

Office of the Registrar

Opening of School Agenda, Fall 2015

Beth Acree (no handouts)

Introduction of Polling Technology

Preferred Names

Irene Delgado

Registration Processing/Change of Schedule Forms

Back2UA/Leave of Absence

Drop Policy and 18 W Unit Limit

Call List

Cori Cashen (no handouts)

Residency Update

Tuition Assistance for Veterans

Registration & Transcripts Office

www.registrar.arizona.edu

REG-reghelp@email.arizona.edu

Administration Building Room 210

Phone: 520.621.3113

FAX: 520.621.8944

Registration & Transcripts Office – Administration 210

We process the following:

Change of Schedule (Add/Drop) Forms
Transcript Requests
Leave of Absence
Verify Lawful Presence (Prop 300)
Degree Verifications
Credit/Grades By Exam
500 Level Petitions
Late Change Petitions Approved By College Deans

Saturday, August 22, 2015

The Registration & Transcripts Office will be open on Saturday, August 22nd from 9:00 a.m. to 1:00 p.m. to process Change of Schedule forms, Prop 300 verifications, and transcript requests.

Change of Schedule (Add/Drop) Forms:

Students can add classes during the first week of the term through self-service on UAccess if classes are open and students are eligible to enroll. If they need to use a Change of Schedule form, the following apply:

- Picture identification is required.
- Students who are adding classes must complete the form with 5-digit class numbers in parentheses: Example: ACCT 200 001 (25961).
- Instructor signatures are valid for 5 business days. Instructors must date their signatures.
- We currently accommodate students who take classes online by providing alternative methods for submitting forms and instructor/dean approvals. Change of Schedule forms for these students may be submitted by fax to (520) 621-8944 or students can scan/email to REG-reghelp@email.arizona.edu. Instructor/dean approvals may also be submitted by email to Reghelp if not provided on the form. Students should not use their cell phones to take pictures of the forms.

Back2UA and Leave of Absence (LOA)

Back2UA was implemented last fall 2014 by the Admissions Office. It permits **undergraduate** students to miss up to two consecutive major terms (fall/spring) and return to UA without applying for readmission or requesting an official LOA. These students are eligible to register during priority registration as their records remain active.

Students who are eligible to participate in Back2UA include:

- *Students who are in good academic standing (not on probation, not disqualified)
- *Students who are degree-seeking
- *U.S. citizens and students with permanent resident or other immigrant status

Students who need to use the LOA process include:

- *International students (degree-seeking)
- *Non degree-seeking students
- *Military students with orders to deploy

The undergraduate LOA policy has been updated. Here is the link:

http://catalog.arizona.edu/2015-16/policies/undergrad_loa.htm

Drop Policy and 18 W Unit Limit

One result of the drop policy that went into effect in Fall 2014 was a new requirement that the number of undergraduate course withdrawals (drops with W grades) cannot exceed 18 units during the student's undergraduate career.

Students who have reached this limit will be awarded the grade they earn in the course. If they want to discuss other options, we recommend they meet with their advisor.

There have been only a handful of students at this threshold since we began to track them. At present, only 11 students have reached 18 W units.

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

Grading

Janis Behm (520) 621-7810

Cori Cashen (520) 626-9061

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

Macie Burkhart (520) 626-9945

Transcript Evaluations P-Z

Brit Wieland (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 Credit Preapproval

Macie Burkhart (520) 626-9945

Brit Wieland (520) 621-0971

Brand Diguardi (520) 621-0607

Administrative

Drops/Reinstatement

Janis Behm (520) 621-7810

Degree Verifications

John Tewksbury (520) 626-5303

Authorization For Release of Information

Sharon Ortiz (520) 621-7809



Opening of School – OSFA Topics Fall 2015

1. UA Online (2 pages)
2. Aid Disbursement Process
3. Student To Do Items
4. Loan Information
5. Federal Work Study (FWS)
6. Scholarship Information
7. OSFA Staff Contacts (2 pages)

Office of Scholarships and Financial Aid

<http://financialaid.arizona.edu/>

Administration Building, 2nd floor Lobby

Scholarships – Bear Down Gym 102

P.O. Box 210066, Tucson, AZ 85721

Phone: 520.621.1858

Fax: 520.621.9473

1. How to Identify UA Online Campus Students

There are several places you can see a student's campus. All UA Online students will have the ONLN Campus.

- UA Application Summary page at: **Student Admissions > Applicant Summaries > UA Application Summary**

Application Data

Acad Career: Graduate	App Center: Graduate Domestic	Campus: ONLN
Acad Prog: GDEG Graduate Degree Seeking	Admit Type: Regular Graduate	
Admit Term: Summer 2015	Other Applications: Yes	Alt Begin Date: 06/29/2015

- Maintain Student FA Term page at: **Financial Aid > Financial Aid Term > Maintain Student FA Term**

FA Term | Acad Level | Statistics | Financial Aid Info | Records/Term Info | Withdrawal Info

Term Information
Institution: The University of Arizona
Term: 2152 Sum 2015 Semester

Student Data
Ovrd*Effective Date: 07/27/2015 *Seq: 1 Status: Active
Calculated Values FA Calc:
Projections: Build
Override Expiration Date:
*Campus: ONLN
Academic Year: 2015

- Student Program/Plan page at: **Records and Enrollment > Career and Program Information > Student Program/Plan**

Academic Program:	Admissions
Admit Term:	<input type="checkbox"/> From Application
Requirement Term:	Application Nbr: 00313183
Expected Grad Term:	Application Program Nbr: 0
Last Updated On:	Campus: ONLN UA Online
By:	Academic Load: Full Time

- COMING SOON - Student Services Center, Main Academics Tab at: **Campus Community > Student Services Center**

UAccess STUDENT

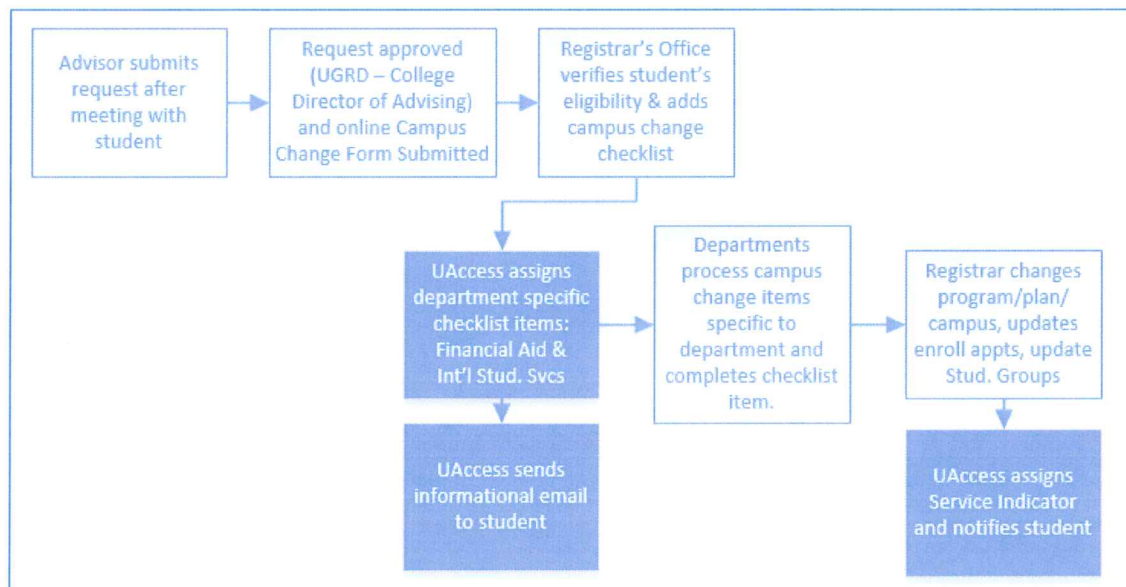
ID: [ID]

student center | general info | admissions | transfer credit | academics | finances | financial aid

UA Online Cont... Change of Campus Process

The process in which a student switches from Main campus to UA Online or vice versa.

A *simplified* view of the process is as follows:



Important Things to Remember:

- One switch allowed per career*
- Deadline to switch is 10 days prior to the start of classes for the term
 - Fall 2015: Deadline = August 14, 2015
- Student must start with his/her Academic Advisor
- When a student switches from Main to UA Online, he/she will lose all institutional aid so important the student understands this
 - Send the student to OSFA if they want to discuss this in more detail

**This rule is for UGRD students only. The policy is under review for Graduate College.*

UAccess Checklists *

Checklist	Checklist Item	Department Reviewer
CAMPXO – Campus Change to Online	FCMPXO	Financial Aid Review
	ICMPXO	International Review
	VCMPXO	Vet Review
CAMPXM – Campus Change to Main	FCMPXM	Financial Aid Review
	ICMPXM	International Review
	VCMPXM	Vet Review

UAccess Service Indicators*

Positive Service Indicator – No Service Impacts

- Service Indicator Code: R03
- Service Indicator Reason Codes: UGRD or Grad

**Checklists and Service Indicators are NOT configured in UAccess just yet so you will not see them at this time.*

2. Aid Disbursement Process

Why is my Financial Aid not disbursing?

student center | general info | admissions | transfer credit | academics | finances | financial aid

Student Center

Academics

My Class Schedule Shopping Cart

other academic...

Class Schedule Grade Replacement Honors

Online

My Financial Aid Status

My Financial Aid Status

Financial Aid Authorization

Financial Aid

Due Now 540.00

Future Due 5,675.91

** You have a past due balance of 540.00. **

Currency used is US Dollar.

transfer credit | academics | finances | financial aid

Review Notices & Holds

Check your To Do List often

Notices & Holds

To Do List

Past Due Balance No Adds

Past Due Balance No Transcript

Scholarship Disbursement Hold

Pending Financial Aid

Enrolled Users

Aid:Waitlist-Work-Study

Aid:Taxes-Parent-2013-OSFA

Stu

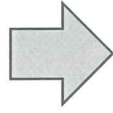
Aid:Taxes-Student-2013-OSFA

Stu

Student's Financial Aid

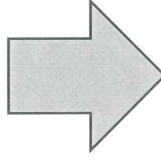
Loans: students/parents must follow the process listed on the financial aid website:
<https://financialaid.arizona.edu/types-aid/loans/federal-direct-loans>

Grants/Scholarships/Stipends: automatically accepted for the student



Financial Aid is disbursed on 08/14/15 (Students start to receive refunds week of 8/17)

Once all To-Do items are completed the student's aid is disbursed into the student's Bursar Account.



Bursar's Office

For continuing students and new students who completed the OSFA authorization on their UAAccess, if the student's aid was greater than the Bursar charges then ALL charges will be paid in full and the residual funds will be delivered to the student by the Bursar's Office.

**Incoming and continuing students who have not completed the OSFA authorization or emailed OSFA a denial may receive a financial aid refund while still owing a balance to the Bursar's office*

3. Student To Do Items

Ever wonder what those To-Do Item Statuses mean? This is the best place to look when assisting a student with an OSFA document processing question!

Directing a student or parent to this OSFA web page will help the student (and you) determine:

1. When a document has been received by our office
2. What each To-Do item status means
3. The maximum document processing time (depending on the To-Do item status) and
4. If documentation is missing or additional documentation is required

<http://financialaid.arizona.edu/managing-my-aid/student-services-center-do-item-status-definitions>

Home Freshmen Undergraduate Graduate **Managing My Aid** Types of Aid Faculty & Staff

MANAGING MY AID

- > Policies
- UAccess
- Student Center To-Do List Statuses**
- Summer Aid
- Top 10 Questions
- Frequently Asked Questions
- Financial Aid Forms

Student Services Center To Do Item Status Definitions

To Do List

Below is a list of your current To Do items. Please click on each of the items and follow the respective instructions. To view previously completed items, click the checkbox and click Go.

Show Completed Items:

Item List		
To Do Item	Due Date	Status
Aid.PROFILE App Requested AZ A		Required
Aid.PROFILE NCP Required		Required

What do these statuses mean?

Status	Status Definition
	The request and/or documents submitted have been routed to a Financial Aid counselor for review.
Processing	An item can be in this status for 1-3 weeks, depending on the time of year. All items are reviewed in the order received.
	The request and/or documents submitted have been reviewed.
Progress	Action is required at this time.
	An item can be in this status for 1-3 weeks, depending on the time of year.

The To-Do Item status

What the status means and maximum processing time

Important Reminder:

If a student submits incomplete documentation, OSFA cannot process that document. The processing time for that documentation will be **up to 3 weeks after** all required/missing documentation is submitted to OSFA. The student must take action as soon as possible!

OSFA notifies the student several times when documentation is insufficient:

1. Email from askaid@email.arizona.edu (to **student's** official UA email – not parents!) explaining exactly what is missing and/or needed
2. To-Do item status changed to either insufficient, received or notified (depending on what documentation was submitted, see Status Definitions above)
3. New To-Do item added to identify exactly what the student needs to submit
4. A monthly “reminder” email from askaid

4. Loan Information All loan questions, including current interest rates and fees are answered on OSFA's web page! <http://financialaid.arizona.edu/>

Current Loan Interest Rates

Student Loans - Undergraduate	Interest Rates (First disbursed on or after 7/1/15 & before 7/1/16)
Direct Subsidized Loan*	4.29%
Direct Unsubsidized Loan	4.29%
Student Loans – Graduate or Professional	
Direct Unsubsidized Loan	5.84%
Direct Graduate PLUS Loan	6.84%
Parent Loan	
Direct Parent PLUS Loan	6.84%

*Student must demonstrate financial need per his/her 2014-2015 FAFSA

Easy steps to request loans:

<http://financialaid.arizona.edu/types-aid/loans/federal-direct-loans>

Undergraduate		Graduate or Professional - Unsubsidized		Parent PLUS	
Step 1:	Complete MPN	Step 1:	Complete MPN	Step 1:	Complete the UA Federal Direct Parent PLUS Loan Request-Confirmation Form
Step 2:	Accept Loans	Step 2:	Accept Loans	Step 2:	Complete MPN
Step 3:	New Loan Counseling	Step 3:	Graduate New Loan Counseling	Step 3:	OPTIONAL – Immediate Credit Check*

*This is an optional step for parents who would like to receive an immediate credit check decision

5. Federal Work Study (FWS):

- Federal Work Study (FWS) Authorization Forms were emailed to students on August 4th. If students who have been awarded FWS for 2015-16 did not receive their form they may request another form by emailing askaid@email.arizona.edu. Students who were not awarded FWS may contact askaid@email.arizona.edu to be placed on the FWS waiting list.
- Students will have until September 26th to find a job. If they need more time they should send an email to askaid@arizona.edu to request an extension and a new FWS Authorization Form. Students who do not find a job, or request an extension by the expiration date, will have their FWS awards cancelled on September 28th. If a student's award is cancelled and they are still interested, they can be placed on the FWS waiting list by contacting our office. If funding permits, their requests will be considered beginning in October.
- FWS jobs are posted on Wildcat JobLink on the Career Services Office website. Students can also conduct job searches on individual department's websites. Some departments are listed on our Financial Aid website <http://www.financialaid.arizona.edu/types-aid/work-study/federal-work-study/FWSjobs>

▶ ▶ ▶  THE UNIVERSITY OF ARIZONA
Career Services



Real-World Ready Starts HERE
◀◀◀ Find a job at the ▶▶▶
Wildcat Student Employment Fair

Wednesday, August 26th, 2015
11 a.m. to 3 p.m. in the
Student Union Memorial Center Ballroom
<http://career.arizona.edu/events/wildcat-student-employment-fair>



 Facebook.com/
UACareerServices
 @uacareersvcs

THE UNIVERSITY OF ARIZONA,
WILDCAT
STUDENT employment fair

For Part-Time Positions while you're in school

◀◀◀ Event Sponsored by UA Career Services ▶▶▶

6. Major Scholarship Changes

- Renewal to 2015-2016 was based on a 30, 60, 90 UA cumulative unit track, in addition to a 3.00 cumulative GPA

Scholarship Program Coordinators

- Carmen Moreno carmenmoreno@email.arizona.edu 621-2491 Last names A – G
- Sherrie Svedberg svedberg@email.arizona.edu 621-5063 H - O
- Abby Hammar hammarae@email.arizona.edu 621-5783 P – Z + Native & Gates Students

Unless otherwise noted, awards below require cumulative UA unit renewal and 3.00 cumulative GPA. Will disburse at 12 units, once Lawful Presence/Prop 300 verified (fafsa automatically verifies)

- All-Arizona Academic Team (6 units, 3.25 cum GPA)
- 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 Tuition Scholarship
- Wildcat Excellence Tuition Award
- International Tuition Award
- Baird Scholarship (cash, 3.20 cum GPA, 24 units)
- Flinn Foundation Scholarship (cash, 3.20 cum GPA, 24 units)

FSR -RENEW Service Indicator

- Students who were not meeting renewal unit/gpa at the end of spring and enrolled in UA summer courses had a hold placed on their account for review. This will hold fall disbursement of tuition awards until grades are reviewed by a scholarship area program coordinator.

Scholarship Appeals

- **Scholarship Appeal deadline: submit appeal and supporting docs by August 24, 2015.**
- **If anyone has requests that come up after August 24** – refer immediately to Scholarship staff so we can assist the student as we will still accept appeals for students that the scholarship staff determines as having extenuating circumstances.
- Appeals are reviewed by the UA Scholarship Appeals Committee and student will be notified of the outcome via UA email about 4 business days after the scheduled review meeting (date is noted on checklist).
- See Policy & Form on OSFA website:

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

Outside Donor Scholarship Check Flow

Checks may be dropped off in Admin Bldg. main financial aid or Bear Down Gym Rm 102.

- Check received in OSFA , then scanned into Singularity, deposited, awarded to financial aid package, then disbursed (within 2 days if disbursements began & student enrolled)
- Check processing time between received and awarded to financial aid package can take up to 8 business days minimum, during opening of school

7. OSFA Staff Contacts – Internal Document – for UA STAFF reference only

Financial aid questions:

“Did you get my FAFSA?”

“When can I accept my loans?”

“Has my document been processed?”

“My father just lost his job and I want to know what can I do beyond the Parent Resource Re-evaluation form?”

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

Contact:

Main Office: askaid@email.arizona.edu and 520-621-1858

Scholarship Universe Basics Questions: osfa-su@email.arizona.edu

Departmental Stipends/Scholarships: osfa-deptaskaid@email.arizona.edu

In person assistance:

Administration Building Room 208

Campus colleague assistance, special circumstance or escalations:

“I spoke with the staff member at the counter/ phone and just really want to talk to someone about other options.”

Alpha	Counselor (email for a more timely response)	Special Populations
C, Q, R	Gabrielle Miller (621-4557) gcmiller@email.arizona.edu	
A, F, K, N, W	Ashley Hale (621-5383) abhale@email.arizona.edu	
G, H, I, J, T	Andrew Pritchard (626-0839) ahpritchard@email.arizona.edu	
B, E, L, O, U	Angie Valdez (626-8322) avaldez3@email.arizona.edu	
M, P, V	Yamne Callejas (621-2051) yamnevc@email.arizona.edu	
D, S, X, Y, Z	Jennifer Miller (626-3168) jmiller7@email.arizona.edu	Eller Graduate: L-Z
	Dorothy Glennon (621-7765) glennon1@email.arizona.edu	Eller Graduate: A-K
	Lorrie Hough (621-4799) lorrieh@email.arizona.edu	Nursing: A-Z
	Carmen Moreno (621-2491) carmenmoreno@email.arizona.edu	Scholarship Questions: A-G
	Sherrie Svedberg (621-5063) svedberg@email.arizona.edu	Scholarship Questions: H-O
	Abby Hammar (621-5783) hammarae@email.arizona.edu	Scholarship Questions: P-Z Gates & Tribal Students: A-Z
	Kenneth Downs (621-5579) kvd@email.arizona.edu	Scholarship Universe

Higher level issues/needs escalation:

Contact one of the individuals below:

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

Ryan Taylor: rtaylor2@email.arizona.edu 520-621-5065

Alicia Duarte: aliciaduarte@email.arizona.edu 520-621-4677

Akhtar Parvez: parveza@email.arizona.edu 520-621-2490

Meghan McKenney: meghanr@email.arizona.edu 520-621-5201 (For UA Online Issues specifically)

7. OSFA Staff Contacts – Internal Document – for UA STAFF reference only

EXTERNAL AWARDS		
Stipends and Outside Donor Scholarship Checks	621-3746	Christine Wong (01645409) cjwong@email.arizona.edu
OTHER COLLEGES		
Law College General	Main: 621-3477 Fax: 626-3436	financialaid@law.arizona.edu
Law College	Admissions & Financial Aid-Director	Keyshia Conner 626-1832 (10905090) kconner@email.arizona.edu
College of Medicine (Tucson)	Director	Jessica Le Duc 626-7440 (23072900) jrleduc@email.arizona.edu
College of Medicine (Tucson)	Program Coordinator Sr.	Victor Navarro 626-7145 (01884565) vnavarro@email.arizona.edu
College of Medicine (Phoenix)	Director	Gizella Jarrell 602-827-2080 (22064701) gjarrell@email.arizona.edu
UA South 520-458-8278 Ext. 2212	Student Services-Coordinator	Michelle Menninger 626-2422 (16908024) mmuas@email.arizona.edu
OTHER COORDINATORS		
Athletic Financial Aid	621-9874	Lisa Watson watsonl@email.arizona.edu
Federal Work Study (FWS)	626-0061	Melva Gutierrez (06904762) romerom@email.arizona.edu
Loan Specialist	621-8193	Sara Jones (04500081) joness@email.arizona.edu
Private Loans		Sara Guyer (23060109) sguyer@email.arizona.edu
Accountant/Withdrawals/R2TIV <i>Do not assign checklists</i>	621-9707	Winnie Baran baranw@email.arizona.edu
Accountant [HR Liaison, Payroll, Purchasing] <i>Do not assign checklists</i>	621-4840	Denise Lewis dlewis9@email.arizona.edu
Accountant <i>Do not assign checklists</i>	626-6375	Miguel Moscoso moscosom@email.arizona.edu
Administrator Associate (Beth's Assistant) <i>Do not assign checklists</i>	621-5200 Bear Down Room 103A	Wendy Pawlak wpawlak@email.arizona.edu
Business Analyst <i>Do not assign checklists</i>	621-3352	Ami Kostelnick akostelnick@email.arizona.edu
System's Management-Business Analyst, Principal	626-7318	Theress Allen taallen@email.arizona.edu
Compliance: NTX Verification, SSN & NSLDS Mismatch, SSN Card & Citizenship Verification, SSN/Name/DOB Query, PLUS Parent Identity Verification and PPLUS Parent Non-Citizen Verification	626-5980	Reyna Moreno-Parker (07900552) reynam@email.arizona.edu
Compliance: SAP & High School Diploma, V4/V5, Unusual Enrollment, Consumer Info & Fraud	626-9691	M.E. Armstrong (12605057) mearmstr@email.arizona.edu
Compliance: Pell Chair & Veteran Liaison	626-3157	Jamie Uhrlaub (22052369) uhrlaubjd@email.arizona.edu
SUPERVISORS (NOTIFY BEFORE YOU TRANSFER A CALL):		
Director, Communications (Chair), COA (Chair), Earn to Learn (Chair)	621-4717 Bear Down Room 103B	Rabekah Salcedo (02603314) rsalcedo@email.arizona.edu
Assistant Director, Client Service	621-5065	Ryan Taylor (01338802) rtaylor2@email.arizona.edu
Assistant Director, Processors and Document Management	621-4677	Alicia Duarte (00793946) aliciaduarte@email.arizona.edu
Project Manager, Online, PROFILE and AZA Chair, Summer Chair	621-5201	Meghan McKenney (16301195) meghanr@email.arizona.edu
Assistant Director, Scholarship's	621-2490	Akhtar Parvez (02703967) parveza@email.arizona.edu
Assistant Director, FWS & Loans	621-5573	Bryan Scott (05809451) scottb@email.arizona.edu
Compliance Manager	626-6338	Bobbi Lehman (17406891) rll@email.arizona.edu
Senior Associate Director	626-6809	Ellen Fishman ellenf@email.arizona.edu
Associate Director, Business & Finance	621-3543	Helen Horetski helenh@email.arizona.edu
Assistant Vice President, Enrollment Management / Student Affairs Advancement University Registrar	621-5200 Bear Down Room 103C	Beth Acree Emails to Wendy Pawlak

Opening of School Agenda Fall 2015

1. Tuition Payment Plan
2. Online Campus Rates
3. ACH Reminder
4. We will be open on August 22, 2015 from 9:00am-1:30pm

Bursar's Office

Monday, Tuesday, Thursday, Friday: 8:00am - 4:00pm

Wednesday: 9:00am - 4:00pm

(520) 621-3232

Bursar-Web@FSO.Arizona.EDU



Bursar's Office

Fall 2015

Dates & Deadlines



August 18, 2015: Delivery of Financial Aid Begins (checks mailed or web refund)

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 mailing address for a check is correct or verify the accuracy of your banking information for an ACH transfer (web refund).

August 24, 2015: Tuition and Fees Due for registration through August 19, 2015

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.

August 25, 2015: \$50 Late Payment Charge applied for tuition due August 24.

This charge applies to all accounts with unpaid tuition and/or fees on or after this date.

September 1, 2015: 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 4, 2015: Last day to receive a refund for withdrawal or drop in units

Last day to receive a refund for a complete withdrawal or drop in units. (Arizona Resident students who drop below 7 units, Non-Resident students who drop below 12 units.)

September 15, 2015: \$125 Unpaid Tuition Charge Applied for tuition due August 24

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 15, 2015: 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.

October 26, 2015: Tuition and Fees Due for registration from August 20, to October 21, 2015

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.

October 27, 2015: \$50 Late Payment Charge applied for tuition due October 26

This charge applies to all accounts with unpaid tuition and/or fees on or after this date.

November 17, 2015: \$125 Unpaid Tuition Charge Applied For Tuition due October 26

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.

Tuition Payment Plan Schedule - Late payments will be assessed a \$50 Late Fee (Enrollment available on UAccess July 20 through September 4, 2015)

August 24, 2015	First Payment + \$75 enrollment fee
September 24, 2015	Second Payment
October 26, 2015	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, Cashier's Check, Money Order, Credit/Debit Card (AMEX, VISA/MC) payments, 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 only be made online in UAccess.

All Credit/Debit Card payments will be processed through our secure third-party payment provider, Nelnet, and will include an additional 2.5% convenience fee.

How to make payments:

Online

- Log on to your Student Center in UAccess (<http://uaccess.arizona.edu>).
- Under Finances click on "go to quickpay".
- Choose payment type: eCheck or Credit Card.
- Check pay accepts personal checking or savings only. (You will need your Routing and Bank Account number.)
- 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 FSO-Bursar's Office, The University of Arizona, P.O. Box 28820, Tucson AZ 85726-8820 or
Overnight Address: 888 N Euclid Ave, Ste 104, Tucson, AZ 85719
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.
- Make your check payable to: **The University of Arizona**
Write your **8 digit Student ID number** on the front of the 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 (web refund) 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 selected web refund will receive a check sent to their residence hall address or to their mailing address if they will not be living on campus – please make sure your address information is correct in UAccess.

Questions? Call Us! 520-621-3232

Tuition Payment Plan

Enroll in the Tuition Payment Plan on your UAccess Student Center

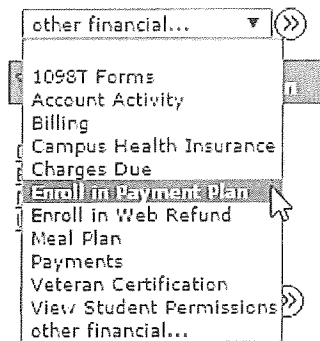
The University of Arizona offers a Tuition Payment Plan for the **Fall and/or Spring** semesters. It allows students to spread their tuition payments over 3 installments per semester. There is a \$75.00 per semester non-refundable enrollment fee for this service when you enroll on UAccess. The Tuition 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	Fall 2015 Due Dates
First	Enrollment fee, 1/3 of tuition, program fee/tuition differential, course fees and mandatory fees	August 24, 2015
Second	1/3 of tuition, program fee/tuition differential, course fees and mandatory fees	September 24, 2015
Third	1/3 of tuition, program fee/tuition differential, course fees and mandatory fees	October 25, 2015

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

Additional Information

- 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.



Enrollment for Fall 2015 is available on the UAccess Student Center July 20 through September 4, 2015 (www.uaccess.arizona.edu)

FALL 2015

Undergraduate Guaranteed Tuition and Fees

RESIDENT

	Tuition	Mandatory Fees	Freshman Fee	Total
1 unit	\$742.00	\$98.94	\$10.00	\$850.94
2 units	\$1,484.00	\$161.94	\$10.00	\$1,655.94
3 units	\$2,226.00	\$224.94	\$10.00	\$2,460.94
4 units	\$2,968.00	\$287.94	\$10.00	\$3,265.94
5 units	\$3,710.00	\$350.94	\$10.00	\$4,070.94
6 units	\$4,452.00	\$413.94	\$10.00	\$4,875.94
7+ units	\$5,195.00	\$516.94	\$10.00	\$5,721.94

NON-RESIDENT

	Tuition	Mandatory Fees	Freshman Fee	Total
1 unit	\$1,317.00	\$98.94	\$10.00	\$1,425.94
2 units	\$2,634.00	\$161.94	\$10.00	\$2,805.94
3 units	\$3,951.00	\$224.94	\$10.00	\$4,185.94
4 units	\$5,268.00	\$287.94	\$10.00	\$5,565.94
5 units	\$6,585.00	\$350.94	\$10.00	\$6,945.94
6 units	\$7,902.00	\$413.94	\$10.00	\$8,325.94
7 units	\$9,219.00	\$516.94	\$10.00	\$9,745.94
8 units	\$10,536.00	\$516.94	\$10.00	\$11,062.94
9 units	\$11,853.00	\$516.94	\$10.00	\$12,379.94
10 units	\$13,170.00	\$516.94	\$10.00	\$13,696.94
11 units	\$14,487.00	\$516.94	\$10.00	\$15,013.94
12+units	\$15,809.00	\$516.94	\$10.00	\$16,335.94

NOTE: All students classified as FRESHMAN will be assessed a mandatory \$10 Freshman fee.

All amounts shown in the Tuition Rates or in other University publications or web pages represent tuition and fees as currently approved. However, The University of Arizona reserves the right to increase or modify tuition and fees without prior notice, upon approval by the Arizona Board of Regents or as otherwise consistent with Board policy and to make such modifications applicable to students enrolled at UA at that time as well as to incoming students. In addition, all tuition amounts and fees are subject to change at any time for correction of errors. Finally, please note that fee amounts billed for any period may be adjusted at a future date.



THE UNIVERSITY OF ARIZONA
FINANCIAL SERVICES OFFICE

Bursar

Bursar's Office Staff List
 University Services Building, Room 104
 Main Phone Number: 621-3232 FAX Number: 621-4233
 Mail Teller Desk: 621-1998 Cashiering Services: 621-1783

Administration

 Barton, Mark Bursar 621-1121 mbarton@email.arizona.edu	 Sitzmann, Traci Associate Bursar 621-4711 tsitzman@email.arizona.edu	 Budinoff, Iris Manager 621-9342 irisb@email.arizona.edu
 Lennon, Robbyn Program Coordinator, Sr. 621-5781 rlennon@email.arizona.edu	 Palacio, Andrea Office Specialist 621-3227 apalacio@email.arizona.edu	





Representatives & Banking Services

 Miranda, Maria Program Coordinator, Senior 621-0887 maria80@email.arizona.edu	 Guinan, Maggie Student Employee 621-1783 maighdlinguinan@catworks.arizona.edu	 Romero, Bernadette Financial Services Specialist 621-1783 bernadetteromero@email.arizona.edu
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 Gerrish, Eileen Financial Services Specialist 621-1783 gerrish@email.arizona.edu	 Pototsky, Angela Financial Services Specialist 621-1783 apototsk@email.arizona.edu	

Accounts Receivable

 Pineiro, Veronica Program Coordinator 621-3510 vpineiro@email.arizona.edu	 Fitchett, Jack Student Employee 621-3048 jlf3@catworks.arizona.edu	 Oswalt, Deanne Financial Services Specialist 626-0922 doswalt@email.arizona.edu
 Rodriguez, Suzanne Financial Services Specialist 621-3572 rodrigus@email.arizona.edu	 Sullivan, Chris Financial Services Specialist 621-1660 sullivch@email.arizona.edu	

Electronic Services

 Paffenroth, Janet Program Coordinator, Sr. 621-2600 jpaffenr@email.arizona.edu	 Monge, Kirsten Functional Systems Coordinator 621-1546 kmonge@email.arizona.edu	 McDonald, Judy Program Coordinator 621-1693 jmcdonal@email.arizona.edu
 Salazar, Kirstin Functional Systems Coordinator 621-3048 ksalazar17@email.arizona.edu		

NEW STUDENT SERVICES AUGUST PROGRAMMING

NEW STUDENT ORIENTATION

- New Student Orientation is a mandatory, all-day program for all incoming freshmen taking place on:
 - **Friday, August 14** (287 registered students and 153 guests as of 8/7/2015)
 - **Tuesday, August 18** (124 registered students and 60 guests as of 8/7/2015)
- Check-in takes place in the Cellar (lower level, Student Union Memorial Center) from 7:15-8:50 a.m.
- Walk-in students and guests will be accepted through on-site registration.

TRANSFER STUDENT WELCOME

- Transfer Student Welcome is an optional, half-day program for incoming transfer students taking place on:
 - **Saturday, August 15** (393 registered students as of 8/7/2015)
 - **Monday, August 17** (411 registered students as of 8/7/2015)
- Check-in takes place in the Diamond Atrium (third floor, Student Union Memorial Center) from 7:30-8:25 a.m.
- Walk-in students will be accepted through on-site registration.
- Transfer Student Welcome is *not* an advising and registration event. Students should consult the TSAP (Transfer Student Academic Preview) on their Next Steps Center for information about their college's advising and orientation process.

UA CLICKS

- UA Clicks is a mandatory, one-hour program for all incoming freshmen taking place on:
 - **Friday, August 21**
- Session time and location is dependent on a student's college as indicated by the table below:

COLLEGE	LOCATION	CHECK-IN WINDOW	SESSION START TIME
Agriculture & Life Sciences	Social Sciences 100	10:10-10:30 AM	10:30 AM
Architecture, Planning & Landscape Architecture	Education 211	8:30-8:40 AM	8:40 AM
Education	Modern Languages 350	8:00-8:15 AM	8:15 AM
Eller College of Management	Centennial Hall	9:20-9:40 AM	9:40 AM
Engineering	North Ballroom, SUMC	8:30-8:50 AM	8:50 AM
Fine Arts	North Ballroom, SUMC	10:05-10:25 AM	10:25 AM
Honors College - No Major Selected	Modern Languages 350	1:00-1:15 PM	1:15 PM
Humanities	Modern Languages 350	11:00-11:15 AM	11:15 AM
Letters, Arts & Science	Centennial Hall	8:00-8:20 AM	8:20 AM
Nursing	Education 211	9:55-10:05 AM	10:05 AM
Physiology (College of Medicine)	Social Sciences 100	8:30-8:50 AM	8:50 AM
Public Health	Modern Languages 350	9:30-9:45 AM	9:45 AM
Science	Centennial Hall	10:40-11:00 AM	11:00 AM
Social & Behavioral Sciences	North Ballroom	11:40 AM - 12:00 PM	12:00 PM

- Each presentation will be recorded and posted online following the session. Students who do not attend their assigned session will be contacted by their college and required to take part in the digital makeup presentation and a brief quiz.

