One U Power of Collaboration
Registrar’s Office Summit IX
2019

(Transfer) Collaboration + (Transfer) Articulation = (Transfer) Power
Emily Johnson
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
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
• 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
### TES – Tips & Tricks (Tip #1)

**See Common Numbers!**

<table>
<thead>
<tr>
<th>INSTITUTION</th>
<th>SEND COURSE(S)</th>
<th>PROPOSED COURSE(S)</th>
<th>LAST ACTION NOTES</th>
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<td>Director will need to see a copy of the syllabus before deciding if it qualifies as intro.</td>
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Review an individual evaluation
Now back at our prior list

Sort by any header
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
TES – Tips & Tricks (Tip #3)

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

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<td>7/1/2019 3:14:01 PM</td>
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<td>7/1/2019 2:52:11 PM</td>
</tr>
<tr>
<td>7/1/2019 2:51:56 PM</td>
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Close: Rule in u.achieve
Approve:
Approve: ENGL 1010 and WRTG 1010 are considered equivalent courses.
Add equivalent course: WRTG1010
Request initiated. Assigned to Christina Toth

• Questions or clarifications about these courses

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<td>9/26/2019 10:18:45 AM</td>
</tr>
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<td>9/25/2019 11:02:05 AM</td>
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</table>

Deny: No equivalent course. This course is designed for Turf Mgmt Majors, not Yard Care.
Re-Assign to: Sally Sidewalk - Sally, David Grass
Mgmt, and I was wondering if it would transfer as YARD 1350? Thanks, -Stephanie
Approve: This course will count in place of YARD 1350 in Turf Mgmt.
Add equivalent course: NO EQUIVALENT
Request initiated. Assigned to David Grass
TES – Tips & Tricks (Tip #4)

- Research articulations in Transferology
Important Transfer Happenings

• TES Evaluation Deadline is Monday December 2\textsuperscript{nd}!

• 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 15\textsuperscript{th} 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
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?
- Bachors 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

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, SL)

Do you want to view how courses from another school might apply to this program?
- No  Yes
TransferologyLab Audits

- Audit clears the appropriate requirements with the credential

**GENERAL EDUCATION REQUIREMENTS**

- **AMERICAN INSTITUTIONS (AI)**
  - Completed
  - FA15 HIST 1700
  - 3.0 C
  - American Civilization
  - WSU: HIST 1700

- **WRITING REQUIREMENT (WR2)**
  - Completed with Interstate Passport

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

- **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

- **FINE ARTS IE AREA (FF)**
  - COMPLETED WITH ASSOCIATE DEGREE

**PRESENTED COURSES REQUIREMENTS**

- **COMPLETE TWO PRE-MAJOR 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

- **INTERMEDIATE PSYCHOLOGY COURSE REQUIREMENT**
  - COMPLETE TWO REQUIRED MAJOR COURSES
  - NEEDS: 2 COURSES
  - SELECT FROM: PSY 3000, 3010

- **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, 3460

  - **CHOOSE 1 FROM THE CLINICAL CORE:**
    - NEEDS: 1 COURSE
    - SELECT FROM: PSY 2300-PSY2300*,
Transferology – Transfer Equivalencies

- Advisors can now view Current and Future Terms Only

Transfer Equivalencies

- 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

![Transferology Lab](image)

**Transfer Equivalencies**

- **Salt Lake Community College** since June 1997
  - **ACCT 2010***(Starting 2013 August) and ACCT 2020*** (Starting 2013 August)
    - **Note:** ACCT 2010 & 2020 combined are equivalent to ACCT 2600
    - **→** ACCTG2600!!

- **ACCT 2600***(Starting 2016 May)
  - **→** ACCTG2600!!
Transferology - Misses

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

---

**University Of Utah**

Courses from:
Utah Valley University

Additional Courses Required

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 webpage](image-url)
Transferology – Replacement Courses

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

- Replacement courses also have links to course descriptions
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  Taylor Adams  Stephanie Fausett
801-581-3737  801-585-1735  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 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/
One U Power of Collaboration
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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 2\textsuperscript{nd} year, must have 24 total credits
  • Start of 3\textsuperscript{rd} year 40\% of degree completed
  • Start of 4\textsuperscript{th} year 60\% of degree completed
  • Start of 5\textsuperscript{th} year 80\% of degree completed
  • Graduate at the end of the 5\textsuperscript{th} year

• Must declare degree program prior to third year
  (i.e. 5\textsuperscript{th} 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.
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

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<tbody>
<tr>
<td>Summer 2018</td>
<td>939</td>
<td>34</td>
<td>141</td>
<td>86.07 %</td>
</tr>
<tr>
<td>Fall 2018</td>
<td>1293</td>
<td>62</td>
<td>88</td>
<td>90.61 %</td>
</tr>
<tr>
<td>Spring 2019</td>
<td>3051</td>
<td>81</td>
<td>176</td>
<td>92.62 %</td>
</tr>
<tr>
<td>Summer 2019</td>
<td>825</td>
<td>10</td>
<td>160</td>
<td>82.34 %</td>
</tr>
<tr>
<td>Total</td>
<td>6108</td>
<td>187</td>
<td>565</td>
<td>87.91 %</td>
</tr>
</tbody>
</table>

## GPA Honors

<table>
<thead>
<tr>
<th>GPA Honors</th>
<th>Cum Laude</th>
<th>Magna</th>
<th>Summa</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2018</td>
<td>30</td>
<td>21</td>
<td>9</td>
</tr>
<tr>
<td>Fall 2018</td>
<td>51</td>
<td>41</td>
<td>14</td>
</tr>
<tr>
<td>Spring 2019</td>
<td>173</td>
<td>132</td>
<td>74</td>
</tr>
<tr>
<td>Summer 2019</td>
<td>31</td>
<td>16</td>
<td>6</td>
</tr>
<tr>
<td>Total</td>
<td>285</td>
<td>194</td>
<td>103</td>
</tr>
</tbody>
</table>
### A Look at the Numbers

#### Graduate Students

<table>
<thead>
<tr>
<th>Term</th>
<th>Degree</th>
<th>Certificates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Graduate</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer 2018</td>
<td>654</td>
<td>28</td>
</tr>
<tr>
<td>Fall 2018</td>
<td>580</td>
<td>42</td>
</tr>
<tr>
<td>Spring 2019</td>
<td>1586</td>
<td>173</td>
</tr>
<tr>
<td>Summer 2019</td>
<td>645</td>
<td>35</td>
</tr>
<tr>
<td><strong>Dentistry</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer 2018</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fall 2018</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Spring 2019</td>
<td>27</td>
<td>0</td>
</tr>
<tr>
<td>Summer 2019</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Law</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer 2018</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Fall 2018</td>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>Spring 2019</td>
<td>77</td>
<td>19</td>
</tr>
<tr>
<td>Summer 2019</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td><strong>Medicine</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer 2018</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Fall 2018</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Spring 2019</td>
<td>113</td>
<td>0</td>
</tr>
<tr>
<td>Summer 2019</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>3702</td>
<td>302</td>
</tr>
</tbody>
</table>

#### Totals

<table>
<thead>
<tr>
<th>Grand Totals</th>
<th>Degrees</th>
<th>Certificates</th>
<th>GPA Honors</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9810</td>
<td>489</td>
<td>582</td>
</tr>
</tbody>
</table>
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 Timeline: Applying (Undergraduates)

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

Late Applications & Reapplications ($25 fee)

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

Late Applications AFTER initial evaluation ($25 fee)
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
Graduation Timeline: Evaluations

Undergraduate Students:

- Application Submission
- Initial Evaluation
- Final Evaluation
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?**

<table>
<thead>
<tr>
<th>After Initial Evaluation</th>
<th>After Final Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>• On Track EQ (Early Qualifiers)</td>
<td>• Awarded</td>
</tr>
<tr>
<td>• On Track</td>
<td>• Denied</td>
</tr>
<tr>
<td>• Contact Advisor</td>
<td>• Denied – Reapplication</td>
</tr>
</tbody>
</table>

*Students are emailed to umail 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

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

- Taken at another institution and at the University of Utah
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
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.
### Residency Requirement: Exceptions

<table>
<thead>
<tr>
<th>Study Abroad</th>
<th>Excessive Transfer Hours</th>
<th>Involuntary Change of Residence</th>
</tr>
</thead>
</table>
| • 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. | • Students transferring in more than 10 hours of work.  
• The hours cannot be needed to fulfill graduation requirements. | • 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.

*Forms can be found on the Office of the Registrar website > Students > Forms > Listed under Graduation Heading*
Petition for Graduate Credit

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

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

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

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

<table>
<thead>
<tr>
<th>ALL GRADUATE U OF U COURSES</th>
<th>HOURS EARNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA16 ME EN6250</td>
<td>3.0 IP</td>
</tr>
<tr>
<td>SP16 ME EN6520</td>
<td>3.0 A</td>
</tr>
<tr>
<td>SP16 ME EN6960</td>
<td>3.0 B</td>
</tr>
<tr>
<td>SP16 ME EN6975</td>
<td>3.0 CR &gt;R</td>
</tr>
<tr>
<td>FA16 ME EN6975</td>
<td>3.0 IP &gt;R</td>
</tr>
<tr>
<td>FA16 ME EN7500</td>
<td>3.0 IP</td>
</tr>
</tbody>
</table>

These courses cannot be used for Undergraduate General Education or Bachelor Degree Requirements.
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

- Undergraduate students must complete at least 122 total credits in order to graduate.
Transcripts and Verification
Clint Ereksen
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.
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
Admitted students continue to register.

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

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

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

Week One
Permission codes are required to add regular session classes. Green Late Add forms are required to add 1st half classes.

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

Week Three

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

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

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

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.
<table>
<thead>
<tr>
<th>Fee Match Period</th>
<th>Census</th>
<th>Drop for Non-Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Extends from Census until Drop for Non-Payment.</td>
<td>• After census a Yellow Late Add form is required for any initial registrations of regular or 1st half classes.</td>
<td>• 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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Classes can be held for financial aid, and because of certain student groups.</td>
</tr>
</tbody>
</table>
There are three possible situations that occur during this period and each follows a different procedure:

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

<table>
<thead>
<tr>
<th>Registered?</th>
<th>Drop for Non-Payment?</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Situation One</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

In Situation One a student is registered for at least one 1\textsuperscript{st} 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

<table>
<thead>
<tr>
<th>Registered?</th>
<th>Drop for Non-Payment?</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
<td>YES</td>
<td>Friday after Census</td>
</tr>
</tbody>
</table>

In Situation Two a student is registered for at least one 1\textsuperscript{st} 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.
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.

### Fee Match Period

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

Yellow Late Add forms are required to add all regular and 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.

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.

After Fee Match
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 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 

- 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

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.
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)
Petitions for Consideration of Policy
Zak Pendleton
The University of Utah
Petition for Consideration of Exception to Policy
Office of the Registrar • 201 S 3460 E RM 250 N • Salt Lake City UT 84112 • 801-581-5808 • 801-585-7860 tax
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.

<table>
<thead>
<tr>
<th>Student ID:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>College:</td>
<td></td>
</tr>
<tr>
<td>Major:</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Mailing Address:</td>
<td></td>
</tr>
<tr>
<td>F1 or J1 Visa:</td>
<td>Yes</td>
</tr>
<tr>
<td>If yes:</td>
<td>International Student &amp; Scholar Services Official Date</td>
</tr>
</tbody>
</table>

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

- [ ] Withdraw from class(es) for a past term
- [ ] Add class(es) for a past term
- [ ] Change credit hours for a past term
- [ ] Section change for a past term
- [ ] Change a cross-listed course for a past term
- [ ] Elect or Revoke CR/NC Option

List classes included in your request:

<table>
<thead>
<tr>
<th>Term/Year</th>
<th>Subject</th>
<th>Catalog Number</th>
<th>Section Number</th>
<th>Credit Hours</th>
<th>Last Day of Attendance</th>
<th>Withdrawal Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

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 ____________

Registrar’s Office Use Only
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
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
- Statement
- Support

Decision
It’s a Balancing Act

Integrity of the Record

Accuracy
Policy
Equity

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

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

- 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

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.
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

<table>
<thead>
<tr>
<th>Survey</th>
<th>Emails</th>
<th>Post Cards</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>3,000 sent survey</td>
<td>90 LOA</td>
<td>90 LOA</td>
<td>1,663</td>
</tr>
<tr>
<td>214 completed</td>
<td>3,320 w/ holds</td>
<td>4648 unenrolled</td>
<td>555 contacted</td>
</tr>
<tr>
<td>142 completed drop survey</td>
<td>7,560 reminder</td>
<td></td>
<td>732 voicemail</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>242 no contact</td>
</tr>
</tbody>
</table>
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?
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
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?
A school official is defined as someone

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

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

• A FERPA-related college education record begins for a student when he or she enrolls in a higher education institution and attends their first class, regardless of the student’s age.
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 College and Departmental/College Advisers permission to release information maintained by the Academic Advising Offices about my educational record information to myself and any individual(s) listed below with the appropriate PIN.

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

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

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

**PIN: SECRETPIN**

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

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

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

The written consent must:

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

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

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

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

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

- **School Officials** determined by the institution to have a *legitimate educational interest*
- Disclosure of directory information (provided the student has not placed a restriction)
- Disclosure to accrediting organizations, DOE, State Education Authorities, etc.
- Disclosure to another institution where the student seeks to enroll or is enrolled
- Disclosure in connection with the receipt of financial aid
- In compliance with a judicial order or a lawfully issued subpoena (provided that the institution first make a reasonable attempt to notify the student)
- Disclosure for a health/safety emergency
LETTERS OF RECOMMENDATION
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 students 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.
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](http://registrar.utah.edu/faculty.php)
- Contact Us:
  - registrar@utah.edu or 801-581-5808
Scheduling – Fitting the Pieces Together
Liz Johnson
Ask The Experts
12:00-12:40, after concluding remarks and prizes
Who’s In the Audience Today?

- Schedulers
- Advisors
- Department Chairs
- Service Departments
- Others?
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
### HIST 1700 - American Civilization

<table>
<thead>
<tr>
<th>Section</th>
<th>Type</th>
<th>Instructor</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>LEC</td>
<td>OLDEN, DANIELLE</td>
<td>TTh</td>
<td>9am-12pm</td>
</tr>
<tr>
<td>030</td>
<td>LEC</td>
<td>SOLOMON-Klebba, CINDY</td>
<td>Does Not Meet</td>
<td></td>
</tr>
<tr>
<td>091</td>
<td>LEC</td>
<td>CHRISTENSEN, JOHN</td>
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### MATH 1050 - College Algebra

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<th>Days</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
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<td>LEC</td>
<td>Staff</td>
<td>MTWTh</td>
<td>12:30pm-2:45pm</td>
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<tr>
<td>003</td>
<td>LEC</td>
<td>Staff</td>
<td>MTWTh</td>
<td>10am-12:15pm</td>
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<tr>
<td>030</td>
<td>LEC</td>
<td>VANOPSTALL, MICHAEL</td>
<td>MTWTh</td>
<td>2pm-4pm</td>
</tr>
<tr>
<td>070</td>
<td>LEC</td>
<td>NORDSTROM, JOHN</td>
<td>MW</td>
<td>6:15pm-8:30pm</td>
</tr>
<tr>
<td>090</td>
<td>LEC</td>
<td>Staff</td>
<td>Does Not Meet</td>
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</tr>
</tbody>
</table>

### MATH 1210 - Calculus I

<table>
<thead>
<tr>
<th>Section</th>
<th>Type</th>
<th>Instructor</th>
<th>Days</th>
<th>Time</th>
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<tbody>
<tr>
<td>001</td>
<td>LEC</td>
<td>Staff</td>
<td>MTWThF</td>
<td>7:30am-8:30am</td>
</tr>
<tr>
<td>002</td>
<td>LEC</td>
<td>Staff</td>
<td>MTWThF</td>
<td>12pm-1:30pm</td>
</tr>
<tr>
<td>003</td>
<td>LEC</td>
<td>Staff</td>
<td>MTWThF</td>
<td>9:30am-1:30pm</td>
</tr>
<tr>
<td>090</td>
<td>LEC</td>
<td>Staff</td>
<td>Does Not Meet</td>
<td></td>
</tr>
</tbody>
</table>

*Also MATH 105-003*

*Also MATH 105-070*

*Also MATH 121-001*

*Also MATH 121-002*

*Also MATH 121-003*

*Also MATH 121-090*
Hover to Find Information
Heat Map

- 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 IX
• Click Apply

• Results can be exported to excel for further review
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

Number of Gen Ed courses attempted during year 1
Click on one to view top courses

<table>
<thead>
<tr>
<th>Number of Courses</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;=3</td>
<td>1,273</td>
</tr>
<tr>
<td>4 - 6</td>
<td>2,405</td>
</tr>
<tr>
<td>7+</td>
<td>1,521</td>
</tr>
</tbody>
</table>

Total: 5,199

Top Courses Sheet

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

### Students Also Took.....
Includes all Gen Ed courses taken during students’ first year

<table>
<thead>
<tr>
<th>Select a Year</th>
<th>Select a Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-2017</td>
<td>BIOL 1210</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Students who took</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1210</td>
<td>948</td>
</tr>
<tr>
<td>WRTG 2010</td>
<td>471</td>
</tr>
<tr>
<td>MATH 1550</td>
<td>339</td>
</tr>
<tr>
<td>MUSC 2100</td>
<td>243</td>
</tr>
<tr>
<td>CHEM 1210</td>
<td>239</td>
</tr>
<tr>
<td>HIST 1700</td>
<td>166</td>
</tr>
<tr>
<td>PSY 1010</td>
<td>156</td>
</tr>
<tr>
<td>CHEM 1110</td>
<td>128</td>
</tr>
<tr>
<td>WRTG 1010</td>
<td>123</td>
</tr>
<tr>
<td>LEAP 1100</td>
<td>109</td>
</tr>
<tr>
<td>MATH 1070</td>
<td>106</td>
</tr>
<tr>
<td>CHEM 1220</td>
<td>102</td>
</tr>
<tr>
<td>MATH 1210</td>
<td>97</td>
</tr>
<tr>
<td>NUTR 1020</td>
<td>91</td>
</tr>
<tr>
<td>MATH 1060</td>
<td>84</td>
</tr>
<tr>
<td>POLS 1100</td>
<td>84</td>
</tr>
<tr>
<td>MATH 1080</td>
<td>77</td>
</tr>
<tr>
<td>MATH 1220</td>
<td>70</td>
</tr>
<tr>
<td>HONOR 2211</td>
<td>64</td>
</tr>
<tr>
<td>CL CV 1550</td>
<td>60</td>
</tr>
<tr>
<td>SOC 1010</td>
<td>59</td>
</tr>
<tr>
<td>CHEM 1120</td>
<td>57</td>
</tr>
<tr>
<td>ECON 1740</td>
<td>57</td>
</tr>
<tr>
<td>ART 2060</td>
<td>54</td>
</tr>
</tbody>
</table>

[Link to Tableau dashboard](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

https://tableau.dashboard.utah.edu/t/idmv/views/FirstCourseGenEdDashboard/DeptDashboard?iframeSizedToWindow=true&:embed=y&:showAppBanner=false&:display_count=no&:showVizHome=no&:origin=viz_share_link
# Department Dashboard

## First Major Dept Course / GenEd Major Dept Course Passed

### 2014-2015 Bachelor's Degree Recipients | Credit-Bearing Courses Only

### Academic Year
- (All)
- 2014-2015
- 2015-2016

### Major College
- Social & Behavioral Science

### Major Dept
- Economics

### Course / GenEd
- 1st Course
- 1st GenEd

### Enrolling 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

### # of Years Before Graduation When the Course Was Attempted

0 = same academic year

https://tableau.dashboard.utah.edu/t/idmv/views/FirstCourseGenEdDashboard/DeptDashboard?iframeSizedToWindow=true&:embed=y&:showAppBanner=false&:display_count=no&:showVizHome=no&:origin=viz_share_link
Distribution of Distinct Headcount by Academic Level

Top 10 Majors

- Business: 1,668
- Undeclared: 1,555
- 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

- Female: 47%
- Male: 53%
- Full-Time: 77%
- Part-Time: 22%
- Domestic Students of Color: 24%
- International: 8%
- White: 65%
- Unknown: 3%

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.

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

80-minute time blocks

This schedule accommodates classes that require 1\(\frac{1}{2}\) hours (1 x 80 minutes) or 3 hours (2 x 80 minutes) of contact time per week.

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

2. Classes held on Tuesdays and/or Thursdays

80-minute time blocks

This schedule accommodates classes that require 1\(\frac{1}{2}\) hours (1 x 80 minutes) or 3 hours (2 x 80 minutes) of contact time per week.

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

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), 1.5 hours (1 x 75 minutes), and 3 hours (3 x 50 minutes) of contact time per week. Classes that meet for 3 or more sequential hours should begin at the MNPS Standard Start Time or at 2pm.

Classes held on T and/or Th: 80-min time blocks. This schedule accommodates classes that require 1.5 hours (1.5 x 50 minutes), 3 hours (2 x 50 minutes), and 4.5 hours (3 x 50 minutes) of contact time per week. Classes that meet for 3 or more sequential hours should begin at the MNPS Standard Start Time or at 2pm.
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
Am I in Control?

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://urah.instructure.com/courses/449499
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
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
- RRGA- 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.
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
Request Banner Poles through Astra
Department Neighborhoods and Campus Safety

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

- 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

Regent Utilization Standards (Policy R751)

<table>
<thead>
<tr>
<th></th>
<th>Room Utilization (RUR)</th>
<th>Seat Occupancy (SOR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom</td>
<td>33.75* hours per week</td>
<td>66.7% seat occupancy</td>
</tr>
<tr>
<td>Teaching Lab</td>
<td>24.75** hours per week</td>
<td>80% station occupancy</td>
</tr>
</tbody>
</table>

*75% scheduling of classrooms during a 45-hour week  
** 50% scheduling of labs during a 45-hour week

State Requirements for Utilization

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

Associate Registrar
Student Systems/Technology
Andrea Ronér

Student Systems Manager
VACANT

Sr. Systems Analyst
Conor Robertson

Sr. Systems Analyst
VACANT

Systems Analyst
Clint Hayward
Candace Bradbury

Systems Analyst
Document Imaging
Sam Eubanks

Sr. Systems Analyst
Marie Larsen
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.
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
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

<table>
<thead>
<tr>
<th>Category</th>
<th>Status</th>
<th>% (#)</th>
<th>Status</th>
<th>% (#)</th>
<th>Status</th>
<th>% (#)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes</td>
<td>Posted</td>
<td>5.80% (36)</td>
<td>Saved</td>
<td>1.61% (10)</td>
<td>Not Started</td>
<td>92.59% (575)</td>
</tr>
<tr>
<td>Students</td>
<td>Posted</td>
<td>4.13% (443)</td>
<td>Saved</td>
<td>1.02% (109)</td>
<td>Not Started</td>
<td>94.85% (10175)</td>
</tr>
</tbody>
</table>
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

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)
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
University Registrar
tebner@sa.utah.edu

Andrea Ronér
Associate Registrar, Student Systems & Technology
aroner@sa.utah.edu