

# OUR SHARED EXPEDITION

— CHARTING CONTINUOUS PROGRESS —




Office of the Registrar

# SUMMIT 2025



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Greetings,

Welcome to the 2025 Office of the Registrar Summit! We're excited to continue the important work that will shape the future of our office and enhance student experience.

One of our most significant initiatives is the launch of Stellic, which will serve as our degree audit, four-year planner, and registration tool. Implementation work has been underway with Law and Dental programs launching in Spring 2026, followed by a full rollout of Undergraduate programs in Fall 2027. In the meantime, we'll continue refining systems, processes, and curricula to ensure a smooth transition.

We've also been working collaboratively to strengthen both our formal published policies and our internal "little p" policies and procedures. This effort is focused on creating alignment and consistency so that students experience an ecosystem that is accessible, fair, and supportive of their success.

Over the past two years, we've identified priorities, made incremental improvements, and charted a clear course forward. Today, we are deep in the discovery and execution phases—challenging but essential steps to ensure students can navigate their academic journey with clarity and confidence.

Your dedication and expertise make this progress possible. Thank you for the effort and insight you bring to this work. Together, we are building systems that will better serve students and position the University for long-term success.

Best wishes,

A handwritten signature in black ink that reads 'Erin Mason'.

Erin Mason  
University Registrar



## Athletic Eligibility: A Brief Overview

### **Initial Eligibility:**

The National Collegiate Athletic Association (NCAA) Eligibility Center certifies the academic eligibility and amateur status of each Student Athlete that participates in NCAA sports. As such, prospective student-athletes (PSA's) must register with the NCAA Eligibility Center to become eligible to participate in NCAA sports at the University of Utah. The coaching staff of each respective NCAA sport offered at the university notifies the Athletics Compliance staff of PSA's that need to be tracked for initial NCAA eligibility purposes.

High schools nationwide register with the NCAA Eligibility Center and provide a list of their core courses (e.g. English, math, science, social science, and foreign language). PSA's are required to submit final high school transcripts with graduation date to the NCAA Eligibility Center. The NCAA Eligibility Center uses the high school core course list along with the PSA's transcripts to determine a PSA's eligibility status.

Prior to a PSA receiving an official recruiting visit to the University of Utah, they must be registered with the NCAA Eligibility Center and provide a copy of high school transcripts to the Director of Compliance - Eligibility. A preliminary core course evaluation is then completed by the Director of Compliance - Eligibility to provide the coaching staff an evaluation of the PSA's eligibility.

### **Continuing Eligibility:**

Each student-athlete is reviewed to certify that they have met NCAA and university eligibility requirements for the given semester. This certification includes a review of recruited status, five-year clock eligibility dates, seasons of competition, enrollment, grade point average, credit hours completed, academic standing, and progress towards degree. The certification of eligibility is a coordinated effort between the Office of the Registrar, University of Utah Athletics Compliance staff, and Academic Services.

This student-athlete eligibility information is entered into the NCAA Compliance Assistant database and a Certified Eligibility List (squad list) is generated, signed, and sent to the Big 12 Conference. This same eligibility information is used to report the Academic Progress Rate (APR) and Graduation Success Rate (GSR) data to the NCAA.

### **Transfers:**

Incoming transfer student-athletes must complete six hours during previous full-time term of enrollment regardless of when the student athlete enrolls at certifying institution. However, this six-hour requirement is NOT applicable to transfers from a foreign collegiate institution. Transfer student athletes also must be reviewed by the NCAA Eligibility Center for amateurism status certification. Outgoing transfer student-athletes must leave in good academic standing in order to be eligible at the next institution.





## Curriculum Management & Academic Planning

The Curriculum Management and Academic Planning Division maintains primary responsibility for the maintenance of curriculum, the academic catalog and compliance with the State Authorization and Reciprocity Agreement. This includes enforcing policies and procedures surrounding the curriculum process.

### Online Resources

More information is available on the following websites:

- <https://curriculum.utah.edu/>
- <https://stateauthorization.utah.edu/>
- <https://catalog.utah.edu/>

### Curriculum Dates and Deadlines

Term	Submission Deadline	Final Review Deadline
Fall	January 13 <sup>th</sup> (courses & limited program changes)	January 20 <sup>th</sup>
Spring	August 25 <sup>th</sup>	September 1 <sup>st</sup>
Summer	August 25 <sup>th</sup>	September 1 <sup>st</sup>

New and substantial changes to programs take longer to process and it is recommended that all proposals reach the Undergraduate or Graduate Councils steps no later than their **September** meetings to be completed in time for catalog publication.

### Catalog

Catalog departmental and service pages are sent to department catalog approvers for edits in January/February. These are NOT the program sections; those follow the above dates.

The catalog for the upcoming academic year is published on April 1<sup>st</sup>.

### State Authorization

State Authorization works with programs and departments to ensure compliance with state and federal law when they offer any out-of-state activity including online courses, field experience, and recruiting or marketing.

SARA reduces the number of other state regulations to continually monitor as well as the number of applications and surety bonds the U must complete, resulting in more efficiency in the authorization process and enabling the U to continue to offer and expand educational activities to students — both in and out of the state of Utah!



## Degree Audit

The Office of the Registrar maintains the University's degree audit and planning tools within the Degree Audit system. The Degree Audit system allows students and staff to effectively determine progress toward graduation using the Audits tool (formerly DARS or MDD) and create a personal pathway using the Plans tool. This includes updating the Degree Audit with:

- Curricular changes to courses, including alterations to repeatability and changes to department codes
- Additions/removals of General Education designations
- Modifications to degree requirements (University, General Education, Bachelor's Degree, and Major/Minor)


In addition to these responsibilities, the Degree Progress team is now overseeing the degree conferral and diploma mailing processes for all University students – Undergraduate, Graduate, Dentistry, Medicine, and Law. Additionally, we are working to implement a new Degree Audit system. The first phase will include both Law and Dentistry Programs. We anticipate undergraduate students and advisors will first see these changes for Fall 2027.

The Degree Audit has been used as the official tool for undergraduate graduation clearance and degree certification since 2011. Audits are also used to assist in academic planning by advisors, for veteran course certification by Veteran Services, and during appeal reviews by Financial Aid Counselors. Audits are utilized in the pre-requisite process to determine U of U equivalencies of transfer courses, which has allowed students to enroll in courses with greater ease and drastically diminished requests for permission numbers. In 2014, Degree Audits became the official certification tool for student athlete percentage toward degree and continuing eligibility. We continue to evaluate additional degree audit functions we may implement to assist advisors and students to best use the degree audit system. Students who are declared in a certificate program are now able to generate the certificate audit when running their declared programs audits. Additionally, the ability to generate 'what-if' audits for certificates was made available during the Fall 2023 semester.

The Plans tool allows students to design their entire academic plan one semester at a time. Once courses are planned, an audit can be generated to ensure all degree requirements will be satisfied.

### **Things to know about the Degree Audit system:**

- Students automatically have the ability to generate degree audits for themselves, whereas advisors/ department staff must request security before access is granted (see <https://registrar.utah.edu/faculty/security-forms.php> for additional information about access to the Degree Audit system).
- Departments and students should use the "Run Declared Programs" functionality to generate an audit for the student's declared major(s) and minor(s) using their declared catalog year.
- Use the "Not Declared? Exploring? Run a What-if Audit" functionality for major and/or minor exploration.
- Degree Audit exceptions should be entered early in a student's program.
- RS and RI exceptions are required when courses exist.

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- RW exceptions should only be used when no course exists (FE exam, Honors Thesis Approval).
  - After a system upgrade in February 2019, declared Major audits now include additional declared degree components such as multiple emphases, minors and honors.

**Helpful Degree Audit Resources:**

- Visit <https://www.degreeaudit.utah.edu/contact.php> for information on both audits and plans; including videos, PowerPoint modules, and text instructions.
- Email [degreeaudit@utah.edu](mailto:degreeaudit@utah.edu) for assistance.





## Family Educational Rights and Privacy Act

### What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, is a federal law that sets forth requirements regarding the privacy of student records. FERPA governs the release of records maintained by an educational institution and access to those records. Institutions that receive funds administered by the Federal Office of Education are bound by FERPA requirements and failure to comply may result in the loss of federal funding.

### Educational Records

Under FERPA, education records are defined as records that are directly related to a student and are maintained by an educational agency, institution, or party acting for the agency or institution. Education records can exist in any medium, including, but not limited to: typewritten, handwritten, computer-generated, videotape, audiotape, film, microfilm, microfiche, and email.

### Access to Student Records


The University of Utah may not disclose information contained in education records without the student's consent, except under certain limited conditions. For example, the University may disclose what is considered to be "directory" information unless the student has restricted disclosure of such information with the Registrar's Office.

At the University of Utah, directory information is defined as:

- Name, address, 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 educational agency or institution attended
- Email address
- Enrollment status (full-time or part-time)
- Photograph

If a student has restricted the disclosure of directory information, a privacy restriction will appear on the student's academic record. In the University's computer database, this FERPA icon is located in the top right corner of selected panels (screens) and looks like a window shade.

In addition, the University may release information to a school official if it is determined that the individual has a legitimate educational interest, i.e. if the official is performing a task that is specified in his/her job description, by contract agreement, is related to a student's education, or to the discipline of a student.



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Faculty members do not have access to student academic records unless their normal job duties specifically require access. All faculty members are required to complete the FERPA Review in order to have access to student information including class rosters, e-grading, etc. via Campus Information Services (CIS).

### **Parents Requesting Information:**

When a student reaches the age of 18 or begins attending a post-secondary institution, regardless of age, FERPA rights transfer to the student. Concerns such as progress in a course, deficiencies in a subject area, scores and grades on papers, exams, etc. are all examples of personally identifiable information that constitute part of the student's education record. This information is protected under FERPA and parents may not have access unless the student provides authorization that specifically identifies what information may be released to the parent(s).

### **Crisis Situations and Emergencies**

If non-directory information is needed to resolve a crisis or emergency situation, an education institution may release that information if the institution determines that the information is "necessary to protect the health or safety of the student or other individuals." Factors considered in making this assessment are: the severity of the threat to the health or safety of those involved; the need for the information; the time required to deal with the emergency; and the ability of the parties to whom the information is to be given to deal with the emergency. Requests of this nature should be directed to the Office of the Registrar, 801-581-5808.

### **Resources:**

We have a collection of resources on the Office of the Registrar website:

<https://registrar.utah.edu/faculty/ferpa-resources.php>, including the FERPA Review, FERPA Quick Facts, and the FERPA Policy.

For more information or to read the complete policy, visit:

<https://registrar.utah.edu/handbook/ferpa.php>

### **Questions?**

Email [FERPA@utah.edu](mailto:FERPA@utah.edu)



## Commencement Information

### 2026 Commencement Dates and Deadlines

*All dates subject to change.*

<b>Honor Society templates due from Departments</b>	February 13, 2026
<b>Deadline for any changes that will affect Convocation Programs</b>	March 1, 2026
<b>University Commencement Exercises</b>	April 30, 2026
<b>College Convocation Exercises</b>	April 30 – May 2, 2026
<b>School of Law Graduation Exercises</b>	May 8, 2026
<b>School of Medicine Graduation Exercises</b>	May 15, 2026
<b>School of Dentistry Graduation Exercises</b>	May 15, 2026

## Graduation

All Graduation evaluation and processing is now overseen by the Degree Progress team. Their responsibilities also include building and maintaining degree audits within the degree audit system.

### Term-Specific Deadlines

	<b>Fall 2025</b>	<b>Spring 2026</b>	<b>Summer 2026</b>
<b>Duplicate Course Check</b>	July 2025	November 2025	March 2026
<b>Deadline to apply for graduation (Coincides with Add/Drop Deadline)</b>	August 29, 2025	January 16, 2026	May 20, 2026
<b>Late applications accepted with a \$25 processing fee (Note: Students who apply after March 1, 2026 will not be included in the Convocation Programs)</b>	August 30, 2025 - December 4, 2025	January 20, 2026 – April 21, 2026	May 21, 2026 - July 29, 2026
<b>Initial Evaluations completed and students emailed</b>	September 13, 2025- October 22, 2025	February 2, 2026 - March 6, 2026	June 22, 2026 – July 10, 2026
<b>End of Term email sent to all applied candidates</b>	November 2025	April 2026	July 2026
<b>Deadline for all “I” and “T” grades to be updated</b>	December 4, 2025	April 21, 2026	July 29, 2026
<b>Deadline for all special exams, challenge courses, military credit, transfer courses, study abroad, etc. to be on the student’s record</b>	December 4, 2025	April 21, 2026	July 29, 2026
<b>Deadline for students to update mailing address for diploma mailing</b>	December 4, 2025	April 21, 2026	July 29, 2026
<b>Degree Conferral Date</b>	December 12, 2025	April 30, 2026	July 31, 2026
<b>Grades Due</b>	December 17, 2025	May 4, 2026	August 5, 2026
<b>Deadlines for advisors to have degree audit exceptions requested</b>	December 22, 2025	May 11, 2026	August 10, 2026
<b>Final Clearance and awarding/denial of degrees</b>	December 12, 2025 - January 30, 2026	April 30, 2026 - June 19, 2026	August 5, 2026 - September 11, 2026



## Graduation Process – Undergraduate Students

### Eligibility (Applies to first time applicants only):

- Undergraduate students are eligible to apply for graduation online once they have met the 90 credit hour requirement.
- Students who do not meet the eligibility requirement but would like to apply for graduation must fall into one of the following categories to have eligibility manually added:
  - Students seeking a second bachelor's degree
  - Students declared in the RN-BS program
  - Students currently enrolled in classes that will allow them to meet the 90 credit hour requirement by the end of the term
- Students requesting eligibility to apply online must email the Graduation Division from their UMail account at least 24 hours prior to the application deadline.


### Applying for Graduation:

- All students must apply for graduation to be awarded a degree.
- Students should apply for the semester they intend to finish their degree requirements.
- Students submitting transfer work to the University of Utah in their final term run the risk of it not posting in time for their degree to be awarded. These students should consider applying for the following semester.
- It is the student's responsibility to ensure the following student information is accurate before applying for graduation:
  - Name (see Registrar's Office website for details regarding Preferred Name and Diplomas)
  - Degree Type (BS, BA, etc.)
  - Major(s)
  - Minor(s)
  - Catalog year(s)
- BS/MS students must apply online for both the undergraduate and graduate degrees in the same semester.
- Students applying after the posted deadline or who have been denied graduation previously are no longer eligible to apply online for that semester. These students must do the following:
  - Submit a Late/Reapplication for Undergraduate Degree form to the Graduation Division.
  - Show as "Complete" or "In-Progress" on a current Degree Audit.
  - Pay the \$25.00 processing fee.

### Preparing for Graduation:


- Students must resolve "I" or "T" grades before the last day of classes of their applied term.
- Students are responsible for submitting any transfer work or test credit in a timely manner.
- Students are responsible for ensuring any necessary exceptions are requested on their behalf as soon as they are discussed.
- All undergraduate students that apply before the posted deadlines will go through an Initial Evaluation in the first half of their applied term. Students should monitor their UMail account for an email letting them know the status of their Initial Evaluation ("On Track" or "Contact Advisor").



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- Students are directed to meet with the appropriate advisor if they are listed as “Contact Advisor”:
    - General Education Advisors:
      - General Education Requirements
      - Bachelor Degree Requirements
    - Department Advisors:
      - Major Requirements
      - Minor Requirement
    - Office of the Registrar:
      - Residency Requirements
      - Total Hours Requirements
  - Students needing to make changes to their declared major/minor after they have applied need to complete a Notification of Graduation Change form. The form must be submitted prior to the last day of classes for the applied term.
    - Changes that do not require advisor approval:
      - Renewal of Graduation Application
      - Dropping a minor
      - Withdrawing a Graduation Application
    - Changes that do require advisor approval:
      - Adding/Dropping an Emphasis
      - Adding a Minor
      - Changing Catalog Year
      - Changing Degree Type
      - Adding a Certificate

#### **Final Clearance (Awarding/Denying Degrees):**

- A student’s degree audit must show as complete with no deficient requirements for a degree to be awarded.
- Minors are only awarded with a bachelor degree, not as a stand-alone credential.
- Early Qualifiers will begin being awarded on the conferral date for the semester. Degrees cannot be awarded before this date.
  - Early Qualifiers are students that are determined to be complete during the Graduation Division’s Initial Evaluations.
- First Pass will begin two days after grades are due for the semester and will continue until all qualifying students have been evaluated and degrees have been posted.
- Advisor Notification will occur after the Graduation Division has completed the First Pass. An email will be sent to advisors notifying them that the remaining students had issues preventing final clearance. Advisors should run a Graduation Clearance Report via their Academic Record tile in CIS to ensure any necessary exceptions have been requested on the student’s Degree Audit.
- Final Pass will start after Advisor Notification wherein deficient students will be denied. Undergraduate students who finish requirements in a subsequent term must reapply for graduation.



## Graduation Process – Graduate Students

### Eligibility (Applies to first time applicants only):

- Graduate students are eligible to apply for graduation online once their Supervisory Committee is entered in Grad School Tracking. Please note, a committee member must be entered into the “Member 1” line for eligibility to apply online. (For any questions regarding Supervisory Committees please contact the Senior Graduate Academic Coordinator in the Graduate School.)
- There are no exceptions to the Graduate Student eligibility requirement.
- Recommendation for Change in Graduate Classification forms are due no later than the Monday before classes start for the semester for which the change is effective.

### Applying for Graduation:

- All students must apply for graduation to be awarded a degree.
- Students should apply for the semester they intend to finish their degree requirements.
- It is the student’s responsibility to ensure the following student information is accurate before applying for graduation:
  - Name (see Registrar’s Office website for details regarding Preferred Name and Diplomas)
  - Degree Type (MS, MA, etc.)
  - Major(s)
- BS/MS students must apply online for both the undergraduate and graduate degrees. These students must graduate with both degrees in the same semester.
- Students applying after the last day of classes or who have been denied graduation previously are no longer eligible to apply online for that semester. These students must do the following:
  - Submit a Late/Reapplication for Graduate Degree form to the Graduation Division.
  - Currently, there is no late/reapplication fee charged to graduate students.

### Preparing for Graduation:


- Students must resolve “I” or “T” grades before the last day of classes of their applied term.
- Information should be updated in Grad School Tracking on a timely basis so students can track their own progress and degrees can be awarded as quickly as possible.
- Advisors: Please look for emails from the Graduate School regarding any dates and deadlines posted by their office.

### Final Clearance (Awarding/Denying Degrees):

- Graduate student records are reviewed by the Graduate School. If you have any questions regarding this process, please contact their office at 801-585-9873. The Graduation Division will begin awarding degrees to Early Qualifiers on the conferral date for the semester. Degrees cannot be awarded before this date.

## Use of Preferred Name on a Diploma

Students who need a change made to the Diploma Name, students must notify the Registrar’s Office in writing from their email account ([graduation@utah.edu](mailto:graduation@utah.edu)) by the last day of classes for the semester the student is expecting to graduate. Changes submitted after March 1, 2026 will not be made to the Spring 2026 Commencement Program.



*Please note: A Diploma name may be adjusted prior to graduation following the instructions and criteria below, however, once a student graduates, any subsequent changes to the Diploma Name must be done by following the process to change the Official Name (Primary Name) via the Change of Personal Information form.*

**Official Name (Primary Name):**

A student's "name of record" at the University of Utah is defined as the legal name under which the student was admitted to the University of Utah. Legal name is defined as that name verified by the approved documentation listed on the Change of Personal Information form. A student's Primary Name is the name that is used on a transcript.

**Diploma Name:**

By default, the Diploma Name is a student's Primary Name unless the student requests a change. A Diploma Name may not have a prefix, however, a suffix can be added upon written request without it being listed on the Primary Name.

- Example: John Smith Jr.

Below are the guidelines through which a Diploma Name may be adjusted:

**Preferred Name:**

A preferred name may be listed on a diploma as long as the student has designated that Preferred Name in their profile using the Student Homepage. The Preferred Name may include a preferred middle name.

**First Name:**

If a student has not designated a Preferred Name, a first name may be shortened in instances in which there is a commonly used short version of the name that is recognizable as a part of the Primary Name.

Examples: Daniel/Dan, Frederick/Fred, Suzanne/Suzy, or Kathryn/Katie/Kate.


**Middle Name:**

If a student has not designated a middle name as part of their Preferred Name, a middle name may be adjusted per a student's written request to the Graduation Division without requiring an official change to the student's Primary Name in these circumstances:

- Middle names may be shortened to an initial.
- Example: Elizabeth -> E or E.
- Middle names may be lengthened as long as the full middle name was listed as part of the student's Primary Name at some point in the student's history at the University of Utah.

If a student would like to add a middle name to their Primary Name, a Change of Personal Information Form should be sent to Registration and Records with the necessary documentation.

**Last Name:**



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The last name that is used on a diploma must coincide with a student's Primary Name. If a last name needs to be changed, a Change of Personal Information Form should be sent to Registration and Records with the necessary documentation.

**Accented Characters:**

The Diploma Name may be adjusted to have accented characters. The Notification of Graduation Change Form should be submitted to identify the characters that the student is wishing to accent on the Diploma Name.

Should you encounter any situations that are unique or if you have questions, please reach out to the Graduation Division of the Office of the Registrar ([graduation@utah.edu](mailto:graduation@utah.edu)).

## Petition for Consideration of Exception to Policy



The University of Utah

### Petition for Consideration of Exception to Policy

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

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

#### INSTRUCTIONS:

- Complete this form and prepare a written statement describing your request for an exception to policy. Please note that some colleges require you to initiate the process through an electronic form or portal.
- Include any supporting documentation. Appropriate documentation may include letters from physicians or faculty, Center for Disability and Access, Dean of Students, Counseling Center, obituaries, etc. Letters must be written on official letterhead and include date and signature to be valid.
- **FINANCIAL AID RECIPIENTS** are strongly encouraged to meet with a financial aid counselor to review the possible effect if this petition is approved.
- **INTERNATIONAL STUDENTS** on an F1 or J1 visa who are requesting a withdrawal that will take them below full-time status must obtain additional support from the International Student & Scholar Services Office.
- Obtain a letter of support from your college dean's office designee if you are an undergraduate student, or from your committee chairperson if you are a graduate student. You may need to schedule an appointment and meet with the dean or designee before a letter can be written on your behalf. Your college dean's office will submit the completed petition to the Office of the Registrar on your behalf.
- Allow a minimum of two weeks for the petition to be reviewed. You will be notified of the committee's decision by email to your UMail account. Decisions cannot be released over the phone.

Date: \_\_\_\_\_

Student ID: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_

College: \_\_\_\_\_

Major: \_\_\_\_\_

I've verified the impacts of this request with (check all that apply):

- ☐ Financial Aid (Scholarship & Financial Aid)
- ☐ Veteran Services (Benefits)
- ☐ Athletics (NCAA Eligibility)

List classes included in your request. If you are requesting multiple terms you must submit a form for each term.

Term: \_\_\_\_\_ Year: \_\_\_\_\_

Subject	Catalog Number	Section Number	Credit Hours	Last Day of Attendance

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

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Registrar's Office Use Only

APPROVED      DENIED      PARTIALLY APPROVED

COMMENTS: \_\_\_\_\_

Entered by: \_\_\_\_\_  
Verified by: \_\_\_\_\_





## Registration & Records

### Attendance Policy

A student who is not officially registered may not attend a university course.

**NOTE:** As a department, if you have a student who has an odd situation where they are unable to register for classes by the last day to add deadline, contact the Registration & Records Team immediately to inform the Registrar's Office of the situation. Our office may be able to assist in advising on how the student can register for the term in question.

The university expects regular attendance at all class meetings. Instructors must communicate any particular attendance requirements of the course to students in writing before the first-class meeting. Students are responsible for acquainting themselves with and satisfying the entire range of academic objectives and requirements as defined by the instructor.

Students are not automatically dropped from class(es) if they do not attend. They must officially drop their class(es) by the published deadline in the academic calendar to avoid a "W" grade.

Students absent from class to participate in officially sanctioned university activities (e.g., band, debate, student government, intercollegiate athletics) or religious obligations, or with instructor's approval, shall be permitted to make up both assignments and examinations.

Unexpected university facility closures due to weather, emergency or disaster may occur from time to time. Students may be required to complete coursework missed due to these or other class cancellations. However, instructors requiring mandatory make-up sessions may not penalize students if they are unable to attend due to time conflicts, etc.


### Registration Timeline

***Note: The timeline below is for Fall and Spring semesters. Summer semester timeline will vary.***

Registration is done through Campus Information Services (CIS). Internet registration takes place about 8-10 weeks prior to the beginning of each semester for students who have been formally admitted through the Admissions Office.

#### **Before the term begins:**

- Students are assigned an appointment registration date to register based on their academic level and the number of completed credit hours at the University of Utah.
- Incoming freshman and transfer students are required to attend orientation and transfer students must also meet with an academic advisor before registering.
- Undergraduate students can only add up to 19 credit hours during the appointment period. At open enrollment undergraduate students may register for up to 24 credit hours through Campus Information Services. Graduate students must get permission on letterhead from the dean of the Graduate School to add more than 16 credit hours.
- Non-matriculated students begin registering the day of Open Enrollment:
  - Last Monday in July - Fall Semester
  - Last Monday in November - Spring Semester
  - Mid-April - Summer Semester



### **Week One of a Semester:**

- Students continue to register. If a class is full or set to department consent, a permission code (or departmental memo) is required.

### **Friday of the 1st week:**

- Last day to be added to a waitlist or be added from a waitlist for regular and first half classes.
- Last day to add, drop (delete), elect CR/NC, or audit first half classes.

### **Week Two of a Semester:**

- Permission codes are required to add regular classes.
- A Petition to Request to Add Classes after the Deadline form is required to add 1st half classes.
- Tuition is due.
- Last day to add, drop (delete), elect CR/NC, or audit regular classes.
- After the drop deadline, students may only withdraw from classes.

### **Add/Drop Deadline for 2026 Calendar Year**

	<b>SPRING 2026</b>	<b>SUMMER 2026</b>	<b>FALL 2027</b>
<b>First Half</b>	January 9	May 14	August 27
<b>Regular</b>	January 16	May 20	September 3
<b>Second Half</b>	March 3	June 24	October 22

### **Week Three of a Semester:**

The Petition to Request to Add Classes After the Deadline form is required to add any regular or first half class.

### **Week Four of a Semester (the Fee Match period):**

Census Deadline - The State Legislature allocates funding based on how many students are enrolled per class on the census date (usually on Monday).

Students are responsible for paying their tuition in full by the tuition deadline. If students do not pay their tuition by the deadline (and have not applied for financial aid), their classes are dropped the Friday after the census deadline (Drop for Nonpayment date).

### **Course Adjustment Request**

The Course Adjustment Request form begins the day after the last day to add classes and is used to make certain changes to a student's current courses. The signature of the instructor is required. The department may sign in lieu of the instructor if necessary. The deadlines for each change will vary by request.

The Course Adjustment Request form is used for the following registration changes:

- Section changes (deadline: one week from issue date or until the last day of class, whichever comes first).

- Credit hour changes (deadline: one week from issue date or until the last day of class, whichever comes first).
- Removal of a W Grade (deadline: one week from issue date or until the last day of class, whichever comes first).
- Elect or revoke an Audit (deadline: one week from issue date or until the midpoint of the class, whichever comes first).

The Course Adjustment form is a paper form that students will need to request in person from the Registration office window. Registration will request the Student's U ID card, or other acceptable photo ID, and partially fill in the form for the student and their specific situation.

The student will obtain the instructor's approval signature directly on the form, and return it to the Registration office window to be processed. A carbon copy of the completed form will be given to the student to keep.

### Petition to Request to Add Classes After the Deadline

*Petition to Request to Add Classes after the Deadline form (formerly known as the Green/Yellow Late Add form)* begin the day after the last day to add classes. Students obtain the paper form by coming in person to the Registration Division. These forms can be used until the last day of the course the student intends to add. Students will not be added until they obtain the necessary signatures and return the form to the Registration Division's window in the student services building. A carbon copy of the completed form will be given to the student to keep. Once the student is added to the course, the Registrar's Office notifies Income Accounting. Students are then assessed a \$50 late fee per class (per form) and must pay the tuition and fees for the added class(es). The University does not receive funding for students who add classes after the census deadline, and the fee was implemented as a way to attempt to recuperate a small portion of those lost funds. The fee will not be waived.

### Signature Requirements

*The Petition to Request to Add Classes after the Deadline* process always requires the signature of the instructor, and will require the department's signature after the Census date (for full term, first half, or second half courses). The department can sign in lieu of the instructor when needed. However, if the form requires signatures from both Instructor and Department, and one individual is signing as both, both signature fields must be completed. Incomplete forms will be denied.

Census Deadline: Monday of the fourth week of the semester.

Fee Match Period: The day after census to the Friday following (Drop for Non-Payment date).

If you are doing the initial registration for a first half, second half, or full term course.	*Before Census: Obtain only the instructor's signature. The department may sign in lieu of the instructor, if necessary.
*Census dates will vary by term. See the public calendar listed above for more information.	*After Census: Obtain the signatures of the instructor and department chairperson.
If you are doing the initial registration for a miscellaneous session course. (No fee will be assessed)	Obtain only the instructor's signature. The department may sign in lieu of the instructor, if necessary.



## Due Dates

These forms typically have a due date of one week from the issue date, or the last day of class, whichever comes first. During the fee match period due dates will be adjusted according to the student's other enrollment and whether they are being considered for drop for non-payment.

## Issuing Petition to Request to Add Classes after the Deadline AFTER the Fee Match Period:

A Petition to Request to Add Classes form is required to add all regular and first half credit courses after the Fee Match Period. A student must be registered for at least one regular or first half class in order to add any additional regular or first half classes. The only exception to this rule is if a Graduate student is registering for thesis, project, independent study, faculty consultation, or continuous registration and is not registered for a regular or first half class.

## Withdrawals

After the deadline to drop, students have the option to withdraw on their own up to the midpoint.

A grade of "W" is placed on the course and appears on the student's transcript. The "W" grade does not affect the student's GPA, however, appropriate tuition/fees are still assessed. After the midpoint of the course through the last day of the class, the student must contact Dean of their major college to complete a Dean's Withdrawal Petition (Petition for Consideration of Exception to the Withdrawal Policy).

If a student wishes to attempt to withdraw from a class that has ended (after the last day of class), the student must complete a Petition for Consideration of Exception to Policy.

Failure to officially withdraw from a course can result in an "E" or "EU" grade being recorded on the class(es).

## Dean's Withdrawal Petition

After the midpoint of the term, students may petition to withdraw from their class(es) for a nonacademic emergency. Petition forms are obtained from the appropriate dean's office. Undeclared and non-matriculated students petition through the Academic Advising Center. Pre-major students petition through the dean of their major college. The student must turn in their petition to the dean's office by the last day of the course. The student may request a total or partial withdrawal. If the petition is approved, the dean's office sends the bottom portion of the Dean's Withdrawal Petition, "Approval to Withdraw," to the Registrar's Office for processing.

This process is available up until the course ends.

## Permission Numbers

Permission numbers are required for the following reasons:

- Undergraduate student registering for a graduate level course (vice versa)
- Class is full
- Between the 6th and 12th calendar day of the class
- Class is restricted to certain majors
- Department consent
- Override Requisites

- Override Time Conflict

Permission numbers are specific to a department, catalog number, and section number.

- Example - a permission number generated for MATH 1010-003 has to be used for that exact class and section. It cannot be used for any other section or course.
- Permission numbers can only be used once.
- Once a permission number has been successfully used to add a class, the same number cannot be used again. It is important that each student obtain a unique number.
- Permission numbers are generated in the Registrar's Office on the day the schedule is published for the term.
- Departmental employees with Roster access can view and print class permission numbers from PeopleSoft. The Office of the Registrar can generate more permission numbers after the initial batch process, by request of the department.

**How departments view permission numbers:** (Main Menu > Curriculum Management > Class Roster > Print Class Roster)

Departments may request access to print permission numbers through the "Student Record Security Authorization" form (employees who do not have PeopleSoft access) or the "Student Records Security Change" form (employees who do have PeopleSoft access) found on the Office of the Registrar's website under "Security Forms."

- Enter the "Run Control ID" or click "Search" to select an existing "Run Control ID."
- If you do not have an existing "Run Control ID," click the "Add a New Value" tab to create one. Enter "PermissionNumbers" in the "Run Control ID" field on the "Add a New Value" page.

#### Print Class Roster

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): 300

Search by: Run Control ID begins with

Search

[Advanced Search](#)

Find an Existing Value

[Add a New Value](#)

- After creating the "Run Control ID" it may be used every time. Do not create a new one each time.
- Select "Search."

- Enter the "Academic Institution" as "UOFU."
- Enter the "Term" for which you wish to view permission numbers.
- Enter the "Session" using the drop down menu.

'Academic Institution:

UOFU

University of Utah

'Term:

1124

Spring 2012



- Check the “Display Permissions” box.
- Set the “Sort Option” to “Name” using the drop down menu.
- Enter the “Subject Area” in the appropriate field.
- If the staff/faculty want to view just one class, then they enter the “Class Nbr” in the appropriate field. Do not fill in “Subject Area.”
- Check the “Enrolled Students” box.
- Select “Both Name & Student ID” in the “Students Shown By” menu.
- Select “Save.” and Click “Run.”

\*Session: Regular ☒ Display Permissions

\*Sort Option: Name

**Select One of the Following**

Acad Org:

Subject Area: MATH

Class Nbr:

**Students In The Report**

☒ Enrolled Students

☐ Dropped Students

☐ Waitlisted Students

**Students Shown By**

☒ Name and Student ID

☐ Name Only

☐ Student ID Only

- Set the “Server Name” to “PSUNX.”
- Check the “Class Roster” box.
- Verify the “Type” is set to “Web” and the “Format” is set to “PDF.”
- Select “OK.”
- Click the “Process Monitor” link on the “Class Roster” panel.

Server Name: PSUNX

Process List	
Select	Description
<input checked="" type="checkbox"/>	Class Roster

*Type	*Format
Web	PDF

[Report Manager](#)
[Process Monitor](#)

- Click the “Refresh” button until the “Run Status” and “Distribution Status” says “Success” and “Posted.”
- Click the “Details” link.
- Click the “View Log/Trace” link.

Run Status	Distribution Status	Details
Success	Posted	<a href="#">Details</a>

- Click the “srclsrst” PDF link to view the permission number report.
- Repeat the process for each session (Regular, 1st half, 2nd half, or MISC).

#### Actions

[Parameters](#) Transfer

[Message Log](#)

Batch Timings

[View Log/Trace](#)

#### File List

##### Name

[SQR\\_SRCLSRST\\_5498463.log](#)

[srclsrst\\_5498463.PDF](#)

[srclsrst\\_5498463.out](#)

### uEnroll

Tutorials (PDF and video) of how to do certain functions within uEnroll are available on the Registrar’s Office webpage ([registrar.utah.edu](http://registrar.utah.edu)) under Registration & Records section and click the How to Register link.

- **PDF’s:**

- How Do I View My Registration Dates?
- How Do I Add a Class?
- How Do I Drop a Class?
- How Do I View My Class Schedule?
- How Do I Change Variable Credit Hours?
- How Do I Swap a Class?
- How Do I Elect CR/NC?
- How Do I Revoke CR/NC?
- How Do I Wait List?
- uEnroll Quick Reference Card

- **Video:**


- Adding Classes Tutorial
- Drop Class Tutorial
- Variable Credit Hours Tutorial
- Swap Classes Tutorial

## Online Grading

Grades can be submitted from any computer with an Internet connection. Primary instructors can authorize others, including administrative assistants and TA’s, to assist with grading. Once a grade roster has been posted, it is available for viewing indefinitely through the Campus Information System by those who have authorized access.

### Grading Deadlines/Policies:

- Primary Instructors may begin entering security authorization for each of their classes the day



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after the census deadline. Grade Roster security access must be granted each term.

- Grading is available the day following the last day to reverse CR/NC for each session through the deadline found on <http://registrar.utah.edu/faculty/egrade.php>. Grades are due by 11:59 p.m.

#### **On the day of the posted deadline.**

- Grades must be Posted, and not just Saved, to be recorded.
- If grades are not posted by the required deadline, an “EU” grade will be posted for all blank grades the day after the grading deadline for the term.
- A grade must be entered for each student before the Grade Roster can be posted.
- The Grade Roster will not allow a combination of CR/NC grades with A through E grades. CR/NC grades may only be combined with T and I grades.

#### **Grading Roster functions:**

- Students who are officially registered for the class are listed on the Grade Roster.
- Each student who is eligible to receive a grade will have a drop down menu associated with their name. Only valid grades will be presented in the drop down menu for each class and student.
- An option is also available to set a default grade for every student in the class.
- When a student has been assigned an Incomplete (I) grade, a box will appear for the instructor to enter the terms and conditions required for the student to complete the course (I note).

#### **Grading Roster security:**

- There are 3 types of security access for grading:
  - POST - access allows a person to view, enter, save, and post grades to the student’s record.
  - SAVE - access allows a person to view, enter, and save grades.
  - VIEW ONLY - access allows a person to view the grade roster.
- Full grading security access is automatically granted to the primary instructor.
- Primary instructors may delegate grading security access to other department officials by selecting the “Grant Security to Other Employees” tile through CIS or on the grade roster.
- An administrative assistant can get permanent access to grading for a specific department by completing the “E-Grade Security Authorization” form on the Student Systems website.

#### **E-Grading Tools:**

- The following resources are located on the E-grading webpage:  
<http://registrar.utah.edu/faculty/egrade.php>.
  - Grading Calendars - deadlines for when grading begins for each session, when grading is due, and when instructors can begin entering security authorization.
  - Training Manual - detailed instructions on everything grading.
  - Quick Reference Card - a quick reference on how to grade. This resource is located in the Grade Check Off List tile on the Student Admin Services tab in CIS.
  - Grade Check Off List/Status - the ability to view who has started, saved or posted grades for a term. Anyone with a Student Admin Services tab in CIS can view this report.
- Instructions on how to view this report are in the E-grading Training manual.



## Leave of Absence

### **Graduate Students:**

Officially admitted graduate students who have registered for and completed university credit class(es) may request to discontinue their studies for one or more semesters, other than summer, and must file a “Graduate Student Request for Leave of Absence” form. The form must be approved by the supervisory committee and/or department chairperson before being forwarded to the Registrar’s Office. Leaves are granted for a maximum of one year at a time. The leave of absence is void if a student registers for classes in a semester for which a leave was granted.

### **International Students:**

On a F1 or J1 visa taking a medically necessary reduced course load of zero (0) credits must obtain permission from the International Student & Scholar Services prior to submitting a Leave of Absence. Medically necessary reduced course loads are approved for one semester at a time, and may be extended through the International Student & Scholars Services for additional semester to a maximum of three (3) semesters (one (1) academic year).

If a student is registered for classes during the semester they are requesting a leave of absence, they must formally drop/withdraw from the class(es) before the leave of absence may be processed. Failure to formally drop/withdraw from courses can result in the reporting of “E” or “EU” grades for all class(es).

Forms can be found at <http://registrar.utah.edu/handbook/leave.php>.

### **Undergraduate Students:**

A leave of absence allows domestic, degree-seeking undergraduate students who meet specific requirements to extend enrollment eligibility for a maximum of seven consecutive semesters.

Officially admitted undergraduate students who have registered for and completed university credit class(es) may request a leave of absence. (Policy 6-404 III Section H)

Domestic Undergraduate students who wish to apply for a Leave of Absence must log into Campus Information Services and click on “Undergraduate Leave of Absence Request” tile. Requests completed via this portal will automatically be emailed to the Registrar’s Office. Students will be able to notify Financial Aid & Scholarships, Student Housing and Athletics of their leave when requesting the initial request.


### **Student Pathway:**

Campus Information Services > Student Homepage > Academic Records tile > Undergraduate Leave of Absence link.

### **Defer Admissions vs. Leave of Absence:**

Defer Admissions - Newly-accepted freshman, transfer or readmitted degree seeking undergraduate students may defer their start date to a later semester prior to their admitted term by contacting the Admissions Office.





Leave of Absence - Admitted degree-seeking undergraduate students who have registered for and completed university credit classes(es) may request a leave of absence. (A student who does a total withdrawal their first admitted term qualifies to file a leave the following term)

**International Students:**

International Students will complete the “International Undergraduate Student Request for Leave of Absence” form and get it signed by an International Center Official prior to being submitted to the Registration & Records Division. The form can be found on <http://registrar.utah.edu/handbook/leave.php>.

**Initial Request Page:**

# Undergraduate Student Request for Leave of Absence

**You do not have an active request.**

A leave of absence allows degree seeking undergraduate students who have registered for and completed university credit classes to request an extension of their enrollment eligibility for a maximum period of seven consecutive semesters (including summers) to be reviewed on a case-by-case basis.

## Instructions:

1. Complete the form below.
2. Upload official documentation to support the leave request.
3. An email will be sent to your UMail account of the action taken.

### Note

A student who chooses to take a leave should first determine the impact, if any, on insurance coverage, financial aid awards, loan repayments, residential living, etc. which may require evidence on the academic record of course completions and /or enrollments.



### Period of Leave:

I am requesting a leave of absence beginning:

I will return and register for classes beginning:

### Reason for Leave of Absence:

- ☐ Military
- ☐ Academic
- ☐ Medical
- ☐ Humanitarian
- ☐ Religious
- ☐ Other

Upload Documentation:

No file selected.

### Additional Questions

- ☐ If you have a scholarship award and need to notify Financial Aid & Scholarships of your leave, please check the box.
- ☐ If you are currently living in student housing or on the waitlist and need to notify Housing & Residential Education of your leave, please check the box.
- ☐ If you are a student athlete and need to notify Athletics of your leave, please check the box.

By submitting this form, I understand it is my responsibility to register for the semester I return from leave. If I need to extend this leave of absence, a new online form including new documentation must be submitted. If I do not register for the term indicated above, I must readmit through the Admissions Office.




### Error Page:

The population of students that should receive the above message are those that are ONLY active in one of the following careers: Medicine, Law, Dentistry, Graduate, or Non-credit. Also, students that are ONLY active in a UNDS (Non-degree seeking), or UHSU (High School University Program) undergraduate program, or an International Student on a F1/F2/J1/J2 visa, or a student who is not active (discontinued) will also receive the above message.

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## Undergraduate Student Request for Leave of Absence



The Leave of Absence system is for domestic undergraduate students who are in attendance at the university. According to our records, you are not eligible for an undergraduate leave of absence. If you are receiving this message in error, please contact the [Registrar's Office](#).

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### Recommendation for Change of Graduate Classification


*(Admitted Graduate Students ONLY)*

The Change of Graduate Classification (CGC) form is either used to change or discontinue the academic program/plan of a **graduate** student. This form is not to be used to change a student's classification during their admitted term. In the case of a newly-admitted graduate student, the department should send a revised graduate referral to the Admissions Office. We will **never** change a student from nonmatriculated to graduate level status through the form. That type of change requires formal admittance through the Admissions Office.

The department completes the form and sends it to the Registrar's Office. The form 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. The CGC form is only processed between semesters, and cannot be completed mid-term, unless accompanied with a Graduation application.

There are five changes that can be made:

- Changing from a Masters to a PHD - only if it is continuous registration (e.g. graduate spring with MS and continues with PHD in fall).
- Change from PHD to Masters - within the same plan (e.g. Anthropology PHD to Anthropology MS).
- Change of degree type - MEN to MS - within the same plan (e.g. Computer Science MEN to Computer Science MS).

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- Plan change from a pre-major to a specialization.
  - Discontinue academic program/plan.

**NOTE:** The form is located on the Office of the Registrar's website ([registrar.utah.edu](http://registrar.utah.edu)), click on Registration & Records, and under the heading of Records Information there is a link titled, "Change of Graduate Classification."

### CGC Policies and Guidelines:

The CGC form must be submitted no later than one week before the first day of the semester the change is to be effective. Any form submitted after that date will be processed to begin for the following semester.

It is important for domestic and international students to lock in their plan (or major) at least two terms before they graduate to ensure no issues arise.

#### International Students:

- If a student is interested in Optional Practical Training (OPT), the student **MUST** be in the appropriate plan and degree level in PeopleSoft and the Student and Exchange Visitor Information System (SEVIS) at least one semester before applying for OPT.
- It is federal policy [8 CFR Sec 214.2 (f)(10)(ii)(A)] that a student's I-20 must match the plan (or major) listed at the university.

#### Helpful Tips:

For a list of all students declared (admitted) in a plan (major), run the List of Students by Major (Declared Majors) under the Academic Reports tile. Graduate Advisors can run this report at any time, as long as access has been granted to the report. The Registrar's Office would suggest that the report is run about a month before a new term starts to verify all students are in the correct plan (major).

For a list of newly-admitted students for a term, you can run a query in Apply Yourself (AY). (Security is required).

If a student is not coded correctly, first look at their admitted term. If it is the student's first term (admitted term), then complete a revised referral through the Admissions Office. If it is not the student's first term, then complete the Recommendation for Change of Graduate Classification (CGC) form and submit it to the Registrar's Office by the deadline mentioned above.

### Undergraduate Major/Minor/Catalog Year Changes

Undergraduate students declare their major or minors through the academic advisor of their prospective major department. Advisors declare a student's major or minor and update catalog year through the Campus Information Services by utilizing the Change Major/Minor tile.

If an advisor is unable to make changes to a student's record through CIS or remove a student from major/minor status, then an email from the advisor must be sent to the Registration email ([registration@utah.edu](mailto:registration@utah.edu)) with the following information so the change can be made to the student's record: Student ID number, Student name, action being taken (e.g. add/change major, add/change minor, update catalog year), major/minor/catalog year information, and Advisor's name.

## 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 and they meet all the requirements. Wait listing is not a guarantee to enrollment into a class.

Once a student wait lists into a class they will receive an email to their UMail account informing them of this action. It is up to the student to monitor whether they are added to the class or not. If a student is added and decides they no longer want the class, they are responsible for dropping the class prior to the last day to drop deadline. It is recommended that student drop themselves from any classes they are wait listed in once they have set their final schedule.

## Frequently Asked Questions

### How many credits can a student take each semester?

Students are allowed to wait list in up to 12 credits each semester. Please note that if a student is enrolled in the maximum number of credits they are allowed to enroll for in a semester, they will not be enrolled in any wait listed class.

### When is the last day a student can wait list?

To see the last day a student can wait list, check the Academic Calendar. This date also corresponds with the last day the process is run. The last day to wait list for the 2025 Calendar Year are listed below:

	Spring 2025	Summer 2025	Fall 2025
First Half	January 12	May 16	August 23
Regular	January 12	May 17	August 23
Second Half	March 13	June 26	October 18

### How many spots are available on a wait list?

Each wait list has an unlimited number of spaces available. This does not reflect the chances of getting into a class; rather, this helps departments determine the demand for a class.


If a student wants to enroll in a section of a class, and wait list into another section of the class that is full, the student will need to use the swap function. This allows the student to be enrolled in one class, but drop the class and enroll in the other if space opens up. The system will not drop you unless a space opens up in the wait listed class and you are enrolled.

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

A student must meet the following qualifications in order 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 an enrolled in a class?**

A student must meet the following qualifications in order for their name to be added from the wait list to enroll:

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

**If a space opens up in a class, can students not on the wait list enroll in the class?**

The system will not allow student to enroll into a class unless all the students on the wait list that are eligible to be enrolled into the class have been enrolled. A student can add their name to the wait list, but they cannot bypass all the students already on the wait list.

**How will a student know if they have been added to a class they were on the wait list for?**

Students will receive an email to their UMail account when they are enrolled into a class. It is the responsibility of the student to drop the class prior to the last day to drop if they no longer want to be enrolled in it.

**Can a student remove their name from a wait list?**

Of course. They will need to drop the class, similar to how they drop a class they are enrolled in. All wait lists will be purged at the end of each term.

**Where can a student see their wait list position in a class?**

The student can see their wait list position on their “My Class Schedule” page (CIS > Registration Tile > Class Schedule link > Class Schedule Filter Options—include “Show Wait Listed Classes”).

**Can a student use a permission code to enroll on the wait list?**

No, a permission code will override the wait list process and enroll the student into a class.

**If a department raises the capacity of a class, can a student not on the wait list bypass the wait list and enroll in the class ahead of any students on the wait list?**

No, the system will go off of the wait list first. If those students enroll and there is still space, students can just enroll in the class. If student on the wait list do not meet the requirements and are not enrolled, the class will become open again and allow any students to enroll.

Step-by-step instructions on how to wait list can be found at:

<http://registrar.utah.edu/pdf/waitlist.pdf>.



## Scheduling

The Scheduling Division maintains primary responsibility for scheduling University facilities including auditoriums, classrooms, plazas and other outdoor areas. This includes establishing policies/procedures for the use of University facilities by the University and Non-University community. We also publish/produce the semester class schedule.

### Information found in this section:

- Class Standard Time Blocks

All information is available on the Scheduling website: <http://registrar.utah.edu/scheduling/>.

### Standard Time Blocks

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

#### Classes held on Mondays, Wednesdays, and/or Fridays

##### 50-Minute Time Blocks:

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

<b>Starting Times</b>	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
<b>Ending Times</b>	8:20 am	9:25 am	10:30 am	11:35 am	12:40 pm	1:45 pm	2:50 pm	3:55 pm	5:00 pm

##### 80-Minute Time Blocks:

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


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

Classes that meet for 3 or more sequential hours should begin at a MWF Standard Start Time at or after 2 pm

#### Classes held on Tuesdays and/or Thursdays

##### 80-minute time blocks

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



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

Classes that meet for 3 or more sequential hours should begin at a MWF Standard Start Time at or after 2 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:

<b>Starting Times</b>	7:30 am	9:40 am	10:45 am	12:55 pm	2:00 pm	3:05 pm	4:10 pm
<b>Ending Times</b>	8:20 am	10:30 am	11:35 am	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.

#### **Four or five day a week classes**

Classes that currently meet 4 or 5 days a week should adhere to the starting and ending times for Mondays, Wednesdays, and Fridays. In order to reduce the overlap of class times on Tuesdays and Thursdays, departments are encouraged to limit the number of 4 or 5 day a week classes that meet at 8:35 am – 9:25 am and 11:50 am – 12:40 pm.

#### **Standardized evening start times are as follows:**

4:35 pm	6:00 pm	7:15 pm
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**Note:** Graduate level courses that are not combined with undergraduate courses and are taught in department space are not required to adhere to standardized times.

If you have any questions regarding this policy, please contact the Registrar's Office, Scheduling Division at 801-581-7854.

## Standard Time Blocks

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

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

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

### KEY

50 MIN (1 HR) BLOCK

80 MIN (1.5 HR) BLOCK



## Student Systems

The Student Systems Division within the Office of the Registrar acts as a resource for departments to:

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

### Student Systems Online Resources

For more information about Student Systems, please visit:

- <https://registrar.utah.edu/studentsystems/index.php>

Helpful information posted on the Student Systems webpages include:

- New Employee Security Guidance:
  - Basic step-by-step instructions for new employees who need system security access
  - <https://registrar.utah.edu/studentsystems/new-employee-security.php>
- List of Major/Minor System Codes:
  - To assist filling out security forms that require major/minor codes
- Helpful PeopleSoft Pathways Guide:
  - A resource to navigate data on PeopleSoft

### Security Access Forms

Information about system security access forms:

- <https://registrar.utah.edu/faculty/security-forms.php>

Questions about security access forms can be directed to [studentsystems@utah.edu](mailto:studentsystems@utah.edu)

### Request for Information

Information about requests for data:

- <https://registrar.utah.edu/studentsystems/request-info.php>
- University Analytics and Institutional Reporting (UAIR formerly OBIA) is the official source of University data, numbers, and information. Commonly requested data is hosted online through their website. From their website, you can get a description of the data elements and links to the actual data. If commonly requested data does not meet your needs, you may submit a Request Custom Data through UAIR. (<https://data.utah.edu/request-for-data/>).
- Student Data Warehouse - provides information on students and class registration. It allows access to institutional data for analytical and reporting purposes. Request data through your College Dean User (<https://registrar.utah.edu/faculty/datawarehouse/sdw-college-dean-user-group.php>).

- 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.
- If any of the above options will not meet your needs, complete the Request for Information form. Data from Student Systems will be delivered in a list format (Excel).

#### *Who can request information or data?*

- 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.

#### *How long does a request take to be fulfilled?*

- 1 - 2 weeks. During peak times, it may take up to 3 - 4 weeks.

#### *Best practices requesting data from Student Systems:*

- Always use Request for Information form on the Office of the Registrar website:
  - <https://registrar.utah.edu/studentsystems/request-info.php>
- 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.)

### Student Data Warehouse Library Reports

Library Report Name	Business Question the Report Could Answer
All Grade Semester Report	What grades are being awarded for each Course in a specific Course Subject and Term?
Class Enrollment Stats	What are the course enrollment counts by Student Race/Ethnicity and Student Academic Level for a specific Term and College?
College Demographics	What demographic trends exist among colleges?
Convocation Contact List	Who are the upcoming graduates and what is their contact information?
Course Enrollment Demographics	What are the current demographic characteristics of our students within the organizational hierarchy of the selected Major College? How have those demographic characteristics changed over time?
Current Course Repeats	Which students are currently taking a course as a repeated attempt?
Department Demographics	What demographic trends exist among departments?
Department Level Retention Report	What is the current status students within our department?
Enrolled Major Counts by Department	How many students are enrolled in a Major by Academic Term?




Enrollment Pattern	What enrollment patterns do students have?
Graduate Students with UofU Undergrad	How many graduate students have an undergraduate degree from the University of Utah?
Graduate Figures by Term	What are the demographic characteristics of our students by Major Awarded Name and Conferred Term?
Graduation Pipeline	When did students apply to graduate, how many degrees were conferred, and who were the recipients?
High School Data Comparisons	How does a student's high school performance correlate with college performance?
Historical Course Repeats	How many times has a student repeated a course?
Honors Historical Data	What are the enrollment and graduation statistics of a particular cohort of Honors Students?
Incoming Honors Students	What academic and demographic data is available on our incoming honors students?
Incoming Student Report– With Transfer Data	What is the transfer and high school data of incoming students?
List of Students by Major (Declared and/or Enrolled)	What students are declared and enrolled in a selected College?
Required Course Completion by Major	What courses have students admitted as of a specific term completed towards a major?
Retention with Graduation	What is the retention and graduation figures for a cohort of students?
Student Academic Summary/Grades/Class Schedule	What is the academic summary for a student?
Student Course Enrollment Summary	How many times has the selected student taken a particular course?
Student Detail	Where can I find a summary collection of a student's academic data?
Student Grade Report by Department	What is the Academic Summary of a Student?
Student List by Major	Who are our majors? What is their contact information?
Student Population Trends	What are the current demographic characteristics of our students within the organizational hierarchy of the selected Major College? How have those demographic characteristics changed over time?
Top 10% by Cumulative GPA	What students makes up the top 10% of their graduate degree?

More information can be found here: <https://registrar.utah.edu/faculty/datawarehouse/available-data.php>.

Contact your College Dean Representative (continued) for additional questions.

### College Contacts

College/Office	Contact
Academic Advising Center	Steve Hadley



Architecture	Vacant
Business	Paul Peterson
Continuing Education	Vacant
Education	Stephanie Nalbone
Fine Arts	
Health	Luis Oquendo
Honors	
Humanities	
Mines and Earth Sciences	
Science	
Social and Behavioral Sciences	
Engineering	Amanda May Jeff Bates
Fine Arts	Liz Leckie
Nursing	Brent Vawdrey
Student Affairs Assessment, Evaluation, and Research	Jake Lemon
Social Work	Mirela Rankovik
Undergraduate Studies	Mark St. Andre

More information about the Student Data Warehouse can be found here:

<https://registrar.utah.edu/faculty/datawarehouse/index.php>.

## Description of Academic Reports available through CIS - Security is required

Academic Reports Available by Campus				
Main	Asia	UOnline	Title	Description
X	X	X	List of Students by Major (Enrolled students only), summary info	• Based on selected majors, lists students declared in those majors and enrolled in the term selected (current term or future terms for which registration is open). Displays student name, ID number, academic career, academic level, majors, units enrolled in current term, cum units, cum GPA, and residency. Optional contact list may be produced, with student's name, address, phone, email address.
X	X	X	List of Students by Major (Enrolled students only), student schedule	• Based on selected majors, lists students declared in those majors and enrolled in the term selected (current term or future terms for which registration is open). Displays student name, ID number, majors, and the students' class schedule for the term. Optional contact list may be produced, with student's name, address, phone, email address.
X	X	X	List of Student by Major (Declared Major), whether enrolled or not	• Based on selected majors, lists students declared in those majors whether enrolled or not. Displays student name, ID number, academic career, academic level, majors, last term enrolled, units enrolled in current term and next term, cum units, cum GPA, residency, and leave of absence information (if student is on a leave).
X	X	X	List of Students by Major (Declared Major), with Enrollment Holds	• Based on selected majors and holds, lists students declared in those majors and have X hold(s) whether enrolled or not. Displays student name, ID number, academic career, academic level, majors, units enrolled in current term, leave of absence information (if student is on a leave) and hold impacting enrollment along with hold instructions that a student sees.
X	X	X	Undergraduate GPA rankings	• Based on selected majors, lists undergraduates declared in those majors and enrolled in the current term. You may also request students with minimum number of units, or in a particular GPA range. Displays student name, ID number, major, cum GPA, and cum units (sorted by GPA and units). Optional contact list may be produced, with student's name, address, phone, email address.
X	X	X	View Student Reports (Grades/Schedules/Academic Summary)	• For a specific student selected either by student ID number or name, can display their Grades, Schedule, or Academic Summary Report. The Grades/Schedule Report displays the student's class schedule for the term selected, plus enrollment status and grades when available. The Grades Report will also pull the grade points, GPA units, units passed, and the GPA for the term. The Academic Summary shows cum units passed, grade points, GPA units, cum GPA, transfer units, test credit, other credit, cum units, and academic level.
X	X		Graduation Candidates (Main Campus - can choose by campus. Asia Campus - can see where the student is located (Main, Asia or Transitioning))	• Displays graduation candidates based on term, student's major/emphasis or minor, and degree checkout status (applied, awarded, or denied). Also may display multiple majors, if selected.
X			Graduation Clearance (all students on the list, no campus indication)	• Displays graduation candidates for the current term and whether their DARS/audit is complete, (with in-progress courses), or deficient. Users may only access majors or minors for which they have access.
X			Campus Location Numbers (each campus is represented but only on Main Campus list)	• Based on selected majors, lists the number of students declared in the major selected and the percentage by campus.



## Transcripts and Verifications

*For the most up-to-date information regarding transcripts and verification requests, please visit the Office of the Registrar's website at <http://registrar.utah.edu/transcripts>.*

### Official/Unofficial Transcript Information

#### Official Transcript Policies:

- It is the student's responsibility to ensure their transcript is accurate and complete (grades and degrees are posted) before ordering. No refunds.
- All financial obligations to the University must be met for an official transcript to be issued.
- Official transcripts that are provided directly to the student via mail or in-person will be stamped "Issued to Student". It is the responsibility of the student to ensure that the receiving party will accept transcripts delivered by the student.
- Anyone requesting and/or picking up a transcript will need to present a valid government-issued or University of Utah photo ID.

#### Ordering Official Transcripts Online:

- Transcripts that need to be sent from the University of Utah via mail or email must be ordered online.
- Transcripts that are ordered through the online ordering system must be ordered by the student. No third parties may create Parchment accounts to order for another person. This will cause problems with any future transcript orders.
- Cost:
  - \$15.50 for standard delivery
  - \$45.00 additional charge for Domestic Express Mail
  - \$73.00 additional charge for International Express Mail
- Delivery Options:
  - Hold for Pick Up – Held at Window 16 in the Student Services Building for pick up with photo ID.
  - Email – Secure PDF emailed to email address provided.
    - Please note that Military email addresses (i.e. .mil) may not receive the secure PDF transcript email.
  - Mail – via USPS First Class Mail (no tracking available)
  - Express Mail (tracking available)
- Processing/Delivery Time:
  - Electronic – Typically, 1 business day
  - Standard Mail – 1-3 business days
  - Express Mail – Same day if ordered before 2:30pm Mountain Time.

#### Unofficial Transcripts:

- Students that last attended after Fall 1998:
  - Unofficial transcripts are available through their CIS Student Homepage by clicking on the Academic Records tile.
  - Students can create a PDF version of their unofficial transcript by copying and pasting to a Word Document and then creating a PDF.



- Students that last attended before Fall 1998:
  - Contact the Transcripts & Verifications Division for assistance.

## Verification Information

Anyone requesting and/or picking up a verification of student information will need to present a valid government- issued or University of Utah photo ID.

### CIS Verifications:

- Students can request certain verification letters online through their CIS Student Homepage by clicking on the Academic Records tile and then clicking on the Self-Service Verification link.
- Letter options:
  - Enrollment Status – Enrollment Certificate provided by the National Student Clearinghouse.
  - Major(s) in Progress
  - Anticipated Graduation Date
  - Class Standing/Level (Fr., So., Jr., Sr.)
  - Invitation Letter
- Cost:
  - No charge when ordered through the CIS Student Homepage
  - \$10.00 when ordered at our service window for immediate pick up.

### Custom Letters:

- Custom Letters are verification of items that can be found on a student's transcript. The form to request custom letters can be found on our website or in-person.
- Letter Options:
  - Current Class Schedule
  - Dean's List
  - Degree
  - Enrollment Status in letter format
  - GPA
  - All other special requests not listed, but available on a transcript
- Cost \$15.00 per letter

### Delivery Options/Processing Time for Verification Letters:

- Delivery Options:
  - Hold for Pick Up – Held at Window 16 in the Student Services Building for pick up with photo ID
  - Email to UMail – Any email outside of UMail requires a signed consent
  - Fax
  - Mail
  - Immediate pick up if ordered at window
- Processing/Delivery time:
  - Standard Mail – 1-3 business days
  - Immediate pick up – Processed immediately at window (not available for online orders)





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### **Departmental Requests**

- Departments can request academic information about a student without the student's consent only if the requestor has a legitimate educational interest and the requestor does not disclose the information provided by our office.
- Departmental request forms can be obtained by contacting the Transcripts & Verifications Division at 801- 581-8965.



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## Transfer Articulation

The University of Utah has set a goal to reach 40,000 students by 2030. To help achieve this growth, transfer students are a key focus of the University's priorities. As students transfer to the University, it is imperative that we support them from the moment of their admission to graduation. This goal can only be accomplished if we collaborate effectively and understand the importance of the transfer student population. As the University grows, so too will our transfer population.

Having an easily accessible and clear path for transfer students ensures that they know exactly how their prior coursework will be accepted and applied to their degree here at the U. By focusing on the technical and functional aspects of the transfer process, we can make the experience smoother and more efficient for students. Prioritizing the transfer process will positively impact other processes, such as class registration, meeting prerequisites, advising sessions, graduation timelines, and more.

### **Past**

At the start of any journey, it is essential to pause and reflect on the past. Transfer has been a part of the University of Utah's process for many years. However, due to the decentralized nature of the system, transfer has been handled in various ways. Over time, we've developed several iterations of transfer guides, pathways, and numerous handouts to help explain how transfer credits are applied.

As we continue to leverage technology such as TES, Smart Panda, and Raptor, our processes will become more effective in helping students navigate the complex college system.

### **Present**

We are currently implementing the changes required for the new process of transfer. We are in the process of moving our articulation rules into People Soft from their current home in uAchieve. We have reviewed every rule and determined if it will be transferred to our new database. After the rule transfer is complete, we will be testing and implementing the evaluation process in People Soft. We are also working on our prior learning credit of AP, IB, CLEP, and Cambridge exams to make sure those rules are also housed in People Soft. We continue to iterate, troubleshoot and support our campus community in all things transfer.

### **Future**

Once the domestic undergraduate transfer process is running smoothly, we will look to innovate and expand further. Our plans include developing transfer processes for international, graduate, and professional school transfer students. We will continue creating new pathways to the University to help meet students where they are and support them in achieving their educational goals during their time here.



## Glossary

**Academic Calendar:** Provides important calendar dates for a specific semester.

**Academic Career:** Identifies a student's academic status at the university, e.g., undergraduate, graduate, law, medicine or noncredit.

**Academic Plan:** An area of study within the academic program referred to as a student's major and/or minor, e.g., Biology, Finance or Film Studies.

**Academic Program:** College offering the academic plan, e.g., Social and Behavioral Science, Fine Arts or Business.

**Academic Sub-Plan:** Area of further specialization within an academic plan, e.g., journalism is a sub-plan of Communication.

**Applied:** Degree status once a student has submitted a graduation application to the Registrar's Office.

**Appointment:** Registration date and time assigned to a student, by class level and the number of hours completed at the university.

**Articulation Agreement:** Documented relationship between institutions regarding how various courses will be transferred.

**Audit:** Enrollment in a course for information only. Normal tuition is assessed, however, no credit is given.

**Awarded:** Degree status when a degree has been posted for a student.


**Campus Advising Solutions:** Academic Advising Solutions provides general academic advising for entering students until they are accepted into a major and also assists all students with general education requirements.

**Catalog Number:** Identifies the number of the course, e.g., Writing 1010.

**Catalog Year:** The set of requirements in place at the beginning of fall semester and running through the end of the following summer semester. Indicates when a student declared his/her full major and/or the set of requirements to be used for graduation clearance. Students may choose to use the current catalog requirements or a catalog year that was in effect no more than four (4) years prior to graduation.

**Census:** An established date each term that the enrollment count is taken for reporting purposes. At the University of Utah, the census deadline is the fifteenth business day of the term.

**CIP Code:** The [Classification of Instructional Programs \(CIP\)](#) codes were developed by the U.S. Department of Education as the national taxonomic standard of academic program titles for federal and state reporting of institutional data.



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**Class Number:** Four-to-five-digit number used to register for an individual section of a course. This is separate from the catalog number, and is unique to each offered section of a course.

**Class Roll (Roster):** A list of the students enrolled in a particular class.

**Co-requisite:** A course(s) that must be taken concurrently with or prior to another course.

**Commencement:** Graduation ceremony held annually at the conclusion of spring semester in which degrees are conferred en masse by the President of the University. The entire graduating class processes into the auditorium and the commencement address is given. Attendance at the ceremony does not guarantee degree completion.

**Component:** Type of course instruction, e.g., lecture, discussion, correspondence, seminar, special topic, workshop, etc.

**Convocation:** Graduation ceremony for each college, in which students are individually acknowledged.

**Continuing Education:** Continuing Education offers credit, noncredit, and professional courses covering a wide range of topics. Areas within Continuing Education include Lifelong Learning, Independent Study, Youth Education, Preparatory Courses, Professional Education, House Bill 60, The English Language Institute, Computers & Technology, and certificate programs.

**Course Acceptability:** The process of determining which higher education courses will transfer into the University of Utah.


**Course Adjustment Form:** A form used after the Add/Drop Deadline through the last day of the course to make a section change, credit hour adjustment, or reinstate into a withdrawn course. It can also be used to elect an audit for a class up to the course's midpoint. A signature of the instructor is required on the form.

**Course Applicability:** The process of determining if or how coursework from one institution applies to degree requirements in specific programs of study at another institution.

**Course Articulation:** (direct articulation); course assumes all University of Utah course benefits such as general education designations. It will apply like University of Utah course when minimum grade requirements have been met.

**Credit/No-Credit Option:** A grading option that allows students to enroll in selected courses outside their academic plan without the pressure of competing for a letter grade. The student either receives a CR grade in place of grades A through C– or the grade NC in place of grades D+ through EU. Student may elect a total of 15 credit hours during their undergraduate career to receive a grade of credit or no-credit in place of a letter grade.

**Credit Hour Maximum:** Undergraduate students may register for a maximum of 19 credit hours during their appointment period. Additional courses may be added during open enrollment up to 24 credit hours through Campus Information Services. Graduate students must contact the Graduate School for approval to register for more than 16 credit hours.



**Credit Hours (Units):** The quantitative measurement assigned to a course, generally stated in semester hours or quarter hours.

**Cross-listed Course:** A set of courses listed in multiple departments or under multiple catalog numbers, but which have the same curriculum across.

**CR/NC Option:** Enrollment in a course without competition for a letter grade. See Credit/No-Credit Option.

**Degree Audit:** A tool utilized to generate a report that evaluates a student's progress towards a degree.

**Degree Status:** The state of a student's degree in the graduation process.

**Denied:** Degree status when a student did not complete all requirements for a specific term for graduation.

**Department Consent:** Used to restrict enrollment for a specific class. Permission number from the department is required to enroll.

**Discontinued Career:** When a student has missed more than the allowable number of semesters, he/she is not eligible to register for classes. He/she must reapply through the Admissions Office in order to take credit classes.

**Drop:** Classes that are deleted from a student's academic record; no tuition fees are assessed.

**Duplicate Course:** A course which was taken at both the University of Utah and another institution. Only credit and grade from the University of Utah will be applicable for graduation requirements.

**Emphasis:** a program of study within an established degree that enables a student to focus on courses in a particular field within a degree program. The emphasis pursued appears on the student's transcript but not on the student's diploma.

**Fee Match (i.e. Drop for Nonpayment):** A policy that drops students from their classes when they have not paid tuition by the tuition deadline.


**Fifth Year Senior:** A student that has received a bachelor's degree and is returning for a second degree in another area of study.

**Final Statement or Statement of Completion:** A letter indicating a student has completed all graduation requirements prior to the end of the graduating term. Only issued for the current semester.

**First Session Classes:** Classes taught during the first half of the semester.

**Freshman:** The class standing assigned to undergraduate students who have completed 0-29 semester credit hours towards graduation.





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**Full-Time Status:** Undergraduate students qualify for full-time status when registered for 12+ credit hours in a given term. Graduate students are normally considered full-time at 9+ credit hours. For more complete information regarding full-time status for graduate students, see the Graduate Handbook.

**General Assignment Space:** Rooms that are used by the Scheduling Office to schedule sections and events.

**Grade Point Average (GPA):** Calculated by dividing the total number of grade points by the overall hours completed for a grade.

**Graduate Student:** An individual who has been accepted into a Master's or Doctoral degree program.

**Graduation Reapplication:** An application for students who have previously applied to graduate and will not or did not complete all requirements in the specified term.

**Graduation Renewal:** A change in graduation date to a future term for first-time applicants.

**Half-Time Status:** Undergraduate students must be registered for 6 -11 credit hours in a given term to qualify for half-time. Graduate students are considered half-time if registered for 5 - 8 credit hours in a given term.

**Holds:** A hold is placed on a student's academic record for failure to meet university obligations such as payment of outstanding fees, university standards violations, etc. Some university services may be withheld until all obligations are met. Holds may also be placed to require students to seek academic advising assistance.

**House Bill 60:** Available to Utah residents 62 years and older. Credit classes may be audited for a fee of \$25 per term, plus any special fees. Course exceptions include classes with major edits, writing classes, upper division business classes, and graduate courses.


**House Bill 211:** Teachers in the State of Utah may receive a tuition waiver for courses that satisfy professional development requirements to retain a license to teach. Applicants must meet certain eligibility requirements to receive this benefit. Eligible candidates are assessed an administrative fee of \$100 per semester, plus special fees.

**Incomplete (I Grade):** An incomplete grade may be given for work not completed in a course due to circumstances beyond the student's control. The student must be passing the course and have completed at least 80% of the required course work.

**Independent Study:** Continuing Education offers classes that are not tied to semesters. Students may begin a class at any time and take up to nine months to complete the course.

**Instruction Method/Mode:** The method by which a class is offered (e.g. In-Person, Hybrid, Online or Remote).

**Instructor Consent:** Used to restrict enrollment for a specific class. A permission number from the instructor is required to enroll.



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**Junior:** This class standing is assigned to undergraduate students who have completed 60-89 semester credit hours towards graduation.

**Lab, Quiz, And Discussion Sections:** Components that may be linked to a course. Registration in a lab or discussion automatically registers a student for the lecture. A separate class number will be listed by the lecture when labs are not linked.

**Leave Of Absence:** Under certain conditions, students may take a planned leave and return to their studies without having to readmit to the university. Graduate students may postpone their studies for up to one year. The request must be approved by the student's supervisory committee and the Dean of The Graduate School. Domestic undergraduate students may request a leave of absence for an up to 7 semesters without additional approvals. International students may request a leave of absence with approval from the ISSS office.

**Limited Program Change:** less than 25% of program content is changing, or you aren't making a change that would be considered significant.

**Major:** The student's primary academic area of study, e.g., History, Biology, etc.

**Major Declaration:** Students should be admitted to a major by the time they complete their sophomore year or after they complete their first year at the university, whichever comes first. To declare a major, students must meet with the advisor for that major.

**Matriculated:** A person admitted to the university as a degree-seeking student.

**Meeting Pattern:** Sets the day and times of the section. Classes must follow standard time blocks unless an exception is granted. Sections can have multiple meeting patterns.

**Meets With:** Identifies two class sections that meet in the same location, at the same time, with the same instructor.


**Midpoint:** The "half-way" point of the semester. The midpoint is different for first, second, regular and miscellaneous session classes. Students may withdraw until the midpoint of the course without the College Dean's approval.

**Military Leave:** Students in the military may be granted military leave when they are involuntarily called to active duty.

**Minor:** The student's secondary area of academic study. A minor is an addition to a degree and not an entity by itself. A minor can only be obtained at the same time that the student graduates with a major.

**Miscellaneous Session:** Classes with irregular start and end dates. Contact the Registration/Records Division (581- 8969) for information regarding registration policies and deadlines. See the Class Schedule for class start and end dates.

**National Student Clearing House:** A nonprofit organization that collects and exchanges educational data for participating institutions. The University of Utah uses the National Student Clearinghouse to verify student enrollment and degree information.



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**National Outdoor Leadership School (NOLS):** Courses in wilderness survival, leadership, and team building are offered through Continuing Education for university credit.

**Noncredit Career:** This academic career is used to register for a noncredit class.

**Noncredit Classes:** Courses numbered 0001-0999 are not offered for credit. Students pay a reduced tuition fee and generally no grade is given in the class. Non-credit classes do not count towards a degree.

**Non-General Assignment Space:** Rooms that are assigned to departments (typically labs, studios, etc.) and are scheduled internally by an academic department by the departments for sections and meetings.

**Non-Matriculated:** A person who is admitted as a non-degree seeking student.

**Non-Resident:** Individuals who do not qualify as a resident of the state of Utah. Students who are nonresidents pay out-of-state tuition rates.

**Non-Transferable:** A course that is not accepted at the University of Utah for credit.

**Online Courses:** A variety of courses offered by academic departments via the Web.

**Open Enrollment:** During the open enrollment registration period, all eligible students can add and drop classes. Non-matriculated and House Bill 60 students can also register during this time.

**Part-time Status:** Undergraduates qualify for part-time status when registered for 6-11 credit hours in a given term. Graduate students are normally considered part-time at 5-8 credit hours.


**Partial Withdrawal:** When a student withdraws from one or more classes during a given term, but not all of his/her classes.

**Personal Graduation Information:** A link in Campus Information Services which displays a candidate's information such as: major, degree type, term applied for graduation, diploma name and degree status. Also links to other important information such as the Commencement/Convocation website.

**Petition for Exception to University Policy:** An exception to university policy is warranted only in cases involving unusual or extenuating circumstances that normally would not be faced by other students. Petition requests must be submitted within three years of the affected term(s) or prior to graduation from the university, whichever comes first.

**Petition to Request to Add Classes Late Form:** A form used to add a class after the add/drop deadline until the last day of the course. Students must obtain the requisite signatures from the instructor, and the department before returning the form to the Registration Division. Students are charged tuition plus a \$50 late fee for each class added late.

**Permission Number/Code:** Four to six digit random numbers issued by the instructor or department to enroll in a specific course. Permission numbers are required after the first week of the term when the department has restricted enrollment, or if a system requisite is not in place.



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**Prerequisites/Co-Requisites:** Requirements or coursework that must be completed prior to or in conjunction with enrollment in a particular course. If students have not taken the appropriate requisites, they may be required to withdraw from the course.

**Reading Day:** Preparation day for final exams. Regular classes and exams are not held on this day.

**Receiving Institution:** Institution where the courses are being transferred.

**Repeated Courses:** Students may repeat a course taken at the university as long as it is still offered. Hours earned in repeated courses may be counted only once toward graduation. The last grade received is used to compute the grade point average. Students must report repeated classes to the Registration Division.

**Report Of Credit/Change In Final Grade:** Used by departments to report a grade or authorize a change in grade on a student's academic record.

**Residency:** The Admissions Office classifies all applicants for admission as either residents or non-residents for tuition purposes. Students classified as residents pay in-state tuition.

**Revoke CR/NC Option:** Cancels the previously elected CR/NC option. Students then receive a letter grade in place of a credit (CR) or no-credit (NC) grade.

**Section Number:** Used to distinguish between two or more classes that have the same catalog number, e.g. Psychology 1010-001 and Psychology 1010-002.

**Senior:** The class standing assigned to undergraduate students who have completed 90+ semester credit hours towards graduation.

**Session 1:** Sections of classes that meet during the entire semester.


**Session 2:** Sections of classes that meet during the first half of the semester.

**Session 3:** Sections of classes that meet during the second half of the semester.

**Session 4:** Sections of classes that have miscellaneous (short term) dates during the semester. For example, a section that meets for only one week during the semester. Actual class meeting dates must be set with the Scheduling Office.

**Short Term Classes:** A course in which instruction is scheduled for a period of time shorter than a regular semester. Short term classes have irregular start and end dates. Contact the Registration/Records Division (581- 8969) for information regarding registration policies and deadlines. See the Class Schedule for class start and end dates.

**Significant Program Changes:** more than 25% of program content is changing; including but not limited to learning outcomes, name changes, adding or removing and emphasis, or requirements.



**Sophomore:** The class standing assigned to undergraduate students who have completed 30-59 semester credit hours towards graduation.

**Special Topics:** Topics assigned to Seminar courses or Special Topic courses. Must have a component of SEM or TPC.

**Student Code:** Defines student rights and responsibilities at the University of Utah.

**Student Id Number:** A unique identification number assigned to students in place of a Social Security Number.

**Student Handbook:** A resource and collection of important policy information most applicable to students.

**Suppress Print:** To restrict the section from being published in the online class schedule or class search.

**Suspension:** An involuntary separation of the student from the institution for academic or disciplinary reasons. Students with a GPA below 2.0 for three consecutive terms are suspended from the university.

**TBA (To Be Arranged):** When class time and location are determined by the department.

**T Grade:** The grade given for thesis or independent work in progress.

**Term Length Courses:** Classes that are scheduled for the entire term.

**Total Withdrawal:** Withdrawal from all classes for a specific term.

**Transcript:** A copy of a student's official educational record at an institution of higher education.

**Transfer Credit Evaluation:** Process of evaluating incoming transfer credit for equivalency and applicability to degree requirements.

**Transfer Institution:** Institution where the courses were originally taken.

**Transfer Summary:** A list of courses taken at other institutions that may or may not be used to satisfy graduation requirements.


**Transferable Academic Credit:** All credit earned at another regionally accredited college or university that is approved for transfer to the University of Utah (University of Utah Policy 6-404).

**Undergraduate:** An individual who has been accepted into a Bachelor's degree program.

**uNID:** A unique identifier that allows access to U networks and resources. A uNID is created by substituting a "u" for the first zero in the student ID number.

**Units:** A measure of educational credit. One unit equals one credit hour.





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**Utah Bound Orientation:** This program is designed to help new students make a smooth transition to the University of Utah. All new undergraduate/transfer students are required to attend an orientation session before registering for classes.

**Variable Credit Hours or Units:** Certain courses allow you to choose the number of credit hours within a specified range.

**Verification:** A written confirmation of student record information.

**Withdrawal:** After the deadline to drop (delete) classes, students can withdraw from class(es) they wish to no longer attend and receive a grade of W. The W does not affect their GPA and the W will be permanent on their record.

**Withdrawn:** Degree status when a student has notified our office that he/she does not intend to complete a degree.

**Workshops:** Courses with irregular start and/or end dates. Different drop and withdrawal deadlines apply. Workshops and short-term courses are indicated in the Class Schedule by start and end dates. Registration Deadlines vary for these courses.