

# Student Administration Business Process Document

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| Module:                | Student Records            |
| Business Process Name: | Potential GRO Notification |
| Created By:            | Jody Payne                 |
| Creation Date:         | 5/22/2017                  |

## Business Process Summary

Students who enroll in a second attempt of a course and wish to replace the grade from their first attempt must submit a Grade Replacement Opportunity (GRO) request through UAccess Student Center. This process finds those students who have enrolled in a second (or more) attempt and are eligible to GRO an earlier attempt, but have not submitted their request through self-service.

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| 1. | <p><b>UA Potential GRO Report:</b> Navigate to Records and Enrollment &gt; Enrollment Reporting &gt; UA Potential GRO Report</p>   |
| 2. | <p><b>Find Your Run Control:</b> POTENTIAL_GRO and update the term and session<br/>OR<br/><b>Create a Run Control:</b> POTENTIAL_GRO Enter the term and session for which you want to run the process and press Save.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="color: #4F81BD; font-weight: bold;">Potential GRO Report</p> <p>Run Control ID: POTENTIAL_GRO <span style="float: right;">Report Manager   Process Monitor   <span style="border: 1px solid #ccc; padding: 2px 5px;">Run</span></span></p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>Institution: UAZ00 The University of Arizona</p> <p>Career: Undergraduate</p> <p>*Term: <span style="border: 1px solid #ccc; padding: 2px;">2172</span> <input type="text"/> Summer 2017</p> <p>Session: <span style="border: 1px solid #ccc; padding: 2px;">PRE</span> <input type="text"/> Pre-session</p> </div> <p style="text-align: center;"> <span style="border: 1px solid #ccc; padding: 2px 5px;">Save</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">Return to Search</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">Notify</span> <span style="float: right; border: 1px solid #ccc; padding: 2px 5px;">Add</span> <span style="float: right; border: 1px solid #ccc; padding: 2px 5px;">Update/Display</span> </p> </div> |
| 3. | <b>Press Run</b>   |
| 4. | <b>Process Scheduler Request</b> page – make sure the “Potential GRO Report” checkbox is checked and press OK.   |
| 5. | Click on the <b>Process Monitor</b> link and click the <b>Refresh</b> button until the job displays a run status of “ <b>Success</b> ” and a distribution status of “ <b>Posted.</b> ”   |
| 6. | Click on the <b>Details</b> link.  |
| 7. | Click on the <b>View Log/Trace</b> link.   |
| 8. | Click on the <b>GROReport.csv</b> file link.   |
| 9. | Save the file as an excel workbook.  |