UR Student for Students (In preparation for F20 Registration)

Presenter:

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What is UR Student?

- View Student Profile
  - View majors, minors and clusters
  - View academic history

- View Academic Dashboard
  - See holds
  - See advisors (Student Support Network)
  - Important links
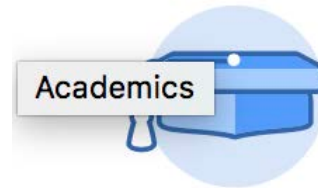 - See registration appointment

- Create a Saved Schedule and Register

- Drop and Swap Courses (during drop/add period)

- Request Permission for a Course Section Pre-requisite Override

Student Access v. UR Student

Student Access
(Blackboard) →

Academics

- Student Access will be available through Summer 2020, but will be replaced by the Academic dashboard in UR Student, which is available to students today.

- Fall 2020 registration take place in UR Student (www.rochester.edu/urstudent)

- Summer 2020 registration take place in legacy Web Registration system

Some terminology has changed in the new system...

Term	Definition or former equivalent
Course Section	CRN or course reference number Course with the meeting place, time & instructor assigned
Academic Unit	School or Department
Academic Level	Graduate, undergraduate, medical....
Academic Period	The "term" courses were offered in Each school has its own academic calendar
Program of Study	Major, minor, doctoral program, instrument, etc.
Student Cohort	Replaces "Advisor" field in legacy system Used to apply an attribute to a group of students where there is no field in the system (e.g., Class Year)
Student Summary	Location of basic information on student
Advisee Notes	Notes created by advisor in student record to be viewed by other advisors and administrators (not for students view)
Academic Plan	Term by term description of a student's course plan
Academic History	A student's registrations and grades
Current Classes	A student's registrations – whether graded or ungraded – for the current academic period

UR STUDENT

How we define success*

- **FOR STUDENTS**
  - Able to onboard to UR Student successfully
  - Able to register for classes successfully
  - Transcripts are accurate
  - Billing is accurate and account information can be accessed in real time
  - Refunds are received in a timely manner
  - Financial assistance is accurately credited in a timely manner: Financial aid awards, Graduate tuition awards, Employee tuition benefits, other waivers and discounts
  - 1098-T tuition tax reporting is accurate

- **FOR INSTRUCTORS AND ADVISORS**
  - Able to grade successfully
  - Able to access the information needed to advise students (need will vary by school)

- **FOR ADMINISTRATORS**
  - Able to manage course catalog and course schedule
  - Reporting to National Student Clearinghouse is accurate
  - Able to maintain compliance with federal and state regulations
  - Revenue is appropriately recognized
  - Reporting is accurate and meets audit requirements

The rollout of UR Student will follow the academic calendar so that the first time each activity occurs in UR Student will be for Fall 2020

Class Year v. Class Standing

- Your class year is being translated into a class standing, so for the remainder of Spring 2020 Class Standing values will work like this:
  - Class of 2023 = First-Year
  - Class of 2022 = Sophomore
  - Class of 2021 = Junior
  - Class of 2020 = Senior
  - Class of T5/E5 = Fifth Year

- After the Spring 2020 semester ends, Class Standing will begin to look toward Fall 2020 for translation from Class Year, as follows:
  - Class of 2024 = First-Year
  - Class of 2023 = Sophomore
  - Class of 2022 = Junior
  - Class of 2021 = Senior
  - Class of T5/E5 = Fifth Year

Demo of UR Student

View Student Profile

- Click on the student photo and then "View Profile"

Viewing the Student Profile

UR STUDENT

Rocky is an intended Psychology major...

- Students can see their majors, minors, and clusters on the Academics Overview tab under Programs of Study.

View Academic History

- View the full academic history under the Academic History tab.
- Ungraded courses and those form the current semester are found
- under the Current Classes tab

Back to the Home page – Notice the Inbox and Applications section

- Click on the UR symbol on the top left to return to the home screen at any time.
- See the Inbox and Academic dashboard.

Click on the Academics icon and sees his Academic dashboard

- Notice that Rocky has an onboarding hold with 5 actions to complete (these actions can also be viewed in his Inbox).

- Rocky can see his advisors in the Important Contact Support Network section.

- Click on "Find Course Sections" to see the Fall 2020 course schedule.

Go back to home page and view inbox items to complete Continuing Student Onboarding

- Every student must complete Continuing Student Onboarding to remove their Onboarding Hold and be eligible to register.
- Click the Inbox icon on the top right of the home page or the "Go to Inbox" link at the bottom of the Inbox section to see the view Inbox details and take action.

Complete Onboarding steps in Inbox - WalkMe

- Click on each Inbox item, follow instructions, and click "Submit" and then "Done" to complete the onboarding steps.

- The first step asks you to download the WalkMe browser extension, which provides you with a tour of UR Student and some helpful tips for the screens you are using.

Complete Onboarding steps in Inbox – Update Contact Info

- The second step asks you to review and update your contact information. Scroll down to see the detail in each section. Click "Edit" to make changes to address, phone or home email.

- Once complete, click "Approve" and then click "Done."

Complete Onboarding steps in Inbox – Review Friends and Family

- UR Student allows you to identify Friends and Family and provide details related to their relationship to you.

- You have the ability to grant Friends and Family access to UR Student to view and pay your bill from the Bursar's Office. Click the "Add" button to add a person to this section and follow the instructions to grant permission.

Complete Onboarding steps in Inbox – 1098-T Consent

- If you want to receive your 1098-T tax document electronically, check the box agreeing to the terms and conditions.

- Then, click "Submit" and then click "Done."

Complete Onboarding steps in Inbox – Student Financial Responsibility Agreement

- Click the PDF document to review the Student Financial Responsibility Agreement.

- Once you have read the agreement, click the "I Agree" box to affirm your consent.

- Click the "Submit" button and then click "Done."

Click on Academics dashboard – Search for Course Sections for Registration

- Now that the Onboarding Hold has been removed, it is a good time to start viewing Fall 2020 courses and creating a Saved Schedule. First, go to your Academics dashboard and click on "Find Course Sections."

Choose the correct academic calendar

- Each UR school has its own calendar, so Fall 2020 AS&E for courses offered by AS&E.
- Some courses you are looking for may appear on another school's calendar (e.g., MBI 220 found on Fall 2020 SMD Graduate Studies). **Please note: Course sections from a non-ASE calendar cannot be added to a Saved Schedule and must be registered for individually.**

Search for course sections

- Use the subject facets on the left of the screen or the search bar in the middle of the screen to find course sections you may be interested in (keyword or subject code search)

- Arts and Sciences course sections have changed from 3-letter to 4-letter subject codes (e.g., PSY is now PSYC

← Find Course Sections URSTU N1201 (Actions)

Academic Period Fall 2020 AS&E   Academic Level Undergraduate

Q search   Type keywords to find courses by title or search by subject code (e.g., PSYC)   Search

> Saved Searches

Current Search   (Save)

Clear All

∨ **Subject**

☐ Biology (169)

☐ Physics and Astronomy (141)

☐ Chemistry (140)

☐ Computer Science (138)

☐ Mathematics (128)

☑ Psychology (58)

☐ ≣

∨ **Section Status**

58 Results   Expand All ∨

PSYC 101-1 - Intro to Psychology   ∨
Intro to Psychology | Open | Marie-Joelle Estrada
Section Details Dewey Room 1101 | Mon/Wed | 4:50 PM - 6:05 PM

PSYC 101-2 - Intro to Psychology   ∨
Intro to Psychology | Open | Christopher Niemiec
Section Details Hoyt Hall Room 104 | Mon/Wed | 2:00 PM - 3:15 PM

PSYC 110-1 - Neural Foundatns of Behav   ∨
Neural Foundatns of Behav | Open | Kevin Davis
Section Details Hutchison Hall Room 141 | Tues/Thurs | 9:40 AM - 10:55 AM

PSYC 110-2 - Neural Found of Behav - Rec   ∨
Neural Found of Behav - Rec | Open
Section Details Computer Studies Room 209 | Thursday | 4:50 PM - 6:05 PM

Use the "carrot" to see the full course details

- You can click on the "carrot" to see additional details on a course section, including instructor, instructional format, and enrollment capacity

- **Pro Tip: Right click on the course sections title to open it in a new tab in order to add to a "Saved Schedule" or register**

Save Schedule or Register

- Before the registration window opens, you can still work on your registration for the upcoming semester by creating a Saved Schedule.

- Click the "Add to Schedule" button to add the course you are viewing to a Saved Schedule.

- You can create multiple Saved Schedules if you have multiple scheduling options that you are considering.

View Course Section

PSYC 267-1 - Psychology of Gender (Actions)

Course	PSYC 267 - Gendr Diff in Social Behavior	Instructional Formats	Lecture
Academic Period	Fall 2020 AS&E	Enrolled/Capacity	0/110
Status	Open	Meeting Patterns	Meliora Room 203 | Tues/Thurs | 2:00 PM - 3:15 PM
Start/End Date	08/26/2020 - 12/18/2020		
Grading Basis	Audit	**Instructor**	
	Graded	Marie-Joelle Estrada	
Units	4 Semester Units		
Description	Exploration of the ... males and females differ in interaction, theories of development of sex differences ... quences for social change.	Notes	

Add to Schedule   **Register**

The Register button will only appear during your registration window when you do not have any holds.

Creating a Saved Schedule

- If you are creating a new Saved Schedule, click on "Create Schedule to Register" in the "Schedule" field.

- Once you create a Saved Schedule, you can choose meeting times for your desired courses.

- The Saved Schedule will warn you if you are not eligible to register for a particular course when; you have time overlaps between course sections, if you are repeating a course, and you are over your enrollment unit limit.

Add Course Section to Schedule

Course	PSYC 181 - Psychology of Personality
Course Section	PSYC 181-1 - Thy of Personality & Psycho the
Schedule	*

Search

All >

Create Schedule for Registration

Choose Times   Cancel

Choose Semester and Name Saved Schedule

- You will be prompted to choose an academic period for your Saved Schedule (e.g., Fall 2020 AS&E).

- Name your Saved Schedule (e.g., Fall 2020 V1). Remember, you can create as many of these as you would like.

Create Schedule for Registration

Academic Record ★ ✕ Rocky Rochester - School of Arts and Sciences/Undergraduate () - 08/29/2018 - Active

Academic Period ★ Fall 2020 AS&E

Schedule Name ★ Fall 2020 V1

OK   Cancel

Select meeting times

- Select the meeting time and grading basis (Graded or Audit) in order to add the course section to your saved schedule.

Academic Period   Fall 2020 AS&E

Schedule Name   Fall 2020 V1

Viewing:

PSYC 267 - Gendr Diff in Social Behavior
0 - 4 Semester Units

Course Listing	PSYC 267 - Gendr Diff in Social Behavior
Description	Blank Description
Units	0 - 4 Semester Units

Lecture
1 item

Select	Section	Eligible	Section Status	Start Date	End Date	Meeting Patterns	Instructor
☑	PSYC 267-1 - Psychology of Gender	☑	Open	08/26/2020	12/18/2020	Tues/Thurs | 2:00 PM - 3:15 PM | Meliora Room 203	Marie-Joelle Estrada

Grading Basis

Search ≔

× Graded

Units   4

Unit Type   Semester Units

OK   Cancel

View Saved Schedule

- From this screen you can start registration (if your registration window is open and you have no holds) or you can view this Saved Schedule (View schedule Button).

Add Course Section to Schedule

Saved Schedule	🔍
Student	Rocky Rochester - School of Arts and Sciences/Undergraduate () - 08/29/2018 - Active
Academic Period	Fall 2020 AS&E
Schedule Name	Fall 2020 V

Start Registration **View Schedule** **Edit**

Courses 1 item

Course	Grading Basis	Units	Sections						
			Section	Section Status	Instructional Format	Instructor	Start Date	End Date	Meeting Patterns
PSYC 267 - Gendr Diff in Social Behavior	Graded	4	PSYC 267-1 - Psychology of Gender	Open	Lecture	Marie-Joelle Estrada	08/26/2020	12/18/2020	Tues/Thurs | 2:00 PM - 3:15 PM | Meliora Room 203

View All Saved Schedules for Pe... Click here to view all of your saved schedules for the academic period

Done

Return to "Find Course Sections" to search for additional course sections

- Return to the Find Course Sections report in order to search for additional courses.
- Open course section in a new tab.
- Add course section to Saved Schedule

← Find Course Sections URSTU N1201 (Actions)

Academic Period   Fall 2020 AS&E   Academic Level   Undergraduate

Q Econ 108   Search

\> Saved Searches

Current Search   (Save)   **14 Results**   Expand All ∨

Clear All   ECON 108-1 - Principles of Economics   ⬅ Right click to open in a new tab   ∨
                             Principles of Economics | See in New Tab
∨ **Subject**   Section Details Dewey Roo   See in New Tab   25 AM - 11:40 AM
                                                         Copy URL
☐ Economics (14)   Copy Text
                             ECON 108-10 - Princip   c   ∨
∨ **Section Status**   Principles of Economics-Re
                             Section Details Meliora Ro View Printable Version PM - 4:40 PM
☐ Open (14)
                                                         Export to Excel
∨ **Campus Locations**   ECON 108-11 - Principles of Economics-Rec   ∨
                             Principles of Economics-Rec | Open
                             Section Details Meliora Room 219 | Thursday | 3:25 PM - 4:40 PM
☐ University of Rochester (13)
                             ECON 108-12 - Principles of Economics-Rec   ∨
☐ River Campus (13)   Principles of Economics-Rec | Open
                             Section Details Meliora Room 224 | Thursday | 6:15 PM - 7:30 PM

Add course section to Saved Schedule

- Continue building out your Saved Schedule by adding additional course sections.
- Creating Saved Schedules before registration day should allow you to register more easily.

View Course Section
ECON 108-1 - Principles of Economics (Actions)

Course	ECON 108 - Principles of Economics	Instructional Formats	Lecture
Academic Period	Fall 2020 AS&E	Enrolled/Capacity	1/165
Status	Open	Meeting Patterns	Dewey Room 1101	Mon/Wed	10:25 AM - 11:40 AM
Start/End Date	08/26/2020 - 12/18/2020		
Grading Basis	Audit	**Instructor**	
	Graded	Michael Rizzo	
Units	4 Semester Units		
Description	The fundament... microeconomic and macroeconomic theory, with applications; prepara-tion for s... ent economics courses.	Notes	

Add to Schedule   **Register**

Once the registration window is open, this button can be used to start the registration process.

Select meeting times for additional courses

- Again, select the meeting times and choose the Grading Basis

Repeat Warning

- A Warning will display if a course sections is added that would represent a repeat. (i.e., a course for which the student already earned credit.

Meeting Conflict Error

- An error is created when two course sections with conflicting meeting times are added to the same Saved Schedule.

Start Registration

- **Once the registration window opens that Saved Schedule can be used for a potentially simpler registration process.**

After you have created your Saved Schedule, you can use this button to register when your registration window opens.

Saved Schedule	🔍
Student	Rocky Rochester - School of Arts and Sciences/Undergraduate () - 08/29/2018 - Active
Academic Period	Fall 2020 AS&E
Schedule Name	Fall 2020 V1

Start Registration   **View Schedule**   **Edit**

Start Registration

Courses 5 items

Course	Grading Basis	Units	Sections						
			Section	Section Status	Instructional Format	Instructor	Start Date	End Date	Meeting Patterns
PSYC 267 - Gendr Diff in Social Behavior	Graded	4	PSYC 267-1 - Psychology of Gender	Open	Lecture	Marie-Joelle Estrada	08/26/2020	12/18/2020	Tues/Thurs | 2:00 PM - 3:15 PM | Meliora Room 203
ECON 108 - Principles of Economics		4	ECON 108-1 - Principles of Economics	Open	Lecture	Michael Rizzo	08/26/2020	12/18/2020	Mon/Wed | 10:25 AM - 11:40 AM | Dewey Room 1101
			ECON 108-10 - Principles of Economics-Rec	Open	Recitation		08/26/2020	12/18/2020	Thursday | 3:25 PM - 4:40 PM | Meliora Room 218
MATH 143 - Calculus III		4	MATH 143-1 - Calculus III	Open	Lecture	Wayne Peng	08/26/2020	12/18/2020	Mon/Wed | 3:25 PM - 4:40 PM | Dewey Room 2162
			MATH 143-3 - Calculus III - Rec	Open	Recitation		08/26/2020	12/18/2020	Tuesday | 4:50 PM - 6:05 PM | Hylan Building Room 202

View All Saved Schedules for Pe...

Done

Add additional courses once registration has been initiated

- When the registration window opens and registration is initiated the student can add additional courses.

Click the plus sign (+) to add additional course sections and choose meeting times.

Academic Period   Fall 2020-AS&E

⊕ Add Course

Viewing: ▯▯ ☰

Click here to sort

🗑

⚠ 2 Alerts

PSYC 152 - Machinery of the Human Brain
0 - 4 Semester Units

Course Listing	PSYC 152 - Machinery of the Human Brain
Description	Blank Description
Eligible	☑

PSYC 267 - Gendr Diff in Social Behavior
0 - 4 Semester Units

⚠ **ECON 108 - Principles of Economics**
0 - 4 Semester Units

MATH 143 - Calculus III
0 - 4 Semester Units

Lecture
1 item

Select	Section	Eligible	Section Status	Start Date	End Date	Meeting Patterns	Instructor
☑	PSYC 152-1 - Language & Psycholinguistics	☑	Open	08/26/2020	12/18/2020	Mon/Wed | 12:30 PM - 1:45 PM |	Chung-Lin Yang

Click here to finish registration

| Grading Basis * | Search ☰ |
| | ✕ Graded |

| Units | 4 |
| Unit Type | Semester Units |

Register   Cancel

After registration - View My Courses

- From the Academic dashboard, click View My Courses to see multiple views of the course schedule.

View My Courses

- View schedule and edit registration from the View My Courses page

View My Courses in Student Schedule Format

- Click "View Schedule" to see a weekly calendar of your meeting times

Drop and Swap Courses

- Use the Drop and Swap Course buttons to from the View My Courses page.
- Swap allows the student to drop and add a course section at the same time.

Drop and Swap Courses

- After choosing the course section to drop, choose the course section to add.
- Click OK.

Request Course Section Pre-requsite Override

- If a course requires instructor permission, choose the Request Course Section Pre-requisite Override option from the Academic dashboard.

Request Course Section Pre-requsite Override

- Choose the Course and Course Section that requires permission from the instructir

Request Course Section Pre-requsite Override

- Enter a comment to explain to the instructor why you should be permitted to join the course and click "Submit."

- The student will receive a notification with the instructor decision. If approved, the student can then register for the course sections that requires permission.

← Request Course Section Pre-requisite Override

Confirmation 1 item

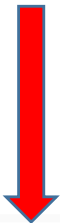| Start Date within	Course Section	Pre-requisite Override Item
Fall 2020 AS&E (08/26/2020-12/18/2020)	PSYC 219W-1 - Research Methods of Psy	Restriction - Instructor Permission

Hello. Please allow me to join your PSYC 219W course. I am a rising junior PSY major. I will have taken 3 PSY courses by the end of the Spring 2020 semester.

Please enter a comment before submitting

Once done, click Next.

Next

Submit   Save for Later   Cancel

UR Student Web-Portal for Students

http://www.rochester.edu/urstudent/project/student/

- See links to tutorials and resources to help you to use UR Student and prepare for registration