

UPAC Meeting Notes
April 14, 2010

Topics Covered: UAccess Student Q&A from Beth Acree & Sarah Wieland, UAccess Student advising updates, summer financial aid for students, new education minor proposal, and Academic Advising Task Force II update

UAccess Student Q & A with Beth Acree (Office of the Registrar) and Sarah Wieland (Mosaic Project)

Q1. We tried to find a student with every means possible (Net ID, First/Last name, “S” number without the “S”), but couldn’t find him in UAccess Student? What’s going on?

A1. Students must be fully admitted to UA (not a prospective student) to be found in UAccess Student. At time of application, students get an SID # and a PIN. Once they’re admitted, they can establish a NetID, and then they are assigned a UAccess Student ID. The student in question hadn’t submitted his final transcripts yet, and so wasn’t an admitted student and isn’t in UAccess Student. As an extra FYI, some students will have different SID and UAccess numbers; this is to be expected since we are working in Matrix, DARS, and UAccess Student right now. However, watch out when simply removing the “S” from a student’s SID; it may be possible that a different student has that UAccess number. Check names to be sure.

Q2. What about past students who’ve left and are considering readmission? How do we find information on them?

A2. Students must be matriculated in order for us to view them in UAccess Student. Hence, if a student isn’t active, you won’t be able to see them in UAccess Student. To help with advising these students, you can send the students’ information to Graduation Services (or if need be, Sarah, Teddy, or Deb); they can arrange for a SAPR to pull through DARS. When academic advisement reports go live, we will be able to back-date them to when the student was here, and we’ll be able to pull up a report.

Q3. What about transfer and non-degree seeking students? When will they be put into Peoplesoft?

A3. Starting now, they will be matriculated at the time of admission so we can see their files in UAccess Student. As for registration, this semester we should still submit Registration Release forms for students up until 5PM on May 4th for a registration release date on May 5th. After that, the system will be live, so once we meet with NDS or transfer students, we can remove the service indicator through UAccess Student ourselves. Students will then be able to register when their enrollment time comes.

Q4. We had a problem with students registering for a particular course (MATH 302b) and found that we couldn’t override the requirements to let the students enroll in the course. What do we do?

A4. Cori is currently working on this particular course problem, but usually you should be able to use Class Permissions Override, which is the preferred way to get students enrolled in a course. Students can still use a Change of Schedule form, but the Registrar’s Office will only process those during priority registration time if it’s the student’s enrollment period.

Q5. Where did all the stuff that used to be in the blue box on the original Schedule of Classes (honor courses, first-year colloquia) go? Is there a way to get it back?

A5. Since we're using UAccess Student, we have to use their formatting for the Schedule of Classes. However, you should be able to find honors courses, gen eds, etc. using the Course Attributes pull-down menu under Additional Search Criteria. To make searching easier, attempts will be made to default "Fall 2010" as the semester.

Q6. When using Reserve Capacity, is there a way to specify to the students who the seats are reserved for?

A6. At present, with current software, no. Most other schools use internal tools to notify students regarding reserve capacity; for this semester, we don't have that available.

Q7. We have a lot of independent study sections, and it's hard for students to scroll through all of those in the Schedule of Classes just to get to the next course. Is there a way around this?

A7. Try using the Academic Catalog (Course Descriptions) in a separate window. This allows students to see all the courses the department offers before going into detail with all the sections. From here, students can "drill down" to specific course offerings and section times. While you would then have to go back to UAccess Student to add these courses, this should help if you have two windows open on your computer, using the Catalog to search and UAccess Student to add courses.

Q8. How is stuff loaded from the shopping cart to the student's schedule? Is it in the order in which they added it to the cart, or in alphabetical order?

A8. We aren't sure, but will try to find out and let you know.

Q9. How do we find out if a student's been disqualified or was on probation in UAccess Student?

A9. Go to the Student Services Center and go to the Academics Tab. Select the appropriate semester, and you'll see it. It's obvious. It will also be on the student's academic history/internal transcript.

Q10. Can we enter advisor notes for students who have been admitted but aren't enrolled yet?

A10. Once students are admitted and matriculated, we can add notes. At present, there isn't a way to do notes for prospective students using UAccess Student. However, there is a program, Hobsen's Connect, which admissions has been using for prospective students. Sarah will look into seeing if advisors can get access to this system so they can take notes for prospective students and will let us know. Keep in mind that these notes won't push into UAccess Student, though.

Q11. Will there be some improvements made to Advisor Notes, similar to what we used to have?

A11. Some things can be improved (like bigger boxes to see all the options), but some can't (like having to input the student ID twice if you're looking at past notes and then again to enter a new note). They will work on making the Carry ID function more comprehensive, though.

Q12. I have a student doing a UA Faculty-Led Study Abroad program, and he has no SAPR! What to do?

A12. Send the ID to Graduation Services; they will load the student into the system so it will create a SAPR in DARS for them (overnight).

Q13. What about National Student Exchange students?

A13. They should be fine, as well as study abroad students who are signed up for GS units. The only students who wouldn't have a SAPR are those who are inactive in UAccess Student (like students who are on Leave of Absence or aren't enrolled in units).

Q14. What about students on Leave of Absence who don't have an enrollment time?

A14. Contact the Registrar's Office with the student's information; they'll work on getting them a time.

UAccess Student Advising Updates

Aubrey Burklund has e-mailed many advisors regarding Advising Advanced Training. Please make sure to reply to this e-mail to reserve a training time.

Didn't get the service indicator training e-mail? Check and see if you have access first on UAccess. (As an FYI, transfer, readmitted, and NDS students should have service indicators specific to their status, so we shouldn't be able to accidentally remove a hold flag in the future for a freshman required to attend freshman orientation.) In the future, when the admissions module goes live, we'll be able to see student status there as well.

Math placements for freshmen will be done through the Next Steps Center. Transfer students can view their placements on their unofficial transcript or academic history report.

Update from the Office of Scholarships and Financial Aid

Bottom line: students who need financial aid for summer need to be on the ball in applying for summer aid! Applications will be open beginning April 15th through June 9th (see financialaid.arizona.edu). Students will need to take 6 units of credit for the summer to be eligible for aid. Information regarding summer should be posted on the Financial Aid website, but students may not be sent any reminders to apply from the Financial Aid Office.

Education Minor Proposal

Students interested in the Adolescents, Community, and Education minor can be referred to the College of Education at 621-7865 or to Letty Gutierrez at olgutier@email.arizona.edu for more information. The minor will consist of 18 units, 9 of which must be upper division.

Academic Advising Task Force II

Stay tuned to the UPAC listserv for more information. Members of the task force are planning to obtain feedback from advisors during the May UPAC meeting, so please plan to attend.