100 Tips and Tricks for an Effective Productive Office

AACRAO 2015 – BALTIMORE, MD
SUE EVELAND, UNIVERSITY REGISTRAR
UNIVERSITY OF OREGON
100 Tips/Tricks in 10 Topical Areas

1. Dashboards
2. Mobile Apps
3. Training Tricks and Tips
4. Video Tutorials
5. Web Tools
6. Communication Strategies
7. Top Productivity Processes
8. Wish List/In Progress Ideas
9. Self-Service Tips
10. Odds and Ends

Eyeball graphic on a page means you can see this on the web/mobile app
1. Dashboards
The Why and How of Office-level Dashboards

- Easy access to data over time when asked
- Keep track as you go along
- Assign all managers to collect/submit data
- Assign one person to manage the data
- Keep in shared location
- Keep data as well as graphs
# Dashboard: #1

## Phone Calls

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<th>Number of Calls</th>
<th>Abandoned Calls</th>
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<th>Avg Call Time</th>
<th>% Abandoned Calls</th>
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Dashboard: #1
Phone Calls

Number of Calls per Month

![Bar Chart showing the number of phone calls per month from January 2012 to August 2015. The chart indicates fluctuations in call volume across different months.]
## Dashboard: #2
## Incoming Email

### All Emails in Registrar's Office

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<th>2014</th>
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<td>673</td>
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<td>514</td>
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<td>635</td>
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### Transcript Orders

#### Transcripts, 10 Years

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*In progress*

Table does not include batch transcripts.
Dashboard: #3
Transcript Orders

Also keep track of Rush. Overnight, PDF, Income, etc.
# Imaging Workflows – Counts by Month

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<th>March</th>
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<th>June</th>
<th>July</th>
<th>August</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
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Dashboard: #4

Imaging Workflows – Percent by Month

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<th>Day 3</th>
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## Dashboard: #4

### Imaging Workflows – Percent by Month

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<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
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Veterans with Benefits

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## Orientation

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<th>Space Available</th>
<th>Percent Full</th>
<th>Honors College</th>
<th>Space Available</th>
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## Dashboard: #7
### Waitlisting

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<th>% of Waitlists Populated</th>
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## Dashboard: #9

### Traffic During Break

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2. Mobile Apps
Mobile Apps: Main page
Mobile Apps: #1
New Student Week

Move-In Map
Move-In To Do List
Week of Welcome Events
New Student To Do List

TO DO:
- Register Your Bicycle
- Get Your Photo ID
- Submit Your Health History…
- Purchase a Parking Permit
- Buy Your Books
- Register for Classes

COMPLETED
- Claim your ‘DuckID’
Mobile Apps: #2
Online Directory

Faculty, Staff, and Student Directory:
You can search by a person's first name, last name, or email address.

Search For:
You are invited to come and explore the trees of the University of Oregon campus. The campus today covers 295 acres and contains well over 3,000 trees of more than 500 species. This self-guided tour will introduce you to some of the most significant trees on campus; it is about one mile long and will take approximately one hour to complete.

### TOUR STOPS

1. Dawn Redwood, Water Fir
2. Old Campus Quad, South
3. Sitka Spruce
4. Big Leaf Maple
5. Ginkgo, or Maidenhair Tree
6. Coast Redwood
Mobile Apps: #3

Tours

This self-guided tour will introduce you to a few of the University of Oregon's numerous environmentally sustainable practices. The tour should take about 2 hours to complete, and covers about 2.5 miles, varying depending on your route.

TOUR STOPS

1. Sustainable Residence Halls

2. Energy Generating Ellipticals

3. Solar Energy

4. UO Sustainability Center

5. Campus Recycling Program

6. Awnings, Learn from the Past
Mobile Apps: #4
Social Media

- Twitter
- Facebook
- Foursquare
Mobile Apps: #5
Video/Photo Collections

We Love Our Ducks!

UO Student Affairs

Introduction to Chemical Principles
A series of screencasts introducing basic...

Cinema Studies

Shaping the Way Teach English...

Network Startup Resource Center

College of Education

Office of Institutional Equity

Department of Philosophy

African Studies
Mobile Apps: #6
Safety on Campus

For Immediate Assistance:

- EMERGENCY 911
- UO Police Department
- UO Emergency Management
- Safety Shuttles
Mobile Apps: #8
Library

- Hours and Locations
- UO Catalog Search
- Contact a Librarian
- Computer Availability
- Knight Library Interior Map

Einstein
MacLeish, Archibald, 1892-1982.; Bécat,…

Einstein: his life and universe
Isaacson, Walter.

Einstein: a centenary volume
Einstein, Albert, 1879-1955.; French, A. P.…

Albert Einstein, the human side: new glimpses from his archives
Einstein, Albert, 1879-1955.; Dukas, Helen…
### Mobile Apps: #8

#### Library

<table>
<thead>
<tr>
<th>Location</th>
<th>PC's</th>
<th>Available</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knight Library</td>
<td>45 available</td>
<td>out of 131</td>
<td></td>
</tr>
<tr>
<td>Macs: 16 available</td>
<td>out of 38</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science Library</td>
<td>29 available</td>
<td>out of 36</td>
<td></td>
</tr>
<tr>
<td>Macs: 4 available</td>
<td>out of 8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AAA Library</td>
<td>14 available</td>
<td>out of 20</td>
<td></td>
</tr>
<tr>
<td>Macs: 5 available</td>
<td>out of 8</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Mobile Apps: #9
Maps

Campus Base
Accessibility
Bicycling
Safety at Night
Parking and Transit
Tree Map
Aerial Photo
Aerial Photo, 1947
Campus Map, 1913
Mobile Apps: #9
Maps
Mobile Apps: #9
Maps
Mobile Apps: #10
Ideas that UO doesn’t have yet)

• Where's the bus right now???
• Are there open washer/dryers in my res hall laundry room?
• Where is there an open parking spot?
• Is there a line at the bookstore?
• What’s my meal plan balance?

• More ideas here:
3. Training Tips and Tricks
3. Training Tips and Tricks

- Build a line-up of training topics and offer them once per term or semester at the obvious times.
- Require each manager to train on topics in his/her area of the operation.
- Use your institution’s training management tools if they exist.
- Use your Institution’s LMS for online training if allowed.
- Use your listserves to remind colleagues of upcoming training sessions.
- Share handouts so colleagues can take the learning back and spread it around.
- Be available.
Training: #1
FERPA 101

• Audience: Anyone and everyone!
• 3 times a year (Fall, Winter, Spring terms)
• Plus offered to special groups/Offices
  • IR
  • Financial Aid
  • American English Institute
  • Academic Departments
• Focus on UO’s Student Records Policy (as our version of FERPA) and how that is different elsewhere
• Build out good web resources as backup
Training: #2
Online Grading 101

• Audience is staff in academic departments who assist in grade collection at the end of each term
• 3 times a year (Fall, Winter, Spring terms)
• Timing: a few days before grades open
• Focus is on
  • using the SIS (Banner) to monitor grades
  • Using the SIS to run reports during and after grades close
Training: #3
Degree Audit/ Graduation Clearance 101

• Audience is staff in academic departments who assist in clearing major and minor requirements at the end of each term
• 3 times a year (Fall, Winter, Spring terms)
• Timing: Finals week (right before departments start to clear degrees)
• Focus is on
  • reading the degree audit as a tool for clearing requirements
  • using the SIS (Banner) to enter decisions
Training: #4
Scheduling 101 (part 1)

- Audience is staff in academic departments who assist in building the class schedule each term
- 3 times a year (Fall, Winter, Spring terms)
- Timing: prior to data entry time for each term’s schedule
- Focus is on
  - Understanding the curriculum approval process
  - Understanding the production schedule
  - Basics of the SIS forms and reports that are used
Training: #5  
Scheduling 101 (part 2)

• Audience are individual staff in academic departments who assist in building the class schedule
• As requested (this is a one-on-one training in the departments)
• Timing: After Sched 101, and as departments are entering their class schedule
• Focus is on
  • Entering scheduling data into the SIS
  • Running and using the reports to ensure accuracy and compliance
Training: #6
Course Evaluations 101

• Audience are individual staff in academic departments who assist Promotion and Tenure
• 3 times a year (Fall, Winter, Spring terms)
• Timing: Near the end of the term (Course evals become available Friday after grades are due)
• Focus is on
  • Using the Course Evaluation system to download and save/print reports
Training: #7
Wait-listing 101

• Audience are individual staff in academic departments monitor/manage registration
• 3 times a year (Fall, Winter, Spring terms)
• Timing: Right before registration begins
• Focus is on
  • Understanding the WL system (so the staff don’t make mistakes)
  • Learning where to get data about demand
Training: #8
Data Warehouse

• Audience are any staff who want to use the Student Data Warehouse (and have permission)
• On demand (it’s in BlackBoard)
• Focus is on
  • Understanding the basics, navigation, FERPA
  • Practicing practical queries
  • Permanent access (so users can go back in and retrain on demand)
• Uses Captivate/Flash to create interactive training tool (user has to “do things” during the training)
Training: #8

Data Warehouse

• Return after Initial Training and “skip around” to relearn a technique
• Review fourteen canned queries
Welcome to the Student Data Warehouse Online Training

Posted on:

To view the training modules for new or current SDW users, browse to the "Course Documents" section and click on the appropriate link. Several Discussion Boards have also been created to handle issues, concerns and general questions about SDW and this online training.

This is the testing phase of the SDW Online Training program, please have patience as we work to improve the training environment through technology.
Student Data Warehouse Online Training

Welcome to the Student Data Warehouse Online Training. These training modules require the Macromedia Flash Player to be installed on your computer. You cannot continue with the Online Training, unless Flash is already installed. If it isn't, please click this link to download Flash.

Please click on the appropriate link below

If you cannot see the image below, Flash is NOT installed.

Flash is installed!
To continue, click the appropriate button

New User  Refresh
Welcome to the Student Data Warehouse Training Session Queries

1. This training consists of 6 Slideshows and 14 Basic Query by Design Examples.

2. The Slideshows will begin with an introduction to SDW and will teach you all about the BI-Query program and how to query.

3. The Basic Query Design Examples will be an interactive simulation of real queries using the BI-Query program.
**SDW Refresh for Previously Trained Staff**

Introduction

Installation to Data Dictionary
SQL, Design and Results
Using pre-built queries in SDW
Saving Results
Saving and Loading Queries

Basic Query Design by Example

Query 1: List the Students who are 25 years old.

Query 14: Do a report listing counts of registration activities for Geology courses offered the current quarter.

Take the New User Training Module

The Entire SDW Training from Intro to Simple Query Design by Example

Property of the University of Oregon, Office of the Registrar

For official use only
Training: #9
Banner Overview

- Audience are any staff who want to use Banner (and has permission)
- On demand (it’s in BlackBoard)
- Organized in 8 sections with quizzes (each shows a guesstimate of time required from 2 minutes to 15 minutes)
- Focus is on
  - Understanding logging in and navigation
  - Running reports, using menus and forms
- Can return and retrain at any time.
Assignments

Section 1 (8 minutes)
Attached Files: Overview (Package File)
Reviewed

Overview Quiz
Test your comprehension of the Overview section.

Section 2 (3 minutes)
Attached Files: Training (Package File)
Reviewed

Training Quiz
Test your comprehension of the Training section.
Training: #10
Banner Student Training

• Audience are any staff who want to use Banner Student Module (and has permission)
• Offered every other Friday p.m. (same time, same place)
• Focus is on
  • FERPA
  • Using student menus and forms, entering and saving data, running reports
4. Video Tutorials
4. Video Tutorials

• Use Captivate with a decent (noise-reducing) microphone in a quiet office
  • use screen shots
  • import power point slides
  • record video
  • audio can be edited (uh....)
  • tutorials can be captured in pieces
• Select one person to record all your tutorials
  • calm voice
  • speaks distinctly
• Listen to all sections before posting
• Write out/post the script with the tutorial
Tutorials: #1
Reset your PAC

How to Reset Your PAC on DuckWeb

Your Personal Access Code ("PAC") allows you to access DuckWeb functions. If you have forgotten your PAC, read on to find out how you can reset it.

1. From the DuckWeb homepage, enter your nine digit UO ID and click the Forgot PAC? button.
2. Enter your date of birth in MMDDYY format, using the last two digits of your birth year.
3. Answer your security question exactly as you had originally typed it (case-sensitive)
4. Choose a six character PAC that will be easy for you to remember.
5. If you answer the question incorrectly too many times, you must call the Registrar's Office for
Tutorials: #2
Complete Withdrawal

How to Completely Withdraw Using DuckWeb

Carefully Consider Your Decision to Withdraw

Before deciding to withdraw from a term or terms at the University of Oregon, you should contact your advisor to discuss the implications of a complete withdrawal and how it may affect your education at UO.

Withdrawing from a term or terms at the University of Oregon can affect you in many ways, including:

- Your insurance coverage may be affected.
- You will still be responsible for tuition and fees incurred in accordance with your attendance dates.
- "W" grades may or may not appear on your transcript depending upon your withdrawal date.
Tutorials: #3
How to Order Transcripts

How to Order Transcripts on Duckweb

Transcript orders can now be placed online through DuckWeb. (See also: Transcript Requests.)

Basic Steps

1. In DuckWeb, select "Student Menu", "Grades & Transcripts Menu".
2. Select "Request Official Transcript" or "Unofficial Transcripts", depending on the type of transcript you require.
3. Follow the steps outlined below.

Note: A $5 "Excessive Transcript Order Fee" is charged (for every transcript over the limit) if more than five transcript copies are ordered in a single day, or more than thirty in a single 12-month period.

Read on for detailed information about requesting transcripts on DuckWeb.

How to Order Transcripts on Duckweb
Tutorials: #4
Orientation Sign-up

How to Register for Student Orientation Through DuckWeb

IntroDUCKtion is a two day student orientation program for new, Fall term students. Newly admitted students visit the University of Oregon campus, meet with an advisor, learn about academic support services and register for Fall classes.

Students must submit the Intent to Register form and pay the Advanced Tuition Deposit prior to signing up for IntroDUCKtion. (Note: this does not apply to international students.) The Intent to Register form is part of the initial admissions packet that is mailed to all new students. If you can’t find this form, you can pay online by logging into DuckWeb under the admissions menu, or by mailing a check (with your UO ID included) to:

Office of Admissions
1217 University of Oregon
Eugene, OR 97403-1217
Tutorials: #5
How to Wait-List

How to Use Wait-listing on DuckWeb

See also: Frequently Asked Questions about Wait-listing

Wait-listing is available for certain courses that are full that have the red WL code in the course schedule. To use wait-listing, you must meet the prerequisites and restrictions for the course and have a uoregon.edu
Tutorials: #6  How to View your PFD on Macs OS X
Tutorials: #7  How to Add a Proxy on DuckWeb
Tutorials: #8  How to Register for Classes
Tutorials: #9  Jumpstart Tutorial (advising)
Tutorials: #10  How to Change your Grading Option or Variable Credit
Tutorials: #11  How to Read Your Degree Audit

Run out of topics?
Help your colleagues!
They’ll appreciate it!
5. Web Tools
Web Tools: #1
A-Z Index
Web Tools: #1
A-Z Index

A-Z INDEX

Jump to a different letter: A B C D E F G H I J L M N O P R S T U V W Z

- Abbreviations, Course Titles
- Academic & Classroom Scheduling
- Academic & Classroom Scheduling Production Calendars
- Academic Calendar 2014-2019
- Academic Calendars
- Academic Classroom Reservation Request Form
- Academic Disqualification
- Academic Honors (UO Catalog)
- Academic Probation
Web Tools: #1
A-Z Index

- Access Permission Form for Registrar's Documents in Singularity/Document Imaging
- Access Request Form for App Worx
- Access Request Form for Banner Student Module
- Access Request Form for Course Evaluation Reports
- Access Request Form for DuckWeb (Student Advising Menu and/or Class lists only)
- Access Request Form for Student Data Warehouse
- Access Request form for Talisma
- Accounts, Student Billing

Drupal CMS/Drupal Views:
Dynamic display based on self-indexing pages (indexing aliases)
Web Tools: #2
GPA Calculator

1. Get Cumulative GPA
   Using your completed course work information from an official or unofficial transcript, fill in the fields here to calculate your cumulative GPA.
   
   Fill in Quality Points & GPA Hours
   Quality Points / GPA Hours = Cumulative GPA

2. Get Projected Term GPA
   Enter up to ten grades and credits below. Your total term credits, quality points and a projected term GPA will appear in the Results Table below.
   
   Fill in the Quality Points Worksheet
   Letter grade | Number of Credits | Points Per Credit | Quality Points
   --------------|-------------------|------------------|-------------------
   | | | |
   | | | |
   | | | |
   | | | |
   | | | |
   | | | |
   | | | |
   | | | |
   | | | |

3. Review Results
   Your results will appear below after you have completed Steps 1 & 2, to the left.
   
   Term Credits
   Term Quality Points
   Cumulative
   Projected
   Projected Cumulative GPA

Need to start over? Reset
Web Tools: #2
GPA Calculator

1. Get Cumulative GPA

Using your completed course work information from an official or unofficial transcript, fill in the fields here to calculate your cumulative GPA.

Fill in Quality Points & GPA Hours

\[
\text{Quality Points} / \text{GPA Hours} = \text{Cumulative GPA}
\]

2. Get Projected Term GPA

Enter up to ten grades and credits below. Your total term credits, quality points and a projected term GPA will appear in the Results Table below.

Fill in the Quality Points Worksheet

<table>
<thead>
<tr>
<th>Letter grade</th>
<th>Number of Credits</th>
<th>Points Per Credit</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>4.00</td>
<td>16.00</td>
</tr>
<tr>
<td>B-</td>
<td>4</td>
<td>2.700</td>
<td>10.80</td>
</tr>
<tr>
<td>D+</td>
<td>4</td>
<td>1.300</td>
<td>5.20</td>
</tr>
<tr>
<td>F</td>
<td>2</td>
<td>0.000</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Projected Term GPA: 2.28

3. Review Results

Your results will appear below after you have completed Steps 1 & 2, to the left.

<table>
<thead>
<tr>
<th>Term Credits</th>
<th>Term Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.00</td>
<td>32.00</td>
</tr>
</tbody>
</table>

Cumulative

Projected

Term GPA 2.28

Projected Cumulative GPA

Need to start over? Reset
Web Tools: #3
Random Number Generator

Random 3-Digit Code Number Generator

Using the form below, you can generate a list of up to 900 unique (non-repeating) randomly ordered 3 digit numbers.

Instructions:

1. Enter the number of random codes you need (the number of students).
2. Click the "Generate" button.
3. Follow the instructions on the next page to copy/paste the numbers into another application.

How many random codes?  

Generate
Random 3-Digit Code Number Generator

45 Random Numbers:

934
174
276
995
344
500
997
526
952
874
811
627
718
296
337
789
773
241
340
605
857
250
747
186
985
429
639
287
284
903
517
841
905
545
896

The random 3-digit code numbers on the left should already be selected (highlighted), so you can copy/paste them into another application. If they are not already selected, first use your mouse to select them. If you are using Internet Explorer, click the "Copy to Clipboard" button below to copy the numbers.

To copy: Type CTRL-C (Windows) or CMD-C (Mac).

To paste: Type CTRL-V (Windows) or CMD-V (Mac).

Copy to Clipboard
Web Tools: #4
Transfer Look-Up

Transfer Course Equivalencies

This page will help you determine how courses from other schools will transfer to the University of Oregon.

Basic Search:
Choose a state or province first, then an institution. For international institutions, select "XX". Can't find your college in the list? Click here!

Quick Links
- Quick link to Oregon schools
- Quick link to International schools
- Individual Course Lookup
Web Tools: #4
Transfer Look-Up

Choose a
For intern your college

MN Institution
Web Tools: #4
Transfer Look-Up

This page will help you determine how courses from other schools will transfer to the University of Oregon.

Basic Search:
Choose a state or province first, then an institution. For international institutions, select "XX". Can't find your college in the list? Click here!

MN  Saint Olaf College

Quick Buttons:
Return complete list of classes.

Current Catalog  View All Historic Records

Advanced Search:
Enter all or part of a word or number; wildcards are not needed.

Subject:  
Course:  
Title:  
Group Codes:  

Include Historic Records in Search
Submit Query  Reset
Web Tools: #4
Transfer Look-Up

This page will help you determine how courses from other schools will transfer to the University of Oregon.

Basic Search:
Choose a state or province first, then an institution. For international institutions, select "XX". Can't find your college in the list? Click here!

MN  Saint Olaf College

Quick Buttons:
Return complete list of classes.

[Current Catalog] [View All Historic Records]

Advanced Search:
Enter all or part of a word or number: wildcards are not needed.

Subject:

Course:

Title:

Group Codes:

Include Historic Records in Search

[Submit Query] [Reset]
Web Tools: #4
Transfer Look-Up

### Search Results

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMCO</td>
<td>101</td>
<td>Freedoms: 1607-1885</td>
</tr>
<tr>
<td>AMCO</td>
<td>102</td>
<td>Democratic Vistas 1800-1900</td>
</tr>
<tr>
<td>AMST</td>
<td>100</td>
<td>Perspec Amer Culture</td>
</tr>
<tr>
<td>APMU</td>
<td>102</td>
<td>Voice 1-30</td>
</tr>
<tr>
<td>APMU</td>
<td>104</td>
<td>Piano 1 - 30</td>
</tr>
<tr>
<td>APMU</td>
<td>108</td>
<td>Organ 1 - 30</td>
</tr>
<tr>
<td>APMU</td>
<td>134</td>
<td>Piano 1-30</td>
</tr>
<tr>
<td>APMU</td>
<td>152</td>
<td>Voice 1-30</td>
</tr>
<tr>
<td>APMU</td>
<td>16</td>
<td>Flute 2-30</td>
</tr>
<tr>
<td>APMU</td>
<td>2</td>
<td>Voice 1-30</td>
</tr>
<tr>
<td>APMU</td>
<td>4</td>
<td>Piano 1-30</td>
</tr>
<tr>
<td>ART</td>
<td>1</td>
<td>Women in Visual Arts</td>
</tr>
<tr>
<td>ART</td>
<td>103</td>
<td>Foundation 3-D Media</td>
</tr>
<tr>
<td>ART</td>
<td>111</td>
<td>Found Perceptual Drawing</td>
</tr>
<tr>
<td>ART</td>
<td>112</td>
<td>Found Conceptual Drawing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Title</th>
<th>Group Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST</td>
<td>110T</td>
<td>Social Science Group</td>
<td>SS</td>
</tr>
<tr>
<td>HIST</td>
<td>110T</td>
<td>Social Science Group</td>
<td>SS</td>
</tr>
<tr>
<td>HIST</td>
<td>151T</td>
<td>Social Science Group, AC</td>
<td>SS,AC</td>
</tr>
<tr>
<td>MUS</td>
<td>1AAT</td>
<td>MUS 100-level Course</td>
<td>SS</td>
</tr>
<tr>
<td>MUS</td>
<td>1AAT</td>
<td>MUS 100-level Course</td>
<td>SS</td>
</tr>
<tr>
<td>MUS</td>
<td>1AAT</td>
<td>MUS 100-level Course</td>
<td>SS</td>
</tr>
<tr>
<td>MUS</td>
<td>1AAT</td>
<td>MUS 100-level Course</td>
<td>SS</td>
</tr>
<tr>
<td>MUS</td>
<td>1AAT</td>
<td>MUS 100-level Course</td>
<td>SS</td>
</tr>
<tr>
<td>MUP</td>
<td>1AAT</td>
<td>MUP 100-level Course</td>
<td>SS</td>
</tr>
<tr>
<td>MUP</td>
<td>1AAT</td>
<td>MUP 100-level Course</td>
<td>SS</td>
</tr>
<tr>
<td>ARH</td>
<td>132T</td>
<td>Arts &amp; Letters Group, IP</td>
<td>IP, AL</td>
</tr>
<tr>
<td>ART</td>
<td>1AAT</td>
<td>ART 100-level course</td>
<td>SS</td>
</tr>
<tr>
<td>ART</td>
<td>233</td>
<td>Drawing</td>
<td>SS</td>
</tr>
<tr>
<td>ART</td>
<td>233</td>
<td>Drawing</td>
<td>SS</td>
</tr>
</tbody>
</table>
Registration Priority Schedule (Spring 2014)

Registration times are based on the last three digits of your UO ID number and the number of credits you have completed (not counting your current registration if you are a continuing UO student). See Registering For Classes for more information.

Select the last three digits of your UO ID and your student classification (Freshman, Sophomore, etc.) to view the beginning date and time when you may register for Spring 2014.

Start times are assigned on the half-hour, beginning at 8 a.m. and ending at 5:30 p.m. Beginning the Thursday prior to the start of registration, you can check your specific date and time in DuckWeb.

Download the complete Registration Priority Schedule for Spring 2014 (161 KB)
Registration Priority Schedule (Spring 2014)

Registration times are based on the last three digits of your UO ID number and the number of credits you have completed (not counting your current registration if you are a continuing UO student). See Registering For Classes for more information.

Select the last three digits of your UO ID and your student classification (Freshman, Sophomore, etc.) to view the beginning date and time when you may register for Spring 2014.

Student Classification:  
Junior (105-119 credits)  
Last 3 Digits of UO ID:  
300-324

Student classification: Junior (105-119 credits)  
Last 3 digits of UO ID: 300-374  
Register on or after: February 27, 2014 - 8:00am

Start times are assigned on the half-hour, beginning at 8 a.m. and ending at 5:30 p.m. Beginning the Thursday prior to the start of registration, you can check your specific date and time in DuckWeb.

Download the complete Registration Priority Schedule for Spring 2014 (161 KB)
### Full Schedule for Junior (90-134 credits)

**Instructions:**

1. Find the row with the last three digits of your UO ID Number.
2. Locate the column that identifies your earned credits by the end of Fall 2013.
3. You may register at (or any time after) this time.

**Note:** Registration times are based on your completed credits; do not count courses in progress as earned credits.

<table>
<thead>
<tr>
<th>Last 3 Digits of UO ID</th>
<th>Junior (120-134 credits)</th>
<th>Junior (105-119 credits)</th>
<th>Junior (90-104 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>000-024</td>
<td>February 26, 2014 10:00am</td>
<td>February 26, 2014 5:30pm</td>
<td>February 27, 2014 12:30pm</td>
</tr>
<tr>
<td>025-049</td>
<td>February 26, 2014 10:00am</td>
<td>February 26, 2014 5:30pm</td>
<td>February 27, 2014 12:30pm</td>
</tr>
<tr>
<td>050-074</td>
<td>February 26, 2014 10:00am</td>
<td>February 26, 2014 6:00pm</td>
<td>February 27, 2014 1:00pm</td>
</tr>
<tr>
<td>075-099</td>
<td>February 26, 2014 10:30am</td>
<td>February 26, 2014 6:00pm</td>
<td>February 27, 2014 1:00pm</td>
</tr>
<tr>
<td>100-124</td>
<td>February 26, 2014 10:30am</td>
<td>February 26, 2014 6:30pm</td>
<td>February 27, 2014 1:30pm</td>
</tr>
<tr>
<td>125-149</td>
<td>February 26, 2014 11:00am</td>
<td>February 26, 2014 8:00am</td>
<td>February 27, 2014 2:00pm</td>
</tr>
<tr>
<td>150-174</td>
<td>February 26, 2014 11:00am</td>
<td>February 26, 2014 8:30pm</td>
<td>February 27, 2014 2:30pm</td>
</tr>
<tr>
<td>175-199</td>
<td>February 26, 2014 11:00am</td>
<td>February 27, 2014 7:00am</td>
<td>February 27, 2014 1:30pm</td>
</tr>
<tr>
<td>200-224</td>
<td>February 26, 2014 11:00am</td>
<td>February 27, 2014 7:00am</td>
<td>February 27, 2014 2:00pm</td>
</tr>
<tr>
<td>225-249</td>
<td>February 26, 2014 11:30am</td>
<td>February 27, 2014 7:30am</td>
<td>February 27, 2014 2:30pm</td>
</tr>
<tr>
<td>250-274</td>
<td>February 26, 2014 11:30am</td>
<td>February 27, 2014 7:30am</td>
<td>February 27, 2014 2:30pm</td>
</tr>
<tr>
<td>275-299</td>
<td>February 26, 2014 11:30am</td>
<td>February 27, 2014 7:30am</td>
<td>February 27, 2014 2:30pm</td>
</tr>
<tr>
<td>300-324</td>
<td>February 26, 2014 12:00pm</td>
<td>February 27, 2014 8:00am</td>
<td>February 27, 2014 2:30pm</td>
</tr>
<tr>
<td>325-349</td>
<td>February 26, 2014 12:00pm</td>
<td>February 27, 2014 8:00am</td>
<td>February 27, 2014 2:30pm</td>
</tr>
<tr>
<td>350-374</td>
<td>February 26, 2014 12:00pm</td>
<td>February 27, 2014 8:00am</td>
<td>February 27, 2014 2:30pm</td>
</tr>
<tr>
<td>375-399</td>
<td>February 26, 2014 12:30pm</td>
<td>February 27, 2014 8:30am</td>
<td>February 27, 2014 3:00pm</td>
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<tr>
<td>400-424</td>
<td>February 26, 2014 12:30pm</td>
<td>February 27, 2014 8:30am</td>
<td>February 27, 2014 3:00pm</td>
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<td>425-449</td>
<td>February 26, 2014 12:30pm</td>
<td>February 27, 2014 9:00am</td>
<td>February 27, 2014 3:30pm</td>
</tr>
<tr>
<td>450-474</td>
<td>February 26, 2014 1:00pm</td>
<td>February 27, 2014 9:00am</td>
<td>February 27, 2014 3:30pm</td>
</tr>
<tr>
<td>475-499</td>
<td>February 26, 2014 1:00pm</td>
<td>February 27, 2014 9:00am</td>
<td>February 27, 2014 3:30pm</td>
</tr>
</tbody>
</table>
Web Tools: #6

Student Budget Planner

Step 1
To get started, please answer the questions below.

1. Are you new to the UO? First term: Not new to the UO
   (Students are billed a matriculation fee for their first term)

2. Are you an Oregon resident (for tuition purposes)?
   Resident (domestic)
   (See Residence)

3. Are you a member of the Clark Honors College? Yes

4. How many credits are you taking?
   (Students are billed according to the number of credits registered.
   Full time enrollment is 12 credits per term, but an average of 15 credits per term is needed to graduate in 4 years.)

<table>
<thead>
<tr>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>15</td>
<td>15</td>
</tr>
</tbody>
</table>

5. Choose a housing option (on campus or off-campus):
   (See Student Financial Aid & Scholarships for more information about these options.)

   Fall: UO Housing
   Room: Double
   Meal Plan: Standard Meal Plan
   Rate: $3,663

   Winter: UO Housing
   Room: Double
   Meal Plan: Standard Meal Plan
   Rate: $3,556

   Spring: UO Housing
   Room: Double
   Meal Plan: Standard Meal Plan
   Rate: $3,556

Students living in University Housing will be assessed room and board charges according to your contract. To read more about room and meal plans, go to the University Housing Rates page.

6. Expenses

<table>
<thead>
<tr>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Costs: $0</td>
<td>Other Costs: $0</td>
<td>Other Costs: $0</td>
</tr>
</tbody>
</table>
Web Tools: #6

Student Budget Planner

3. Are you a member of the Clark Honors College? Yes

4. How many credits are you taking?

- Fall: 16
- Winter: 16
- Spring: 16

(Students are billed according to the number of credits registered. Full time enrollment is 12 credits per term, but an average of 15 credits per term is needed to graduate in 4 years.)

5. Choose a housing option (on campus or off-campus):

- Fall: UO Housing
  - Room: Double
  - Meal Plan: Standard Meal Plan
  - Rate: $3,663

- Winter: UO Housing
  - Room: Double
  - Meal Plan: Standard Meal Plan
  - Rate: $3,556

- Spring: UO Housing
  - Room: Single w/ Sink
  - Meal Plan: Standard Meal Plan
  - Rate: $4,856

Students living in University Housing will be assessed room and board charges according to your contract. To read more about room and meal plans, go to the University Housing Rates page.

6. Expenses

- Fall
  - Books/Supplies: $350
  - Per. Expenses: $810
  - Other Costs: $0

- Winter
  - Books/Supplies: $350
  - Per. Expenses: $810
  - Other Costs: $0

- Spring
  - Books/Supplies: $350
  - Per. Expenses: $810
  - Other costs: $0

*Examples of other costs could include: childcare, insurance, transportation, parking pass.

7. Review your total. This represents a projection of the costs you will incur while attending the UO.

<table>
<thead>
<tr>
<th>Costs</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition &amp; Fees</td>
<td>$3,800.25</td>
<td>$3,406.25</td>
<td>$3,406.25</td>
<td>$10,612.75</td>
</tr>
<tr>
<td>Housing</td>
<td>$3,663.00</td>
<td>$3,556.00</td>
<td>$4,856.00</td>
<td>$12,075.00</td>
</tr>
<tr>
<td>Supplies &amp; Exp</td>
<td>$1,160.00</td>
<td>$1,160.00</td>
<td>$1,160.00</td>
<td>$3,480.00</td>
</tr>
<tr>
<td>Other Costs</td>
<td>...</td>
<td>...</td>
<td>...</td>
<td>...</td>
</tr>
<tr>
<td>Total</td>
<td>$8,623.25</td>
<td>$8,122.25</td>
<td>$9,422.25</td>
<td>$26,167.75</td>
</tr>
</tbody>
</table>

See Step 3 for a more detailed breakdown.
Web Tools: #6
Student Budget Planner

Step 2 Resources (optional)

8. Optional: Fill in any additional sources of income or financial support to see how they can help cover the costs associated with attending the UO.

This section is not required. To see your results, proceed to Step 3.

<table>
<thead>
<tr>
<th>Resource</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>---</td>
</tr>
<tr>
<td>Family support</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>---</td>
</tr>
<tr>
<td>Student loans</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>---</td>
</tr>
<tr>
<td>Parent loans</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>---</td>
</tr>
<tr>
<td>Grants</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>---</td>
</tr>
<tr>
<td>Work-study</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>---</td>
</tr>
<tr>
<td>Scholarships</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>---</td>
</tr>
<tr>
<td>Other</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>---</td>
</tr>
</tbody>
</table>

Financial aid & scholarships are often based upon full-time enrollment, contact the Office of Financial Aid and Scholarships if you plan to attend at less than full-time standing.

(Use the buttons at the top to go back to Step 1 or move forward to Step 3)
Web Tools: #6
Student Budget Planner

---

### Step 2: Resources (optional)

8. Optional: Fill in any additional sources of income or financial support to see how they can help cover the costs associated with attending the UO.

This section is not required. **To see your results, proceed to Step 3.**

<table>
<thead>
<tr>
<th>Resource</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment</td>
<td>$1,500</td>
<td>$1,500</td>
<td>$1,500</td>
<td>$4,500</td>
</tr>
<tr>
<td>Family support</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>---</td>
</tr>
<tr>
<td>Student loans</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>Parent loans</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>---</td>
</tr>
<tr>
<td>Work-study</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>---</td>
</tr>
<tr>
<td>Scholarships</td>
<td>$4,500</td>
<td>$4,500</td>
<td>$4,500</td>
<td>$13,500</td>
</tr>
<tr>
<td>Other</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>---</td>
</tr>
</tbody>
</table>

Financial aid & scholarships are often based upon full-time enrollment, contact the Office of Financial Aid and Scholarships if you plan to attend at less than full-time standing.
### Web Tools: #6

Student Budget Planner

**Step 3: Review your projected budget report.**

This report compares your total projected costs to your total projected resources. It can be used to assess your financial preparedness to cover the costs you will incur at the UO.

To adjust your costs, go to Step 1. To adjust your resources, go to Step 2.

**Selection:** Resident (domestic) undergraduate taking 16 credits in Fall 2013, 16 credits in Winter 2014 and 16 credits in Spring 2014.

<table>
<thead>
<tr>
<th>Projected Budget Report</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition:</td>
<td>$2,944.00</td>
<td>$2,912.00</td>
<td>$2,912.00</td>
<td>$8,768.00</td>
</tr>
<tr>
<td>Fees total:</td>
<td>$856.25</td>
<td>$494.25</td>
<td>$494.25</td>
<td>$1,844.75</td>
</tr>
<tr>
<td>Matriculation:</td>
<td>$362.00</td>
<td>---</td>
<td>---</td>
<td>$362.00</td>
</tr>
<tr>
<td>Building:</td>
<td>$45.00</td>
<td>$45.00</td>
<td>$45.00</td>
<td>$135.00</td>
</tr>
<tr>
<td>Incidental:</td>
<td>$208.00</td>
<td>$208.00</td>
<td>$208.00</td>
<td>$624.00</td>
</tr>
<tr>
<td>Health Services:</td>
<td>$154.00</td>
<td>$154.00</td>
<td>$154.00</td>
<td>$462.00</td>
</tr>
<tr>
<td>Int'l Student Support:</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Int'l Student Recreation Center:</td>
<td>$38.00</td>
<td>$38.00</td>
<td>$38.00</td>
<td>$114.00</td>
</tr>
<tr>
<td>Recreation Center:</td>
<td>$49.25</td>
<td>$49.25</td>
<td>$49.25</td>
<td>$147.75</td>
</tr>
<tr>
<td>Living expenses total:</td>
<td>$4,823.00</td>
<td>$4,716.00</td>
<td>$6,016.00</td>
<td>$15,555.00</td>
</tr>
<tr>
<td>Housing:</td>
<td>$3,663.00</td>
<td>$3,556.00</td>
<td>$4,856.00</td>
<td>$12,075.00</td>
</tr>
<tr>
<td>Books &amp; supplies:</td>
<td>$350.00</td>
<td>$350.00</td>
<td>$350.00</td>
<td>$1,050.00</td>
</tr>
<tr>
<td>Personal expenses:</td>
<td>$810.00</td>
<td>$810.00</td>
<td>$810.00</td>
<td>$2,430.00</td>
</tr>
<tr>
<td>Other costs:</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Total cost:</td>
<td>$8,623.25</td>
<td>$8,122.25</td>
<td>$9,422.25</td>
<td>$26,167.75</td>
</tr>
<tr>
<td>Total resources:</td>
<td>$7,000.00</td>
<td>$7,000.00</td>
<td>$7,000.00</td>
<td>$21,000.00</td>
</tr>
<tr>
<td>Difference:</td>
<td>($1,623.25)</td>
<td>($1,122.25)</td>
<td>($2,422.25)</td>
<td>($5,167.75)</td>
</tr>
</tbody>
</table>
Web Tools: #7
Classroom Reservation Request

Contact information

Your name *

Your department *

Department person to notify *

(Who should we notify when this reservation is confirmed?)

Contact e-mail (office) *

Contact phone (office) *

Alternate phone
Web Tools: #7
Classroom Reservation Request

Event information

Name of event *

Type of event *
- Select -

Location preference

Related course (subject and number) *

Department (for related course) *

Number attending *
(Enter the number of attendees here.)

Equipment needed

Other general comments
Web Tools: #7
Classroom Reservation Request

Date & time
Select a day and time. You may request additional dates by using the "Additional dates" section below.

Date requested *
Year Month Day
Unavailable: Monday May 26, 2014 (Memorial Day)

Start time *
hour minute am pm
If you are selecting additional dates below with different times, please explain in the comments field below.

End time *
hour minute am pm
Room reservations will typically end at 20 minutes or 50 minutes after the hour to accommodate for ‘pass time’ before the next class or event begins.
If you are selecting additional dates below with different times, please explain in the comments field below.

Recurrence
Recurring? *
Not recurring
Recurring - Weekly
Recurring - Monthly
Is this event recurring? If so, please explain briefly in the text box below.
Web Tools: #7

Classroom Reservation Request

Recurrence

Recurring? *
- Not recurring
- Recurring - Weekly
- Recurring - Monthly

Is this event recurring? If so, please explain briefly in the text box below.

Additional dates

Unavailable: Monday May 26, 2014 (Memorial Day)

- Thursday, April 3, 2014
- Friday, April 4, 2014
- Saturday, April 5, 2014
- Sunday, April 6, 2014
- Monday, April 7, 2014
- Tuesday, April 8, 2014
- Wednesday, April 9, 2014
- Thursday, April 10, 2014
- Friday, April 11, 2014
- Saturday, April 12, 2014

Comment about additional dates
Select a term, start times and start days to display a refined final exam schedule.

**Note:** No classes are scheduled before 8:00am in the Fall, Winter and Spring terms.

<table>
<thead>
<tr>
<th>Term:</th>
<th>First Hour Class Meets:</th>
<th>First Day Class Meets:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter 2014</td>
<td>7:00am, 7:30am, 8:00am</td>
<td>Monday, Tuesday, Wednesday, Thursday, Friday</td>
</tr>
<tr>
<td></td>
<td>8:30am, 9:00am, 9:30am</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10:00am, 10:30am, 11:00am</td>
<td></td>
</tr>
<tr>
<td></td>
<td>11:30am, 12:00pm, 12:30pm</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1:00pm, 1:30pm, 2:00pm</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2:30pm, 3:00pm, 3:30pm</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4:00pm, 4:30pm, 5:00pm</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5:30pm</td>
<td></td>
</tr>
</tbody>
</table>
Final Exam Look-up

View these results in an overlay or choose new days/times.

Final Exam schedule (in order of dates/times scheduled):

<table>
<thead>
<tr>
<th>Term</th>
<th>Final Exam Date/Time</th>
<th>First Day Class Meets</th>
<th>First Hour Class Meets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter 2014</td>
<td>Tuesday, March 18, 2014 - 10:15am</td>
<td>Monday, Wednesday, Friday</td>
<td>10:00am through 10:30am</td>
</tr>
</tbody>
</table>

Term: Winter 2014

First Hour Class Meets:
- 7:00am
- 7:30am
- 8:00am
- 8:30am
- 9:00am
- 9:30am
- 10:00am
- 10:30am
- 11:00am
- 11:30am
- 12:00pm
- 12:30pm
- 1:00pm
- 1:30pm
- 2:00pm

First Day Class Meets:
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

(First day on which the class took place)
Web Tools: #9
Quick Tuition Lookup

University of Oregon tuition and fees are based on **residency**, **student classification** (undergraduate, graduate, etc.) and the **number of credits** enrolled. Course-specific fees may also apply. For additional required fees, refer to the [Class Schedule](#).

**See also:** How Much Will It Cost?

### Resident Undergraduate (Fall 2014)

<table>
<thead>
<tr>
<th>Credits</th>
<th>Tuition</th>
<th>Building Fee</th>
<th>Incidental Fee</th>
<th>Health Service Fee</th>
<th>Recreation Center Bond Fee</th>
<th>Recreation Center Fee</th>
<th>EMU Facility Fee</th>
<th>Fees Total</th>
<th>Tuition + Fees Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>182.00</td>
<td>23.00</td>
<td>215.25</td>
<td>155.00</td>
<td>38.00</td>
<td>55.75</td>
<td>67.00</td>
<td>554.00</td>
<td>736.00</td>
</tr>
<tr>
<td>2</td>
<td>364.00</td>
<td>25.00</td>
<td>215.25</td>
<td>155.00</td>
<td>38.00</td>
<td>55.75</td>
<td>67.00</td>
<td>556.00</td>
<td>920.00</td>
</tr>
<tr>
<td>3</td>
<td>546.00</td>
<td>27.00</td>
<td>215.25</td>
<td>155.00</td>
<td>38.00</td>
<td>55.75</td>
<td>67.00</td>
<td>558.00</td>
<td>1124.00</td>
</tr>
</tbody>
</table>

Download to Word or Excel: [XLS](#) [DOC](#) (After downloading, you can reformat as needed.)
Web Tools: #10
Study Abroad Lookup

**UO STUDY ABROAD COURSE EQUIVALENCIES**

This page will help you determine how courses from UO Study Abroad Programs will apply toward your UO requirements.

To begin, select the **region**, **country**, and the **program or location** below. For more information about the region, country, or program, click on the hyperlinks beneath each column. For additional information, see Frequently Asked Questions.

### Displaying 1 - 150 of 5318

<table>
<thead>
<tr>
<th>Region</th>
<th>Country</th>
<th>Program or Location</th>
<th>Foreign Course Title</th>
<th>Foreign Course Number</th>
<th>UO Subject and Title</th>
<th>Recorded As</th>
<th>Group or Language Satisfying</th>
</tr>
</thead>
<tbody>
<tr>
<td>Africa</td>
<td>Botswana</td>
<td>Gaborone - CIEE</td>
<td>Community Health Practicum</td>
<td>PUBH 3002</td>
<td>INTL: Community Health Practicum</td>
<td>OCIE 388</td>
<td></td>
</tr>
<tr>
<td>Africa</td>
<td>Botswana</td>
<td>Gaborone</td>
<td>Public &amp; Environmental</td>
<td>PUBH 3001</td>
<td>PPPM: Health</td>
<td>OCIE 288</td>
<td>SSC</td>
</tr>
</tbody>
</table>
Web Tools: #10
Study Abroad Lookup

UO STUDY ABROAD COURSE EQUIVALENCIES

This page will help you determine how courses from UO Study Abroad Programs will apply toward your UO requirements.

To begin, select the **region, country, and the program or location** below. For more information about the region, country, or program, click on the hyperlinks beneath each column. For additional information, see Frequently Asked Questions.

Displaying 1 - 150 of 5318

<table>
<thead>
<tr>
<th>Choose a region, country and program/location:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Europe</td>
</tr>
<tr>
<td>Spain</td>
</tr>
<tr>
<td>- None -</td>
</tr>
</tbody>
</table>

› Advanced search options

Go  Reset
Web Tools: #10
Study Abroad Lookup

UO STUDY ABROAD COURSE EQUIVALENCIES

This page will help you determine how courses from UO Study Abroad Programs will apply toward your UO requirements.

- None -
- Advanced Literature and Culture in Oviedo
- History and Soccer in Spain
- Oviedo
  - Oviedo (Direct Enroll)
- San Sebastian - TASSEP
- Segovia
- Seville - CIEE (ALA, BS, CNMJ, LA, TD)
- Seville - CIEE (International Business & Culture)
- Seville - CIEE (Language & Society)
- Seville - CIEE (Summer Language & Culture)
- Urban Design in Barcelona
- None

Advanced search options

Go  Reset
<table>
<thead>
<tr>
<th>Location</th>
<th>Title</th>
<th>Satisfying</th>
<th>Course</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Europe</td>
<td>Beginner Spanish (for non-consortium students only)</td>
<td></td>
<td></td>
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6. Communication Strategies
Communication Tips: #1
On-campus List Serves

- Created around a business process or need
- Maintained by RO Staff; adds and deletes done when new staff are given access
- Examples:
  - Reg-News (broad audience of admin partners, advisers, and some interested faculty)
  - SchedNews (admin partners who work with the class schedule)
  - CourseEvalNews (anyone with access to reports in the Course Eval System)
Communication Tips: #2
Off-campus List Serves

- Provided/maintained as a service to colleagues around the state
- Members added upon request
- Examples:
  - OrBUG@lists.uoregon.edu – Oregon Banner Users Group
  - Or-Articulation@lists.uoregon.edu – Oregon Articulation Group
  - Oregon-Public-Registrars@lists.uoregon.edu
Communication Tips: #3
Specific Email Addresses

• Created then publicized to drive e-communication to specific staff/groups of staff
• Reduces time for staff member to triage/redirect hundreds of emails
• Examples:
  • sched@uoregon.edu (class scheduling)
  • majors@uoregon.edu (major changes)
  • dars@uoregon.edu (degree audit exceptions/questions)
Communication Tips: #4
Outlook Forwarding

- Create subject line “rules” then write “Outlook Rules” for further sorting
  - Major Changes: department name in Subject Line; forwards to one of three “buckets”
  - Staff Last name in Subject Line; sorts to that person’s email address
  - Email is not buried in individual’s email inboxes and can be “worked” if that person is out on vacation or sick
  - Creates ability to spread out work when needed and keep up with service agreements with partners across campus
Communication Tips: #5

Satisfaction Survey

- Standardize email signature blocks
- Include brief survey language at the end

We need your feedback to improve our services. Tell us how we did by completing this form.

- Can be submitted anonymously
- Has different questions in three categories:
  - Student
  - Faculty or staff
  - Web issue or suggestion
Are you writing to us regarding a student concern, a faculty/staff concern, or about our website?

- Faculty/Staff Concern
- Student Concern
- Website Issue or Suggestion

What is your name? (optional)

[Input field]

Your email address. (optional)

[Input field]

A phone number we can reach you at? (optional)

[Input field]
Did we reply within one business day?
- Yes
- No
- Not Applicable

If your concerns required services not provided by the Registrar's Office, were they forwarded to the appropriate office?
- Yes
- No
- Not Applicable

If instructions for resolving your concerns were provided in our response, were they clear and easy to follow?
- Yes
- No
- Not Applicable

How satisfied were you overall?
- Very Satisfied
- Satisfied
- Dissatisfied
- Very Dissatisfied
Which category describes you best?

- Student
- Departmental Partner
- Faculty Member
- Administrator
- Other
Other comments or suggestions:
Communication Tips: #5

Satisfaction Survey

- Serve up through your web site, too.

- To see the entire survey, visit

  https://oregon.qualtrics.com/SE/?SID=SV_5cnoEdgXa5CFNkN
Communication Tips: #6
RO/Department Meetings

- 1.5 hour meetings once each term during the academic year
- About week 4 or 5, usually on Friday a.m.
- Use list serves to notify academic departments, advisers, and others
- Set an agenda and use a PowerPoint
  - Attendees can take back the info to their colleagues more easily
- Have a sign-in sheet at the door
Communication Tips: #6
RO/Department Meetings

- Introduce RO staff
- Ask new colleagues to introduce themselves
- Show “new things” that have been finished
- Show what we are working on next
- Take down ideas/questions
- Share the training schedule
- Leave time for Q&A
Communication Tips: #7
Academic Advising Summit

- Annual two-hour meeting
- Both units save up items to discuss
- Serves as a forum for advisers to (yes, complain) and give us ideas of what we can change to improve processes and systems for students
- Results have included:
  - Big project for online Complete Withdrawal Process
  - Changes to the class schedule re: refunds for dropping
Communication Tips:  #8
Standard Reminders (via CRM or email)

- Use email (BCC, list-serves, merged/personal) or CRM
- Comply with regulations (e.g., Annual Notifications)
- Reminders about deadlines coming up/action required
Communication Tips: #8
Standard Reminders for Students

- Upon Application for Graduation: email about what happens next
- Upon Pre-check for Graduation: email to those who don’t look like they are going to graduate
- Upon Transfer Articulation: email to applicant, admit or student that transfer work has been processed and can be viewed in self serve (with degree audit, too)
- Upon Petition Decision: email to student about outcome of petition (exceptions to deadlines, exceptions to degree requirements)
- Anything that might cause a student to call or email about: use proactive communication to the student
Communication Tips:  #8
Standard reminders for Faculty

- Reminders that grading is open;
  - Due dates for grades
  - Web links for How-To’s
  - Note: Faculty have said they like “UO” in the subject line: i.e., “UO Winter Grades due March 24” as many teach elsewhere simultaneously

- News about new self-serve functionality
  - Photo lists of their classes
  - Office Hours functionality
  - Even Proxy Access (faculty can then use this to divert parents to a FERPA-safe way to get info about student)
Communication Tips: #8

Standard Reminders for Campus Partners

- Use your list serves (more than one if need be)
- Give reminders about due dates for processes they handle:
  - Clear major and minor degree requirements for graduation
  - Help round up the grades each term
  - Data enter their department’s class schedule
- Invite to Departmental Meetings
- Remind colleagues about upcoming trainings
Dear Scheduling Partners:

This is the first of several emails that will address common scheduling data entry questions. Please let us know if there’s a specific topic you’d like to see covered before spring term data entry closes on November 9!

As you’re setting up new courses for spring term, double check the campus codes in SSASECT. Remember that campus code “I” is for the main campus in Eugene, where most classes are held. The campus code “E” is for the greater Eugene area, and should only be used if the main meeting location for the class is off campus, but still in town.

Other codes that are often used are “P” (for classes in Portland) and “V” (for Distance Education/Online classes). Check out the listing of all campus codes on this site, and let us know if you have any questions!

Academic Scheduling
Office of the Registrar
sched@uoregon.edu
541-346-3225
Communication Tips: #9
Capture Topics via CRM

• Staff enter interactions in CRM under topics
• Reports detail activity by mode and topic
  • Transfer credit (US): 687
  • PAC resets: 428
  • Registration questions: 194
  • Transcript orders: 177
  • Registration petitions: 166
  • Referrals: 120
  • ...
Communication Tips: #10

Go To Meeting

Try It Free for 30 Days

Meet with up to 25 attendees per meeting.

1 organizer

Select the number of organizers on your account.

First Name

Last Name

Email Address

You’ll use your email address to log in to your account.

Start Your Free Trial

No Credit Card Required

By clicking Start Your Free Trial, you are agreeing to our Terms of Service and Privacy Policy.

Questions?

Contact Sales toll-free at 1 888 646 0014

Great minds don't think alike – they think together.
7. Top Productivity Processes
Top Productivity #1
Incoming EDI Transcripts

- “Hands-Free Articulation”
- EDI transcript comes into Banner
- Is matched by a staff person, then
  - Creates an image of itself
  - Indexes itself into Document Imaging
  - Fires off multiple workflows to AO and RO staff
  - Determines what courses are new/what is already in the system
  - Creates appropriate new terms in Banner
  - Types new courses into Banner
Top Productivity #1
Incoming EDI Transcripts

- Staff Person presses the “articulation” button, checks total credits and GPA (helps find grade changes for work already in the system).
- Staff person reruns degree audit.
- Takes about 30 seconds
- We do 60% of our incoming transfer evaluation via eDI
  - Helped feeder schools get up on EDI
  - Keep all Oregon Catalogs up to date
Top Productivity #2
AP Score Upload

- Uses baseline Test Score Upload for AP Scores
- Uses baseline Matching Rules for loading
  - About 10% don’t auto-match
  - Staff match/create new person records
- Second job is run
  - Identifies students with an application or admit status who also has AP scores uploaded
  - All test scores are cross-walked into Course Equivalencies (even those with scores too low for credit)
  - Degree audits refreshed
  - Students notified via email
Top Productivity #2
AP Score Upload

- Scores arrive a couple days prior to our summer New Student Orientation
- Staff used to sort the paper scores based on which orientation the student was attending; worked the pile that way, and barely kept caught up
- Scores for “young” kids were ignored/not loaded
- Process took about 400 hours of staff time
- Now: about 4 hours of staff time, mostly to finish the matching and create new person records where needed.
Top Productivity #3
ScanPro 2000
Top Productivity #3
ScanPro 2000

- 2,682 rolls of microfilm stored in two 12-drawer cabinets
  - 1,869 contain student records
  - 813 contain other reports, rosters, etc.
- Microfilm Readers/Printers outdated and hard to keep maintained/no toner supply
- Record retrieval inconvenient and time consuming (and required leaving one’s workstation)
- Records were often split between media (some on film, some on SIS, some both)
Top Productivity #3
ScanPro 2000

- Started with the most recent archive (10) and are working our way back.
- Staff (mostly student workers) keep reels loaded and going all day/every day
- Reels take about 2.5 hours to process
- Process up to 5 reels per day
Top Productivity #3
ScanPro 2000

- Images are batched by student
- Batches are indexed as one “backfile document” to the student ID number in our SIS (Banner)
- Documents are available on anyone’s desktop through our document imaging system (Singularity)
Top Productivity #4
Digitize Old Fiche Transcripts

- What to do with OLD fishe transcripts???
- Digitizing is most likely an outsource job
- Organize images in a secure server
  - Use same schema as fiche
- Set up printer for that purpose only
- Locate transcript; use settings on the computer to size image, improve contrast, then print
- No more Microfiche readers! (Can’t get toner for them anymore/no one repairs them!)
Top Productivity #5
Outgoing Official PDF Transcripts

- Originally implemented just so we could say “we offer PDF delivery” of official transcripts
- Turned out to be wildly popular, even though it costs $15 whereas snail mail printed transcripts are free.
- Plays into the “on-demand” thinking of our students
- Relatively low cost per transcript when compared to the cost of overall education
- Easy for current students to “put on their U bill”
Top Productivity #5
Outgoing Official PDF Transcripts

• Give it a catchy name: “Go Green Transcripts”
  • Plays on our school color
  • Plays on our sustainability efforts on campus
• List it as the first option in the order screen
• Send immediately or nearly immediately (30-minute intervals)
• Creates income stream (student pays $15; we split a small portion of that with the third-party processor)
NEW! "Go green" secure transcript request option. Request an official Secure Electronic transcript received within 30 minutes. For more information, click here.

Current Contact Information (required)

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<thead>
<tr>
<th>Mailing Address</th>
<th>Phone Number</th>
<th>Preferred eMail Address</th>
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<tr>
<td>5257 University Of Oregon</td>
<td>(541) 999-999</td>
<td><a href="mailto:blowery@uoregon.edu">blowery@uoregon.edu</a></td>
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<td>Eugene, OR 97403-5295</td>
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Change Address/Phone Information

Name While Attending the UO: Dudley Allan Doright

Current Name (if changed):

Attendance Information:

<table>
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<th>First Term</th>
<th>Last Term</th>
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If incorrect, contact the Office of the Registrar, (541) 346-2935.

Where to Deliver Your Request (required)

Select One:
- "Go green" Secure Electronic PDF transcript request
- Student Pickup (available at Registrar's Office, 220 Oregon Hall)
- Mail to Student (at contact address above)
- Mail to Registrar
Top Productivity #6
Outsource Degree Verification

- Reduces mail, email and phone calls to the RO
- It’s easy to say, “we contract with XYZ to provide degree verification services for UO Grads”
- Our contract came with:
  - Ability of our current students to print their own enrollment verification through self-serve
  - Ability to use the third party’s database to track students to/from other institutions
  - Added an income stream
- Does require some support when records can’t be located (which often turns out to be fraud!)
Top Productivity #7
Use LMS as Knowledge Base

- Request a Class site for use in the RO (BlackBoard)
- “Enroll” all staff in the class
- Use the site to
  - Share canned messages
  - Document processes
  - Record milestones
- Give some users the ability to add content; others only to view
My Courses

Courses where you are: Student

Academic Requirements Committee
Announcements:
  Spring 2014 meetings (1-3 PM)

Admission's Reports and Documents

EM Registrar

Introduction to Banner

Registrar's Reports and Documents

Student Data Warehouse Training

Courses where you are: Course Builder

University of Oregon Committee on Courses
Top Productivity #8
Robust Transcript Ordering System

• Let your ordering system
  • Check for transcript holds and deny the order
  • Allow students to “hold for grades”
  • Allow students to “hold for degree”
  • Be smart: send EDI whenever possible without the student even knowing

• Your ordering system should be one stop:
  • Order snail mail, EDI, PDF, or pick up
  • Smart payment (former students have to pay by credit card; current students have a choice of card or U Bill)
  • Show total cost so students can decide to “buy” or not
  • Be available to students post graduation/departure (uses a credential that alum can keep)
Top Productivity #8
Robust Transcript Ordering System

- UO’s self-service
  - Prints transcripts within one minute of order during weekdays (15 minutes nights/weekend)
  - Sends EDI’s every 20 minutes
  - Sends PDF’s every 20 minutes
- Audit report scheduled to print every workday morning at 7:30 a.m. Transcripts ordered by that time are in the mail stream by noon same day (but we don’t promise that on our web site).
- Use Webtailoring in Self-Service prior to and during Holidays to warn students about service timelines (reduces email and phone calls).
Process Transcript Request ... Verify Request

Your order is NOT complete until you press the "Submit Request" button at the bottom of this page.

Review your transcript order carefully before submitting. Click on the "Make Changes" button to revise your order, click on the "Start Over" button to return to the "Request Official Transcript" page, or click on the "Submit Request" button to finalize your order.

If your name and/or address are not current, click on the Start Over button below to update your personal information. (Once you submit your order, you can no longer make changes.)

Request Information

Issued To: Brian Lowery
2815 Timberline Dr
Eugene, OR 97405-1227

Special Handling Instructions

No. of Copies: 10
You have ordered more than 5 transcripts today or more than 30 transcripts in the past calendar year. Each transcript ordered either in excess of 5 in a single day or more than 30 in a calendar year will be an additional $5 per transcript ordered. $50 will be added to the cost of this order.

Overnight: Your transcript will be processed and mailed out today if your order is received before 10:00am Pacific time. You will be charged $15.00 plus $19.29 for overnight delivery.

Total charge for order: $84.29
Top Productivity #9
Self-Service Computers in Lobby

- Provide three or four low-end computers/printer
  - On a counter (not too comfy)
  - One ADA-compliant station with chair
  - Only web browser (so students don’t write papers there)
  - Post signs that they are for DuckWeb or other University business only (apply for financial aid, for a campus job)

- Use your reject computers when you do computer upgrades
- Set them to turn on and off automatically
- Direct students there for transcript orders, PAC resets, and other self-serve functions
Top Productivity #10
Use Students for Reception/Triage

- Protect the time of your highly trained staff by keeping them off the reception desk
- Staff your desk with student employees. They can
  - Check ID and hand out pick-up transcripts
  - Seat visitors who need service/have appointments
  - Redirect visitors to other service offices
  - Redirect visitors to the stairs, elevators, bathrooms
  - Do office tasks in-between (or allow them to study)
- Student Employees can assist visitors at the computer stations (peer-to-peer self-serve – see Tip #9 above)
8. Wish List/In Progress Ideas
Wish List #1
Hands-Free Major/Minor changes

- Provide request form for students in Self-serve
- Provide workflow for approvals
- Write directly to the SIS, assign adviser, refresh degree audit, reassess fees if necessary, and notify student
Wish List #2
Hands-Free Re-enrollment Process

- Student logs in and completes form
- Data writes to the SIS, reactivates record, rolls registration record, sets a registration time, and notifies student
Wish List #3
Smart Building Maps

- Hover over a building abbreviation on the web (class schedule), and see the full name of the building and the location of the building on campus.
Wish List #4
Hands-Free Staff Tuition Processing

- Workflow process to request to use staff fees
- Signatures collected
- HR signs off
- Process changes rate code in the SIS and reassesses fees, and notifies staff person
Wish List #5
List of Advisees in Self Serve

- Advisers want to be able to see a list of all their advisees in self-serve.
- Should include photo ID and basic data
- Adviser can access the existing screens for transcripts, degree audit, schedule, etc.
Wish List #6
Hands-Free Graduation Processing

- If the degree audit shows the student as cleared, then pend the degree award automatically.
Wish List #7
Class Scheduler

• Products on the Market that allow students to build multiple schedules based on courses needed – shows all the combos that are possible.

• Can be integrated like a shopping cart and push registration when the student registration time arrives.
Wish List #8
Plain Language Web Tool

- Knowledge base for users of your web site
- Users ask questions in real language and offer multiple links to the “right” answer
Wish List #9

- Better repeat processes
  - Warn students that a class they are registered for will be deducted
  - Process deducts automatically, not by hand
Wish List #10

“Stricter Gun Controls for Convicted Felons and World Peace.”
9. Self Service Tips
Self Service #1
Photo List for Faculty

- Name and UO ID appear below each name.

Class Photos

A double caret ">>" to the left of a student's name indicates that student has a directory restriction on file.

ALL Student Photo ID Pictures are considered non-directory information and cannot be released to anyone without the signed written consent of the student.
Self Service #2
Photo List from a List of ID’s

- Same idea as Photo Class lists, except generated from a list of ID’s.
- Used anytime you want a photo list where the students are not in a class
  - Scholarship recipients
  - TREO Programs students
  - Student Staff in large unit such as the Library, Rec Center, Orientation
- Functionality controlled by the RO; PDF delivered to end user.
Self Service #3
NSE Application

- Online application for National Student Exchange
- Controlled by Academic Advising
- Data writes to new Banner forms
- No more excel files!
Self Service #4
Self-Service Complete Withdrawal

• Creates a fair and equitable process for students
• Students are presented with ALL the info they need to know
• Students record one Primary Reason for leaving and as many secondary reasons as they want
• Some students are “blocked” if their withdrawal puts them in a bad situation (NCAA athletes, Int’l Students, certain scholarship students). They have to visit the office in question
Self Service #4
Self-Service Complete Withdrawal

- Upon submit:
  - Courses are cancelled and immediately thrown back into the registration pool
  - Student’s record is marked (with W as per policy) and record is inactivated
  - Student’s refund is calculated
- Relieves much staff time (and really, how many students are you talking into staying if you see them in person???)
Self Service #5
Third Party Login

- Students can create log-in credentials for their mom, dad, grandma, etc.
- Students can designate which self-serve screens each third party can see
  - View only screens, no update screens
  - Choice of 20
- Students have complete control of who can see what, when. They can “end” the login. They can reset the passwords.
Proxy Management

Proxy List

Add your first proxy or expand a proxy to define relationship type, set begin and end dates, and select pages to authorize.

☑ Your proxy was successfully deleted.

Expand Brian Lowery  blowery@uoregon.edu  14 pages

Add a Proxy

Add a new proxy using the form below. Then edit their profile and authorization settings to enable appropriate access.

* - indicates a required field.

First Name*  Sue
Last Name*  Eveland
E-mail Address*  seveland@uoregon.edu
Verify E-mail Address*  seveland@uoregon.edu

Add Proxy

RELEASE: 8.5.1

© 2013 Ellucian Company L.P. and its affiliates.
Add your first proxy or expand a proxy to define relationship type, set begin and end dates, and select pages to authorize.

**Profile**

**Authorization**

**History**

**Communication**

**Page Authorization**

Select the information pages your proxy should be able to access. Once authorized, your proxy will be able to view these pages when they log in.

1. Admission
   - Undergraduate Application Status
   - Honors College Application Status

2. Academic Records and Registration
   - General Student Information
   - Term Grades
   - Unofficial Transcript
   - Transfer Evaluation Report
   - Degree Audit
   - Concise Schedule
   - Degree Application Status
   - Holds

3. Financial Aid:
   - Award Overview
   - Special Award Messages
   - Terms and Conditions
   - Award History
   - Shopping Sheet
   - Financial Aid Messages

4. Student Accounts:
   - Account History
   - Direct Deposit
Self Service #6
Faculty Links on Class Schedule

- Faculty can add three web links to their course listing in the class schedule
- Done through self-serve
- Simply enter the text and URL for the course you are attached to and submit
- Link to course syllabus, faculty member’s page, department page, or anything at all!
Architecture & Allied Arts, Interdisciplinary (AAA)

105 Lawrence, 541-346-3631
School of Architecture & Allied Arts
aaa.uoregon.edu

T - Self-support course; course fee replaces tuition. GTF tuition waivers and Staff tuition benefits do not cover self-support fees.
W - Computer based/online course; requires access to the internet

Course Data

AAA 408  Wrk Basic Design Portf  1.00 cr.
(R)

Grading Options: Pass/No Pass Only for all students
Instructor: Goad J

Course Fees: $340.00
Web-related Resources: More information about PODS
Syllabus

SELF-SUPPORT COURSE FEE replaces the cost of regular tuition; it is not in addition to regular tuition. GTF tuition waivers and the Staff tuition benefit do not cover self-support fees. Contact Academic Extension at 541-346-4231 or academicextension@uoregon.edu with any questions.

CRN Avail Max Time Day Location Instructor Notes
28396 10 35 tba WEB Goad J * $ WT

Academic Deadlines

Deadline Last day to:
January 5 Process a complete drop (100% refund, no W recorded)
January 12 Drop this course (100% refund, no W recorded)
January 12 Process a complete drop (90% refund, no W recorded)
January 13 Drop this course (75% refund, no W recorded; after this date, W's are recorded)
January 13 Process a complete drop (75% refund, no W recorded; after this date, W's are recorded)
January 15 Add this course
Self Service #7
Self-Serve Faculty Office Hours

- Faculty enter times and click on days of the week
- Faculty can enter notes
  - Meet me in the Fishbowl at the EMU
  - Out of town the week of April 6th
  - Tuesdays for PSYCH 202 students only
- Students can see this on the class schedule and in their own “Text Schedule”
### Philosophy (PHIL)

**Course Data**

**PHIL 211** Existentialism >1  
Basic ideas of the Christian and atheistic divisions of the existentialist movement; some attention to the philosophical situation that generated the existentialist rebellion.

<table>
<thead>
<tr>
<th>Grading Options:</th>
<th>Optional for all students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor:</td>
<td>Zach N</td>
</tr>
<tr>
<td>Office</td>
<td>239 Susan Campbell Hall</td>
</tr>
<tr>
<td>Phone:</td>
<td>(541) 346-1547</td>
</tr>
<tr>
<td>Office Hours:</td>
<td><strong>1300 - 1350 MW</strong></td>
</tr>
</tbody>
</table>

*Web-related Resources: Syllabus for PHIL 211*

<table>
<thead>
<tr>
<th>CRN</th>
<th>Avail</th>
<th>Max</th>
<th>Time</th>
<th>Day</th>
<th>Location</th>
<th>Instructor</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>37350</td>
<td>38</td>
<td>92</td>
<td>1200-1250</td>
<td>mwf</td>
<td>229 MCK</td>
<td>Zach N</td>
<td>1L</td>
</tr>
</tbody>
</table>

**Associated Sections**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Avail</th>
<th>Max</th>
<th>Time</th>
<th>Day</th>
<th>Location</th>
<th>Instructor</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>37351</td>
<td>15</td>
<td>23</td>
<td>0900-0950</td>
<td>f</td>
<td>255 LIL</td>
<td>Akbar Akhgar P</td>
<td>WL*</td>
</tr>
<tr>
<td><strong>37352</strong></td>
<td><strong>cancelled</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37353</td>
<td>9</td>
<td>23</td>
<td>1000-1050</td>
<td>f</td>
<td>303 GER</td>
<td>Akbar Akhgar P</td>
<td>WL*</td>
</tr>
<tr>
<td>37354</td>
<td>13</td>
<td>23</td>
<td>1000-1050</td>
<td>f</td>
<td>116 ED</td>
<td>Duvernay R</td>
<td>WL*</td>
</tr>
<tr>
<td><strong>37355</strong></td>
<td><strong>cancelled</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37356</td>
<td>1</td>
<td>23</td>
<td>1100-1150</td>
<td>f</td>
<td>112 WII</td>
<td>Duvernay R</td>
<td>WL*</td>
</tr>
</tbody>
</table>
Course Data

MUS 681  Hist Perf Prac II  3.00 cr.
Introduction to theory and practice of sound production, rhetoric, pronunciation, instrumentation, pitch, temperament, and ornamentation in period vocal and instrumental solo and ensemble music. 680: 12th through 16th centuries. 681: 17th and early 18th centuries. 682: Late 18th and 19th centuries. Vanscheeuwijk. Offered once every third year.

Grading Options:  Graded for all students
Instructor:  Vanscheeuwijk M
Office: 203 Collier House
Phone: (541) 346-5655

Office Hours:  1330 - 1530 T
Send me an e-mail to make an appointment

Academic Deadlines

Deadline  Last day to:
March 30:  Process a complete drop (100% refund, no W recorded)
April 6:  Drop this course (100% refund, no W recorded)
April 6:  Process a complete drop (90% refund, no W recorded)
April 7:  Drop this course (75% refund, no W recorded; after this date, W's are recorded)
Self Service #8
Orientation Advising Page

- Eliminated need for Admissions to prep advising files for orientation
- Made data available to multiple people, not just the person with the file
- Started with what was in the file and added more from there
<table>
<thead>
<tr>
<th>Admit Term</th>
<th>Fall 2011</th>
<th>UO Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Name</td>
<td>Winston Churchill High School</td>
<td></td>
</tr>
<tr>
<td>GPA</td>
<td>3.27</td>
<td>Rank / Size</td>
</tr>
<tr>
<td>ACT Score</td>
<td>No</td>
<td>SAT Score</td>
</tr>
<tr>
<td>AP Credit</td>
<td>Yes</td>
<td>IB Credit</td>
</tr>
<tr>
<td>Transfer Credit</td>
<td>Yes</td>
<td>FIG</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HS. Subject</th>
<th>Years Taken</th>
<th>HS. Subject</th>
<th>Years Taken</th>
<th>HS. Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
<td>French</td>
<td>2</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Science</td>
<td>4.5</td>
<td>Social Science</td>
<td>5</td>
<td>Foreign Language</td>
</tr>
</tbody>
</table>

**Language Placement Test**

<table>
<thead>
<tr>
<th>Test Code</th>
<th>Test Date</th>
<th>Test Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Language Placement Scores on File</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Math Placement Test**

<table>
<thead>
<tr>
<th>Test Code</th>
<th>Test Date</th>
<th>Test Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Math Placement Scores on File</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Math 111 Readiness Quiz**

<table>
<thead>
<tr>
<th>Test Code</th>
<th>Test Date</th>
<th>Test Score</th>
</tr>
</thead>
</table>
Self Service #9
Upload Advisers/Advising Center Info

- Load screen shows order of columns and codes to use
- Can be used for adding or removing advisers
- Can load an Advising Center to a student’s record rather than an individual adviser
- Browse for your file as in other apps
- After processing, there’s an on-screen report of how many records were added/removed and any problems encountered.
## Upload Advisors to Student Account

<table>
<thead>
<tr>
<th>Required Element</th>
<th>Column Position</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Id</td>
<td>1</td>
<td>i.e. no dashes within Student ID</td>
</tr>
<tr>
<td>Faculty Id</td>
<td>2</td>
<td>i.e. no dashes within Faculty ID</td>
</tr>
<tr>
<td>Primary Advisor Indicator</td>
<td>3</td>
<td>i.e. Y or N</td>
</tr>
<tr>
<td>Term Code</td>
<td>4</td>
<td>i.e. the term code</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Term code must exist in STVTERM)</td>
</tr>
<tr>
<td>Record Action</td>
<td>5</td>
<td>i.e.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(‘A’d record or ‘R’emove record.)</td>
</tr>
</tbody>
</table>

[Process File] [Reset]
Self Service #10
Emergency Contact Page

- Quick Access for key people to use in off hours for emergencies
- Eliminates the need to approve remote Banner Access and train up people on using Banner
- Everything is at their fingertips
- This menu item allows for ID look-up (turned off elsewhere in self-serve)
### Student Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>UO ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth:</td>
<td>Gender:</td>
</tr>
<tr>
<td>Enrollment Status:</td>
<td></td>
</tr>
<tr>
<td>International:</td>
<td></td>
</tr>
<tr>
<td>AEI Student:</td>
<td>AEI Term: N/A</td>
</tr>
<tr>
<td>AEI Status: N/A</td>
<td></td>
</tr>
<tr>
<td>UO Employee:</td>
<td>Job Desc: UO Student Regular</td>
</tr>
<tr>
<td></td>
<td>Department: Prov Supp Svcs for Stdt Athlet</td>
</tr>
</tbody>
</table>

### Addresses and Phones

<table>
<thead>
<tr>
<th>Contact/Emergency</th>
<th>Phones</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Mother) 2815 Timberline Dr Eugene, OR 97405-1227</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing</th>
<th>Phones</th>
</tr>
</thead>
<tbody>
<tr>
<td>183 E 19th Ave Apt 3 Eugene, OR 97401-4187</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Permanent</th>
<th>Phones</th>
</tr>
</thead>
<tbody>
<tr>
<td>2815 Timberline Dr Eugene, OR 97405-1227</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Emergency Contact Information (SPAEMRG)</th>
<th>Phones</th>
</tr>
</thead>
</table>

### Concise Student Schedule
<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Title</th>
<th>Campus</th>
<th>Credits</th>
<th>Mode</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>32879</td>
<td>ANTH 270</td>
<td>Intro Biological Anth</td>
<td>UO main campus</td>
<td>4.000</td>
<td>G</td>
<td>Mar 31, 2014</td>
<td>Jun 08, 2014</td>
<td>MW</td>
<td>2:00pm - 3:20pm</td>
<td>PAC 123</td>
<td>Waller</td>
</tr>
<tr>
<td>32879</td>
<td>ANTH 270</td>
<td>+ Lab</td>
<td>UO main campus</td>
<td>0.000</td>
<td>G</td>
<td>Mar 31, 2014</td>
<td>Jun 08, 2014</td>
<td>F</td>
<td>10:00am - 10:50am</td>
<td>CON 330</td>
<td>TBA</td>
</tr>
<tr>
<td>37658</td>
<td>PSY 201</td>
<td>Mind and Brain</td>
<td>UO main campus</td>
<td>4.000</td>
<td>G</td>
<td>Mar 31, 2014</td>
<td>Jun 08, 2014</td>
<td>MW</td>
<td>4:00pm - 5:50pm</td>
<td>COL 150</td>
<td>Bala</td>
</tr>
<tr>
<td>37658</td>
<td>PSY 302</td>
<td>Statistical Meth Psych</td>
<td>UO main campus</td>
<td>4.000</td>
<td>G</td>
<td>Mar 31, 2014</td>
<td>Jun 08, 2014</td>
<td>MW</td>
<td>8:30am - 9:50am</td>
<td>ALL 141</td>
<td>Kosie</td>
</tr>
<tr>
<td>38649</td>
<td>PSY 302</td>
<td>+ Lab</td>
<td>UO main campus</td>
<td>0.000</td>
<td>G</td>
<td>Mar 31, 2014</td>
<td>Jun 08, 2014</td>
<td>T</td>
<td>10:00am - 11:20am</td>
<td>FRNK 271</td>
<td>Christian</td>
</tr>
</tbody>
</table>

Total Credits: 12.000
10. Odds and Ends
Odds and Ends #1
Scan Past Catalogs in PDFs

• Scan your old Catalogs into searchable PDFs and post on your web site
• Go back about 20 years; we went back to 1990
• Link from the main catalog page and from your own web site
• Gives students a way to get their own course descriptions from past catalogs
• Site also provides form if student can’t find what they are looking for (with required fields for ease of processing)
Welcome to the Online UO Catalog

Use the links in the left-hand menu of this page to navigate to information on courses and graduation requirements for specific departments or programs. For instance, if you want to find information on the biology curriculum, click on the “College of Arts and Sciences” link. When that page comes up, use the right-hand “College Departments” menu to locate “Biology,” and click on that link.

When using the search function, try to keep your search words as specific as possible.

For access to the registrar's archive of catalogs from past academic years, visit http://registrar.uoregon.edu/course_catalog_archive.
UO Course Catalog Archive and Course Descriptions

This page offers select listing of historical University of Oregon catalogs. If the catalog year you are seeking is not posted, the form below and the information you are seeking will be sent to you. To view or print sections from the current catalog, 2013-2014 University of Oregon Catalog. Navigate to the desired section, select the “printer friendly” link, and print the section. In order to view the catalogs you will need to install the Adobe Reader.

<table>
<thead>
<tr>
<th>UO Course Catalog PDF Archive</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-2014 Catalog</td>
<td>2001-2002 Catalog</td>
</tr>
<tr>
<td>2012-2013 Catalog</td>
<td>2000-2001 Catalog</td>
</tr>
<tr>
<td>2011-2012 Catalog</td>
<td>1999-2000 Catalog</td>
</tr>
<tr>
<td>2010-2011 Catalog</td>
<td>1998-1999 Catalog</td>
</tr>
<tr>
<td>2009-2010 Catalog</td>
<td>1997-1998 Catalog</td>
</tr>
<tr>
<td>2008-2009 Catalog</td>
<td>1996-1997 Catalog</td>
</tr>
<tr>
<td>2007-2008 Catalog</td>
<td>1995-1996 Catalog</td>
</tr>
<tr>
<td>2005-2006 Catalog</td>
<td>1993-1994 Catalog</td>
</tr>
<tr>
<td>2002-2003 Catalog</td>
<td>1990-1991 Catalog</td>
</tr>
</tbody>
</table>

Your name *

Your email address *
Odds and Ends #2
Transfer Articulation Goal

- Articulate every course from every institution in your state every year
- Use your state or regional ‘CRAO
  - Build a common template for adds, drops, changes
  - Agree to post regularly
- Use CollegeSource’s TES product for easy access to searchable catalogs (and compare year to year)
Main Website URL: http://www.uoregon.edu
OTM Courses Website
Information on Curricular Changes

Transcript Information

Instructions
Students should visit http://registrar.uoregon.edu/ and click on the "Transcripts" link at the top of the page.

Transcript Cost: There is no charge for transcripts. Special handling fees are $15 for rush transcripts (processed on the same day the order is received) and the cost of mailing for orders requiring overnight mail.

Mail Transcript Request To:
Office of the Registrar
5257 University of Oregon
Eugene, OR 97403-5257
Odds and Ends #3
Big Coffee Maker

• 45-cup percolators aren’t just for church basements!
  • Cost about $40 at BBB
  • Use for special occasions or to get through busy days
  • Can be impromptu if you keep coffee grounds and dry creamer/sugar on hand
  • Keeps the staff happy!
Odds and Ends #4
Reports for your Colleagues to run

- Run against the production environment
- Easy parameters and options
- Standard outputs
- Security based on department access
Odds and Ends #4
Reports for your Colleagues to run

- Outstanding grade rosters by department
- Outstanding Individualized Study grades
- Missing grades by department
- Missing Individualized Study grades
- Incompletes by department
- Grade Changes
Odds and Ends #4
Reports for your Colleagues to run

- Incompletes by Instructor
- Grade changes by Instructor
- All classes ever taught by an Instructor
- Individualized Study by instructor
- Schedule Proof by Term
- Unregistered Pre-Auths by Term/department
- All Final Exams scheduled for CRNs by department
- Instructor email addresses by classroom
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>CRN</th>
<th>Credits</th>
<th>Enroll</th>
<th>Exam Day</th>
<th>Time</th>
<th>Building</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 104</td>
<td>Intro Lit: Fiction</td>
<td>32698</td>
<td>04</td>
<td>38</td>
<td>Tuesday, June 12, 2012</td>
<td>10:15-12:15</td>
<td>HED</td>
<td>146</td>
<td>Noyce J</td>
</tr>
<tr>
<td>ENG 104</td>
<td>Intro Lit: Fiction</td>
<td>32697</td>
<td>04</td>
<td>22</td>
<td>Wednesday, June 13, 2012</td>
<td>10:15-12:15</td>
<td>LIL</td>
<td>185</td>
<td>Clark S</td>
</tr>
<tr>
<td>ENG 104</td>
<td>Intro Lit: Fiction</td>
<td>32698</td>
<td>04</td>
<td>23</td>
<td>Monday, June 11, 2012</td>
<td>15:15-17:15</td>
<td>LIL</td>
<td>185</td>
<td>Clark S</td>
</tr>
<tr>
<td>ENG 104</td>
<td>Intro Lit: Fiction</td>
<td>32699</td>
<td>04</td>
<td>39</td>
<td>Wednesday, June 13, 2012</td>
<td>13:00-15:00</td>
<td>ED</td>
<td>276</td>
<td>Hampton D</td>
</tr>
<tr>
<td>ENG 105</td>
<td>Intro Lit: Drama</td>
<td>32700</td>
<td>04</td>
<td>40</td>
<td>Monday, June 11, 2012</td>
<td>15:15-17:15</td>
<td>ED</td>
<td>117</td>
<td>Donnelly T</td>
</tr>
<tr>
<td>ENG 108</td>
<td>Intro Lit: Poetry</td>
<td>32701</td>
<td>04</td>
<td>40</td>
<td>Thursday, June 14, 2012</td>
<td>10:15-12:15</td>
<td>LIL</td>
<td>185</td>
<td>Edford R</td>
</tr>
<tr>
<td>ENG 108</td>
<td>Intro Lit: Poetry</td>
<td>32702</td>
<td>04</td>
<td>39</td>
<td>Thursday, June 14, 2012</td>
<td>15:15-17:15</td>
<td>VOL</td>
<td>307</td>
<td>Witte J</td>
</tr>
<tr>
<td>ENG 109</td>
<td>World Literature</td>
<td>32704</td>
<td>04</td>
<td>40</td>
<td>Thursday, June 14, 2012</td>
<td>08:00-10:00</td>
<td>CON</td>
<td>360</td>
<td>Bash R</td>
</tr>
<tr>
<td>ENG 110</td>
<td>Intro to Film &amp; Media</td>
<td>32705</td>
<td>04</td>
<td>39</td>
<td>Wednesday, June 13, 2012</td>
<td>15:15-17:15</td>
<td>MCK</td>
<td>214</td>
<td>Hayt A</td>
</tr>
<tr>
<td>ENG 199</td>
<td>Sp St Origins of Lit</td>
<td>36795</td>
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Odds and Ends #5
Webtailoring

- Banner self-serve has a “Web-Tailoring” feature (strictly limited to very few non-IT people at UO)
  - Two Registrar Staff
  - One Admission’s Staff
  - Only Info Text and Menu access
- Allows us to edit and reorder menu titles and add “help text” to the menu item
- Allows us to add information to self-serve pages
Student Menu

Student Notes and Resources: (All resource links will open in a new browser window.)

- Please review and update your local address and phone information; click on Personal Information, then Update Addresses and Phones.
- Register to Vote! Visit Oregon Votes for more information.
- Seniors: Graduating Spring 2012 (deadline April 29, 2012), Summer 2012 (deadline July 22, 2012), Fall 2012 (deadline October 21, 2012) or Winter 2013 (deadline February 3, 2013). Apply now! Click on "Apply for Undergraduate Degree."
- Academic Calendars (registration priority, academic deadlines, final exams, etc.).
- The "Course Evaluation" link appears on the MAIN menu. Click "Return to Menu" in the upper right corner of this page to get back to the MAIN menu.

Vote Now in the ASUO 2012 General Election
Records & Registration
Print Enrollment Verification
View Holds
View Transfer Evaluation Report

Financial Aid
Financial Aid Information Menu

Business Affairs/Student Billing
QuikPay® Student Billing Account
Click on the "Course Administration Center" menu item below to access your class lists, enter grades, make grade changes for prior terms, and add web links to your course listings.

Looking for dates and deadlines? Click here for calendars (academic deadlines for several terms, final exams, etc.).
New Undergraduate Applicants

- May 1, 2011: New students may claim their DuckID (the university computing account which includes an @uoregon.edu email account). Claim your account by following the directions for "logging in for the first time" at duckid.uoregon.edu
- May 2, 2011: Sign up for Orientation and FIGs.

New Law Students

Only the following menu items pertain to you:
- View Degree Audit
- View Transfer Evaluation Report
- Financial Aid Information Menu
- Housing Menu

If you previously applied to or attended the UO as an undergraduate, you may also see other menu items related to your undergraduate application. Information available from those menu items does not pertain to your Law School application.
Welcome to the University of Oregon Class Schedule.
To get started, click on a term below.

**Spring Term 2012**
- Click here for important Academic Dates and Deadlines.

**Summer Session 2012**
- The Summer 2012 Class Schedule is now available!
- Registration for summer session begins on May 7.
- Click here for the Summer 2012 Registration Priority Schedule.

---

**Course Search By Term:**
- Summer Session Zero Week Courses
- Group Satisfying and Multi-Cultural Courses Chart
- BA Second-Language Satisfying Courses
- Course Materials/Textbooks List
- Other Registration Info
- Scroll down for more links.

---

**More Resources:**
- Final Exams Schedules -- Subject Codes -- Campus Map with Building Abbreviations -- Prior Class Schedules
- DuckWeb -- Registrar -- Financial Aid -- Admissions -- Catalog -- Course Evaluations

Comments? registrar@uoregon.edu
Odds and Ends #6
Keep a Set of Cards

- Clearance +
  - Degree +
  - Enrollment
  - Status
- Demo June 2013
- 3rd party login
  - (for parents)
- Proxy access
  - Fall 2013
| Submit? | Wish List # | Status | Priority (no ?'s) | IS Support | Item | Student | Dept Part | RO benefit | Cost/ Benefit | Pract ical | Total | Must Do | Project | The 12th of Never | Notes |
|---------|-------------|--------|------------------|------------|------|---------|----------|-----------|-------------|-------------|----------|-------|--------|---------|------------------|-------|
| 1       | 1           | working on specs., not | Y | DW: Secure way for advisors to submit major changes | 4 | 5 | 5 | 5 | 5 | 24 | N | Y | N |
| 2       | 1           | covered by IDR | Y | SDW: add "Instructor Percent Responsibility" to schedule object (CAS request from M.N.) | 1 | 1 | 5 | 5 | 5 | 17 | N | N | Y |
| 4       | DI -- Hold  | DI: Part. In Feasibility study & proj. def. for doc. Retention | Y | DI: Purge transcript requests > 6 mos. | 0 | | | | | | | | |
| 6       | DI -- Hold  | in workflow/ no signature routing | Y | Automate all petitioning (would require policy change or workflow through all departments) | 5 | 5 | 5 | 5 | 5 | 25 | Y | Y | N |
| 8       | very few people | Don't allow students to apply for graduation unless they have X number of credits. | Y | | 3 | 5 | 4 | 5 | 22 | N | N | Y |
| 10      | hold for after upgrade | Refresh DA upon selection in DuckWeb (or give students ability to update their own audits in DW and eliminate nightly batch jobs) | Y | | 4 | 4 | 4 | 4 | 4 | 20 | N | N | N | Eliminate lot of manual jolts |
| 11      | 1st access to faculty and staff/Student Advising Menu forces user to go through FERPA training/sign off before | Y |  |  | 3 | 3 | 5 | 4 | 4 | 19 | Y | Y | N | Definite Project - important. |
Odds and Ends #8
Pending Calendar

Outlook Web App

Calendar > Sue's Pending April, 2014

Sue's Pending

4
Friday

Sue Eveland
EMU
Meet with Susan
EMU or other location

Subject codes with Ruth

ABD Grad Students
Fin Aid Training Room

FW: STARS Online-- Oregon University
(541)346-6121// https://join.me ; Joshua Rosen

Subject codes with Ruth
A simple word document with an academic calendar year down the edge.

13 month calendar highlighting the first day of classes and finals weeks.
Odds and Ends #9
Calendared Tablet

Office name at the bottom.
Print into tablets.
Odds and Ends #10
Helpful Philosophies

- Spread out work over time and people.
- Ask “what is the problem we are trying to solve?”
- Determine when a problem occurs if
  - Anyone has died?
  - If any small children were harmed?
  - If there is any blood?
  - (it’s all about perspective)
- Let people do their jobs, and you do yours...
- Pass the salt.
The End

• Thank you for staying to the bitter end!
• My contact info:
  – Sue Eveland, University Registrar
    Assistant Vice President for Enrollment Management
    seveland@uoregon.edu
    www.registrar.uoregon.edu