



One Together With U

Registrar's Office Summit VIII
2018

Summit VIII
Presentations



Expedition Articulation:
the Undergraduate Transfer Frontier
Emily Johnson

The Degree Audit Team



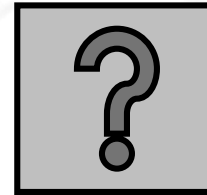
Emily
Johnson

Assistant
Registrar,
Registrar's
Office



Taylor
Adams

Degree Audit
Analyst,
Registrar's
Office



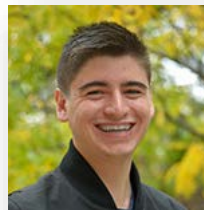
Open
Position

Degree Audit
Analyst,
Registrar's
Office



Amanda
May

Assistant
Director,
Curriculum
Services



Emerson
Pratt

Curriculum
Specialist,
Curriculum
Services



Beca
Cannaday

Student
Assistant,
Curriculum
Services

The Transfer World is Changing!

- Previously the Admissions Office managed the actual USHE (Utah System of Higher Education) Transfer Articulation Guides and Getting Ready Guides
- Now the Registrar's Office will be managing these transfer articulation rules and eventually will create transfer guides
- We are presently evaluating the current practices and determining what needs to be revised
 - Anyone currently maintaining non-USHE rules in your department?
- Initial small working group with Registrar's staff
- Plan to expand with Admissions, faculty and department reps
 - Please email emily.johnson@sa.utah.edu if you may be interested

Current Transfer Tools

- Transfer Articulation Rules
 - Excel files available online

ITL	1010	BEGINNING ITALIAN I	5	ITAL	1010	A
ITL	1020	BEGINNING ITALIAN II	5	ITAL	1020	A
ITL	1300	BEGINNING CONVERSATION	1			E
ITL	1900	SPECIAL STUDIES IN ITALIAN	1-2			E
ITL	2010	INTERMEDIATE ITALIAN I	4	ITAL	2010	A
ITL	2020	INTERMEDIATE ITALIAN II	4	ITAL	2020	A
ITL	2300	CONVERSATION	1			E
ITL	2700	INTRODUCTION TO LITERATURE	3			E
ITL	2710	INTRODUCTION TO ITALIAN FILM	3			E
ITL	2900	SPECIAL TOPICS IN ITALIAN	1-3			E
JPN	1010	FIRST SEMESTER JAPANESE	5	JAPAN	1010	A
JPN	1020	SECOND SEMESTER JAPANESE	5	JAPAN	1020	A

- Getting Ready Guides
 - Static pdf document

ANTHROPOLOGY

Anthropology is the comparative study of people and their ways of life across the full temporal and spatial range of human experience. Active research is carried out in hunter-gatherer ecology, African, Australian, and North American ethnology and archaeology, evolutionary ecology, cultural, medical, and biological anthropology.

- > **Important Information:** Students must take a minimum of 34 hours of anthropology. A minor in Anthropology is also offered.
- > **Transferring Courses:** The following course may be taken at Salt Lake Community College to fulfill a requirement for the Anthropology degree at the U. **There are additional requirements not offered at SLCC that must be taken at the U.**

PLEASE NOTE: The requirements listed as being satisfied in the following table are for this major only. If you change majors these courses may not clear requirements for your new major.

SLCC COURSE	COURSE TITLE	CR	U OF U COURSE	U OF U COURSE TITLE	CR	ANTHROPOLOGY REQUIREMENT
ANTH 1010	Culture & Human Experience	3	ANTH 1010	Culture & the Human Experience	3	Major Requirement
ANTH 1020	Human Origins: Evolution & Diversity	3	ANTH 1020	Human Origins: Evolution & Diversity	3	Major Requirement
ANTH 1030	World Prehistory	3	ANTH 1030	World Prehistory	3	Major Requirement
ANTH 2030	Introduction to Archaeology	3	ANTH 2030	Archaeology	3	Major Elective

- > Salt Lake Community College offers A.A. and A.S. degrees, which satisfy General Education requirements at the U. Students may also obtain a certificate of completion, which states all general education requirements have been completed. While attending SLCC, students may take foreign language credits and/or other transferable electives for the U.
- > Students are strongly encouraged to meet with a University of Utah departmental advisor before entering the U.
- > If you have further questions regarding this major, you may contact:
 Salt Lake Community College: Sidney McGuire Brown, AAB 237B, Taylorsville Redwood Campus (801) 975 - 3866, Sidney.brown@slcc.edu
 University of Utah: Shawn Carlyle, 102 Stewart Bldg, (801)581-6251
carlyle@anthro.utah.edu

Enter New Transfer Tools

- Transfer Articulation Rules

- Excel files available online

Transfer Rule Maintenance

Public Transfer Rules

- Transfer Evaluation System (TES)

- Department interface & tracker
- Offers ability to create transfer guides

- Getting Ready Guides

- Static pdf document

Guide Maintenance

Public Course Applicability

- Transferology / Transferology Lab

- Access Transfer Articulation rules
- See course acceptance & course applicability

Transfer Evaluation System (TES)



Search ▾ Track ▾ Match ▾ Manage ▾

Support Contact Log Out

Powered by
 CollegeSource

TES 4.0

TES®: Transfer Evaluation System

User: EMILY JOHNSON
Institution: UNIVERSITY OF UTAH
Account: 051573



Search

Search for course descriptions from a database containing millions of records. Access complete course details, including course title, course code, and credits. View institution profiles, including accreditation, calendar/unit, and more.



Track

Route course descriptions and proposed equivalencies to faculty and staff for evaluation. Track the approval process and add notes as needed. Store the results as an equivalency, if desired, and the log of evaluation activity for later review.



Match

Create and manage course equivalencies between your course inventory and other institutions. Create both simple and complex articulations. Group articulations for uses like program-to-program articulations, general studies packages, or statewide initiatives.



Manage

Administer your TES account. Add users, set user rights, customize your public display, export equivalencies, view usage statistics, and more.

TES Basic Certification Workshop

"I love the new layout, the added functions and enhancements in 4.0. This certification really tuned me in to them. John's humor was appreciated even though he couldn't see the smiles or hear the laughter."

—Heather Gustafson, Assistant Registrar, Wayne State College

TES Basic Certification is an intensive online workshop held over two half-days, with hands-on instruction and exercises to complete. The workshop is **September 26-27, 2018**. There are only 15 slots available, so **register now**.



Functionality in TES

- Institution Profiles: shows accreditation, calendar type, degrees offered, transcript keys
- Course Finder: explore other catalogs to make course equivalency or acceptability decisions
- Evaluation Tracker: Used to send/receive department decisions on articulations – logs actions
- Equivalency Manager: creates, updates, & retrieves equivalencies including batch processing & exploration
- Course Change Explorer: Easily compare catalogs for changed, dropped, and added courses
- Group Reports: Create transfer articulation guides or 2+2 agreements to publish for student/staff use

Departmental Use of TES

- Institution Profiles: shows accreditation, calendar type, degrees offered, direct website link, and transcript key

Institution Profile

Contact Info: [SALT LAKE COMMUNITY COLLEGE](#)  
4600 S REDWOOD RD
SALT LAKE CITY, UT 84123
(801) 957-4111

Institution Type: 2-year, Public

Degree Levels: Associate's Degree

Calendar System: Semester

Enrollment: 29350

Carnegie Class: Associate's Colleges: High Transfer - Mixed Traditional/Nontraditional

OPE ID Number: 00522000

CEEB Code: 4864

ACCREDITATION: * denotes estimated start date

Regional Status: ACCREDITED (See Specific Listing Below)

Institutional: [NORTHWEST COMMISSION ON COLLEGES AND UNIVERSITIES](#)

REGIONAL AGENCY	PERIOD 07/01/1969 - Current	STATUS Accredited
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Departmental Use of TES

- Course Finder: explore other catalogs to make course equivalency or acceptability decisions

Course Finder 5

INSTITUTION → DATA SET → COURSE LIST

SALT LAKE COMMUNITY COLLEGE SALT LAKE CITY, UT

Search term: MUSC 1040

COURSE CODE	COURSE TITLE	UNITS	DATA SET
MUSIC			
<input checked="" type="checkbox"/> MUSC 1040	U.S. MUSIC & CULTURE	3	2018-2019
<input type="checkbox"/> MUSC 1040	U.S. MUSIC & CULTURE	3	2017-2018
<input type="checkbox"/> MUSC 1040	U.S. MUSIC & CULTURE	3	2016-2017
<input type="checkbox"/> MUSC 1040	U.S. MUSIC & CULTURE	3	2015-2016
<input type="checkbox"/> MUSC 1040	U.S. MUSIC & CULTURE	3	2014-2015
<input type="checkbox"/> MUSC 1040	U.S. MUSIC & CULTURE	3	2013-2014
<input type="checkbox"/> MUSC 1040	U.S. MUSIC & CULTURE	3	2012-2013
<input type="checkbox"/> MUSC 1040	U. S. MUSIC & CULTURE		
<input type="checkbox"/> MUSC 1040	U.S. MUSIC & CULTURE		
<input type="checkbox"/> MUSC 1040	SURVEY/AMERICAN POPULAR MUSIC		
<input type="checkbox"/> MUSC 1040	SURVEY/AMERICAN POPULAR MUSIC		
<input type="checkbox"/> MUSC 1040	SURVEY/AMERICAN POPULAR MUSIC		
<input type="checkbox"/> MUSC 1040	SURVEY/AMERICAN POPULAR MUSIC		

Total: 13

[View](#)

MUSC 1040 U.S. MUSIC & CULTURE

A survey of music in the United States exploring the diverse musical traditions of this country. Students will apply listening and analytical skills to understand current topics of diversity in American culture as they relate to music. Fine Arts. Diversity.

Units: 3

Offered: All

Department: MUSIC

Source catalog: Salt Lake Community College 2018-2019

Course history: [View Detail](#)

Departmental Use of TES

- Evaluation Tracker: Used to send/receive department decisions on articulations – logs actions

My Assigned Evaluations

MY QUEUE → EVALUATION LIST → EDIT EVALUATION

SELECT AN ACTION:

SALT LAKE COMMUNITY COLLEGE

ENGL 2040 INTRO TO WRITING STUDIES

In Intro to Writing Studies, you will explore what it means to enter an emerging discipline, Writing Studies, as a knowledge-maker yourself. In other words, in this class, we will approach writing as an activity, something you do, but also an object of study. Writing Studies represents a multi-disciplinary approach to writing, one that considers writing as a social, linguistic, and rhetorical practice. Broadly conceived, it studies theories and practices of writing, and how writing functions in the world. This course explores multiple approaches to the study of writing, and will require you, ultimately, to articulate your own working definition of Writing Studies.

Units: 3
Department: ENGLISH
Source catalog: Salt Lake Community College 2017-2018
Course history: View Detail

UNIVERSITY OF UTAH

WRTG 2040 INTRO TO WRITING STUDIES

Writing 2040 offers an introduction to the academic discipline of writing studies, which treats writing as both an activity and a subject of scholarly inquiry. Through reading and discussing contemporary writing studies scholarship and conducting their own primary research projects, students will encounter transformative and often troublesome threshold concepts that are key to understanding how writing studies scholars think and talk about writing. This course is intended primarily for first-year students and sophomores exploring a possible major in Writing & Rhetoric Studies. It articulates with Salt Lake Community College's ENGL 2040: Intro to Writing Studies course. Components: Lecture.

Units: 3
Department: WRITING AND RHETORIC STUDIES
Source catalog: University of Utah General Catalog 2017-2018
Course history: View Detail

EVALUATION DETAIL

Assigned: Johnson, Emily - Assistant Registrar
Create Date: 7/10/2018 10:16:57 AM
Created by: Johnson, Emily - Assistant Registrar
Comment:

SELECT AN ACTION:

- Approve
- Deny
- Subject
- Level
- Lab
- Sequence
- Other
- Need More Information
- Re-Assign
- Add/Edit Course
- Create Equivalency and Close
- Add/Edit Support File
- Close

EVALUATION LOG:

7/10/2018 10:16:57 AM [Johnson, Emily] Request initiated. Assigned to Emily Johnson
7/10/2018 10:16:57 AM [Johnson, Emily] Proposed equivalent course: WRTG 2040

'Articulation Official' List

- As we implement this new tool, we will need a department contact who will be responsible for certifying articulations
- Please begin discussing who in your department will be the 'articulation official'
- Information likely needed mid-Spring semester

A Phased Approach

- Phase 1

- Use TES to send/receive departmental course evaluations (Summer 2019)
 - All USHE institutions including BYU, LDSBC, Westminster, and BYU-I
- Data will be saved in TES and entered into the degree audit system
- Promote Transferology on campus and at partner institutions
- Evaluate our own exceptions to determine possible transfer articulations

- Phase 2

- Expand TES usage to non-USHE institutions for our transfer populations
 - Evaluate high feeder institutions
 - Investigate Learning Abroad programs
- Refer incoming new non-articulated transfer courses to departments for immediate evaluation
- Create Transfer Articulation pathways documents (2+2 guides) using TES
- Allow advisors to send courses via Transferology to TES for evaluation

Transferology & the “Lab”

University Of Utah

Profile Preview | General Information | Contact Emails | Location | Users

How to promote your school



Edit Profile

About:

Imagine what you want to accomplish, then really making it happen. Imagine designing and publishing a video game before earning your diploma, starting a business while studying business, and doing all this in a setting that begs you to get out and do something.

Imagine, then Do. Opportunity awaits and all things are possible at a place we call Imagine U. The University of Utah.

School profile updated Tuesday, May 15, 2018, 9:08 AM.
Equivalencies updated Wednesday, September 5, 2018, 7:49 PM.

Information Links:

- [Transfer Information](#)
- [Admissions Application](#)
- [Admission Information](#)
- [Financial Aid Information](#)
- [Registration Information](#)

Awards:

- Bachelor's degree
- Master's degree
- Doctoral degree



201 Presidents Circle
Salt Lake City, UT 84112-9008

[Map](#) [Web](#)

[\(801\) 581-7200](#)

Distance:	0 mi.
School Type:	Public
Year Type:	4-year
Total Students:	31,592
Undergrads:	23,794

Tuition & Fees	
In-state:	\$8,518
Out-of-state:	\$27,039

Transferology & the “Lab”

- Available online to students and staff 24/7 with refreshed data each week
- Pulls Transfer Articulation rules from our degree audit tables
 - Presently displays only USHE institutions – including BYU, Westminster, BYU-I, and LDSBC
- Students and advisors may see:
 - If courses are transferrable to the University of Utah
 - Replacement courses to take ‘back home’ that will easily transfer here
 - How courses are applicable to University degree requirements via our own degree audit
 - Eventually send courses to TES for evaluation (Advisors ONLY)

Transferology (Student View)

- Students add courses, standardized exams, or military credit then Search for Matches

Courses | Standardized Exams | Military Credits

School Name

Taken

Department

Don't see your course listed? [Add it yourself.](#)

Course	Title	Hours	
MATH001	COLLEGE PREPARATORY MATHEMATICS 1	4	+
MATH002	COLLEGE PREPARATORY MATHEMATICS 2	4	+
MATH003	COLLEGE PREPARATORY MATHEMATICS 3	4	+
MATH0900	COLLEGE ARITHMETIC	3	+
MATH0915	FRACTIONS WORKSHOP	1	+
MATH0920	DEVELOPMENTAL MATHEMATICS	6	+

Course List

Search for Matches

Salt Lake Community College			
MATH2040	STATISTICS FOR APPLIED SCIENCE	Fall '17	4
ENGL2010	INTERMEDIATE WRITING	Fall '18	3
ENGL2260	INTRO TO WRITING POETRY	Fall '18	3
ENGL2330	CHILDREN'S LITERATURE	Fall '18	3
ENGR1030	MATLAB PROBLEM SOLVING	Fall '17	3
MEEN1000	INTRODUCTION TO DESIGN IN ENGINEERING SYSTEMS	Fall '17	3
MEEN1050	DESIGN & VISUAL COMMUNICATIONS	Fall '17	3
PHYS2210	PHYSICS FOR SCIENCE AND ENGINEERING I	Fall '16	4
PSY1010	GENERAL PSYCHOLOGY	Fall '16	3
PSY2300	ABNORMAL PSYCHOLOGY	Fall '16	3
SOC1020	SOCIAL PROBLEMS	Fall '16	3

Transferology (Student View)

- Equivalencies are shown including any General Education designations
- Use the “Apply Courses to a Program” feature to run an audit

University Of Utah ☆

Return to search Print

11 Matches

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


Courses from:

Salt Lake Community College Expand all notes

- ENGL2010 INTERMEDIATE WRITING 2018 → WRTG2010!****! ⓘ 👍
- ENGL2260 INTRO TO WRITING POETRY 2018 → X!*****! ⓘ 👍
- ENGL2330 CHILDREN'S LITERATURE 2018 → ENGL2330!****!
- ENGR1030 MATLAB PROBLEM SOLVING 2017 → MEEN1010!****!
- MATH2040 STATISTICS FOR APPLIED SCIENCE 2017 → XATH2040!****! ⓘ 👍
- MEEN1000 INTRODUCTION TO DESIGN IN ENGINEERING SYSTEMS 2017 → MEEN1000!****!
- MEEN1050 DESIGN & VISUAL COMMUNICATIONS 2017 → MEEN1000!****!
- PHYS2210 PHYSICS FOR SCIENCE AND ENGINEERING I 2016 → PHYS2210!****! ⓘ 👍
- PSY1010 GENERAL PSYCHOLOGY 2016 → PSY1010!****! ⓘ 👍
- PSY2300 ABNORMAL PSYCHOLOGY 2016 → XSY2300!****! ⓘ 👍
- SOC1020 SOCIAL PROBLEMS 2016 → SOC1020!****! ⓘ 👍

School Profile

[View School Profile](#) ☆



201 Presidents Circle
Salt Lake City, UT 84112-9008

[Map](#) [Web](#)

[\(801\) 581-7200](#)

[Apply Courses to a Program](#)

Distance:	0 mi.
School Type:	Public
Year Type:	4 year
Total Students:	32,800
Undergrads:	24,635


Transferology (Student View)

- Audit results are displayed


School: University Of Utah

Program Note: Click on the "Program Information" link to access specific information related to this program.

Catalog Year: 2018 - 2019

Program Information: English BA 

English BA



THE UNIVERSITY OF UTAH


[Open All Sections](#) [Close All Sections](#)


PREPARED: 11/14/18 - 10:45 127664@TRANSF
127664@TRANSFER CATALOG YEAR: 2018-2019
PROGRAM CODE: ENGLBA
UNIVERSITY OF UTAH
ENGLISH
BACHELOR OF ARTS

TRANSFER EQUIVALENT COURSE COMPLETED YEAR/TERM: FA18
TAKEN AT: SALT LAKE COMMUNITY COLLEGE

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

^ **School Profile**

[View School Profile](#) 



201 Presidents Circle
Salt Lake City, UT 84112-9008

Transferology (Student View)

- Can request 'replacement' courses from current institution

NO AMERICAN INSTITUTIONS (AI)
 COURSE MUST BE COMPLETED WITH A GRADE OF D- OR BETTER
 - (AI) Complete one American Institutions course
 SELECT FROM: ECON 1740={ECON1740*} OR HIST 1700
 ={HIST1700*} OR POLS 1100={POLS1100*}

OK WRITING REQUIREMENT (WR2)
 + COMPLETED REQUIREMENT
 FA18 WRTG 2010 3.0 C INTERMEDIATE WRITING
 SLCC: ENGL 2010

NO Quantitative Reasoning QA
 COURSE MUST BE COMPLETED WITH A GRADE OF D- OR BETTER
 - (QA) Complete one Quantitative Reasoning course in Math
 SELECT FROM: MATH 1030={MATH1030*},1050={MATH1050*},
 MATH 1060={MATH1060*},1080={MATH1080*},1090
 ={MATH1090*}

OK QUANTITATIVE REASONING REQUIREMENT (QA,QB)
 + QB - COMPLETED REQUIREMENT
 FA17 XATH 2040 4.0 C STATISTICS FOR APPLIED SCIENC
 SLCC: MATH 2040

NO PHYSICAL, LIFE AND APPLIED SCIENCE IE AREA (SF, AS)
 COURSE MUST BE COMPLETED WITH A GRADE OF D- OR BETTER
 + (SF) Complete one Physical and Life Science Course
 4.00 HOURS EARNED 1 COURSE TAKEN
 FA16 PHYS 2210 4.0 C PHYSICS FOR SCIENCE AND ENGIN
 SLCC: PHYS 2210

- (SF/AS) Complete one (SF) Physical and Life Science or
 one (AS) Applied Science course
 NEEDS: 1 COURSE
 SELECT FROM: ANTH 2220 ARCH 2611(SP18-SU19) OR
 ARCH 3611(FA19 OR AFTER) BIOL 2330,2400,2420
 ={BIOL2420*},3470 CS 1060 COMP 2050 ENTP 1020
 ENVST3280 GEOG 3230,3290,5230,5290 H EDU2095
 HONOR2320,3215 NUIP 1020(SP19 OR AFTER),
 NUIP 4440(SP19 OR AFTER) PHYS 1110,1330 UGS 2050
 ANTH 1020={ANTH1020*},1050,2030={ANTH2030* OR
 ANTH2030!},4186,4234,4281,4450 ASTR 1050,1060,1080,
 ASTR 1090 ATMOS1010={ATMO1010*},1020={ATMO1020*}
 BIOL 1010={BIOL1010*},1030,1210={BIOL1610*},1400,2210,
 BIOL 3450,3460 CHEM 1010={CHEM1010*},1020,1110
 ={(CHEM1115* & 1110*)},1120={CHEM1120* & 1125*},
 CHEM 1130,1210={CHEM1210*},1211,1220={CHEM1220*},1221
 EDU 5175 ENVST2050,3210,3368 GEO 1000,1001,1010
 ={GEO1010*},1030,1040,1050,1080,1090,3030,3250,3300,
 GEO 3368,3800,5368 GEOG 1000={GEOG1000*},1100,1750,
 GEOG 3110,3210,3270,3310,3330,3368,5205,5210,5270,5368
 HONOR2500,2600,2700,2750,3040,3400,4450,4471
 MATH 3010 MET E1001,3015 PH TX2700 PHIL 2510
 PHYS 1010={PHYS1010*},1050={PHYS1040*},1060,1080,2010
 ={PHYS2010*},2020={PHYS2020*},2220={PHYS2220*},3375
 PRT 5175 PSY 3711 SCI 2010 UGS 2008,2240

OK SOCIAL SCIENCE IE AREA (BF)
 FA16 PSY 1010 3.0 C GENERAL PSYCHOLOGY
 SLCC: PSY 1010
 FA16 SOC 1020 3.0 C SOCIAL PROBLEMS
 SLCC: SOC 1020

Hey, these courses should count!

NO English Major Requirements

- *Seminar in Literary Study*
NEEDS: 1 COURSE
SELECT FROM: ENGL 3850
- *Pre-1800 Distribution Requirement*
NEEDS: 2 COURSES
SELECT FROM: ENGL 3701,5700,5701,5710,5711,5720,5721,
ENGL 5730
- *Post-1800 Distribution Requirement*
NEEDS: 2 COURSES
SELECT FROM: ENGL 3702,3080,3750,3760,3761,3770,3780,
ENGL 5740,5741,5750,5760,5770,5771,5780,5790,5800,
ENGL 5830,5840,5850,5860
- *Theory Requirement*
NEEDS: 2 COURSES
SELECT FROM: ENGL 3600,5900,5910,5920,5930,5940,5950,
ENGL 5960,5970,5980,5995
- *Diversity Requirement*
NEEDS: 1 COURSE
SELECT FROM: ENGL 2700={ENGL2610*},3730,3750,3760,3761,
ENGL 3770,3780,5820,5830,5840,5845,5850,5860,5930
- *Advanced Seminar in Literary Study*
NEEDS: 1 COURSE
SELECT FROM: ENGL 5620 OR 5650

- Benefits of Additional Articulations:
 - Fewer exceptions will be needed as courses will automatically slot in
 - Improvements in pre-requisite checking for transfer students
 - Students and prospects will have a better understanding of how courses will apply
 - Potentially more transfer admits from out of state as non-USHE articulations are created
 - Less time spent in advisor appointments on transfer courses satisfying requirements
 - And more!

Proposed Timeline

- May 2019 Security, Communication, and Training
 - Articulation Officials determined
 - Town Hall Meetings
 - Training w/ Articulation Officials
 - Additional training tools online – website with videos and quick reference guide
 - Outreach to Associate Dean's, Department Chairs, Undergraduate Studies and Academic Advising
- June/July 2019 Begin sending rules to departments
 - Open Lab hours



Degree Audit Changes

Duplication of Transfer Courses

- We anticipate this Spring that degree audit will begin to recognize articulated duplicated transfer courses
- Likely will catch 'duplicates' earlier in students career (at the point of registration) as opposed to during graduation checks
- Degree Audit should appear as a repeat, however credit must be manually removed from PeopleSoft

***** REPEATED COURSES AND/OR COURSES WITH CR GRADES *****

***** TAKEN AT THE UNIVERSITY OF UTAH *****

REPEATED COURSES

SP12	PSY 1010 BF	0.0	D	>X	GENERAL PSYCHOLOGY USU: PSY 1010
FA17	PSY 1010 BF	4.0	B		General Psychology

COURSES WITH CR GRADES

FA17	PSY 3904	1.0	CR		Modes: Comm Eng Learn
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- Please continue to look for and report duplicates to the Registrar

Markers – A Few Questions...

- What is it?
 - A change that will allow one comprehensive personalized audit
 - The audit will include requirements for the major, emphasis (or dual emphases), minor, honors... and possibly even certificates!
- You have talked about this forever... Is it really happening?
 - YES! Marker Implementation is scheduled for the first week of Feb 2019
- What are the benefits of Markers?
 - Ease the maintenance of degree programs
 - Lessen confusion for students, advisors, and other staff members
 - Allow us to ensure courses are appropriately used between each degree component
- What do I need to know about this today?
 - Exceptions will be frozen for 1+ week prior (tentatively Jan 28, 2019)
 - MDD will be down for 2 days during implementation

Streamlining Encoding Practices

Current Encoding Structure

- ANTHBA
- ANTHBS
- ANTHHBA
- ANTHHBS
- ANTHBAARCHSCIENCE
- ANTHBAHEALTH
- ANTHBAHUMAN ECOLOGY
- ANTHBSARCHSCIENCE
- ANTHBSHEALTH
- ANTHBSHUMANECOLOGY
- ANTHHBSARCHSCIENCE
- ANTHHBSHEALTH
- ANTHHBSHUMANECOLOGY
- ANTHHBAARCHSCIENCE
- ANTHHBAHEALTH
- ANTHHASHUMANECOLOGY

Marker Encoding Structure

- MJ-ANTH
- EM-ARCHSCIENCE
- EM-HEALTH
- EM-HUMANECOLOGY
- DG-BA
- DG-BS
- HONOR

Who is studying what???

Amy's Items

University Requirements
General Education Reqs
Bachelor's Degree Reqs
Turf Management
MAJOR

Mark's Items

University Requirements
General Education Reqs
Bachelor's Degree Reqs
Turf Management MAJOR
Fertilizer Science EMPHASIS
HONORS degree Reqs ★

John's Items

University Requirements
General Education Reqs
Bachelor's Degree Reqs
Turf Management MAJOR
Basket Weaving MINOR

Steve's Items

University Requirements
General Education Reqs
Bachelor's Degree Reqs
Turf Management
MAJOR
Comic Art MINOR

Sally's Items

University Requirements
General Education Reqs
Bachelor's Degree Reqs
Turf Management
MAJOR
Aeration EMPHASIS
Citrus Growing MINOR
Basket Weaving MINOR

A closer look at Mark and Sally

Mark's Items

University Requirements
General Education Reqs
Bachelor's Degree Reqs
Turf Management MAJOR

Fertilizer Science EMPHASIS

HONORS degree Reqs

Turf Management Major

University Requirements
General Education Reqs
Bachelor's Degree Reqs
Turf Management Major
\$EMPHASIS
\$HONORS
\$MINOR

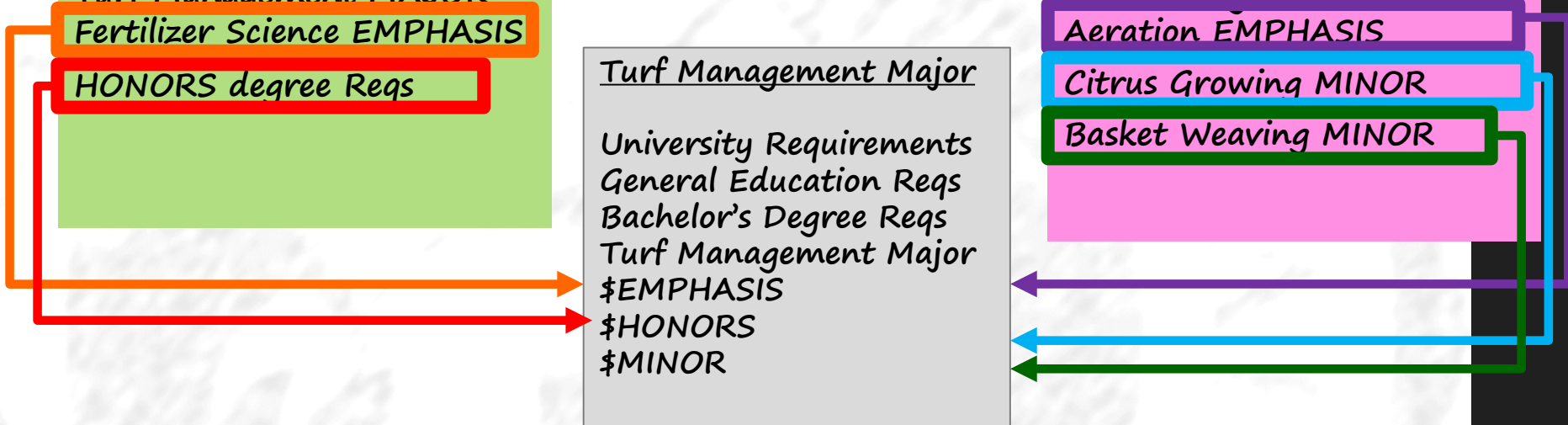
Sally's Items

University Requirements
General Education Reqs
Bachelor's Degree Reqs
Turf Management MAJOR

Aeration EMPHASIS

Citrus Growing MINOR

Basket Weaving MINOR



A faint, light gray watermark is visible in the background, depicting a globe with a central figure that appears to be a person or a symbol. The watermark is centered and spans most of the page's width and height.

**More Marker information
will be coming soon!**

Questions?

Thank you for attending!

Emily.Johnson@sa.utah.edu

801-581-3737

TAdams@sa.utah.edu

801-585-1735



One Together With U

Registrar's Office Summit VIII
2018

Graduation and Transcripts:
Finishing Their Degree & Beyond



One Together With U

Registrar's Office Summit VIII
2018

Graduation
Paul Woods

Our Team



Paul Woods
Supervisor



Jessica Vernon
Assistant Supervisor



Enzo Krensky-Hart
Graduation Specialist

A Look at the Numbers

Undergraduate Students

Undergraduate	Degrees Awarded	Certificates	Denied	% Graduated
Summer 2017	927	31	161	82.00 %
Fall 2017	1341	68	104	90.80 %
Spring 2018	3008	131	204	91.62 %
Summer 2018	939	34	141	86.07 %
Total	6215	264	610	87.62 %

GPA Honors

GPA Honors	Cum Laude	Magna	Summa
Summer 2017	37	17	11
Fall 2017	51	30	18
Spring 2018	147	93	50
Summer 2018	30	21	9
Total	265	161	88

A Look at the Numbers

Graduate Students

	Term	Degree	Certificates
Graduate	Summer 2017	609	16
	Fall 2017	586	37
	Spring 2018	1500	70
	Summer 2018	654	28
Dentistry	Summer 2017	0	0
	Fall 2017	0	0
	Spring 2018	23	0
	Summer 2018	0	0
Law	Summer 2017	3	1
	Fall 2017	3	0
	Spring 2018	88	41
	Summer 2018	2	0
Medicine	Summer 2017	1	0
	Fall 2017	5	0
	Spring 2018	94	0
	Summer 2018	1	0
Total		3569	193

Totals

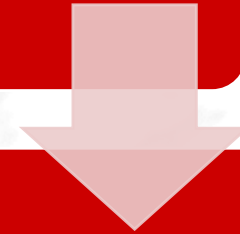
Grand Totals	Degrees	Certificates	GPA Honors
	9784	457	514

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 an 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: Applying

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

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

Graduation

[Apply for Graduation](#)

[View Graduation Status](#)

[Graduation Information](#)

[Graduate Student Summary](#)

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

[Apply for Graduation](#)

Submit an Application for Graduation

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

Program: Fine Arts (U)

University of Utah | Undergraduate Semester

Degree: Bachelor of Arts
Major: Film and Media Arts BA
Catalog Year: 2014-2015

[Apply for Graduation](#)

[Go to top](#)

Graduation Timeline: Applying (Undergraduates)

Initial Online Application (Free)


- Available to eligible students.
- Until application deadline for that semester.

Late Applications & Reapplications (\$25 fee)

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

Late Applications AFTER the midpoint (\$25 fee)

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



Late Application/Reapplication for Undergraduate Degree

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

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

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

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

Candidate Information:

Student I.D. _____

Student Name _____

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

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

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

Emphasis (If applicable) _____

Minor (If applicable) _____ Catalog Year _____

2nd Minor (If applicable) _____ Catalog Year _____

Certificate (If applicable) _____

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

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

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

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

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

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

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

Declaration

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

Student Signature: _____ Date: _____

FOR REGISTRAR'S OFFICE USE ONLY

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

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

Graduation
Division Use
Only

Last
First
Middle
ID #

Double Major

Graduation Timeline: Applying (Graduate Students)

Initial Online Application
(Free)

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

Reapplications
(Free)

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

Late Applications AFTER the last day of classes
(Free)

- Will only accept with Graduate School approval

Late/Reapplication for Graduate Degree

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

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Instructions: Complete this form and submit it to the Registrar's Office, Graduation Division.
Deadlines to apply are as follows:
Spring (May) - November 1st Summer (August) - April 1st Fall (December) - July 1st

Candidate/Degree Information:

Student I.D. _____

Student Name _____

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

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

Major and Degree _____

Emphasis _____

Check all that apply

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

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

MBA/MHA JD/MBA MPH/MPA Other _____

I have previously applied for graduation. Previous semester _____

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

Student Signature _____ Date _____

FOR REGISTRAR'S OFFICE USE ONLY

Entered: _____ Posted: _____

Notes: _____

Updated: 01/28/2017

Graduation
Division Use
Only

Last

First

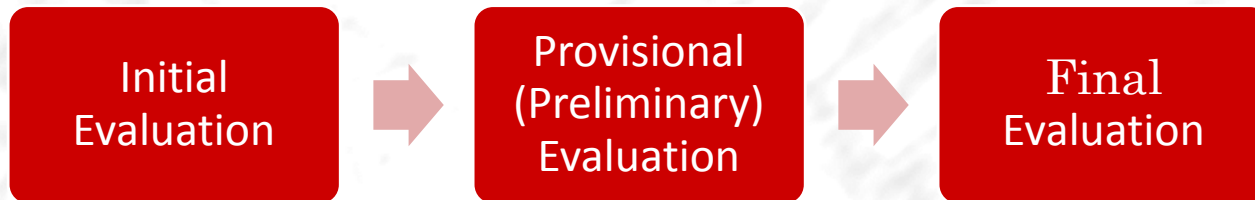
Middle

ID #

Double Major

Graduation Timeline: Evaluations

Undergraduate Students:



Graduation Timeline: Initial Evaluation

WHEN

- Initial evaluations begin a week after the application deadline for 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: Provisional Evaluation

WHEN

- Prior to the Midpoint of the Anticipated Graduation 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 4 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.
- Includes students that have a Complete Status before grades are due for the semester.

First Pass

- Begins two days after grades are due.
- Lasts until all cleared students' degrees are awarded.

Graduation Timeline: Final Evaluation

Second Pass

- Begins once the First Pass has been completed.
- All remaining students are evaluated. “Denied” students are sent to denied if they are missing requirements and notified via UMail.
- Notes are placed in Graduation Tracking for advisors.

Denied Pass

- Takes place 1 week after the Second Pass has been completed.
- Final chance for students to be evaluated for a given semester.

Graduation Timeline: Certificates

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

The Excel sheet must be submitted two days after grades are due.

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

- Double Majors
- Making changes after the student has applied
- Evaluating/Clearing Graduate Students
- Residency Requirement
- Petition for Graduate Credit

Notification of Graduation Change


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

Changes that require an advisor's signature:

Emphasis, Adding a Minor, Catalog Year, Degree Type

Changes that do not require an advisor's signature:

Name Change, Dropping a Minor, Renewal or Withdrawal

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

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

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

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

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

Requested Change: Advisor Signatures are required to make any of the following changes
 Add Emphasis _____
 Drop Emphasis _____
 Add a minor of _____ with a catalog year of _____
 Change Catalog year to _____ for my (major, minor, or both) _____
 Change degree type (e.g. BA or BS) from _____ to _____

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

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

Signature _____ Date _____

FOR REGISTRAR'S OFFICE USE ONLY

Entered: _____ Audited: _____ Prelim: _____ Evaluated: _____
Certif cate: _____ Honors: _____ Degree GPA: _____

Updated: 05/04/2017

Graduation Division Use Only
Last
First
MI
ID #
Double Major

Evaluating/Clearing Graduate Students

Graduation Division

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

Graduate School

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

Residency Requirement

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

30

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

20

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

Residency Requirement: Exceptions

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



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



Approved requests are entered the day they are evaluated.

Application for Residency Requirement Exception

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

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

Student Information:

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

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

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

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

Student Signature _____ Date _____

FOR REGISTRAR'S OFFICE USE ONLY

Confirmed _____ Denied _____ Date: _____ Comments: _____

Residency Requirement: Exceptions

Study Abroad

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

Excessive Transfer Hours

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

Involuntary Change of Residence

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

Petition for Graduate Credit

Undergraduate Petition for Graduate Credit

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

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 should be submitted for consideration.

Non-Matriculated Graduate Credit

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

Petition for Graduate Credit

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

SUMMARY OF COURSES TAKEN AT THE UNIVERSITY OF UTAH

COURSES FLAGGED GRADUATE CREDIT

9.00 HOURS EARNED

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

U OF U CONCURRENT ENROLLMENT COURSES

3.00 HOURS EARNED

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

ALL UNDERGRADUATE U OF U COURSES

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

ALL GRADUATE U OF U COURSES

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

18.00 HOURS EARNED

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



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Registrar's Office Summit VIII
2018

Transcripts and Verification
Clint Erikson

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.
- 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
- MARS (students with a record from before 1998) students can order their transcripts online as well by going to registrar.utah.edu

Verifications

- Students can obtain most verifications online by logging into CIS and selecting “Self-Service Verification” under “Academic Record”
 - Enrollment Status
 - Degree(s)/Major(s) in progress
 - Anticipated Graduation Date
 - Class Standing/Level (Fr, So, Jr, Sr)
 - Invitation Letter
- Immediate verifications requested at our service window are processed for \$10
- Custom letters are anything that can be found on a transcript or other special requests and can be obtained for \$15. A Custom Letter/Verification request form can be found on our website.
- Requests can also be made through mail or email
- Some verifications require a signed consent



Making Data Driven Decisions With U

Cassandra Elizondo — Sr. Systems Analyst

Marie Larsen - Assistant Registrar for Student Systems

A Brief History

Student Data Warehouse



[Training & Access](#) | [Available Data](#) | [Library Reports](#) | [Definitions](#) | [Governance & Guidelines](#) | [College Dean User Group Members](#) | [Resources](#) | [System Status](#) | [SDW Log In](#)

About Student Data Warehouse

The University of Utah's Student Data Warehouse provides information on students and class registration. It allows access to institutional data for analytical and reporting purposes. Our main mission is to facilitate the delivery of decision-making reporting through the use of the Student Data Warehouse.

The Offices of Budget & Planning, Institutional Analysis, and Data Management & Visualization is the official source of University information regarding state allocated budgets, students, faculty, departments, colleges, and certain traditional higher education indices, such as institutional revenue sources, student headcount enrollment, student credit hours, student and faculty demographic information, and graduation and degrees awarded information. Contact [OBIA](#) to certify any data produced from the Student Data Warehouse as an official document.

Please send any questions, problems, issues, or concerns regarding the Student Data Warehouse to datawarehouse@utah.edu.

College Dean User Group Membership

College /Office	Name	Email
Academic Advising Center	Steve Hadley	shadley@uc.utah.edu
Architecture	Grant Allen	grant.allen@arch.utah.edu
Business	Bethany Crowell	bethany.crowell@eccles.utah.edu
Continuing Education	James Elder	james.elder@utah.edu
Education Fine Arts Health Honors Humanities Mines and Earth Sciences Science Social and Behavioral Science	Stephanie Nalbone Luis Oquendo	stephanie.nalbone@obia.utah.edu luis.oquendo@utah.edu
Engineering	Jeff Bates	jeff.bates@utah.edu
Fine Arts	Liz Leckie	liz.leckie@utah.edu
Honors	Erica Rojas	e.rojas@honors.utah.edu
Nursing	Brent Vawdrey	brent.vawdrey@nurs.utah.edu
Student Affairs Assessment, Evaluation, and Research	Elizabeth Duszak	eduszak@sa.utah.edu
Social Work	Mirela Rankovic	Mirela.Rankovic@socwk.utah.edu
Undergraduate Studies	Mark St. Andre	mark.standre@utah.edu

Structure



Data Warehouse Management Committee

- Approve new or changes to the standard report library
- Uphold the guidelines and data use of the SDW
- Approve and maintain terms/definitions
- Serve as resource for best practices



College Dean User Group (Phase I)

- Build best practices and share expertise/knowledge
- Uphold guidelines in terms of data use
- Assist in building standard report library
- Point of contact for inquiries from department level users



Department Level User (Phase II)

- Must be approved through the College Dean User
- Only have access to their College data
- Trained by College Dean User member, and send any inquiries to them



What's New?

Creation of the Bulletin

New Objects

Library Reports layout on website (28 total)

Bulletin



STUDENT DATA WAREHOUSE

Office of the Registrar

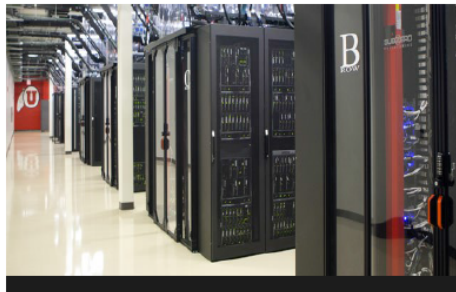
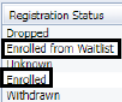
July 2018

In This Issue

- Registration Status
- Management Committee meeting
- Jira Ticket Updates
- PS 9.2
- Report Writing: Mirela Rankovic
- Upcoming Dates

Registration Status

Starting Fall 2017, the University implemented the delivered waitlist functionality in PeopleSoft. This meant that students could now enroll from an ENRL status "Status" as a filter or if you're using "EWAT" if you are



PS 9.2 Upgrade

The Registrar's Office and other Offices are currently the new PeopleSoft environment going live weekend in October. All the testing comes a lot of so be prepared to see clear in the SDW in the coming

Q: How do you validate your data once your report is made?

A: Our reports are validated by advisors who are familiar with their graduates.

Q: How does someone request a report from you?

A: This report was requested by the PhD director who does recruiting via email. I don't use a request form yet, but plan to use it in the future, as I expect a flux of requests once summer is over.

Real World Report Writing

Featured: Mirela Rankovic

College Representative: College of Social Work

Question: Used to recruit Social Work doctoral students. We wanted to invite all Masters in Social Work graduates from 2009-2017 with a GPA greater than 3.6, to consider PHD program. I was able to access contact info (email) and invite prospective students to explore doctorate in SW.

Report Objects: GPA, email, UID, Name, Major

Jira Ticket Updates

BI-812 Add Cum GPA to Graduation Pipeline: Only providing the cum GPA from the Expected Grad term, not an updated cum GPA. (User Test)

BI-946 Add GRE Scores to SDW: Adding SQUAN—Student Highest GRE Scaled Quantitative Score and SVERB - Student Highest GRE Scaled Verbal Score (User Test)

BI-1085 Add College Roll-up for Minors: Created a roll-up similar to the Majors roll-up (User Test)

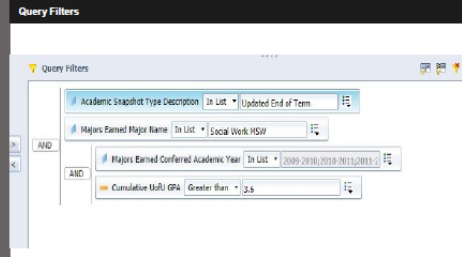
BI-1086 Add Course times to the SDW: Adding course start time, end time, and a course length calculation (User Test)

SDW Jira Ticket Dashboard

Reminder, you have access to the [SDW Jira tickets](#).

Management Committee Changes

After many years of service on the Management Committee, Jeff will be rotating out and Bethany Crowell from the Registrar's Office will be replacing him. We thank Jeff for his many years of service on the committee and look forward to continuing to work with the Registrar's Office Group Committee!



IssueList

Day of Creation	Day of...	ISSUE_NUM	PRIORITY	COMPONENTS	SUMMARY	ISSUE_STATUS	LI
July 30, 2018	July 16, 2018	BI-1101	Low	SDW, Student	Honors Indicator Drop Down Option of HR	OPEN	N
		BI-1102	Low	SDW	SDW Items moved to Production in July	OPEN	N
June 5, 2018	July 10, 2018	BI-1086	Medium	SDW	Add course times to the SDW	USER TEST	N
	July 13, 2018	BI-1085	Medium	SDW	Add College Roll-up for Minors	USER TEST	N
March 8, 2018	June 18, 2018	BI-967	Low	SDW, Student	Credit for certain grades differs between...	DEV	W
February 26, 2018	July 16, 2018	BI-946	Medium	SDW	Add GRE Scores to SDW	USER TEST	N
December 7, 2017	July 13, 2018	BI-812	Medium	SDW	Add Cum GPA to Graduation Pipeline	USER TEST	N
December 4, 2017	June 27, 2018	BI-805	Medium	SDW	Adding Tracks into SDW (Sub-plan, Anoth...	DEV	N
November 14, 2017	February 2, 2018	BI-799	Low	SDW, Student	Explain Plan Varies from Test to Prod on S...	DEV	N
October 23, 2017	February 2, 2018	BI-781	Low	SDW, Student	Mark St. Andre Math 1010 Retakes	DEV	N
October 16, 2017	February 2, 2018	BI-767	Low	SDW	Business School Math Course Progression	DEV	N

ISSUE_STATUS

- (All)
- CLOSED
- DEV
- ON HOLD
- OPEN
- USER TEST

Cancel Apply

New Objects

- Cumulative GPA to graduation pipeline
- GRE scores
- College Roll-up for Minors
- Course times
- Eligible to Enroll
- Additional Student Groups
- UNID
- Test Credit
- Other Credit
- All Instructor List

Library Reports

› Department Level Retention Report

› Enrolled Major Counts by Department

▼ Enrollment Pattern

Business Question: What enrollment patterns do students have?

Recommendations: This report is best used when you are looking for a specific Student. Use the Student ID input control to narrow down your search.

Report Tab	Report Element	Explanation
Student Enrollment Pattern Grid	Student Enrollment Pattern Grid (Cross Table)	A cross table that shows when Students are registered, their enrollment status, and their academic load by major.
Student Enrollment Pattern	Student Enrollment Pattern (Cross Table)	A cross table that shows when Students are registered, their enrollment status, and their academic load.

› Graduate Students with UofU Undergrad

› Graduation Figures by Term

› Graduation Pipeline

› High School Data Comparison

› Historical Course Repeats



Library Reports

A small overview of a few of the library reports we offer

Class Enrollment Stats

Business Question: What are the course enrollment counts by Student Race/Ethnicity and Student Academic Level for a specific Term and College?

Recommendations: Using the input controls or drilling down on the bar graph will narrow your search. To drill back up, click on the title of the objects at the very bottom of the entire graph.

Report Tab	Report Element	Explanation
Course Enrollment Counts	Student and Class Registration Count (Graph)	A graph that gives a count of Students and Class Registration. The red bar represents the total count of Class Registration, while the brown bar represents the total amount of Students. You can drill down on the Class Registration count to Course Departments.
Student Demographics	Self Reported Sex (Pie Chart)	A pie chart which represents the percentage of Self Reported Sex in the selected College.
	Student Ethnicity Race (Graph)	A bar graph that gives a count for each Student Ethnicity Race in the selected College.
	Student Academic Level (Graph)	A bar graph that gives a count of each Academic Level in the selected College. Each bar is also broken down by Academic Load.

Enrolled Major Counts by Department

▼ Enrolled Major Counts by Department

Business Question: How many students are enrolled in a Major by Academic Term?

Recommendations: This report runs best when a single college is selected.

Report Tab	Report Element	Explanation
Enrolled Majors by Term	Enrolled Majors by Term (Cross Table)	A cross table which gives a count of enrolled students in a Major for each Academic Term that is selected.

Convocation Contact List

Business Question: Who are the upcoming graduates and what is their contact information?

Recommendations: This report was designed to present a single terms worth of data at a time. Generating more than a single terms worth of data may slow report generation.

Report Tab	Report Element	Explanation
Convocation List	Upcoming Graduate Contact Info (Table)	List of upcoming graduates and their contact information. The student IDs serve as a link to the individual Student Detail report.

Graduation Pipeline

Business Question: When did students apply to graduate, how many degrees were conferred, and who were the recipients?

Recommendations: Selecting multiple colleges, or more than a single career within a large college, may render the charts unreadable.

Report Tab	Report Element	Explanation
Academic Stats	Student Data Averages (Table)	Statistical averages for students by Conferred Term and Major. Works best with a single college or career within a college.
	Majors Applied & Awarded (Bar Chart)	A comparison of degree applications vs. actual awards.
	Major Awarded Emphasis (Bar Chart)	Gives a count of each emphasis that was awarded to students in the selected Major.
	Minors Awarded (Bar Chart)	Gives a count of each Minor that was awarded to students in the selected Major. Minors awarded is an optional prompt.
Academic Stats by Major Awarded	Major Awarded Stats (Table)	A list of students who graduated in the selected Major. List includes Undergraduate GPA, Cumulative Total, U of U, and Transfer Credit Hours, and Cumulative Transfer GPA.
Demographic Stats	Self Selected Sex Counts (Bar Chart)	Gives Student Self-Reported Sex totals by Major Applied and Conferred Term.
	Ethnicity Counts (Bar Chart)	Gives Ethnicity/Race totals by Major Applied and Conferred Term.
	Major Declare Dates (Table)	A count of students who declared on the listed term and graduated on the selected Conferred Term.
Graduation Applicant List	Grad Applicant List (Table)	A list of students who graduated on the selected Conferred Term. Student details are listed as well. This table extends beyond the edges of a typical report page and is best read as an exported document.

Top 10% by Cumulative GPA

Business Question: What students makes up the top 10% of their graduate degree?

Recommendations: This report is best used when you select one College and one Academic Term. If the tables are empty manipulate the input controls to populate. This report only considers those students who have 18 or more credit hours.

Report Tab	Report Element	Explanation
Top 10%	Total Students in Top 10% (Table)	A list of the top 10% of students in a graduate degree. Although multiple Colleges and Academic Terms can be selected, the table will only show one Major per Academic Term. Also, multiple Terms will distort the data. This can be controlled through the input controls. In the case of a tie, all students in the tie will be listed. You may see this when the top 10% number doesn't match the total amount of Students.
GPA Summary	Average Cumulative GPA by Major and student Career (Column Chart)	A comparison of average Cumulative GPA by Major and Student Career.
	Average Cumulative GPA by Student Self-Reported Sex (Column Chart)	A comparison of average Cumulative GPA by Student Self-Reported Sex.
	Average Cumulative GPA by Student Ethnicity/Race (Column Chart)	A comparison of average Cumulative GPA by Student Ethnicity/Race.
Full List	Total Students in Degree (Table)	A simple list of all of the Students that are in the selected College during the selected Academic Term.

Incoming Student Report- With Transfer Data

Business Question: What is the transfer and high school data of incoming students?

Recommendations: This report works best when you select one Academic Term and College.

Report Tab	Report Element	Explanation
Incoming Student Report	Student List (Table)	A list of incoming students for the selected Admit Term, listing their Major, Student Admitted Status, International Indicator, Transfer GPA, Transfer School, and Student Admit Type.
Incoming Students with High School Data	Student List (Table)	A list of incoming students for the selected Admit Term, listing their Major, Student Admitted Status, International Indicator, High School GPA, High School, and Student Admit Type.
Incoming Students with Conditional Admit	Student List (Table)	A list of incoming students that have been conditionally admitted for the selected Admit Term, listing their Major, Student Admitted Status, International Indicator, Student Admit Type, and Cumulative UofU GPA.

Graduate Students with UofU Undergrad

Business Question: How many graduate students have an undergraduate degree from the University of Utah?

Recommendations: Use input controls as needed.

Report Tab	Report Element	Explanation
Student Totals	Graduate Students Breakdown (Table)	This table provides a count of how many students are in a post undergraduate program for each college, and how many students have previously graduated from a U of U undergrad program. The final column shows this data as a percentage.
Student Totals Graphs	Graduate Students Breakdown (Chart)	This chart provides counts of total graduate students and previous U of U students per college. It is the same data as the table but presented in a bar graph.
	Graduate Students Breakdown - Individual College (Chart)	This chart provides the same counts but for one college. Users can select the college in the input controls.
Undergrad Degree List	Grad Students From UofU Undergrad Program (Table)	Table providing a list of all the graduate students in the report who have obtained an undergraduate degree from the University of Utah. The students conferred term, major, and major college are listed.



Panel Discussion

Responses included represent the following Colleges: Fine Arts, Social Work, Education, Health, Honors, Humanities, Mines and Earth Sciences, Science, Social and Behavioral Science, and the School of Business

What does the SDW not have that you wished it had?

- Admissions Data
- Orientation Data
- Financial Aid Data

What are some common data requests you receive?

- List of students who have taken certain courses, and the grades they received
- List of students
- Retention to graduation
- List of students who still need to take certain classes
- Number of students declared or enrolled over a certain period of time
- Enrollment major counts
- Transfer data
- Course load each term
- GPA at graduation
- Graduation list
- Demographic data
- Diversity
- Descriptive statistics
- Counts for majors declared to help programs assess and plan for growth
- Course enrollment data to plan how many sections of a course may be needed in an upcoming semester
- Student credit hours data to track revenue
- Demographic data for various purposes including external rankings and accreditation

What are some harder data requests that you have received, that might take longer to fulfill?

- Retention to graduation/lists of students who have not taken certain classes
- Top 10% of classes
- Anything that involves more than one view, or subqueries
- Retention and graduation rates because we first need to establish cohorts

How?.....

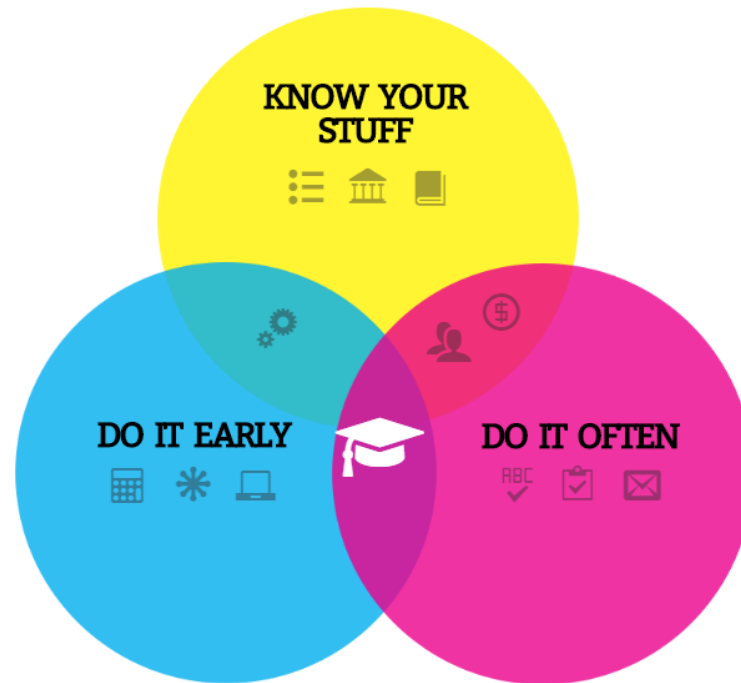
- What is the process to request data from the SDW for your College(s)?
- How long does a normal data request take to process?
- How many Phase II Users does your College have/how many would you feel comfortable having?

Why?.....

- Why is it important to have access to the data in the SDW?
- How can we better utilize the data provided in the SDW?
- How has utilizing the data from the SDW and other University resources changed decision making in your College?

CREATE SUCCESS

Our alumni did a couple things in common that helped them succeed, so we're recommending them to you.



Book an
Advising
Appointment



Other Options

OBIA, Academic Reports in CIS, RFI

Request for Information

- Use if other sources do not meet needs
- <http://registrar.utah.edu/student-systems/index.php>

Student Systems

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

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

Security

[New Employee Security Guidance Page](#)

[Security Forms](#)

Security Training Page - in progress

[List of Major/Minor codes](#)

[Student Data Warehouse](#)

[Request for Information](#)

[Request for Service](#)

[Requisites - Department Information](#)

[Duplicate EMPLID Form](#)

Request for Information

[Office of Budget and Institutional Analysis \(OBIA\)](#)



OBIA is the official source of University information. Commonly requested data is hosted online. For a description of these data elements and links to the actual data, please visit [OBIA](#). If commonly requested data does not meet your needs, please [Request Custom Data](#).

Student Record Reports

There are several academic reports regarding student information (i.e. graduation reports, student grades, etc.) available via CIS. Security access is necessary to access reports. [See a description of available reports here](#). Completion of the [FERPA Review](#) is required before accessing the form.

Student Systems Request for Information

If OBIA data does not meet your needs, complete the Request for Information form. Data from Student Systems will be delivered in a list format (i.e. Excel).

Who can request information?

A person employed by the University of Utah in a staff or faculty position with a legitimate educational interest for the information requested. Does not include degree projects or to be used for student projects.

Length of time request may take

1 week minimum. During peak times, it may take up to 2 to 3 weeks.

Form instructions for best results of data

- Be specific in completing the request; if clarification is needed, the request may be delayed
- Provide a time frame - specify term(s) and year(s)
 - Data prior to fall 1998 is not available
- Indicate only necessary data elements (i.e.: name, DOB, ID, umail, etc.)

[Form](#)

Request for Information

Request for Information

University of Utah Student Systems Office

This Request for Information form is for University of Utah faculty and staff only. Please allow a minimum of one week for processing this request. Be as thorough as possible when defining your criteria; requests for clarification will delay your request. All report output will be provided electronically via email. Submit complete form to 201 S 1460 E Box 120 Salt Lake City, UT 84112 or fax to 585-7524.

Requestor Information

Name of Requestor Department

Email Address Phone Number

Briefly state your legitimate educational interest for the information requested:

Data Being Requested

Name of program or query

Describe the information needed. Please specify term and year:
Ex. All currently enrolled math majors with a GPA greater than 3.0

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

<input type="checkbox"/> Currently Enrolled Term and Year <input type="text"/>	<input type="checkbox"/> Eligible to Enroll Term and Year <input type="text"/>	Freshman <input type="checkbox"/> Incoming <input type="checkbox"/> Continuing	Transfer <input type="checkbox"/> Incoming <input type="checkbox"/> Continuing
---	---	--	--

Student Career Graduate Undergraduate Non Credit Law Medicine

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

<input type="checkbox"/> Name Specify name format <input type="text"/>	<input type="checkbox"/> Phone	<input type="checkbox"/> Current Year in School
<input type="checkbox"/> Student ID Number	<input type="checkbox"/> Major	<input type="checkbox"/> Projected Year in School
<input type="checkbox"/> Umail Address	<input type="checkbox"/> Minor	<input type="checkbox"/> Credit Hours
<input type="checkbox"/> Mailing Address	<input type="checkbox"/> Term GPA Term and Year <input type="text"/>	<input type="checkbox"/> Gender
Specify all others <input type="text"/>	<input type="checkbox"/> Cumulative GPA	<input type="checkbox"/> Ethnicity Specify Ethnicity <input type="text"/>

In accordance with the Family Educational Rights and Privacy Act of 1972 (FERPA), any University of Utah department/agency (or its officers, employees, and agents) receiving personally identifiable student information may use the information only for the legitimate educational purpose for which it was obtained. Personally identifiable student information may not be transferred to a third party without the prior written consent of the student(s).

The undersigned agrees to comply with the provisions of FERPA and understands that the misuse of student data resulting in a violation of FERPA could subject the University of Utah to sanctions by the Department of Education, which may include the loss of federal funds. It is also understood that employees found in violation of FERPA may be disciplined and/or dismissed from employment in accordance with University Policy. For more detailed information about the privacy of student records, please visit the FERPA website at www.uu.edu/regaffairs/ferpa/faculty/index.htm.

Date Signature of Department Chair or Director

Student Systems Office Use Only:
Processed By: Date: Query/Job Name:

Questions?

Student Data Warehouse

datawarehouse@utah.edu

Student Systems

studentsystems@utah.edu

801-587-8914



Systems, Technology, Progress and Future Trends
Timothy Ebner, University Registrar
Andrea Ronér, Associate Registrar

Student Affairs to Academic Affairs

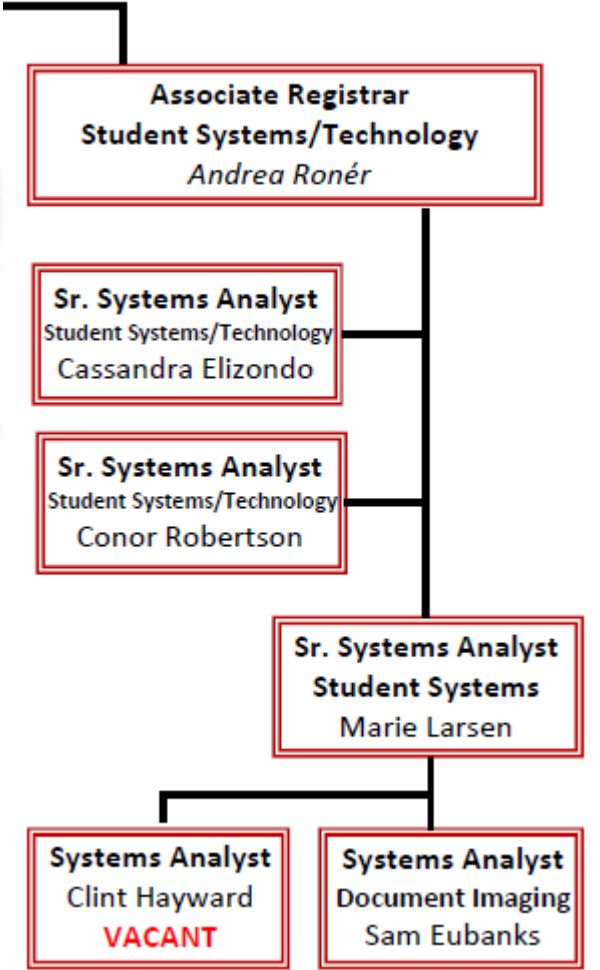
- Change in reporting structure for Enrollment Management Offices
 - Office of Admissions
 - Office of the Registrar
 - Financial Aid & Scholarships
 - Office of Orientation & Transition

Office of the Registrar

- Graduation & Commencement
 - Registration & Records
 - Scheduling
 - Student Systems
 - Transcripts & Verifications
 - Veteran Services
 - Athletic Certification
-

Office of Admissions – any questions or suggestions, please email admissions@utah.edu or 801/581-8761.

Student Systems & Technology Area Updates



Campus Solutions 9.0 to 9.2

- We Upgraded!
 - October 2018
- MOD Removal – 188
- Elect CR/NC

- Fluid Pages/New Student Homepage
 - Many delivered pages
 - Created/changed pages to Fluid – ongoing project

New Student Homepage

The screenshot displays the 'New Student Homepage' with a red header bar. The header contains the 'U CAMPUS INFORMATION SERVICES' logo on the left, 'Student Homepage' with a dropdown arrow in the center, and navigation icons (home, user, menu) on the right. The main content area is a grid of tiles:

- My Classes:** Semester: Fall 2018 (dropdown), Expanded View (link). No classes this semester. UOnline classes: (empty list).
- Student Personal Messages:** No messages.
- UMail:** UMail Settings.
- Student Message Center:** Preferred Name Display. We are pleased to announce that the CIS Portal will now display a preferred name in the Profile tile if you have set one. The Preferred Name can be set by clicking the Update Profile bar at the bottom of the tile to open the Student Profile application. Navigation: Previous, Next.
- Class Schedules:** Spring 2019 Class Schedule, Fall 2018 Class Schedule, Summer 2018 Class Schedule.
- Registration:** REGISTER button.
- My Degree Dashboard:** Graduation cap icon.
- Academic Records:** A+ grade icon.
- Graduation:** Graduation cap icon.
- Tuition and Loans:** Money icon.
- Financial Aid:** Piggy bank icon.
- Student Housing:** House icon.
- Research Administration:** Document icon.
- ASUU Voting:** VOTE button.

Fluid Pages

The image shows a user profile page with a sidebar on the left and a main content area. The sidebar contains various settings and links, with 'Personal Details' highlighted. The main content area shows the 'Personal Details' section, specifically the 'Names' subsection. An 'Edit Name' modal is open in the foreground, displaying the current name information and input fields for editing.

Personal Details

- Contact Details
- Emergency Contacts
- Addresses
- Demographic Information
- Campus Alert
- Change Your Password
- Change Your Security Info
- Are you a veteran?
- FERPA Consent to Release Form
- Privacy Restrictions

Personal Details

Names

Name
ANDREA RONÉR
ANDREA RONÉR
Andrea Ronér

Edit Name

Cancel Save

Type Preferred

Name Format English

*First Name

Middle Name

Last Name RONÉR

Tasks – Registration Validation

Step 6 of 7: Major Information

Confirm

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

Career Undergraduate Semester

College University of Utah

Major Undeclared

Minor

Emphasis/Track

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

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

1 Introduction
Visited

2 Contact Details
Complete

3 Addresses
Complete

4 Emergency Contacts
Complete

5 Physical Location
Complete
















6 Major Information
Complete

7 Complete Task
Complete



Tasks
1 To Do's

College Scheduler

	Class #	Subject	Catalog #	Section	Seats Open	Day(s) & Location(s)	Campus	Credits
  	9637	Accounting	2600	001	71	T 6:00pm - 10:00pm - SFE BB 1110 1110	Main Campus	3
<p>Title: Survey of Accounting Component: LEC Session: Regular Academic Session Instructor: REYN GALLACHER Campus: Main Campus Credits: 3 Waitlist Open: 999 Description: This course provides a broad view of accounting, focusing on a users perspective. It introduces students to the role of accounting and the various individuals who rely on accounting within a business. Students learn the fundamentals of accounting, with a focus on understanding and using information provided within financial statements and how these statements are used by various stakeholders, including investors, managers, and tax authorities.</p>		<p>Day(s) & Location(s): T 6:00pm - 10:00pm - SFE BB 1110 1110 Dates: 01/08/2019 - 04/23/2019</p>		<p>Notes: Supplemental Instruction (SI) is attached to this section. SI provides free, organized group study sessions in which students actively focus on course content, test preparation, and study skills. SI is facilitated by trained student SI leaders. SI session times are determined during the first week of class. See www.sa.utah.edu/lep for more information. Consent: No Special Consent Required Drop Consent: No Special Consent Required</p>				
  	1321	History	1700	001	91	TTh 9:10am - 10:30am - CTIHB 109 109	Main Campus	3
  	7875	LEAP Program	1050	002	5	TTh 12:25pm - 1:15pm - M LI 1715 1715	Main Campus	1
  	8438	Music	1236	001	212	TTh 2:00pm - 3:20pm - S BEH AUD .	Main Campus	3
  	1204	Writing & Rhetoric Studies	1010	001	6	MWF 8:35am - 9:25am - GC 2880 2880	Main Campus	3
								13

If your department would like a review of College Scheduler/Schedule Builder, request it via the Meeting Request Form under Faculty & Staff menu.

Meeting Request Form

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

Contact Information

* Indicates a required input.

* Organizing Department/College

* Meeting Organizer's First Name

* Meeting Organizer's Last Name

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

* Meeting Organizer's Email Address

Meeting Information

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

Please check any topics that apply

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

Please include any additional information related to this meeting request

Class Demand Report

Class Demand Report

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

Thu Nov 15 22:02:14 MST 2018

[BACK](#)

[DOWNLOAD TO EXCEL](#)

Term: 1194 | Subject: COMM | Catalog Number: 3030 | Title: Comm & Social Respon

Subject	Catalog Number	Section	Component	Shopping Cart	Wait List	Total Enroll	Enrollment Capacity	Demand	Actual Demand	Room Capacity	Over/Under Rm Cap	Building/Room Number	Consent
COMM	3030	001	Lecture	3	6	30	30	9	9	40	Under	BU C - 302	N
COMM	3030	002	Lecture	6	0	25	30	1	1	30	Under	MCD - 130	N
				Summary		55	60	10	10	70			
							Seats Available: 5	Unmet Demand: 10	Actual Unmet Demand: 10	Rm Cap Seats Available: 15			

Outreach Campaigns

- Enrollment Campaigns
- Senior Report
- Orientation Analysis
- Communications

Key Activities/Goals 2018-2019

1. Scheduling classes for students

- a) Goal: Upgrading Astra to the cloud-based product.
 - Outcome: Successfully upgrade.
- b) Goal: Provide enhanced tools and analytics for the campus community to inform key decision makers on trends and best practices regarding scheduling of classes.
 - Outcome: Delivery and adoption of tools and analytics, and demonstrated impact on student schedules.
- c) Goal: Complete a comprehensive process review post implementation of Leapfrog CLSS
 - Outcome: Implement changes based on process review

Key Activities/Goals 2018-2019

2. Registering students for classes and creating their academic records

- a) Goal: Review findings of Registration and Tuition Taskforce.
 - Outcome: Determine next steps in implementing any recommendations.
- b) Goal: Review current PeopleSoft functionality to enforce the Repeat policy.
 - Outcome: Implement and be in compliance with the Repeat policy.

Key Activities/Goals 2018-2019

3. Maintaining and distributing academic records

- a) Goal: Investigate solutions to offer online report of credit (grade) changes.
 - Outcome: Implement the appropriate solution.
- b) Goal: Investigate National Student Clearinghouse (NSC) Reverse Transfer functionality.
 - Outcome: Determine feasibility of using NSC solution.

Key Activities/Goals 2018-2019

4. Reviewing student progress towards graduation and certifying degree completion

- a) Goal: Identify students who have completed all degree requirements and have either not applied for graduation or have previously been denied.
 - Outcome: Develop strategies to facilitate their completion.
- b) Goal: Implement the full use of the CollegeSource Transfer Evaluation System (TES) for transfer articulation.
 - Outcome: Administration of transfer articulation becomes a function of the Registrar's Office.
- c) Goal: Implement Marker encoding in uAchieve.
 - Outcome: Provide streamlined functionality of CollegeSource products for students and staff.

Key Activities/Goals 2018-2019

5. Certifying eligibility for student athletes

- a) Goal: Rewrite of Compliance Assistant and PeopleSoft's data exchange and the PeopleSoft identification of student athletes.
 - Outcome: More streamlined interface and accurate reporting functionality.
- b) Goal: Analyze the impact of the addition of Men's Lacrosse as an NCAA sanctioned sport.
 - Outcome: Determine appropriate resources required to maintain additional compliance responsibilities.

Key Activities/Goals 2018-2019

6. Developing staff service excellence

- a) Goal: Continue a vibrant and impactful professional development program tailored to the needs of the office and staff.
 - Outcomes: Effective utilization of office closure time to increase professional education and staff morale.
- b) Goal: Work towards salary equity among professional and hourly staff.
 - Outcomes: (a) Deliver to the AVP of Enrollment Management data that provides analysis of salary comparisons, (b) dialogue with the AVP of Enrollment Management to strive for equity.
- c) Goal: Continue to explore best practices and process improvements.
 - Outcomes: Providing leading edge technology and service deliveries.

Key Activities/Goals 2018-2019

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

- a) Goal: As the transition to Academic Affairs begins, continue outreach to colleges and departments concerning the available partnerships and training opportunities provided by the Registrar's Office.
 - Outcome: Better educate the campus community of available data analytics, services and resources.
- b) Goal: SDW Management Committee and Civitas/Illume working group will continue in its coordinating effort between the Business Intelligence, Assessment, Evaluation and Research, Institutional Analysis, and Registrar's Office to provide comprehensive delivery for institutional data needs.
 - Outcome: Monthly coordinating meeting will provide communication and coordination of all data requests as well as ensuring institutional compliance.

Key Activities/Goals 2018-2019

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

- a) Goal: Meet biannually with UIT Security Team to perform an audit of user access and security roles within PeopleSoft.
 - Outcome: Summarize the audit findings and actions taken to improve security, integrity, and usability.
- b) Goal: Continue delivering a state-of-the-art web presence that provides useful information to students, which is accessible both across different devices and in terms of ADA compliance.
 - Outcome: Analysis of web presence compared to PAC 12 counterparts and implement new features based on that analysis.
- c) Goal: Re-visioning the office space utilized by Systems and Optical Imaging area.
 - Outcome: Appropriate work space.
- d) Goal: Participate with Academic Affairs in the development of the Enrollment Management Dashboard.
 - Outcome: Providing data analytics relative to the Registrar's Office.
- e) Goal: Upgrade successfully to Campus Solutions 9.2.
 - Outcome: Upgrade will be completed by October 2018.
- f) Goal: Experiment and explore electronic retention functionality in OnBase.
 - Outcome: Implement the record retention plan.

Questions?

Timothy Ebner

University Registrar

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Andrea Ronér

Associate Registrar, Student Systems & Technology

aroner@sa.utah.edu



One Together With U

Registrar's Office Summit VIII
2018

Combined Session:
Veteran Services, Athletic Compliance, & FERPA



Veteran Services- The Forever GI Bill
James Martak

Who we are

- Our office is responsible for certifying the classes GI Bill students enroll in.
- We work closely with the VA to ensure students are paid appropriately and the University is following the regulations involved with the GI Bill.
- On average, we handle the benefits for over 800 students each semester.

The GI Bill: What does it cover?

- At the University of Utah, all undergraduate, graduate and post grad degrees are approved for GI Bill benefits.
- Many certificate programs are also approved, but not all.
- Minors are not approved unless required by the major or can be completed within the 122 credits required to graduate.
- Dual majors are approved.
- Test reimbursement.
- GRE, GMAT, LSAT prep courses.
- Tutoring reimbursement.

The GI Bill: How does it work?

- For degrees and certificates: the GI Bill will only pay for courses that are required to complete the degree/certificate. This includes: major requirements, gen eds, upper division, electives, and pre-requisites.
- “Recommended” courses cannot be approved unless the student has electives available.

The GI Bill: Benefit types

- The GI Bill breaks down into several Chapters based off of the type and length of service of the Veteran:
 - Chapter 30 and Chapter(s) 1606/1607: “the old GI Bill”
 - Chapter 33 (Post 9/11): For those who served active duty after 09/11/2001.
 - Chapter 35 (DEA): For dependents/spouses of disabled/deceased Veterans
 - Chapter 31 (Voc Rehab): For disabled Veterans
- Each chapter pays differently
- Detailed information can be found on the GI Bill website: www.gibill.va.gov

The Forever GI Bill

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

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 Together With U

Registrar's Office Summit VIII
2018

Athletic Eligibility
Jon Cantu & Kathy Rank

NCAA Eligibility Center

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

NCAA Initial Eligibility Requirements

Qualifier

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

Graduation

- Within 4 years of initial high school enrollment

Core Course Progression

Sixteen Core Courses:

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

Academic Redshirt

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

Within 4 years of initial enrollment

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

Non-Qualifier

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

Full Time Enrollment

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

Credit Hour Requirements - 6

- Six hour requirement applies to:
 - All undergraduate student-athletes
 - All graduate student-athletes
- Transfers
 - Must complete six hours during previous F/T term of enrollment regardless of when SA enrolls at certifying institution.
 - Six hour rule is NOT applicable to transfers from a foreign collegiate institution.

Credit Hour Requirements - 18

- 18 Hour Rule

- Student-athlete must complete 18 hours of credit which counts toward a degree during each regular academic year
- Summer hours do not count
- Tied to the start of the student-athlete's third semester of enrollment following initial F/T enrollment
 - Mid-year Enrollee: Certify 18 hour requirement after completion of two F/T semesters at Utah.
 - Thereafter, certify 18 hours prior to start of each fall term.

Progress Toward Degree

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

Grade Point Average

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



One Together With U

Registrar's Office Summit VIII
2018

FERPA
michael bard

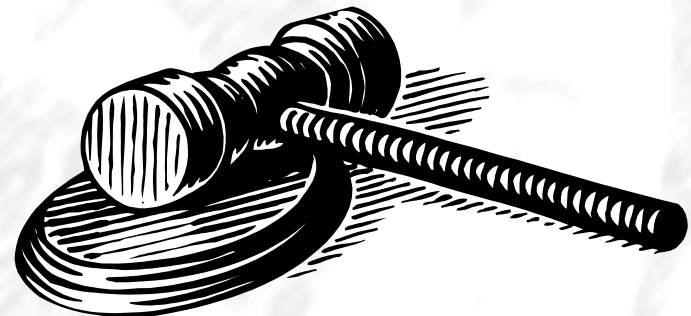
Family Educational Rights and Privacy Act of 1974

This Act is enforced by the

Family Policy Compliance Office,

U.S. Department of Education,

Washington, D.C.



What is FERPA?

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

The Essence Of The Act

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

Key Concepts

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



WHAT IS AN EDUCATION RECORD?

Education record

If you have a record that is:

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

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

Note: records can take be any format or medium.



“Personally identifiable”

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

Examples:

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



Excluded Categories:

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

Sole Possession Notes

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

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



DIRECTORY INFORMATION

Directory Information

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



Directory Information At The U

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



RESTRICTION OF DIRECTORY INFORMATION

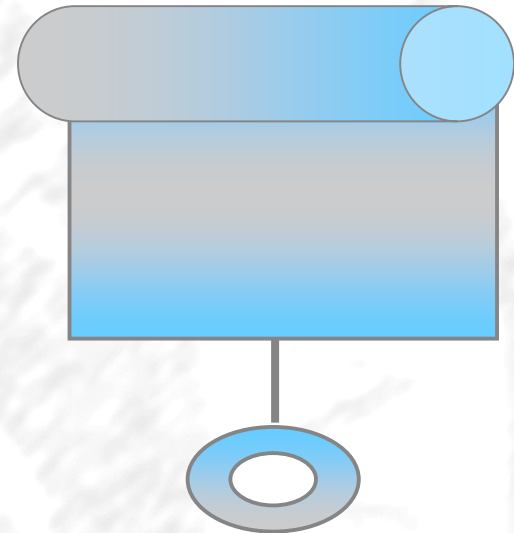
Directory Information Restriction

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



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

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



Important Note...

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





WHO IS A SCHOOL OFFICIAL?

“School Official”

A school official is defined as someone

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

What is a “Legitimate educational interest”?

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





**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



Access to Online Release Form



- Menu**
- Search:
- ▷ My Favorites
 - ▷ CIS Home
 - ▷ U of U Applications
 - ▷ U of U HR Applications
 - ▼ UofU Student Applications
 - ▷ Admissions
 - ▷ Athletics
 - ▷ Campus Alert System
 - ▷ FERPA Consent
 - ▷ Financial Aid
 - ▷ Graduate School
 - ▷ Scheduling
 - ▷ Student Records
 - ▷ Student Systems
 - ▷ Self Service
 - ▷ Campus Community
 - ▷ Student Admissions
 - ▷ Records and Enrollment
 - ▷ Curriculum Management
 - ▷ Academic Advisement
 - ▷ Set Up SACR
 - ▷ Worklist
 - ▷ Reporting Tools
 - ▷ PeopleTools
 - [Careers](#)
 - [My Personalizations](#)

UofU Student Applications

UofU Student Applications

Admissions <ul style="list-style-type: none">UseInquireReport A-IReport J-Z	Athletics <ul style="list-style-type: none">Reports
FERPA Consent <ul style="list-style-type: none">Use	Financial Aid <ul style="list-style-type: none">AwardsGeneral
Scheduling <ul style="list-style-type: none">Use	Student Records <ul style="list-style-type: none">UseInquireProcess3 More...

FERPA Consent

Enter any information you have and click Search. Leave fields blank for a list of all values.

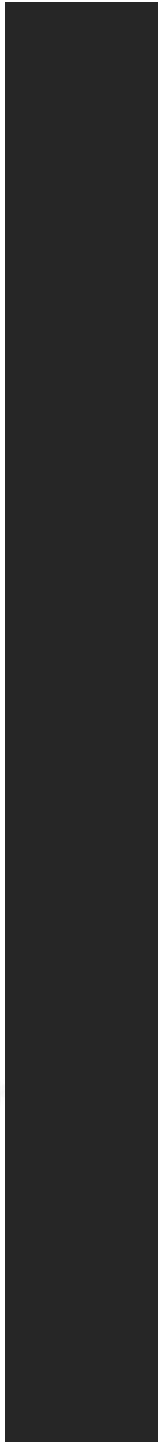
[Find an Existing Value](#) [Add a New Value](#)

Maximum number of rows to return (up to 300):

Search by: begins with

[Search](#) [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)



Online Consent to Release Form

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

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

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

*PIN:

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

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

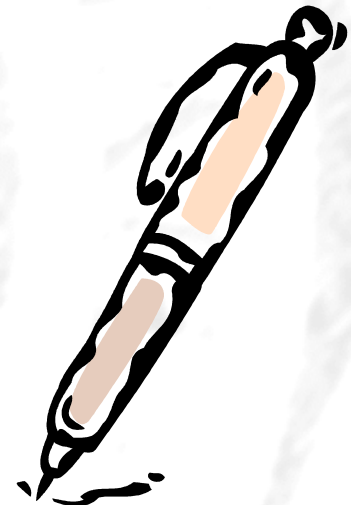
*Name	*Relationship Name	Email Address		
Dad	Father	dad@dadjokes.com	+	-

- The student must elect offices to authorize the release of information.
- The person requesting information, must know the uNID, student name, PIN, be listed, and be properly identified.

Written Consent for Disclosure

The written consent must:

- A. Specify the records to be released
- B. State the purpose of the disclosure
- C. Identify the party or parties to whom disclosure may be made
- D. Be signed and dated by the student.



Written Consent Example

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

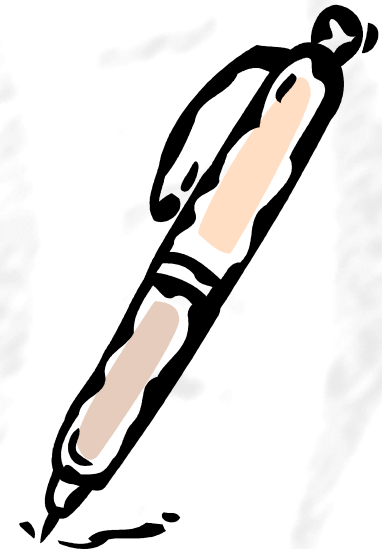
Annie's Catering
344 Willow Dr.
Lynchburg, VA 24502

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

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

Signature

Date





**WHEN IS PRIOR CONSENT
NOT REQUIRED?**

When Is Prior Consent Not Required?

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



LETTERS OF RECOMMENDATION

Letters of Recommendation: Signed Release / No Signed Release?

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

Letters of Recommendation: Student Right To Review?

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

Letters of Recommendation: Students' Waiver of Right to Review

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

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

Letters of Recommendation Release Form



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

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

Student Name: _____

Student ID Number: _____

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

Recipient Name	_____
Address	_____

Phone number	_____
Email	_____

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

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

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

Student Signature

Date

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

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

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

A template is available for your convenience.

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

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

Key Concepts

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

When in Doubt...

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





Welcome to Café Registration
& Petitions



Welcome to Café Registration
Thain Bailey

Meet the Team

KATHY RANK

Associate Registrar

Athletic Compliance, Veteran Services,
Operations

MELISSA PERRITT

Assistant Registrar, Operations

Registration & Records, Graduation,
Transcripts & Verifications

THAIN BAILEY

Supervisor

Registration & Records

LAUREN RIALDI

Assistant Supervisor

HALEY PULSIPHER

Registration Specialist

LOGAN GOWERS

Registration Specialist

Before the Term:

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

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

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

Credit Hours Allowed

Undergraduate Students

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

Graduate Students

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

Registration Timeline

Admitted students continue to register.

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

Week One

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

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

Registration Timeline

Permission codes are required to add regular session classes.

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

Week Two

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

Tuition is due.

Permission Codes

When needed?

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

Restrictions?

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

How to generate?

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

Registration Timeline

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

Green Late Add forms required for section changes, credit hour changes, to remove a “W”, or to place an audit.

Week Three

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

Deadlines for section changes, credit hour changes, and removing a “W” 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", to or from an audit).

Week Four

Fee Match Period

Yellow Late Add forms start.

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

Fee Match Period

Census

- The university does not receive funding for students who add classes after the Census deadline (Monday).

Fee Match Period

- Extends from Census until Drop for Non-Payment.
- A Yellow Late Add form is required for any initial registrations of regular or 1st half classes during this period.

Drop for Non-Payment

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

Fee Match Period

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

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

Registration Timeline

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

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

After Fee Match

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

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

Miscellaneous Classes

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

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

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

Withdrawals

After the Drop Deadline - Up to Midpoint of the Class

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

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

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

After the Last Day of Class

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

Online Grading

E-Grading Resources

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

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

Grade Check Off List/Status

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

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

Leave of Absence

Undergraduate Students

- Apply through the Undergraduate Leave of Absence request 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 where they are added to the class or not. If a student decides they no longer want the class, they are responsible for dropping the class prior to the drop deadline.

Wait Listing

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

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

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

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

Repeats & Duplicates

Repeats

Applies to courses taken at the same institution.

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

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

Repeats & Duplicates

Repeats

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

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

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

Repeats & Duplicates

Duplicates

Courses taken at another institution and the University of Utah.

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

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

Repeats & Duplicates

Duplicates

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

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

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



Petitions for Consideration of Policy
Melissa Perritt & Kathy Rank

Please print legibly.

Date _____

Student ID Number _____

Phone _____

Name _____

Email Address _____

Address _____

College _____

City State Zip

Major _____

F1 or J1 Visa Yes No

PROCEDURES FOR FILING PETITIONS:

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

1. Complete this form and prepare a written statement describing your request for exception to policy.
2. Attach your statement and all other supporting letters and documentation to your petition. Supporting letters from instructors, physicians, etc., must be written on official letterhead. (You are advised to make copies for your own personal file as you will be charged \$.50 per page if you request copies from the Registrar's Office at a later date.)
3. If you are petitioning for a past term, you are required to obtain a letter of support from your college dean if you are an undergraduate student, or from your committee chairperson if you are a graduate student.
4. Submit your completed petition to the Registration Division, window 13, second floor of the Student Services Building or by mail to: 201 S 1460 E RM 250 N, Salt Lake City, UT 84112-9056.
5. Allow up to two weeks for the petition to be reviewed. You will be notified of the committee's decision by mail or email to your uMail account. Decisions cannot be released over the phone.
6. ***FINANCIAL AID RECIPIENTS** - You are advised to meet with your financial aid counselor to review the possible effect if this petition is approved.
7. International students on a F1 or J1 visa who are requesting a withdrawal that will take undergraduate credits below 12 hours or graduate credits below 9 hours must include a letter of support from International Student & Scholar Services.

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

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

*Delete class(es) with W grades for the current term	<input type="checkbox"/>	Add class(es) for a past term (\$50 late fee per class)	<input type="checkbox"/>
Elect or Revoke the CR/NC Option (Refer to Guidelines)	<input type="checkbox"/>	*Change credit hours for a past term	<input type="checkbox"/>
*Withdraw from class(es) for a past term	<input type="checkbox"/>	Section change for a past term	<input type="checkbox"/>
*Delete class(es) with W grades for a past term	<input type="checkbox"/>	Change a cross-listed course for a past term	<input type="checkbox"/>

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

Uses

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

Process

Intake

- Office Coordinator receives
 - Checks for eligibility
 - Checks for completeness

Preliminary Review (Thursday)

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

Process

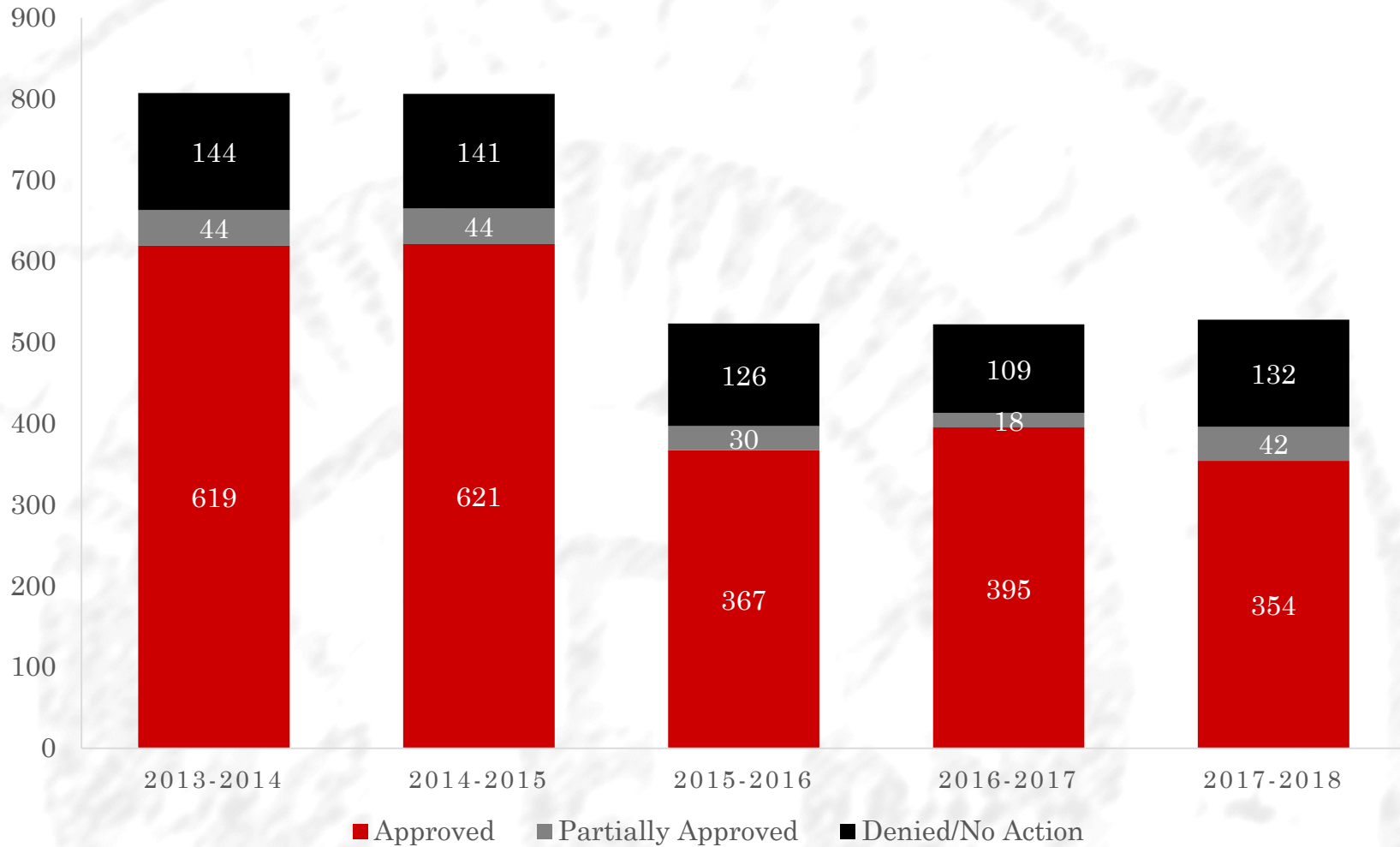
Committee (Friday)

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

Notification

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

Decisions by year (Volume)



Considerations

Policy &
Precedent

Evidence

Decision

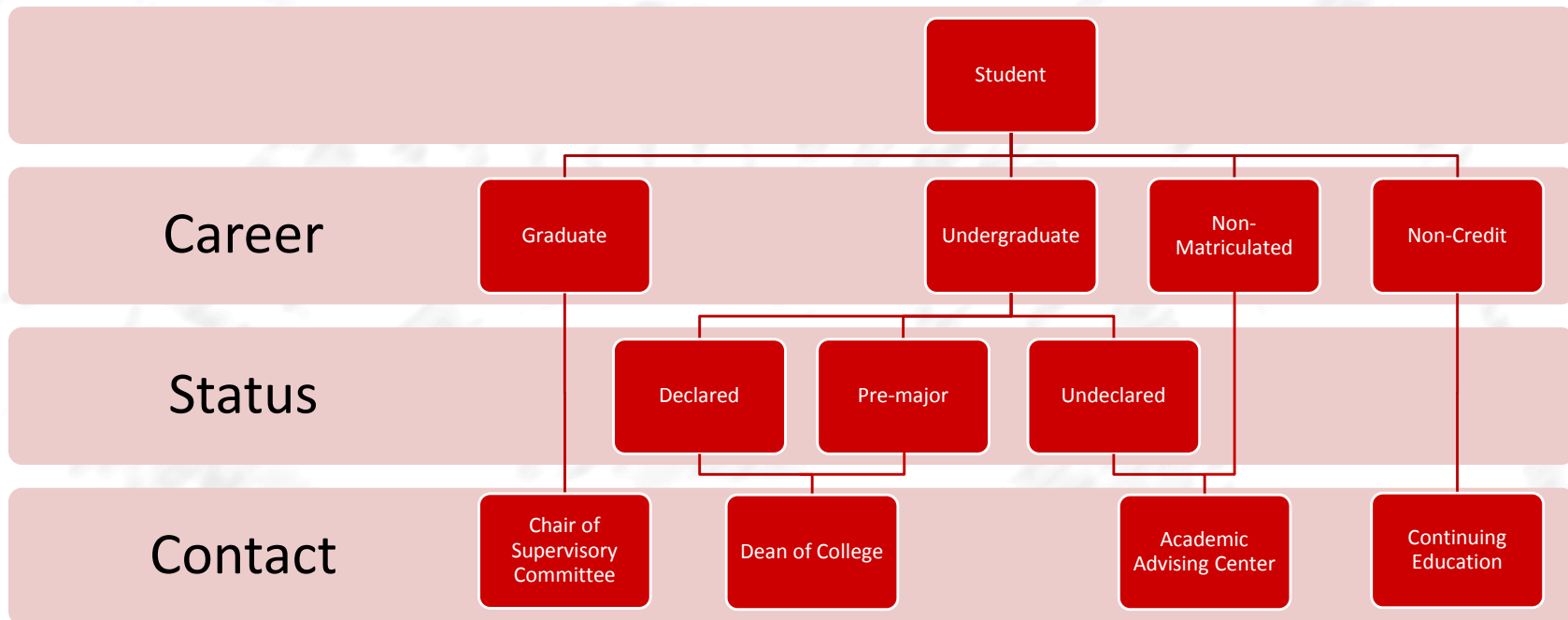
Statement

Support

Supporting Evidence

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

Letters of Support



It's a Balancing Act



If denied . . .

- Students do have the right to appeal to the Student Affairs Appellate Committee
- Depending on circumstances we may refer to Income Accounting petition regarding Tuition
- Other options may be appropriate
 - Repeating the course
 - Academic renewal (after 7 years)
 - Degree audit exceptions
 - Changes to Program of Study



One Together With U

Registrar's Office Summit VIII
2018

Your Strategic Scheduling Vision:
Moving Beyond Transactional Scheduling
Liz Johnson

Introduction to our Team

- Liz Johnson- Associate Registrar
- Jessica Novak- Project Coordinator
- Candace Bradbury- Scheduling Specialist
- Emily Dunklee- Scheduling Specialist

Defining...

- What is strategic scheduling? Simply put, it is knowing what you want to achieve, and using your time to make sure you get there. If your budget is your strategic plan put to numbers, then your schedule is your strategic plan with dates, times and locations.

-Congressional Management Foundation

Straw Poll

- Is scheduling done strategically in your department?
- Is the schedule viewed as a tool to reach department goals?
- Is the schedule more faculty driven or student driven?
- Can students get the courses they need to graduate?
- Is an evaluation done of last year's schedule, or is it just a "rollover" with a few tweaks?
- What percentage of the schedule changes from year to year?
- Are real time changes being made in response to student demand?



Class Demand Report

How Do I Access the Information?

- CIS Class Tools Security Authorization Form
- Find report under CIS Student Admin Services/ Class Demand Report



Class Demand Report

Please select a term and subject(s) to start.

Term:

Select all

Subject(s):

Select Courses to View

- Option to view on screen or download to excel
- Why is section 003 the most popular? Tues/Thurs 9:10-10:30

Wed Nov 14 08:53:42 MST 2018

BACK

DOWNLOAD TO EXCEL

Term: 1194 | Subject: ACCTG | Catalog Number: 2600 | Title: Survey of Accounting

Subject	Catalog Number	Section	Component	Shopping Cart	Wait List	Total Enroll	Enrollment Capacity	Demand	Actual Demand	Room Capacity	Over/Under Rm Cap	Building/Room Number	Consent
ACCTG	2600	001	Lecture	8	0	23	95	0	0	268	Under	SFEBB - 1110	N
ACCTG	2600	002	Lecture	10	0	74	95	0	0	102	Under	CRCC - 115	N
ACCTG	2600	003	Lecture	25	25	95	95	50	25	102	Over	CRCC - 115	N
ACCTG	2600	004	Lecture	6	0	85	95	0	0	110	Under	SFEBB - 160	N
ACCTG	2600	005	Lecture	11	0	92	95	8	8	110	Under	SFEBB - 180	N
ACCTG	2600	006	Lecture	2	0	24	95	0	0	110	Under	SFEBB - 110	N
ACCTG	2600	090	Lecture	9	0	54	80	0	0			Online	N
Summary						447	650	58	33	802			
							Seats Available: 203	Unmet Demand: 58	Actual Unmet Demand: 33	Rm Cap Seats Available: 409			

What is actual demand...?

Subject	Catalog Number	Section	Shopping Cart	Wait List	Total Enroll	Enrollment Capacity	Demand	Actual Demand	Room Capacity	Over/Under Rm Cap	Building/Room Number	Consent
ACCTG	2600	003	25	25	95	95	50	25	102	Over	CRCC - 115	N

Shopping Cart

<input type="checkbox"/>	Name	ID	Email	Status
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]@utah.edu	Shopping Cart
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]@utah.edu	Shopping Cart
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]@utah.edu	Enrolled in Section 090
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]@utah.edu	Enrolled in Section 002
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]@utah.edu	Shopping Cart
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]@utah.edu	Enrolled in Section 005

Wait List

<input type="checkbox"/>	Name	ID	Email	Status
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]@utah.edu	Waitlist
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]@utah.edu	Waitlist
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]@utah.edu	Enrolled in Section 002
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]@utah.edu	Enrolled in Section 002

Case Study University Professor Course for Spring 2019

Celebrity

GNDR 2235 +FILM 2235+ UGS 2135

Working together across departments, see that 9 students have the film section in their shopping cart

Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot
GNDR	2235	001	Open	40	40	27	0	0
FILM	2235	001	Closed	10	10	10	0	0
UGS	2135	001	Open	10	10	9	0	0

Class Demand Report

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

Tue Nov 13 11:10:54 MST 2018

[BACK](#)

[DOWNLOAD TO EXCEL](#)

Term: 1194 | Subject: FILM | Catalog Number: 2235 | Title: Celebrity

Subject	Catalog Number	Section	Component	Shopping Cart	Wait List	Total Enroll	Enrollment Capacity	Demand	Actual Demand	Room Capacity	Over/Under Rm Cap	Building/Room Number	Consent
FILM	2235	001	Lecture	9	0	10	10	9	9	66	Under	BEH S - 102	N
					Summary	10	10	9	9	66			
							Seats Available: 0	Unmet Demand: 9	Actual Unmet Demand: 9	Rm Cap Seats Available: 56			

What is the Solution?

Options:

- 1) Increase enrollment cap on FILM section
- 2) Email/reach out to students to advise of seats in other offerings (exception in DARS if needed)
- 3) Use Class Demand Report to look at assigned classroom and determine if larger room is needed

Online Schedule- At a Glance

Seating availability for all BIOL classes

BIOL

Location: BLDG 44 Rm 135 | Phone: 801-581-6244

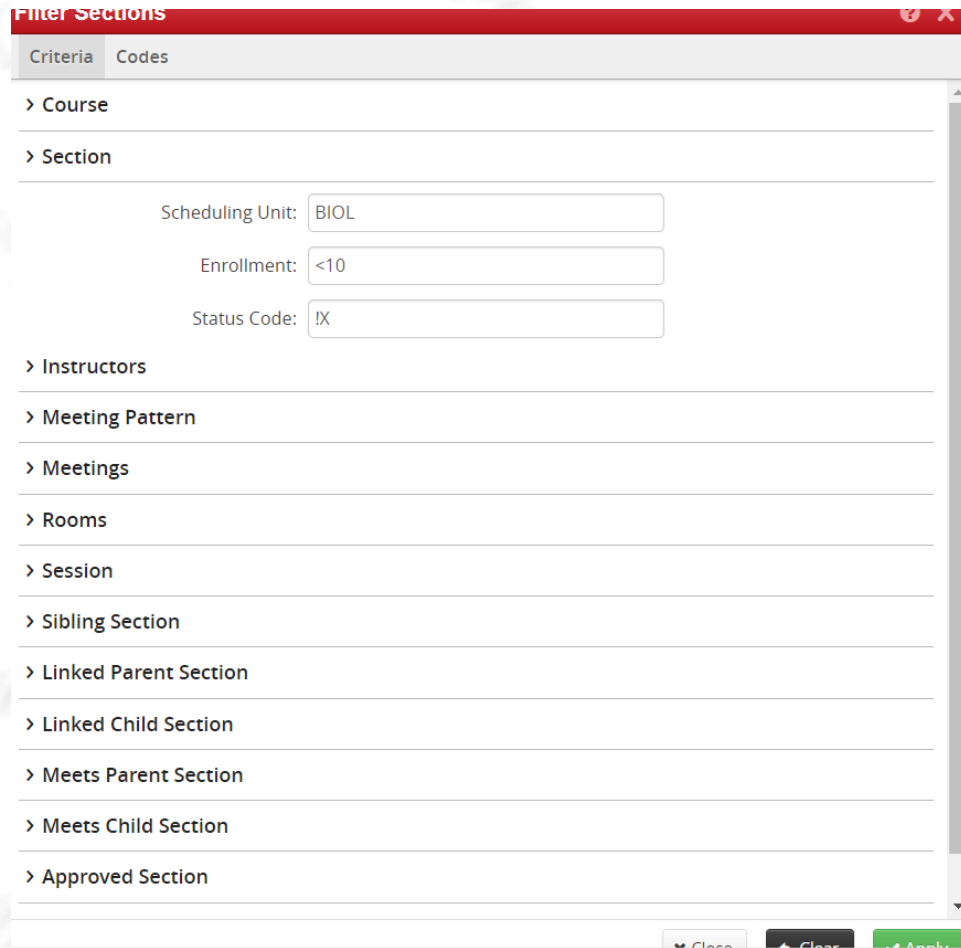
Spring 2019 Class Availability Information

Class #	Subject	Catalog #	Section	Title	Enrollment Cap	Currently Enrolled	Seats Available
6862	BIOL	121	070	Principles of Biology	5	0	5
11039	BIOL	242	070	Human Physiology	2	0	2
9676	BIOL	1010	001	Biology in 21st Century	95	75	20
1203	BIOL	1210	001	Principles of Biology	232	78	154
1202	BIOL	1210	002	Principles of Biology	351	153	198
12892	BIOL	1210	004	Principles of Biology	200	58	142
6861	BIOL	1210	070	Principles of Biology	50	12	38
13582	BIOL	1210	071	Principles of Biology	50	13	37
17208	BIOL	1610	001	Fund. of Biology I	250	43	207
17723	BIOL	1615	001	Fund. of Biol Lab I	24	13	11
17722	BIOL	1615	002	Fund. of Biol Lab I	24	10	14
17583	BIOL	1620	001	Fund. of Biology II	98	62	36
17351	BIOL	1625	001	Fund. of Biol Lab II	24	10	14
18010	BIOL	1625	002	Fund. of Biol Lab II	24	12	12
3090	BIOL	2010	001	Evol & Div of Life	232	106	126
3091	BIOL	2010	002	Evol & Div of Life	29	24	5

Can view historical enrollment by clicking on archived schedules

Low Enrollment Courses

- Click on Filter
- Select “Section” Drop Down
- Enter Enrollment <10
- Status !X
- Click Apply
- Results can be exported to excel for further review



The screenshot shows a web application window titled "Filter Sections". It has two tabs: "Criteria" and "Codes". The "Criteria" tab is active. Below the tabs, there are several expandable sections, each with a right-pointing chevron. The "Section" section is expanded, showing three input fields: "Scheduling Unit" with the value "BIOL", "Enrollment" with the value "<10", and "Status Code" with the value "!X". Other sections include "Course", "Instructors", "Meeting Pattern", "Meetings", "Rooms", "Session", "Sibling Section", "Linked Parent Section", "Linked Child Section", "Meets Parent Section", "Meets Child Section", and "Approved Section". At the bottom right of the window, there are three buttons: "Close" (disabled), "Clear" (disabled), and "Apply" (active).

Spring 2019- last day for major changes- Wed, January 2nd

A large, faint, light-colored globe or map is centered in the background of the slide. The globe shows the outlines of continents and latitude/longitude lines. A solid red vertical bar is positioned on the left side of the slide.

Head of the CLSS

Choose Framer, Customize View

Customize View

Instances

<input type="checkbox"/> Fall 2019	<input type="checkbox"/> Summer 2019
<input checked="" type="checkbox"/> Spring 2019	<input type="checkbox"/> Fall 2018
<input type="checkbox"/> Summer 2018	<input checked="" type="checkbox"/> Spring 2018
<input type="checkbox"/> Fall 2017	<input type="checkbox"/> Summer 2017
<input checked="" type="checkbox"/> Spring 2017	<input type="checkbox"/> Fall 2016
<input type="checkbox"/> Summer 2016	<input type="checkbox"/> Spring 2016
<input type="checkbox"/> Fall 2015	<input type="checkbox"/> Summer 2015
<input type="checkbox"/> Spring 2015	

Columns

3 Columns ▼

Term by Term Comparison

	Spring 2017 (H)	Spring 2018	Spring 2019
ACCTG 2600 Survey of Accounting	001 - LEC: GALLACHER, REYN (00918930) (94) MW 7:30am-8:50am	001 - LEC: GALLACHER, REYN (00918930) (98) M 6pm-9pm	001 - LEC: GALLACHER, REYN (00918930) (95) T 6pm-10pm
	002 - LEC: BUTTERFIELD, MARCI (00063740) (94) TTh 7:30am-8:50am	002 - LEC: BUTTERFIELD, MARCI (00063740) (95) TTh 7:30am-8:50am	002 - LEC: BUTTERFIELD, MARCI (00063740) (95) TTh 7:30am-8:50am
	003 - LEC: BUTTERFIELD, MARCI (00063740) (96) TTh 9:10am-10:30am	003 - LEC: BUTTERFIELD, MARCI (00063740) (96) TTh 9:10am-10:30am	003 - LEC: BUTTERFIELD, MARCI (00063740) (95) TTh 9:10am-10:30am
	005 - LEC: Becker, Scott (00965279) (97) MW 12:25pm-1:45pm	004 - LEC: HENRIKSEN, JOHN (00607425) (95) MW 12:25pm-1:45pm	004 - LEC: HENRIKSEN, JOHN (00607425) (95) MW 12:25pm-1:45pm
	006 - LEC: Becker, Scott (00965279) (93) MW 2pm-3:20pm	005 - LEC: Becker, Scott (00965279) (95) MW 2pm-3:20pm	005 - LEC: Becker, Scott (00965279) (95) MW 2pm-3:20pm
	007 - LEC: LAKE, STEPHEN (00459726) (92) W 6pm-9pm	006 - LEC: LAKE, STEPHEN (00459726) (95) W 6pm-9pm	006 - LEC: LAKE, STEPHEN (00459726) (95) W 6pm-9pm
	090 - LEC: BUTTERFIELD, MARCI (00063740) (78) Does Not Meet	090 - LEC: BUTTERFIELD, MARCI (00063740) (80) Does Not Meet	090 - LEC: BUTTERFIELD, MARCI (00063740) (80) Does Not Meet

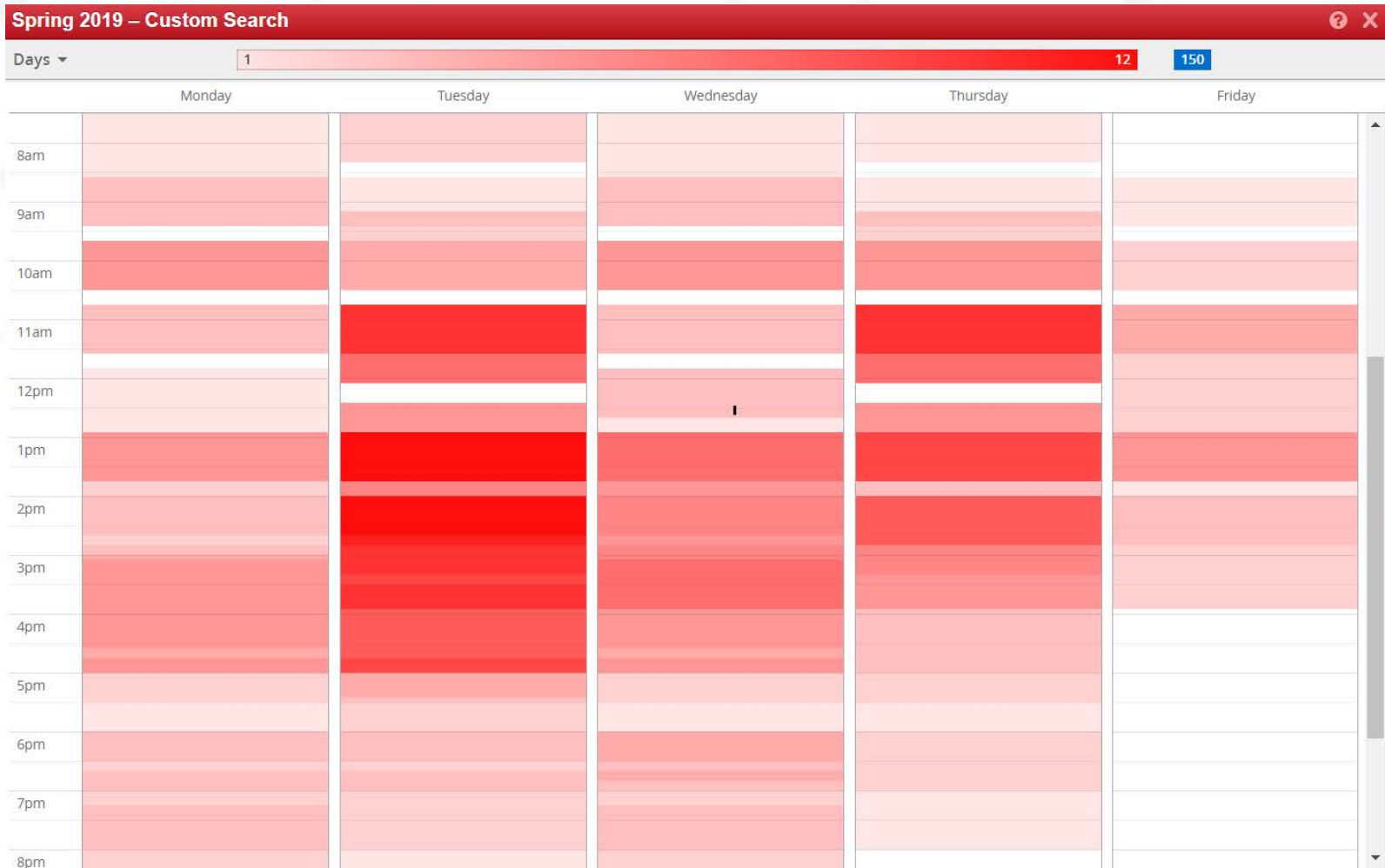
Export to Excel- Compare Three Terms of Offerings/Capacities Side by Side

A	B	C	D	E	F	G	H
Multiple Term Schedule							
Generated 11/14/2018, 10:22:06 AM							
Spring 2017		Spring 2018	Spring 2019				
ACCTG 2600 - Survey of Accounting							
001 - LEC: GALLACHER, REYN (00918930) (94)		001 - LEC: GALLACHER, REYN (00918930) (98)	001 - LEC: GALLACHER, REYN (00918930) (95)				
002 - LEC: BUTTERFIELD, MARCI (00063740) (94)		002 - LEC: BUTTERFIELD, MARCI (00063740) (95)	002 - LEC: BUTTERFIELD, MARCI (00063740) (95)				
003 - LEC: BUTTERFIELD, MARCI (00063740) (96)		003 - LEC: BUTTERFIELD, MARCI (00063740) (96)	003 - LEC: BUTTERFIELD, MARCI (00063740) (95)				
005 - LEC: Becker, Scott (00965279) (97)		004 - LEC: HENRIKSEN, JOHN (00607425) (95)	004 - LEC: HENRIKSEN, JOHN (00607425) (95)				
006 - LEC: Becker, Scott (00965279) (93)		005 - LEC: Becker, Scott (00965279) (95)	005 - LEC: Becker, Scott (00965279) (95)				
007 - LEC: LAKE, STEPHEN (00459726) (92)		006 - LEC: LAKE, STEPHEN (00459726) (95)	006 - LEC: LAKE, STEPHEN (00459726) (95)				
090 - LEC: BUTTERFIELD, MARCI (00063740) (78)		090 - LEC: BUTTERFIELD, MARCI (00063740) (80)	090 - LEC: BUTTERFIELD, MARCI (00063740) (80)				
ACCTG 3600 - Principles of Accounting							
001 - LEC: LEWIS, MICHAEL (00617330) (37)		001 - LEC: Charles, Shannon (00777797) (80)	001 - LEC: Charles, Shannon (00777797) (80)				
002 - LEC: PETERSON, MARK (00070467) (77)		002 - LEC: Charles, Shannon (00777797) (80)	002 - LEC: Charles, Shannon (00777797) (80)				
003 - LEC: LEWIS, MICHAEL (00617330) (78)		003 - LEC: LEWIS, MICHAEL (00617330) (80)	003 - LEC: LEWIS, MICHAEL (00617330) (80)				
004 - LEC: HENRIKSEN, JOHN (00607425) (57)		004 - LEC: Charles, Shannon (00777797) (80)	004 - LEC: Charles, Shannon (00777797) (80)				
005 - LEC: Staff (0)		090 - LEC: LEWIS, MICHAEL (00617330) (80)	090 - LEC: LEWIS, MICHAEL (00617330) (80)				
090 - LEC: LEWIS, MICHAEL (00617330) (61)							

Heat Map

 Visualize

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



12 Sections At This Time (+2 Crosslisted)

Days ▾

Monday
8am
9am
10am
11am
12pm
1pm
2pm
3pm
4pm
5pm
6pm
7pm
8pm

Section	Campus	Schedule
BIOL 1615-001 LAB Fundamental Principles of Biology Lab I: Cells, Genetics, and Biochemistry STEFFEN, JOSH (00400571)	MAIN	T 12:55pm-3:55pm
BIOL 2015-001 LEC Evolution and Diversity Laboratory MILLER, SHAWN (00031663)	MAIN	T 12:55pm-1:45pm
BIOL 2030-001 LEC Genetics PHADNIS, NITIN (00885745)	MAIN	TTh 12:25pm-1:45pm
BIOL 2325-006 LAB 🔗 See BIOL 2325-019 Human Anatomy NIELSEN, MARK (00032875)	MAIN	T 12:55pm-2:40pm
BIOL 2325-019 LAB 🔗 Also BIOL 2325-006 Human Anatomy NIELSEN, MARK (00032875)	MAIN	T 12:55pm-2:40pm
BIOL 2800-001 TPC Fresher Forum GOODMAN, GRAHAM (00942523)	MAIN	T 12:55pm-2:50pm
BIOL 3205-001 LAB General Microbiology Laboratory Phadnis, Naina (00912825)	MAIN	T 12:55pm-3:55pm
BIOL 3325-002 LAB Comparative Physiology Laboratory VICKERS, NEIL (00114499)	MAIN	T 12:55pm-5pm
BIOL 3450-001 LEC Rain Forest Ecology and Conservation LONGINO, JOHN (00772417)	MAIN	TTh 12:25pm-1:45pm
BIOL 3470-001 LEC Conservation Biology SIBUL, AMY (00524714)	MAIN	TTh 12:25pm-1:45pm

150

Friday

8am
9am
10am
11am
12pm
1pm
2pm
3pm
4pm
5pm
6pm
7pm
8pm

Filter- By Faculty (Last Name)

Spring 2019 – Custom Search

Days ▾ 1 2 8

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

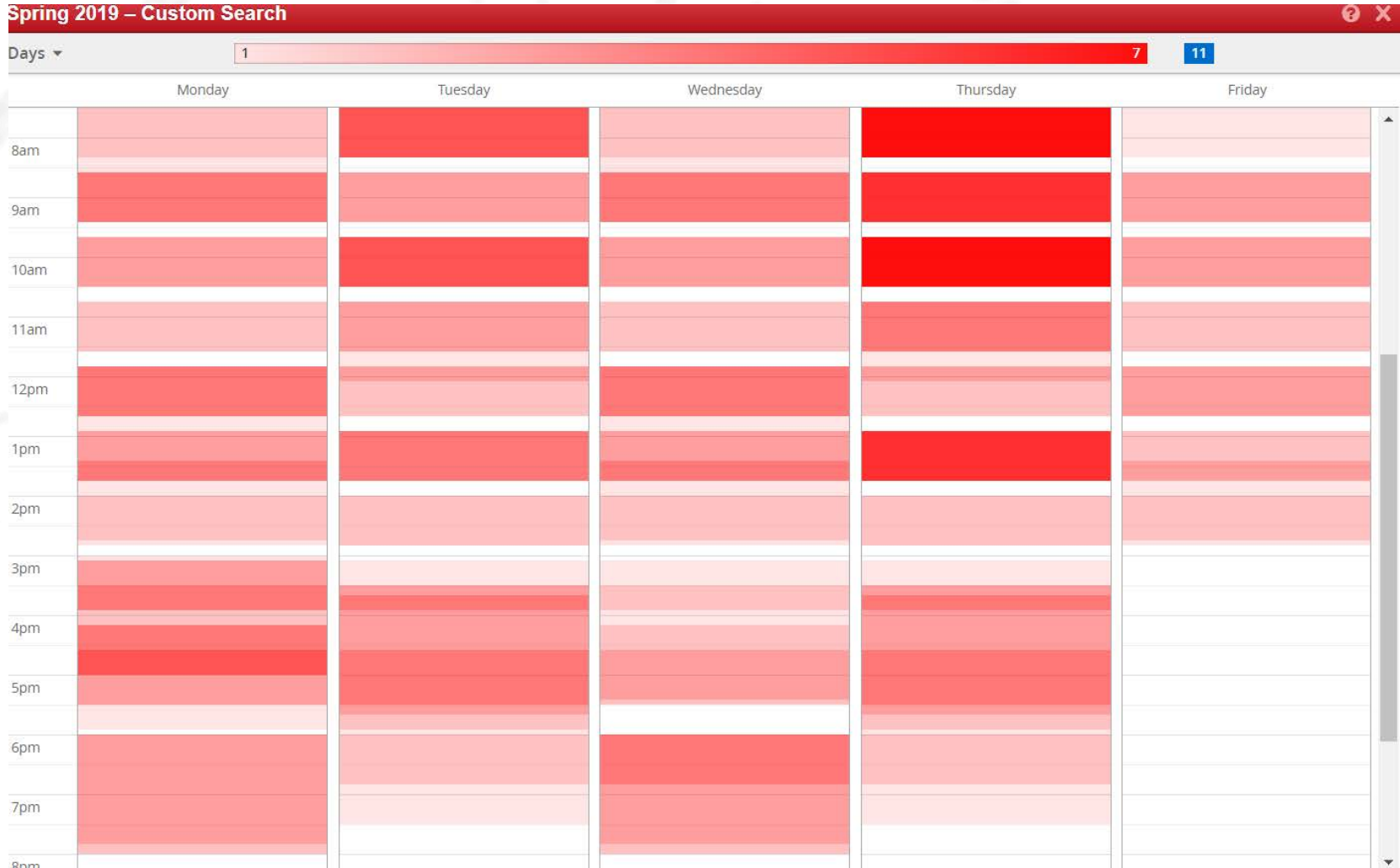
Don't Forget- You have View Access for All Departments!!

- You can also add additional information into your filter across departments, to check courses that need to be taken in the same term

Filter Sections ? X

Criteria	Codes
> Course	
Catalog Number:	<input type="text" value="1010,1210,1220"/>
> Section	
Scheduling Unit:	<input type="text" value="biol,chem,math"/>

Load Heatmap/Download Excel



Open the lines of Communication!



How can I learn CLSS if I wasn't here during the initial implementation?

- Watch the online training video
- Attend a CLSS help session
- Give us a call with a question
- Come use our in-office training station
- Refer to online documentation (custom and vendor)
- Watch the purple box for important messages

Resources Available

- Online Training Session
- Quick Reference Guide
- Users Guide
- In House Training Desk
 - Available M-F 8-5
- CLSS Help Sessions (Formerly Open Labs)
 - Drop-in help
 - No registration required
 - Bring your schedules and data enter away from your office interruptions!

CLSS HELP SESSIONS

- Drop-in help
- No registration required
- Bring your schedules and data enter away from your office interruptions!

- 11/27/18 3:00PM - 5:00PM M LI 1735
- 12/06/18 10:00AM -12:00PM M LI 1735
- 12/12/18 2:00PM - 4:00PM M LI 1735
- 12/17/18 9:00AM - 11:00AM M LI 1735
- 1/15/19 10:00AM - 12:00PM M LI 1735


The Purple Banner...


- Provides you with important information
- Please keep an eye out for important announcements

CourseLeaf/CLSS – Spring 2019

29 Courses, 32 Sections  
Enrollment Phase Refine Mode

View By 

 Validate

 Bridge Tools

 Visualize

 Filter

 Framer

Export 

Show courses with no sections

Spring Enrollment began November 1st. Changes that can be made once students are enrolled are limited. Most notes should be working at this time and no longer need to be added as a comment, although if your note does not push to the online schedule please create a comment with the text of your note. Please ensure you are not placing comments in the Notes field- as students will be able to see these in the online schedule.

We have done outreach to many of you regarding classes marked to require permission codes and spring cleanup. To run a list of classes requiring department consent Filter by Consent Code=D, or see section 2.3.1 in the User Guide.

If you need to change the meeting pattern or session of a section **that has students enrolled**, please follow these steps: 1) You will need to set up a NEW SECTION with a DIFFERENT SECTION NUMBER with the new class information 2) If you want to notify any students in the original section of the offering at the new time, email the class list *before* you submit your comment requesting a cancellation 3) Set your section to stop further enrollment 4) Enter a comment to cancel the section, which will send to workflow for review

(If a class is combined, set to stop further enrollment and place a comment to have the cancellation processed, Ex. "COMB: Cancel both MATH 101-001/1010-001").

Most changes for Fall 2018 are limited at this point and will require paperwork or email. All regular and first half classes now require permission codes.

CLSS Documentation and Training Materials can be found at <https://utah.instructure.com/courses/449499>

It is recommended that you use Google Chrome for your browser when entering changes into CLSS. Please refrain from using Firefox for this system.

How do I change the time when students are enrolled?

- Time changes and class-type changes are not allowed on existing sections
- Adjust class status to stop further enrollment
- Add new section with desired time
- Email students letting them know that class time is changing and information for if they want to register for the new section
- Place comment in CLSS to notify Scheduling through workflow to cancel the original section

The Bridge

- How CLSS and PeopleSoft talk to each other
- We make periodic changes in the way the software talk to each other
 - Notes should be working
 - Credits are still not always sending changes so place in comments
- If something is not showing in the online schedule please reach out to us so we can troubleshoot

When Can I Expect to See Changes?

- Design Mode (Initial Submission)- all changes are held in CLSS until during the room assignment phase when changes are bridged to PeopleSoft
- Refine Mode (After Dept Link Sent)- Change is Saved, or Moved to Workflow
 - Saved: should be processed in PS within a few moments, available for students in class search within a few moments, and in online schedule within 15 minutes
 - Depending on volume should be in Astra within two hours for assigning rooms or calendar view
 - Workflow: goes to queue and is processed constantly
 - Comments: are processed frequently, completion within 1-2 business days
- Plan accordingly!! (don't submit Friday at 3 pm before a Monday deadline, i.e. class schedule publish or start of registration)

NTPC is not the code for unrelated information...

- Be sure that you are using the appropriate comment codes

NTPC:	If a topic you would like to use does not exist in your dropdown, list the new topic you are requesting. Titles are limited to 23 characters.
RRGA:	Room request for a <i>particular</i> General Assignment room. Must list the room, (Ex. WEB 1248). General building preferences are handled by Astra and do not need to be submitted through comments.
RRALT:	Room request for which you have made arrangements with the department who schedules the space, but the room is not in your dropdown (alternate space)
NINST:	Request a new instructor not listed in the “other” dropdown. Instructors should appear after your request has been processed.
REPLINST:	Please give the name/UID of replacing instructor
ADDINST:	Please give the name/UID of additional instructor(s)



**What is Coming in
Astra??**

Astra Request Form


- Beginning January 1, 2019 all requests for non-class space must be sent using the Employee Request Form
 - Exception- if reservation is within 48 hours please pick up the phone
- Requests for events requiring additional review will still need to use the Special Event Application
 - All student events
 - Public or minors invited to campus
 - Admission being charged


Event Request Form

ASTRA SCHEDULE

ASTRA HOME CALENDARS **EVENTS**

Event Request

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

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

Event Request Wizard

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

Event Request Form:

- College of Education Study Roo...
- L.S. Skaggs Patient Wellness C...
- Special Event Application
- University Employee Request

Cancel

Enter Meeting Information

Event Request (University Employee Request)

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

Please include any setup and teardown time in your request.

Event Information

Contact Name:*	<input type="text"/>
Contact Email:*	<input type="text"/>
Contact Phone:*	<input type="text"/>
Event Name:*	<input type="text"/>

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

Please provide any additional comments or questions regarding your event::

Event Meetings

Meeting Name*:	<input type="text"/>	Max Attendance:	<input type="text" value="0"/>
Meeting Type*:	<input type="text"/>	<input checked="" type="checkbox"/>	Requires I
Description:	<input type="text"/>		

Select Day/Time and Room

- Enter Meeting Information and Select Submit
- Reviewed and Approved Twice Daily

Event Meetings

Meeting Name*:	<input type="text"/>	Max Attendance:	<input type="text" value="0"/>
Meeting Type*:	<input type="text" value=""/>	<input checked="" type="checkbox"/>	Requires Room
Description:	<input type="text"/>		

Meeting Recurrence

Single Meeting(s)

Recurring

Spanning

Start Time: 9:00 AM

End Time: 10:00 AM

November 2017							December 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
29	30	31	1	2	3	4	26	27	28	29	30	1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30	1	2	24	25	26	27	28	29	30
3	4	5	6	7	8	9	31	1	2	3	4	5	6

Today

Clear

Meetings

<input type="checkbox"/>	Name	Start Date	Start Time	End Time	End Date
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None

Behind the Curtain

- Moving to the cloud in the early summer
- Working on moving event request and approval process online



The good old stuff...

A few reminders

Standard Time Blocks

- Why are they important?
 - Minimize student conflict
 - Allow non-overlapping of courses
 - Increase room utilization

Standard Time Blocks

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

Classes held on Mondays, Wednesdays, and/or Fridays

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

50-minute time blocks

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

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

80-minute time blocks

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

Standard Time Blocks

Classes held on Tuesdays and/or Thursdays

This schedule accommodates classes that meet for 1½ hours (80 minutes), and 3 hours (170 minutes).

80-minute time blocks

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

Discussions/labs taught for 50-minutes

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

50-minute time blocks

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

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

Standardized Evening Start Times

4:35 pm 6:00 pm 7:15 pm

Standard Time Exceptions

- Graduate level courses that are not combined with undergraduate courses and are taught in department space are not required to adhere to standardized times
- Classes meeting in spaces that are Right of First Refusal are encouraged to utilize STB
- Any variation from the standard time blocks must be accompanied by a Standard Time Exception Form
 - Even when an exception is granted please consider that there will be less room availability for others

Permission Code Generation

- The day the class schedule publishes (S19- 9/24)
- At open enrollment (S 19- 11/26)
- If you request a late class setup and want permission codes generated before open enrollment, please add a comment in CLSS (example PERMCODE 15)
- Suppressed classes don't always need consent

Desirable Space Does Exist!!

- If you add FRIDAY to your teaching schedule you have the opportunity to get great rooms, Still in Primetime!!
 - MWF 8:35- 9:25
 - MWF 9:40- 10:30
 - MWF 10:45- 11:35
- MW 8:05- 9:25
- Students will have less conflicts in their schedule and have more course options, enrollments will likely increase

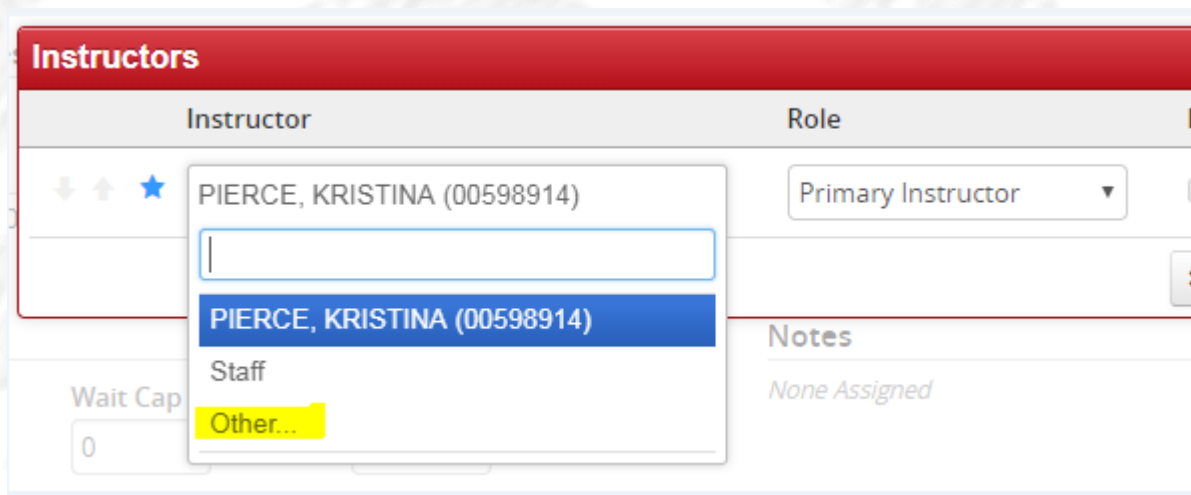
Academic Calendar Adherence

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

<http://registrar.utah.edu/scheduling/classes/sessions.php>

Instructor Levels

- Primary Instructor
 - Rolls, email, etc. Can post grades and delegate access to another
- Secondary Instructor
 - Can enter and view grades, rolls, etc.
- TA
 - No special access
- All are listed in alphabetical order in the online schedule



The screenshot shows a web interface titled "Instructors". It features a table with columns for "Instructor" and "Role". A dropdown menu is open over the "Instructor" column, displaying a search input field and a list of options. The selected option is "PIERCE, KRISTINA (00598914)". Below the dropdown, there is a "Wait Cap" field with the value "0". To the right, the "Role" column shows "Primary Instructor" in a dropdown menu. Below the table, there is a "Notes" section with the text "None Assigned".

Instructor	Role
PIERCE, KRISTINA (00598914)	Primary Instructor

Wait Cap: 0

Notes: None Assigned

Room Requests

- Priority Room Assignments are processed prior to room optimization
- Building Preferences are built into the software (we already know where you like to be scheduled!)
- We make every effort to accommodate preference requests as possible
- If you have need of a PARTICULAR room for pedagogy, etc. please include the information in a comment
- Please do not include a list of classes that you would like to have placed back-to-back

It's good to know...

- We roll classes from like term to like term, Fall to Fall, Spring to Spring, Summer to Summer
- Before enrollment begins- Take another look
 - Course dates
 - Credit hours
 - Consent flags
- Event scheduling for a term doesn't begin until about two months before the term begins

The Giant Puzzle

- Please cancel non-offered and zero enrollment courses - so spaces open up
- Review your schedule and let us know if you are not going to be using a classroom you have been assigned
- If you moved a class to department space- please tell us!
- Space inventory is shifting with construction moving forward on campus. We still have space challenges in prime time.



Places We Don't Schedule

- <http://registrar.utah.edu/scheduling/classes/rooms-not-scheduled.php>

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Enrollment Management | Student Affairs

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Facilities not scheduled by Scheduling

Building / Facility	Contact Person	Phone Number
Alumni House	Front Desk	801-581-6995
ASB 220 (after 2:00), 210	Biology Dept.	801-581-6517
Babcock Theatre/West Institute	Amber Lewandowski	801-581-3269
Business Plaza (Outdoor)	Ashley Hill	801-587-0727
Campus Event Rentals	Front Desk	801-581-5445
Carolyn Tanner Irish Humanities Bldg. (CTIHB)	Beth James	801-581-8473
Catmull Gallery & Eccles Boardroom (WEB)	Tina Bradford	801-581-6911

Time for Feedback

- What do you need from us that you're not getting?





Questions??

THANK YOU FOR BEING OUR CAMPUS PARTNERS!!!