# 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 <u>here</u>.

\*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:



- 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	Status of the CRA
This form i	s to be used to add/drop/swap courses after the Census Date has passed. Student Information Search for Student	Please fill out all the fields. The Student Name and MyMav ID number must match.
Student Name:* Student ID:* Student Email:* Student Type:* Student Career:*	Select	Student Type: Regular or Academic Partnership (AO). Please choose correct ones for reporting purposes. Career: Graduate or Undergraduate Priority:
Priority:*	Regular	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.

2 | Page

## Course information for Adding a course:

e information to	r Adding a course:	If you need help determining if the CBA
	requires a Grade Change,	
Semester* 2 Select 3 Insert a Row (maximum 1 of the grade roster necessary. For fur This request will b requested in the C	Course       Prefix*       Course       Course         Year*       Action*       ex. MATH       Number*       Section*       Grade Change         Add           Required?         n = 6)       shave generated or grades have already been posicid for the course, a Grade Change is ther details, please click here.         e processed with an effective date determined by the Records Office, unless otherwise onments section.	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:*	Add - Do not Waive Post Census Fee	
Justification:* Comments: Supporting Jocumentation: enere's a specific ective date uested becially AO), ase specify in Comments field.	Add - Walve Post Census Fee (Index Have documentation, submission, this is a non-refundable fee)	Recommendation: This has been changed. You must choose to Do not Waive Post Census Fee <b>OR</b> 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.
		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:**

		Cours	o Infor	motion					
course mormation									
Course Profix* Course Course									
Semester*	Year*	Action*	ex. MATH	Number*	Section*	Grade Change			
Select 💌		Drop 💌				Required?			
sert a Row (maximum	= 6)								
If the grade rosters	s have gene her details	rated or grad please click h	es have alre	ady been p	osted for the	ie course, a Grade Change is			
This request will be requested in the Co Recommendation:*	e processed omments se	with an effec ction. Request (Refu	tive date de nd % subjec	termined by t to Studen	y the Record	ds Office, unless otherwise Refund Schedule)			
lustification.*	Late V	Vithdraw Peti	tion						
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	*is the stud *i	is the student *Has over	the b Drop dropping A the student the limit?	LL courses f reached th	for the sem for the sem 6 Drop Lii No	NO ester? () Yes () No mit, or will this drop put him/her			
Documentation:	Olick here	ere to attach a	file						
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A justification for is required. This is to determine whe refund is needed. include any docur (i.e. email trail) to support the justif the time of subm adding an attachr	the drop s needed ether a . Please mentation o further ication at ission. By ment.	n							
	Semester* Select iert a Row (maximum If the grade rosters necessary. For furt This request will be requested in the Co Recommendation:* Justification:* Justification:* Supporting Documentation: A justification for is required. This is to determine whe refund is needed. include any docum (i.e. email trail) to support the justifi the time of subm adding an attached.	Semester*       Year*         Select <ul> <li>Select</li> <li>For a Row (maximum = 6)</li> <li>If the grade rosters have generated requested in the Comments set</li> <li>Recommendation:*</li> <li>Drop for a comment of a</li></ul>	Semester* Year* Action* Select   Prop  Select  Prop  Prop  Prop  Prop  Prop Prop Prop Prop Prop Prop Prop Prop	Course Inform Course Prefix* Semester* Year* Action* ex. MATH Select Drop  If the grade rosters have generated or grades have alre necessary. For further details, please click here. This request will be processed with an effective date de requested in the Comments section. Recommendation:*  Drop Request (Refund % subject Late Withdraw Petition Justification:* Supporting Documentation: A justification for the student subject to the 6 Drop *Is the student dropping A *Has the student over the limit? 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.	Course Information	Course Information Course Prefix* Course Course Semester* Year* Action* ex. MATH Number* Section* Select if the grade rosters have generated or grades have already been posted for the necessary. For further details, please click here. This request will be processed with an effective date determined by the Recorr requested in the Comments section. Recommendation:*			

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: 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/recor ds/courses/policies/droplimit.php

#### **Course information for Dropping a course-Graduate Students:**

	Course Information
Comostor* Voor*	Prefix* Course Course
2 Select V	
Insert a Row (maximum = 6)	
If the grade rosters have ge necessary. <u>For further deta</u>	enerated or grades have already been posted for the course, a Grade Change is ils, please click here.
This request will be process requested in the Comment:	sed with an effective date determined by the Records Office, unless otherwise s section.
Recommendation:* O Dro	op Request (Refund % subject to Student Accounts Refund Schedule)
Justification:*	
Somments:	
*Is the s	student passing at the time of withdrawal? 🔘 Yes 🔘 No
*Is the s	student dropping ALL courses for the semester? 🔘 Yes 💿 No
Supporting Documentation:	ck here to attach a file
	_
A justification for the drop	
is required. This is needed	
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(i.e. email trail) to further	
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the time of submission. By	
adding an attachment.	

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.

#### **Requestor/Instructor Information:**



- 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.

## 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: 1 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.

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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.

	AcadForms > Home This site is managed by the Office of Records and Registration. Please report site-related problems to recordsandregistrationprocessing@uta.edu
AcadForms Audit Dash	board Development Dashboard ORR Dashboard Processing Dashboard All Sites
Project Dashboard	
Create New Form: Class Roll Adjustment	My Academic Forms
Request Grade Change Request	Content Type Student Name Dept Instructor Name Request Status Name Modified There are no items to show in this view of the "Submitted" document library. To add a new item, click "New" or "Upload".
College Dashboards:	
Architecture	
Business	
Ed & Health Professions	
Engineering	
Liberal Arts	
Nursing	
Science	
Social Work	
University College	
Urban & Public Affairs	
Links	
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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.

	WNIVERSITY OF TEXAS ARLINGTON       AcadForms > College Dashboard         This site is managed by the Office of Records and Registration. Please report site-related problems to recordsandregistrationprocessing@uta.edu         AcadForms       Audit Dashboard         Development Dashboard       ORR Dashboard         Processing Dashboard       All Sites										
	Acadroms Audit Dashboard Development Dashboard OKK Dashboard Processing Dashboard All Sites										
	Recently Modified		Content Type	Student Nam	e Instructor N	ame Request Status	Name		Modified	Dept	
	CRA Help		Class Roll Adjustment			Approved	20140416T130651b manager	octest-	4/16/2014 1:32 PM	Biology	
	Processing Dashboard Home		Grade Change			Approval Pending-Dean	20140423T151258t	taylor	4/30/2014 2:31 PM	Physics	
	College Dashboard		Grade Change			Approval Pending-Chair	20140423T155106t	taylor	4/30/2014 2:35 PM	Earth and Enviromental Science	
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	Nursing Science										
	Social Work University College Urban & Public Affairs										

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 <u>recordsandregistrationprocessing@uta.edu</u> 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 <u>recordsandregistrationprocessing@uta.edu</u> 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

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 <u>CRA Guidelines</u>.