Class Roll Adjustments (CRA)

Class Roll Adjustments are now submitted electronically via SharePoint. SharePoint can be accessed from any computer. If accessing SharePoint from a computer not on the UTA network, a VPN connection will be required. The best browser to use SharePoint is Internet Explorer.

SharePoint Location for CRAs:

Click Here: AcadForms

You must be given access for this link to work

For information regarding the policy on CRAs or how to determine when one is appropriate, please click here.

*As of **August 21, 2014**, the Office of Records and Registration will no longer accept paper CRA request forms. All departments will need to submit CRA requests electronically via SharePoint.

How to Submit a CRA

1) Click the above link to access the SharePoint site
2) On the home page, you will see the following:

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3) Click on **Class Roll Adjustment Request** link on the menu that is located to the left.
   a. Note: Any CRAs or Grade Changes submitted by you will appear as a list on the main section of the homepage.
4) You will now fill out the form with the student and course information. Please note that you may add up to six rows on each CRA form. If you require additional, you will need to submit additional CRA forms.

Student information:

University of Texas at Arlington

Class Roll Adjustment

Not Submitted

Close

Status of the CRA

This form is to be used to add/drop/swap courses after the Census Date has passed.

Student Information   Search for Student

Student Name:*	
Student ID:*	
Student Email:*	
Student Type:*	Select... ▾
Student Career:*	Select... ▾
Priority:*	Regular ▾

Please fill out all the fields. The Student Name and MyMav ID number must match.

Student Type: Regular or Academic Partnership (AO). Please choose correct ones for reporting purposes.

Career: Graduate or Undergraduate

Priority:

Regular: Will be processed within the normal time frame

Urgent: Only use this the CRA must be done right away and cannot wait for normal processing time. Please do not select if this is not the case.

Graduating: Only use if it's the end of the term and the student needs it for graduation purposes.

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Course information for Adding a course:

Course Information

	Semester*	Year*	Action*	Course Prefix* ex. MATH	Course Number*	Course Section*	Grade Change
2	Select... ▼		Add ▼				☐ Required?

▼ Insert a Row (maximum = 6)

If the grade rosters have generated or grades have already been posted for the course, a Grade Change is necessary. For further details, please click here.

This request will be processed with an effective date determined by the Records Office, unless otherwise requested in the Comments section.

Recommendation:* ◯ Add - Do not Waive Post Census Fee
◯ Add - Waive Post Census Fee (must have documentation at the time of submission, this is a non-refundable fee)

Justification:* [   ]

Comments: [   ]

Supporting Documentation: 📎 Click here to attach a file

If you need help determining if the CRA requires a Grade Change, click the link for further details. Note: This will open in a new tab. To go back to the CRA form, just close the tab.

If a grade roster has been open or if grades have been posted for a current or past term, grade changes are required.

Recommendation: This has been changed. You must choose to Do not Waive Post Census Fee **OR** to Waive the Post Census Fee. This fee is charged to the student because they are adding after the Census Date and they do not get counted for formula funding. This is only approved to be waive if it is a university error. Documentation must be provided at the time of submission and this is a non-refundable fee.

If there's a specific effective date requested (especially AO), please specify in the *Comments* field.

A justification for the add is required. This is needed to determine whether fees need to be waived. Please include any documentation (i.e. email trail) to further support the justification at the time of submission. By adding an attachment.

Course information for Dropping a course-Undergraduate Students:

Course Information

	Semester*	Year*	Action*	Course Prefix* ex. MATH	Course Number*	Course Section*	Grade Change
2	Select... ▼		Drop ▼				☐ Required?

▼ Insert a Row (maximum = 6)

If the grade rosters have generated or grades have already been posted for the course, a Grade Change is necessary. For further details, please click here.

This request will be processed with an effective date determined by the Records Office, unless otherwise requested in the Comments section.

Recommendation:* ⦿ Drop Request (Refund % subject to Student Accounts Refund Schedule)
⦾ Late Withdraw Petition

Justification:* [   ]

Comments: [   ]

*Is the student subject to the 6 Drop Limit? ⦿ Yes   ⦾ No
*Is the student dropping ALL courses for the semester? ⦾ Yes   ⦿ No
*Has the student reached the 6 Drop Limit, or will this drop put him/her over the limit? ⦾ Yes   ⦾ No

Supporting Documentation: 📎 Click here to attach a file

If you need help determining if the CRA requires a Grade Change, click the link for further details. Note: This will open in a new tab. To go back to the CRA form, just close the tab.

If a grade roster has been open or if grades have been posted for a current or past term, grade changes are required.

Recommendation: This has been changed. You must choose to one of the following: Drop Request (Refund % subject to Student Accounts Refund Schedule OR Late Withdraw Petition. You can request a specific refund % using the comments, however that % may not be honored due to the refund policy. If a drop needs to be backdated, please add that date in the comment section.

A justification for the drop is required. This is needed to determine whether a refund is needed. Please include any documentation (i.e. email trail) to further support the justification at the time of submission. By adding an attachment.

Additional fields: If you answer YES to the student being subject to the 6 drop limit, you MUST answer if the student is dropping all courses, if NO, You must answer if the student has reached their limit, if YES, the student will need to file a Petition for Exemption to Six Drop Limit Policy : https://www.uta.edu/records/courses/policies/drop-limit.php

Course information for Dropping a course-Graduate Students:

Course Information

	Semester*	Year*	Action*	Course Prefix* ex. MATH	Course Number*	Course Section*	Grade Change
2	Select... ▼		Drop ▼				☐ Required?

Insert a Row (maximum = 6)

If the grade rosters have generated or grades have already been posted for the course, a Grade Change is necessary. For further details, please click here.

This request will be processed with an effective date determined by the Records Office, unless otherwise requested in the Comments section.

Recommendation:*
- ⦿ Drop Request (Refund % subject to Student Accounts Refund Schedule)
- ⦿ Late Withdraw Petition

Justification:* [   ]

Comments: [   ]

*Is the student passing at the time of withdrawal? ⦿ Yes ⦿ No
*Is the student dropping ALL courses for the semester? ⦿ Yes ⦿ No

Supporting Documentation: 📎 Click here to attach a file

If you need help determining if the CRA requires a Grade Change, click the link for further details. Note: This will open in a new tab. To go back to the CRA form, just close the tab.

If a grade roster has been open or if grades have been posted for a current or past term, grade changes are required.

Recommendation: This has been changed. You must choose to one of the following: Drop Request (Refund % subject to Student Accounts Refund Schedule OR Late Withdraw Petition. You can request a specific refund % using the comments, however that % may not be honored due to the refund policy. If a drop needs to be backdated, please add that date in the comment section.

Additional fields: You must answer is the student is passing at the time of withdraw and if the student is dropping all course for the semester.

A justification for the drop is required. This is needed to determine whether a refund is needed. Please include any documentation (i.e. email trail) to further support the justification at the time of submission. By adding an attachment.

Requestor/Instructor Information:

Requestor/Instructor

Department:*

Are you an instructor for at least one of the courses listed above, or are you authorized to submit this form for your department? ○ Yes ● No

Instructor/Advisor Responsible for this Request: *
(Enter e-mail address and then click the person-checkmark icon, or use address book to select.)

This function MAY in generate an error if the user whose e-mail address is entered has not yet logged into SharePoint Online. If an error message appears, please click OK and then enter the address below. (Please don't report this error - hopefully this is just a temporary issue.) This request will not submit if the text in the blank above has a red, squiggly line - please delete if the name or address does not "resolve."

Instructor (or Instructor's Department Head) E-mail:

Submit for Instructor/Advisor Approval

If you answer *No*, you will need to enter the instructor's name. The best way to do this is to look up the name in the global address book (like Outlook). Just click the address book icon to the right of the *Instructor Responsible* field.

5) Once you submit the CRA, it will be routed to the next approver and they will be notified via email. You may also check the status of the CRA at any time on the home page.
6) Once the CRA has been processed, the instructor and student will be notified via email. Note: If the CRA has been denied, only the requestor will be notified.

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How to Approve/Deny a CRA (For Chairs/Deans)

Once a CRA has been submitted, you will need to approve/deny the CRA. You should receive an email notification that looks similar to this:

[to be sent to chair:]

Your approval is requested for this Class Roll Adjustment

Student: ms urbane
Instructor: Pierce, Susan L
Department: Urban and Public Affairs - Graduate

Within the form, please selected Yes or No to indicate your approval and then click *Submit.*

If you have any questions about this process, please forward them along with this message to the Office of Records and Registration.

Thank you.

[Please do not reply to this auto-generated message]

Note: Only authorized chairs/deans will be able to have access to approve/deny a Grade Change. All others will have read-only access.

You will receive the email notification from AcadForms with the subject line of **Class Roll Adjustment Request for Approval [Student's name, ID #]**.

1) Click on the **Class Roll Adjustment** link. This will take you directly to the form.
    a. If you did not receive a notification email or cannot find it, there is an alternate way shown on page 5.
2) Once you are in the form, you may review all the information. You should also be able to view any uploaded attachments, if any.
3) To approve/deny the request, you will scroll all the way to the bottom until you see a highlighted drop down. This is where you will make your selection. If denying the CRA, please include a comment as to why it is being denied. Click **Submit.** (see below)
    a. If you have any additional documentation, you may upload it prior to submitting.

Class Roll Adjustment

Approval Pending-Chair

Close

This form is to be used to add/drop/swap courses after the Census Date has passed.

Student Information

Student Name:	Monday 2:30p
Student ID:	1234123412
Student Email:	@uta.edu
Student Type:	Regular
Student Career:	Undergraduate
Priority:	Regular

Course Information

	Semester	Year	Action	Course Prefix	Course Number	Course Section	Grade Change
1	Spring	2014	Add	1234	1234	123	Not Required

Insert a Row (maximum = 6)

If the grade rosters have generated or grades have already been posted for the course, a Grade Change is necessary. For further details, please click here.

Justification:	asdf
Supporting Documentation:	Click here to attach a file

Prepared by slpierce at 2014-06-02T14:29:13

Approvals

Department:	Accounting
Instructor:	
Mav ID:	
Comments:	

Click here to attach a file

Approved by slpierce at 2014-06-02T14:29:13

Assoc Dean or Chair:	
Do you approve this request?*	Yes, I approve ▼
Comments:	

Click here to attach a file

Submit

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Once the Chair and Dean have approved the CRA, it will be routed to ARR for processing.

Viewing the College Dashboard

The main section of the homepage is a queue of all the CRAs and Grade Changes that have been submitted by you. You will be able to see the status of each form.

In addition, each department has their own dashboard. This is a queue that is viewable by all staff and faculty and will list all CRAs and Grade Changes by department. Additionally, this is an alternate way to access a CRA to approve/deny without having to click from the email notification. Please note: only authorized approvers will actually be able to approve/deny a CRA. To access a student's form, simply click on the link under the **Name** column.

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Find your department's dashboard and click.

Here is the list of all CRAs/Grade Changes for the department. To access the form, just click on the blue link.

Note: If you are looking for older CRA/Grade Change that was submitted and processed, but is not appearing on the list, this means that it has been archived to ImageNow and removed from SharePoint. CRAs/Grade Changes will remain on SharePoint for one year.

Additional Information

Once the CRA has moved forward, an email notification is sent notifying the approver. If no action has been taken after seven days, an email reminder will be sent to the person to inform him or her that a CRA is still pending approval. ARR will also receive a notification and will monitor this closely. If necessary, the CRA can be re-routed to a different approver. Additionally, the CRA may be revoked at any time by the approvers, if CRA was done in error.

The department can authorize and designate certain staff members to initiate a CRA. If this is not already set up, the Dean may submit a request to recordsandregistrationprocessing@uta.edu to add this person. Additionally, if there is any staff/faculty that needs to be added or removed from the CRA approval workflow, please let the records processing area know via email.

If access to CRA and/or Grade Change forms is needed, the department dean or chair may submit an email to recordsandregistrationprocessing@uta.edu requesting new access. Please include the name, title, MyMav Id number, NetID, department name and email of person needing access. Additionally, if there is any staff/faculty that needs to be removed from the CRA or Grade Change approval workflow, please let the records processing area

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know via email above. **Access will be limited to faculty and staff only.

Once the CRA has been processed by the Records Office, this change will reflect in MyMav.

For more information on when a CRA is necessary or not, please see the CRA Guidelines.

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