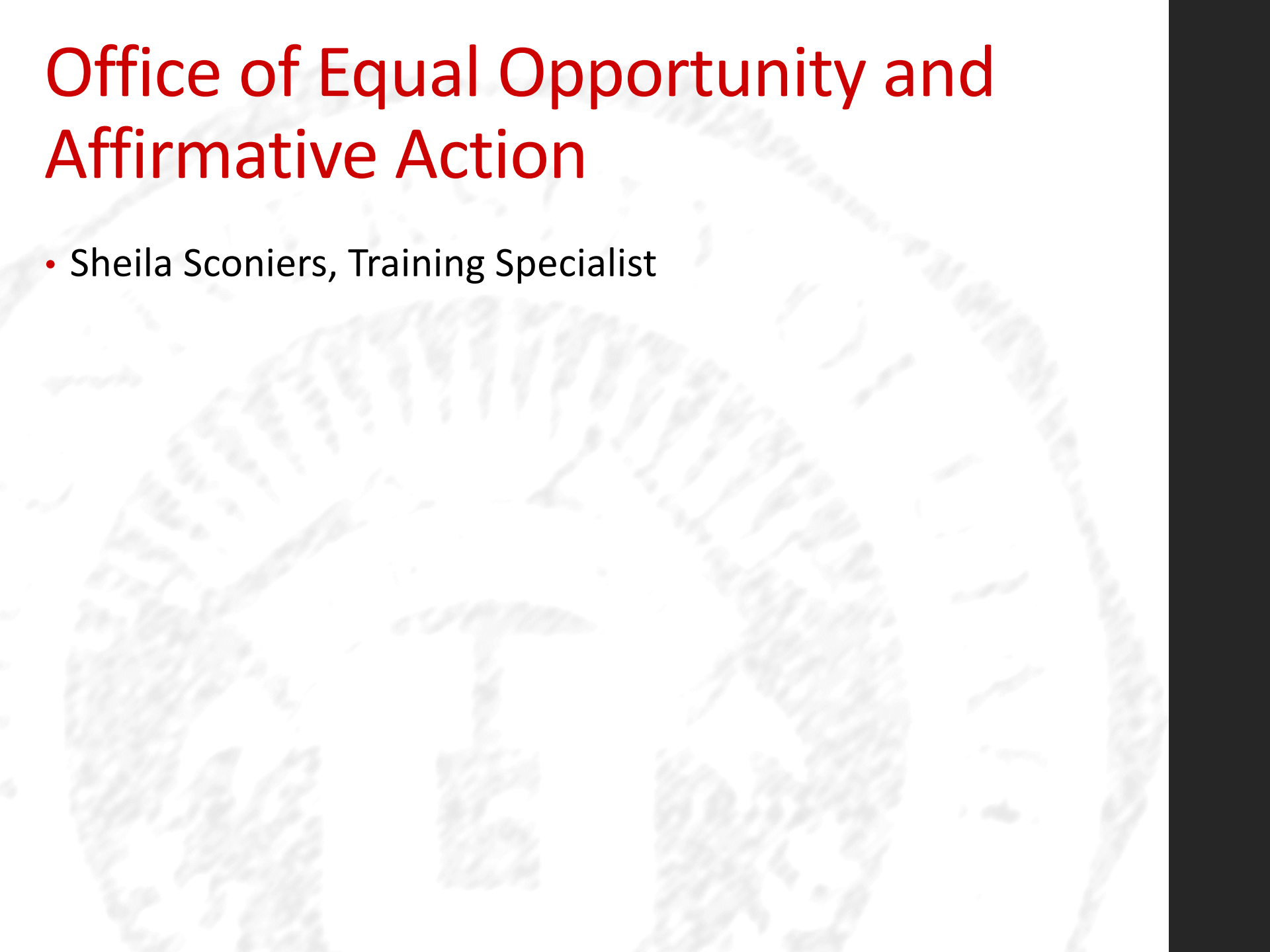
****Petitions requesting the deletion of a course have an updated procedure and must come from the college dean's office.*

Procedure change to Petitions involving a Deletion

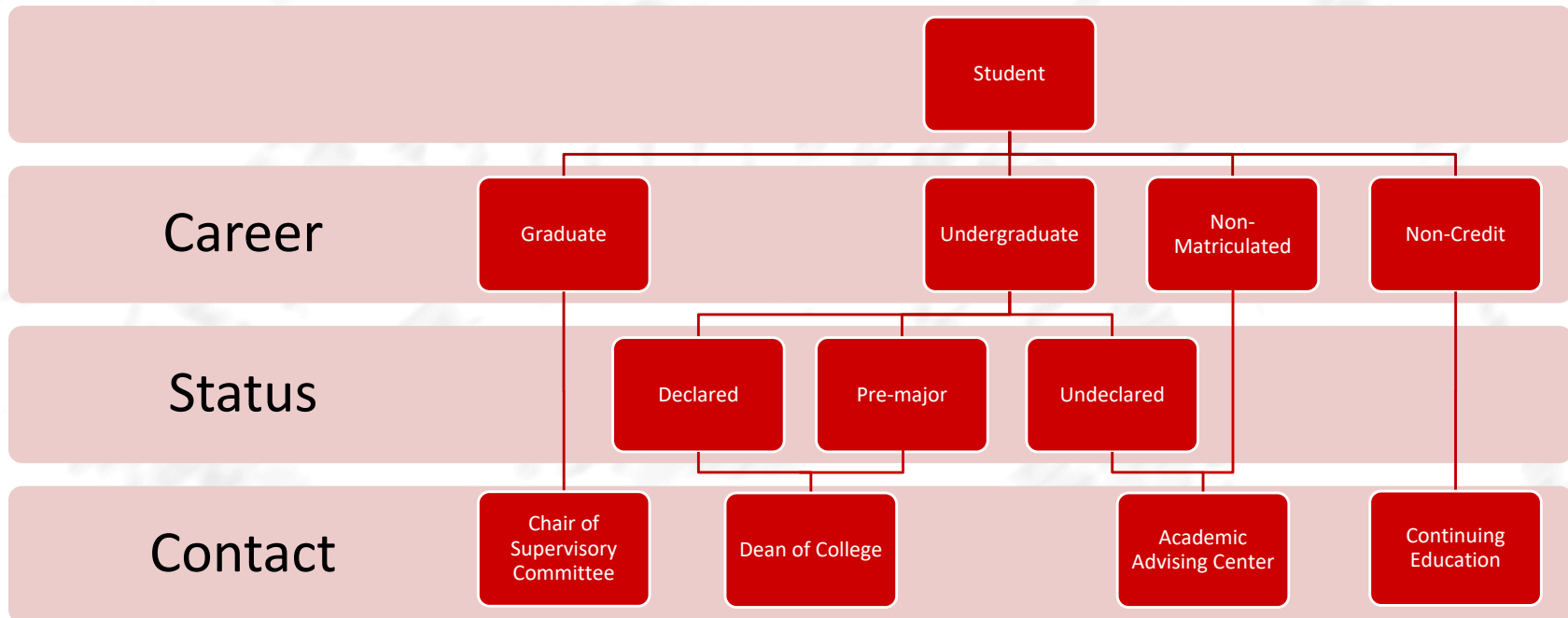
- A separate form is used for requests to delete a withdrawal
- This form is only available to students from their respective college.
- When the form and petition have been completed, the college must submit the petition to the Registrar's Office
 - Petitions involving a delete request are not accepted directly from the student.
- **Consideration for a delete request may only be given to when administrative action on the part of the University was the cause for the withdrawal.**

Office of Equal Opportunity and Affirmative Action

- Sheila Sconiers, Training Specialist



Letters of Support



Supporting Evidence

- Strongly encouraged
- Concise and relevant
- Once submitted to our office, becomes a part of the academic record
 - Subject to FERPA
 - Other privacy laws (e.g., HIPAA) no longer apply

Considerations

Policy &
Precedent

Evidence

Decision

Statement

Support

It's a Balancing Act



If denied . . .

- Students do have the right to appeal to the Student Affairs Appellate Committee
- Students may be referred to Income Accounting to petition for tuition depending on circumstances.
- Other options may be appropriate
 - Repeating the course
 - Academic renewal (after 7 years)
 - Degree audit exceptions
 - Changes to Program of Study

Registrar's Outreach

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Registrar's Office Summit IX
2019

Communication
Tim Ebner

Outreach Programs

- Enrollment Campaign
- Senior Outreach
- Student Message Center
- Instructor Course Materials
- FERPA Confirmation
- FERPA Faculty Campaign
- Orientation Follow-up
- Social Media
- Leave of Absence
- Registrar Summit!

Enrollment Campaign

- Takes place during the Fall and Spring Semesters
- Over 3,500 Student each Semester contacted via email, postcard, phone calls and surveys.
- Outreach is to students who were enrolled in previous semester but currently not enrolled

Survey	Emails	Post Cards	Phone
3,000 sent survey	90 LOA	90 LOA	1,663
214 completed	3,320 w/ holds	4648 unenrolled	555 contacted
142 completed drop survey	7,560 reminder		732 voicemail
			242 no contact

Senior Outreach

- Takes place during the Fall and Spring Semesters
- A strategic effort to increase baccalaureate degree completion
- Help these students who are so near degree completion to return and successfully “cross the finish line” of graduation



Instructor Course Materials

- Takes place before the Fall/Spring Semesters
- Reminder to faculty to set their materials
- Gives the link to the bookstore to put in the books and materials for students to order.



FERPA Certified

- To receive Security Access all faculty and staff are required to take the FERPA training.
- A confirmation email is sent out to everyone who passes the FERPA program on Friday's
- This email consists of those who took it from Friday through Thursday



FERPA Faculty Campaign

- Email before the semester, during and just before grades are due
- Encourages faculty to complete the FERPA certification to allow access to canvas and grading system
- Reminds faculty the importance of student privacy
- Required for access so faculty can report grades electronically.

Orientation Follow-Up

- A reminder and welcome email after each orientation session
 - Includes links and information to remind students of important dates and resources to start their time here at the University.
-

Other helpful resources:

- [Financial Aid](#) (801) 581-6211
- [Scholarships](#) (801) 581-6211
- [Housing & Residential Education](#) (801) 587-2002
- [Registration & Records](#) (801) 581-8969
- [ASUU](#) (801) 581-2788
- [Academic Advising Center](#) (801) 581-8146
- [Income Accounting \(Tuition Office\)](#) (801) 581-7344

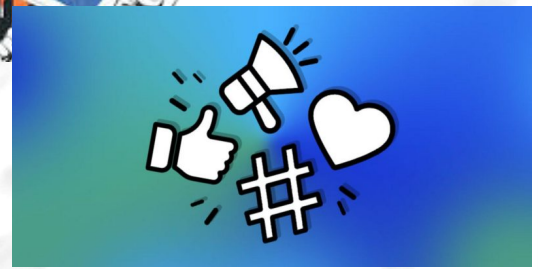
Please don't hesitate to contact us with any questions!

Again, we welcome you to the U! Go Utes!

Tim Ebner
University Registrar

Social Media

- Reaching out to Students and Staff through the most used Social Media platforms
- Reminders of Important dates and registration events
- Go and “SMASH” that like button



Leave of Absence

- Reminding students who are scheduled to return from a Leave of Absence
- Reminder information for students on registration and other valuable information for returning students

Next week classes will be starting again and we are looking forward to you being back on campus after your leave of absence. To [review or adjust](#) your class schedule, just login to CIS and select one of the options under "Registration." If you have any questions, please do not hesitate to contact us at registration@utah.edu or call 801-581-8969.

The following offices are ready to provide assistance if you have any questions or concerns when enrolling:

- [Financial Aid & Scholarships](#) (801) 581-6211
- [University Housing & Residential Education](#) (801) 587-2002
- [Registration & Records](#) (801) 581-8969

Registrar Summit

- This is our Opportunity to Thank our Campus Partners
- Update the campus community about what we have done and where we are going
- Chance for the campus to get to know us and ask us the questions they've always wanted to know!



One Together With U

Registrar's Office Summit VIII
2018

FERPA
Ethan Webster

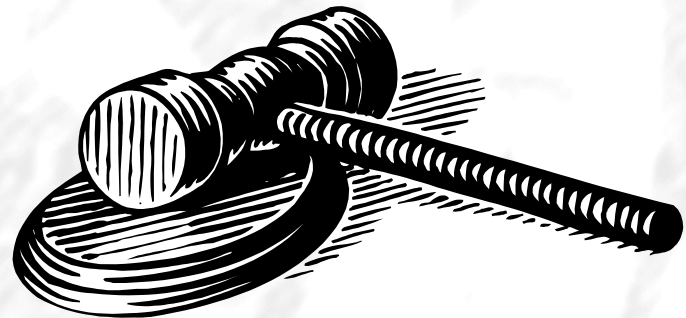
Family Educational Rights and Privacy Act of 1974

This Act is enforced by the

Family Policy Compliance Office,

U.S. Department of Education,

Washington, D.C.



What is FERPA?

- Federal law designed to protect the privacy of education records. It also provides for appropriately using and releasing student education records.
- It is intended that students' rights be broadly defined and applied.
- Consider the student as the “owner” of the information in his/her education record, and the institution as the “custodian” of that record.

The Essence Of The Act

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

Key Concepts

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



**WHAT IS AN
EDUCATION RECORD?**

Education record

If you have a record that is:

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

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

Note: records can take be any format or medium.



“Personally identifiable”

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

Examples:

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



Excluded Categories:

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

Sole Possession Notes

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

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



DIRECTORY INFORMATION

Directory Information

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



Directory Information At The U

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



**RESTRICTION OF
DIRECTORY INFORMATION**

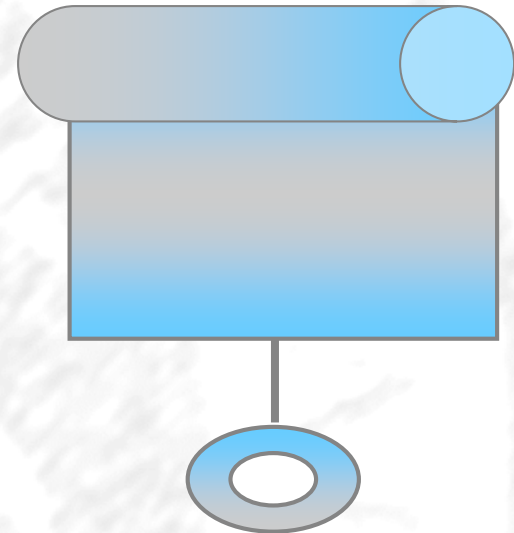
Directory Information Restriction

- Every student must be given the opportunity to have directory information suppressed from public release.
 - We have an online CIS form (cis.utah.edu) and a paper form
- When a student makes this request, everyone within the institution must abide by the student's request that no information be released without their consent.



What To Do When There Is A FERPA Restriction on Directory Info?

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



Important Note...

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





WHO IS A SCHOOL OFFICIAL?

“School Official”

A school official is defined as someone

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

What is a “Legitimate educational interest”?

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.



The background of the slide features a large, faint, circular watermark of the FERPA logo. The logo consists of the letters "FERPA" in a bold, sans-serif font, with a stylized figure of a person standing in the center. The watermark is light gray and covers most of the slide's area.

**WHEN DO FERPA
RIGHTS BEGIN?**

FERPA Rights Begin

- A FERPA-related college education record begins for a student when he or she enrolls in a higher education institution and attends their first class, regardless of the student's age.

What about parents?

- ▶ When a student reaches the age of 18 or begins attending a postsecondary institution regardless of age, ***FERPA rights transfer to the student.***
- ▶ Parents may obtain non-directory information by obtaining a signed consent form from their child.
- ▶ Parents who hold a Power of Attorney specifying “educational records” may obtain student information.





**BASIC STUDENT RIGHTS
UNDER FERPA**

Student's Rights

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



Annual Notification

- Every institution must notify students of their FERPA rights at least annually.
- We do so via...
 - CIS Student Message Center
 - Undergraduate Bulletin
 - General Catalog
 - Registrar's Website



Inspection and Review

- Students have the right to see everything in their “education record,” except:
 - Information about other students;
 - Financial records of parents; and
 - Confidential letters of recommendation if they waived their right of access.
- Institution must provide inspection and review within 45 days of the request.
- FERPA does not prescribe what records are created or how long they are to be kept; however, you cannot destroy a record if there is a request to inspect and review.

Amendment to a Record

- Students have the right to seek amendment to their record if they believe there is error.
- Submit a signed, formally written request to the Vice President for Student Affairs. The written request should identify the portion of the record to be amended and reasons why they believe the record is inaccurate, misleading or in violation of your privacy or other rights.
- Reviewed, decision made, appeal procedures, hearing, final decision is made.

Consent to Disclosure

- School officials cannot disclose personally identifiable student records, nor permit inspection of their records, without the written and signed consent from the student...
 - Consent Requirements
- Exceptions permitted by the Act



Online Consent to Release Form

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

- I give The University Office of Scholarships and Financial Aid, Income Accounting, and Student Loan Services Office permission to release information regarding the processing and delivery of my financial aid and scholarships and financial/tuition information to myself and any individual(s) listed below with the appropriate PIN.
- I give the University of Utah Office of the Registrar permission to release information about my educational record information to myself and any individual(s) listed below with the appropriate PIN.
- I give the University of Utah University College and Departmental/College Advisers permission to release information maintained by the Academic Advising Offices about my educational record information to myself and any individual(s) listed below with the appropriate PIN.
- I give the University of Utah Housing & Residential Education Office permission to release information regarding my housing financial account, its status and charges listed on my account to myself and any individual(s) listed below with the appropriate PIN.
- I give the University of Utah International Student & Scholar Services and Learning Abroad Offices permission to release information maintained by their offices about my educational record information to myself and any individual(s) listed below with the appropriate PIN.

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

*PIN:

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.

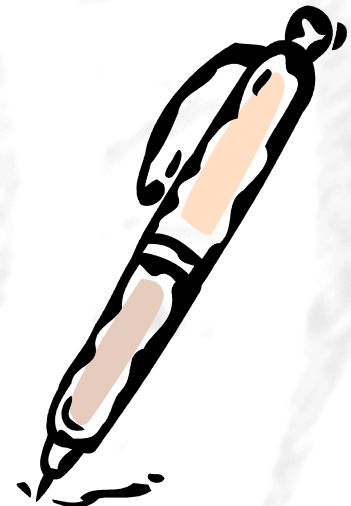
*Name	*Relationship Name	Email Address		
Dad	Father	dad@dadjokes.com	+	-

- 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.



Written Consent Example

I give permission to Professor Kostal to write a letter of recommendation to:

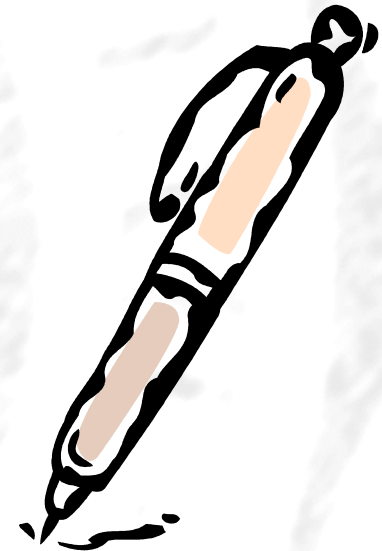
Annie's Catering
344 Willow Dr.
Lynchburg, VA 24502

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

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

Signature

Date





**WHEN IS PRIOR CONSENT
NOT REQUIRED?**

When Is Prior Consent Not Required?

- School Officials determined by the institution to have a legitimate educational interest
- Disclosure of directory information (provided the student has not placed a restriction)
- Disclosure to accrediting organizations, DOE, State Education Authorities, etc.
- Disclosure to another institution where the student seeks to enroll or is enrolled
- Disclosure in connection with the receipt of financial aid
- In compliance with a judicial order or a lawfully issued subpoena (provided that the institution first make a reasonable attempt to notify the student)
- Disclosure for a health/safety emergency



LETTERS OF RECOMMENDATION

Letters of Recommendation: Signed Release / No Signed Release?

- Statements made by the person that are based on that person's personal observations or knowledge do not require a written release from the student (Mary was a stellar student).
- If personally identifiable information obtained from a student's education record is included in the letter (grades, GPA, names of courses taken, etc.), the writer is required to obtain the student's signed consent.

Letters of Recommendation: Student Right To Review?

Since a letter of recommendation is part of a student's education record, the student has a right to read it -- unless they have waived that right.

Letters of Recommendation: Students' Waiver of Right to Review

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

- Institutions do not require waivers as a condition for admissions to or receipt of a service or benefit from the institution.
- The documents waived are only used for the purposes they were collected.
- The waiver is in writing and signed by the student.

Letters of Recommendation Release Form



University of Utah Letter of Recommendation Permission to Release Education Record Information

Please submit this form to the individual who you have requested the Letter of Recommendation from.

Student Name: _____

Student ID Number: _____

I authorize _____ to write a letter of recommendation on my behalf to:

Recipient Name	_____
Address	_____

Phone number	_____
Email	_____

The following information may be included in the recommendation letter (mark all that apply):

- Grades Courses Attended
 GPA Academic Performance
 Class Rank Other: _____

Check one: (I waive / I do not waive) my right to review a copy of the letter at any time in the future.

Student Signature

Date

Note: please assist the faculty member in preparing your reference by providing supporting information along with your request. Examples of information that might be helpful: a resume, a transcript, samples of previously completed academic work, etc. and information about the graduate program or position for which you are applying.

This form is being provided to assist you and your faculty in the permission process for student recommendations and references. The form has been drafted using the sample letter provided by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) and complies with the Family Educational Rights and Privacy Act (FERPA) which requires written permission before releasing student information to a third party.

It is recommended that this release be kept on file for at least one (1) year. If you have questions concerning the confidentiality and release of student information, please contact the Registrar's Office at (801) 581-5808 or by email at registrar@utah.edu.

A template is available for your convenience.

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

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

When in Doubt...

- Don't give it out!
- FERPA Information and Review:
<http://registrar.utah.edu/faculty.php>
- Contact Us:
 - registrar@utah.edu or 801-581-5808





One U Power of Collaboration

Registrar's Office Summit IX
2019

Scheduling – Fitting the Pieces Together
Liz Johnson

Ask The Experts

12:00-12:40, after concluding remarks and prizes

Meet Your Scheduling Team

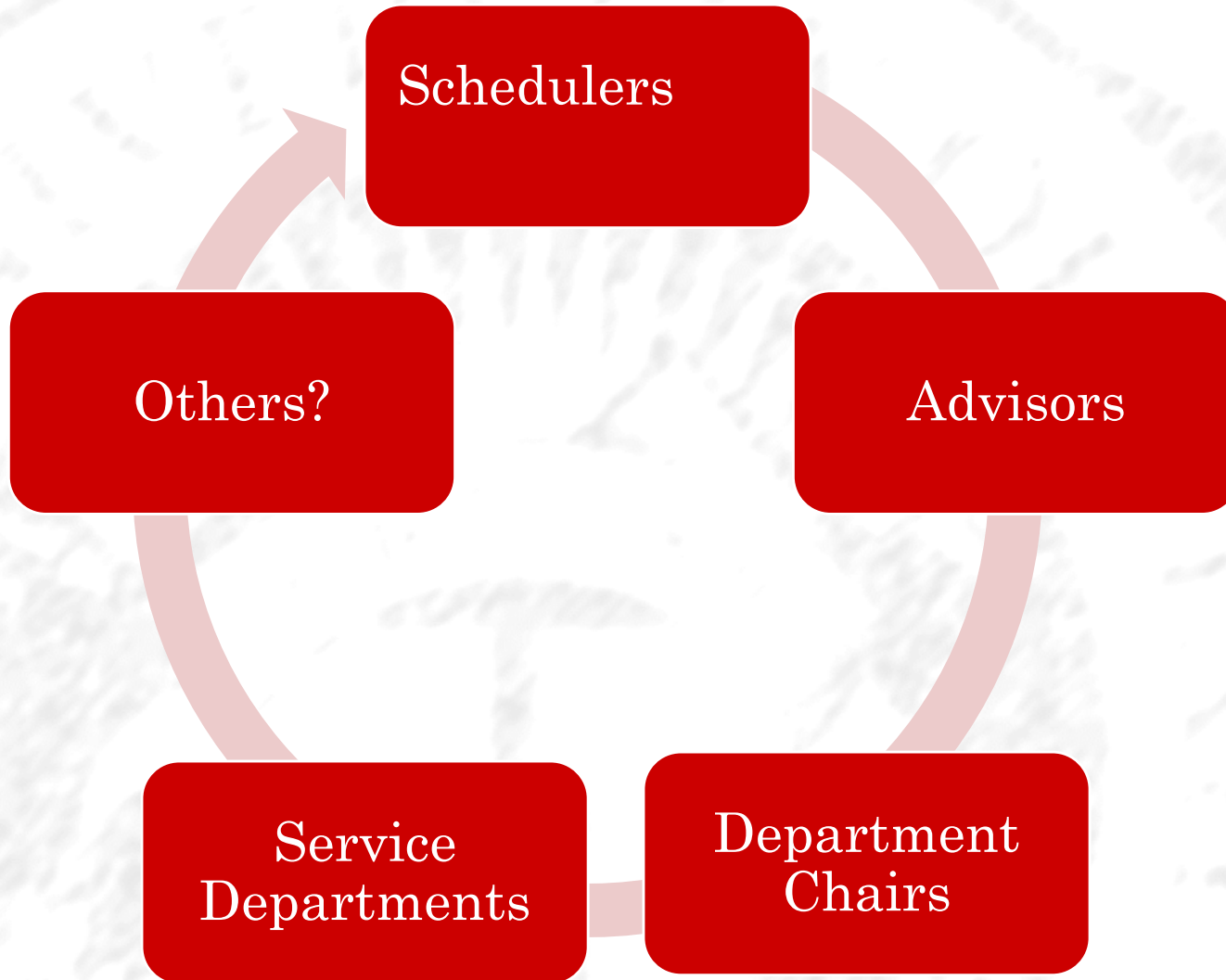
Liz
Johnson-
Associate
Registrar

Jessica
Novak-
Scheduling
Analyst

Michael
Bard-
Scheduling
Specialist

Meribha
Dominguez-
Scheduling
Specialist

Who's In the Audience Today?



New to Scheduling?

- Review online information on our website
 - <https://registrar.utah.edu/scheduling/classes/information.php>
- Become familiar with Astra
- Apply for access to CLSS (view only or department specific)
- Attend an in-person CLSS help session
 - 11/19/19 11:00AM - 12:00PM M LI 1735
 - 12/06/19 11:00AM - 12:00PM M LI 1735
 - 12/18/19 2:00PM - 3:00PM M LI 1735
 - 01/03/20 10:00AM - 11:00AM M LI 1735
 - 01/13/20 2:00PM - 3:00PM M LI 1735



the schedule build

How does it begin?

- Review of last “like term” data
 - Curriculum changes, new or inactivated courses
 - Faculty leaving on Sabbatical
 - Matching capacities based on number of majors, expected enrollment
 - Classes periodically taught
 - Low enrollment sections
- Excel Spreadsheets
 - Deconflicting required courses
 - Looking at classes by “level”
 - CLSS tools allow to multi-sort, review by faculty, etc.

Upcoming Deadlines

- Spring 2020

- Monday, December 30th- Last Day for Major Changes
- Monday, January 13th- NIA Report Distributed

- Summer 2020

- Wednesday, December 11th- Schedule Due/Submitted to Workflow
- Tuesday, January 21st- Department Link Available
- Monday, February 3rd- Official Class Schedule Available on the Web

- Fall 2020

- Wednesday January 15th- Schedule Due/Submitted to Workflow/STB Exceptions
- Friday, February 14th- Department Link Available
- Monday, March 2nd- Official Class Schedule Available on the Web

You can “peek” into other schedules

Filter Sections ? ×

Criteria Codes

> Course

Subject Code:

Catalog Number:

> Section

> Instructors

> Meeting Pattern

> Meetings

> Rooms

> Session

> Sibling Section

> Linked Parent Section

> Linked Child Section

> Meets Parent Section

> Meets Child Section

> Approved Section

> Overlapping Section

× Close ← Clear ✓ Apply

Expand Offerings to Review

> HIST 1700 – American Civilization



⊗	001	LEC	OLDEN, DANIELLE (00901657)	TTh 9am-12pm
⊗	030	LEC	SOLOMON-Klebba, CINDY (00102...	Does Not Meet
⊗	091	LEC	CHRISTENSEN, JOHN (00884117)	Does Not Meet

MATH 1050 – College Algebra



⊗	001	LEC	Staff	MTWTh 12:30pm-2:45pm	
⊗	003	LEC	Staff	MTWTh 10am-12:15pm	⌘ Also MATH 105-003
⊗	030	LEC	VANOPSTALL, MICHAEL (00453237)	MTWTh 2pm-4pm	
⊗	070	LEC	NORDSTROM, JOHN (00425386)	MW 6:15pm-8:30pm	⌘ Also MATH 105-070
⊗	090	LEC	Staff	Does Not Meet	

MATH 1210 – Calculus I



⊗	001	LEC	Staff	MTWThF 7:30am-8:30am	⌘ Also MATH 121-001
⊗	002	LEC	Staff	MTWThF 12pm-1:30pm	⌘ Also MATH 121-002
⊗	003	LEC	Staff	MTWThF 9:30am-1:30pm	⌘ Also MATH 121-003
⊗	090	LEC	Staff	Does Not Meet	⌘ Also MATH 121-090

Hover to Find Information

Summer 2020 – Custom Search

Days ▾ 1 3 4

	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
9am					
10am					
11am					
12pm					
1pm					
2pm					
3pm					
4pm					
5pm					
6pm					
7pm					
8pm					

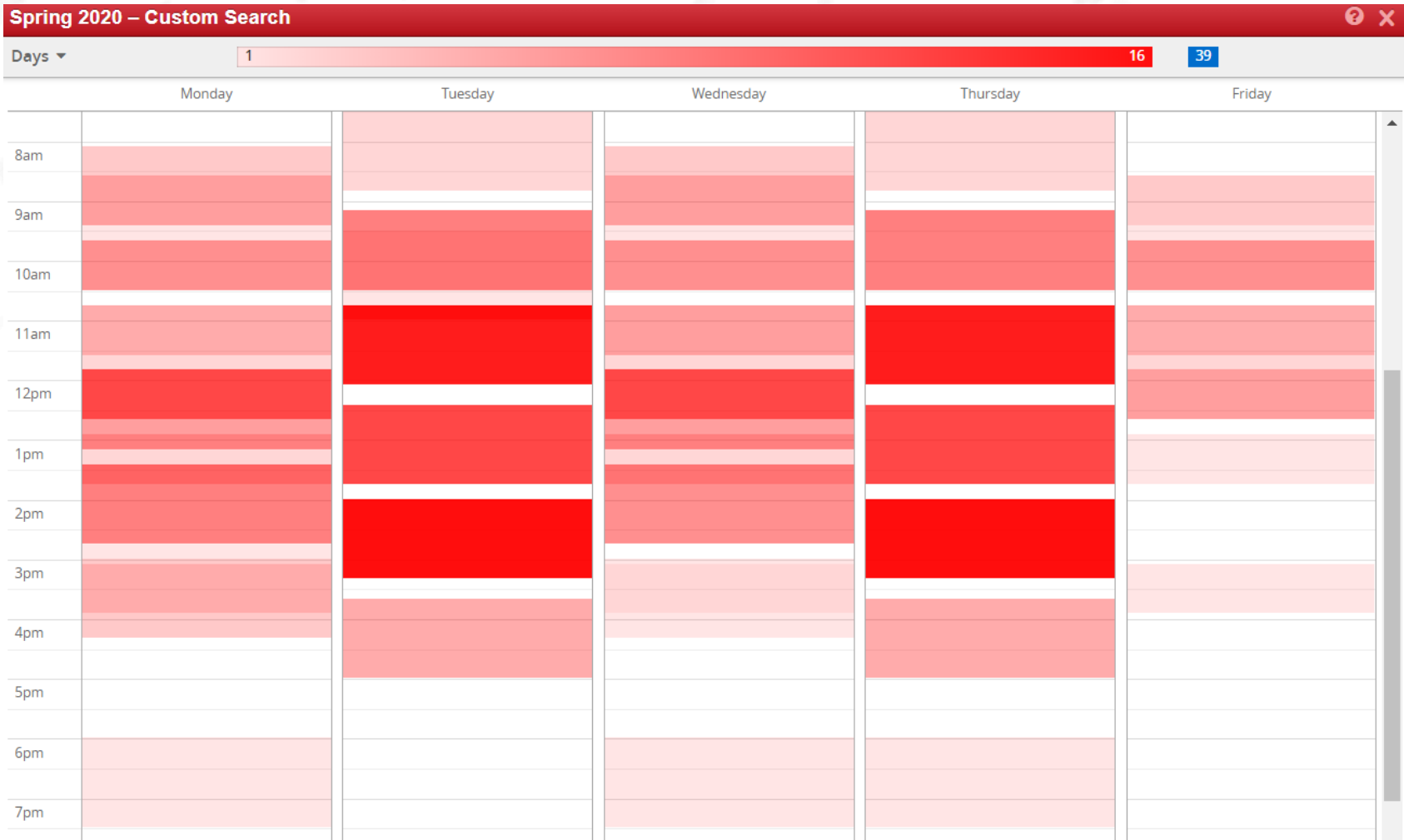
3 Sections At This Time

Section	Campus	Schedule
HIST 1700-001 LEC American Civilization OLDEN, DANIELLE (00901657)	MAIN	TTh 9am-12pm
MATH 1050-003 LEC ⚡ Also MATH 105-003 College Algebra Staff	MAIN	MTWTh 10am-12:15pm
MATH 1210-003 LEC ⚡ Also MATH 121-003 Calculus I Staff	MAIN	MTWThF 9:30am-1:30pm

Heat Map

 Visualize

- Filter Criteria- only what is in filter will show in map



Use the CLSS Filters to Find Data

Low Enrollment Courses

- Click on Filter
- Select “Section” Drop Down
- Enter Enrollment <10
- Status !X
- Click Apply

- Results can be exported to excel for further review

Filter Sections

Criteria Codes

> Course

> Section

Scheduling Unit: BIOL

Enrollment: <10

Status Code: !X

> Instructors

> Meeting Pattern

> Meetings

> Rooms

> Session

> Sibling Section

> Linked Parent Section

> Linked Child Section

> Meets Parent Section

> Meets Child Section

> Approved Section

Close Clear Apply

Increasing Communication

- Pleased to announce a contact list has been added to Canvas so you have a list of departments and their primary schedulers

CLSS

- [Quick Start Guide \(Download PDF\)](#) ↓
- [User's Guide \(Download PDF\)](#) ↓
- [CLSS User Training Video](#)
- [CLSS Overview Video](#)
- [Standard Time Blocks](#) ↗
- [Scheduling Deadlines](#) ↗
- [Codes For Comment Processing](#)
- [Standard Notes](#)
- [Department Schedulers Contact List](#) ↗

Your Advisors know A LOT!!!

- Advisors are meeting with your students
 - Use them as a resource!!
 - They can help identify which classes are difficult to get into
 - Monitoring of classes during registration period
 - Historical or anecdotal information

OBIA & Data Warehouse

- The Office of Budget and Institutional Analysis has dashboards that may be helpful in your planning
- Use your contacts for the Data Warehouse- they have access to data that can help you with decision making
- Watch for new website early next year

Top Gen Ed Courses in First Year

FIRST YEAR GEN ED COURSES

Includes all Gen Ed courses taken during students' first year
Major college is as of the beginning of students' first term



Acadyear

- (All)
- 2011-2012
- 2012-2013
- 2013-2014
- 2014-2015
- 2015-2016
- 2016-2017

Entrance Type

- (All)
- Freshmen
- Transfer

Major College

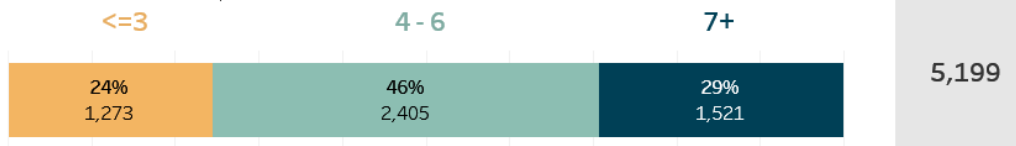
(All) ▾

Major Department

(All) ▾

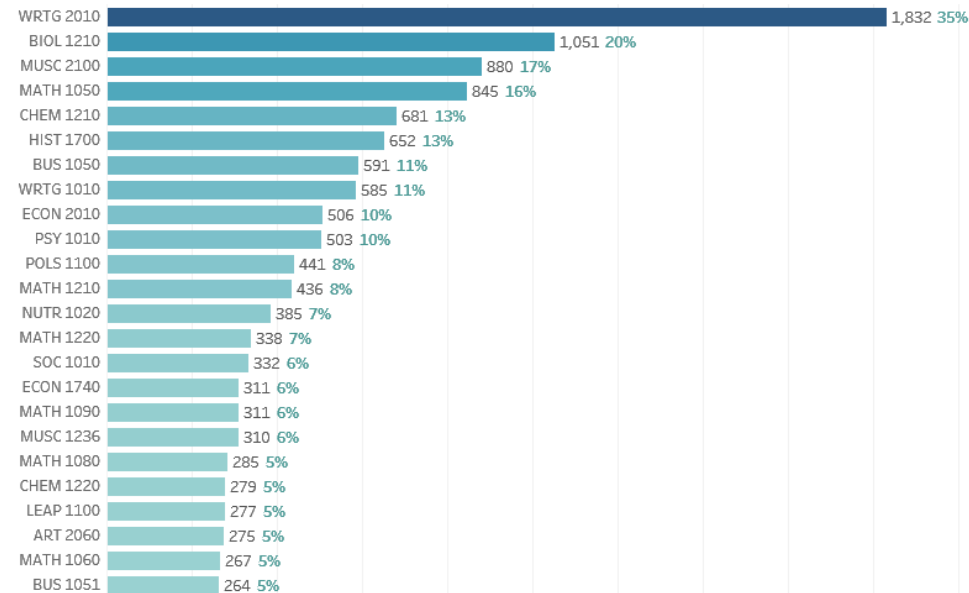
Number of Gen Ed courses attempted during year 1

Click on one to view top courses



Top Courses sheet

Course



https://tableau.dashboard.utah.edu/t/idmv/views/TopGenEdYear1Courses/TopCourses?iframeSizedToWindow=true&:embed=y&:showAppBanner=false&:display_count=no&:showVizHome=no&:origin=viz_share_link

Market Basket

Top Courses Market Basket

STUDENTS ALSO TOOK.....

Includes all Gen Ed courses taken during students' first year



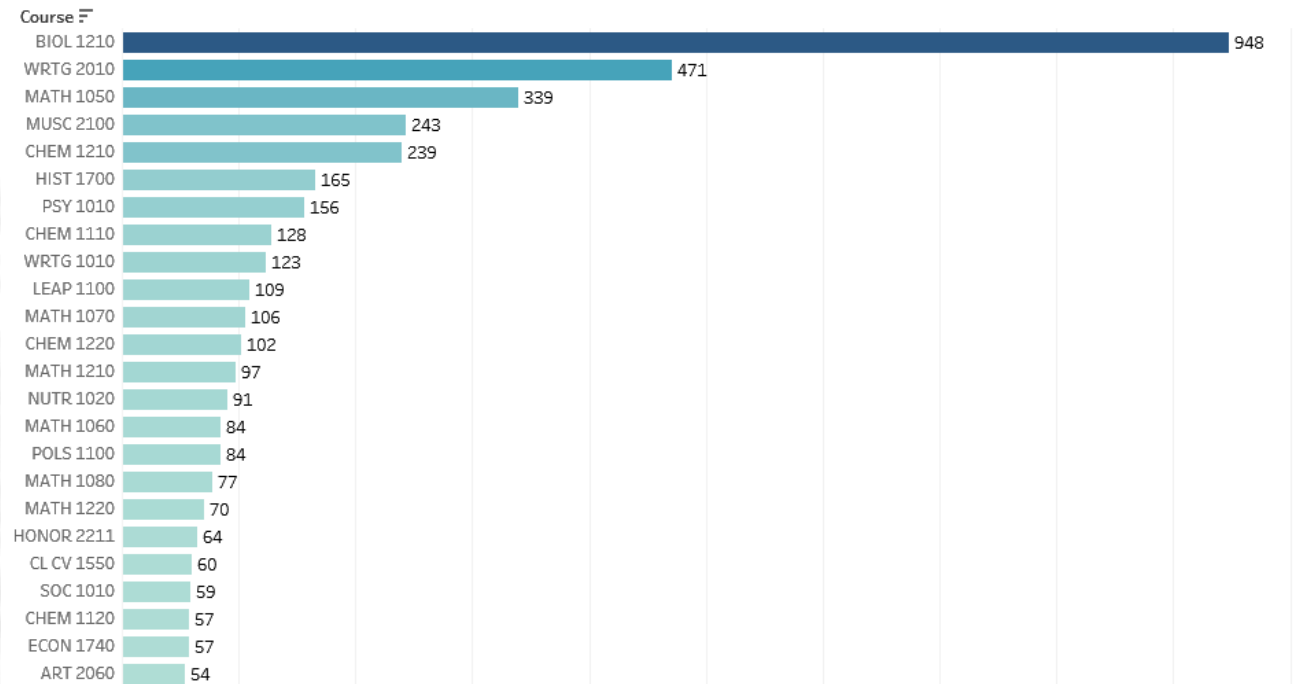
Select a Year

2016-2017

Select a Course

BIOL 1210

Students who took **BIOL 1210** also took:



https://tableau.dashboard.utah.edu/t/idmv/views/TopGenEdYear1Courses/TopCourses?iframeSizedToWindow=true&:embed=y&:showAppBanner=false&:display_count=no&:showVizHome=no&:origin=viz_share_link

College Dashboard

College Dashboard | Dept Dashboard

FIRST MAJOR COLLEGE COURSE / GENED MAJOR COLLEGE COURSE PASSED 2014-2015 Bachelors Degree Recipients | Credit-Bearing Courses Only

Academic Year

- (All)
- 2014-2015
- 2015-2016

Major College

Social & Behavioral Science

Course / GenEd

- First Course
- First GenEd

Entering Type

- (All)
- First Time Freshmen
- Second Baccalaureate
- Transfer

GENDER

- (All)
- F
- M

ACT Range

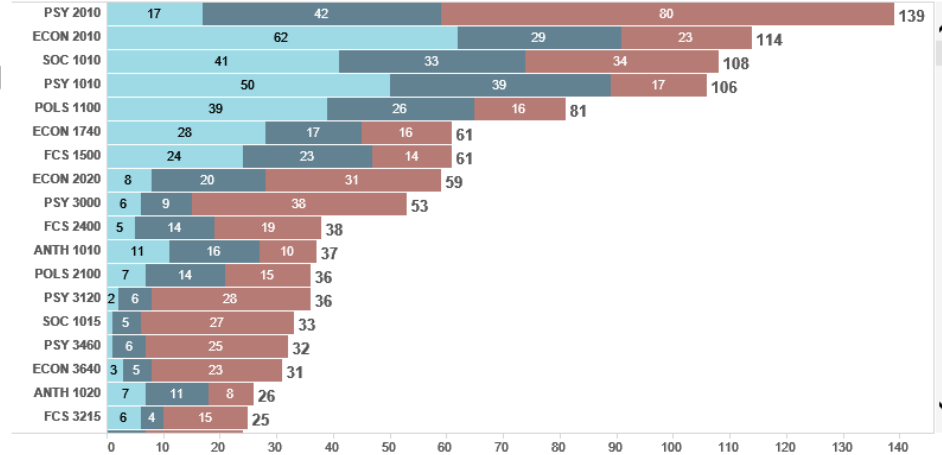
- (All)
- Null
- <22
- 22-26
- 27+

Course Category

- 3+ Courses
- 2 Courses
- 1 Course

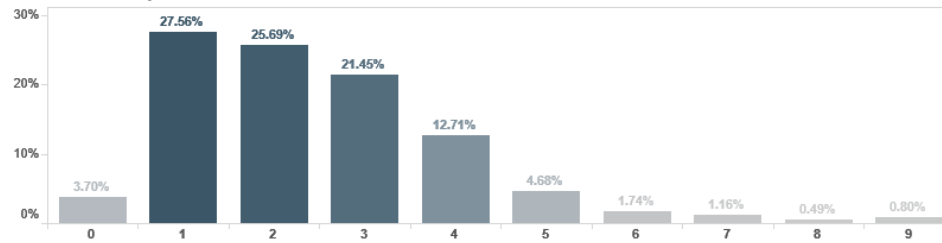
FIRST COURSE PASSED

COURS.: F



OF YEARS BEFORE GRADUATION WHEN THE COURSE WAS ATTEMPTED

0 = same academic year



Department Dashboard

College Dashboard | Dept Dashboard

FIRST MAJOR DEPT COURSE / GENED MAJOR DEPT COURSE PASSED 2014-2015 Bachelors Degree Recipients | Credit-Bearing Courses Only

Academic Year

- (All)
- 2014-2015
- 2015-2016

Major College

Social & Behavioral Science

Major Dept

Economics

Course / GenEd

- First Course
- First GenEd

Entering Type

- (All)
- First Time Freshmen
- Second Baccalaureate
- Transfer

GENDER

- (All)
- F
- M

ACT Range

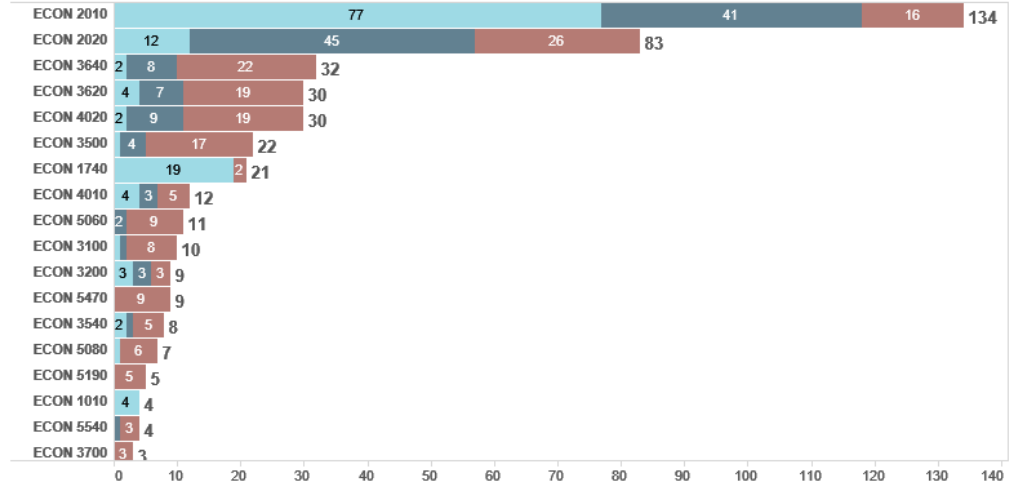
- (All)
- Null
- <22
- 22-26
- 27+

Course Category

- 3+ Courses
- 2 Courses
- 1 Course

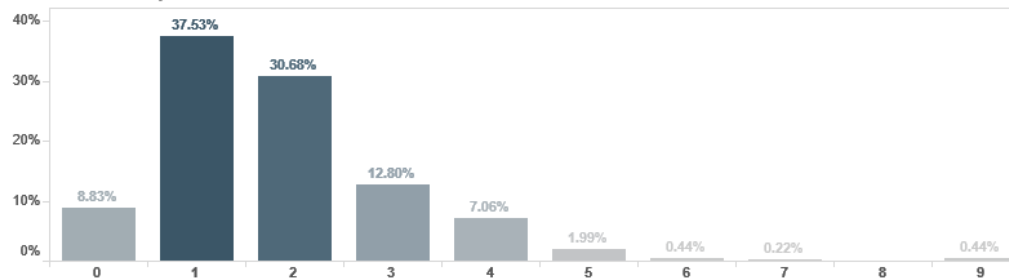
FIRST COURSE PASSED

COURS...



OF YEARS BEFORE GRADUATION WHEN THE COURSE WAS ATTEMPTED

0 = same academic year



Academic Year
2019-2020

Semester
Fall

Extract
 Census

Subject
(All)

Course Level
 (All)
 1000-1999
 2000-2999
 3000-3999
 4000-4999
 5000-5999
 6000-6999
 7000-7999

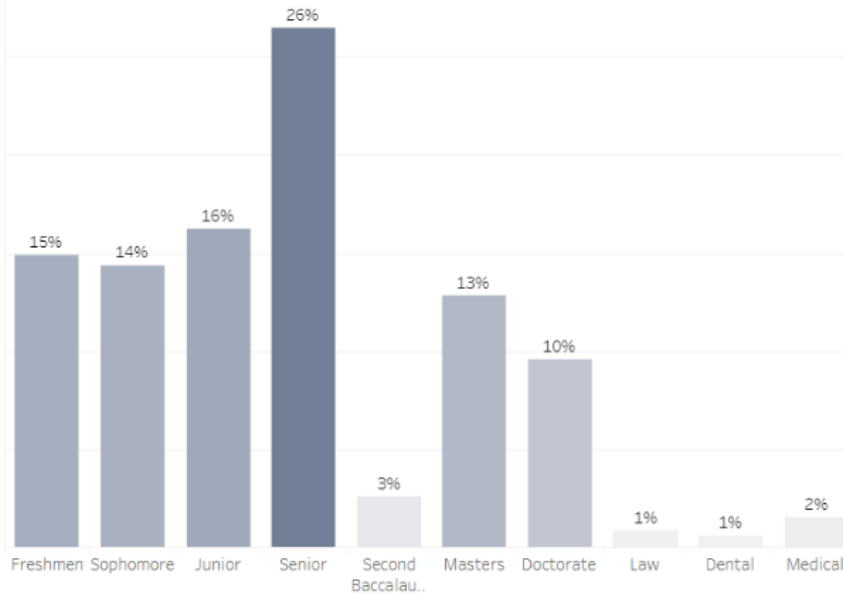
Course
(All)

Section
(All)

Credit Seeking
 (All)
 Y
 N

Campus
 (All)
 Main Campus
 Asia Campus

Distribution of Distinct Headcount by Academic Level



Top 10 Majors

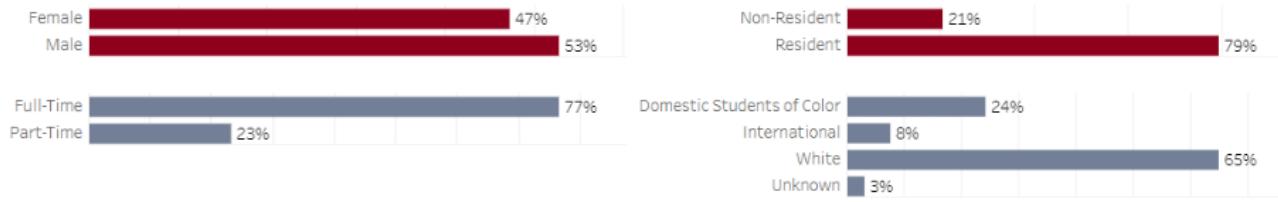
Business	1,668
Undeclared	1,535
Business Administration	1,450
Computer Science	1,433
Biology	1,253
Psychology	1,249
Nursing	995
Mechanical Engineering	935
Kinesiology	827
Communication	821

Distinct Headcount by Major Level

Pre-major	7,677
Bachelors	15,077
Intermediate	678
Masters	4,218
Doctorate	2,407
First-Professional	1,708
Non-Matriculated	1,053
Grand Total	32,818

Demographic Information

For courses with < 5 distinct headcount no demographic information will be shown.



<https://www.obia.utah.edu/data/student-data/course-enrollment-profile/>

Sharing Time

- How many plan a whole year of curriculum offerings at once?
- How does YOUR department plan?
- What are some strategies that have worked for you in building term schedules?



the nuts and bolts

Standard Time Blocks

1. Classes held on Mondays, Wednesdays, and/or Fridays

50-minute time blocks

This schedule accommodates classes that require 1 hour (1 X 50 minutes), 2 hours (2 X 50 minutes), 3 hours (3 X 50 minutes) of contact time per week.

Starting Times	7:30 am	8:35 am	9:40 am	10:45 am	11:50 am	12:55 pm	2:00 pm	3:05 pm	4:10 pm
Ending Times	8:20 am	9:25 am	10:30 am	11:35 am	12:40 pm	1:45 pm	2:50 pm	3:55 pm	5:00 pm

80-minute time blocks

This schedule accommodates classes that require 1½ hours (1 X 80 minutes) or 3 hours (2 X 80 minutes) of contact time per week.

Starting Times	8:05 am	11:50 am	1:25 pm	3:00 pm
Ending Times	9:25 am	1:10 pm	2:45 pm	4:20 pm

2. Classes held on Tuesdays and/or Thursdays

80-minute time blocks

This schedule accommodates classes that require 1½ hours (1 X 80 minutes) or 3 hours (2 X 80 minutes) of contact time per week.

Starting Times	7:30 am	9:10 am	10:45 am	12:25 pm	2:00 pm	3:40 pm
Ending Times	8:50 am	10:30 am	12:05 pm	1:45 pm	3:20 pm	5:00 pm

Standard Time Blocks

Standard Time Blocks

Monday		Tuesday		Wednesday		Thursday		Friday	
7:30am		7:30am	7:30am	7:30am		7:30am	7:30am	7:30am	
8:20am	8:05am	8:50am	8:20am	8:20am	8:05am	8:50am	8:20am	8:20am	8:05am
8:35am				8:35am				8:35am	
9:25am	9:25am	9:10am		9:25am	9:25am	9:10am		9:25am	9:25am
9:40am		9:40am		9:40am		9:40am	9:40am	9:40am	
10:30am		10:30am	10:30am	10:30am		10:30am	10:30am	10:30am	
10:45am		10:45am	10:45am	10:45am		10:45am	10:45am	10:45am	
11:35am		11:35am		11:35am		11:35am		11:35am	
11:50am	11:50am	12:05pm		11:50am	11:50am	12:05pm		11:50am	11:50am
12:40pm		12:25pm		12:40pm		12:25pm		12:40pm	
12:55pm	1:10pm	12:55pm		12:55pm	1:10pm	12:55pm	1:10pm	12:55pm	1:10pm
1:45pm	1:25pm	1:45pm	1:45pm	1:45pm	1:25pm	1:45pm	1:45pm	1:45pm	1:25pm
2:00pm		2:00pm	2:00pm	2:00pm		2:00pm	2:00pm	2:00pm	
2:50pm	2:45pm	2:50pm		2:50pm	2:45pm	2:50pm	2:45pm	2:50pm	2:45pm
3:05pm	3:00pm	3:05pm		3:05pm	3:00pm	3:05pm	3:05pm	3:05pm	3:00pm
3:55pm		3:20pm		3:55pm		3:20pm		3:55pm	
4:10pm		3:40pm	4:10pm	4:10pm		3:40pm	4:10pm	4:10pm	
5:00pm	4:20pm	5:00pm	5:00pm	5:00pm	4:20pm	5:00pm	5:00pm	5:00pm	4:20pm

Classes held on MW and/or F: 50-min time blocks: This schedule accommodates classes that require 1 hour (1 X 50 minutes), 2 hours (2 X 50 minutes), 3 hours (3 X 50 minutes) of contact time per week. 80-min time blocks: This schedule accommodates classes that require 1½ hours (1 X 80 minutes) or 3 hours (2 X 80 minutes) of contact time per week. Classes that meet for 3 or more sequential hours should begin at a MWF Standard Start Time at or after 2pm.

Classes held on T and/or Th: 80-min time blocks: This schedule accommodates classes that require 1½ hours (1 X 80 minutes) or 3 hours (2 X 80 minutes) of contact time per week. Classes that meet for 3 or more sequential hours should begin at a T/Th Standard Start Time at or after 2pm.

KEY
50 MIN (1 HR) BLOCK
80 MIN (1.5 HR) BLOCK

Custom Meeting Pattern Syntax

- Make sure you use PM, as the system will default to AM
- Do not use spaces between the days, and the times
 - TTh 9:10am-10:30am
 - MW 2p-5p
 - H 7:15p-10p

Meeting Pattern Syntax

U	Sunday	Th	Thursday
M	Monday	F	Friday
T	Tuesday	Sa	Saturday
W	Wednesday		

Example: TTh 9:10am-10:30am

HINDI 1020-001: Beginning Hindi-Urdu II (SIS ID: 6106)



Patterns ▾

HINDI 1020-001 LEC

✓ MP - 4 Cr Hr MTWF

MP - 4 Cr Hr Meets MTWTh

User Defined

Meeting Pattern Name

Add

Am I in Control?

Edit Section – ANTH 222-001: Intro to Forensic Anthropology and the "Sci... (SIS ID: 18053)

ANTH 2220-001 controls the primary scheduling configuration for this Meets section















- Only the Controlling Section can make changes to meeting patterns and instructors
- Non-credit classes are never controlling
- Controlling Sections are defined in the combined sections table in Peoplesoft and are reset each semester, alphabetically and by lowest catalog number
- You can make changes to capacity, notes, and comments even if you are not the controlling section.
- We can only change the controlling section AFTER the initial schedule build when the department link becomes available. If you need to change the controlling section please put a request in the comments.

Deleting a Section

- Only available during initial schedule build
- Please do not re-add a section you've deleted, just make changes on the original section or use a new section number
- Do not delete classes that are meets- with, as it creates orphaned records in the system

If you need to change the MEETING PATTERN or SESSION of a **section that has students enrolled**, please follow these steps: 1) Set up a NEW SECTION with a DIFFERENT SECTION NUMBER with the new class information 2) Notify students in the original section of the new offering (class rosters are permanently deleted when sections are cancelled) 3) In the original section set Schedule Print to "No", set the Status to "Stop Further Enrollment", and enter the following comment: "CANCEL: Students have been notified". If a class is combined, enter a comment with the section(s) you would like cancelled (Ex. "COMB: Cancel both MATH 101-001/1010-001").

CLSS documentation and training materials can be found at <https://utah.instructure.com/courses/449499>

HIST 1700 - American Civilization					
	001	LEC	OLDEN, DANIELLE (00901657)	TTh 9am-12pm	
	Delete	LEC	SOLOMON-Klebba, CINDY (00102...	Does Not Meet	
	091	LEC	CHRISTENSEN, JOHN (00884117)	Does Not Meet	
HIST 3910 - Special Studies					
	090	TPC	Lovell, Kera (06020440)	Does Not Meet	Experiencing Pub. Hist. <small>↔ See HIST 6910-090</small>
HIST 4990 - Senior Seminar					
	001	SEM	Cagle, Hugh (00764001)	W 2pm-5pm	Environmnt: Past, Prsnt, Ftr
HIST 5100 - Internship in History					
	001	PRA	BASSO, MATTHEW (00492365)	Does Not Meet	

Don't Delete Classes You Don't Own

- UAC- Asia campus- typically have section numbers 301,302
- Contract Classes- 030, 031
- Sandy Classes offered by Continuing Education- 070, 071
- If you are yoked with a non-credit course, indicate cancellation in the comments section
- When trying to remove a non-credit section but keep your credit side, reach out to Continuing Education

Canceling a Class

- If NO Students are enrolled and class is not combined
 - You can cancel this yourself in CLSS

recommended to use Google Chrome as your browser when entering changes into CLSS. Please refrain from using Firefox for this system.

Edit Section – HIST 1700-001: American Civilization (SIS ID: 1030)

Section Information

Title/Topic	American Civilization (Default Value)	Session	1st Half
Section #	001	Campus	Main Campus
Credit Hrs	3	Inst. Method	P
Status	Active	Schedule Print	Yes
Consent	Active	Section Type	Lecture
Grade Mode	Cancelled Section	Link To	Not linked to other sections
Meets With	Select section...		

Section Attributes *None Selected*

Course Attributes *None Assigned*

Instructor	Room	Schedule
OLDEN, DANIELLE (00901657)	SFEBB 5160B	TTh 9am-12pm

Enrollment 0 current

Maximum	Wait Cap	Rm Cap Request
40	999	40

Notes (Shown in Class Schedule) *None Assigned*

Comments (For Review by Scheduling)

Bridge Tools Cancel Save Section

Canceling a Class

- If students ARE enrolled
 - Set up a new section with a different section number and new meeting pattern information/dates
 - Notify students in the original section of the new offering BEFORE processing the cancellation request, as the class roster will be deleted upon processing
 - In the original section set Schedule Print to “No” and the Status to “Stop Further Enrollment”
 - Enter the comment on the original section- CANCEL: Students have been notified. Please don't forget to request the section actually be cancelled!

Impacts of Canceling a Class Late

- Late Cancellation Requests
 - Have to be reviewed and approved by
 - Office of the Registrar
 - Veteran Services
 - Athletic Certification
 - Income Accounting
 - Financial Aid
- Please make sure you cancel classes on time. Do not set them to Stop Further Enrollment and then forget!

Last Day for Major Changes

- Occurs before Financial Aid is posted
 - Includes Cancellations, Day/Time, Dates, or Credit Hour changes
- Spring 2020- Monday, December 30, 2019
- Summer 2020- Wednesday, May 6, 2020
- Fall 2020- Tuesday, August 18, 2020

Comment Codes

- NTPC- To add a new topic on special topics or seminar courses
- RRGGA- for a *particular* room assignment. If you just need a GA room, set General Assignment room in the dropdown and we will search for a room for you in your preferred building
- COMB- to combine a class, list the classes you want to meet together by subject, catalog, and section number
- CNLCOMB- list classes that no longer meet together
- PERM- give number of permission codes you need generated (only use AFTER publish)

<https://utah.instructure.com/courses/449499/pages/codes-for-comment-processing>

Where did my room go?

- If you choose general assignment room, you are requesting a new room and it will DROP your existing room
- If you do not need us to find you a room, please choose Room TBA

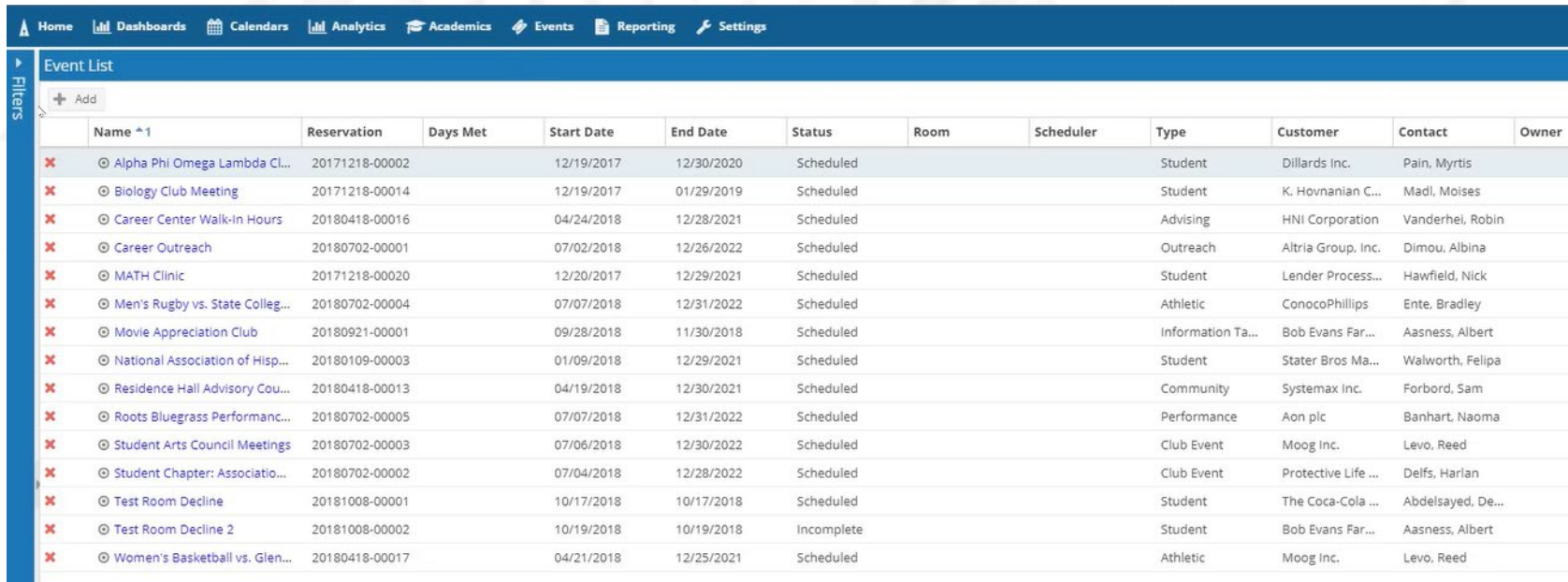
Room	Schedule
BU C 212	
<input type="text"/>	
BU C 212	
General Assignment Room	
No Meeting Pattern	
Request a Room at Sandy Site	
Request a Room at St. George Site	
Request an HSEB Room	
Room TBA (Meeting Pattern Exists, No Room Needed)	



what's trending

Astra is Moving to the Cloud

- Anticipated Go-Live of December 19th
- Updated Look and New User Interface
- Single Sign-On (SSO) will now use CIS Password



The screenshot displays the Astra software interface. At the top is a navigation bar with icons and labels for Home, Dashboards, Calendars, Analytics, Academics, Events, Reporting, and Settings. Below this is a blue header for the 'Event List' section, which includes an 'Add' button and a 'Filters' sidebar on the left. The main content is a table with 13 columns: Name, Reservation, Days Met, Start Date, End Date, Status, Room, Scheduler, Type, Customer, Contact, and Owner. The table contains 18 rows of event data, each with a red 'X' icon in the first column.

	Name ^1	Reservation	Days Met	Start Date	End Date	Status	Room	Scheduler	Type	Customer	Contact	Owner
X	Alpha Phi Omega Lambda Cl...	20171218-00002		12/19/2017	12/30/2020	Scheduled			Student	Dillards Inc.	Pain, Myrtis	
X	Biology Club Meeting	20171218-00014		12/19/2017	01/29/2019	Scheduled			Student	K. Hovnanian C...	Madl, Moises	
X	Career Center Walk-in Hours	20180418-00016		04/24/2018	12/28/2021	Scheduled			Advising	HNI Corporation	Vanderhei, Robin	
X	Career Outreach	20180702-00001		07/02/2018	12/26/2022	Scheduled			Outreach	Altria Group, Inc.	Dimou, Albina	
X	MATH Clinic	20171218-00020		12/20/2017	12/29/2021	Scheduled			Student	Lender Process...	Hawfield, Nick	
X	Men's Rugby vs. State Colleg...	20180702-00004		07/07/2018	12/31/2022	Scheduled			Athletic	ConocoPhillips	Ente, Bradley	
X	Movie Appreciation Club	20180921-00001		09/28/2018	11/30/2018	Scheduled			Information Ta...	Bob Evans Far...	Aasness, Albert	
X	National Association of Hisp...	20180109-00003		01/09/2018	12/29/2021	Scheduled			Student	Stater Bros Ma...	Walworth, Felipa	
X	Residence Hall Advisory Cou...	20180418-00013		04/19/2018	12/30/2021	Scheduled			Community	Systemax Inc.	Forbord, Sam	
X	Roots Bluegrass Performanc...	20180702-00005		07/07/2018	12/31/2022	Scheduled			Performance	Aon plc	Banhart, Naoma	
X	Student Arts Council Meetings	20180702-00003		07/06/2018	12/30/2022	Scheduled			Club Event	Moog Inc.	Levo, Reed	
X	Student Chapter: Associati...	20180702-00002		07/04/2018	12/28/2022	Scheduled			Club Event	Protective Life ...	Delfs, Harlan	
X	Test Room Decline	20181008-00001		10/17/2018	10/17/2018	Scheduled			Student	The Coca-Cola ...	Abdelsayed, De...	
X	Test Room Decline 2	20181008-00002		10/19/2018	10/19/2018	Incomplete			Student	Bob Evans Far...	Aasness, Albert	
X	Women's Basketball vs. Glen...	20180418-00017		04/21/2018	12/25/2021	Scheduled			Athletic	Moog Inc.	Levo, Reed	

Request Banner Poles through Astra

ASTRA SCHEDULE

HOME CALENDARS **EVENTS**

Event Request

Editing...

Event Request - Banner Pole Request

RESTRICTIONS

- Reservations are made in a week-long block, Saturday - Friday
- A maximum of 3 banner sites can be reserved per event for up to 2 week-long blocks. Reservations are made for a maximum of 2 weeks to allow opportunity for other groups to utilize banner poles.
- Contact phone number must be placed on the back of the signage along with the expiration date
- Requestor must check periodically to ensure all ties are strong
- Banners must be removed by 5:00pm on the last day of the reservation period. Please remove all ties when removing banners.
- The requestor will receive an email confirmation detailing exact poles and dates reserved

Event Information

Contact Name:*

Contact Email:*

Contact Phone:*

Event Title:*

Event Meetings

Meeting Name*: Max Attendance:

Meeting Type*: Requires Room

Description:

Meeting Recurrence

Meetings

<input type="checkbox"/>	Name	Start Date	Start Time	End Time	End Date	Room	Resources
--------------------------	------	------------	------------	----------	----------	------	-----------

Department Neighborhoods and Campus Safety

- Classes after dark are centralized, along with parking options and services



Be on the safe side
request a SafeRide

- Five “Neighborhoods”

- Business Loop
- University Street
- Marriott Library
- Gardner Commons
- Health Sciences



- Labs and Studios

- May be held outside of defined neighborhoods

State Requirements for Utilization

Utah System of Higher Education

Regent Utilization Standards (Policy R751)

Room Utilization Rate (RUR) – how many hours a room is scheduled for use

Station Occupancy Rate (SOR) – the percent of stations/seats that are occupied when compared to the total capacity

	Room Utilization (RUR)	Seat Occupancy (SOR)
Classroom	33.75* hours per week	66.7% seat occupancy
Teaching Lab	24.75** hours per week	80% station occupancy

*75% scheduling of classrooms during a 45-hour week

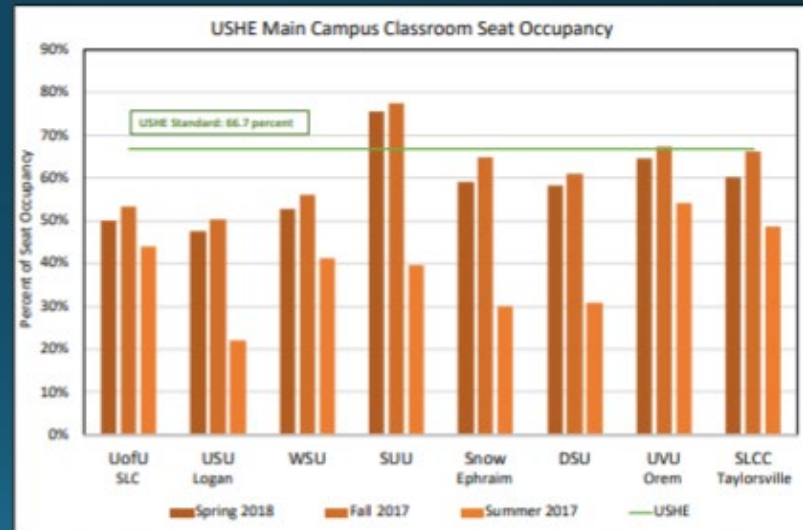
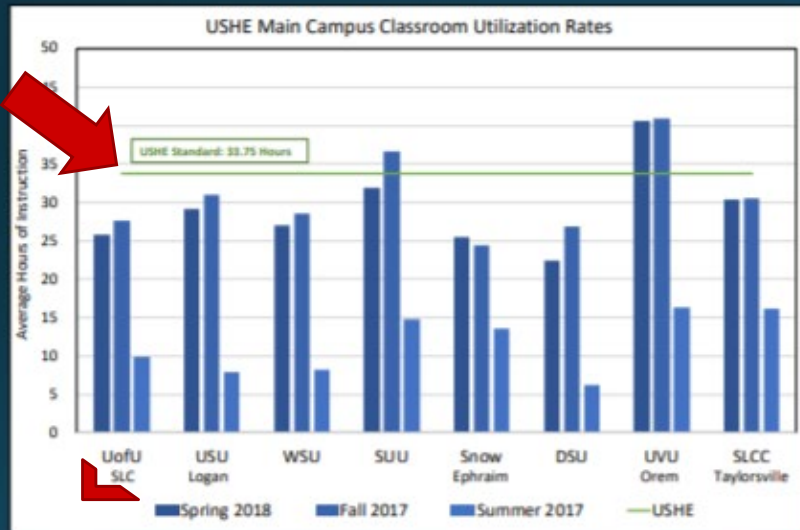
** 50% scheduling of labs during a 45-hour week

Source- <https://le.utah.gov/interim/2019/pdf/00001363.pdf>

State Requirements for Utilization

Utah System of Higher Education

USHE 2017-18 Main Campus Classroom Utilization



Source - <https://le.utah.gov/interim/2019/pdf/00001363.pdf>

Is the Schedule Accurate?

- If you are moving a class- please tell us!
 - Emergency Planning and Notifications
 - Utilization Statistics
 - Someone may need the space that you are listed in “on the books”
- Don’t “squat” in a space that isn’t actually scheduled
- Except for Hybrids, location should reflect where class is, rather than just a note. Be careful with use of TBA code.
- Fall 2019 we had 23,000 hours of classes that DID NOT list a location in PeopleSoft, which affects utilization

Small Classes and Utilization

- Extremely small classes should meet in department conference space or faculty offices
- Scheduling has a small inventory of small classrooms
- 14, 18 and 22 capacity
- Classes not generally placed into rooms if they do not meet 66.7% of the classroom capacity
- Some rollover classes don't meet the minimums

Kahlert Village

- Additional 992 students will be LIVING on campus beginning Fall 2020, Health & Wellness, Technology Initiatives Community Engagement, and First-Year Honors Communities
- Students will be here to take Friday classes!!!





Questions??

what is on your mind?

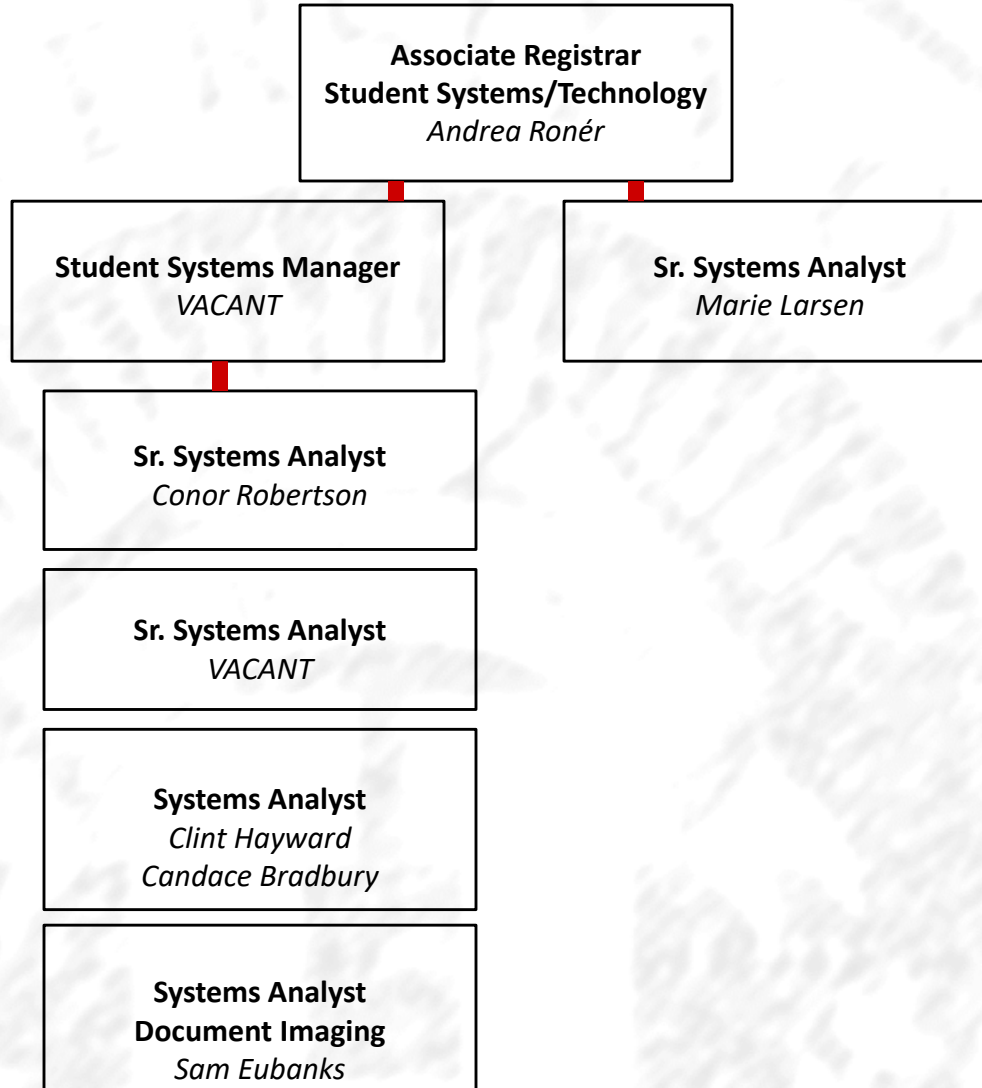


Systems, Technology, Progress and Future

Timothy Ebner, University Registrar

Andrea Ronér, Associate Registrar

Student Systems & Technology Area Updates



Meeting Request Form

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

Contact Information

*Indicates a required input.

* Organizing Department/College

* Meeting Organizer's First Name

* Meeting Organizer's Last Name

* Meeting Organizer's Phone Number (e.g. xxx-xxx-xxxx)

* Meeting Organizer's Email Address

Meeting Information

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

Please check any topics that apply

- Athletic Eligibility
- Class and Event Scheduling
- Degree Audit, Transferology, or Transfer Evaluation System (TES)
- Graduation
- Registration and Records
- Student Systems and Technology
- Transcripts and Verifications
- Veteran Services

Please include any additional information related to this meeting request

Requisites – Computer Enforced

- 90 (out of 261)
- Transfer students – transfer work is looked at during the student's admitted term (email communication sent)
- Interested in enforcing or don't know what subject codes do visit Student Systems > Requisite Information
- If you do enforce, all requisite changes are submitted to Student Systems area NOT through Kuali

Schedule Builder

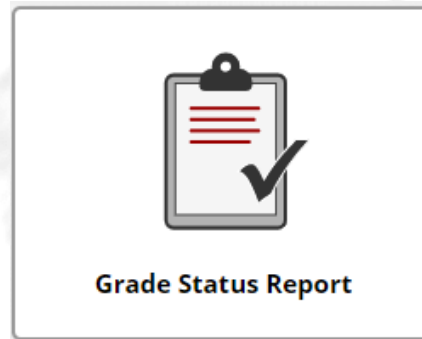


Course Status	Open & Full	Change	Term	Spring 2020 (Undergraduate Semester)	Change
Campuses	1 of 2 Selected	Change	Instruction Modes	All Instruction Modes Selected	Change
Sessions	All Sessions Selected	Change	Locations	All Locations Selected	Change
Academic Groups	All Academic Groups Selected	Change	Academic Careers	All Academic Careers Selected	Change

- Filters have an impact of what classes are shown when adding classes to schedule builder. Defaults to Open Only for course status for all students. If they want to see full, they need to update that filter. Or if they narrowed their filters prior, they may need to adjust.

Grade Status Report - Updated

- NO Security Needed – any employee/staff can view

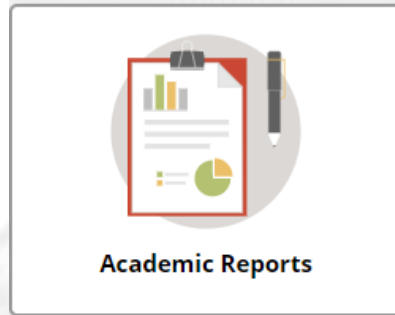


- Separated by Campus (Main and Asia – soon Online Campus)
- Added class session to the view
- Summary Section at the end for any search (Instructor, Department/Subject, College or All classes for a term)

Summary

Category	Status	% (#)	Status	% (#)	Status	% (#)
Classes	Posted	5.80% (36)	Saved	1.61% (10)	Not Started	92.59% (575)
Students	Posted	4.13% (443)	Saved	1.02% (109)	Not Started	94.85% (10175)

Academic Reports - Updated



- Separated by Campus (Main and Asia – soon Online Campus)
 - Asia Report – ability to filter to who is at that campus, main campus or transitioning status
- Embedded Navigation - to be able to navigate back to choose a campus or menu of reports or the selection criteria page for a report
- Search by College option – added the ability for the Honors College to pull all of the Honors majors so these reports can be a better resource
- Filter by emphases or tracks
- Graduation Candidates by Major – if you have security to your certificate codes, you can view certificates that have been awarded for the terms available to search
- Undergraduate GPA Rankings – show the student’s emphasis or track in the view
- Combined the Student Grades/Academic Summary and Student Schedule links into one called View Student Reports (Grades/Schedules/Academic Summary)

Security Forms - Updated

Security Forms

Student Records & Class Security Forms

The FERPA Review must be completed prior to filling out any of the following security forms. Please click on the FERPA Review link below to complete the review and access the forms at the end.

[FERPA Review](#)

- [Student Records Authorization](#) - use this form to request initial access to student records (e.g. Class Rolls, Picture Class Rosters, Manage Class Links, Class Demand Report, MARS, and Academic Reports) and PeopleSoft.
- [My Degree Dashboard Security Authorization](#) - 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 Authorization form and indicate DARSVIEW under the Operator Classes Associated with Student Information section. Access to the planning system is tied to the ADVSRVW and MANDADV operator classes.
- [E-Grading Security Authorization](#) - Use this form for employees who need to view, save, or post grades for several instructors within a college or department

Add/Change or Delete Student Records & Class Security

- [Student Records Authorization - Change](#) - use this form to request a change or addition to your access to student records and PeopleSoft.
- [Security Access Deletion](#) - Use this form to delete security access

Student Directory

- Now required to login (national standard)

Campus Directory

I am searching for...

Advanced Search

GO

Employee Department/Organization Student

You must [log in](#) to see student information.

Portal (cis.utah.edu)

- December 28th, received email from UIT/USS and in @TheU
- Students will still access the Student Homepage, however they will land in this new portal and click over to the Student Homepage to still access registration, tasks, tuition, financial aid, audit, etc.

2019-2020 Projects

- Online Only Program Development (Online Campus)
 - Go-Live Fall 2020
- Ad-Astra Upgrade to the Cloud
- Summer Bridge Program Development
- CR/NC Grading Project
- Leapfrog/Courseleaf Upgrade to Delivered Bridge Technology
- Gideon Taylor Online Forms Development
- On-going Maintenance/Updates to Oracle PeopleSoft Campus Solutions
- USHE Prior Learning Initiative
- USHE AcademyOne Initiative

Approved All Online Programs

- Economics BS
- Family, Community, & Human Development BS
- Psychology BS
- Sociology BS
- Social Work BSW
- Nursing BS (Track RN-BS)
- Parks, Rec. & Tourism BS (Emphasis Sustainable Tourism & Hospitality Management)

All Online Programs – Online Campus

- Additions to Student Program/Plan
- Academic Reports
- Grade Status Report
- Updates to Change Major/Minor
- Student Data Warehouse
- Class Schedule (add Online and additions to the others)
- Enrollment Modifications – Online Campus students will not be able to enroll in Main Campus classes and vice versa. There will be Online/Main Campus sections and Online/Online Campus sections.
- Website with tuition, student benefits, qualifications, etc. coming soon from the Online Mar/Comm Committee

Projects to be Scoped and Prioritized

- E-Grading Rewrite
- 3rd Repeat Process
- NSC Reverse Transfer Submission
 - Currently, manually doing this with SLCC
- NSC Passport Tracking File
- Attributes Reconfigured (Requirement Designations also in Class Attributes for Schedule Builder/CLSS, etc.)
- Math 980 moved to Undergraduate Career
- Campus Mobile Development
- Continuing Ed Registration System

Projects to be Scoped and Prioritized

- College Source Batch Audit Software
- Rewrite of Compliance Assistance feeds (NCAA)
- Online Certificate Application for Graduation/Declaring Certificates – Gainful Employment
- MD/PhD (Dual programs not within the same career)
Rewrite of Discontinue Process
- Certificate Programs for Continuing Education
- Self Service Enhancements of Student Identity

Questions

New portion of the Summit called Ask the Experts (South Room) at 12PM today, so if you need to dive further into a topic please stop into that session.

Timothy Ebner

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Andrea Ronér

Associate Registrar, Student Systems & Technology

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