

Business Process for Campus Changes

- 1) A Campus Change is meant to be reserved to accommodate significant changes in student circumstances that would otherwise impede progress toward a University of Arizona degree. For this reason, undergraduate students are limited to a single change to or from the Online (ONLN) campus and should be carefully advised of the implications of such a change. Students who seek more than one change will need special permission to do so. This process as described below applies to undergraduate students only at this time.

- 2) When contacted by a student interested in changing to or from the ONLN campus, advisors will discuss with the student the following implications of the change before initiating the Change of Campus request form with the Registrar. Students exploring a change should contact the appropriate advisor for the campus/plan they will change TO for discussion of the following topics:
 - **Student motivation for seeking the change.** Students who are no longer able to attend a local campus due to relocation out of the area or who need to reduce their schedule to have greater flexibility due to financial, work, family or other pressures may benefit most from the primarily asynchronous offerings on the ONLN campus and the per unit cost structure for ONLN programs. Students who are eligible for institutional merit aid or for whom the in-person modality and support offered at UA Main campus or UA South learning centers allows them to progress more consistently toward their degree may benefit from a change to one of those campuses.
 - **Student expectations.** Students should be advised to consider their readiness for online learning and make sure they have realistic expectations about the time and effort required to complete online classes successfully before changing to the ONLN campus. Students changing from ONLN to a local campus should make sure they are able to come to that campus to attend classes when iCourses for their degree requirements are not available.
 - **Major and Course Selection.** Students seeking a change to the ONLN campus should consider that the degrees offered are limited and highly curated in terms of catalog offerings, with most plans offering only a minimum selection of required courses to complete a degree. Students contemplating a switch should be supported to consider carefully the courses needed to complete their degree and compare that to the planned schedule of offerings on the ONLN campus before initiating a change.
 - **Costs and aid.** Students contemplating a campus change should be advised to familiarize themselves with the different cost structures and to fully explore implications on eligibility for scholarships and aid before initiating a campus change. While Colleges or departments may choose to offer private scholarships and funding to ONLN students, UA institutional aid will not be available to ONLN undergraduate students.

- **Honors eligibility and eligibility for other on campus programs.** ONLN students are currently not eligible to participate in the Honors program. Main campus programs such as Athletics, Residence Life and others are developing policies related to the participation of ONLN students that should be explored if relevant to a student before requesting a change.
 - **State authorization for ONLN programs.** Students relocating must be sure that they will maintain residency in a state which has authorized Arizona to offer online degrees to its residents. Students interested in programs including an internship should also be aware of the list of state authorizations maintained at <http://uaonline.arizona.edu/eligibility>
 - **Advisors should note** that when a campus change involves a change of major as well, all the rules for Change of Major within the College apply to the Campus Change request.
- 3) Director of Advising or a designee responsible for the plan that the student is **changing TO** submits the electronic campus change request form. *Note that the expectation of the Registrar's Office is that Campus Change forms will only be submitted when the Director of Advising or designee has direct knowledge that the student has been appropriately prequalified through advising according to the above process and any College- or major-specific processes.*
 - 4) Registrar qualifies the student by verifying they live in an approved state and they are not from Iran (if changing to ONLN). Registrar creates the checklist for the student. We'll have one checklist for each direction of campus change.
 - 5) A nightly job runs and assigns customized checklist items based on the student's profile. (Financial Aid, Campus Health, Veterans Services, International Student Services)
 - 6) A nightly job runs which finds newly assigned checklists and sends an informational email to the student re: books, parking, housing, meal plan, mandatory fees changing, zona zoo pass, disability resources, and Notices & Holds (Bursar, Campus Health). We'll have two emails, one for each direction of campus change.
 - 7) Scheduled queries or emailed notifications go to Financial Aid, Veteran's Services, and International Student Services prompting those departments to process the student. The student will also be advised to contact those departments on their checklist items.
 - 8) As each department processes the student, they complete their checklist item.
 - 9) Once all checklist items are complete, UAccess completes the checklist.

- 10) Registrar's Office receives a daily report of any completed checklists and processes the campus change, updates the enrollment appointments, and updates student groups (UA South, Guaranteed Tuition). The Registrar's Office will also notify by email the Associate Dean, or his/her designee, of the incoming student.
- 11) A nightly job runs which picks up the completed status of the checklist and assigns the campus change Service Indicator which shows he/she has made their one-time campus change. An email is sent to the student to notify them that they've been processed.
- 12) The Registrar's Office will notify the Associate Dean of the receiving college by email.

Students may request a Change of Campus anytime between the first day of classes and the last day of classes of any given term. The Change of Campus will be effective for the subsequent term. If a student wishes to participate in Priority Registration for the subsequent term, the Change of Campus process must be completed before their Priority Registration window opens.