Class Roll Adjustments (CRA)

Class Roll Adjustments are now submitted electronically via SharePoint. SharePoint can be accessed from any computer. If accessing SharePoint from a computer not on the UTA network, a VPN connection will be required. The best browser to use SharePoint is Internet Explorer.

SharePoint Location for CRAs:

https://collab.sp.uta.edu/acadForms

For information regarding the policy on CRAs or how to determine when one is appropriate, please click here.

*As of August 21, 2014, the Office of Admissions, Records and Registration will no longer accept paper CRA request forms. All departments will need to submit CRA requests electronically via SharePoint.

How to Submit a CRA

Faculty, Deans, Chairs, and designated staff members may be able to submit a CRA. If a CRA is submitted by anyone other than the instructor, the CRA will be routed to the instructor for approval prior to being routed forward to the Chair and Dean. For instructions regarding Instructor Approvals, see page 4.

1) Click the above link to access the SharePoint site
2) On the home page, you will see the following:
3) Click on **Class Roll Adjustment Request** link on the menu that is located to the left.
   a. Note: Any CRAs or Grade Changes submitted by you will appear as a list on the main section of the homepage.
4) You will now fill out the form with the student and course information. Please note that you may add up to six rows on each CRA form. If you require additional, you will need to submit additional CRA forms.
Grade Change information is now included on the CRA form. You will not need to submit a separate Grade Change. If you need help determining if the CRA requires a Grade Change, click the link for further details. Note: This will open in a new tab. To go back to the CRA form, just close the tab.

A justification for the add/drop is required. This is needed to determine whether fees need to be waived/refunded. Please include any documentation (i.e. email trail) to further support the justification.

If there’s a specific effective date requested (especially AP), please specify in the Comments field.

If you answer No, you will need to enter the instructor’s name. The best way to do this is to look up the name in the global address book (like Outlook). Just click the address book icon to the right of the Instructor Responsible field.
5) Once you submit the CRA, it will be routed to the next approver and they will be notified via email. You may also check the status of the CRA at any time on the home page.

6) Once the CRA has been processed, the instructor and student will be notified via email.

How to Approve/Deny a CRA (for Instructors)

Once a CRA has been submitted by a Chair, Dean, or Staff member, you will need to approve/deny the CRA. You should receive an email notification that looks similar to this:

![Email notification example]

Note: Only the instructor will be able to give instructor approval/denial. If the instructor is no longer here, please notify Records at recordsandregistrationprocessing@uta.edu.

You will receive the email notification from AcadForms with the subject line of Class Roll Adjustment Request for Approval [Student’s name, ID #].

1) Click on the Class Roll Adjustment link. This will take you directly to the form.
   a. If you did not receive a notification email or cannot find it, there is an alternate way shown on page 5.

2) Once you are in the form, you may review all the information. You should also be able to view any uploaded attachments, if any.

3) To approve/deny the request, you will scroll all the way to the bottom until you see a highlighted drop down. This is where you will make your selection. If denying the CRA, please include a comment as to why it is being denied. Click Submit.
   a. If you have any additional documentation, you may upload it prior to submitting.

How to Approve/Deny a CRA (For Chairs/Deans)

Once a CRA has been submitted, you will need to approve/deny the CRA. You should receive an email notification that looks similar to this:
Note: Only authorized chairs/deans will be able to have access to approve/deny a CRA. All others will have read-only access.

You will receive the email notification from AcadForms with the subject line of Class Roll Adjustment Request for Approval [Student’s name, ID #].

4) Click on the Class Roll Adjustment link. This will take you directly to the form.
   a. If you did not receive a notification email or cannot find it, there is an alternate way shown on page 5.

5) Once you are in the form, you may review all the information. You should also be able to view any uploaded attachments, if any.

6) To approve/deny the request, you will scroll all the way to the bottom until you see a highlighted drop down. This is where you will make your selection. If denying the CRA, please include a comment as to why it is being denied. Click Submit. (see below)
   a. If you have any additional documentation, you may upload it prior to submitting.
# Class Roll Adjustment

**Approval Pending-Chair**

This form is to be used to add/drop/swap courses after the Census Date has passed.

## Student Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name:</td>
<td>Monday 2:30p</td>
</tr>
<tr>
<td>Student ID:</td>
<td>1234123412</td>
</tr>
<tr>
<td>Student Email:</td>
<td><a href="mailto:sipierce@uta.edu">sipierce@uta.edu</a></td>
</tr>
<tr>
<td>Student Type:</td>
<td>Regular</td>
</tr>
<tr>
<td>Student Career:</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Priority:</td>
<td>Regular</td>
</tr>
</tbody>
</table>

## Course Information

<table>
<thead>
<tr>
<th>Semester</th>
<th>Year</th>
<th>Action</th>
<th>Course Prefix</th>
<th>Course Number</th>
<th>Course Section</th>
<th>Grade Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2014</td>
<td>Add</td>
<td>1234</td>
<td>1234</td>
<td>123</td>
<td>Not Required</td>
</tr>
</tbody>
</table>

*If the grade rosters have generated or grades have already been posted for the course, a Grade Change is necessary. [For further details, please click here.]*

**Justification:** asdf

**Supporting Documentation:** [Click here to attach a file](#)

Prepared by sipierce at 2014-06-02T14:29:13

## Approvals

<table>
<thead>
<tr>
<th>Department:</th>
<th>Accounting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor:</td>
<td>Pierce, Susan L</td>
</tr>
<tr>
<td>Mov ID:</td>
<td>1000830539</td>
</tr>
</tbody>
</table>

**Comments:**

[Click here to attach a file](#)

Approved by sipierce at 2014-06-02T14:29:13

**Assoc Dean or Chair:** Subramaniam, Chandra

**Do you approve this request?**

- Yes, I approve

**Comments:**

[Click here to attach a file](#)

[Submit](#)
Once the Chair and Dean have approved the CRA, it will be routed to ARR for processing.

**Viewing the College Dashboard**

The main section of the homepage is a queue of all the CRAs and Grade Changes that have been submitted by you. You will be able to see the status of each form.

In addition, each department has their own dashboard. This is a queue that is viewable by all staff and faculty and will list all CRAs and Grade Changes by department. Additionally, this is an alternate way to access a CRA to approve/deny without having to click from the email notification. Please note: only authorized approvers will actually be able to approve/deny a CRA. To access a student’s form, simply click on the link under the **Name** column.
Note: If you are looking for older CRA/Grade Change that was submitted and processed, but is not appearing on the list, this means that it has been archived to ImageNow and removed from SharePoint. CRAs/Grade Changes will remain on SharePoint for one year.

**Additional Information**

Once the CRA has moved forward, an email notification is sent notifying the approver. If no action has been taken after seven days, an email reminder will be sent to the person to inform him or her that a CRA is still pending approval. ARR will also receive a notification and will monitor this closely. If necessary, the CRA can be re-routed to a different approver. Additionally, the CRA may be revoked at any time by the approvers, if CRA was done in error.

The department can authorize and designate certain staff members to initiate a CRA. If this is not already set up, the Dean may submit a request to recordsandregistrationprocessing@uta.edu to add this person. Additionally, if there is any staff/faculty that needs to be added or removed from the CRA approval workflow, please let the records processing area know via email.

If a staff/faculty member attempts to access the SharePoint site and does not have access, he/she will be able to submit an individual request. The user will receive this notification:
The user may click on the **Request Access** link and it will take them to the following screen. The user will need supply the requested information and **Send Request**. This will be sent to ARR via email and we will be able to grant access from that point.

Once the CRA has been processed by the Records Office, this change will reflect in MyMav. Additionally, a copy of the CRA will be included in the student’s file in ImageNow.

For more information on when a CRA is necessary or not, please visit the [ARR website](#).