



## Registrar's Summit XI

Resilient After a  
Year of Uncertainty

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# Summit Handbook





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



## Table of Contents

Athletic Eligibility: A Brief Overview .....	2
Degree Audit and Transfer Articulation .....	4
Family Educational Rights and Privacy Act (FERPA) .....	8
Graduation:	
Graduation: Undergraduate Students .....	11
Graduation: Graduate Students .....	15
Use of a Preferred Name on a Diploma .....	18
Registration and Records:	
Forgot Your uNID? .....	21
Password Resets .....	22
Attendance Policy .....	23
Registration Timeline .....	24
Add/Drop Deadlines .....	25
Course Adjustment Request .....	26
Petition to Add Classes After the Deadline .....	27
Permissions Numbers .....	29
Grade Changes and Updates After the Grading Deadline .....	34
Leave of Absence .....	35
Recommendation for Change of Graduate Classification .....	40
Undergraduate Major/Minor/Catalog Year Changes .....	42
Wait Listing .....	44
Computer Enforced Requisites .....	46
PERC (Post Enrollment Requisite Checking) Report .....	48
Scheduling .....	50
Student Systems .....	55
Transcripts and Verifications .....	62
Veterans Services .....	67
Petition for Consideration of Exception to Policy .....	78
Glossary .....	81

## Athletic Eligibility: A Brief Overview

### **Initial Eligibility:**

The 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. The coaching staff of each respective NCAA sport offered at Utah notifies the Assistant Registrar for Athletic Eligibility 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 and standardized test scores to the NCAA Eligibility Center. The NCAA Eligibility Center uses the high school core course list along with the PSA's transcripts and test scores 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 as well as standardized test scores to the Assistant Registrar for Athletic Eligibility. A preliminary core course evaluation is then completed by the Assistant Registrar for Athletic Eligibility to provide the coaching staff an evaluation of the PSA's eligibility.

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### **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.

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### **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, GPA, credit hours completed, academic standing, and progress towards degree. The certification of eligibility is a coordinated effort between the Senior Associate Registrar, Assistant Registrar for Athletic Eligibility, Academic Services for Student-Athletes and the Athletics Compliance staff.

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 Pac-12. This same eligibility information is used to report the Academic Progress Rate (APR) and Graduation Success Rate (GSR) data to the NCAA.



## Degree Audit and Transfer Articulation

The Registrar's Office 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 Degree, and Major/Minor)
- Yearly revisions to Utah System of Higher Education (USHE) Transfer Articulations

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 anticipate advisors will be able to enter exceptions from the audit soon.

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.
- 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/> for information on both audits and plans; including videos, PowerPoint modules, and text instructions.
- Email us at [degreeaudit@utah.edu](mailto:degreeaudit@utah.edu) for assistance.

## **The Changing Landscape of Transfer Articulation**

During Summer 2018, the Admissions Office began transitioning the administration of the Transfer Articulation process to the Registrar's Office. While the Admissions Office is still determining acceptability of courses, the Registrar's Office is the contact for transfer course articulation and transfer course applicability within the degree audit.

### **TransferologyLab**

TransferologyLab is available to our academic advisors to assist with transfer students. Advisors are able to easily see how courses transfer to the University, which courses a student may take elsewhere to fulfill a UofU requirement, and see how a prospective student's courses will apply in a degree audit. Prospective students are also able to easily see course-to-course articulations and run a University of Utah degree audit prior to admission. Data is pulled directly from our degree audit system and updated weekly. Please note that TransferologyLab has now replaced the Transfer Articulation guides previously accessible on the Admissions website.

The **Transfer Evaluation System (TES)** was implemented in June 2019 for departments to evaluate and approve transfer course articulations or equivalencies. Transfer Articulation Coordinators are able to search for course descriptions from transfer institutions, research institutional accreditations, and record transfer equivalency decisions. Initially all courses from Utah System of Higher Education (USHE) Institutions and our partners (BYU, Ensign, Westminster, and BYU-I) were sent to departments for evaluation. Afterward courses were sent from our high feeder institutions. As of Fall 2021 only courses which students have transferred into the University will be sent for department review.

#### *Things to know about Transfer Articulation:*

- The national best practice recommends using a guideline of 70 – 80% matching content to determine equivalency – based on the discipline, accreditation, etc.
- USHE policy R470 requires that we accept all USHE courses even when we do not have courses with similar content, honor the requirement designations given from the originating institution, and adhere to common course numbering throughout the state system.
- USHE equivalencies will be reviewed each year. When changes to courses occur, they will be sent to departments for re-evaluation.
- Non-USHE equivalencies will be approved for 5 years. When a student transfers the same course after the 5-year window has expired, it will be sent to the department for review.
- All USHE courses should be matched to one of the following: a direct articulation, a departmental elective, or a general (university) elective.



### Helpful Transfer Articulation Resources, including Transferology and TES:

- Visit our webpage at <https://registrar.utah.edu/transferarticulation/index.php> where resources specifically for Staff and Faculty are also available.
- Use the Canvas course created for TA Coordinators. Need access? Email us at [articulation@utah.edu](mailto:articulation@utah.edu).
- Lingering questions may be sent to us at [articulation@utah.edu](mailto:articulation@utah.edu).

*Our next steps will include:*

- Investigating degree audit exceptions for potential equivalencies
- Focusing on creating equivalencies for common Learning Abroad programs

This system will eventually allow us to create Transfer Pathways much like the former Getting Ready Guides.

**A Note about Transfer Articulation:** Refining and expanding our transfer course equivalencies will benefit the university in many aspects, namely decreasing the need of issuing permission codes with increased access to course enrollment (including waitlists) for transfer students, automatically allowing articulated courses to apply within the degree audit, and increasing the transparency of transfer courses. The University of Utah will be more student friendly as prospective transfer students will be informed of how courses will be accepted, articulated, and applied to degree requirements.

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# Family Educational Rights and Privacy Act (FERPA)

## What is FERPA?

The Family Education Rights and Privacy Act of 1974 (FERPA), 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.

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## 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.

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## 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.

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).

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### **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).

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### **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.

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### **Resources:**

We have a collection of resources on the Registrar's website: ([HTTP://REGISTRAR.UTAH.EDU/FACULTY/FERPA-RESOURCES.PHP](http://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: [HTTP://REGISTRAR.UTAH.EDU/HANDBOOK/FERPA.PHP](http://REGISTRAR.UTAH.EDU/HANDBOOK/FERPA.PHP).



## Graduation – Undergraduate Students

### 2021-2022 Graduation Timeline

*All dates subject to change.*

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#### 2021-2022 Commencement Dates and Deadlines

<b>Honor Society templates due from Departments</b>	February 11, 2022
<b>Deadline for any changes that will affect Convocation Programs</b>	March 1, 2022
<b>University Commencement Exercises</b>	May 5, 2022
<b>College Convocation Exercises</b>	May 6, 2022
<b>School of Law Graduation Exercises</b>	May 13, 2022
<b>School of Medicine Graduation Exercises</b>	May 20, 2022
<b>School of Dentistry Graduation Exercises</b>	TBD

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### Term-Specific Deadlines

	Fall 2021	Spring 2022	Summer 2022
<b>Duplicate Course Check</b>	July 2021	November 2021	March 2022
<b>Deadline to apply for graduation (Coincides with Add/Drop Deadline)</b>	September 3, 2021	January 21, 2022	May 25, 2022
<b>Late applications accepted with a \$25 processing fee (Note: Students who apply after March 1, 2022 will not be included in Convocation Programs)</b>	September 4, 2021 - December 9, 2021	January 22, 2022 - April 26, 2022	May 26, 2022 - August 3, 2022
<b>Initial Evaluations completed and studentsemailed</b>	September 13, 2021- October 22, 2021	January 31, 2022 - March 4, 2022	June 20, 2022 - July 8, 2022
<b>End of Term email sent to all applied candidates</b>	November 22, 2021	April 18, 2022	July 27, 2022
<b>Deadline for all "I" and "T" grades to be updated</b>	December 9, 2021	April 26, 2022	August 3, 2022
<b>Deadline for all special exams, challenge courses, military credit, transfer courses, study abroad, etc. to be on the student's record</b>	December 9, 2021	April 26, 2022	August 3, 2022
<b>Deadline for students to update mailing address for diploma mailing</b>	December 9, 2021	April 26, 2022	August 3, 2022
<b>Degree Conferral Date</b>	December 17, 2022	May 5, 2022	August 5, 2022
<b>Grades Due</b>	December 27, 2021	May 16, 2022	August 15, 2022
<b>Deadlines for advisors to have exceptions entered into degree audit</b>	December 27, 2021	May 16, 2022	August 15, 2022
<b>Final Clearance and awarding/denial of degrees</b>	December 17, 2021 - January 28, 2021	May 5, 2022 - June 17, 2022	August 5, 2022 - September 9, 2022

## 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. These students must graduate with both 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 to submit any transfer work or test credit in a timely manner.
- Students are responsible to ensure any necessary exceptions are entered on their behalf as soon as they are approved.
- 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 "Deficient").
- Students are directed to meet with the appropriate advisor if they are listed as "Deficient":



- Academic Advising Center:
  - 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

#### **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.
- The Graduation Division will begin awarding degrees to Early Qualifiers 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.
  - The Graduation Division will not take requests to add students to the Early Qualifier group.
- First Pass
  - Begins 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
  - 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 entered into the student's Degree Audit.
- Final Pass
  - Starts after Advisor Notification
  - Students that are deficient will be denied. If it was an undergraduate student's first time applying for graduation and they are denied, they are automatically applied to the next semester. This is a one-time courtesy. The student must reapply for graduation should any subsequent change need to be made.

## Graduation – Graduate Students

### 2021-2022 Graduation Timeline

*All dates subject to change.*

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#### 2021-2022 Commencement Dates and Deadlines

Deadline for any changes that will affect Convocation Programs	March 1, 2022
University Commencement Exercises	May 5, 2022
College of Health (Graduate Student) Convocation Exercise	May 5, 2022
College of Social & Behavioral Science (Graduate Student) Convocation Exercise	May 5, 2022
College Convocation Exercises	May 6, 2022
School of Law Graduation Exercises	May 13, 2022
School of Medicine Graduation Exercises	May 20, 2022
School of Dentistry Graduation Exercises	TBD

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### Term-Specific Deadlines

	Fall 2021	Spring 2022	Summer 2022
<b>Deadline to apply for graduation (Coincides with Add/Drop Deadline)</b>	September 3, 2021	January 21, 2022	May 25, 2022
<b>Deadline for Recommendation for Change in Graduate Classification forms to be submitted</b>	August 20, 2021	January 7, 2022	May 13, 2022
<b>Last day to submit defended manuscript for format approval</b>	See Thesis Office Calendar	See Thesis Office Calendar	See Thesis Office Calendar
<b>End of Term email sent to all applied candidates</b>	November 22, 2021	April 18, 2022	July 27, 2022
<b>Deadline for all "I" and "T" grades to be updated, transfer course and any other information pertaining to graduation to be entered into the</b>	December 9, 2021	April 26, 2022	August 3, 2022
<b>Deadline for students to update mailing address</b>	December 9 , 2021	April 26, 2022	August 3, 2022
<b>Deadline for Language Verification to be entered</b>	December 9, 2021	April 26, 2022	August 3, 2022
<b>Deadline for Comprehensive Exam to be entered</b>	December 27, 2021	May 16, 2022	August 15, 2022
<b>Deadline for Non Thesis Final Exam to be entered</b>	December 27, 2021	May 16, 2022	August 15, 2022
<b>Degree Conferral Date</b>	December 17, 2022	May 4, 2022	August 5, 2022
<b>Grades Due</b>	December 27, 2021	May 16, 2022	August 15, 2022
<b>Final Clearance and awarding/denial of degrees (tentative dates)</b>	December 17, 2021 - January 28, 2021	May 4, 2022 - June 17, 2022	August 5, 2022 - September 9, 2022

## 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

The deadline for name changes included in the Spring Convocation Programs is March 1<sup>st</sup>. *To have a change made to the Diploma Name, students must notify the Graduation Office ([graduation@utah.edu](mailto:graduation@utah.edu)) in writing by the last day of classes for the semester the student is expecting to graduate.*

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

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### **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:**

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.

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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)).



## Forgot Your uNID?

Students have the option to look up their uNID through the “Forgot your uNID?” function online on the log in page of Campus Information Services (cis.utah.edu).

For students who last attended the university prior to Fall 1998, the “Forgot you uNID?” function and Campus Information Services is not available. To obtain their record, the individual will need to order a transcript.

### How a student looks up their ID number online:

Click on the “Forgot your uNID?” link.

#### Login

uNID: (e.g. u8675309)

[Forgot your uNID?](#)

Password:

[Forgot your password?](#)

LOGIN

Student inputs the appropriate information in to the text fields and clicks the “Submit” button.

Last Name:

Date of Birth:

 /  /  MM/DD/YYYY

Last 4 digits of Social Security Number:

 XXX - XX - 

If the correct information was entered into the appropriate fields, the system will release the Student ID number.



Your uNID is

If the incorrect information was entered or the university does not have the student’s information on record then this message will appear.



**Unable to locate uNID. Your personal information may not be on university record or it may be incorrect. If you have any questions, please contact the Registration Division at (801) 581-8969 or registrar@sa.utah.edu**



## Password Resets

Students may reset their password in person, over the phone, online, via the Campus Help Desk, or the Marriott Library. If students are unable to answer their security questions or come in person, they have the option to email, mail, or fax in a signed (handwritten signature) request to reset their password with a copy of their picture ID to the Registration & Records Division to have the student's password reset.

The Registrar's Office does not have the authority to reset passwords for Faculty or Staff. Employees who do not have PeopleSoft roles may have their password reset by the Campus Help Desk (1-4000). Employees who have PeopleSoft roles must contact UIT University Support Services for assistance.

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## 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.

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### **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 1<sup>st</sup> 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 Deadlines for 2022 Calendar Year

	SPRING 2022	SUMMER 2022	FALL 2022
First Half	January 14	May 19	August 26
Regular	January 21	May 25	September 2
Second Half	March 7	June 28	October 21

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### **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).

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## 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

(Formerly known as the Green/Yellow Late Add form)

*Petition to Request to Add Classes after the Deadline* forms 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.

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### 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).

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### Dean’s Withdrawal Petition

After the midpoint of the term, students may petition to withdraw from their class(es) for a non-academic 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.

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### Petition for Consideration of Exception to Policy

After a course ends, a student would need to attempt to withdraw via the *Petition for Consideration of Exception to Policy* process. Please see the Petitions section of this booklet for more information.

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

### Print Class Roster

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

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

Search by: Run Control ID begins with

[Advanced 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.
- 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 "StudentsShown By" menu.
- Select "Save." and Click "Run."

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

\*Academic Institution:  University of Utah

\*Term:  Spring 2012

\*Session:   Display Permissions

\*Sort Option:

**Select One of the Following**

Acad Org:

Subject Area:

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:

### Process List

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

Class Roster

\*Type  \*Format

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

Refresh

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

**Actions**

[Parameters](#)    Transfer

[Message Log](#)

Batch Timings

[View Log/Trace](#)

**File List**

Name
<a href="#">SQR_SRCLSRST_5498463.log</a>
<a href="#">srclsrst_5498463.PDF</a>
<a href="#">srclsrst_5498463.out</a>

## 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? and uEnroll Quick Reference Card

**Video:** Adding Classes Tutorial, Drop Class Tutorial, Variable Credit Hours Tutorial, and 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.

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### Grading Deadlines/Policies:

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

## Grade Changes and Updates After the Grading Deadline

An individual “Report of Credit/Change in Final Grade” paper form, or the Grade Change Request email template must be submitted to the Registrar’s Office for each student in the class.

*There can only be one student/class per email request, for FERPA compliant record retention.*

When submitting a Report of Credit/Change in Final Grade for an initial grade (meaning no other grade is currently in place) OR attempting to change an “I” or a “T” grade to a full letter grade, the request can be sent directly to [grades@utah.edu](mailto:grades@utah.edu) with the information in the table below filled out.

However, if a change of final grade is requested (For example: changing a D to an A, or an EU to a T) then this must first be approved by the Department Chair and emailed directly from them. This is in line with the paper-based form that also requires the department signature to make changes of this type. The faculty/staff must email the chair of their department with the below information in the table filled out. The department chair must then verify that they approve the request. They then forward that to the [grades@utah.edu](mailto:grades@utah.edu) inbox noting clearly their approval in the email they send.

If a grade change request is submitted from an email other than UMail, or the information listed in the table is incomplete/inaccurate, the request will not be processed.

<i>Student Name:</i>	
<i>uNID:</i>	
<i>Term:</i>	
<i>Year:</i>	
<i>Department Name:</i>	
<i>Catalog Number:</i>	
<i>Section Number:</i>	
<i>Credit Hours:</i>	
<i>Change grade to:</i>	
<i>Date work completed:</i>	
<i>Reason for report of credit/change in final grade:</i>	

## 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. Requests are reviewed on a case-by-case basis and may be granted for reasons including, but not limited to illness, military service, humanitarian or religious service, or participation in a University of Utah sponsored program. (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.

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### **Student Pathway:**

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

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**Documentation - allowable file extensions:**

Students will only be allowed to upload the following file extension types: PDF, JPG, JPEG, TIFF, TIF, PNG, GIF. If a student attempts to upload a document that doesn't have one of the allowed file extensions, the following error message will appear on the page:

Only files with the following extensions are allowed: pdf, jpg, jpeg, tiff, png, gif, tif

**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 [registrar.utah.edu/handbook/leave.php](http://registrar.utah.edu/handbook/leave.php).

# 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 non-matriculated 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).
- 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."

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### 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.*

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## 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.

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### 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 2022 Calendar Year are listed below:

	Spring 2022	Summer 2022	Fall 2022
First Half	January 14	May 20	August 26
Regular	January 14	May 19	August 26
Second Half	March 7	June 28	October 21

#### 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 want 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/wait-list.pdf](http://registrar.utah.edu/_pdf/wait-list.pdf).



## Computer Enforced Requisites

### Definitions:

- **Prerequisite:** A course(s) or condition(s) that must be satisfactorily completed prior to enrolling in another course.
- **Corequisite:** A course(s) that must be taken concurrently with or prior to another course.

Effective Summer 2019, all new subject codes created will automatically be enforcing requisites. If your department is creating a new code and wants to add requisites, please contact [requisites@utah.edu](mailto:requisites@utah.edu).

Department/ College enforcing requisites	Term Enforcement Began
LAW	Prior to Fall 2010
MATH	Fall 2010
BME (BIOEN), CH EN, CS, CVEEN, ECE, ENGIN, ME EN, MSE, NUCL	Spring 2011
FILM	Spring 2012
ACCTG, ART, ARTH, ATSM (ESS), DANC, FA, KINES (ESS), MUSC*, WRTG	Summer 2012
BUS, EAS (ESL), FINAN, IS, MGT, MKTG, OSC (OIS)	Spring 2013
ATMOS, EAE, H EDU	Summer 2013
CERM, CHEM, DRAW, HIST	Spring 2014
ENTP, MG EN, STRAT, THEA	Summer 2014
PRT, PRTS, RECTH	Spring 2015
LDRSP	Spring 2016
BALLE, BIOL, PHYS	Summer 2016
ARCH, BART, DES, ENVST, NURS*, PRINT, SCLPT	Spring 2017
ASTR, HKR, HONOR, QAMO	Summer 2017
COMP, GEOG	Spring 2018
ENGL, LING, PHOTO, DENT	Summer 2018
BCOR, ESSF, KOREA, PSY	Spring 2019
ASTP, ATFA, ATHL, CL CV, COMM, DESGR, DISAB, ECON, EHUM, ELP, GLOBL, HNKLY, HPSCI, MIL S, OEHS, ONCSC, PBHLT, PH TH, PHARM, PRTW, PUBPL, RDLGY	Summer 2019
INTL	Fall 2020
BMI(GRAD), UGS, POLS (GRAD), BME (GRAD), ECS, OIS/IS (GRAD), LING (GRAD), NUIP (GRAD)	Summer 2021
UUED	Fall 2021
CMES	Spring 2022

*\* = enforces undergraduate and graduate courses*

Requisites should only be enforced where there is substantial evidence that a specific requisite course is essential for success in a given course. Departments should be selective and targeted in their decisions.

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### **Requisite Websites**

Enforcing Department Information (i.e. deadlines, Q&A):

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

Information for Students:

- <https://registrar.utah.edu/handbook/prereqstudent.php>

## PERC (Post Enrollment Requisite Checking) Report

### Definitions

#### *Enrollment Status filters:*

- **Enrolled:** A student who is enrolled or withdrawn from a class. A student who is withdrawn will have a note within the status note column of “withdrawn with penalty”, indicating the student received a “W” grade.
- **Dropped:** A student who has dropped from the class.

#### *Requirement Status filters:*

- **Conditionally Satisfied:** A student who has conditionally satisfied the pre/co requisite (eg. Enrolled in a class without a grade).
- **Not satisfied:** A student who has not satisfactorily completed the pre/co requisites. Overridden: The requisite override was used to enroll the student in the class.
- **Permitted:** A student used a permission number to enroll in the class.
- **Satisfied:** A student who has satisfactorily completed the pre/co requisite of the class.
- **Unknown:** An unknown status will pull when a student registered before PERC was implemented or a fix to PERC.

Requesting Access to PERC Reports - should only request access if you are enforcing requisites. To request PERC access, fill out the Student Records Security Change Form, located on the Student Systems website and link on Security Forms. Under the ADD section, indicate “PERCROSTER” role. On the “Other” line, indicate the subject codes the employee will review (Security can be based on subject code and catalog number).

Interested in Implementing - <http://registrar.utah.edu/student-systems/prereq-interested-departments.php>.

If a department is interested in implementing computer enforced requisites, first visit the above link and read through the Q&A list regarding the requisite system. If you are still interested contact [requisites@utah.edu](mailto:requisites@utah.edu) to set up a meeting with the Requisite Committee to get a full review. The following table outlines the implementation deadlines:

Implementation Term	Deadline
Summer/Fall 2022	November 30, 2021
Spring 2023	June 3, 2021



## 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.

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### **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.

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

##### 50-Minute Time Blocks:

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

<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

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

##### 80-minute time blocks

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

<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

**3. 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.

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**4. 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 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.

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**5. 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 1-7854.

## 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		12:55pm	1:10pm
1:45pm	1:25pm	1:45pm		1:45pm	1:25pm	1:45pm		1:45pm	1:25pm
2:00pm		2:00pm	2:00pm	2:00pm		2:00pm	2:00pm	2:00pm	
2:50pm	2:45pm	2:50pm		2:50pm	2:45pm	2:50pm		2:50pm	2:45pm
3:05pm	3:00pm	3:20pm		3:05pm	3:00pm	3:20pm		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 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

For more information please see:

<https://registrar.utah.edu/studentsystems/index.php> Helpful items located on the

Student Systems website:

- [New Employee Security Guidance Page](https://registrar.utah.edu/studentsystems/new-employee-security.php) (<https://registrar.utah.edu/studentsystems/new-employee-security.php>), which gives a basic step by step instructions on how to request security.
- [List of Major/Minor codes](#) - to assist in completing security forms that require these codes.
- [Helpful PeopleSoft Pathways Guide](#) - a resource after gaining access to PeopleSoft.

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

- To access security forms or view what type of access is available, please visit the above link.
- There is also a PDF of Helpful PeopleSoft Pathways based on security roles.
- For any questions, contact [studentsystems@utah.edu](mailto:studentsystems@utah.edu) ATTN: Clint.

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### Request for Information - <https://registrar.utah.edu/studentsystems/request-info.php>

- Office of Budget and Institutional Analysis (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 OBIA. (<https://www.obia.utah.edu/>)
- 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? - A person employed by the University of Utah in a staff or faculty position with a legitimate educational interest for the information requested. Does not include degree projects or to be used for student projects.

Length of time request may take - 1 - 2 weeks. During peak times, it may take up to 3 - 4 weeks. Form instructions for best results of data

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

For any questions or assistance, contact [studentsystems@utah.edu](mailto:studentsystems@utah.edu) ATTN: Marie.

**Student Data Warehouse Library Reports**

Library Report Name	Business Question the report answers
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 theselected 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 found here: <https://registrar.utah.edu/faculty/datawarehouse/data.php> .Contact your College Dean Representative with more questions

College/Office	Name
Academic Advising Center	Steve Hadley
Architecture	Vacant
Business	Bethany Crowell
Continuing Education	James Elder
Education Fine Arts Health Honors Humanities Mines and Earth Sciences Science Social and Behavioral Sciences	Stephanie Nalbome and Luis Oguendo
Engineering	Amanda May and Jeff Bates
Fine Arts	Liz Leckie
Nursing	Brent Vawdrey
Student Affairs Assessment, Evaluation, and Research	Jake Lemon
Social Work	Mirela Rankovic
Undergraduate Studies	Mark St. Andre

More information about the Student Data Warehouse can be found here:  
<https://registrar.utah.edu/faculty/datawarehouse/>.

<b>Report Number</b>	<b>Title</b>	<b>Description</b>
<b>1</b>	Major list, enrolled students, summary info	<ul style="list-style-type: none"> <li>Based on selected majors, lists students declared in those majors and enrolled in the term you select (current term or future terms for which registration is open).</li> <li>Displays student name, ID number, academic career, academic level, majors, units enrolled in current term, cum units, cum GPA, and residency.</li> <li>Optional contact list may be produced, with student's name, address, phone, email address.</li> </ul>
<b>2</b>	Major list, enrolled students, student schedule	<ul style="list-style-type: none"> <li>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).</li> <li>Displays student name, student ID number, majors, and the students' class schedule for the term.</li> <li>Optional contact list may be produced, with student's name, address, phone, email address.</li> </ul>
<b>3</b>	Major list, declared majors, whether enrolled or not	<ul style="list-style-type: none"> <li>Based on selected majors, lists students declared in those majors whether enrolled or not.</li> <li>Displays student name, student ID number, academic career, academic level, majors, last term enrolled, units enrolled in current term and next term, cum units, cum GPA, and residency.</li> <li>Optional contact list may be produced, with student's name, address, phone, email address.</li> </ul>
<b>4</b>	Undergraduate GPA rankings	<ul style="list-style-type: none"> <li>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.</li> <li>Displays student name, student ID number, major, cum GPA, and cum units (sorted by GPA and units).</li> <li>Optional contact list may be produced, with student's name, address, phone, email address.</li> </ul>
<b>5</b>	Student Grades/ Academic Summary	<ul style="list-style-type: none"> <li>For a specific student selected either by student ID number or name, displays the student's grades for a given term, plus grade points, GPA units, units passed, and GPA for the term.</li> <li>The Academic Summary shows cum units passed, grade points, GPA units, GPA, transfer units, test credit, other credit, cum units, and academic level.</li> </ul>
<b>6</b>	Student Schedules	<ul style="list-style-type: none"> <li>For a specific student selected either by student ID number or name, displays the student's class schedule for the term, plus enrollment status and grades when available.</li> </ul>
<b>7</b>	Class Enrollment Statistics	<ul style="list-style-type: none"> <li>Displays enrollment headcounts based on academic career, academic level, or major of the enrolled students. Also may display average cum GPA of enrolled students. Classes may be selected for which statistics should be displayed, based on subject and catalog numbers (including prefixes or ranges).</li> </ul>
<b>8</b>	Graduation Candidates	<ul style="list-style-type: none"> <li>Displays graduation candidates based on term, student's major or minor, and degree checkout status (applied or awarded). Also may display multiple majors if selected.</li> </ul>
<b>9</b>	Graduation Clearance	<ul style="list-style-type: none"> <li>Displays graduation candidates for the current term and whether their DARS is complete, complete (with in-progress courses), or deficient.</li> <li>Users may only access majors and minors for which they are responsible.</li> </ul>





## 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>.

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### 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:
  - \$13.00 for standard delivery
  - \$35.00 additional charge for Domestic Express Mail
  - \$70.00 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.

**Ordering Official Transcripts In-Person:**

- Transcripts ordered in-person at our service window are for immediate pick up only.
- Cost \$23.00 per transcript.

**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)

### **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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## Veterans Services

### GI Bill Chapters

The GI Bill is split into several different chapters each with its own benefits and nuances. The student veterans service will determine for which chapter(s) students will qualify. Some students qualify for more than one chapter.

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#### **Chapter 30 (MGIB-AD also known as the Montgomery GI Bill):**

- This is sometimes referred to as the “old GI Bill”. Most students on this GI Bill are/were active duty military.

#### **Chapter 35 – Dependents Education Assistance (DEA):**

- This chapter is typically used by dependents of disabled or deceased veterans.

#### **Chapter 1606 (MGIB-SR):**

- This chapter is typically used by members of the National Guard and Reserves who have not yet been called to active duty.

#### **Chapter 1607 (REAP):**

- This chapter is typically used by members of the National Guard and Reserves who have been called to active. Note: Chapter 1607 benefits are no longer available to veterans.

#### **Chapter 31 (Vocational Rehabilitation):**

- This chapter is used by veterans with a service-connected disability.

#### **Chapter 33 (Post 9/11 GI Bill):**

- This chapter is sometimes referred to as the “new GI Bill”. Only veterans with active duty time after 09/11/2001 can qualify for this GI Bill. They can also transfer their benefits to their spouse or dependents (not to be confused with Chapter 35).

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*For detailed information about each of these chapters, including payment rates and how to qualify for each chapter, please log on to the GI Bill website: [www.gibill.va.gov](http://www.gibill.va.gov).*

*Any student with questions about which chapter he/she qualifies should contact the VA directly at: 1-888-442-4551. Only VA can determine eligibility.*

## What Can Students Expect?

### Chapters 30, 35, 1606 and 1607:

- Students using these chapters can expect to receive a monthly payment based on their training time in school (full time,  $\frac{3}{4}$  time, etc.) Payments vary depending on the chapter and whether they are going to school full time or part time.
  - They will receive their money after each month of attendance. For example, if school starts in August, they will not see their first check from the VA until September; a check for September will come in October, etc. The amounts will be pro-rated each month based on the number of days of attendance. For example, if school starts on August 22nd, they will not receive a full check for that month, only from the 22nd to the end of the month.
  - This money can be used at the students' discretion. It is meant to reimburse them for the cost of school. It can be used for tuition, books, living expenses or whatever they wish to use it for.
  - It goes directly to the student, so he/she is still responsible for paying his/her tuition on time. It often comes late, so the student should make arrangements to insure he/she pays tuition on time.
  - In order to get paid each month everyone (except Chapter 35) must verify his/her enrollment each month with VA. If he/she does not, he/she won't get paid. To do so, a student needs to call: 1-877-823-2378.
- 

### Chapter 31:

- Students using chapter 31 also receive a monthly amount based on their training time similar to chapters 30, 35, 1606 and 1607. It also comes after each month of attendance, but they do not need to verify enrollment.
  - They will receive all or a portion of their tuition paid for directly by the VA.
  - The VA will pay for their books for approved courses under their degree.
  - They will work closely with a Vocational Rehabilitation counselor who will help them achieve their educational goals and keep them on track. They help the student create a plan similar to an academic advisor but they also provide assistance with anything the veterans might need outside of their studies.
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### Chapter 33:

- Students using this chapter will receive a monthly amount (BAH) similar to the other chapters based on training time (no need to verify enrollment). The amount they receive is also based on the zip code where the majority of their classes are held.
- They will also receive tuition and fees paid directly to the school by VA and a book stipend of up to \$1,000 per academic year.



**The Post 9/11 GI Bill (Chapter 33):**

To qualify for the Post 9/11 GI Bill, veterans must have served at least 90 days on active duty after 09/11/2001. The amount of active duty time they have after that date will determine their percentage rating which in turn will determine how much of the BAH, tuition and fees and book stipend they receive.

If a student qualifies at the 80% level, he/she will receive 80% of the BAH (based on the student's training time in school), 80% of the tuition and fees paid (for approved classes) and 80% of the book stipend.

<b>Member Serves</b>	<b>Percentage of Maximum Benefit Payable</b>
At least 36 months	100
At least 30 continuous days on active duty and discharged due to service-connected disability	100
At least 30 months, but less than 36 months	90
At least 24 months, but less than 30 months	80
At least 18 months, but less than 24 months	70
At least 12 months, but less than 18 months	60
At least 06 months, but less than 12 months	50
At least 90 days, but less than 06 months	40

**BAH (Housing Allowance):**

In order to receive the BAH, the student must be enrolled above half time. This means in fall and spring at least 6.5 credits and at least 4.5 in summer. Students will only get paid for the time they are enrolled and attending class so students need to be mindful of miscellaneous courses that only run a few weeks.

Students who are still on active duty while using the Post 9/11 GI Bill do not qualify for BAH, but they do receive a portion of the book stipend and have their tuition and fees paid for (depending on their percentage rating).

**Tuition and fees:**

The Post 9/11 GI Bill only pays the resident portion of tuition. If a student is a non-resident, our office will calculate what the tuition would be if he/she was a resident and report that to VA. The tuition and fees are paid directly to the school by VA via wire payment. It usually comes AFTER the tuition deadline but any student using Post 9/11 GI Bill is added to a list we send to the tuition office so he/ she will not be dropped or charged a late fee if the VA pays late.

**Books and supplies stipend:**

Students also receive a books and supplies stipend each semester. It is meant to reimburse for the cost of books. Students are not required to save receipts. The VA will calculate this payment based on the number of credits the student is registered for. They have a per credit hour charge of approximately \$41.67. They will multiply that by the credit hours the student is taking and that is what the student will receive that semester. Students should be aware that they only receive \$1,000 per academic semester so if they are taking 12 credits in fall ( $\$41.67 \times 12 = \$500$ ) and 12 credits in spring ( $\$41.67 \times 12 = \$500$ ) they will not have anything left if they are taking classes in summer.

- 
- If a student has already used up all of the Montgomery GI Bill (36 months of entitlement), he/she may still qualify for the Post 9/11 GI Bill if he/she had at least 90 days of active duty after 09/11/2001. If he/she qualifies, he/she can receive an additional 12 months under the Post 9/11 GI Bill. Students should contact VA directly to find out if they qualify: 1-888-442- 4551.
  - If a student wishes to switch from the Montgomery GI Bill to the Post 9/11 GI Bill, the VA will do a 1 to 1 conversion of entitlement. If the student has 20 months left under MGIB, he/she will receive 20 months under Post 9/11. A student can also choose to exhaust the full 36 months of MGIB and then get the additional 12 months under Post 9/11. In certain cases, this would be the best choice, depending on the student's educational goals, remaining entitlement, etc.

## Transfer of Entitlement

Veterans who qualify for the Post 9/11 GI Bill also have the option of transferring their benefits to their spouse or dependent. This can be done through the Department of Defense. (Full details on how to do this can be found on the GI Bill website: [www.gibill.va.gov](http://www.gibill.va.gov)).

- The dependent is treated as the veteran receiving the benefit and will receive the exact same benefits and percentage rating as the veteran.
- The veteran can choose how much of his/her entitlement to transfer. For example: If he/she has 36 months of entitlement, he/she can use 12 months for himself/herself, transfer 12 to his/her spouse and 12 to his/her child to use when they attend college. He/she can divide it however he/she wishes.
- The veteran also has the right to revoke the benefit from his/her spouse or dependent for whatever reason (i.e. a divorce).

*Note: Dependents who have had the Post 9/11 GI Bill transferred to them, sometimes get this benefit confused with Chapter 35(which is also a GI Bill for dependents), and vice versa. It is important for the students to understand the differences. If they are unsure which benefit they are under, they should be advised to contact the VA at: 1-888-442-4551.*

## The Yellow Ribbon Program

The Yellow Ribbon Program is an agreement the University of Utah entered into with the VA. It goes hand-in-hand with the Post 9/11 GI Bill and is meant to cover the remaining portion of non-resident tuition that is not covered by the Post 9/11 GI Bill.

Most Post 9/11 GI Bill students can qualify to get re-classified for in-state tuition and therefore would not need Yellow Ribbon. The only scenario where a student would need Yellow Ribbon is if they are living out of state and taking all online courses.

- The difference is split 50/50 between the University and VA.
  - For example: if a student is a non-resident registered for 12 credits and his/her full tuition is \$10,000. Our office will calculate what the resident tuition would be for 12 credits, for this example we'll say \$5,000. That means the Post 9/11 GI Bill will only cover \$5,000 of the student's full tuition, leaving the other \$5,000 unpaid. If the student has applied and qualified for the Yellow Ribbon Program, that \$5,000 balance will be split and the University of Utah will pay \$2,500 and the VA will pay the other \$2,500 which will pay the student's tuition in full.
- In order for a student to qualify for the Yellow Ribbon Program, he/she must be receiving the Post 9/11 GI Bill and be at the 100% rate.
- To apply for the yellow ribbon program, students will need to bring a copy of the certificate of eligibility they received from VA showing them at the 100% rate and fill out a request form with our office.
  - We have a limited number of people who can sign up (250) for the yellow ribbon program, as long as they qualify.
- The maximum amount the University has agreed to contribute per year, per student is \$15,000.
  - We've never had any student hit that cap.

## What Students Should Know

### Approved classes:

In order to have a class certified for the GI Bill, students can only take classes that are required for them to graduate with their degree. This includes general education requirements, major requirements, pre-requisites, electives (if they have them), upper division hours, etc.

*Note: classes that are only “recommended” for the student to take such as a general chemistry prep course will not be approved. If it is not required, in most cases it will not be approved.*

There are several loopholes our office can use to get courses approved if they do not fall under one of the above categories. If students get an email from us stating we could not approve a class, they should talk to us. Most of the time we can get it approved for them if they want or need to take it.

*The best way for students to know what we will or won't approve is to check their degree audit report. We look at every student's degree audit to determine whether or not a course is required for degree requirements. If it does not show up on one of the requirements of their degree audit, chances are they'll get an email from us. However, if it doesn't show up on the degree audit, that does not mean it cannot be approved.*

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### Dual Majors and Minors:

If students are doing a dual major, they'll need to declare that with the VA. In order to do so, they only need to fill out a form with our office.

Minors are not approved at this time for GI Bill benefits unless the minor is required by the major or can be completed within the 122 credits required to graduate. Students can use loopholes to get their minors paid for by VA by declaring a dual major with the VA that corresponds with their minor. They do not have to complete the dual major requirements, only the requirements for the minor and then they can stop taking the courses for the dual major. For details on how to do this, the student should come speak to our office.

The dual major loophole can also be used to get the VA to pay for classes that are normally not required by their actual major.

*Note: If the student wants to utilize the dual major loophole, he/she is not required to declare the dual major with the University of Utah. What he/she declares with the University and the VA can be different.*

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### Umail and the GI Bill:

As with all offices at the University of Utah, Umail is our primary means of contact with our students. If they are not checking their Umail account regularly, their benefits can be greatly impacted. We send out notifications pertaining to a wide variety of information students need to know about deadlines, course

approval, required forms, early certification, and changes that are happening with the GI Bill. If they do not read these emails they might not get paid on time, or in some cases, at all.

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### **Test and Tutoring reimbursement:**

Students utilizing the GI Bill can be reimbursed by the VA for certain tests and for tutoring. The list of approved tests can be found here: <http://inquiry.vba.va.gov/weamspub/buildSearchNE.do>

In order to receive reimbursement for tests or tutoring, the student should come see our office to get the necessary forms.

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### **The impact of schedule changes:**

Before each semester, our office sends out an email to all of our students explaining the best method to ensure they get their GI Bill payments in a timely manner. In the email they are told that it is best to get their schedules worked out as soon as possible and to let us know they do not plan on making any changes. If we receive notices from the students that their schedule is set, we will submit their certification to VA early (this usually happens about a month before the start of the semester).

**\*\*Starting Fall 2019:** When student's tell us their schedules are set, we will be placing a hold on their account to prevent further add/drops. These holds only affect the current semester and does not affect registration for future semesters.

Students should be aware that if they've notified us that their schedules are set and later add or drop classes after we've submitted everything to VA, this can create an over or under payment that the students will be held responsible for. This can be a minor amount or in certain cases, hundreds or even thousands of dollars.

The best way to avoid debt with the VA is for the student to keep their current schedule after notifying us, or to wait to notify us until they know they will not be making any more changes.

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### **W and EU grades:**

When a student stops attending a course, the VA stops paying the student his/her benefits. If a student withdraws, we are able to see it on an audit we run every day and will report that day before he/she withdrew as the last day he/she attended. This means the VA will pay benefits up to that day. If the student receives an EU grade for non-attendance, we will have to contact both the professor of the course and the student to try to find out an estimated last day of attendance to report to VA. The VA would have continued paying out the benefits all the way through the semester since we don't see the EU grade until grades are released. Sometimes we are unable to get a date from either the student or professor and will set it back to the last day to drop classes. This means the student will have received 2-3 months of pay he/she was not entitled to and will be required to repay to VA.

## Resources for Veterans

### University of Utah Veteran Services:

- Room 418 in the Union Building
- 801-581-6945
- [vetservices@sa.utah.edu](mailto:vetservices@sa.utah.edu)

For help with GI Bill, test/tutoring reimbursement, or anything related to VA benefits.

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### University of Utah Veteran Support Center

- Room 418 in the Union Building
- 801-587-7722

They provide assistance with anything related to veterans on campus. They are a strong advocate for veterans, problem solvers and a general information hub. They are the first point of contact and where veterans should go first when coming to campus for the first time.

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### VA Regional Office, Muskogee Oklahoma

- 1-888-442-4551

This is the VA regional office for educational benefits. Any student with questions about applying for benefits, eligibility or payment issues should contact this office.

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### Transition Assistance Advisor, Bart Davis

- 801-432-4937

He is available to help veterans coming back from deployment to transition back to civilian and college life.

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### Student Veterans of Utah

- [utahstudentveterans@gmail.com](mailto:utahstudentveterans@gmail.com)

This is a student group on campus that provides support, a community, and opportunities on campus for veterans.







# Petition for Consideration of Exception to Policy

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

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

**INSTRUCTIONS:**

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

Student ID: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Date: \_\_\_\_\_  
 College: \_\_\_\_\_  
 Major: \_\_\_\_\_  
 F1 or J1 Visa  Yes  No  
 If yes: \_\_\_\_\_  
 International Student & Scholar Services Official \_\_\_\_\_ Date \_\_\_\_\_

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

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

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

List classes included in your request.

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

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

Student Signature (Electronic Signatures NOT accepted) \_\_\_\_\_ Date \_\_\_\_\_

Registrar’s Office Use Only

APPROVED      DENIED      PARTIALLY APPROVED

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

Entered by: _____
Verified by: _____

## PETITION GUIDELINES

The University of Utah is obligated to ensure the integrity of the transcript as an historical document. Therefore, the transcript must reflect the actual history of a student's experience at the university. An exception to university policy is warranted only in cases involving unusual or extenuating circumstances that normally would not be faced by other students.

It is the student's responsibility to ensure the accuracy of their class schedule each term and comply with all university regulations and deadlines. Being unaware of university procedures and deadlines or modification of the record for the sake of appearance does not constitute justification for exception to policy. Pertinent information regarding registration policies, procedures, deadlines, and changes can be found in the Student Handbook at <https://registrar.utah.edu/handbook/index.php>.

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

### NOTES:

- **You are responsible for all tuition and fees associated with any approved changes to your academic record (i.e., class(es) added, change in credit hours, etc.).**
  - **A \$50 late processing fee is charged per class for all retroactive add requests that are approved. Also, a Grade Change Form is needed from the college for each class that is approved to be retroactively added.**
  - **A separate petition is required to request a refund of tuition for withdrawn classes. Contact the Income Accounting/Student Loan Services Office for more information at [income@utah.edu](mailto:income@utah.edu) or (801) 581-7344.**
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### Withdraw from Class(es) for a Past Term

Retroactive withdrawals will only be considered with verification of unusual or extenuating circumstances that prevented withdrawal by the published deadline. In the case of medical withdrawals, a letter from a licensed health care provider is highly encouraged. This letter should include the general nature of the mental or physical illness, injury, or disability giving rise to the circumstances surrounding the request, the approximate date of onset of symptoms, the date through which the condition continued, and why the condition warrants the action sought.

### Add Class(es) for a Past Term

Students are expected to complete registration within the published deadlines. Late registration requests may be considered for extraordinary situations that made it impossible for the student to register during the designated registration time periods. The student's written statement should explain why established procedures were not followed during the appropriate time periods. A supporting letter from the instructor of the class verifying attendance is highly encouraged.

### Change Credit Hours for a Past Term

Requests to change credit hours in a past term are only applicable to classes set up with variable credit hour amounts.

### Section Change/Cross-Listed Course Change for a Past Term

Requests to make a section change, change cross-listed courses, or change courses that meet together are approved without committee action

### Elect or Revoke CR/NC

Restrictions have been placed on the credit/no credit policy to ensure that it is not abused. Students are expected to comply with the published deadlines. The following reasons do not represent justification for exception to the credit/no credit policy:

- To avoid required work in class or an undesirable grade.
- To improve grade point average.

The dean of the college associated with the student's major must initiate requests for credit/no credit changes for past



## Glossary

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

**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.

**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.

**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.

**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, Telecourses, Youth Education, Preparatory Courses, Professional Education, House Bill 60, The English Language Institute, Computers & Technology, and certificate programs.

**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.

**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.

**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, IVC Hybrid, Interactive Video Conference, or Online).

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

**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.

**Leap Classes:** Classes designed to provide new students with a solid academic foundation and the study skills needed to gain the most from their university education.

**Leave Of Absence:** 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. Undergraduate students may request a leave of absence for an "official assignment," usually served with a nonprofit or governmental organization and normally without compensation, for a total of two years (six academic terms).

**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.

**Major Edits:** Used to control registration in courses that are restricted to specific majors and /or minors.

**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 attribute 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.

**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 no grade is given in the class.

**Non-General Assignment Space:** Rooms that are assigned to departments and are scheduled 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.

**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.

**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.

**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 when a class is full, after the first week of the term, or when the department has restricted enrollment.

**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.

**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 Form:** 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.

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

**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.

**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 withdrawal 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.

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