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:
Click Here: AcadForms

**You must be given access for this link to work**

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 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

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.

**Student information:**

![Image of the University of Texas at Arlington Class Roll Adjustment form]

- **Student Name:**
- **Student ID:**
- **Student Email:**
- **Student Type:** Regular or Academic Partnership (AO). Please choose correct ones for reporting purposes.
- **Career:** Graduate or Undergraduate
- **Priority:**
  - Regular: Will be processed within the normal time frame
  - Urgent: Only use this if the CRA must be done right away and cannot wait for normal processing time. Please do not select if this is not the case.
  - Graduating: Only use if it’s the end of the term and the student needs it for graduation purposes.

- **Status of the CRA:**
  - Not Submitted
  - Close

Please fill out all the fields. The Student Name and MyMav ID number must match.
Course information for Adding a course:

A justification for the add is required. This is needed to determine whether fees need to be waived. Please include any documentation (i.e. email trail) to further support the justification at the time of submission. By adding an attachment.

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.

If a grade roster has been open or if grades have been posted for a current or past term, grade changes are required.

Recommendation: This has been changed. You must choose to Do not Waive Post Census Fee OR to Waive the Post Census Fee. This fee is charged to the student because they are adding after the Census Date and they do not get counted for formula funding. This is only approved to be waive if it is a university error. Documentation must be provided at the time of submission and this is a non-refundable fee.

If there's a specific effective date requested (especially AO), please specify in the Comments field.
Course information for Dropping a course-Undergraduate Students:

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.

If a grade roster has been open or if grades have been posted for a current or past term, grade changes are required.

**Recommendation:** This has been changed. You must choose to one of the following: Drop Request (Refund % subject to Student Accounts Refund Schedule) OR Late Withdraw Petition. You can request a specific refund % using the comments, however that % may not be honored due to the refund policy. If a drop needs to be backdated, please add that date in the comment section.

A justification for the drop is required. This is needed to determine whether a refund is needed. Please include any documentation (i.e. email trail) to further support the justification at the time of submission. By adding an attachment.

**Additional fields:** If you answer YES to the student being subject to the 6 drop limit, you MUST answer if the student is dropping all courses, if NO, You must answer if the student has reached their limit, if YES, the student will need to file a Petition for Exemption to Six Drop Limit Policy: https://www.uta.edu/records/courses/policies/drop-limit.php
Course information for Dropping a course-Graduate Students:

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.

If a grade roster has been open or if grades have been posted for a current or past term, grade changes are required.

**Recommendation:** This has been changed. You must choose to one of the following: Drop Request (Refund % subject to Student Accounts Refund Schedule OR Late Withdraw Petition. You can request a specific refund % using the comments, however that % may not be honored due to the refund policy. If a drop needs to be backdated, please add that date in the comment section.

**Additional fields:** You must answer is the student is passing at the time of withdraw and if the student is dropping all course for the semester.

A justification for the drop is required. This is needed to determine whether a refund is needed. Please include any documentation (i.e. email trail) to further support the justification at the time of submission. By adding an attachment.
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. Note: If the CRA has been denied, only the requestor will be notified.
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 Grade Change. 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 #].

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. (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

Student Name: Monday 2:30p
Student ID: 1234123412
Student Email: @uta.edu
Student Type: Regular
Student Career: Undergraduate
Priority: Regular

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>

Insert a Row (maximum = 6)

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

Department: Accounting
Instructor: 
Mov ID: 
Comments: 

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

Assoc Dean or Chair: 
Do you approve this request? * Yes, I approve
Comments: 

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 access to CRA and/or Grade Change forms is needed, the department dean or chair may submit an email to recordsandregistrationprocessing@uta.edu requesting new access. Please include the name, title, MyMav Id number, NetID, department name and email of person needing access. Additionally, if there is any staff/faculty that needs to be removed from the CRA or Grade Change approval workflow, please let the records processing area know.

Find your department’s dashboard and click.

Here is the list of all CRAs/Grade Changes for the department. To access the form, just click on the blue link.

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know via email above. **Access will be limited to faculty and staff only.

Once the CRA has been processed by the Records Office, this change will reflect in MyMav.

For more information on when a CRA is necessary or not, please see the CRA Guidelines.