



One Together With U

Registrar's Office Summit VIII  
2018

# Summit Booklet

Tuesday, November 27

8:00 AM—12:00 PM

Officers Club

# Registrar's Office Summit VIII: One Together With U

Tuesday, November 27, 2018

8:00 AM—12:00 PM

Officers Club

## Agenda

**8:00-8:20am**      **Check In** (East Entrance) **and Breakfast** (West Room)

**8:30-9:10am**      **Welcome & First Sessions**

Making Data Driven Decisions With U (East Room)

Welcome to Café Registration! (North Room)

Systems, Technology, Progress and Future Trends (South Room)

**9:20-10:00am**      **Second Sessions**

Graduation and Transcripts: Finishing Their Degree and Beyond (East Room)

Your Strategic Scheduling Vision: Moving Beyond Transactional Scheduling (North Room)

Expedition Articulation: the Undergraduate Transfer Frontier (South Room)

**10:10-10:50am**      **Third Sessions**

Making Data Driven Decisions With U (East Room)

Welcome to Café Registration! (North Room)

Systems, Technology, Progress and Future Trends (South Room)

**11:00-11:40am**      **Fourth Sessions**

Veteran Services, Athletic Compliance, and FERPA (East Room)

Your Strategic Scheduling Vision: Moving Beyond Transactional Scheduling (North Room)

Expedition Articulation: the Undergraduate Transfer Frontier (South Room)

**11:40-12:00pm**      **Concluding Remarks and Prize Giveaways (South Room)**

# Session Descriptions

## **Making Data Driven Decisions With U (East Room)**

We all talk about data, but do we actually know where to get it, and what to do with it once we have it? This session will focus on the resources the Student Data Warehouse (SDW) provides to all Colleges on campus, how to request data from the SDW, and a discussion of what the data is used for once it is in your hands. We will be joined by a few SDW College Representatives to add their perspective. If the SDW still does not meet your data needs, we will discuss other options, such as information OBIA provides, and the Request for Information (RFI) process.

## **Welcome to Café Registration! (North Room)**

It's time to roll up your sleeves. Our chefs (registration specialists) are ready to take your order. We'll make sure your food comes from our kitchen to your plate, right on time (Registration Timeline). If you have any dietary restrictions (withdraws) please let us know ahead of time. And if you forgot to order a side with your meal (forms) don't hesitate to ask. Now, we might not have everything you want, but hopefully we'll have what you need (policy and procedure).

## **Systems, Technology, Progress and Future Trends ( South Room)**

An overview of the functionality delivered in the last year will be featured as well as the goals of the Registrar's Office. The presentation will also include current/future projects you may see in production soon.

## **Graduation and Transcripts: Finishing Their Degree and Beyond (East Room)**

Join us as we take a look at the graduation process, and the resources that are available to each student through the Graduation and Transcripts Divisions.

## **Your Strategic Scheduling Vision: Moving Beyond Transactional Scheduling (North Room)**

Are you using CLSS to the fullest potential? Do you know how to find and track low enrollment courses? Have you looked at your class demand report lately? This session will discuss how to streamline your course offerings, find the right mix of class times, and become a CLSS super user. We will also look at new training and feedback opportunities, and what's coming in Astra for the future.

## **Expedition Articulation: the Undergraduate Transfer Frontier (South Room)**

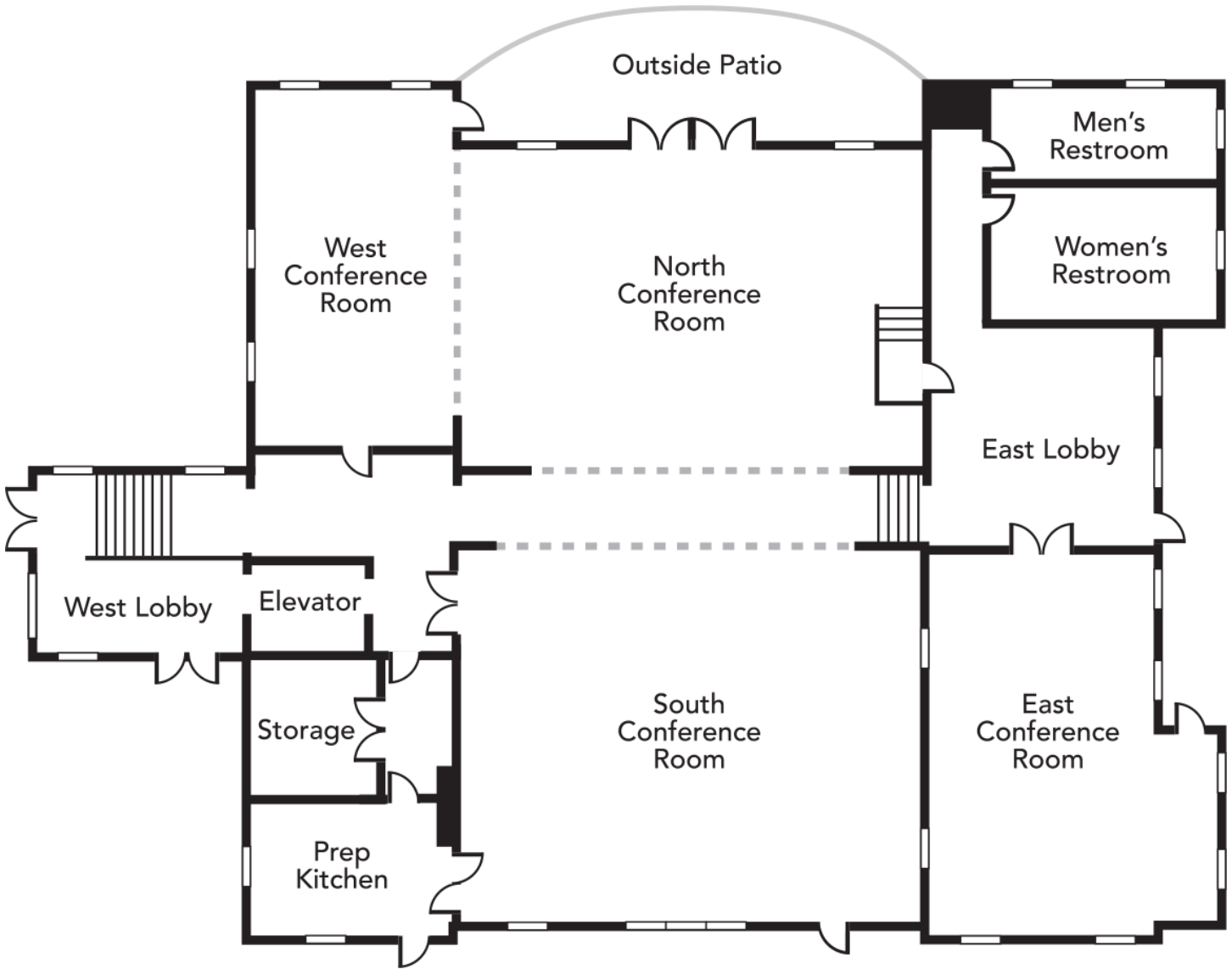
Join us as we embark on a new frontier of implementing the Transfer Evaluation System (TES). This system will allow departments to electronically report undergraduate transfer equivalencies for use in degree audit and pre-requisite checking. We will discuss the role of Transferology in relation to disseminating articulation information to staff and prospective undergraduate transfer students. On our journey we will briefly also discuss changing coming this next spring to our degree audit system.

## **Veteran Services, Athletic Compliance, and FERPA ( East Room)**

A combined session with:

- A brief overview of the GI Bill and useful information for what student veterans need to know
- A discussion on initial and continuing student athlete eligibility
- A review of the Family Educational Rights and Privacy Act (FERPA)

# Officer's Club Floor Plan



# Table of Contents

## Registrar's Office Directories

Administration .....	1
Divisions .....	2
Mission Statement .....	3

## Division Information

Athletic Eligibility .....	4
Degree Audit .....	5
FERPA .....	6
Graduation .....	7-17
Undergrad .....	7-12
Graduate .....	13-17
Registration & Records .....	22-41
Requisites .....	40-41
Scheduling .....	43-47
Student Systems .....	49-52
Transcripts & Verifications .....	53
Veteran Services .....	54-65

## Additional Information

Petitions for Consideration of Exception to Policy .....	69-70
Glossary .....	71-76

# The Office of the Registrar Administration Directory

## **University Registrar**

Timothy J. Ebner  
tebner@sa.utah.edu  
(801) 581-5808

## **Associate Registrar**

Kathy Rank  
KRank@sa.utah.edu  
(801) 581-5808

## **Associate Registrar**

Andrea Ronér  
aroner@sa.utah.edu  
(801) 581-5808

## **Assistant Registrar Administration & Communication**

Michael Bard  
michael.bard@utah.edu  
(801) 581-3736

## **Assistant Registrar Athletic Eligibility**

Jonathan Cantu  
JCantu@sa.utah.edu  
(801) 585-6495

## **Assistant Registrar Operations**

Melissa Perritt  
MPerritt@sa.utah.edu  
(801) 585-3975

## **Administrative Assistant**

Kathryn Dean  
kdean@sa.utah.edu  
(801) 585-6294

University of Utah  
Office of the Registrar  
201 South 1460 East, Room 250N  
Salt Lake City, UT 84112-9056

<http://registrar.utah.edu>  
[registrar@utah.edu](mailto:registrar@utah.edu)  
(801) 581-5808

# The Office of the Registrar

## Division Directory

### **Degree Audit**

dars@utah.edu

### **Graduation**

graduation@utah.edu  
(801) 581-7852

### **Registration & Records**

registration@utah.edu  
(801) 581-8969

### **Scheduling**

scheduling@utah.edu  
(801) 581-7854

### **Student Systems**

studentsystems@utah.edu  
(801) 581-6529

### **Technology**

### **Transcripts & Verifications**

transcripts@utah.edu  
(801) 581-8965

### **Veteran Services**

vetservices@utah.edu  
(801) 581-6945  
Union 418

### **Assistant Registrar**

Emily Johnson  
emily.johnson@sa.utah.edu  
(801) 581-3737

### **Supervisor**

Paul Woods  
pwoods@sa.utah.edu  
(801) 581-7852

### **Supervisor**

Thain Bailey  
TBailey@sa.utah.edu  
(801) 581-8969

### **Associate Registrar**

Elizabeth Johnson  
ejohnson@sa.utah.edu  
(801) 585-7708

### **Assistant Registrar**

Marie Larsen  
mlarsen@sa.utah.edu  
(801) 581-6529

### **Sr. Systems Analyst**

Cassandra Elizondo  
celizondo@sa.utah.edu  
(801) 585-3603

### **Supervisor**

Clint Erekson  
clint.erekson@utah.edu  
(801) 585-1982

### **Supervisor**

James Martak  
jmartak@sa.utah.edu  
(801) 581-6308

### **Assistant Supervisor**

Jessica Vernon  
JVernon@sa.utah.edu  
(801) 581-7852

### **Assistant Supervisor**

Lauren Rialdi  
u6017937@utah.edu  
(801) 581-8969

### **Project Coordinator**

Jessica Novak  
JNovak@sa.utah.edu  
(801) 581-5099

### **Systems Analyst**

**Optical Imaging**  
Sam Eubanks  
seubanks@sa.utah.edu  
(801) 581-5542

### **Sr. Systems Analyst**

Conor Robertson  
CROBERTSON@sa.utah.edu  
(801) 585-8475

### **Assistant Supervisor**

Whitney Miller  
w.miller@sa.utah.edu  
(801) 585-6473

# Office of the Registrar

## Mission Statement

The Registrar's Office performs an essential role in supporting, facilitating, and promoting the educational mission of the University of Utah by maintaining accurate student records, coordinating the registration process, scheduling academic classes, evaluating candidates for graduation, and providing the latest in technology and online self-service access to student record information via our robust web presence.

### Values:

- Professional excellence
- Seamless integrated service
- Institutional integrity
- Cooperative networks



# ATHLETIC ELIGIBILITY

## **Brief overview**

### **Initial Eligibility**

Across all sports the coaching staff notifies the Assistant Registrar of prospective student athletes that need to be tracked for initial NCAA eligibility purposes.

High schools nationwide register with the NCAA and provide a list of their core courses. Prospective Student Athletes (PSA's) must also register in the NCAA Eligibility Center. PSA's are required to submit final high school transcripts with graduation date and standardized test scores. Prior to a prospective student athlete having an official visit with the University of Utah, their documentation must have been submitted to the Eligibility Center, and then a core course evaluation is completed. Additionally, prospective student athletes must sign and submit an Amateurism form to meet NCAA requirements.

### **Transfers**

Must complete six hours during previous full time term of enrollment regardless of when the student athlete enrolls at certifying institution. However, the six hour rule is NOT applicable to transfers from a foreign collegiate institution.

### **Continuing Eligibility**

Each student-athlete is reviewed for their NCAA and university eligibility status for the given semester including recruited status, five-year clock dates, seasons of competition, enrollment, GPA, credit hours completed, and academic standing. The certification of eligibility is a coordinated effort between the Associate/Assistant Registrar for Athletic Eligibility, Academic Services for Student Athletes and the Athletic Compliance staff.

This student athlete information is entered into the NCAA Compliance Assistant database and a Certified Eligibility List (squad list) can then be generated, signed and sent to the PAC-12.

# DEGREE AUDIT

The Registrar's Office, in collaboration with the Curriculum Services, maintains the University's degree audit and planning tools within **My Degree Dashboard (MDD)**. My Degree Dashboard allows students and staff to effectively determine progress toward graduation using the Audits tool (formerly DARS) and create a personal pathway using the Plans tool (formerly the Graduation Planning System or GPS). This includes updating My Degree Dashboard 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

**My Degree Dashboard Audits** have 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 My Degree Dashboard Audits became the official certification tool for student athlete percentage toward degree and continuing eligibility.

**My Degree Dashboard Plans** allow 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 My Degree Dashboard:

- Students automatically have the ability to generate degree audits for themselves, whereas advisors/ department staff must request security before access is granted (see <http://registrar.utah.edu/faculty/security-forms.php> for additional information about access to My Degree Dashboard)
- 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)

Helpful My Degree Dashboard Resources:

- [Mydegreedashboard.utah.edu](http://mydegreedashboard.utah.edu) has information for both audits and plans; including videos, PowerPoint modules, and text instructions.

**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. For additional information and resources see our webpage at <http://registrar.utah.edu/faculty/transferology-advisors.php>. Please note that TransferologyLab has now replaced the Transfer Articulation guides previously accessible on the Admissions website.

The **Transfer Evaluation System (TES)** will soon be available for departments to determine transfer course articulation. This system will potentially allow us to create Transfer Pathways or Transfer Guides much like the former Getting Ready Guides. More information will be made available in the coming months.

# 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.

## WHAT ARE EDUCATION RECORDS?

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

## ACCESS TO STUDENT RECORDS

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

### Directory Information at the University of Utah 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).

## PARENTS REQUESTING INFORMATION

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

## CRISIS SITUATIONS/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, 581-5808.

## 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

## 2018-2019 Graduation Calendar Information for Undergraduate Advisors

All Dates subject to change

	FALL 2018	SPRING 2019	SUMMER 2019
<b>Deadline to apply for graduation</b>	Jul 2, 2018	Nov 1, 2018	Apr 1, 2019
<b>Late applications accepted with \$25 fee (**Applications received after March 1st will not display in commencement programs)</b>	July 3, 2018- Dec 6, 2018	Nov 2, 2018- April 23, 2019	Apr 2, 2019- July 31, 2019
<b>Preliminary Evaluations</b>	Sept 17, 2018- Sep 22, 2018	Feb 4, 2019- Feb 15, 2019	Jun 12, 2019- Jun 26, 2019
<b>Mid-Point Emails are sent</b>	October 15, 2018	February 23, 2019	June 16, 2019
<b>Honor Society Templates due from Departmental Advisors</b>	N/A	Feb 15	N/A
<b>End of Term Email (sent to all candidates)</b>	Nov 30, 2018	April 15, 2019	July 23, 2019
<b>Deadline for any corrections that affect Convocation Programs</b>	March 1, 2019	March 1, 2019	March 1, 2019
<b>Deadline for all "I" and "T" grades, special exams, challenge, military credit, transfer courses, study abroad, etc. to be on records</b>	Dec 6, 2018	April 23, 2019	July 31, 2019
<b>Update Mailing Address for Diploma</b>	Dec 6, 2018	April 23, 2019	July 31, 2019
<b>Degree Conferral Date</b>	Dec 14, 2018	May 2, 2019	Aug 2, 2019
<b>Grades Due</b>	Dec 26, 2017	May 13, 2019	Aug 12, 2019
<b>Deadline for Advisors to have all exceptions entered in Degree Audit</b>	Dec 28, 2018	May 15, 2019	Aug 14, 2019
<b>Final Clearance Process to Award Degrees (Approximate Dates)</b>	Dec 14, 2018- Jan 19, 2019	May 2, 2019- June 1, 2019	Aug 2, 2019- Aug 24, 2019
<b>Final Reporting Day for Graduation</b>	Feb 8, 2018	June 21, 2019	Sep 13, 2019
<b>University Commencement Exercises</b>	May 2, 2019	May 2, 2019	May 2, 2019 or Spring 2020*
<b>College Convocation Exercises (for Undergraduates)</b>	May 3, 2019	May 3, 2019	May 3, 2019 or Spring 2020*
<b>School of Medicine Commencement &amp; Convocation</b>	May 17, 2019	May 17, 2019	May 17, 2019 or Spring 2020*
<b>School of Dentistry Commencement &amp; Convocation</b>	May 17, 2019	May,17, 2019	May 17, 2019 or Spring 2020*
<b>College of Law Commencement &amp; Convocation</b>	May 10, 2019	May 10, 2019	May 10, 2019 or Spring 2020*

\*Students planning to graduate Summer 2019 term have the option to participate in the Commencement and Convocation Exercises Spring 2019 or Spring 2020.

## Graduation Checklist for Undergraduate Students

- Student program information (i.e. degree type, major, minor, catalog years, etc.) must be correct.
- Minors are only awarded with a bachelor degree, not as a stand-alone credential. Teaching minors must be completed in conjunction with teaching majors.
- Students should apply for the semester they intend to finish all their degree requirements.
- Eligibility for online applications may be added manually for students short of the 90 credit hour requirement. This includes students seeking a second bachelor degree or students in the RN-BS program. The request to add eligibility must be emailed from the student's UMail and received 24 hours prior to the application deadline, or by the Friday prior to the deadline if the deadline falls on a weekend.
- BS/MS students must apply online for both the undergraduate and graduate degree by the application deadline.
- Encourage students who will be away during their final term (internships, learning abroad, etc.) to apply to graduate before they leave, and if their grades or transfer work will not be posted by the time grades are due they should plan to graduate the following term.
- Students graduating in Summer 2018, Fall 2018, Spring 2019, or Summer 2019 are welcome to participate in May 2019 Commencement and Convocation ceremonies. Participation in ceremonies does not guarantee that a student's degree has been/will be awarded.
- Review plans to fulfill any deficiencies found on the Degree Audit report for each of the student's declared program(s). Refer to appropriate departmental advisor or Academic Advising Center as needed.
- Review and report any duplicate or repeated courses. Advise students on how these might impact the final total number of credit hours at the end of the term.
- Enter any necessary exceptions to requirements as soon as they are approved.
- Any expected Transfer or Test Credit must be posted by the day grades are due for the anticipated graduation term. (Transfer or Test credit is processed by the Admissions Office and can take up to 8 weeks to be processed.)
- "I" and "T" grades must be resolved by the last day of classes.
- The Office of the Registrar will review a student's entire record once final grades have been submitted to confirm completion of requirements before a degree can be awarded.

## Forms for Undergraduate Students

- **Notification of Graduation Change:**
  - For students who have already applied for graduation and need to make changes to their declared major/degree.
  - Changes that do not need advisor approval include: Renewal of graduation application, dropping a minor, and withdrawing an application.
  - Changes that do require advisor approval include: Adding/Dropping an Emphasis, Adding a Minor, Change of Catalog Year, and Changing Degree Type.
  - This form can only be used once for application renewal and must be submitted to the Graduation Division prior to the last day of classes of the original anticipated graduation semester.
- **Late/Reapplication for Undergraduate Degree:** For students who have been denied graduation, are applying after the deadline, or have already changed their anticipated graduation date using the Notification of Graduation Change form. Requires a \$25 processing fee.



# Notification of Graduation Change

The University of Utah

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

801-581-7852 • fax 801-585-7860 • [graduation@utah.edu](mailto:graduation@utah.edu) • Student Services Bldg, Window 15

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

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

**Student Information:**

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

**Requested Change:**

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

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

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

**Advisor Signatures:**

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

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

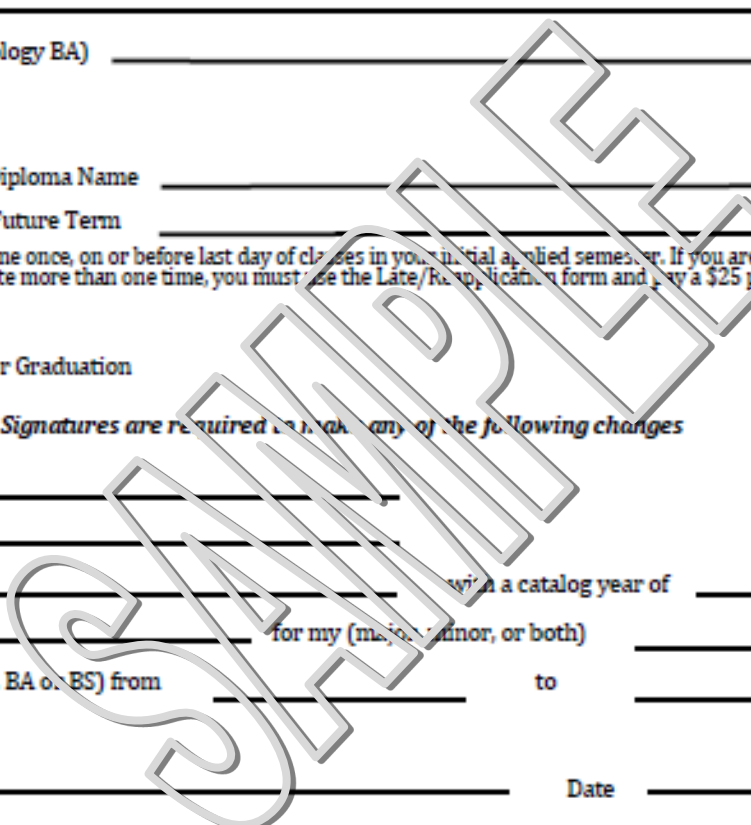
**FOR REGISTRAR'S OFFICE USE ONLY**

Entered: \_\_\_\_\_ Audited: \_\_\_\_\_ Prelim: \_\_\_\_\_ Evaluated: \_\_\_\_\_

Certificate: \_\_\_\_\_ Honors: \_\_\_\_\_ Degree GPA: \_\_\_\_\_

Updated: 05/04/2017

Graduation Division Use Only	Last	First	MI	ID #	Double Major





# Late Application/Reapplication for Undergraduate Degree

The University of Utah

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

801-581-7852 • fax 801-585-7860 • [graduation@utah.edu](mailto:graduation@utah.edu) • Student Services Bldg, Window 15

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

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

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

## Candidate Information:

Student I.D. \_\_\_\_\_

Student Name \_\_\_\_\_

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

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

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

Emphasis (If applicable) \_\_\_\_\_ Catalog Year \_\_\_\_\_

Minor (If applicable) \_\_\_\_\_ Catalog Year \_\_\_\_\_

2nd Minor (If applicable) \_\_\_\_\_ Catalog Year \_\_\_\_\_

Certificate (If applicable) \_\_\_\_\_

- Yes  No  N/A Is all transfer work, if applicable, currently showing on your Degree Audit Report?
- Yes  No Are you repeating any courses for which you have already received credit?
- Yes  No Have you reviewed your Degree Audit Report and do you have a plan to complete all requirements?
- Yes  No Have you discussed your graduation plan with your academic advisor?
- Yes  No  N/A Will final grades for incomplete (I) and work in progress (T) classes be submitted by the end of this term?
- Yes  No  N/A Will final grade for internship, student teaching/preceptorships/study abroad be submitted by the end of this term?
- Yes  No Are you completing a combined undergraduate/graduate program (e.g. BS/MS)

## Declaration

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

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

## FOR REGISTRAR'S OFFICE USE ONLY

Entered: \_\_\_\_\_ Audited: \_\_\_\_\_ Prelim: \_\_\_\_\_ Evaluated: \_\_\_\_\_

Certificate: \_\_\_\_\_ Honors: \_\_\_\_\_ Degree GPA: \_\_\_\_\_ Updated: 05/08/2017

Graduation  
Division Use  
Only

Last

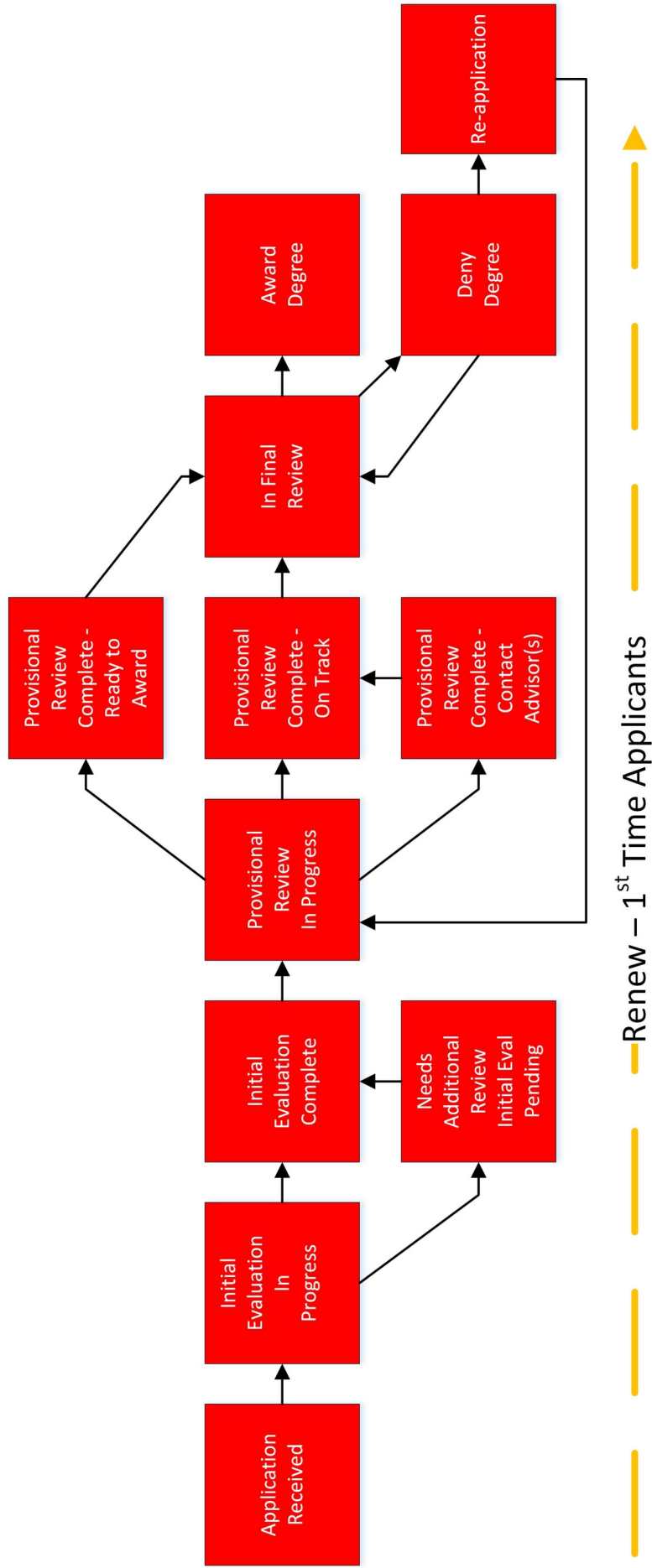
First

Middle

ID #

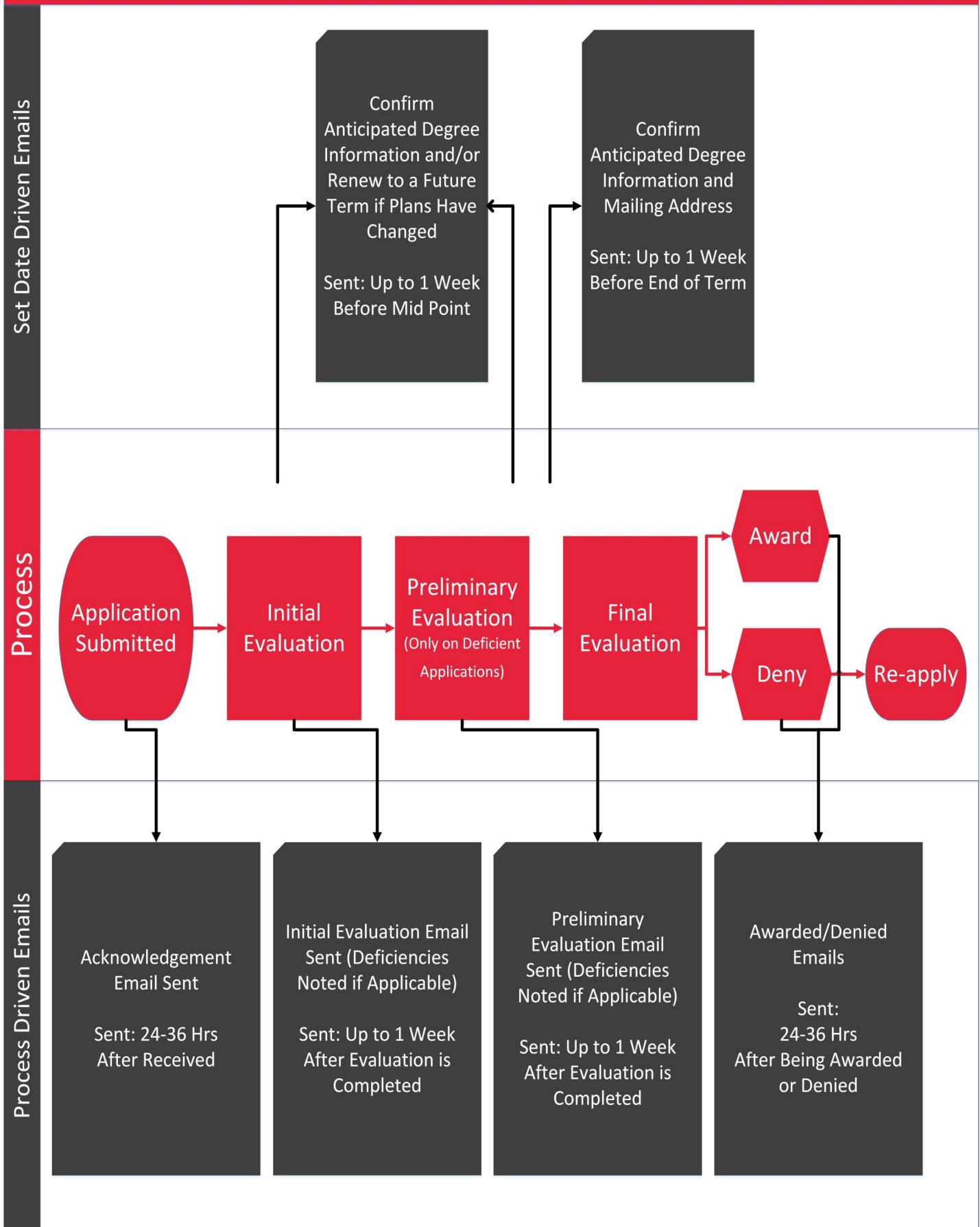
Double Major

# Degree Certification Process - Undergraduate





# Undergraduate Email Communications



# GRADUATION - GRADUATE

## 2018 - 2019 Graduation Calendar Information for Graduate Advisors

All Dates subject to change

	FALL 2018	SPRING 2019	SUMMER 2019
<b>Deadline to apply for graduation*</b>	Jul 2, 2018	Nov 1, 2018	Apr 1, 2019
<b>Deadline for any corrections that affect Convocation Programs</b>	March 1, 2019	March 1, 2019	March 1, 2019
<b>Deadline for Change in Classification forms to be turned into Registration</b>	Aug 13, 2018	Dec 31, 2018	May 6, 2019
<b>Last day to submit defended manuscript for format approval</b>	See Thesis Office Calendar	See Thesis Office Calendar	See Thesis Office Calendar
<b>Deadline for all "I" and "T" grades, transfer courses and any other information pertaining to graduation to be on records</b>	Dec 6, 2018	April 23, 2019	July 31, 2019
<b>Deadline for Comprehensive Exam to be Entered in Grad Tracking (if required)</b>	Dec 14 2018	May 2, 2019	Aug 2, 2019
<b>Deadline for Language Verification to be Entered in Grad Tracking (if required)</b>	Dec 14, 2018	May 2, 2019	July 31, 2019
<b>Deadline to complete Non Thesis Final Exam and be Entered in Grad Tracking</b>	Dec 14, 2018	May 2, 2019	July 31, 2019
<b>Degree Conferral Date</b>	Dec 14, 2018	May 2, 2019	Aug 2, 2019
<b>Start Posting Degrees for Early Qualifiers</b>	Dec 14, 2018	May 2, 2019	Aug 2, 2019
<b>Final Clearance Process to Award Degrees (Approximate Dates)</b>	Dec 14, 2018—Jan 26, 2019	May 2, 2019—June 8, 2019	Aug 2, 2019-Sep 7 2019
<b>Deadline for Advisors to have students cleared in Grad Tracking for Final Clearance</b>	Jan 2, 2018	May 17, 2019	Aug 16, 2019
<b>Send Umail to "Denied" students to reapply</b>	Jan 2019	Jun 2019	Sept 2019
<b>Commencement Exercises</b>	May 2, 2019	May 2, 2019	May 2, 2019 or Spring 2020*
<b>College of Social &amp; Behavioral Science Graduate Student Convocation Exercises</b>	May 2, 2019	May 2, 2019	May 2, 2019 or Spring 2020*
<b>College of Health Graduate Student Convocation Exercises</b>	May 2, 2019	May 2, 2019	May 2, 2019 or Spring 2020*
<b>College Convocation Exercises</b>	May 3, 2019	May 3, 2019	May 3, 2019 or Spring 2020*
<b>College of Law Graduation Exercises</b>	May 10, 2019	May 10, 2019	May 10, 2019 or Spring 2020*
<b>School of Medicine Graduation Exercises</b>	May 17, 2019	May 17, 2019	May 17, 2019 or Spring 2020*
<b>School of Dentistry Graduation Exercises</b>	May 17, 2019	May 17, 2019	May 17, 2019 or Spring 2020*

\*Students planning to graduate Summer 2019 term have the option to participate in the Commencement and Convocation Exercises Spring 2019 or Spring 2020.

## Graduation Checklist for Graduate Students

- Student program information (i.e. degree type, major, minor, catalog years, etc.) must be correct.
- Use and inform students about "Grad Tracking" on CIS to track completion of their requirements.
- Students should apply for the semester they intend to finish all their degree requirements.
- Students graduating in Summer 2018, Fall 2018, Spring 2019, or Summer 2019 are welcome to participate in May 2019 Commencement and Convocation ceremonies. Participation in ceremonies does not guarantee that a student's degree has been/will be awarded.
- "I" and "T" grades must be resolved by the last day of classes.
- Remind students that submitting an application does not guarantee graduation and that their entire record will be reviewed by the Graduate School.
- If a student is completing a BS/MS or joint graduate degree program they must submit an application for each degree. First time applicants apply online. Students who reapply or submit late applications will need to submit paper copies for both graduate and undergraduate degrees along with the \$25 reapplication fee for the undergraduate portion of their degree.

## Applying for Graduation

- Graduate students applying for graduation for the first time must submit their application online through their CIS page. First time applicants are allowed to apply online up until the last day of classes in their anticipated graduation semester.
- Reapplication: Students who have previously applied will need to submit a Late Application/Reapplication form for graduate degree.

## Useful Information

- Change in Graduate Classification (CGC) forms are due to the Registration & Records Division at least one week before the first day of the classes each semester.
- Supervisory Committees must be entered in Grad School Tracking in order for students to receive eligibility to apply for graduation online. Note: A committee member must be entered into the "Member 1" line. Questions about supervisory committees should be directed to Darci Rollins in the Graduate School.
- Information should be consistently updated in Grad School Tracking so the student can track their own progress and the degree can be awarded at the end of the graduating semester .
- Refer students with questions regarding Graduate School policies and deadlines to the Graduate School (801) 585-9873.



# Late/Reapplication for Graduate Degree

The University of Utah

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

801-581-7852 • fax 801-585-7860 • [graduation@utah.edu](mailto:graduation@utah.edu) • Student Services Bldg, Window 15

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

**Instructions:** Complete this form and submit it to the Registrar's Office, Graduation Division.

Deadlines to apply are as follows:

Spring (May) - November 1st

Summer (August) - April 1st

Fall (December) - July 1st

## Candidate/Degree Information:

Student I.D. \_\_\_\_\_

Student Name \_\_\_\_\_

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

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

Major and Degree \_\_\_\_\_

Emphasis \_\_\_\_\_

Check all that apply

- I am in a combined undergraduate-graduate program (e.g. BS/MS)
- I am in the following combined graduate program (also, application for each major is required)
- MBA/MHA    JI/MBA    MPH/MPA    Other \_\_\_\_\_
- I have previously applied for graduation. Previous semester \_\_\_\_\_

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

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

FOR REGISTRAR'S OFFICE USE ONLY

**Entered:** \_\_\_\_\_ **Posted:** \_\_\_\_\_

**Notes:** \_\_\_\_\_

Graduation  
Division Use  
Only

Last

First

Middle

ID #

Double Major



# Request for Statement of Degree Completion

The University of Utah

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

801-581-7852 • fax 801-585-7860 • [graduation@utah.edu](mailto:graduation@utah.edu) • Student Services Bldg, Window 15

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

**Instructions:** A statement of degree completion is only available up to the last day of classes during the term in which you applied to graduate. All requirements must be met, grades reported, and cleared by the appropriate department. Only one statement will be issued.

1. Complete the request form.
2. Submit this form to the Registrar's Office, Graduation Division, Window 15.
3. Three business days to process the letter request.

**Student Information:**

Student Name \_\_\_\_\_

Student I.D. \_\_\_\_\_

Major & Degree Type \_\_\_\_\_

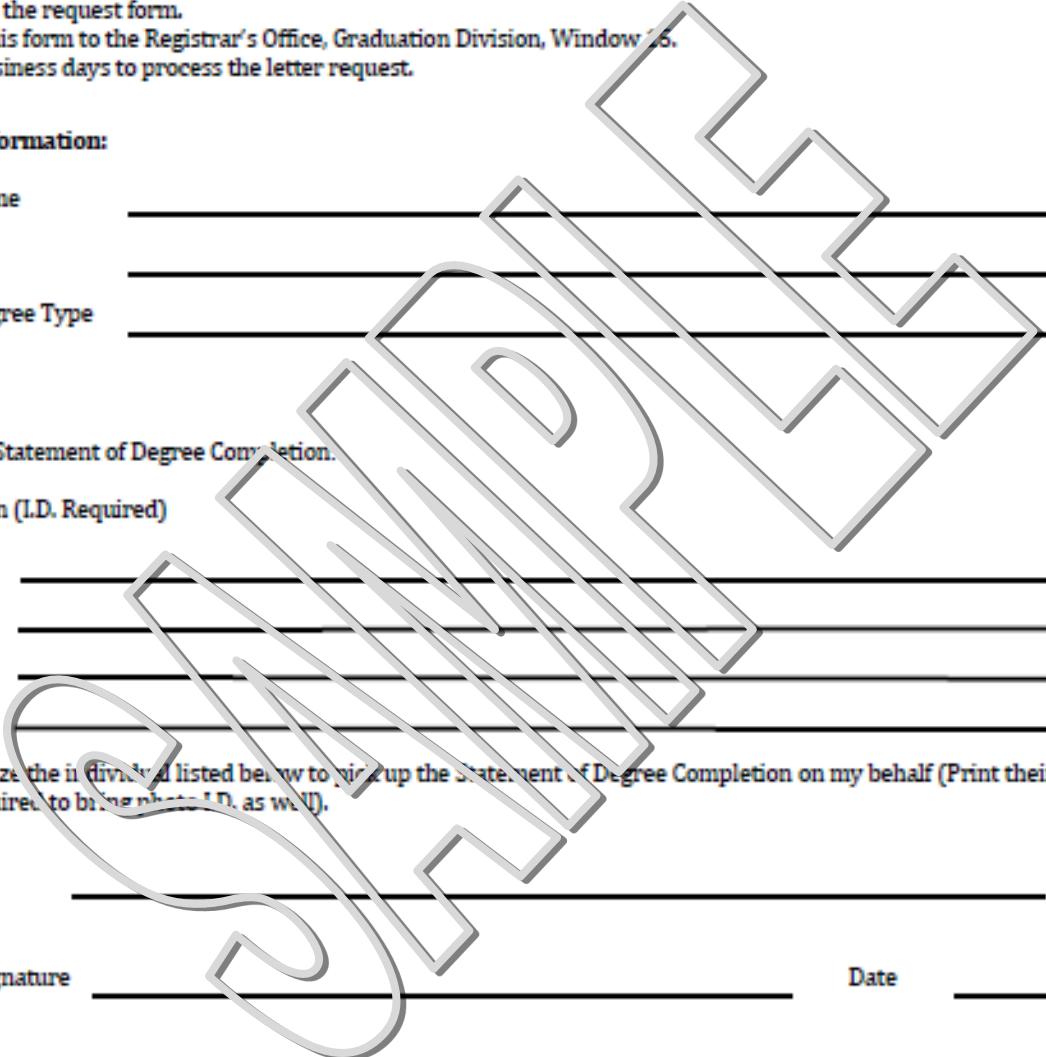
**Request:**

I request a Statement of Degree Completion.

In Person (I.D. Required)

Mail to: \_\_\_\_\_

I authorize the individual listed below to pick up the Statement of Degree Completion on my behalf (Print their name. They will be required to bring photo I.D. as well).



Student Signature \_\_\_\_\_

Date \_\_\_\_\_

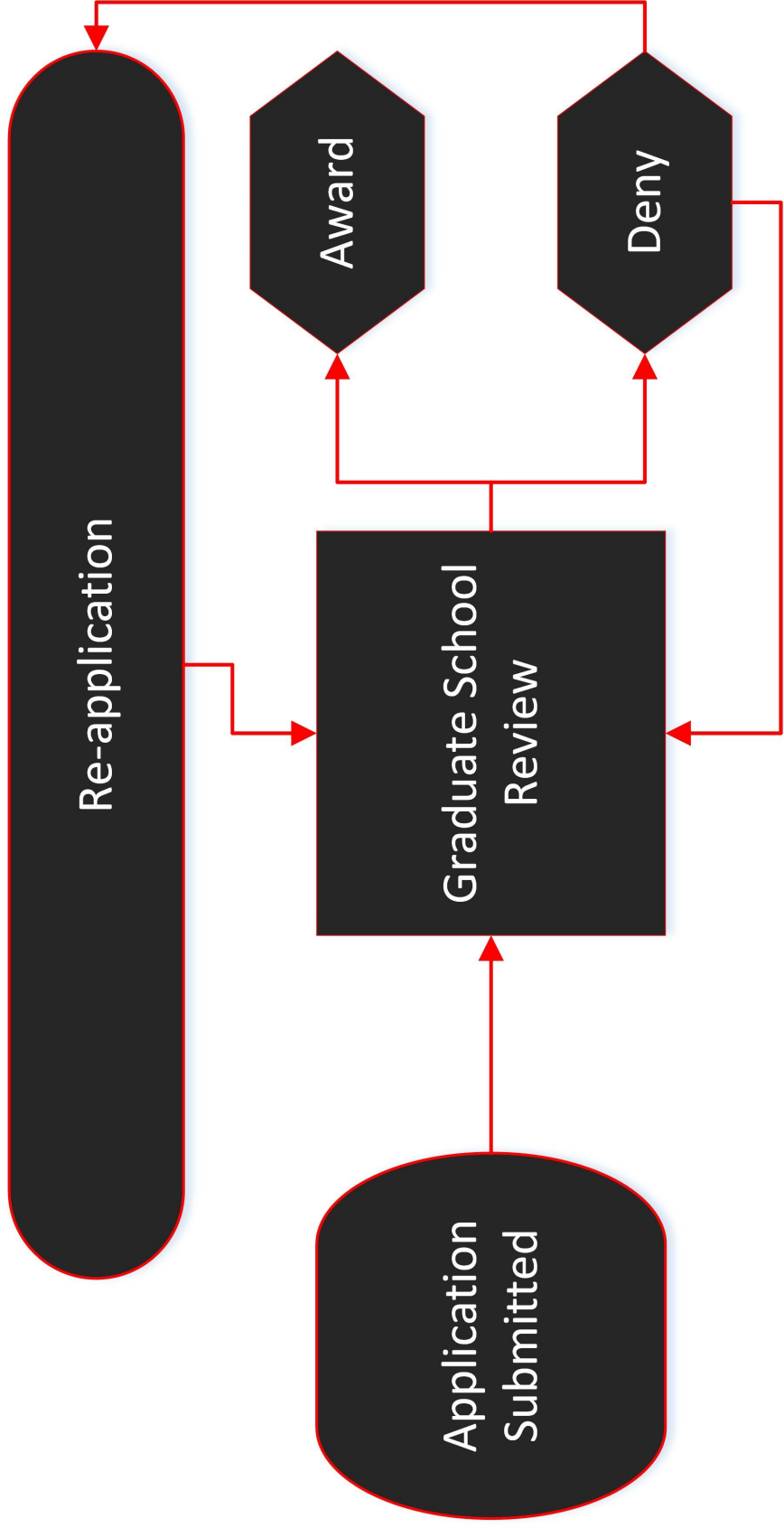
**FOR REGISTRAR'S OFFICE USE ONLY**

Verified: \_\_\_\_\_ Grad Tracking date: \_\_\_\_\_ Date processed: \_\_\_\_\_ Mailed: \_\_\_\_\_

Updated: 5/08/17

# Current Process

## Degree Certification Process - Graduate













# REGISTRATION & RECORDS

## Contents:

---

Forgot your uNID?.....	23
Password Resets.....	23
Attendance Policy.....	24
Registration Timeline.....	25
Green Late Add form.....	26
Fee Match/Yellow Late Add form.....	26
Withdrawals.....	27
Dean’s Withdrawal Petition.....	27
Petition for Consideration of Exception to Policy.....	27
Permission Numbers.....	28-29
uEnroll.....	29
Online Grading.....	30
Leave of Absence.....	31-35
Recommendation for Change of Graduate Classification.....	36
Undergraduate Major/Minor/Catalog Year Changes.....	37
Academic Reports.....	37
Wait Listing.....	38-39
Computer Enforced Requisites.....	40
PERC (Post Enrollment Requisite Checking) Report.....	41

## Forgot your uNID?

(cis.utah.edu)

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.

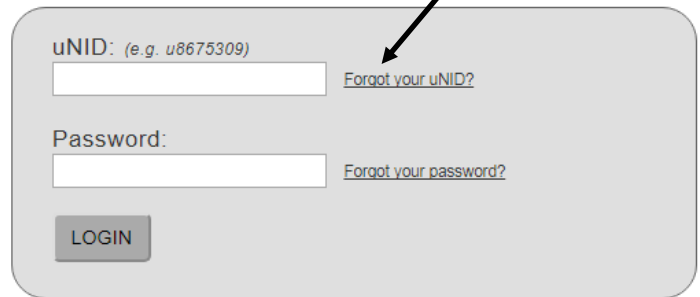
For students who last attended the university prior to Fall 1998, the “Forgot your uNID?” function and Campus Information Services is not available. To obtain their record, the individual will need to order a transcript.

---

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

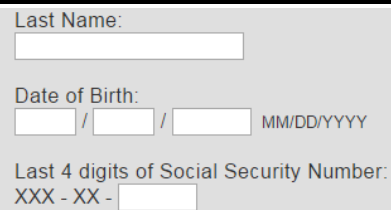
- Click on the “Forgot your uNID?” link.

#### Login



The screenshot shows a login form with the following elements: a label 'uNID: (e.g. u8675309)' above a text input field; a link 'Forgot your uNID?' to the right of the input field, with a black arrow pointing to it; a label 'Password:' above another text input field; a link 'Forgot your password?' to the right of the password input field; and a 'LOGIN' button at the bottom left.

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




The screenshot shows a registration form with the following elements: a 'Last Name:' label above a text input field; a 'Date of Birth:' label above three separate input fields for month, day, and year, with 'MM/DD/YYYY' text to the right; and a 'Last 4 digits of Social Security Number:' label above a text input field with 'XXX - XX -' text to the left.

- 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.

## 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 Supervisor 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

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

### Before the term begins:

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

### Week One:

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

- Permission codes are required to add regular classes.
- Green Late Add forms are required to add first half classes
- Last day to add, drop (delete), elect CR/NC, or audit regular classes & tuition is due.
- After the drop deadline, students may only withdraw from classes.

### Week Three:

- Green Late Add forms are required to add any regular or first half class.

### Week Four:

- Census Deadline - The State Legislature allocates funding based on how many students are enrolled per class on the census.
- Green Late Add forms for initial registrations are due on Census
- Fee Match Period (Drop for Nonpayment) and Yellow Late Add forms for regular and first half classes.

### Drop Deadlines for 2019 Calendar Year

	SPRING 2019	SUMMER 2019	FALL 2019
First Half	January 11	May 16	August 23
Regular	January 18	May 22	August 30
Second Half	March 5	June 25	October 18

## Green Late Add

Green Late Add forms begin the day after the last day to add classes through the census deadline. The signature of the instructor is required. Some functions on the form go until the midpoint or the last day of classes.

The Green Late Add form is used for the following registration changes:

- Add a class (deadline: census)
- Section changes (deadline: one week, or until the last day of class, whichever comes first)
- Credit hour changes (deadline: one week, or until the last day of class, whichever comes first)
- Remove a W (deadline: one week, or until the last day of class, whichever comes first)
- To or from an audit (deadline: one week, or until the midpoint of the class, whichever comes first)
- House Bill 60 course additions (AOCE completes all HB60 registration)

---

## Fee Match/Yellow Late Add

The university does not receive funding for students who add classes after the census deadline for Fall and Spring terms. Fee Match Period: the day after census to the Friday following (Drop for Non-Payment date).

The Yellow Late Add form requires the signature of the instructor, department chair, and college dean, as well as payment of tuition and fees, prior to adding the course. Additionally, students are assessed a \$50 late fee per class on the Yellow Late Add form.

---

### Issuing Yellow Late Add forms within the Fee Match Period:

A Yellow Late Add form is required to add all regular and first half credit courses during this period. Students obtain the form by coming in person to the Registration Division.

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

Two questions need to be asked in order to know which situation to use:

1. Is the student registered?
2. Is the student in the drop non-payment panel? (has the student paid tuition)

Fee Match Table	Registered?	Drop Non-Payment?	Due Date
Situation One	YES	NO	One Week
Situation Two	YES	YES	Friday after census
Situation Three	NO	NO	Friday after census

---

### Issuing Yellow Late Add forms after the Fee Match Period:

A Yellow Late Add 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.

The form is due one week from the issue date, or the last day of class, whichever comes first.

## Withdrawals

After the deadline to drop, students have the option to withdraw.

- 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 complete a Dean’s Withdrawal Petition (Petition for Consideration of Exception to the Withdrawal Policy) with the dean of their major college.
- If a student wishes 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 a “E” or “EU” grade being recorded on the class(es).

---

### Dean’s Withdrawal Petition

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

---

### Petition for Consideration of Exception to Policy

Students may petition for exception to university policy 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 the university procedures and deadlines or modifications of the record for sake of appearance does not constitute justification for exception to policy.

The university is obligated to insure 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.

Petition requests must be submitted within three years of the affected term(s) or prior to graduation from the university, whichever comes first.

Students taking classes through Continuing Education must petition through Continuing Education.

---

#### Students have the following petition options:

- 
- |  |  |
|--|--|
| • Delete class(es) with W grades for the <b>current term</b> | • Withdraw from class(es) for a <b>past term</b>                 |
| • Elect or Revoke the CR/NC Option                           | • Delete class(es) with W grades for a <b>past term</b>          |
| • Section Change for a <b>past term</b>                      | • Add class(es) for a <b>past term</b> (\$50 late fee per class) |
| • Change a cross-listed course for a <b>past term</b>        | • Change credit hours for a <b>past term</b>                     |
-



## 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 Registration & Records Division can generate more permission numbers after the initial batch process. The Scheduling Office can generate permission numbers for classes added after the initial batch process.


### 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.”
- 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 “Students Shown By” menu.
- Select “Save.” and Click “Run.”



- 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




*Type	*Format
<input type="text" value="Web"/>	<input type="text" value="PDF"/>

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

- Click the “Refresh” button until the “Run Status” and “Distribution Status” says “Success” and “Posted.”
- Click the “Details” link.
- Click the “View Log/Trace” link.
- Click the “srclsrst” PDF link to view the permission number report.
- Repeat the process for each session (Regular, 1st half, 2nd half, or MISC).


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) 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

(Began fall 2004)

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

---

## Grading Deadlines/Policies:

---

- Primary Instructors may begin entering security authorization for each of their classes the day 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.
- 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. An individual "Report of Credit/Change in Final Grade" form must be submitted to the Registrar's Office for each student in the class with the instructor's signature and department chair's signature to post the corrected grades.
- 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
- A box will appear when a student has been assigned an Incomplete (I) grade 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:

---

These three 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 Campus Information Services.

- [Grade Check Off List/Status](#) - the ability to view who has started, saved or posted grades for a term. Anyone with an Student Admin Services tab in Campus Information Services can view this report. Instructions on how to view this report are in the E-grading Training Manual.

## Leave of Absence

### **Graduate:**

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, 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).

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

---

## **Undergraduate Leave of Absence Policy:**

---

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)

Students who wish to extend their eligibility to enroll must log into Campus Information Services and click on “Undergraduate Leave of Absence Request” tile. The request will 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.

---

## **Pathway:**

---

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

---

## **Emails:**

---

- When a student submits a request through the web, an email is sent to the Registrar’s Office.
- Once the Registration & Records Division has approved the request, emails will be sent to those offices the student selected on their initial request.
- If a student cancels, returns early, or extends their leave of absence, approved emails will be sent to those offices the student selected on their initial request.

---

## **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 now 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.

# 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](#).

- 
- 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, 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 will also receive the above message OR a student who is not active (discontinued).



## 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. 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.

### 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."

---

### **CGC Policies/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 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 TIP:** 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@sa.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.*

---

## Academic Reports

There are 8 web reports that are available to assist employees with their job. If you have a legitimate educational interest in a student's grades, courses, GPA, and similar confidential information, then complete the "Student Records Web Reports Security Authorization" form indicating which report you need. (For Information concerning the 2 Graduation Reports, contact the Graduation division.)

**List of Students by Major (Declared Majors)** - Declared major list, whether enrolled or not

- Based on selected majors, lists students declared in those majors whether enrolled or not.
- 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.

**List of Students by Major (Enrolled Students Only)** - Enrolled major list with summary info/Enrolled major list with schedules

### Summary Info Option (1)

- 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).
- Displays student name, ID number, academic career, academic level, majors, units enrolled in current term, cum units, cum GPA, and residency.
- Optional contact list may be produced with student's name, address, phone, and email address.

### Schedule Option (2)

- Based on selected majors, lists students declared in those majors and enrolled in the term selected (current term or future terms for which registration is open).
- Displays student name, student ID number, majors, and the students' class schedule for the term.
- Optional contact list may be produced with student's name, address, phone, and email address.

### **Undergraduate GPA Rankings**

- Based on selected majors, lists undergraduates declared in those majors and enrolled in the current term. You may also request students with minimum number of units, or in a particular GPA range.
- Displays student name, student ID number, major, cum GPA, and cum units (sorted by GPA and units).
- Optional contact list may be produced with student's name, address, phone, and email address.

### **Student Grades/Academic Summary**

- 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.
- The Academic Summary shows cum units passed, grade points, GPA units, GPA, transfer units, test credit, other credit, cum units, and academic level.

### **Student Schedules**

- 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.

### **Class Enrollment Statistics**

- 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).

## Wait Listing

If a class is full when a student registers, wait listing allows a student to add their name to an electronic wait list and potentially be added to the class if space opens up and they meet all the requirements. Wait listing is not a guarantee to enrollment into a class.

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

---

### Frequently Asked Questions

#### How many credits can a student wait list in 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 2019 Calendar Year are listed below:

	SPRING 2019	SUMMER 2019	FALL 2019
First Half	January 11	May 17	August 23
Regular	January 11	May 16	August 23
Second Half	March 5	June 25	October 18

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

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

If a student 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 moved from a wait list to enrolled in a class?**

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

- 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.

Department/ College enforcing requisites	Term Enforcement Began
Math	Fall 2010
Engineering (BIOEN, CH EN, CS, CVEEN, ECE, ME EN, MSE, NUCL)	Spring 2011
Film and Media Arts	Spring 2012
Music, Art, Art History, FA, Modern Dance, Writing, Accounting, Kinesiology (ESS), Athletic Training and Sports Med (ESS)	Summer 2012
EAS (ESL), BUS, Finance, Information Systems, Management, Marketing, Operation & Information Systems	Spring 2013
H EDU, Atmospheric Sciences, Entertainment Arts & Engineering	Summer 2013
Ceramics, Chemistry, Drawing, History	Spring 2014
Theatre, Mining Engineering, Strategy, Entrepreneurship	Summer 2014
Parks, Recreation and Tourism, PRT Outdoor Adventure—Snow, Recreational Therapy	Spring 2015
LDRSP	Spring 2016
Ballet, Biology, Physics	Summer 2016
Architecture, Book Arts, Design, Environment & Sustainability Studies, Nursing, Printmaking, Sculpture	Spring 2017
Astronomy, Health, Kinesiology, & Recreation (HKR), Quant Analysis of Mrkts & Org	Summer 2017
Computing, Geography	Spring 2018
English, Linguistics, Photography	Summer 2018
ESSF, KOREA, Psychology	Spring 2019

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.

---

### Requisite Websites:

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

<http://registrar.utah.edu/student-systems/prereq-enforcing-departments.php>

Information for Students - <http://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
Spring 2020	June 6, 2019
Summer/ Fall 2020	November 29, 2019

**NOTES**

Lined writing area consisting of 30 horizontal lines.

# SCHEDULING

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

Information found in this section:

- Scheduling Deadlines (2018/2019 year)
- Class Standard Time Blocks
- Rooms the Scheduling Office schedules

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



## Scheduling Deadlines by Semester

<b><i>Spring 2019 Class Schedule Deadlines</i></b>	
June 04, 2018 – Monday	Schedules available to modify in CLSS
August 10, 2018 - Friday	Initial Schedule Changes must be submitted by 5 pm
August 10, 2018 - Friday	Requests for Standard Time Block Exceptions due
September 10, 2018 - Monday	Department link available to class schedule
September 24, 2018 - Monday	Official Class Schedule available on the web
November 01, 2018 - Thursday	Registration by scheduled appointment begins
January 02, 2019 - Wednesday	Last day for major changes (cancellations, day/time, dates, credits)
January 07, 2019 – Monday	Spring classes begin
January 14, 2019 - Monday	Needs Instructor Assigned (NIA) Reports sent to departments

<b><i>Summer 2019 Class Schedule Deadlines</i></b>	
November 01, 2018 – Thursday	Schedules available to modify in CLSS
December 19, 2018 - Wednesday	Initial Schedule Changes must be submitted by 5 pm
January 22, 2019 - Tuesday	Department link available to class schedule
February 04, 2019 - Monday	Official Class Schedule available on the web
March 18, 2019 - Monday	Registration by scheduled appointment begins
May 08, 2019 - Wednesday	Last day for major changes (cancellations, day/time, dates, credits)
May 13, 2019 - Monday	Summer classes begin
May 20, 2019 - Monday	Needs Instructor Assigned (NIA) Reports sent to departments

<b><i>Fall 2019 Class Schedule Deadlines</i></b>	
November 15, 2019 – Thursday	Schedules available to modify in CLSS
January 18, 2019 - Friday	Initial Schedule Changes must be submitted by 5 pm
January 18, 2019 - Friday	2019 - Friday
February 19, 2019 - Tuesday	Department link available to class schedule
March 04, 2019 – Monday	Official Class Schedule available on the web
April 08, 2019 - Monday	Registration by scheduled appointment begins
August 13, 2019 - Tuesday	Last day for major changes (cancellations, day/time, dates, credits)
August 19, 2019 – Monday	Fall classes begin
August 26, 2019 - Monday	Needs Instructor Assigned (NIA) Reports sent to departments

*Deadlines Subject to Change*

# 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 meet for 1 hour (50 minutes), 2 hours (110 minutes), 3 hours (170 minutes), or 4 hours (230 minutes).

### 80-minute time blocks

<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

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

<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 meet for 1½ hours (80 minutes), and 3 hours (170 minutes).

<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.

## 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 to reduce the overlap of class times on Tuesdays and Thursdays, departments are encouraged to limit the number of 4 or 5 day a week classes that meet at 8:35 am – 9:25 am and 11:50 am – 12:40 pm.

## 5. Standardized evening start times are as follows:

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

**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.

# General Assignment

## Classroom List

Spring 2019

restrictions apply

\*Computer Lab

### ALFRED EMERY

(008)	BLDG	RM	CAP
	AEB	306	30
	AEB	310	50
	AEB	320	71
	AEB	340	43
	AEB	350	64
	AEB	360	31

### ANNEX GENERAL OFFICE

(105)	BLDG	RM	CAP
	ANNEX	2056	25

### ARCHITECTURE

(037)	BLDG	RM	CAP
	ARCH	127	95
	ARCH	228	45
	ARCH	229	36

### ART

(038)	BLDG	RM	CAP
	ART	158	83

### ALINE W. SKAGGS BIOLOGY

(082)	BLDG	RM	CAP
	ASB	220	351

### C. ROLAND CHRISTENSEN CTR

(077)	BLDG	RM	CAP
	CRCC	110	102
	CRCC	115	102
	CRCC	205	80
	CRCC	210	80
	CRCC	215	102

### BEHAVIORAL SCIENCE

	BLDG	RM	CAP
(027)	S BEH	AUD	399
(025)	BEH S	101	66
	BEH S	102	66
	BEH S	104	36
	BEH S	105	36
	BEH S	106	36
	BEH S	107	36
	BEH S	108	36
	BEH S	109	42
	BEH S	110	110
	BEH S	111	36
	BEH S	112	110
	BEH S	113	36
	BEH S	114	65
	BEH S	116	66

### BUSINESS CLASSROOM

(074)	BLDG	RM	CAP
	BU C	105	62
	BU C	106	56
	BU C	107	56
	BU C	108	42
	BU C	203	56
	BU C	204	22
	BU C	206	32
	BU C	207	32
	BU C	208	42
	BU C	210	48
	BU C	211	50
	BU C	212	56
	BU C	301	40
	BU C	302	40
	BU C	305	56

### C. TANNER IRISH HUMANITIES

(045)	BLDG	RM	CAP
	CTIHB	101	80
	CTIHB	109	165

### Crocker Science Center at George Thomas

(005)	BLDG	RM	CAP
	CSC	10	28
	CSC	12	27
	CSC	10-12	52
	CSC	13	37
	CSC	25	43
	CSC	205	98
	CSC	208	98

### FREDERICK ALBERT SUTTON

(012)	BLDG	RM	CAP
	FASB	101	30
	FASB	250	36
	FASB	295	76

### FILM & MEDIA ARTS

(036)	BLDG	RM	CAP
	FMAB	AUD	414

### GARDNER COMMONS

(048)	BLDG	RM	CAP
	GC	1560	33
	GC	1570	45
	GC	1575	24
	GC	1760	24
	GC	1770	30
	GC	1780	30
	GC	1790	24
	GC	1900	321
	GC	2140	14
	GC	2560	70
	GC	2575	30
	GC	2660	70
	GC	2675	45
	GC	2760	45
	GC	2781	24
	GC	2880	24
	GC	2900 (P)	120
	GC	2950 (P)	120
	GC	3015	14
	GC	3153	30
	GC	3640	24
	GC	3660	30
	GC	3680	45
	GC	3700	45
	GC	4020	45
	GC	4660	24
	GC	4680	30
	GC	4700	45
	GC	5310	24
	GC	5490	45
	GC	5620	30
	GC	5680	45
	GC	5750	45

### HENRY EYRING

(085)	BLDG	RM	CAP
	HEB	2002	26
	HEB	2004	203
	HEB	2006	72
	HEB	2008	348
	HEB	2010	26

**HPR EAST**

(091)	BLDG	RM	CAP
	HPR E	206	186

**HPR NORTH**

(092)	BLDG	RM	CAP
	HPR N	218	50
	HPR N	225	40
	HPR N	226	28
	HPR N	236	55
	HPR N	237	14
	HPR N	238	106
	HPR N	242	40

**HPR WEST**

(094)	BLDG	RM	CAP
	HPR W	117	78

**JAMES FLETCHER**

(083)	BLDG	RM	CAP
	JFB	B-1	51
	JFB	101	202
	JFB	102	89
	JFB	103	202

**JAMES TALMAGE**

(014)	BLDG	RM	CAP
	JTB	110	44
	JTB	120	42
	JTB	130	102
	JTB	140	128
	JTB	310	232
	JTB	320	42

**JOHN WIDSTOE**

(009)	BLDG	RM	CAP
	JWB	208	28
	JWB	308	28
	JWB	333	30
	JWB	335	141

**LEROY COWLES**

(013)	BLDG	RM	CAP
	LCB	121	30
	LCB	215	50
	LCB	219	86
	LCB	222	32
	LCB	225	55
	LCB	323	30

**LANGUAGES & COMMUNICATION**

(049)	BLDG	RM	CAP
	LNCO	1100	73
	LNCO	1110	135

**LIFE SCIENCE**

(007)	BLDG	RM	CAP
	LS	101	30
	LS	102	29
	LS	107	29
	LS	111	35

**MARRIOTT LIBRARY**

(086)	BLDG	RM	CAP
	M LI	1130	93
	M LI	1150	93
	M LI	1160*	45
	M LI	1715	40
	M LI	1725	40
	M LI	1735*	35

**MARRIOTT CENTER FOR DANCE**

(028)	BLDG	RM	CAP
	MCD	130	30
	MCD	230	30

**MERRILL ENGINEERING**

(064)	BLDG	RM	CAP
	MEB	2325	49

**KENNECOTT ENGINEERING**

(372)	BLDG	RM	CAP
	MEK	3550	183

**PERFORMING ARTS**

(017)	BLDG	RM	CAP
	PAB	103	100

**SPENCER FOX ECCLES BUSINESS**

(079)	BLDG	RM	CAP
	SFEBB	110	110
	SFEBB	130	80
	SFEBB	160	110
	SFEBB	170	110
	SFEBB	180	110
	SFEBB	1110	268
	SFEBB	1170	80
	SFEBB	1180	80
	SFEBB	3170	90
	SFEBB	3180	80
	SFEBB	5130	80
	SFEBB	5160A	40
	SFEBB	5160B	40
	SFEBB	5175	15
	SFEBB	5180	80

**STEWART HALL**

(006)	BLDG	RM	CAP
	ST	104	119
	ST	205	59
	ST	208	51
	ST	214	35
	ST	215	35
	ST	216	35

**SOCIAL WORK**

(026)	BLDG	RM	CAP
	SW	131	56
	SW	132	30
	SW	133	60
	SW	134/AUD	232
	SW	135	25
	SW	136	30
	SW	137	60
	SW	330*	28

**WILLIAM BROWNING**

(011)	BLDG	RM	CAP
	WBB	206*	25
	WBB	207*	45
	WBB	617*	45
	WBB	820*	28

**WARNOCK ENGINEERING**

(063)	BLDG	RM	CAP
	WEB	L101	211
	WEB	L102	93
	WEB	L103	136
	WEB	L104	262
	WEB	L105	145
	WEB	L110	60
	WEB	L112	60
	WEB	L114	60
	WEB	L120	50
	WEB	L122	56
	WEB	L126	40
	WEB	1230	92
	WEB	1248	30
	WEB	1250	78
	WEB	1450	22
	WEB	1460	22
	WEB	2230	88
	WEB	2250	74
	WEB	2460	18
	WEB	2470	18

**UNIVERSITY UNION**

(053)	BLDG	RM	CAP
	UNION	323*	50
	UNION	THTR*	100



## 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 Administration 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.

---

### **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 are also form tutorials that can help in completing the security forms.
- 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.

---

### **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, email, 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?

<b>Library Report Name</b>	<b>Business Question the report answers</b>
List of Students by Major (Declared and/or Enrolled)	What students are declared and enrolled in a selected College?
Required Course Completion by Major	What courses have students admitted as of a specific term completed towards a major?
Retention with Graduation	What is the retention and graduation figures for a cohort of students?
Student Academic Summary/Grades/Class Schedule	What is the academic summary for a student?
Student Course Enrollment Summary	How many times has the selected student taken a particular course?
Student Detail	Where can I find a summary collection of a student's academic data?
Student Grade Report by Department	What is the Academic Summary of a Student?
Student List by Major	Who are our majors? What is their contact information?
Student Population Trends	What are the current demographic characteristics of our students within the organizational hierarchy of the selected Major College? How have those demographic
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.

<b>College/Office</b>	<b>Name</b>
Academic Advising Center	Steve Hadley
Architecture	Grant Allen
Business	Bethany Crowell
Continuing Education	James Elder
Education	Stephanie Nalbone
Fine Arts	Luis Oquendo
Health	
Honors	
Humanities	
Mines and Earth Sciences	
Science	
Social and Behavioral	

<b>College/Office</b>	<b>Name</b>
Engineering	Jeff Bates
Fine Arts	Liz Leckie
Honors	Erica Rojas
Nursing	Brent Vawdrey
Student Affairs Assessment,	Elizabeth Duszak
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/>.



Report Number	Title	Description
1	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>
2	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>
3	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>
4	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>
5	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>
6	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>
7	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>
8	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>
9	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

The most important source of information for this division is the Office of the Registrar website

(<http://registrar.utah.edu/transcripts>)

Transcripts	Verifications
<ul style="list-style-type: none"> <li>• Transcripts are not issued until all financial obligations to the University are met.</li> <li>• Transcripts issued to the student are stamped “Issued to Student”</li> <li>• Transcripts that need to be mailed directly from our office need to be requested online.</li> <li>• Delivery options for transcripts are hold for pick up, mailed or have a PDF emailed to any provided email.               <ul style="list-style-type: none"> <li>• If students have a CIS log in, they can click on the “Request Official Transcript” link under the “Academic Record” tile.</li> <li>• Price: \$13.00 each, additional charge for express mail</li> <li>• Processed in no more than three business days.</li> <li>• If the mail option is chosen, transcript will be mailed via USPS first class mail. Express processing and delivery is also an option for an additional price.</li> <li>• If Hold for Pick Up option is chosen, transcripts will be held at the service window for later pickup: SSB, Second Floor, Window 17</li> <li>• PDF Transcripts are available online</li> </ul> </li> <li>• For Immediate Pickup only               <ul style="list-style-type: none"> <li>• Requested at our service window: SSB, Second Floor, Window 17</li> <li>• Price: \$23 Each</li> <li>• Processed immediately and given directly to student at the window.</li> </ul> </li> <li>• Unofficial transcripts can be viewed via CIS in the “Academic Records” tile.</li> </ul>	<ul style="list-style-type: none"> <li>• Students can obtain most verifications online by logging into CIS and selecting “Self-Service Verification” under the “Academic Record” tile:               <ul style="list-style-type: none"> <li>• Enrollment Status</li> <li>• Degree(s)/Major(s) in progress</li> <li>• Anticipated Graduation Date</li> <li>• Class Standing/Level (Fr, So, Jr, Sr)</li> <li>• Invitation Letter</li> </ul> </li> <li>• If a student is in immediate need of a verification, the student can request it at our service window and we can process it immediately for \$10.</li> <li>• Custom letters are anything that can be found on a transcript or other special requests, and can be obtained for \$15</li> <li>• A Custom Letter/Verification request form can be found on our website.</li> <li>• Requests can also be made through mail or email.</li> <li>• Some verifications require a signed consent.</li> </ul> <p style="text-align: center;"><b>Departmental Requests</b></p> <ul style="list-style-type: none"> <li>• Departments can request academic information about a student without the student’s consent if:               <ul style="list-style-type: none"> <li>• The requestor has a legitimate educational interest.</li> <li>• The requestor will not disclose any of the information provided by our office.</li> </ul> </li> <li>• A departmental request form needs to be completed – obtain this by contacting the verification office at (801) 581-8965</li> </ul>

# VETERAN SERVICES

## “The GI Bill”

### Contents:

---

GI Bill Chapters and definitions .....	55
Details about each chapter .....	56-57
The Post 9/11 GI Bill .....	58-59
Transfer of Entitlement .....	60
The Yellow Ribbon Program .....	61
Approved classes .....	62
Dual Majors and Minors .....	62
UMail notifications .....	63
Test and tutoring reimbursement .....	63
Impact of schedule changes .....	63
W and EU grades .....	64
Resources for Veterans .....	65

## 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.

### **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.

### **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).

*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 22<sup>nd</sup>, they will not receive a full check for that month, only from the 22<sup>nd</sup> 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.

## 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.

<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

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.

**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.

- 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.*

---

### **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.*

---

**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.

---

**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.

---

**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).

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.

---

---

**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. Some times 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.

- **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

- **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.

- **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.

- **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.







## **ADDITIONAL INFORMATION**

- Petitions for Exceptions to University Policy
- Glossary

Please print legibly.

Date \_\_\_\_\_

Student ID Number \_\_\_\_\_

Phone \_\_\_\_\_

Name \_\_\_\_\_

Email Address \_\_\_\_\_

Address \_\_\_\_\_

College \_\_\_\_\_

\_\_\_\_\_

Major \_\_\_\_\_

City State Zip

F1 or J1 Visa  Yes  No

**PROCEDURES FOR FILING PETITIONS:**

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

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

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

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

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

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

**I have completed all of the procedures required for filing a petition. I understand that forms submitted without complete information will not be considered.** \_\_\_\_\_

Signature

**FOR REGISTRAR'S OFFICE USE ONLY**

APPROVED DENIED PARTIALLY APPROVED

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

\_\_\_\_\_

\_\_\_\_\_

Entered By/Date \_\_\_\_\_  
Verified By/Date \_\_\_\_\_

## PETITION GUIDELINES

The university is obligated to insure 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 your responsibility to ensure the accuracy of your 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 <http://www.registrar.utah.edu/handbook/index.php>.

**Notice: You are responsible for all tuition and fees associated with any approved changes to your academic record (i.e., class added, change in credit hours, etc.). A \$50 late processing fee is charged per class for all retroactive add requests that are approved. Contact the Income Accounting/Student Loan Services Office, 175 Student Services Building, (801) 581-7344 for tuition information.**

### **Delete Class(es) with W Grades for the Current Term**

The Academic Senate established the "W" grade to allow you to withdraw from classes for circumstances beyond your control without affecting your grade point average. Requests to delete classes are not approved unless you provide documentation demonstrating that administrative actions on the part of the university are the cause of your withdrawal from class. All supporting documentation must be written on **official letterhead** and attached to the petition.

### **Elect or Revoke the Credit/No Credit Option for the Current Term**

You are expected to comply with the published CR/NC deadlines. Exceptions to the credit/no credit policy will not be given for the following:

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

All supporting documentation, including letters from physicians, instructors, etc., must be written on **official letterhead** and attached to the petition.

### **Elect or Revoke the Credit/No Credit Option for a Past Term**

The dean of your major college must initiate requests for credit/no credit changes for past terms. (U of U Regulations, Policy 6-100.)

### **Section Change/Cross Referenced Course for a Past Term**

Requests to add or drop a class for a past term are approved without committee action for section changes or cross-listed courses. For example:

- You registered for the wrong section and received an "EU" grade in that section.
- English 2200 meets with Film 2200.

**Notice: Complete steps 1 and 4 under "Procedures for Filing Petitions." All other retroactive drop and add requests require completion of each step listed under "Procedures for Filing Petitions."**

### **Withdraw from Class(es) for a Past Term**

Retroactive withdrawals will only be considered when you provide verification of unusual or extenuating circumstances that prevented you from withdrawing by the deadline. You must obtain a letter of support from the dean of your college. All supporting documentation, including letters from physicians, instructors, etc., must be written on **official letterhead** and attached to the petition.

**Notice: Approval of a retroactive withdrawal does not waive tuition. Inquiries regarding tuition should be directed to the Income Accounting/Student Loan Services Office, 175 Student Services Building, (801) 581-7344.**

### **Delete Class(es) with W Grades for a Past Term**

The Academic Senate established the "W" grade to allow you to withdraw from class for circumstances beyond your control without affecting your grade point average. Requests to delete classes are not approved unless you provide documentation demonstrating that administrative actions on the part of the university are the cause of your withdrawal from class. You must obtain a letter of support from the dean of your college. All supporting documentation must be written on **official letterhead** and attached to the petition.

**Notice: When a retroactive drop/delete is approved, the Income Accounting Office is instructed to either refund or cancel the tuition for the class(es) involved.**

### **Register or Add Class(es) for a Past Term**

You are expected to complete registration within published deadlines. Late registration requests may be considered for extraordinary situations that made it impossible for you to register during the designated registration time periods. Documentation of these circumstances is required. You must also obtain a letter of support from the dean of your college. All supporting documentation, including letters from physicians, instructors, etc., must be written on **official letterhead** and attached to the petition. A \$50 late processing fee is charged per class for all retroactive add requests that are approved.

### **Change Credit Hours for a Past Term**

Requests to change credit hours in a variable credit course for a past term require completion of each step listed under "Procedures for Filing Petitions." You must obtain a letter of support from the dean of your college. All supporting documentation, including letters from physicians, instructors, etc., must be written on **official letterhead** and attached to the petition.

## Glossary

*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 or a more recent 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 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.

*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.

*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:* 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.

*Green Late Add Form:* To add a class after the add deadline through the census deadline, the instructor's signature is required on a green late add form. Late add forms can be obtained from the Registration/ Records Division, located on the second floor of the Student Services Building, window 13.

*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.

*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 (UOnline):* 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.

*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.

*Yellow Late Add Form*: A form used to add classes after the census deadline. Students must obtain three signatures; from the instructor, the department, and the college dean. Students are charged tuition plus a \$50 late fee for each class prior to returning the form to the Registration Division.



