

OPENING OF SCHOOL 2013

AGENDA

8/14/13

8-9:30AM
KIVA AUDITORIUM
EDUCATION BLDG Room 211

BETH ACREE	WELCOME
IRENE DELGADO	Registrar Info
CORI CASHEN	VA Request for Benefits & RESIDENCY vs PROP 300
REBEKAH SALCEDO	Financial Aid Info
THERESA COUCH	Bursar Info
JULIE TREANOR	GRAD COLLEGE-UA Grad Assistant/Associate LINK
RAFAEL MEZA	Admissions Information
STEFANIE BASIJ	Student Orientation
THERESA COUCH	Close, Final Questions

Registration & Transcripts – Administration 210

Contact Information:

Website: www.registrar.arizona.edu

Email: REG-reghelp@email.arizona.edu

Main Telephone Line: (520) 621-3113

Fall 2013 Registration Processing Notes:

The Registration & Transcripts Office will be open on Saturday, August 24th from 9:00 a.m. to 1:00 p.m. to process Change of Schedule (add/drop) forms, Prop 300 verifications, and transcript requests.

Change of Schedule (Add/Drop) Forms:

- Instructor signatures are valid for 5 business days
- Picture identification is required
- Students who are adding classes must complete the form with 5-digit class numbers

Grade Replacement Opportunity (GRO):

- Filing period for Grade Replacement Opportunity (GRO) forms for standard courses is 8-26-13 through 9-20-13.
- Filing deadlines for courses with non-standard dates are listed on the Dates and Deadlines Calendar for dynamically-dated courses on the UA website, <http://www.registrar.arizona.edu/schedules/nonstandard-start-dates>
- **New UAccess Student GRO Process Coming!** We expect to have a new process in place for GRO requests beginning with the Spring 2014 term. The process will move from being a manual process to one that is automatic on UAccess. Students will have a GRO option in their UAccess Student Center and the system will automatically check the student's eligibility and apply the PGRO (Potential GRO) code to the course.

Electronic Transcripts:

We are currently working on setting up a new transcript service—electronic PDF transcripts—for the fall term! This option will only be available for online transcript orders. Pricing is not changing. The cost to the student for an electronic transcript will be the same as for an online official transcript request.

Prop 300 (Lawful Presence Verification)

In addition to presenting verification documents in person, students have the option to scan and email their documents to REG-reghelp@email.arizona.edu or to submit them by mail. Documents must be legible. Faxing is **not** an option, as documents are rarely legible enough to be verified. You can review Prop 300 Frequently Asked Questions at <http://www.registrar.arizona.edu/residency/prop300>.

Registration and Transcripts, Academic Career Management, and Special Projects – Call List

Academic Integrity

Brand Diguardi (520) 621-0607

Academic Renewal

Brand Diguardi (520) 621-0607

Career Management

Jody Payne (520) 621-0976

Change of Personal Information

Sharon Ortiz (520) 621-7809

Change of Grade Forms

Janis Behm (520) 621-7810

Change of Schedule

Irene Delgado (520) 621-4755

Complete Withdrawals

Flanagan, Patti (520) 621-5756

Credit/Grades by Exam

Brand Diguardi (520) 621-0607

General Petitions

Janis Behm (520) 621-7810

Graduate Petitions

Janis Behm (520) 621-7810

GRO (Grade Replacement Opportunity)

Irene Delgado (520) 621-4755

Patti Flanagan (520) 621-5756

\$250 Late Registration Fees

Patti Flanagan (520) 621-5756

Law Petitions

Janis Behm (520) 621-7810

Leave of Absence

Brand Diguardi (520) 621-0607

Parent Affidavits

John Tewksbury (520) 626-5303

Prop 300 (Lawful Presence)

Margo Cook (520) 626-0422

Residency Classification

Gina Dowell (520) 621-5017

Transcript Evaluations A-E

Brand Diguardi (520) 621-0607

Transcript Evaluations F-O

Nikki Pikaard (520) 626-9703

Transcript Evaluations P-Z

Emily Parker (520) 621-0971

Transcript Processing

Gaby Enriquez (520) 621-7792

Sandy Mitchell (520) 626-0369

Permanent Record Requests (HCT – Hard Copy Transcripts)

Sandy Mitchell (520) 626-0369

Transfer Preapproval

Nikki Pikaard (520) 626-9703

Emily Parker (520) 621-0971

Brand Diguardi (520) 621-0607

Administrative

Drops/Reinstatement

Sharon Ortiz (520) 621-7809

Degree Verifications

John Tewksbury (520) 626-5303

Authorization For Release of Information

Sharon Ortiz (520) 621-7809

The following chart provides maximum annual and total loan limits for subsidized and unsubsidized loans as of July 1, 2013

Independent Students (and dependent undergraduate students whose parents are unable to obtain PLUS Loans)

Year	Dependent Students (except students whose parents are unable to obtain PLUS Loans)	Independent Students (and dependent undergraduate students whose parents are unable to obtain PLUS Loans)
First-Year Undergraduate	\$5,500—No more than \$3,500 of this amount may be in subsidized loans.	\$9,500—No more than \$3,500 of this amount may be in subsidized loans.
Second-Year Undergraduate	\$6,500—No more than \$4,500 of this amount may be in subsidized loans.	\$10,500—No more than \$4,500 of this amount may be in subsidized loans.
Third-Year and Beyond Undergraduate	\$7,500 per year—No more than \$5,500 of this amount may be in subsidized loans.	\$12,500 per year—No more than \$5,500 of this amount may be in subsidized loans.
Graduate or Professional Degree Students	Not Applicable	\$20,500
Maximum Total Debt from Stafford Loans	\$31,000—No more than \$23,000 of this amount may be in subsidized loans.	\$57,500 for undergraduates—No more than \$23,000 of this amount may be in subsidized loans. \$138,500 for graduate or professional students—No more than \$65,500 of this amount may be in subsidized loans. The graduate debt limit includes all federal loans received for undergraduate study.

Note: The maximum total loan limits include any Subsidized Federal Stafford Loans or Unsubsidized Federal Stafford Loans you may have received under the *Federal Family Education Loan (FFEL) Program*. As a result of legislation, no further loans are made under the *FFEL Program* as of July 1, 2010. Graduate and professional students enrolled in certain health profession programs may receive additional unsubsidized Direct Loan amounts each academic year beyond those shown above. For these students, there is also an increased aggregate loan limit of \$224,000 (maximum \$65,500 subsidized).

[Top](#)

What are the current interest rates?

The interest rates for loans first disbursed between July 1, 2013 and June 30, 2014

- Interest starts to accrue on Direct Unsubsidized, Graduate PLUS and Parent PLUS after the funds are disbursed
- The new variable-fixed rate for undergraduate student has a 8.25% cap
- The new variable-fixed rate for graduate students has a 9.25% cap
- The new variable-fixed rate for both the Graduate and Parent PLUS has a 10.25% cap

***Direct Subsidized Loans**

***Direct Unsubsidized Loans**

***Direct Graduate PLUS**

***Direct Parent PLUS**

	Undergraduate Students	Graduate Students
*Direct Subsidized Loans	3.86%	N/A
*Direct Unsubsidized Loans	3.86%	5.41%
*Direct Graduate PLUS	N/A	6.41%
*Direct Parent PLUS	6.41%	N/A

Other than interest, is there a charge for this loan?

- 1.051% Origination Fee for all Direct Subsidized Loans and Direct Unsubsidized Loans. The loan fee will be proportionately deducted from each loan disbursement.
- 4.204% Origination Fee for all Direct Graduate PLUS and Parent PLUS Loans. The loan fee will be proportionately deducted from each loan disbursement

Scholarship Counselors

Mark Rodriguez (01260551) markr1@email.arizona.edu 621-2491 Alpha A – N
 Abby Hammar (01486650) hammarae@email.arizona.edu 621-5783 Alpha O – Z

Major Changes

- Regents High Honors Endorsement (AIMS) Award - Fall 2013 freshman cohort amount 25% of base undergraduate tuition = \$2,347 AY
 - Other cohort aid years remain at the same amount offered their frosh year
- iPads for freshman with merit tuition scholarships – received pickup email
 - See Terms & Conditions 2013-14 for pickup registration link
<https://financialaid.arizona.edu/types-aid/scholarships/2013-2014-terms-and-conditions>
 - Pickup with CatCard at BookStore – enrolled in 12 units
 - Questions on iPad pickup: Abby Hammar or Mark Rodriguez
- **NEW!** Bear Down Scholarship (tuition award)
 - For students who did not receive a merit award as 2012-13 freshman
 - During 2012-13 completed 30 UA units and have 3.00+ cumGPA
 - \$1,000 for 3 additional academic years beginning 2013-14

Tuition Scholarships

Unless otherwise noted, awards below require 30 units AY and 3.00 cumulative GPA

Will disburse at 12 units, once Lawful Presence/Prop 300 verified (fafsa automatically verifies)

All-Arizona Academic Team

Arizona Excellence Tuition Award

Bear Down Scholarship (tuition award)

National Scholars Award/ National Merit Finalist (tuition + cash)

Phi Theta Kappa Tuition Award

Regents High Honors Endorsement (AIMS) Award

Transfer Academic Achievement Tuition Award / Transfer Tuition Scholarship

Wildcat Excellence Tuition Award

International Tuition Award

FSR -RENEW Service Indicator

Students who were enrolled in UA summer courses and not meeting renewal unit/gpa end of spring had a hold placed on their account for review. This will hold fall disbursement of tuition awards until grades reviewed by Scholarship Counselor.

Scholarship Appeals

Scholarship Appeal deadline: submitted all completed & supporting docs by August 26, 2013.

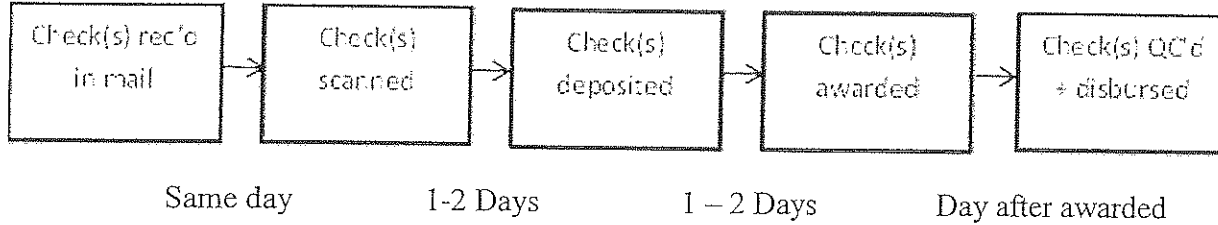
Reviewed by the UA Scholarship Appeals Committee and student will get outcome via UA email 3-4 business days after scheduled review meeting. Students are reviewed within 3 weeks after all documents received for appeal.

See Policy & Form on OSFA website:

<http://www.financialaid.arizona.edu/types-aid/scholarships/scholarship-appeal-policy-and-form>

Outside Donor Scholarship check flow

Normal Processing time shown below. During opening of school it could take 4-5 days between being deposited & awarded. Checks may be dropped off in Admin Bldg. main financial aid or Bear Down Gym Rm 102.



Very basic/general financial aid questions:

i.e.

"Did you get my FAFSA?"

"When can I accept my loans?"

"Has my document been processed?"

Contact:

askaid@email.arizona.edu

520-621-1858

In depth questions regarding their special circumstance:

i.e.

"My father just lost his job and I want to know what can I do beyond the form?"

"I have not met SAP standards and am no longer receiving financial aid. Who can I speak with about my special circumstances?"

"I spoke with the staff member at the counter and just really want to talk to someone about other options."

Contact:

Alpha	Counselor (email for a more timely response)
C, N, R	Rebecca Claasen rclaasen@email.arizona.edu
M, P, Q	Analia Cuevas acuevas@email.arizona.edu
D, S, T	Jennifer Miller jmiller7@email.arizona.edu
A, F, K, V, W, X, Y, Z	Megan Paschall megeliz@email.arizona.edu
G, H, I,	Joni Rietzke jonibr@email.arizona.edu
B, E, J, L, O, U	Angie Valdez avaldez3@email.arizona.edu

Higher level issues/questions:

i.e. You know these sticky cases...

Contact one of the individuals below:

Virginia Callahan callahav@email.arizona.edu 520-621-9382

Leah Cox leahmc@email.arizona.edu 520-621-5065

Rebekah Salcedo rsalcedo@email.arizona.edu 520-621-4717

They will either work the case themselves or forward the case onto someone who has the ability to make decisions on these sticky cases.

SCHOLARSHIPS/TUITION AWARDS		
A-N	AmeriCorps, Summer Waivers, Gilman Scholarship	Mark Rodriguez 621-2491 markr1@email.arizona.edu
O-Z	Flinn, Baird, Dorrance, Betty B. Chastain, Gates (backup)	Abby Hammar 621-5783 hammarae@email.arizona.edu
	Scholarship Universe/SSSP	Kenneth Downs 621-5579 kvd@email.arizona.edu
EXTERNAL AWARDS		
Stipends and Outside Donor Scholarship Checks	621-3746	Christine Wong (01645409) cjwong@email.arizona.edu
OTHER COORDINATORS		
Athletic Financial Aid	621-9874	Lisa Watson watsonl@email.arizona.edu
Federal Work Study (FWS)	626-0061 Bear Down Room in the 103C	Melva Romero romerom@email.arizona.edu
SUPERVISORS (NOTIFY BEFORE YOU TRANSFER A CALL):		
Manager of Financial Aid, AZA (backup), CS	621-9382	Virginia Callahan callahav@email.arizona.edu
Senior Associate Director, Communications (Chair), COA (Chair)	621-4717	Rebekah Salcedo rsalcedo@email.arizona.edu
Assistant Director, Customer Service, Recruitment Specialist, QA	621-5065	Leah Cox leahmc@email.arizona.edu
Senior Associate Director	626-6809	Ellen Fishman ellenf@email.arizona.edu
Assistant Director, Processors and Document Management, Arizona Assurance	621-5201	Meghan McKenney meghanr@email.arizona.edu
Business & Finance-Associate Director	621-3543	Helen Horetski helenh@email.arizona.edu
Scholarship's-Assistant Director	621-2490	Akhtar Parvez parveza@email.arizona.edu
Assistant Director, FWS & Loans	621-5573 Bear Down Room 103B	Bryan Scott scottb@email.arizona.edu
Compliance Manager	626-6338	Bobbi Lehman rlh@email.arizona.edu
Interim Director of Financial Aid	621-5200	Beth Acree Emails to megeliz@email.arizona.edu



Bursar's Office

Fall 2013

Dates & Deadlines



August 20, 2013: Delivery of Financial Aid Begins (checks mailed or by ACH)

Grants, loans, scholarships, stipends and waivers begin posting to the student's account as aid becomes available. If your aid is greater than your balance due, the residual funds will be delivered to you by the Bursar's Office. Verify your delivery method through UACCESS. Make sure your address for a check is correct or verify the accuracy of your banking information for an ACH transfer.

August 26, 2013: Tuition and Fees Due

First day of the semester. Check your account balance in UACCESS to make sure all charges are paid in full. Online payments can be made until 11:00 pm. We do not accept payment over the telephone. **TO AVOID LATE CHARGES YOU MUST PAY FOR ALL ANTICIPATED UNITS BY THIS DATE EVEN IF YOU ARE NOT COMPLETELY REGISTERED.**

August 27, 2013: \$50 Late Payment Charge applied

Payment for all anticipated tuition must be received by the Tuition and Fees deadline to avoid this charge. This charge applies to all accounts with unpaid tuition and/or fees.

September 4, 2013: Late Drop Fee in Effect

There will be a \$25 late drop fee assessed for each course dropped beginning today. For more information contact the Registrar's Office <http://www.registrar.arizona.edu>

September 6, 2013: Last day to drop with a 100% refund

Last day to receive a refund for a complete withdrawal or drop in units. State of Arizona Resident students **must drop below 7 units** to receive a refund, Non-Residents **must drop below 12 units**.

September 7, 2013: Automatic Enrollment in Tuition Payment Plan plus \$125 Fee

Students with unpaid tuition will be enrolled in the Tuition Payment Plan for Fall 2011. There is a \$125 nonrefundable enrollment fee.

September 17, 2013: \$125 Unpaid Tuition Charge Applied

Students with unpaid tuition will be charged a \$125 Unpaid Tuition Charge. This does not apply to students in the Tuition Payment Plan who have made the first payment.

September 17, 2013: Late Registration Fee in effect

Beginning today, any student who increases units (including students who have already paid for a full time course load) will be charged a \$250 Late Registration Fee.

Tuition Payment Plan Schedule - Late payments will be assessed a \$50 Late Fee

August 26, 2013	First Payment + \$75 enrollment fee
September 26, 2013	Second Payment
October 27, 2013	Third Payment

Helpful Websites:

[Http://www.bursar.arizona.edu](http://www.bursar.arizona.edu)

[Http://uaccess.arizona.edu](http://uaccess.arizona.edu)

Payment Options

Acceptable Methods of Payment

- Personal Check, Credit/Debit Card (AMEX, VISA/MC), Cash

WE DO NOT ACCEPT PAYMENTS OVER THE TELEPHONE.

- **Cash payments** must be made in person (in US Dollars) during office hours at The University Services Building, 888 N Euclid Ave, Ste 104 (Southeast corner of 2nd Street and Euclid Ave, just west of the Marriott Hotel in the Main Gate area.)
- **Check payments** may be made through the mail, online or in person.
- **Credit/Debit Card** payments may be made online or in person.

U of A credit card policy states that if your account is paid with a credit card, any credit on the account within the next 60 days will be refunded to that credit card account, regardless of the source of the funds or the purpose of the payment. For example - if your account is paid with a credit card, and you get financial aid (grant, loan) the resulting credit on your account will be refunded through that credit card, not to you.

How to make payments:

Online

- Log on to UACCESS
- Under **Finances** on your Student Center, click on "make a payment"
Or Under **Account Inquiry**, select the "Electronic Payments/Purchases" tab
- Choose payment type - Check or Card (credit or debit)
Check pay accepts **personal checking or savings only**
- Follow instructions. You will receive an email confirmation of the payment if you provide an email address.
- The online payment option is available on UACCESS 7 days a week between 2 AM and 11 PM.

By Mail

- Make your check payable to: **The University of Arizona**
- Write your **8 digit student ID number** on the front of the check
- Mail it to **Student Payments: P.O. Box 28820, Tucson AZ 85726-8820** or
Overnight Address: 888 N Euclid Ave, Ste 104, Tucson, AZ 85721
IMPORTANT: Do not mail Express or Overnight mail to the P.O. Box.
Doing so will result in a delay in posting.

Drop Box - Checks ONLY

- A Drop Box is located in the main lobby of the University Services Building
- Don't forget to write your **8 digit Student ID number on your check** and drop it in the box.
- **IMPORTANT:** The Drop box closes at 4:00 PM
- Payments placed in the drop box after 4:00 PM will be processed the following business day.
- **DO NOT** provide credit card information for a drop box payment!

Receiving Your Financial Aid

- Financial Aid Awards are disbursed to your student account by the *Office of Scholarships and Financial Aid*.
- Once your financial aid has been disbursed it will automatically pay your account balance.
- If your **aid was greater than your account balance**, the residual funds will be delivered to you by the Bursar's Office, assuming you have met all of the eligibility criteria for the award(s). Contact the Office of Scholarships and Financial Aid with questions regarding eligibility.
- **We strongly recommend that you sign up for ACH (electronic banking) delivery of any residuals from your financial aid.**
To do this:

Go to UAccess Web Refund and enter your bank account information. *We suggest you contact your banking institution to verify the correct routing number for ACH transactions*

1. From the main page in Student Center, select "Account Inquiry" under the "Finances" banner
2. Select the "Web Refund Enrollment" tab
3. Complete the bank information to receive refunds by ACH

Students who have not elected ACH will receive a check sent to their mailing address - if you are opting to have a check sent to you, please make sure your address information is correct in UAccess.

Questions? Call Us! 520-621-3232

Fall 2013 Tuition Payment Plan

Enroll in the Tuition Payment Plan on UAccess

The University of Arizona offers a Tuition Payment Plan for the Fall and/or Spring semesters. It allows students to spread their tuition payments over 3 installments per semester. There is a \$75.00 per semester non-refundable enrollment fee for this service when you enroll on UAccess. (A \$125 per semester non-refundable enrollment fee will be assessed to students if they are automatically enrolled in the Tuition Payment Plan for unpaid tuition.) The Tuition Payment Plan includes tuition, program fees/tuition differentials, course fees and mandatory fees. All other charges are payable within the standard Payment Policies.

Installment Tuition Payment Plan Charges included

First	Enrollment fee, 1/3 of tuition, program fee/tuition differential, course fees and mandatory fees
Second	1/3 of tuition, program fee/tuition differential, course fees and mandatory fees
Third	1/3 of tuition, program fee/tuition differential, course fees and mandatory fees

Please refer to the Tuition Payment Plan Terms and Conditions for complete details.

Fall 2013 Dates

- Enrollment available on UAccess after July 22, 2013
- 1st Installment due: August 26, 2013
- 2nd Installment due: September 26, 2013
- 3rd Installment due: October 27, 2013
- Auto-Enrollment for unpaid tuition: September 7, 2013

Additional Information

- You must enroll per semester prior to the tuition payment deadline to avoid an additional \$50 late payment charge.
- If you are receiving enough financial aid (loans, grants, scholarships, sponsorships, waivers or qualified tuition reduction) to cover your full tuition costs, it is not necessary to enroll in the Tuition Payment Plan.
- Any credit balance that occurs on your account while you are enrolled in the tuition payment plan will not be released to you. It will remain on your account to pay your future installment(s).
- The Tuition Payment Plan is not available for Study Abroad, Summer or Winter Sessions.

Enroll in the Tuition Payment Plan on UAccess

www.bursar.arizona.edu/students/payment_plan

Bursar's Office Staff List – Dept # 7704
 University Services Building, Room 104
 Main Phone Number: 621-3232 FAX Number: 621-4233
 School Code: 001083

Bursar – Administration

Barton, Mark	Bursar/Director, CatCard Services	mbarton@email.arizona.edu	621-1121
Lennon, Robbyn	Program Coordinator, Sr.	rlennon@email.arizona.edu	621-5781
Sitzmann, Traci	Assistant Bursar	tsitzman@email.arizona.edu	621-4711

Bursar – Accounts Receivable

Chen, Cai (Cherry)	Business Analyst, Senior	chenc@email.arizona.edu	621-0987
Miranda, Maria	Financial Services Specialist	maria80@email.arizona.edu	626-0922
Pineiro, Veronica	Program Coordinator	vpineiro@email.arizona.edu	621-3510
Rodriguez, Suzanne	Financial Services Specialist	rodrigus@email.arizona.edu	621-3572
Sullivan, Chris	Financial Services Specialist	sullivch@email.arizona.edu	621-1660

Bursar – Electronic Services

DeWitt, Angie	Program Coordinator	adewitt@email.arizona.edu	621-3253
McDonald, Judy	Program Coordinator	jmcdonal@email.arizona.edu	621-1693
Paffenroth, Janet	Program Coordinator, Senior	jpaffen@email.arizona.edu	621-2600

Bursar – Representatives & Banking Services

Couch, Theresa	Program Coordinator, Senior	tcouch@email.arizona.edu	621-1711
Collins-Knick, Melinda	Financial Services Specialist	1j4meli@email.arizona.edu	621-1783
Cook, Susan	Financial Services Specialist	cooks@email.arizona.edu	621-1783
Farley, Christine	Financial Services Specialist	cfarley@email.arizona.edu	621-1783
Gerrish, Eileen	Financial Services Specialist	gerrish@email.arizona.edu	621-9225
Holmes, Carolyn	Financial Services Specialist	holmesc@email.arizona.edu	621-1783
Martinez, Lisa	Financial Services Specialist	martinli@email.arizona.edu	621-8840
Ratliff, Brenda	Financial Services Specialist, Senior	ratliffb@email.arizona.edu	621-1783
Silva, Rico	Financial Services Specialist	rsilva@email.arizona.edu	621-1783
Ashley, Kimberly	Student, Group B	kag4@email.arizona.edu	621-1783
Mail Teller Desk			621-1998
Cashiering Services			621-1783
Check Distribution			621-3252

CatCard Office Staff List – Dept # 7704

Memorial Student Union, Room 278
 Main Phone Number: 626-9162 FAX Number: 626-9161

Perez, Stephanie	Assistant Director, CatCard Services	perezs@email.arizona.edu	626-5261
Cline, Shanda	Financial Services Specialist	shandacline@email.arizona.edu	626-9162
Hunt, Danielle	Financial Services Specialist	danielle@email.arizona.edu	626-9162
Stevenson, Matthew	Program Coordinator	mzsteven@email.arizona.edu	621-1709
Matthews, Jasmine	Student, Group B	jmatthews@email.arizona.edu	626-9162