UNIVERSITY OF OREGON

100 Tips and Tricks for an Effective Productive Office

AACRAO 2015 – Baltimore, MD

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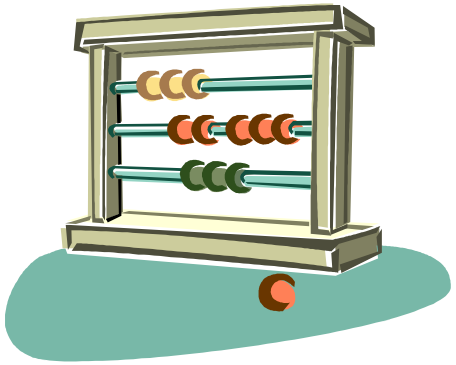
University of Oregon

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



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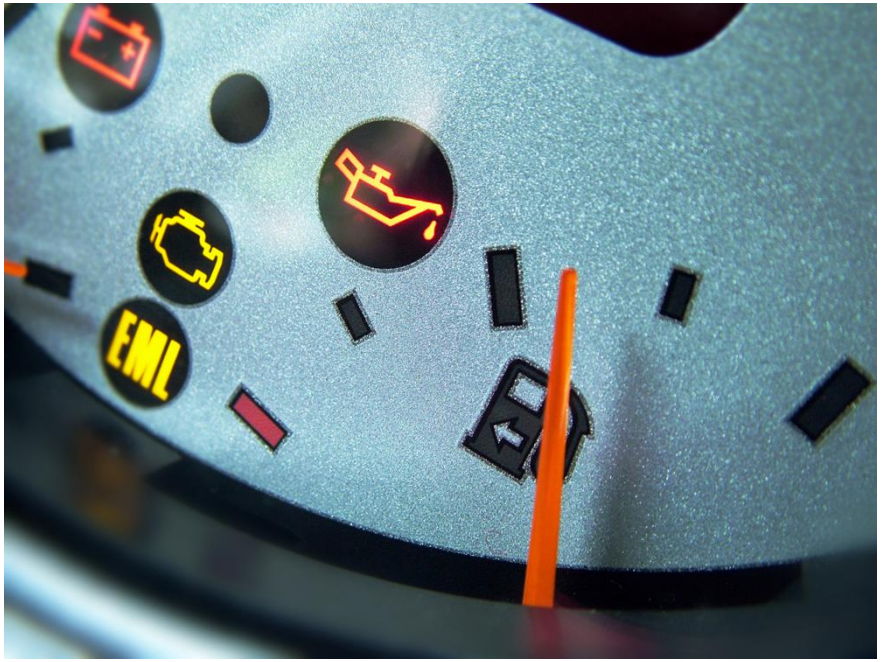
1. Dashboards



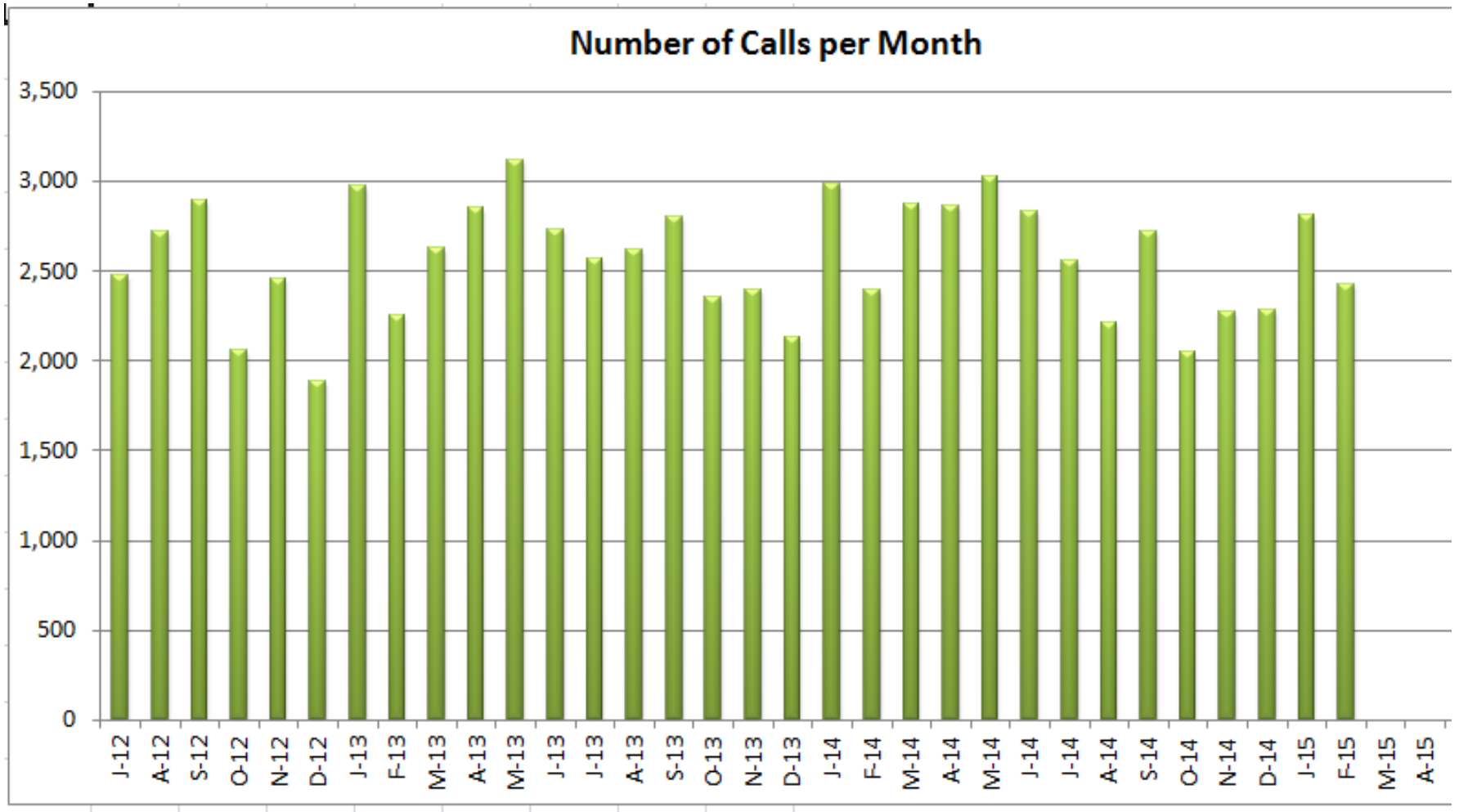
The Why and How of Office-level Dashboards

- 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

	Number of Calls	Abandoned Calls	% Answer	Avg Call Time	% Abandoned Calls
D-13	2130	50	97.7%	3.09	2.3%
J-14	2985	132	95.8%	3.16	4.4%
F-14	2399	57	97.7%	3.22	2.4%
M-14	2874	55	98.1%	3.27	1.9%
A-14	2862	72	97.6%	3.22	2.5%
M-14	3027	84	97.3%	3.17	2.8%
J-14	2833	94	96.8%	3.10	3.3%
J-14	2560	57	97.8%	3.47	2.2%
A-14	2214	61	97.3%	3.05	2.8%
S-14	2718	67	97.6%	3.56	2.5%
O-14	2050	64	97.0%	3.23	3.1%
N-14	2277	75	96.8%	3.14	3.3%
D-14	2287	79	96.7%	3.14	3.5%
J-15	2817	99	96.6%	3.11	3.5%
F-15	2431	60	97.6%	3.37	2.5%

Dashboard: #1
Phone Calls



Dashboard: #2
Incoming Email

All Emails in Registrar's Office

	2010	2011	2012	2013	2014	2015
JAN		434	549	651	806	1243
FEB		488	491	577	739	1066
MAR		593	633	671	846	
APR		347	489	632	768	
MAY	436	515	636	673	915	
JUN	494	514	693	635	803	
JUL	330	399	558	543	635	
AUG	366	484	602	670	633	
SEP	450	569	674	801	885	
OCT	362	419	516	654	825	
NOV	408	450	647	733	846	
DEC	377	436	511	653	1195	

Dashboard: #3
Transcript Orders

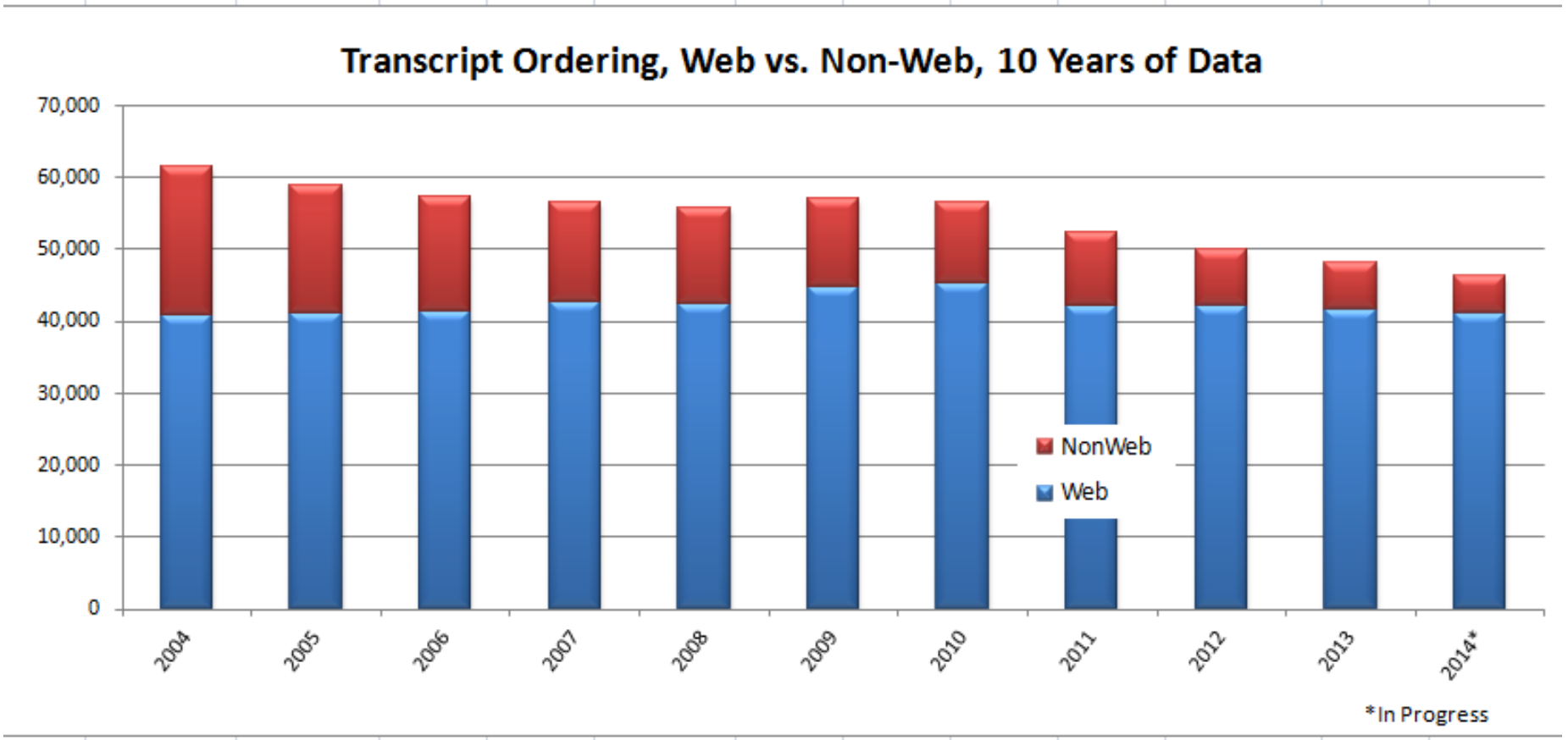
Transcripts, 10 Years

	Total Copies	NonWeb	Non-Web Pct	Web	Web Pct
2004	61,437	20,698	33.7%	40,739	66.3%
2005	58,754	17,738	30.2%	41,016	69.8%
2006	57,177	15,707	27.5%	41,470	72.5%
2007	56,424	13,679	24.2%	42,745	75.8%
2008	55,721	13,279	23.8%	42,442	76.2%
2009	56,944	12,170	21.4%	44,774	78.6%
2010	56,423	11,171	19.8%	45,252	80.2%
2011	52,302	10,184	19.5%	42,118	80.5%
2012	49,911	7,690	15.4%	42,221	84.6%
2013	48,061	6,447	13.4%	41,614	86.6%
2014*	46,212	5,156	11.2%	41,056	88.8%

*In progress

Table does not include batch transcripts.

Dashboard: #3
Transcript Orders



Also keep track of Rush. Overnight, PDF, Income, etc.

Dashboard: #4
Imaging Workflows – Counts by Month

Workflows	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
2006										613	605	612	1,830
2007	814	874	938	1,486	928	831	2,228	1,142	863	944	877	1,139	13,064
2008	968	1,010	1,147	1,873	1,208	1,321	3,119	991	1,552	1,134	800	1,020	16,143
2009	1,196	1,162	2,057	1,814	1,295	1,763	2,906	1,338	1,565	1,153	814	1,126	18,189
2010	1,128	1,845	2,038	1,928	1,366	1,715	1,311	1,117	1,537	1,092	1,126	2,037*	18,240
2011	2,154	1,897	2,382	2,081	1,607	1,170	1,200	1,246	1,871	1,450	1,209	2,018	20,285
2012	1,806	997	1,827	1,778	1,084	1,183	1,875	1,347	1,641	1,829	1,338	1,699	18,404
2013	2,256	1,862	2,438	1,909	1,491	1,788	2,085	1,521	1,699	1,599	1,352	1,806	21,806
2014	2.167	1,520	2,790	1,790	1,702	2,135	1,763	1,398	1,835	1,537	1,089	1,556	21,282
2015	1,966	1,533											

Dashboard: #4

Imaging Workflows – Percent by Month

	Day 0	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
J-14	21.5%	47.4%	64.3%	72.1%	79.5%	91.0%	98.7%	99.8%
F-14	18.3%	45.9%	61.3%	74.7%	86.8%	93.8%	99.7%	100.0%
M-14	4.3%	16.7%	33.3%	48.4%	60.5%	78.7%	99.6%	100.0%
A-14	8.6%	23.4%	36.3%	48.0%	54.3%	74.0%	99.5%	100.0%
M-14	11.7%	24.6%	34.8%	49.6%	62.1%	74.9%	93.2%	99.5%
J-14	18.2%	38.1%	53.8%	65.4%	73.1%	85.9%	98.8%	99.9%
J-14	10.6%	39.6%	55.9%	65.6%	78.9%	91.4%	99.5%	100.0%
A-14	38.6%	61.9%	70.7%	82.8%	91.6%	97.6%	99.7%	100.0%
S-14	43.1%	71.4%	77.0%	86.0%	92.2%	97.6%	99.8%	100.0%
O-14	26.9%	58.9%	70.6%	81.6%	91.1%	97.6%	99.8%	100.0%
N-14	36.7%	61.0%	66.5%	75.1%	81.5%	93.9%	99.7%	100.0%
D-14	47.2%	79.8%	90.9%	95.0%	97.0%	98.8%	100.0%	100.0%

Dashboard: #4

Imaging Workflows – Percent by Month

	Day 0	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
J-14	21.5%	47.4%	64.3%	72.1%	79.5%	**91.0%**	98.7%	99.8%
F-14	18.3%	45.9%	61.3%	74.7%	86.8%	**93.8%**	99.7%	100.0%
M-14	4.3%	16.7%	33.3%	48.4%	60.5%	**78.7%**	99.6%	100.0%
A-14	8.6%	23.4%	36.3%	48.0%	54.3%	**74.0%**	99.5%	100.0%
M-14	11.7%	24.6%	34.8%	49.6%	62.1%	**74.9%**	93.2%	99.5%
J-14	18.2%	38.1%	53.8%	65.4%	73.1%	**85.9%**	98.8%	99.9%
J-14	10.6%	39.6%	55.9%	65.6%	78.9%	**91.4%**	99.5%	100.0%
A-14	38.6%	61.9%	70.7%	82.8%	91.6%	**97.6%**	99.7%	100.0%
S-14	43.1%	71.4%	77.0%	86.0%	92.2%	**97.6%**	99.8%	100.0%
O-14	26.9%	58.9%	70.6%	81.6%	91.1%	**97.6%**	99.8%	100.0%
N-14	36.7%	61.0%	66.5%	75.1%	81.5%	**93.9%**	99.7%	100.0%
D-14	47.2%	79.8%	90.9%	95.0%	97.0%	98.8%	100.0%	100.0%

Dashboard: #5
Veterans with Benefits

	Chapter 30	Chapter 31	Chapter 33	Chapter 35	Chapter 1606	
	MGIB-Active	Voc Rehab	Post-9/11	Dependents	MGIB-Reserve	TOTAL
Fall 2009	28	36	92	73	21	252
Winter 2010	26	33	107	79	21	268
Spring 2010	24	28	114	72	23	263
Fall 2010	20	33	161	78	20	313
Winter2011	19	34	168	78	22	322
Spring 2011	14	29	164	73	21	302
Fall 2011	9	26	196	89	29	350
Winter 2012	10	24	190	90	30	344
Spring 2012	7	24	185	89	28	333
Fall 2012	8	28	214	98	31	379
Winter 2013	8	27	197	94	27	353
Spring 2013	7	29	191	85	23	335
Fall 2013	9	30	251	80	20	390
Winter 2014	10	32	251	80	23	396
Spring 2014	7	28	233	77	24	370
Fall 2014	3	32	279	88	19	421
Winter 2015	3	32	267	84	21	407

Dashboard: #6 Orientation

IntroDucktion	Regular Registrants	Space Available	Percent Full	Pathway Oregon	Space Available	Percent Full	Honors College	Space Available	Percent Full	Total Registrants	Space Available	Percent Full
2008	3,460	3,435	100.7%	255	405	63.0%	147	180	81.7%	3,862	4,020	96.1%
2009	3,439	3,826	89.9%	410	457	89.7%	177	187	94.7%	4,026	4,470	90.1%
2010	3,417	3,426	99.7%	331	400	82.8%	179	180	99.4%	3,927	4,006	98.0%
2011	3,688	3,950	93.4%	388	400	97.0%	185	180	102.8%	4,261	4,530	94.1%
2012	3,430	3,757	91.3%	344	435	79.1%	216	220	98.2%	3,990	4,412	90.4%
2013												
2014	3764			442			232			4438		

Dashboard: #7 Waitlisting

Waitlisting Totals

	Active CRNs with >0 Enrollment	CRNs with active Waitlists	% of Waitlisted CRNs	# of Waitlists Populated	% of Waitlists Populated
Winter 11 (pilot)	4,032	79	2.0%	56	70.9%
Spring 11	3,986	1,141	28.6%	845	74.1%
Fall 11	4,160	1,285	30.9%	919	71.5%
Winter 12	4,244	1,330	31.3%	970	72.9%
Spring 12	4,058	1,229	30.3%	909	74.0%
Fall 12	4,459	1,445	32.4%	1,042	72.1%
Winter 13	4,275	1,265	29.6%	885	70.0%
Spring 13	4,128	1,298	31.4%	933	71.9%
Fall 13	4,431	1,350	30.5%	939	69.6%
Winter 14	4,346	1,513	34.8%	906	59.9%
Spring 14	4,128	1,289	31.2%	733	72.4%
Fall 14	4,437	1,232	27.8%	779	63.2%

Dashboard: #8 Class Sections

# of Class Sections Scheduled

Term	Class Sections
Summer 09	1,099
Fall 09	4,043
Winter 10	3,938
Spring 10	3,827
Summer 10	1,181
Fall 10	4,189
Winter 11	4,033
Spring 11	3,985
Summer 11	1,146
Fall 11	4,320
Winter 12	4,219
Spring 12	4,086
Summer 12	1,176
Fall 12	4,460
Winter 13	4,280
Spring 13	4,127
Summer 13	1,178
Fall 13	4,431
Winter 14	4,343
Spring 14	4,179
Summer 14	1,219
Fall 14	4,437

Dashboard: #9 Traffic During Break

		Visitors to AO/RO				RO Email Traffic	RO Phone Calls
Day	**Date**	**AO**	**RO**	**Other**	**Total**	**# emails**	**# calls**
Monday	15-Dec	7	21	7	35	72	143
Tuesday	16-Dec	8	14	1	23	50	105
Wednesday	17-Dec	9	19	5	33	43	142
Thursday	18-Dec	8	13	3	24	55	116
Friday	19-Dec	4	21	4	29	47	151
Saturday	20-Dec	0	0	0	0	18	0
Sunday	21-Dec	0	0	0	0	7	0
Monday	22-Dec	10	25	2	37	55	120
Tuesday	23-Dec	4	3	0	7	32	82
Wednesday	24-Dec	OEM Offices Closed				16	0
Thursday	25-Dec	University Holiday - Closed				1	0
Friday	26-Dec	OEM Offices Closed				6	0
Saturday	27-Dec	0	0	0	0	7	0
Sunday	28-Dec	0	0	0	0	9	0
Monday	29-Dec	9	18	2	29	52	152
Tuesday	30-Dec	5	16	6	27	46	108
Wednesday	31-Dec	5	13	5	23	21	59
Thursday	1-Jan	University Holiday - Closed				11	0
Friday	2-Jan	10	21	14	45	49	139
Saturday	3-Jan	0	0	0	0	20	0
Sunday	4-Jan	0	0	0	0	20	0
Totals:		79	184	49	312	637	1317

Dashboard: #10
Enrollment by Half Hour

Time	Mon CRN	Mon Hdct	Tues CRN	Tues Hdct	Wed CRN	Wed Hdct	Thurs CRN	Thurs Hdct	Fri CRN	Fri Hdct
800	81	2691	88	2666	88	2778	75	2294	70	1776
830	115	4133	134	5155	129	4731	121	4770	79	2299
900	175	6425	183	6146	197	6618	195	6265	164	4576
930	175	6438	176	6058	198	6646	189	6184	165	4588
1000	235	8152	240	8383	264	8739	250	8383	191	4912
1030	232	8106	241	8364	260	8672	251	8363	192	5011
1100	225	8000	227	8068	248	8350	248	8303	176	4806
1130	179	6225	142	3946	202	6578	164	4209	169	4664
1200	218	7805	257	8070	254	8270	264	8179	162	4370
1230	214	7721	251	7904	249	8151	256	7970	158	4196
1300	217	7443	265	7975	251	7824	255	7960	149	3903
1330	173	5360	197	4594	205	5717	184	4595	142	3695
1400	221	7394	307	8188	245	7781	310	8299	117	3040
1430	220	7375	298	8136	243	7760	302	8256	117	3041
1500	204	7001	244	7834	222	7304	262	7968	83	2355
1530	156	4576	166	4946	172	4852	181	5022	74	2128

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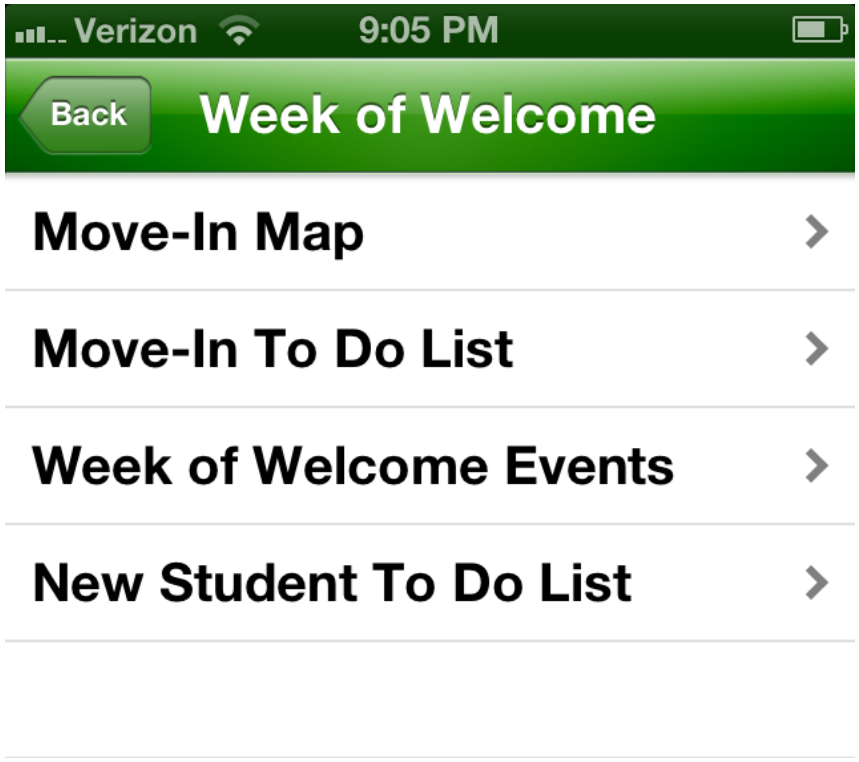
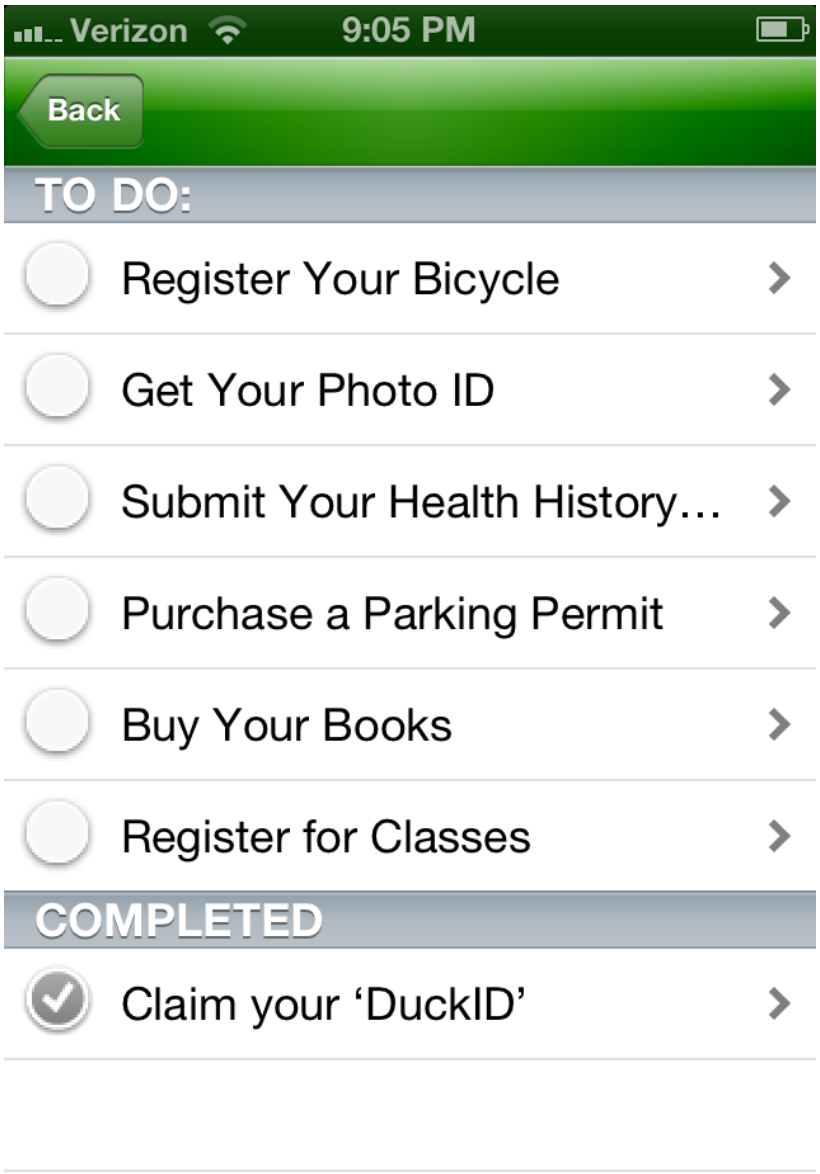
2.Mobile Apps

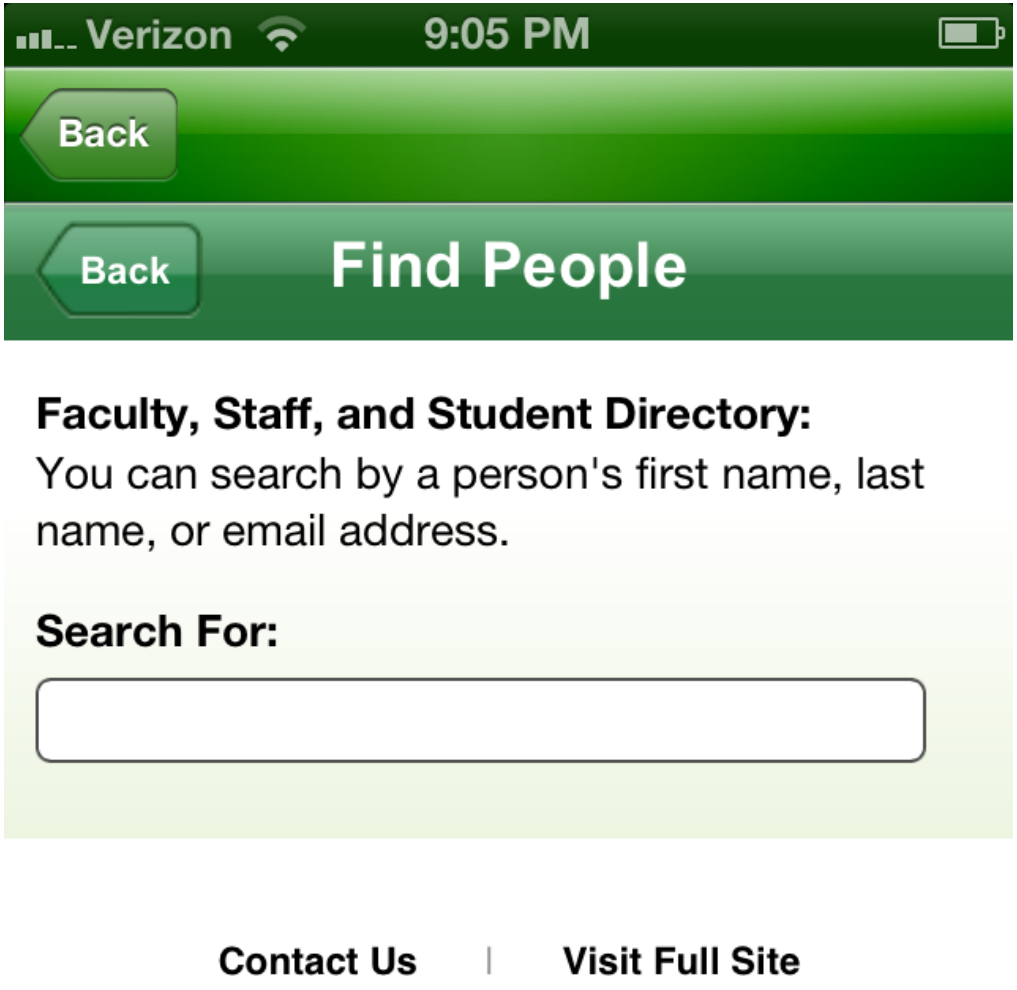
Mobile Apps: Main page

Mobile Apps: #1
New Student Week

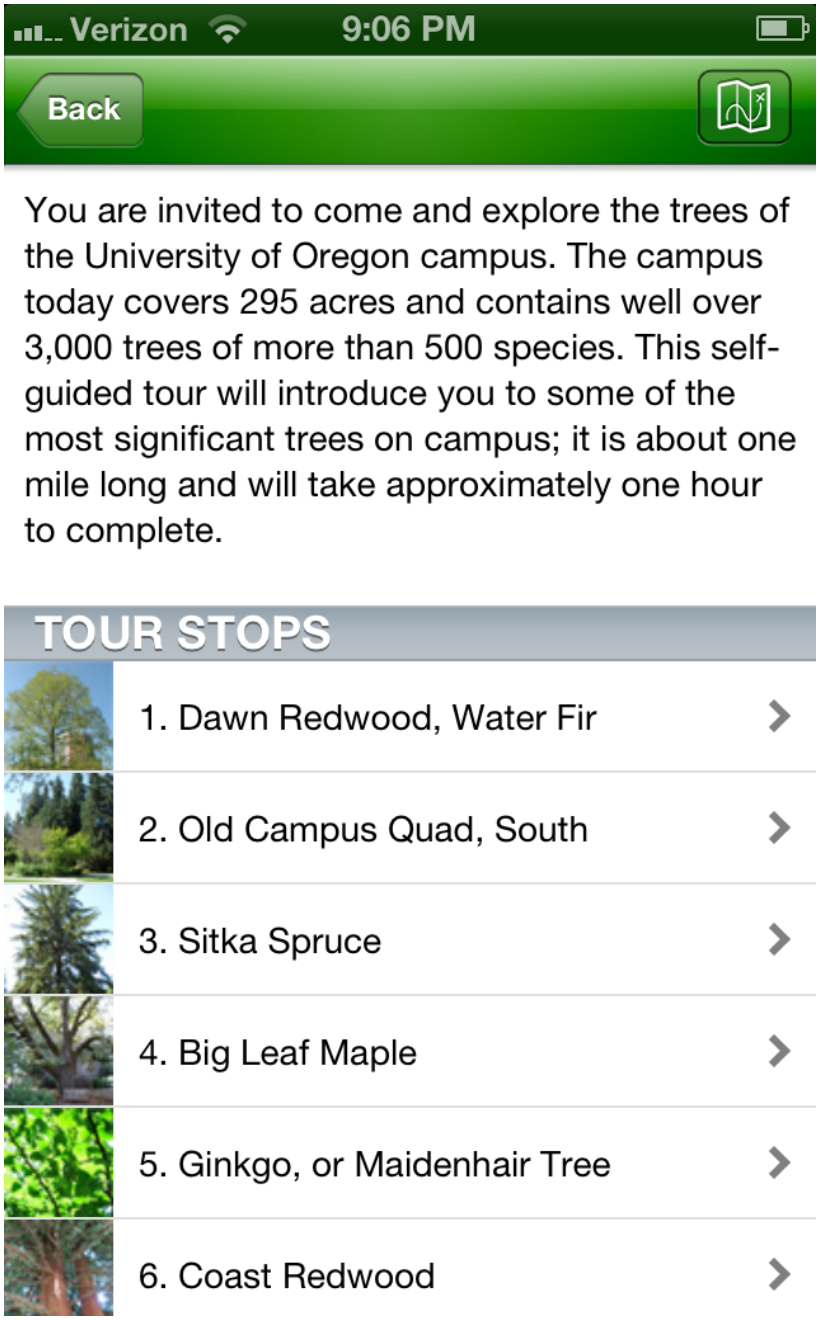




Mobile Apps: #2 Online Directory



Mobile Apps: #3 Tours



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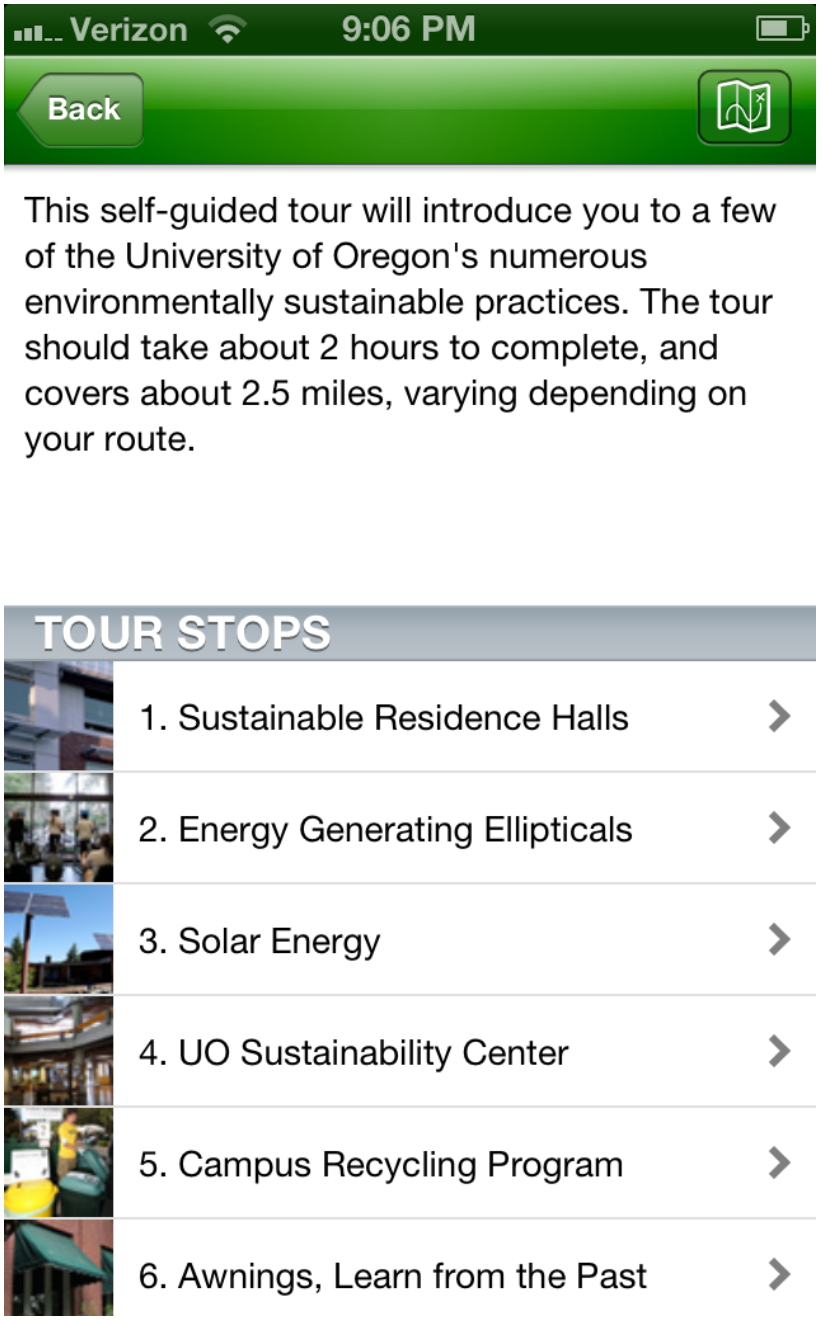
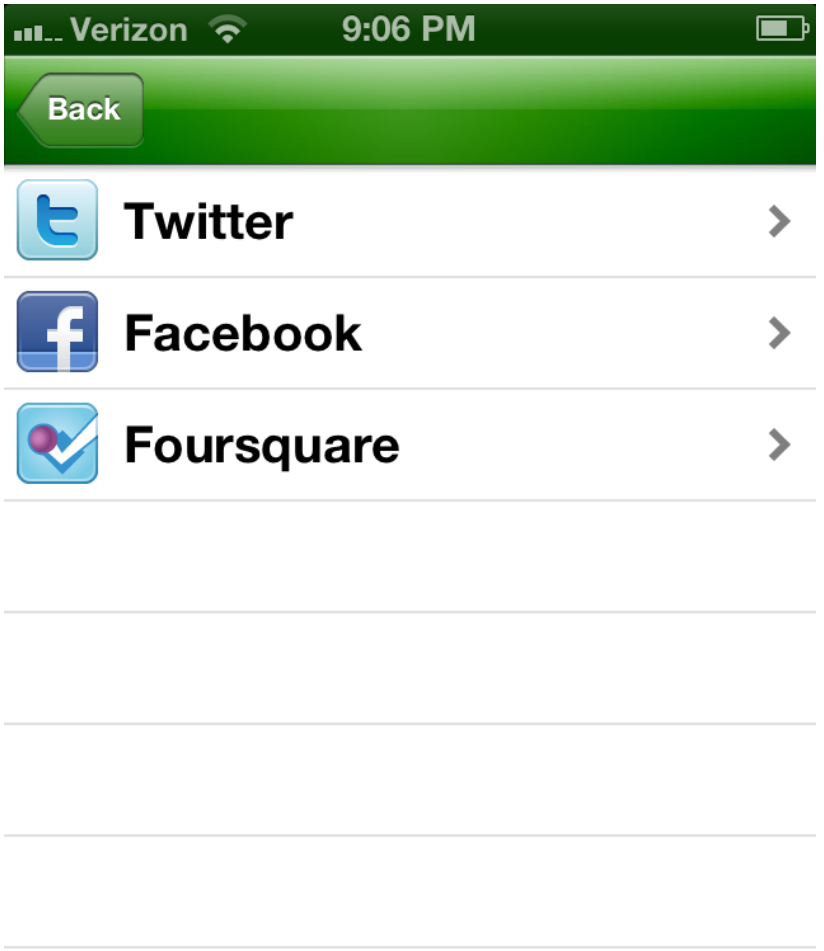
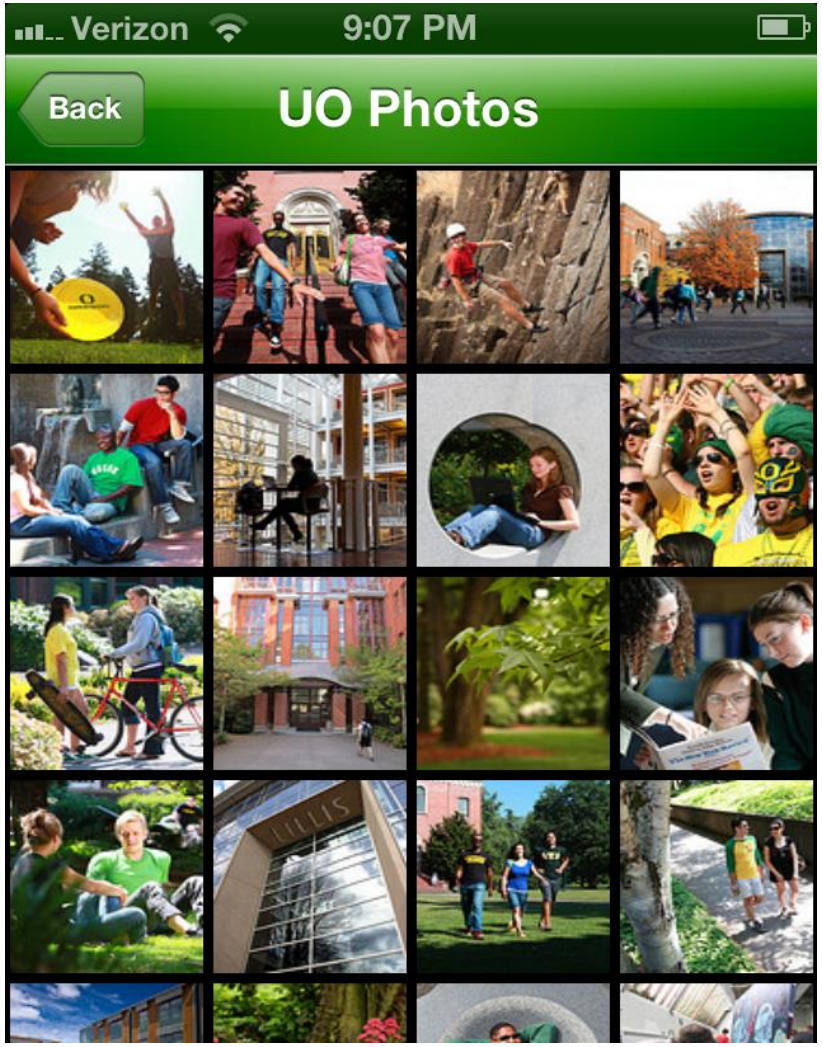
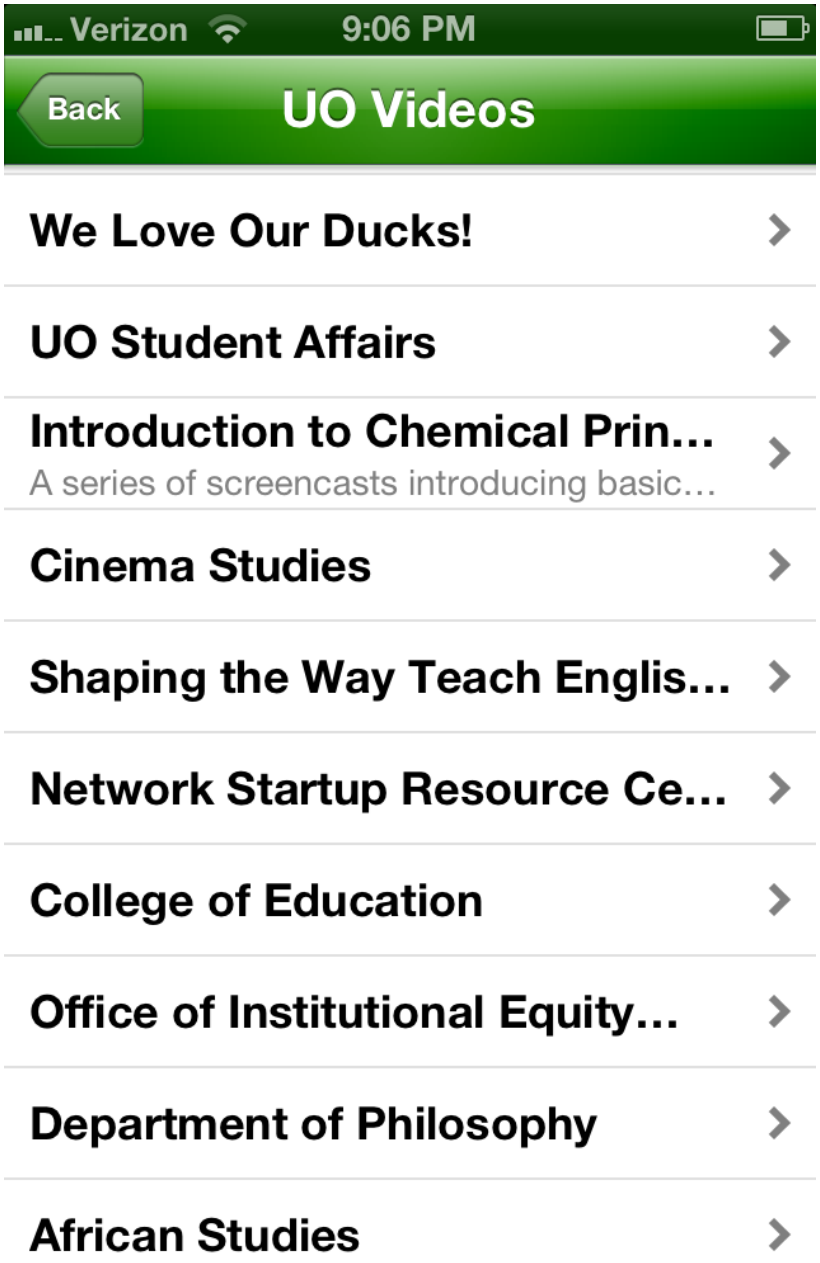


Mobile Apps: #4 Social Media

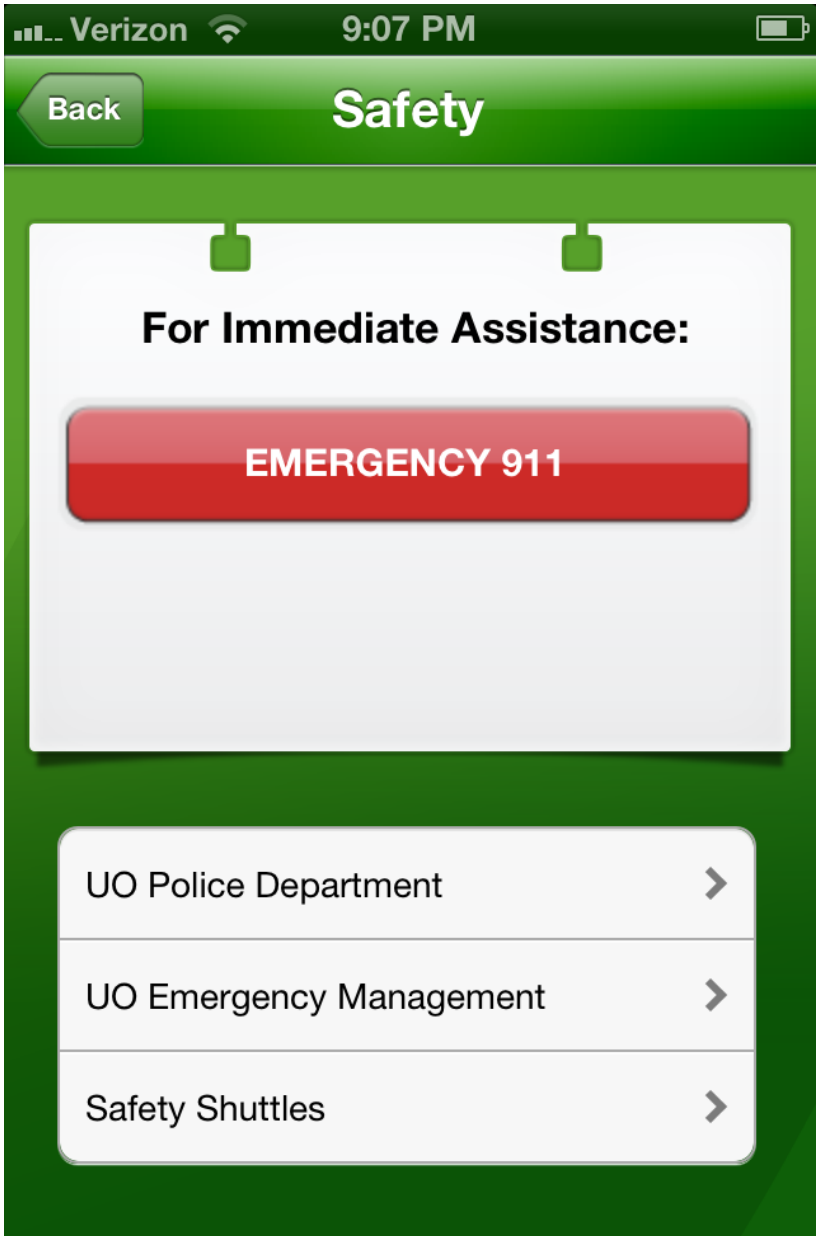


Mobile Apps: #5 Video/Photo Collections

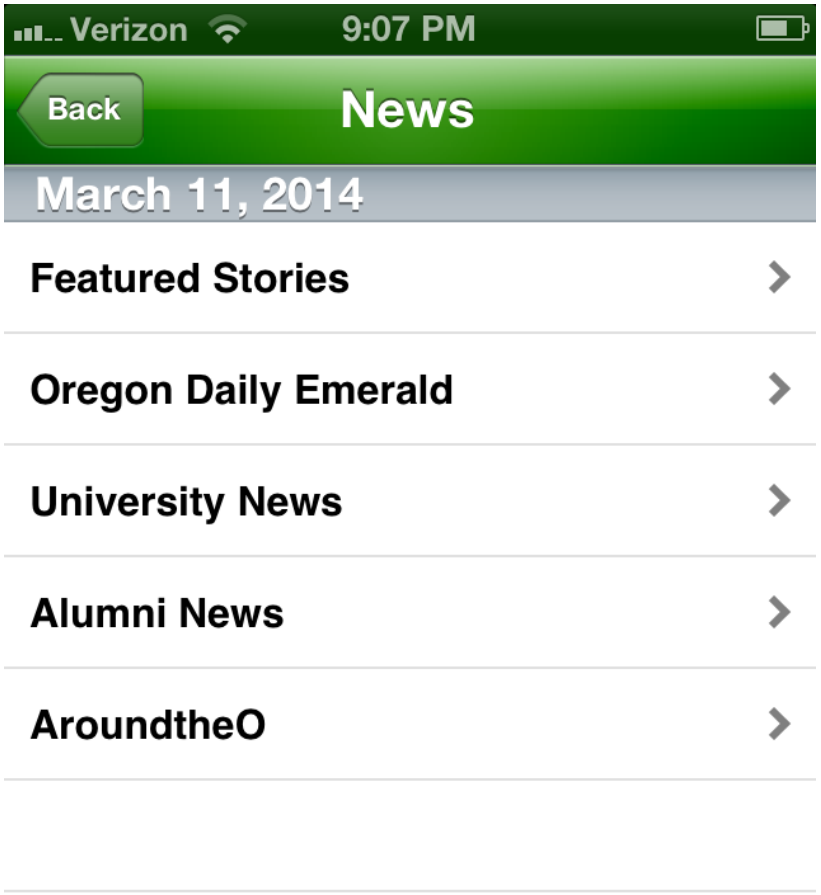




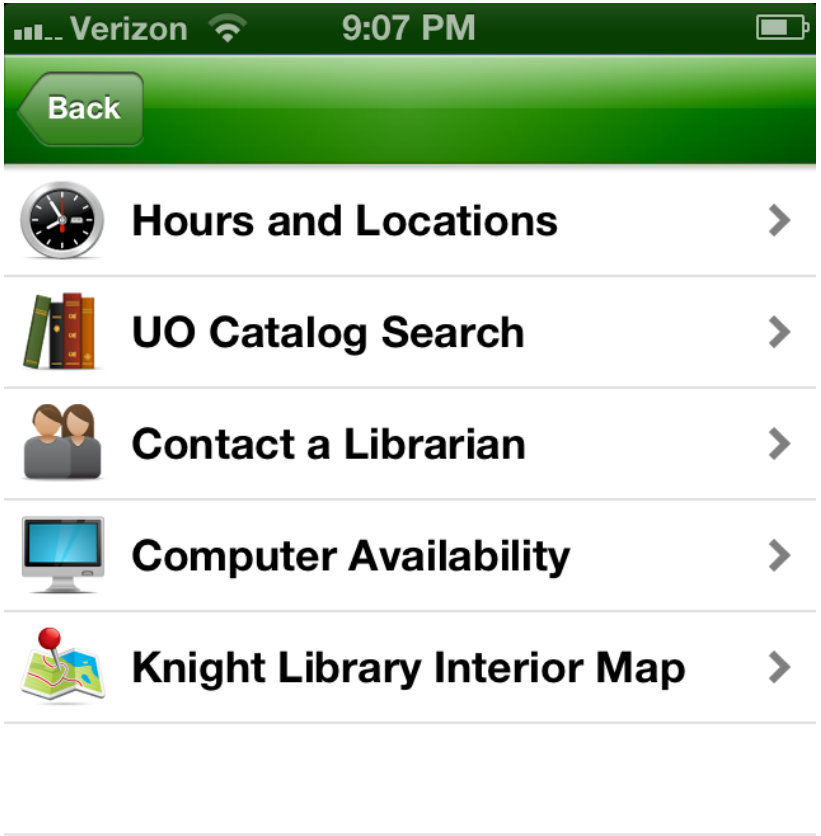
Mobile Apps: #6 Safety on Campus

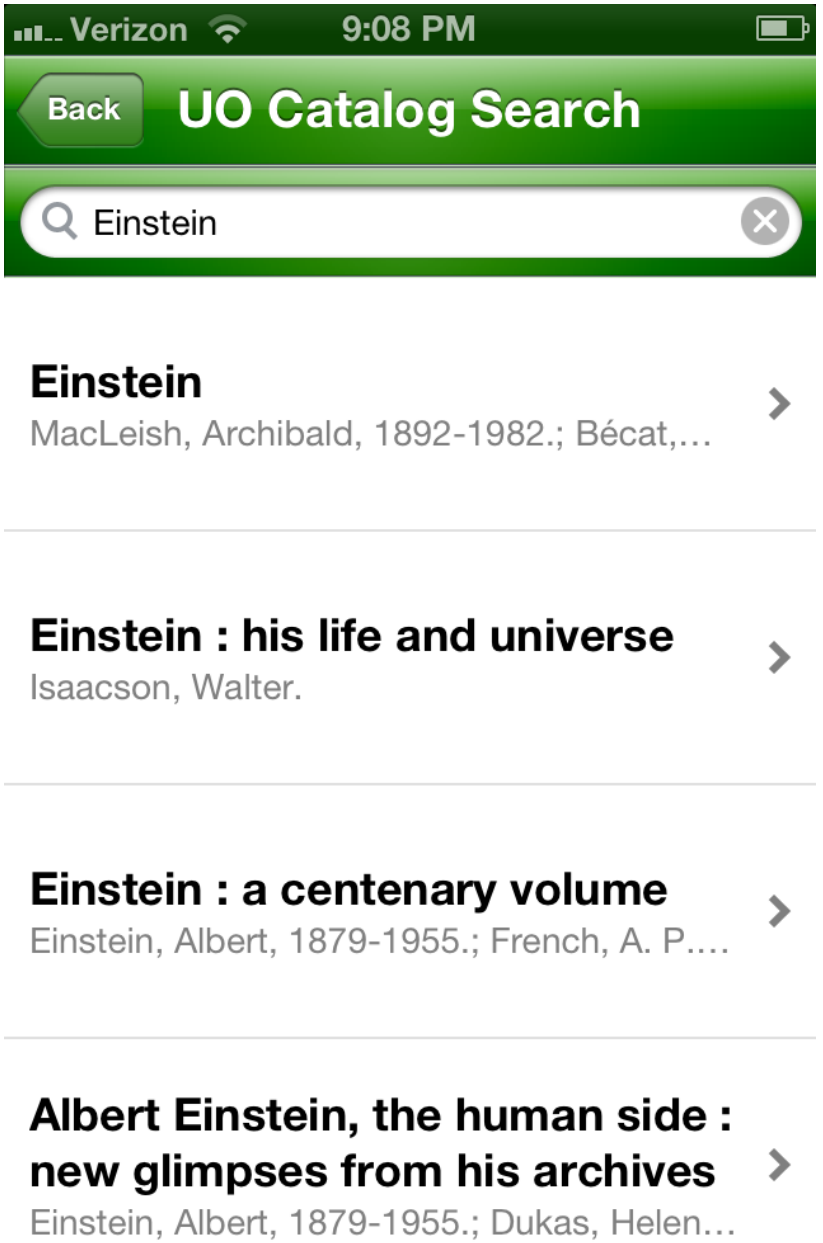


Mobile Apps: #7
News



Mobile Apps: #8 Library





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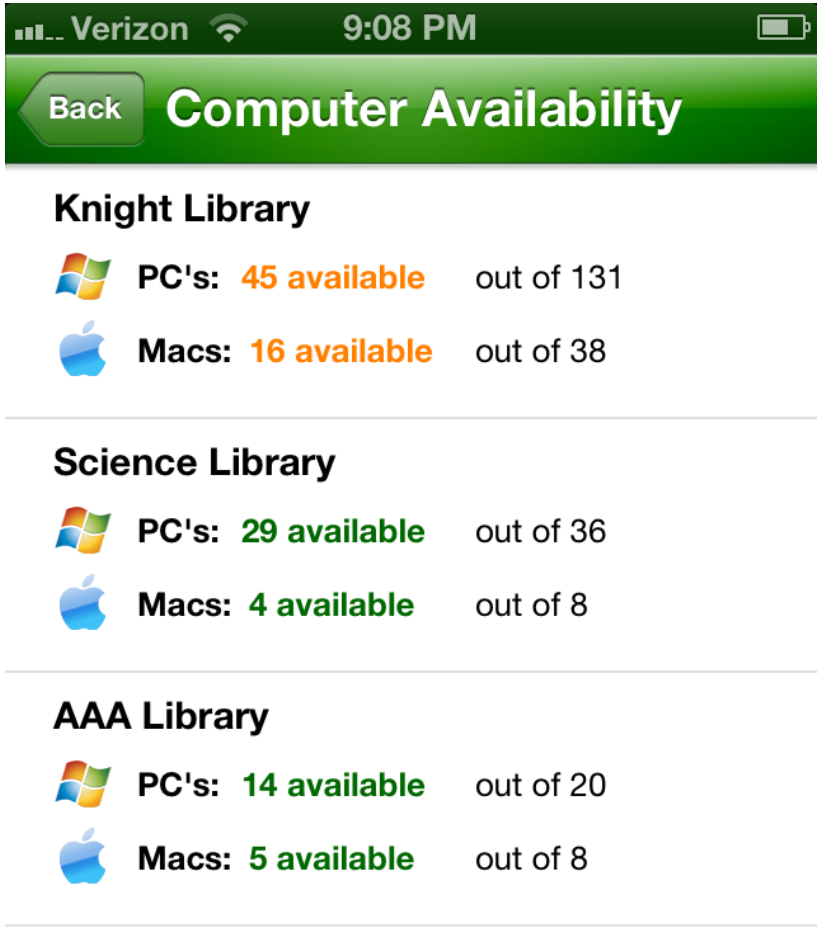
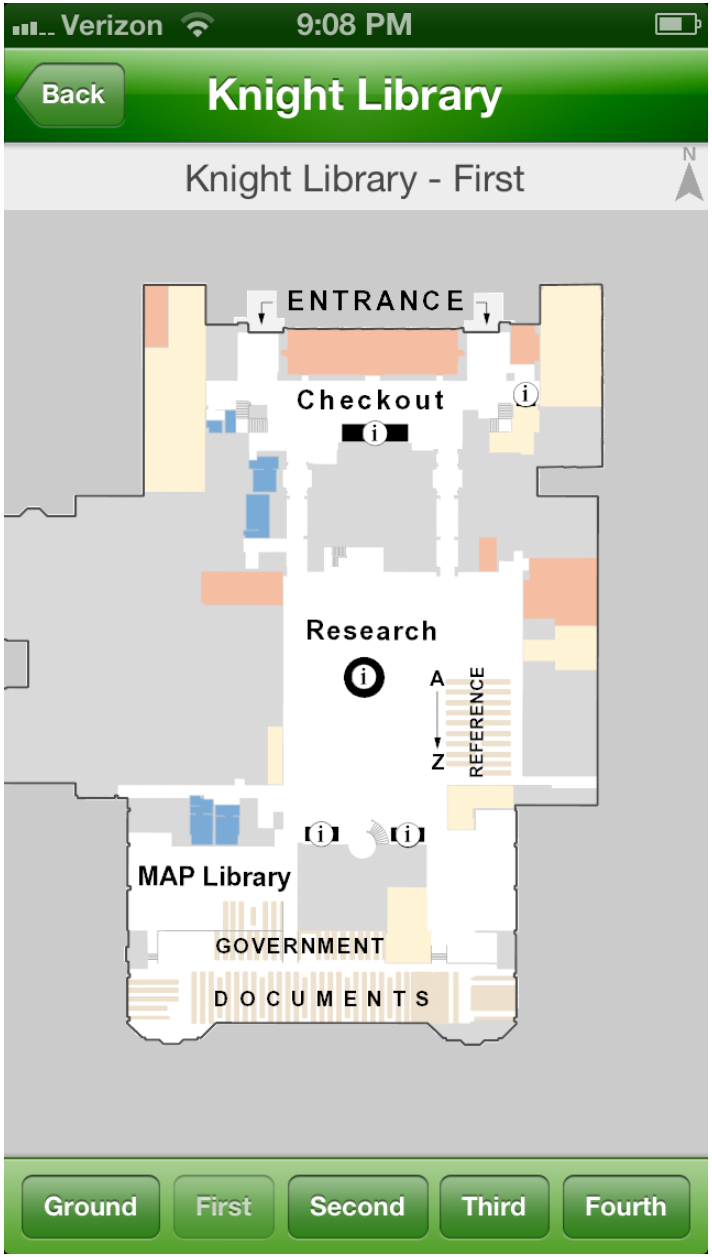
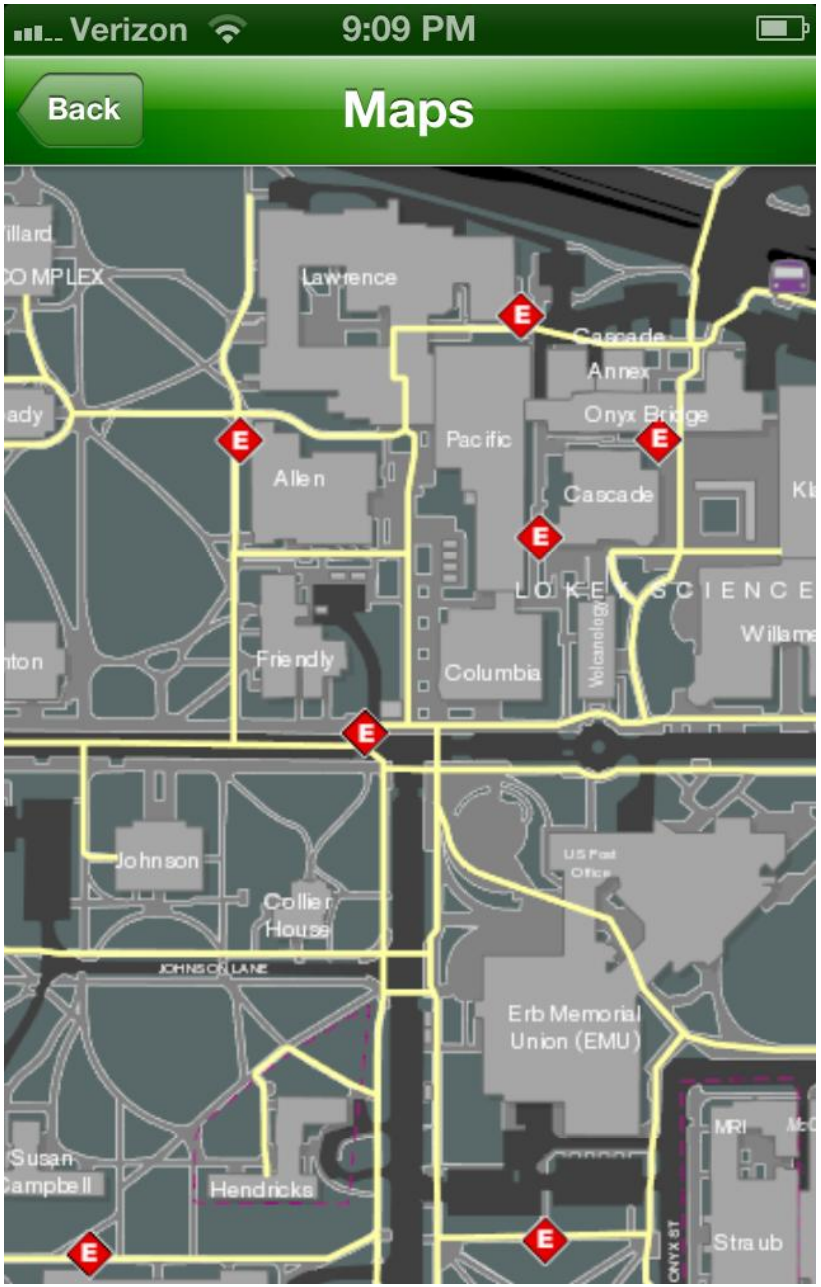




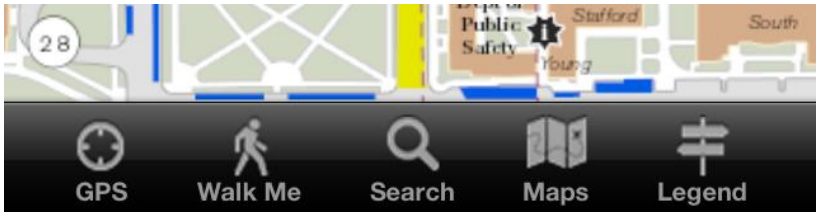
Mobile Apps: #9 Maps

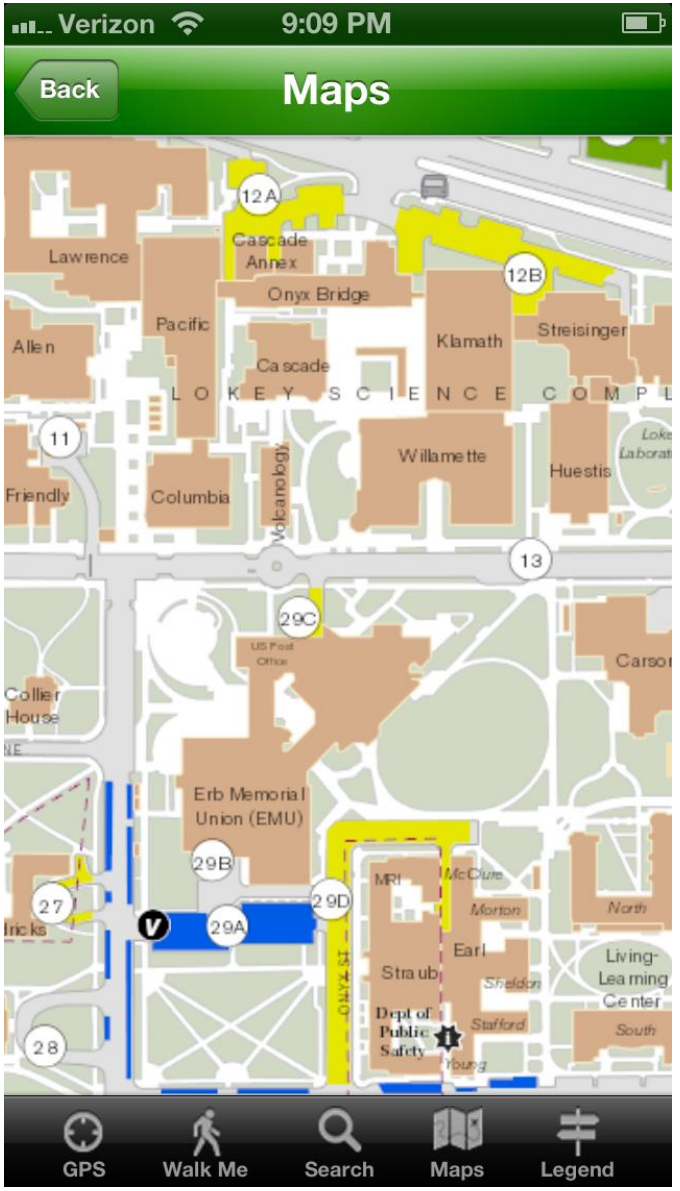
Verizon 9:09 PM

- Campus Base
- Accessibility
- Bicycling
- Safety at Night
- Parking and Transit
- Tree Map
- Aerial Photo
- Aerial Photo, 1947
- Campus Map, 1913

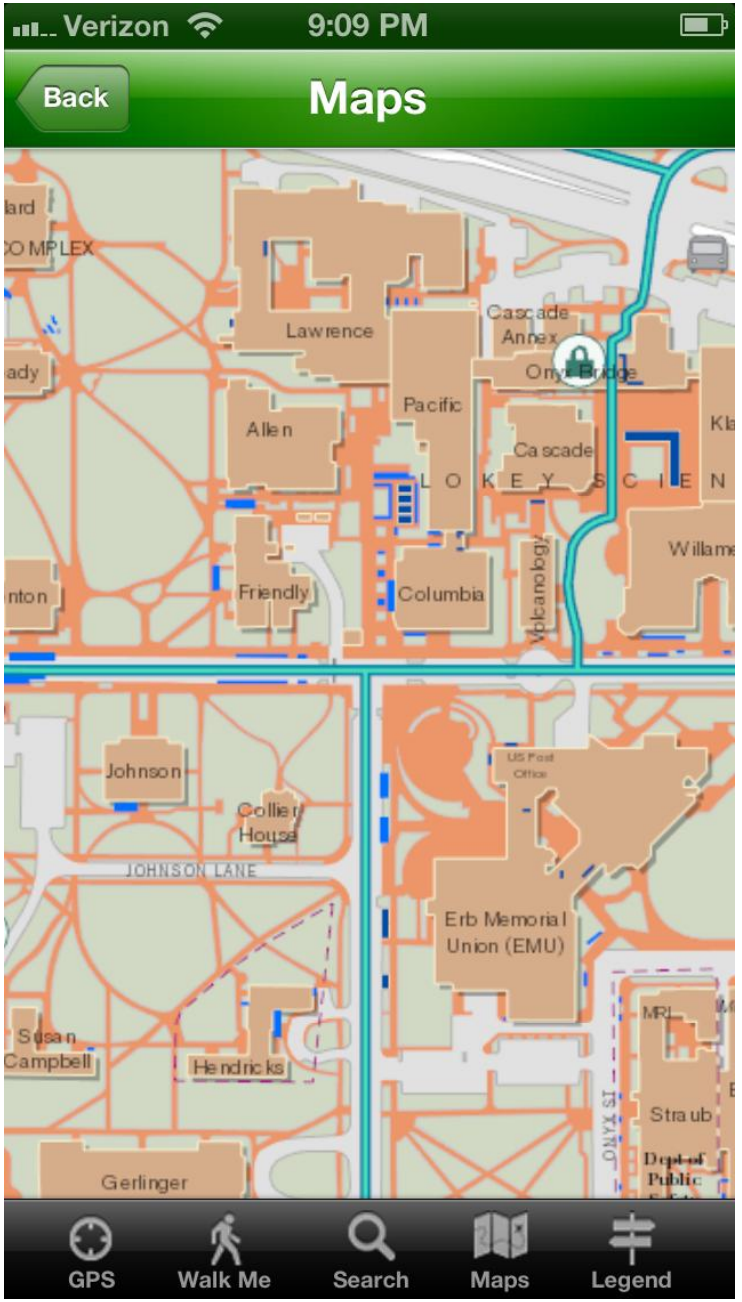


Mobile Apps: #9 Maps

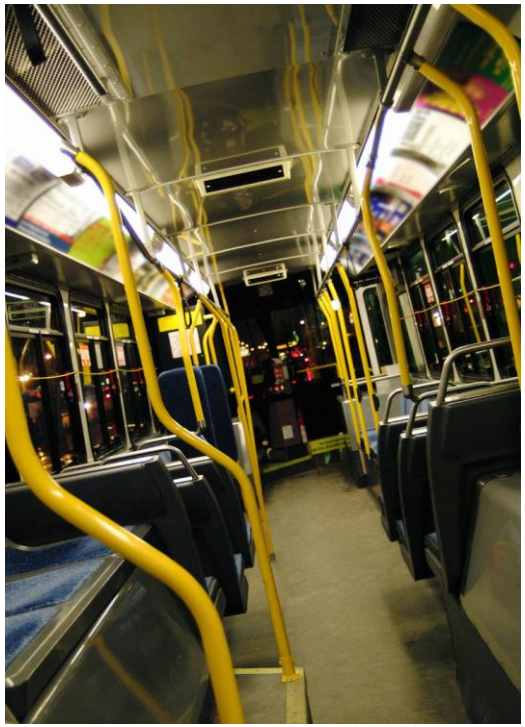




Mobile Apps: #9 Maps



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:
- http://www.petersons.com/college-search/mobile-apps-by-colleges.aspx

3. Training Tips and Tricks

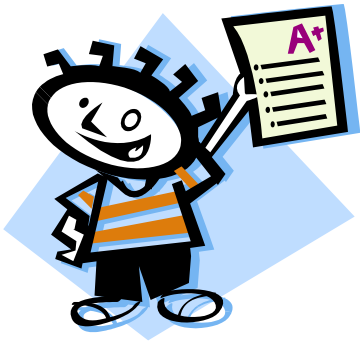
3. Training Tips and Tricks

- 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

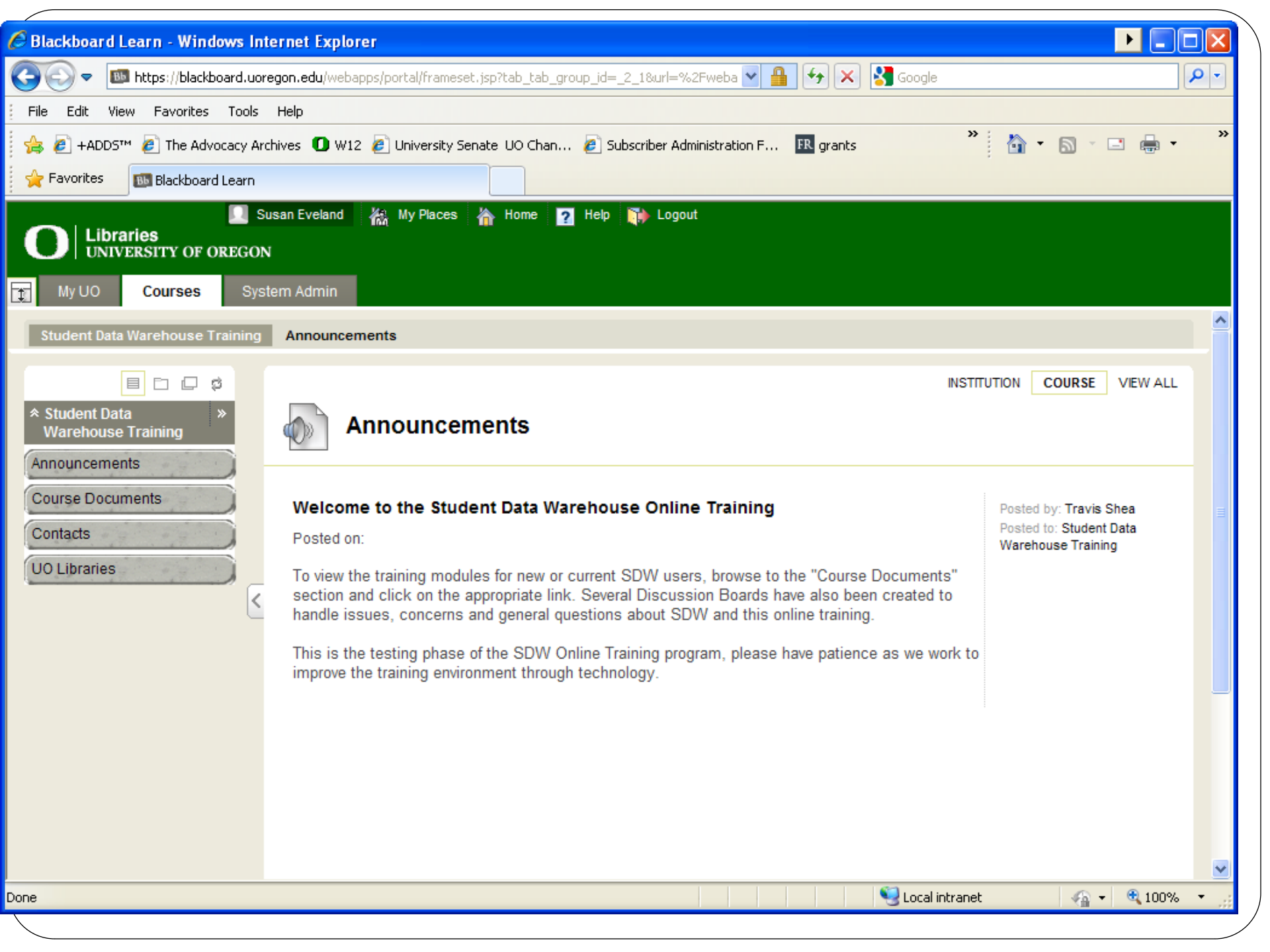
- Audience are individual staff in academic departments monitor/manage registration
- 3 times a year (Fall, Winter, Spring terms)
- Timing: Right before registration begins
- Focus is on
  - Understanding the WL system (so the staff don't make mistakes)
  - Learning where to get data about demand

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


Blackboard Learn - Windows Internet Explorer
https://blackboard.uoregon.edu/webapps/portal/frameset.jsp?tab_tab_group_id=_2_1&url=%2Fweba
Google
File Edit View Favorites Tools Help
+ADDS™ The Advocacy Archives W12 University Senate UO Chan... Subscriber Administration F... grants
Favorites
Blackboard Learn
Susan Eveland My Places Home Help Logout
Libraries
UNIVERSITY OF OREGON
My UO Courses System Admin
Student Data Warehouse Training Announcements
Student Data Warehouse Training
Announcements
Course Documents
Contacts
UO Libraries
INSTITUTION COURSE VIEW ALL
Announcements
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.
Posted by: Travis Shea
Posted to: Student Data Warehouse Training
Done
Local intranet
100%

Blackboard Learn - Windows Internet Explorer

https://blackboard.uoregon.edu/webapps/portal/frameset.jsp?tab_tab_group_id=_2_1&url=%2Fweba

File Edit View Favorites Tools Help

+ADDS™ The Advocacy Archives W12 University Senate UO Chan... Subscriber Administration F... grants

Favorites Blackboard Learn

Susan Eveland My Places Home Help Logout

Libraries
UNIVERSITY OF OREGON

My UO Courses System Admin

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.

Done Local intranet 100%

UNIVERSITY OF OREGON

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.

Continue

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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

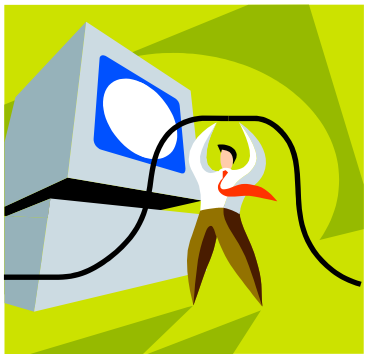
The Entire SDW Training from Intro to Simple Query Design by Example

Property of the University of Oregon,
Office of the Registrar

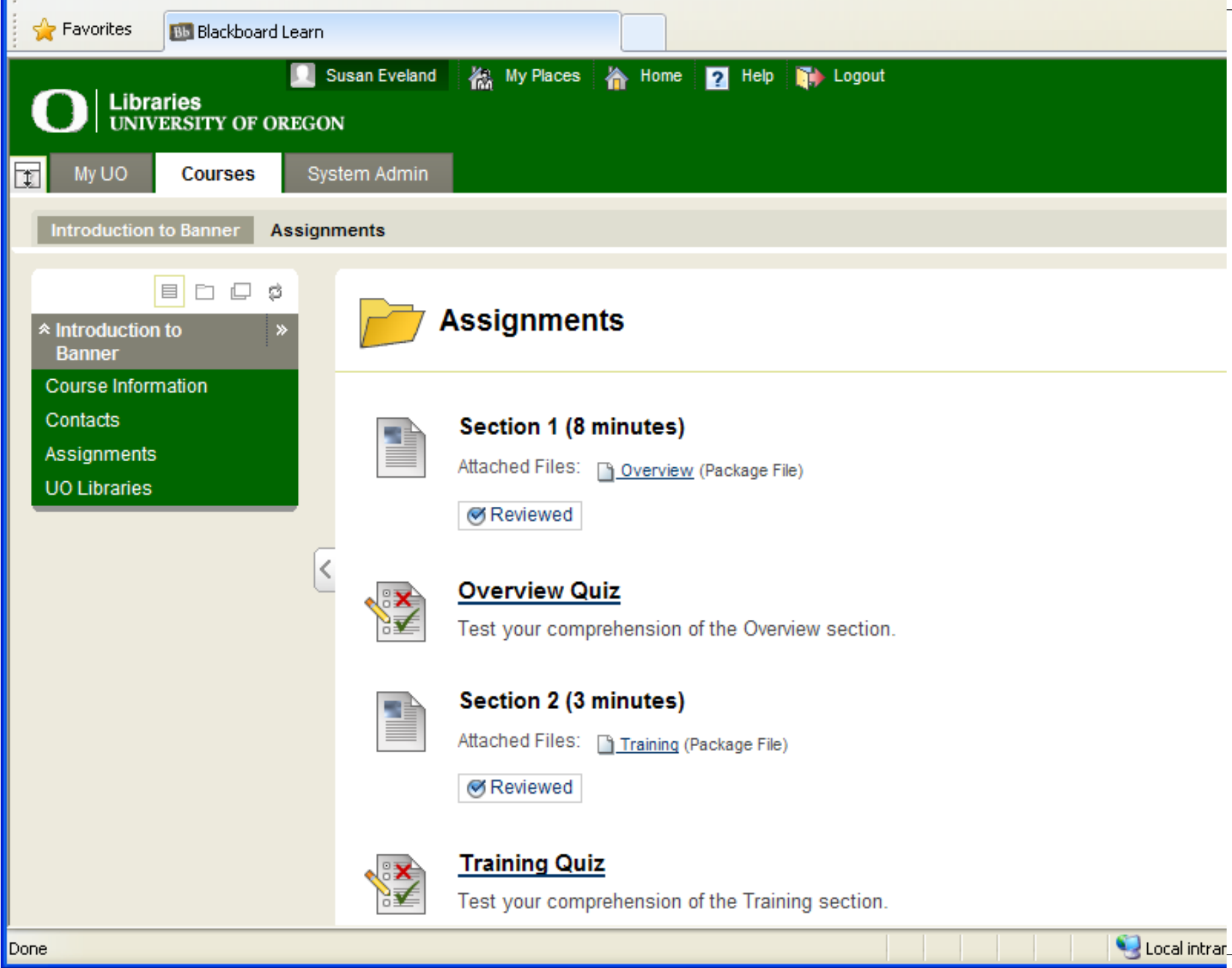
For official use only

Blackboard Learn - Windo... | Microsoft PowerPoint - [Or... | Banner Query Training Sig... | refresh - Windows Internet ... | Users can do this all at onc | 10:38 AM

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.


Favorites
Blackboard Learn
Susan Eveland
My Places
Home
Help
Logout
Libraries
UNIVERSITY OF OREGON
My UO
Courses
System Admin
Introduction to Banner
Assignments
Introduction to Banner
Course Information
Contacts
Assignments
UO Libraries
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.
Done
Local intran

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

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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

Help Pages

- DuckWeb Registration Error Messages
- How to Change Your Degree on DuckWeb
- How to Completely Withdraw Using Duckweb
- How to Order Transcripts on Duckweb
- How to Register for Classes on DuckWeb
- How to Register for Student Orientation Through DuckWeb
- How to Reset Your PAC on DuckWeb
- How to Use Wait-listing on DuckWeb
- Wait-listing FAQ
- Viewing PDF Transcripts and Degree Audits on Mac OS X
- How to Add a Proxy

Home › Help

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

Help Pages

- DuckWeb Registration Error Messages
- How to Change Your Degree on DuckWeb
- How to Completely Withdraw Using Duckweb
- How to Order Transcripts on Duckweb
- How to Register for Classes on DuckWeb
- How to Register for Student Orientation Through DuckWeb
- How to Reset Your PAC on DuckWeb
- How to Use Wait-listing on DuckWeb
- Wait-listing FAQ
- Viewing PDF Transcripts and Degree Audits on Mac OS X
- How to Add a Proxy

Home › Help

How to Completely Withdraw Using DuckWeb

Carefully Consider Your Decision to Withdraw

Contents

Carefully Consider Your Decision to Withdraw
How to Withdraw
Additional Considerations (Information You May Need to Know)
Video Tutorial
More DuckWeb Help

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.

Contents

How To Register for Student Orientation Through DuckWeb
Getting Started
Selecting a FIG
Choosing Your IntroDUCKtion Session
Helpful Links
Video Tutorial

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

Home › Help

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

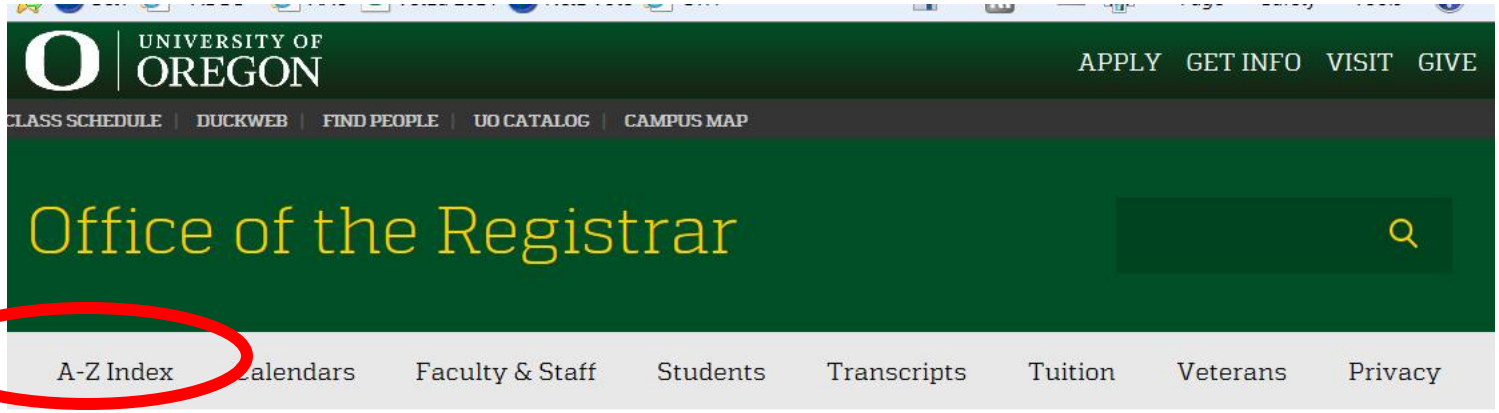
Tutorials: #6 How to View your PFD on Macs OS X
Tutorials: #7 How to Add a Proxy on DuckWeb
Tutorials: #8 How to Register for Classes
Tutorials: #9 Jumpstart Tutorial (advising)
Tutorials: #10 How to Change your Grading Option or Variable Credit
Tutorials: #11 How to Read Your Degree Audit

Run out of topics?
Help your colleagues!
They'll appreciate it!

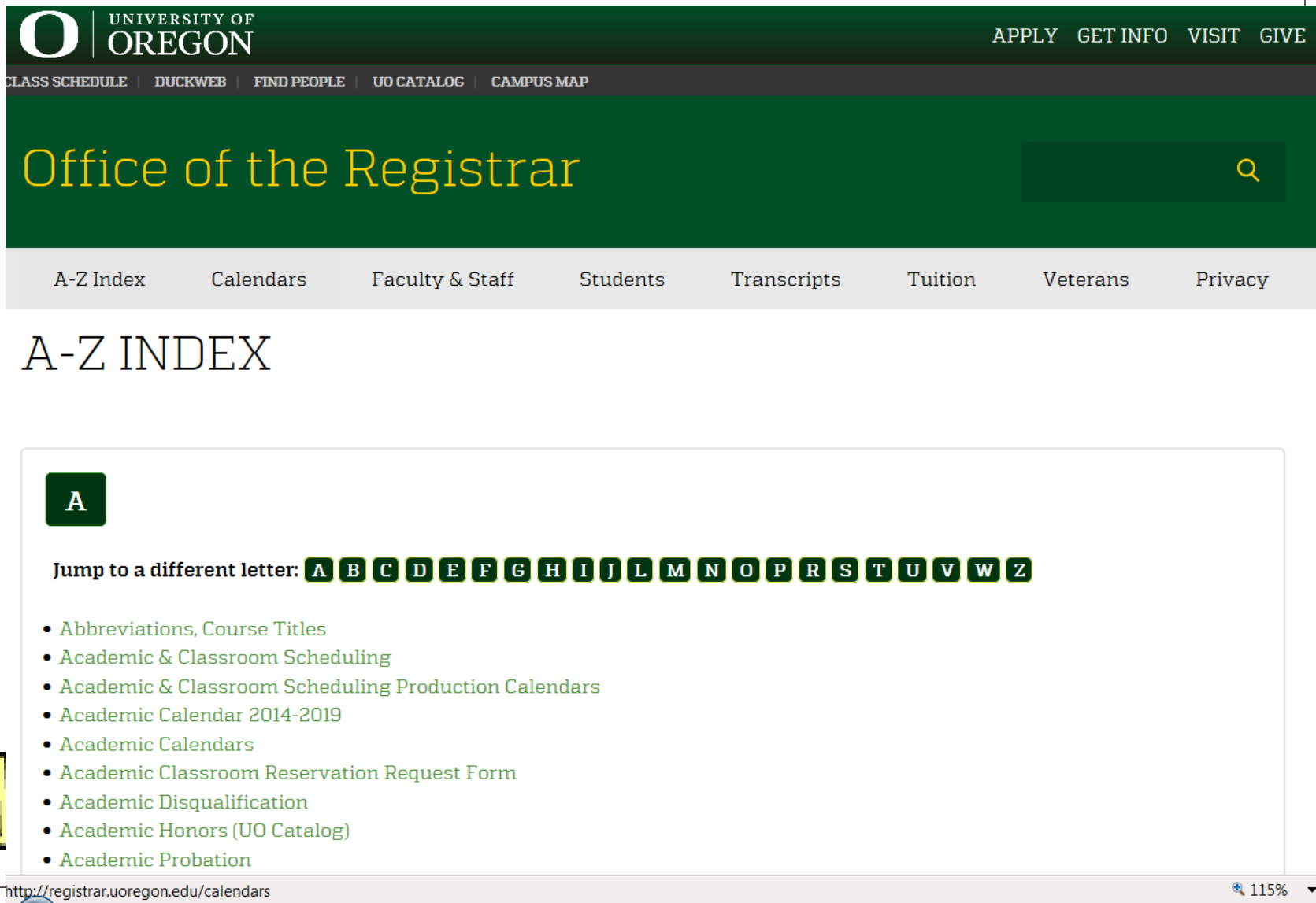
UNIVERSITY OF OREGON

5. Web Tools

Web Tools: #1
A-Z Index



Web Tools: #1
A-Z Index

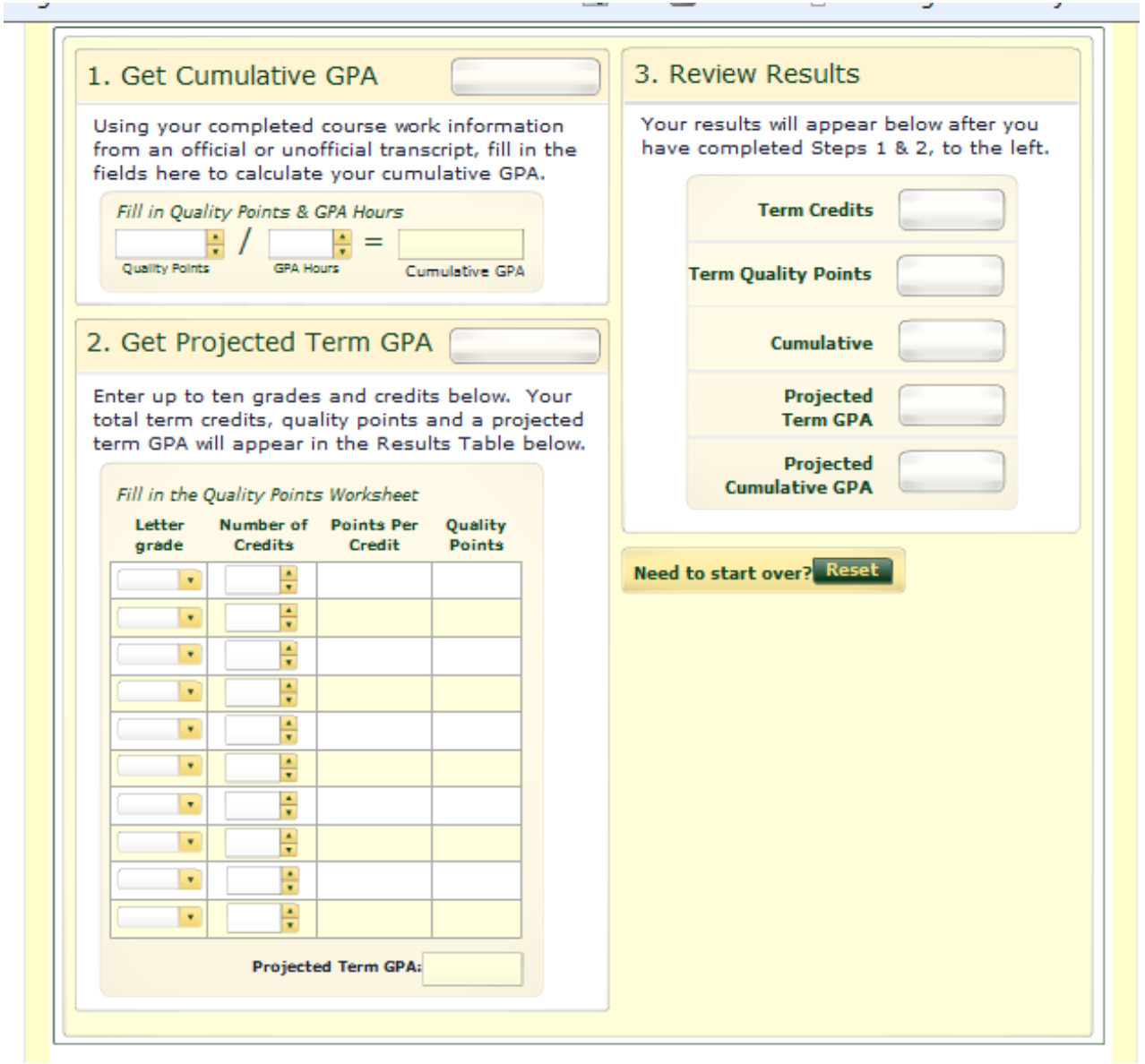


Web Tools: #1
A-Z Index

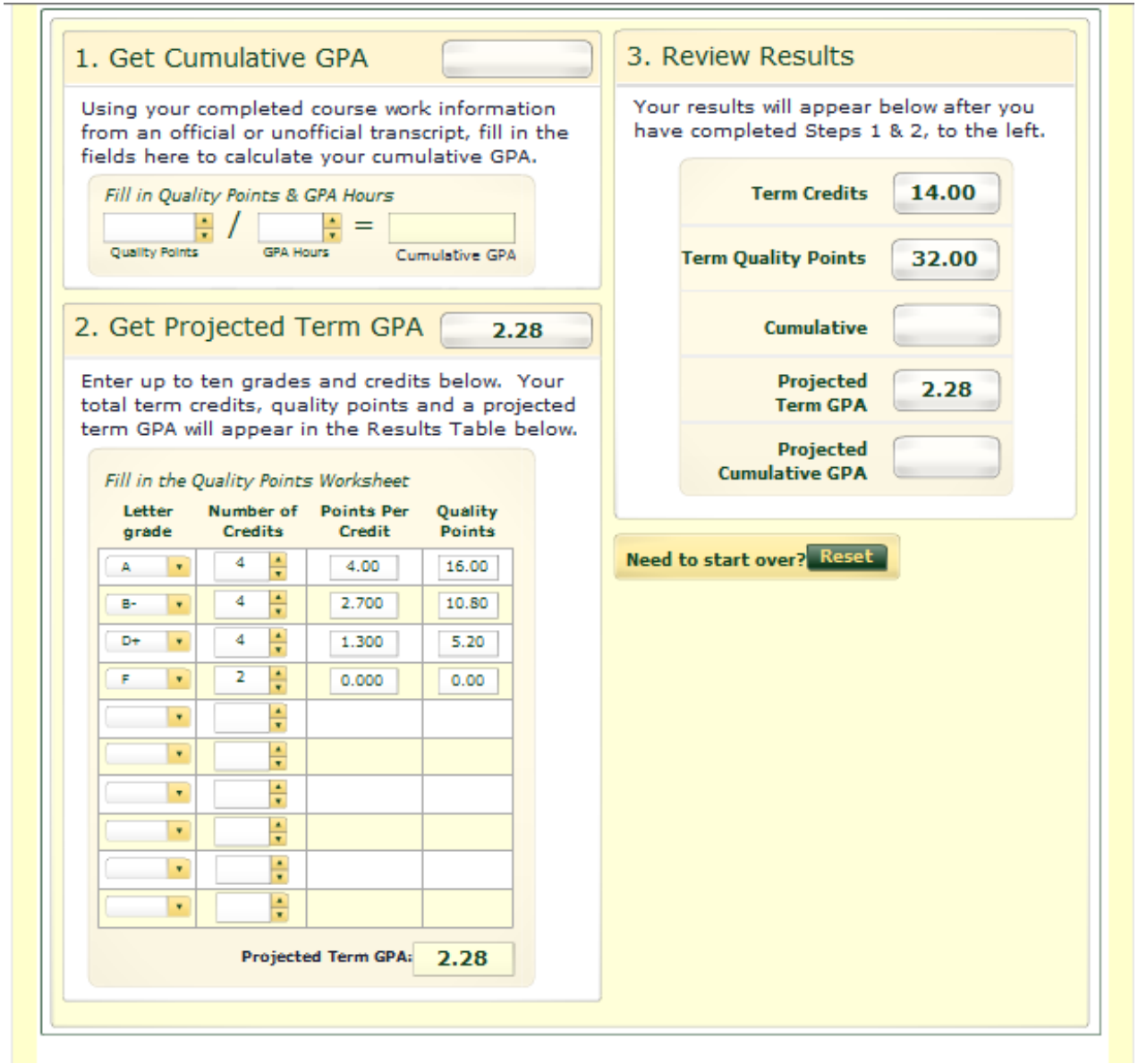
- Access Permission Form for Registrar's Documents in Singularity/Document Imaging
- Access Request Form for App Worx
- Access Request Form for Banner Student Module
- Access Request Form for Course Evaluation Reports
- Access Request Form for DuckWeb (Student Advising Menu and/or Class lists only)
-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



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 2.28

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
A	4	4.00	16.00
B-	4	2.700	10.80
D+	4	1.300	5.20
F	2	0.000	0.00

Projected Term GPA: 2.28

3. Review Results

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

Term Credits	14.00
Term Quality Points	32.00
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.

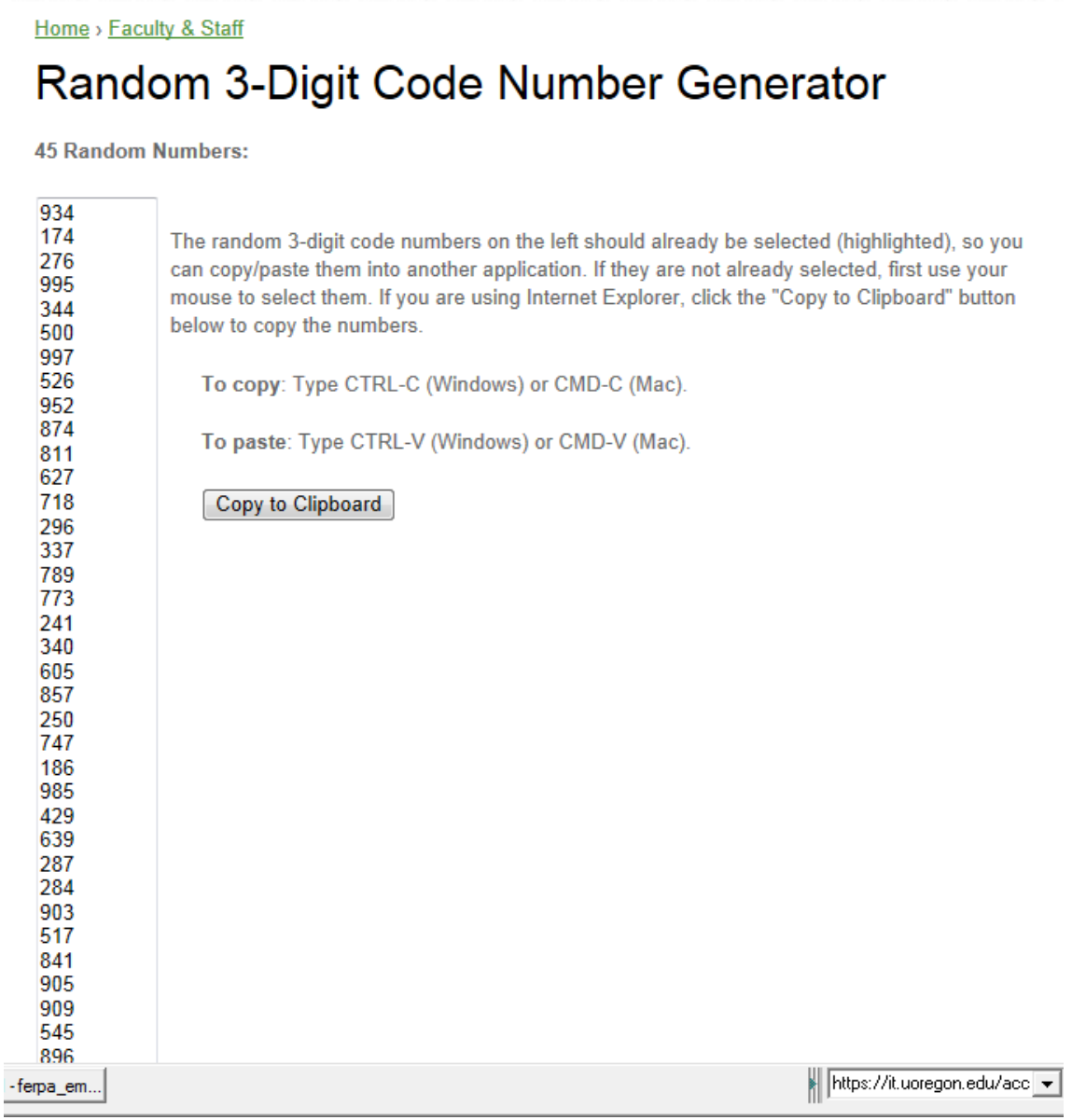
Instructions:

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

Return to top

Web Tools: #3 Random Number Generator



Web Tools: #4
Transfer Look-Up

Home

Transfer Course Equivalencies

Transfer Course Equivalencies | Individual Course Lookup

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

Basic Search:

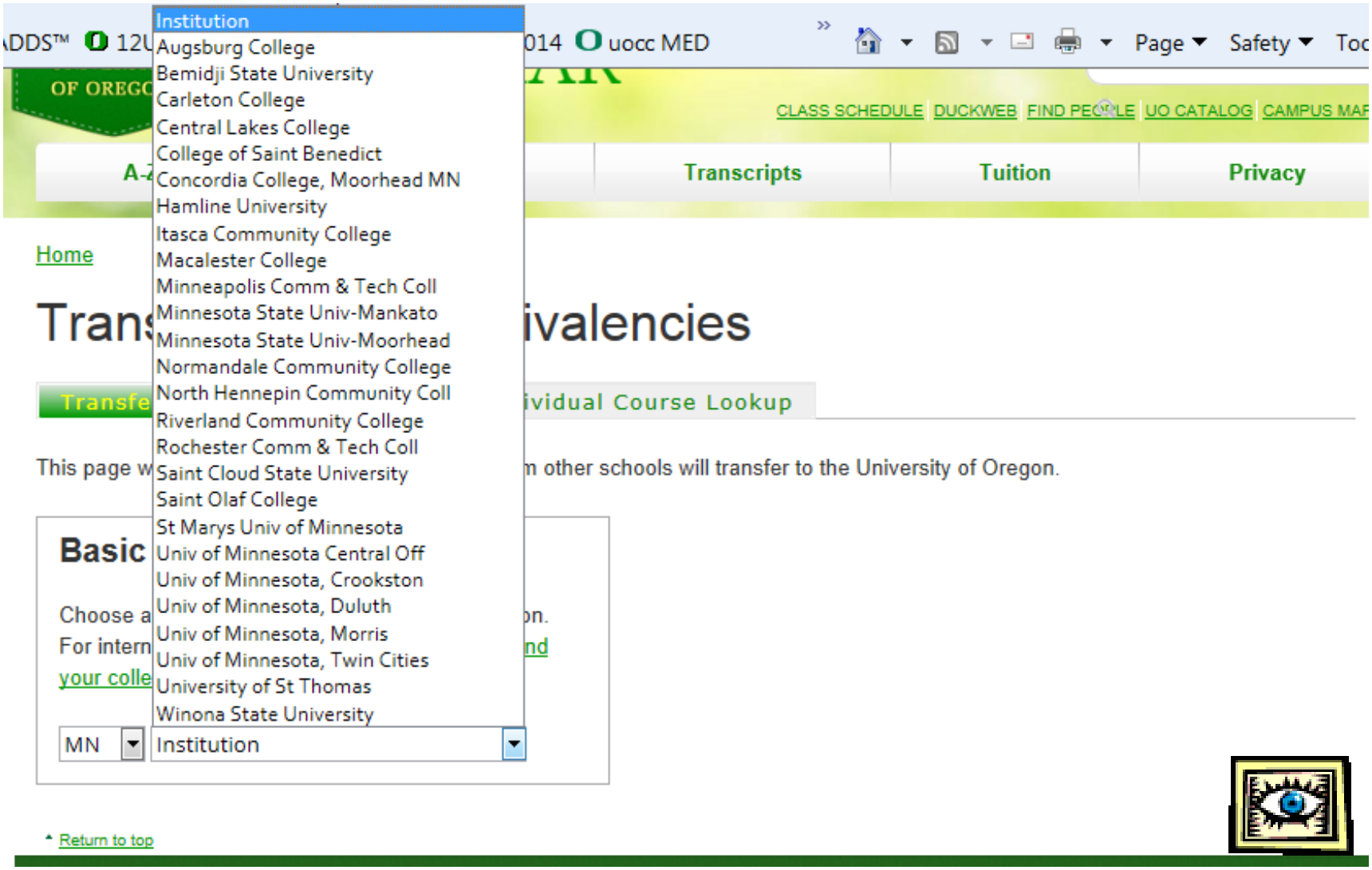
Choose a state or province first, then an institution.
For international institutions, select "XX". Can't find your college in the list? Click here!

[ ] Institution

Quick Links

- Quick link to Oregon schools
- Quick link to International schools
- Individual Course Lookup

Web Tools: #4
Transfer Look-Up



Web Tools: #4
Transfer Look-Up

Transfer Course Equivalencies | Individual Course Lookup

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

Transfer Course Equivalencies | Individual Course Lookup

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:

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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

Saint Olaf College

Subject	Course	Title
AMCO	101	Freedoms: 1607-1865
AMCO	102	Democratic Vistas 1800-1900
AMST	100	Perspec Amer Culture
APMU	102	Voice 1-30
APMU	104	Piano 1 - 30
APMU	106	Organ 1 - 30
APMU	134	Piano 1-30
APMU	152	Voice 1-30
APMU	16	Flute 2-30
APMU	2	Voice 1-30
APMU	4	Piano 1-30
ART	1	Women in Visual Arts
ART	103	Foundation 3-D Media
ART	111	Found Perceptual Drawing
ART	112	Found Conceptual Drawing

University of Oregon Equivalent

Subject	Course	Title	Group Codes
HIST	110T	Social Science Group	SS
HIST	110T	Social Science Group	SS
HIST	151T	Social Science Group, AC	SS,AC
MUS	1AAT	MUS 100-level Course	
MUS	1AAT	MUS 100-level Course	
MUS	1AAT	MUS 100-level Course	
MUS	1AAT	MUS 100-level Course	
MUS	1AAT	MUS 100-level Course	
MUP	1AAT	MUP 100-level Course	
MUS	1AAT	MUS 100-level Course	
MUP	1AAT	MUP 100-level Course	
ARH	132T	Arts & Letters Group, IP	IP,AL
ART	1AAT	ART 100-level course	
ART	233	Drawing	
ART	233	Drawing	

Web Tools: #5
Priority Reg Time
Look-up

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: Go
Graduate or Post-Baccalaureate

Last 3 Digits of UO ID:
000-024

Student classification: Graduate or Post-Baccalaureate

Last 3 digits of UO ID: 000-149

Register on or after: February 24, 2014 - 8:30am

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).

Web Tools: #5
Priority Reg Time
Look-up

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) **Go**

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)

Web Tools: #5 Priority Reg Time Look-up

Full Schedule for Junior (90-134 credits)

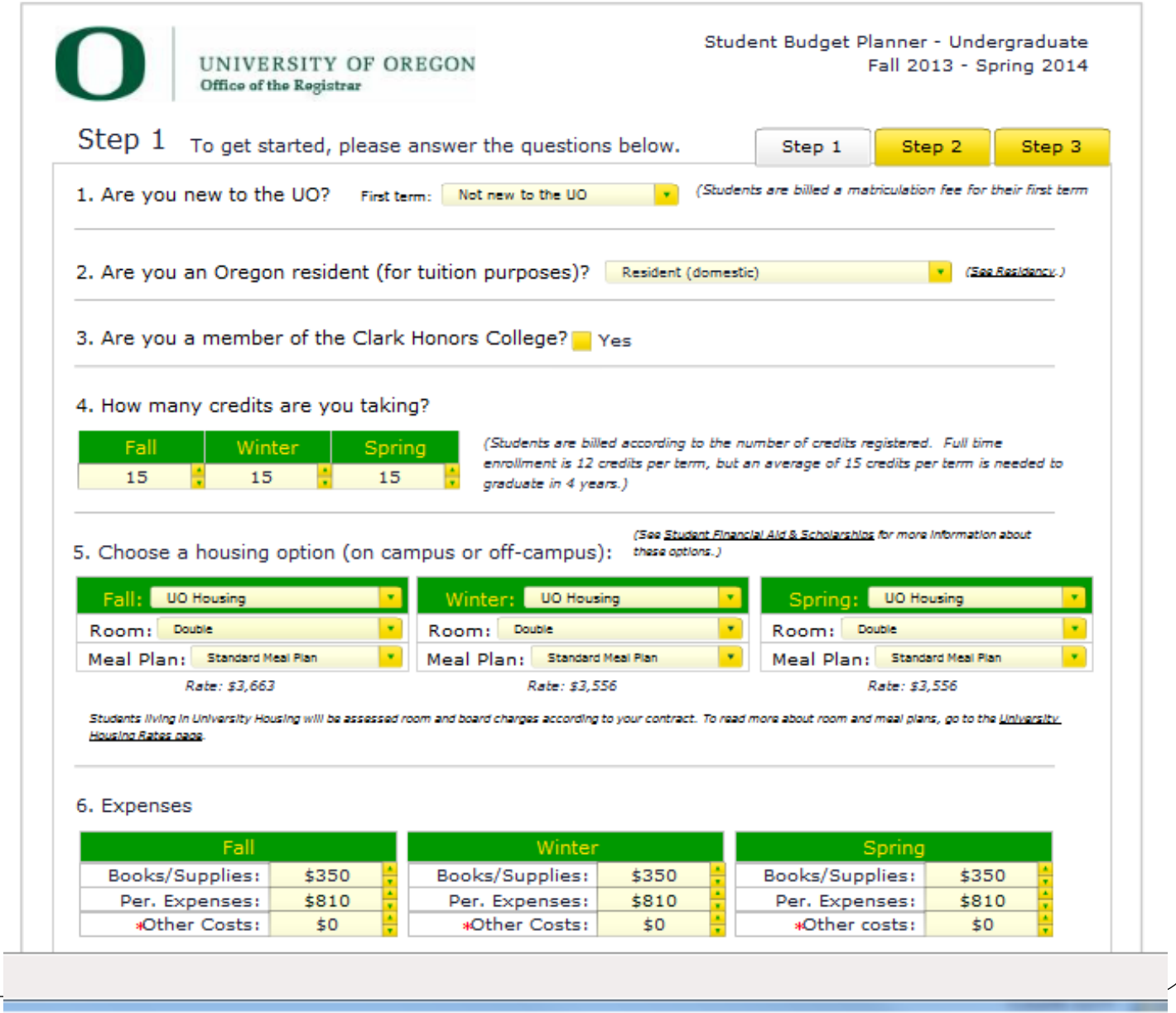
Instructions:

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.

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

Web Tools: #6 Student Budget Planner



UNIVERSITY OF OREGON
Office of the Registrar

Student Budget Planner - Undergraduate
Fall 2013 - Spring 2014

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

Step 1 | Step 2 | Step 3

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 Residency.)

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

4. How many credits are you taking?

Fall	Winter	Spring
15	15	15

(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): (See Student Financial Aid & Scholarships for more information about these options.)

Fall: UO Housing	Winter: UO Housing	Spring: UO Housing
Room: Double	Room: Double	Room: Double
Meal Plan: Standard Meal Plan	Meal Plan: Standard Meal Plan	Meal Plan: Standard Meal Plan
Rate: $3,663	Rate: $3,556	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

Fall		Winter		Spring	
Books/Supplies:	$350	Books/Supplies:	$350	Books/Supplies:	$350
Per. Expenses:	$810	Per. Expenses:	$810	Per. Expenses:	$810
*Other Costs:	$0	*Other Costs:	$0	*Other costs:	$0

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	Winter	Spring
16	16	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): *(See Student Financial Aid & Scholarships for more information about these options.)*

Fall: UO Housing	Winter: UO Housing	Spring: UO Housing
Room: Double	Room: Double	Room: Single w/ Sink
Meal Plan: Standard Meal Plan	Meal Plan: Standard Meal Plan	Meal Plan: Standard Meal Plan
Rate: $3,663	*Rate: $3,556*	*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		Winter		Spring	
Books/Supplies:	$350	Books/Supplies:	$350	Books/Supplies:	$350
Per. Expenses:	$810	Per. Expenses:	$810	Per. Expenses:	$810
*Other Costs:	$0	*Other Costs:	$0	*Other costs:	$0

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

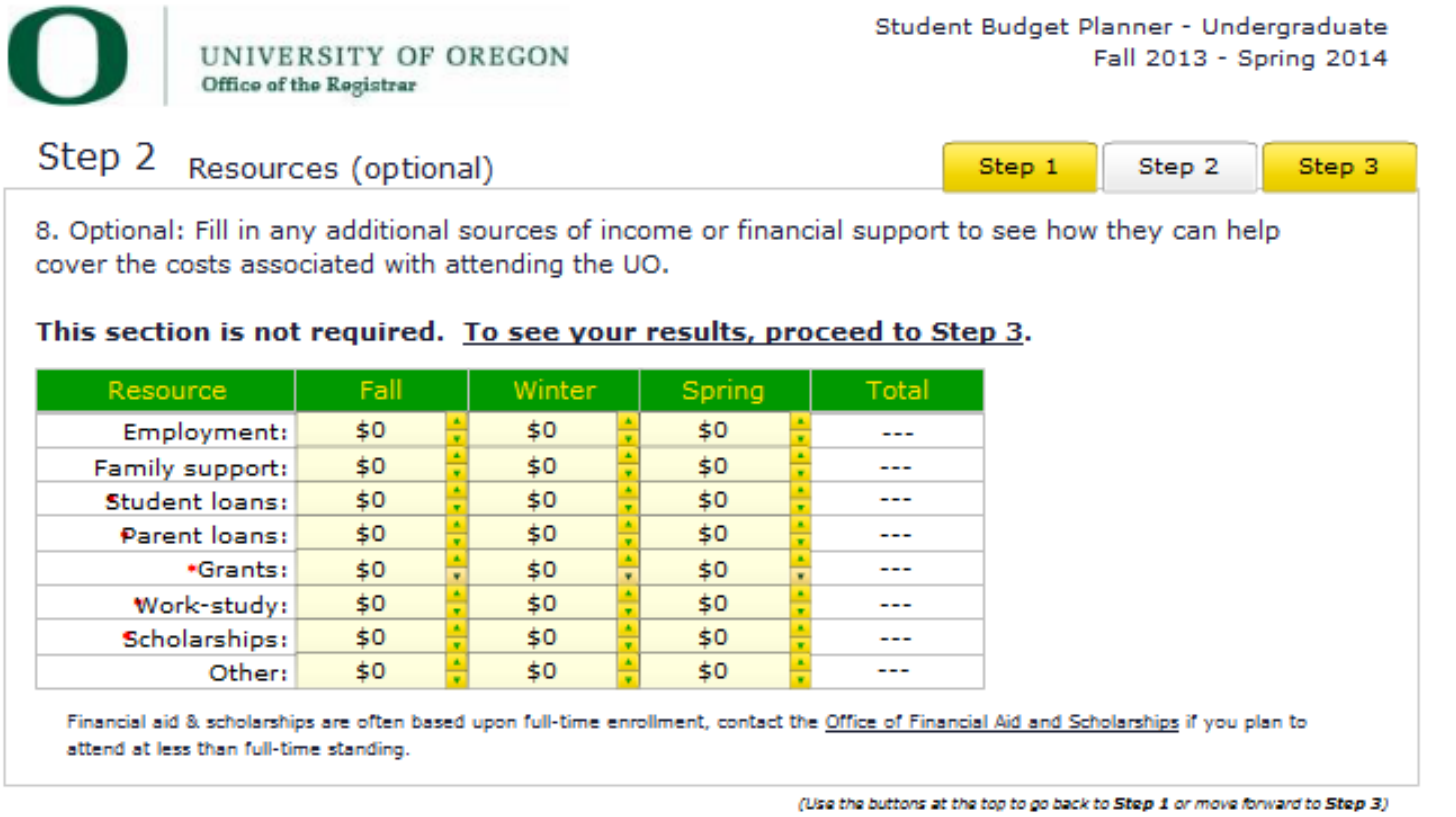
7. Review your total. This represents a projection of the costs you will incur while attending the UO.

Costs	Fall	Winter	Spring	Total
Tuition & Fees:	$3,800.25	$3,406.25	$3,406.25	$10,612.75
Housing:	$3,663.00	$3,556.00	$4,856.00	$12,075.00
Supplies & Expenses:	$1,160.00	$1,160.00	$1,160.00	$3,480.00
Other Costs:	---	---	---	---
Total:	**$8,623.25**	**$8,122.25**	**$9,422.25**	**$26,167.75**

*See **Step 3** for a more detailed breakdown.*

*(Use the buttons at the top to move to **Step 2** or **3**)*

Web Tools: #6 Student Budget Planner



UNIVERSITY OF OREGON
Office of the Registrar

Student Budget Planner - Undergraduate
Fall 2013 - Spring 2014

Step 2 Resources (optional)

Step 1 | Step 2 | Step 3

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.

Resource	Fall	Winter	Spring	Total
Employment:	$0	$0	$0	---
Family support:	$0	$0	$0	---
Student loans:	$0	$0	$0	---
Parent loans:	$0	$0	$0	---
*Grants:	$0	$0	$0	---
Work-study:	$0	$0	$0	---
Scholarships:	$0	$0	$0	---
Other:	$0	$0	$0	---

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

UNIVERSITY OF OREGON
Office of the Registrar

Student Budget Planner - Undergraduate
Fall 2013 - Spring 2014

Step 2 Resources (optional)

Step 1 | Step 2 | Step 3

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.

Resource	Fall	Winter	Spring	Total
Employment:	$1,500	$1,500	$1,500	$4,500
Family support:	$0	$0	$0	---
Student loans:	$1,000	$1,000	$1,000	$3,000
Parent loans:	$0	$0	$0	---
Grants:	$0	$0	$0	---
Work-study:	$0	$0	$0	---
Scholarships:	$4,500	$4,500	$4,500	$13,500
Other:	$0	$0	$0	---

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 3 Review your projected budget report.

Step 1 | Step 2 | Step 3

Print 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.

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

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

Web Tools: #8

Final Exam Look-up

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.

Term:

Winter 2014

First Hour Class Meets:

- [ ] 7:00am
- [ ] 7:30am
- [x] 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
- [ ] 2:30pm
- [ ] 3:00pm
- [ ] 3:30pm
- [ ] 4:00pm
- [ ] 4:30pm
- [ ] 5:00pm
- [ ] 5:30pm

First Day Class Meets:

- [x] Monday
- [ ] Tuesday
- [ ] Wednesday
- [ ] Thursday
- [ ] Friday

(First day on which the class took place)

Web Tools: #8 Final Exam Look-up

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

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

Term	Final Exam Date/Time	First Day Class Meets	First Hour Class Meets
Winter 2014	**Tuesday, March 18, 2014 - 10:15am**	Monday, Wednesday, Friday	10:00am through 10:30am

iCal

Term:

Winter 2014

First Hour Class Meets:

- [ ] 7:00am
- [ ] 7:30am
- [ ] 8:00am
- [ ] 8:30am
- [ ] 9:00am
- [ ] 9:30am
- [x] 10:00am
- [ ] 10:30am
- [ ] 11:00am
- [ ] 11:30am
- [ ] 12:00pm
- [ ] 12:30pm
- [ ] 1:00pm
- [ ] 1:30pm
- [ ] 2:00pm

First Day Class Meets:

- [x] 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)

Choose a term: Fall 2014

Are you an Oregon Resident or Non-Resident? Resident

Pick your student classification: Undergraduate

Go Reset

Download to Word or Excel: XLS | DOC (After downloading, you can reformat as needed.)

Credits	Tuition	Building Fee	Incidental Fee	Health Service Fee	Recreation Center Bond Fee	Recreation Center Fee	EMU Facility Fee	Fees Total	Tuition + Fees Total
1	182.00	23.00	215.25	155.00	38.00	55.75	67.00	554.00	**736.00**
2	364.00	25.00	215.25	155.00	38.00	55.75	67.00	556.00	**920.00**

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

Choose a region, country and program/location:

- None -

Advanced search options

Go Reset

Region	Country	Program or Location	Foreign Course Title	Foreign Course Number	UO Subject and Title	Recorded As	Group or Language Satisfying
Africa	Botswana	Gaborone - CIEE	Community Health Practicum	PUBH 3002	INTL: Community Health Practicum	OCIE 388	
Africa	Botswana	Gaborone -	Public & Environmental	PUBH 3001	PPPM: Health	OCIE 288	SSC

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

Choose a region, country and program/location:

Europe

Spain

- None -

Advanced search options

Go Reset

Web Tools: #10
Study Abroad Lookup

UO STUDY ABROAD COURSE EQUIVALENCIES

Th UO requirements.

To region, country, or
pr Questions.

Di

- 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

Web Tools: #10
Study Abroad Lookup

		Location	Title	Number	and Title		Satisfying	Course	Notes
Europe	Spain	Oviedo	Beginner Spanish (for non-consortium students only)		SPAN: 1st Year Spanish	OOVI 188		ELEC	SPAN: elective credit
Europe	Spain	Oviedo	Ciclo de Cine		SPAN: Spanish Film Series	OOVI 288		ELEC	SPAN: elective credit
Europe	Spain	Oviedo	Contemporary Spanish Culture through Film		SPAN: Spanish Culture Film	OOVI 388	AL, IC	ELEC	SPAN: elective credit
Europe	Spain	Oviedo	Cross-Cultural Communication		INTL: Intercultural Awareness Spain	OOVI 388		ELEC	INTL: Major approved
Europe	Spain	Oviedo	Cultura Hispanoamericanan: Literatura, Historia y Civilizacion		SPAN: Hispanic American Poetry	OOVI 388	AL or BA Lang, IC	SPAN 319	SPAN: Major approved
Europe	Spain	Oviedo	English-Spanish Translation - Advanced		SPAN: Advanced Translation	OOVI 388		ELEC	SPAN: elective credit
Europe	Spain	Oviedo	English-Spanish Translation - Intermediate		SPAN: Intermediate Translation	OOVI 388		ELEC	SPAN: elective credit
Europe	Spain	Oviedo	Grammar in the Communicative Context - Advanced		SPAN: Grammar in the Communicative Context - Advanced	OOVI 388		ELEC	SPAN: Major approved
					SPAN: Grammar				

Back to top

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6. Communication Strategies

Communication Tips: #1
On-campus List Serves

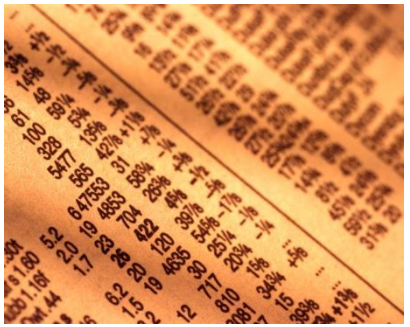
- Created around a business process or need
- Maintained by RO Staff; adds and deletes done when new staff are given access
- Examples:
  - Reg-News (broad audience of admin partners, advisers, and some interested faculty)
  - SchedNews (admin partners who work with the class schedule)
  - CourseEvalNews (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

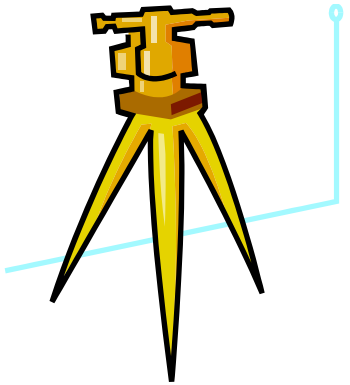
- Created then publicized to drive e-communication to specific staff/groups of staff
- Reduces time for staff member to triage/redirect hundreds of emails
- Examples:
  - sched@uoregon.edu (class scheduling)
  - majors@uoregon.edu (major changes)
  - dars@uoregon.edu (degree audit exceptions/questions)



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 withpartners 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

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UO Home | Dept Index

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)

Your email address. (optional)

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

>>

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

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Which category describes you best?

- Student
- Departmental Partner
- Faculty Member
- Administrator
- Other

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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

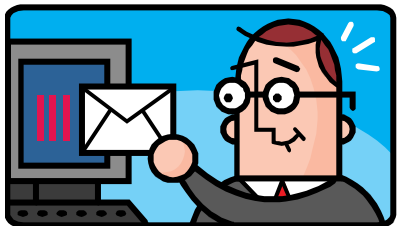
- Annual two-hour meeting
- Both units save up items to discuss
- Serves as a forum for advisers to (yes, complain) and give us ideas of what we can change to improve processes and systems for students
- Results have included:
  - Big project for online Complete Withdrawal Process
  - Changes to the 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

Communication Tips: #8
Standard Reminders for Campus Partners

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!

CAMPUS CODES

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

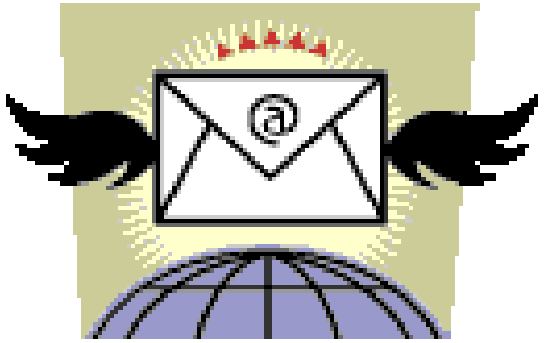
- Staff enter interactions in CRM under topics
- Reports detail activity by mode and topic
  - Transfer credit (US): 687
  - PAC resets: 428
  - Registration questions: 194
  - Transcript orders: 177
  - Registration petitions: 166
  - Referrals: 120
  - …

Communication Tips: #10
Go To Meeting

UNIVERSITY OF OREGON

7. Top Productivity Processes

Top Productivity #1
Incoming EDI Transcripts

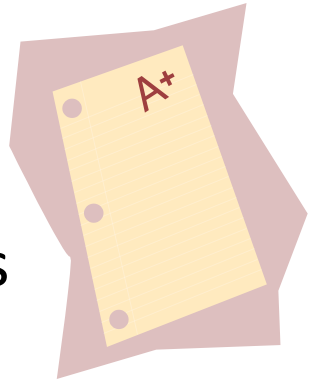


- “Hands-Free Articulation”
- EDI transcript comes into Banner
- Is matched by a staff person, then
  - Creates an image of itself
  - Indexes itself into Document Imaging
  - Fires off multiple workflows to AO and RO staff
  - Determines what courses are new/what is already in the system
  - Creates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

SCANNED

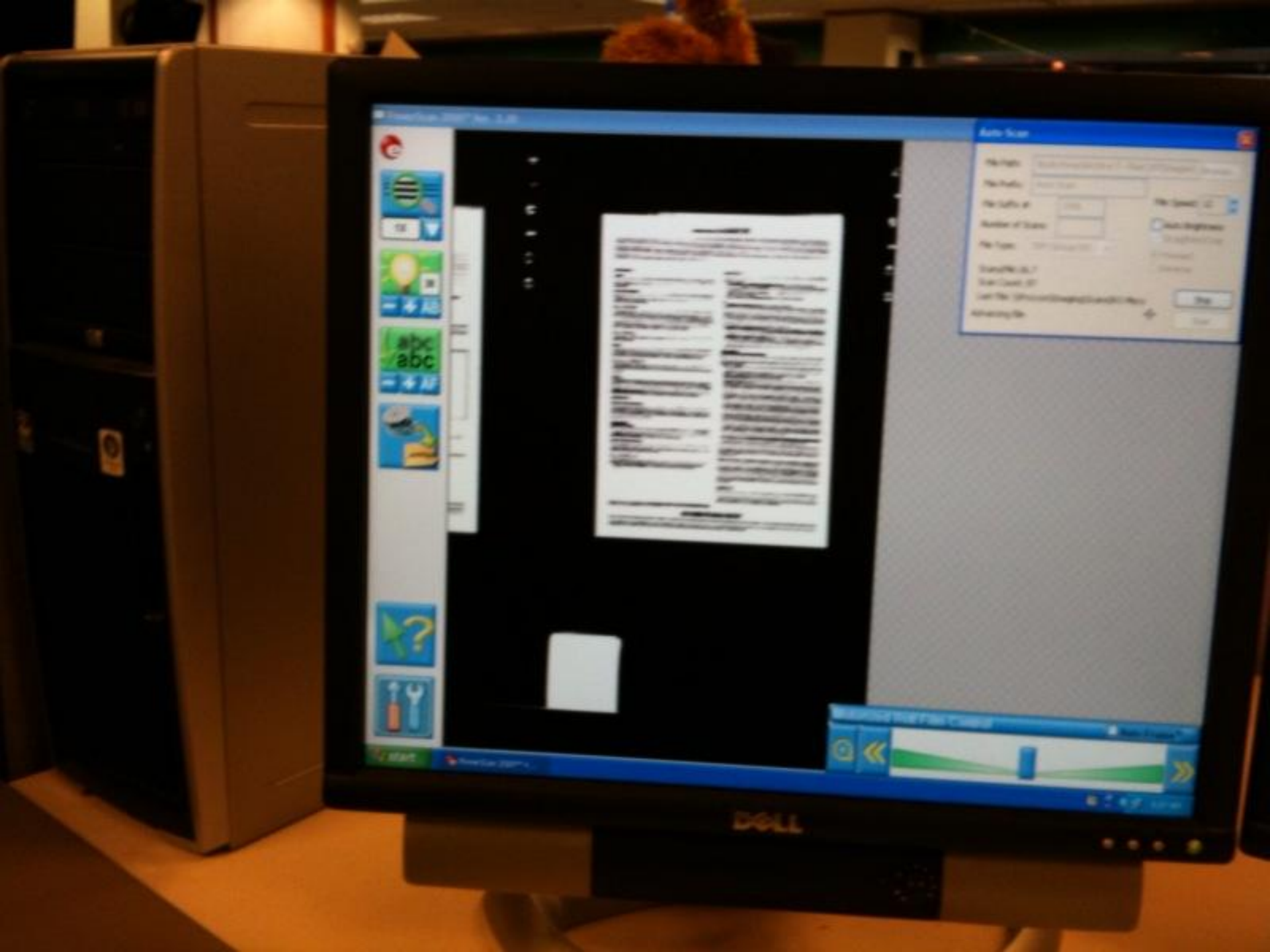
U.S.OFFICE

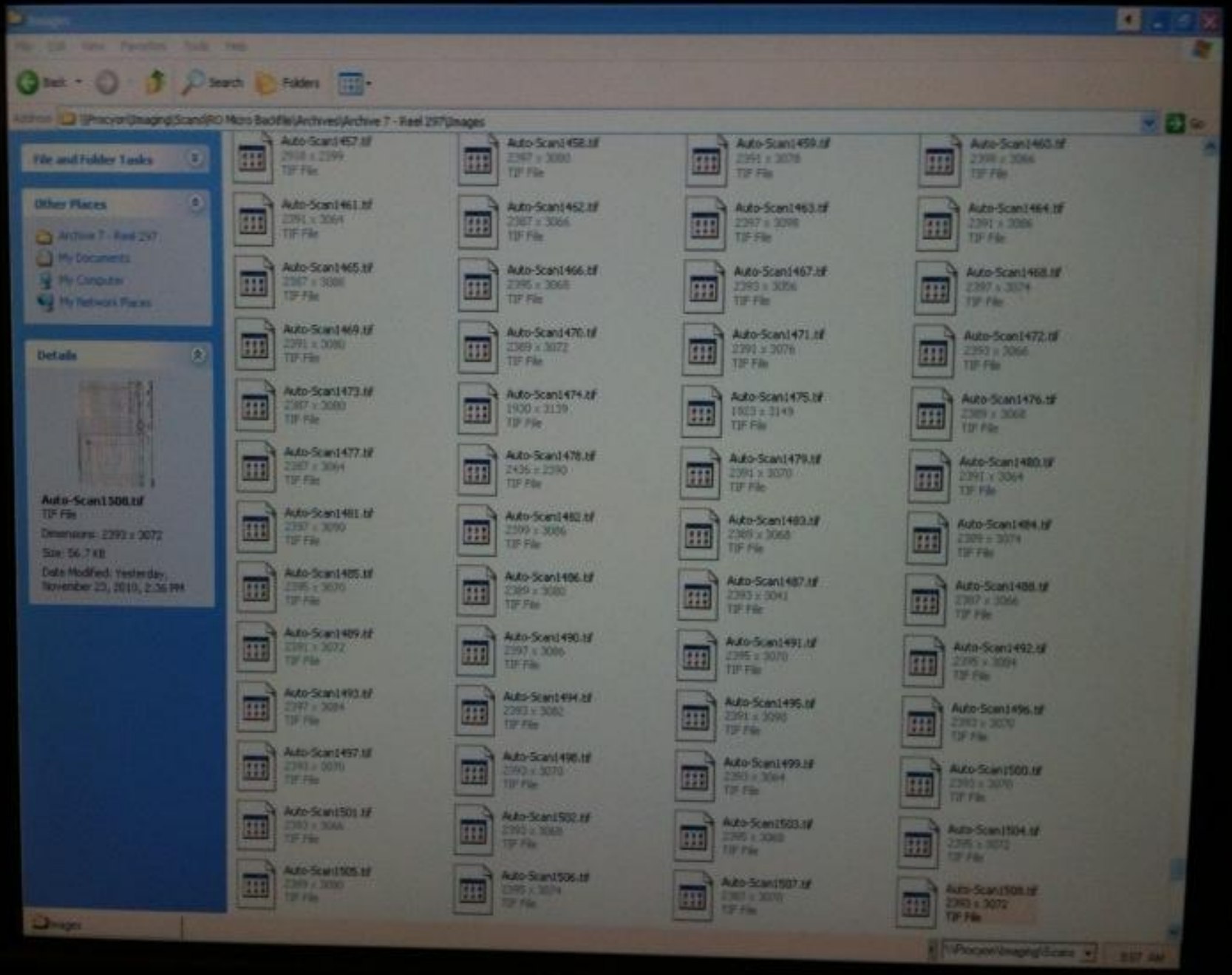
Top Productivity #3
ScanPro 2000

- 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)

image data
ScanPro 2000

image data
TAKE UP REEL DO NOT REMOVE
Microfilm ScanPro 2000


abc
abc
DELL


Back
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Folders
Address
File and Folder Tasks
Other Places
Archive 7 - Reel 297
My Documents
My Computer
My Network Places
Details
Auto-Scan1508.tif
TIF File
Dimensions: 2393 x 3072
Size: 56.7 KB
Date Modified: Yesterday, November 23, 2010, 2:36 PM
Auto-Scan1457.tif
Auto-Scan1458.tif
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Auto-Scan1506.tif
Auto-Scan1507.tif
Auto-Scan1508.tif
2393 x 3072
TIF File
DELL

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)

Request Official Transcript - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Request Official Transcript | Outlook Web App

https://duckweb.uoregon.edu/pls/prod/bwskutrq.P_ViewTranRequest

Outlook Web App | Google News | Brewing in Peru | AAU

- **Are you new to UO this term?** Your order will be processed after your grades are posted.

NEW! "Go green" secure transcript request option. Request an official Secure Electronic received within 30 minutes. For more information, click here .

Current Contact Information (required)

Mailing Address	Phone Number	Preferred eMail Ad
5257 University Of Oregon Eugene, OR 97403-5295	(541) 999-999	blowery@uoregon.e

Change Address/Phone Information

Name While Attending the UO: Dudley Allan Doright

Current Name (if changed):

Attendance Information:

Currently Enrolled	First Term	Last Term	Degree(s)
No	Fall 1968	Spring 1990	
If incorrect, contact the Office of the Registrar, (541) 346-2935.			

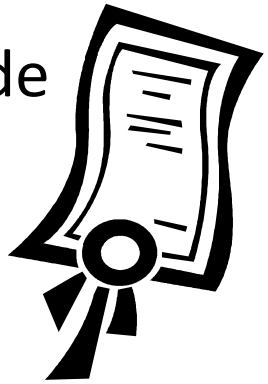
Where to Deliver Your Request (required)

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)

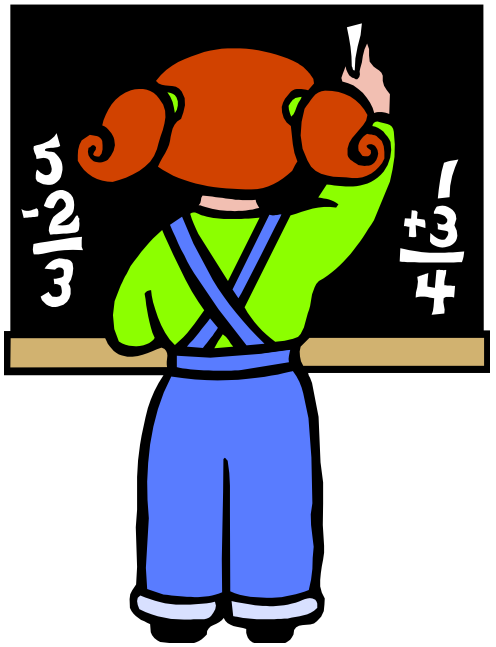
Top Productivity #6
Outsource Degree Verification

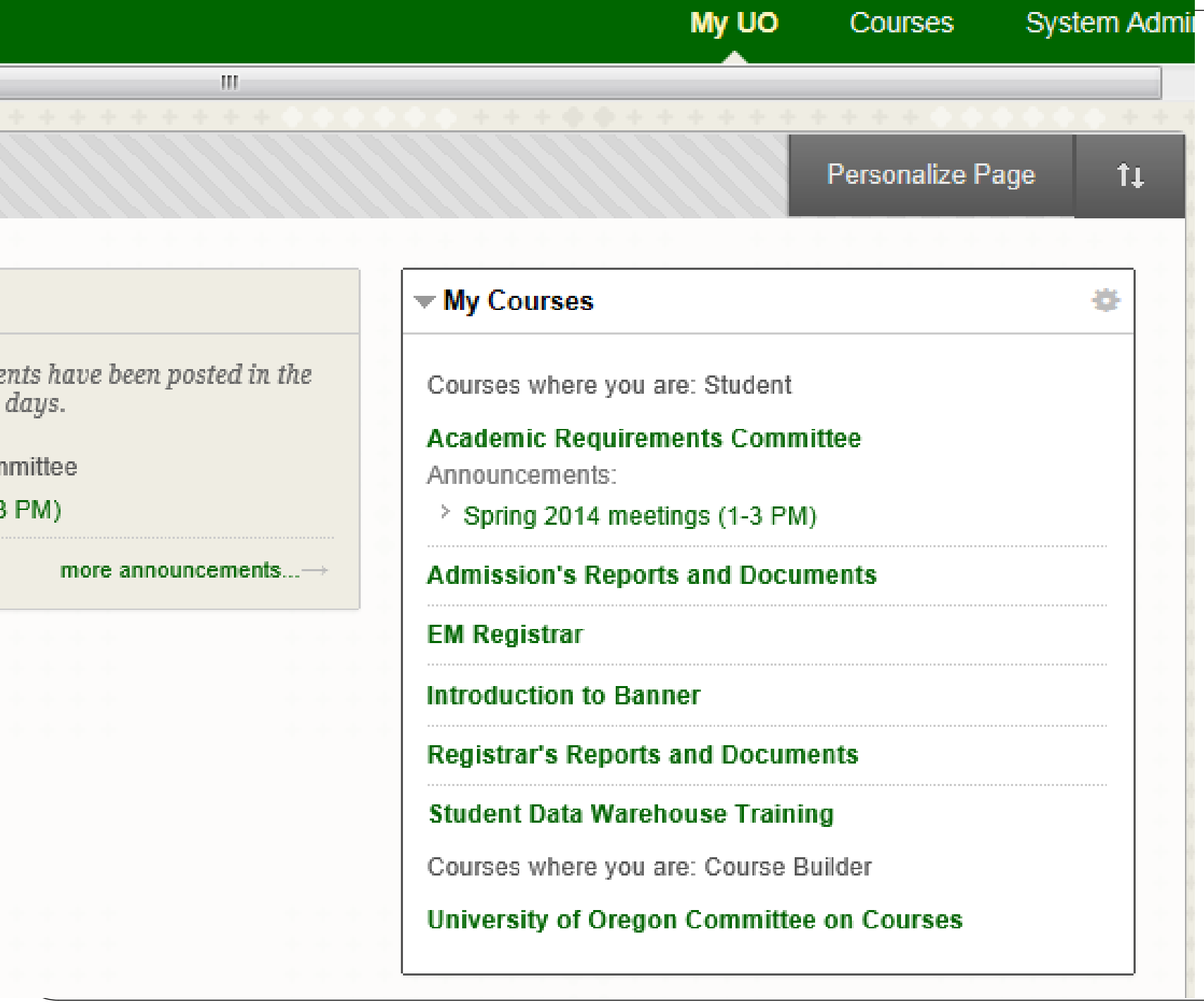
- Reduces mail, email and phone calls to the RO
- It's easy to say, "we contract with XYZ to provide degree verification services for UO Grads"
- Our contract came with:
  - Ability of our current students to print their own enrollment verification through self-serve
  - Ability to use the third party's 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 UO
Courses
System Admi
Personalize Page
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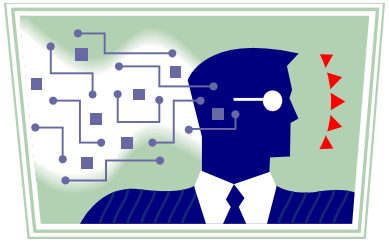
days.
mmittee
3 PM)
more announcements...
My Courses
Courses where you are: Student
Academic Requirements Committee
Announcements:
Spring 2014 meetings (1-3 PM)
Admission's Reports and Documents
EM Registrar
Introduction to Banner
Registrar's Reports and Documents
Student Data Warehouse Training
Courses where you are: Course Builder
University of Oregon Committee on Courses

Top Productivity #8
Robust Transcript Ordering System

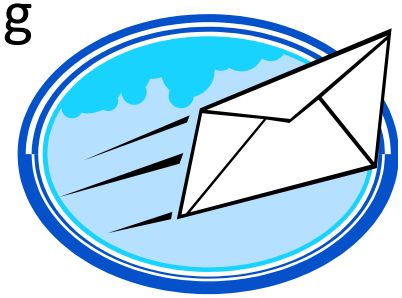
- Let your ordering system
  - Check for transcript holds and deny the order
  - Allow students to “hold for grades”
  - Allow students to “hold for degree”
  - Be smart: send EDI whenever possible without the student even knowing



- 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).

Request Official Transcript - Windows Internet Explorer
https://testweb.uoregon.edu/pls/test/bwskutrq.P_ProcTranRequest
File Edit View Favorites Tools Help
Links HR site for hiring AACRAO 95th Annual Meeting Banner Banner Test Account Baseline Banner BookingBuddy - Super Cheap Flights - Compare Airline Ticket Prices Curriculum Reports Office of the Registrar
Request Official Transcript
How to Order Transcripts on ...

UNIVERSITY OF OREGON DuckWeb Information System

Personal Information | Student Menu | Faculty Menu | Employee Information | WebTailor Administration | Financial Aid Menu

TERM:none | CRN:none | ID:none | NAME:off | RETURN TO MENU | HELP | EXIT

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**

QuikPay Payment — Submit this request. I will pay for the above charges electronically using the Quikpay system. (No transcripts will be processed until the payment is received).

Make Changes | Start Over

RELEASE: [UO.11]

Done Local intranet 100%

Top Productivity #9
Self-Service Computers in Lobby

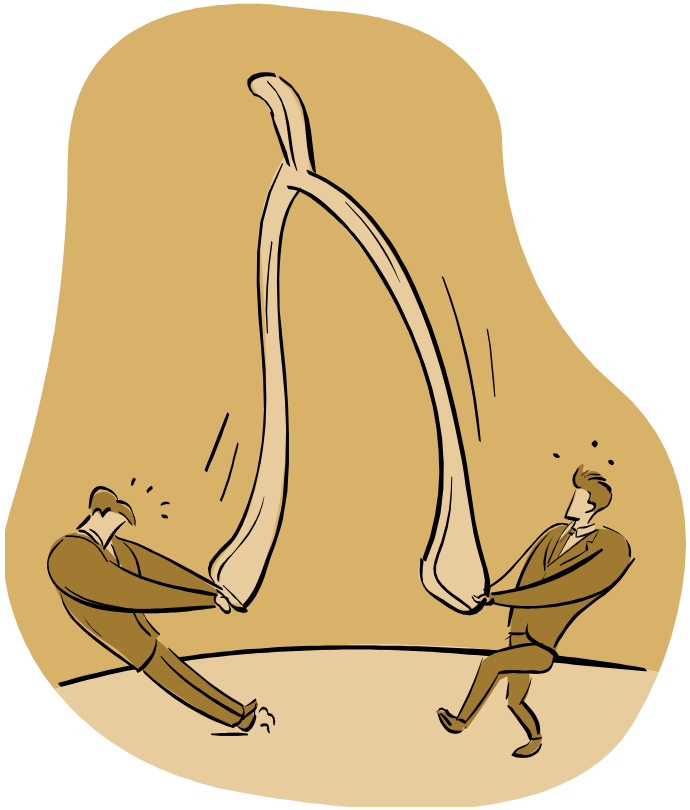
- Provide three or four low-end computers/printer
  - On a counter (not too comfy)
  - One ADA-compliant station with chair
  - Only web browser (so students don't write papers there)
  - Post signs that they are for DuckWeb or other University business only (apply for financial aid, for a campus job)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

UNIVERSITY OF OREGON

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

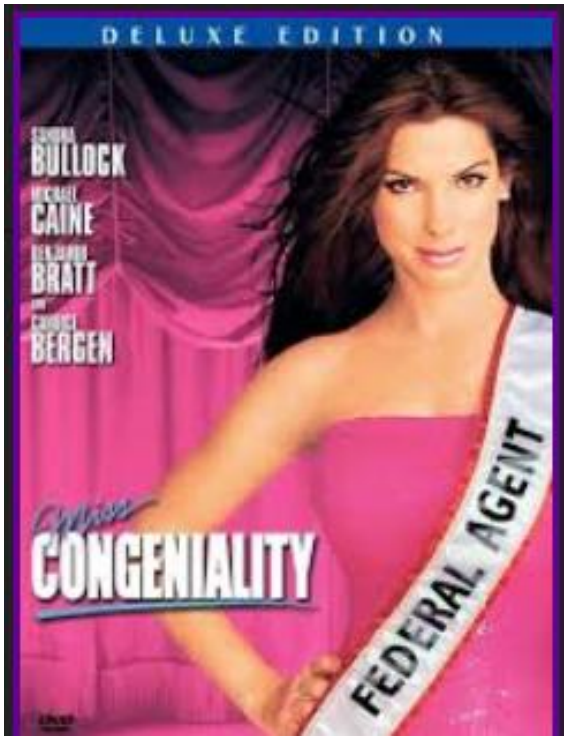
- Knowledge base for users of your web site
- Users ask questions in real language and offer multiple links to the “right” answer

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."



UNIVERSITY OF OREGON

9. Self Service Tips

Self Service #1
Photo List for Faculty

- Name and UO ID appear below each name.

UNIVERSITY OF OREGON DuckWeb Information System

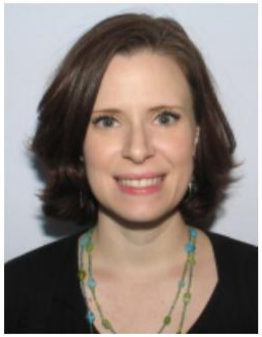
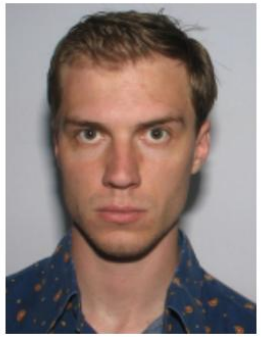
Personal Information | Admissions Menu | Student Menu | Faculty Menu | Employee Information | WebTailor Administration | Financial Aid Menu | Proxy Access

TERM:14W | CRN:23000 | ID:none | NAME:off | HELP | EXIT

Class Photos

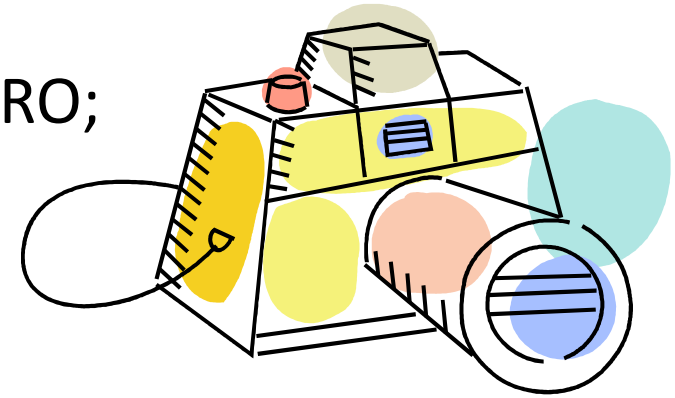
A double caret ">>" to the left of a student's name indicates that student has a directory restriction on file.

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.

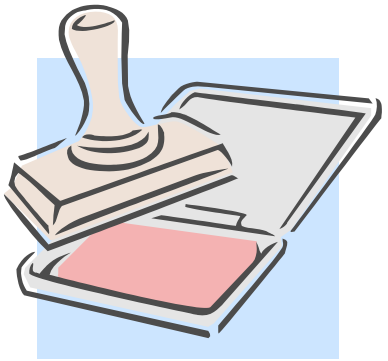


Self Service #3
NSE Application

- 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 - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Pandora Radio - Listen to Free Interne... | Proxy Management

https://testweb.uoregon.edu/pls/test/bwgkprxy.P_ManageProxy

Most Visited | Getting Started | Information Text Repo... | Latest Headlines | Home - Lumosity | Nike+ Dashboard | CollegeSource User Co... | OUS - Classification Sp... | Living Earth Farm | Eu...

UNIVERSITY OF OREGON

DuckWeb Information System

Personal Information | Admissions Menu | Student Menu | Employee Information | Financial Aid Menu | Proxy Access

RETURN TO MENU | HELP | EXIT

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

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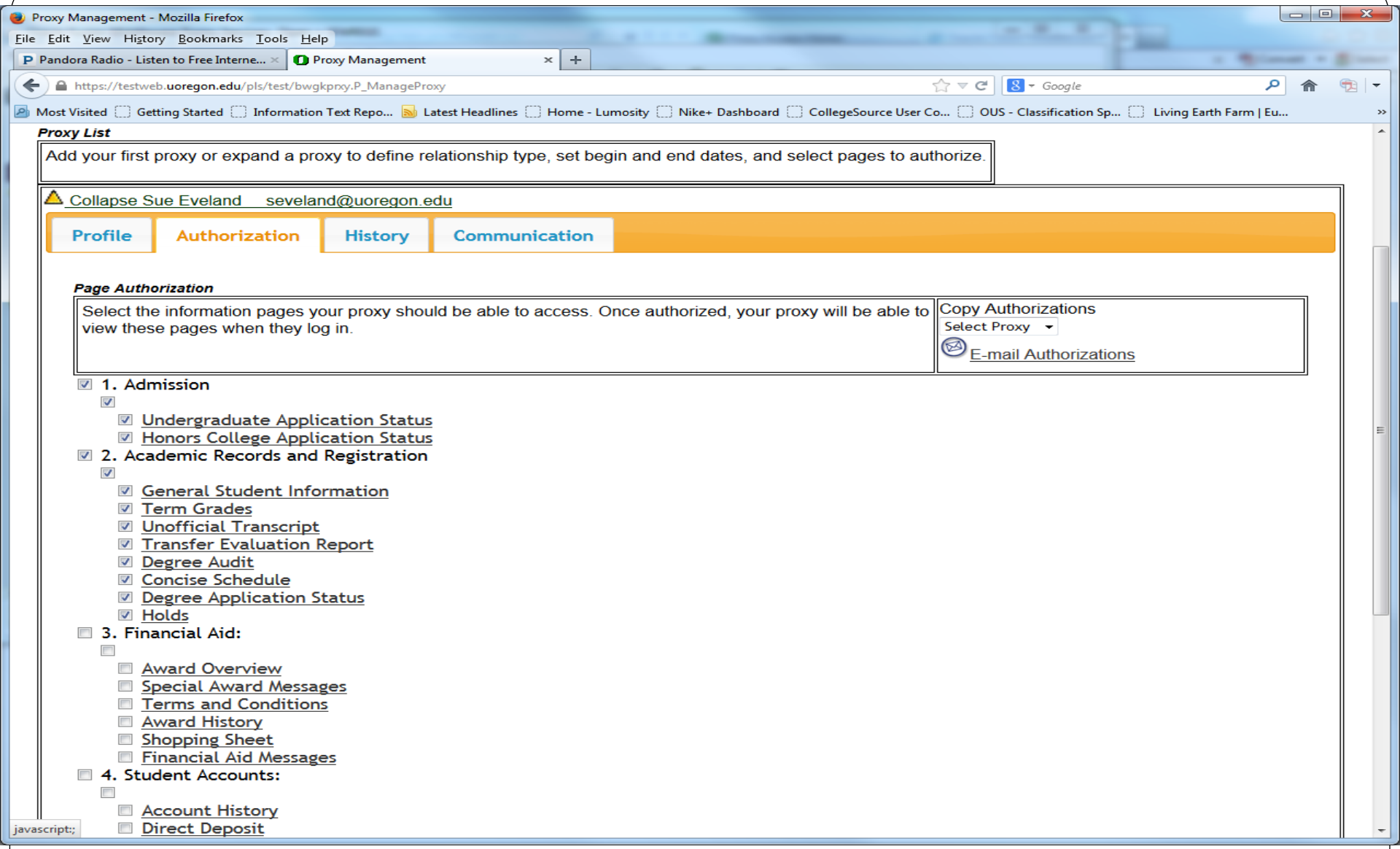
Proxy Management - Mozilla Firefox
File Edit View History Bookmarks Tools Help
Pandora Radio - Listen to Free Interne...
Proxy Management
https://testweb.uoregon.edu/pls/test/bwgkprxy.P_ManageProxy
Google
Most Visited
Getting Started
Information Text Repo...
Latest Headlines
Home - Lumosity
Nike+ Dashboard
CollegeSource User Co...
OUS - Classification Sp...
Living Earth Farm | Eu...
Proxy List
Add your first proxy or expand a proxy to define relationship type, set begin and end dates, and select pages to authorize.
Collapse Sue Eveland seveland@uoregon.edu
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.
Copy Authorizations
Select Proxy
E-mail Authorizations
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
javascript:;

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!

Class Schedule Winter 2014

Architecture & Allied Arts, Interdisciplinary (AAA)

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

Class Schedule
DuckWeb
Course Materials
Campus Map

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:	Soard 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	Soard 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

New Search

Find Classes | Reset

Subject: not selected

Course Number:

CRN: 28396

Distance Ed/Off Campus: not selected

Course Level: not selected

Gen Ed Requirement: not selected

Credits: 1 2 3 4 5 6

Start Time: Hour 00 | Minute 00 | am/pm am

End Time: Hour 00 | Minute 00 | am/pm am

Days: Mon Tue Wed Thu Fri Sat Sun

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”

Class Schedule Spring 2014

Philosophy (PHIL)

338 Prince Lucien Campbell, 541-346-5547
College of Arts & Sciences
philosophy.uoregon.edu/

Class Schedule
DuckWeb
Course Materials
Campus Map

L - Course day/time/location changed; check course detail for more information

Course Data

PHIL 211 Existentialism >1 4.00 cr.

Basic ideas of the Christian and atheistic divisions of the existentialist movement; some attention to the philosophical situation that generated the existentialist rebellion.

Grading Options: Optional for all students
Instructor: Zack N
Office: 239 Susan Campbell Hall
Phone: (541) 346-1547
Office Hours: 1300 - 1350 MW
*Web-related Resources: Syllabus for PHIL 211

	CRN	Avail	Max	Time	Day	Location	Instructor	Notes
Lecture	37350	38	92	1200-1250	mwf	229 MCK	Zack N	*L
Associated Sections								
+ Dis	37351	15	23	0900-0950	f	255 LIL	Akbar Akhgari P	WL*
+ Dis	37352	cancelled		0900-0950	f		tba	!
+ Dis	37353	9	23	1000-1050	f	303 GER	Akbar Akhgari P	WL*
+ Dis	37354	13	23	1000-1050	f	116 ED	Duvernoy R	WL*
+ Dis	37355	cancelled		1100-1150	f		tba	!
+ Dis	37356	1	23	1100-1150	f	112 WII	Duvernoy R	WL*

New Search

Find Classes Reset

Subject: not selected

Course Number:

CRN: 37350

Distance Ed/Off Campus: not selected

Course Level: not selected

Gen Ed Requirement: not selected

Credits: 1 2 3 4 5 6

Start Time:

Class Schedule Spring 2014

Music (MUS)

121 Music, 541-346-3761
School of Music
music.uoregon.edu

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. Vanscheeuwijck. Offered once every third year.

Grading Options:	Graded for all students	
Instructor:	Vanscheeuwijck M	Office: 203 Collier House Phone: (541) 346-5655
Office Hours:	1330 - 1530 T	Send me an e-mail to make an appointment

	CRN	Avail	Max	Time	Day	Location	Instructor	Notes
	39022	1	10	1700-1950	r	106 CH	Vanscheeuwijck M	

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)

New Search

Find Classes Reset

Subject: not selected

Course Number:

CRN: 39022

Distance Ed/Off Campus: not selected

Course Level: not selected

Gen Ed Requirement: not selected

Credits:

1 2 3 4 5 6

Start Time:

Hour Minute am/pm

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

Admit Term	Fall 2011	**UO Major**	
High School Name	Winston Churchill High School		
GPA	3.27	**Rank / Size**	
ACT Score	No	**SAT Score**	Yes
AP Credit	Yes	**IB Credit**	No
Transfer Credit	Yes	**FIG**	Politica

High School Subjects

HS. Subject	Years Taken	HS. Subject	Years Taken	HS. Subject
English	4	French	2	Mathematics
Science	4.5	Social Science	5	Foreign Language

Language Placement Test

Test Code	Test Date	Test Score
No Language Placement Scores on File		

Math Placement Test

Test Code	Test Date	Test Score
No Math Placement Scores on File		

Math 111 Readiness Quiz

Test Code	Test Date	Test Score

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.

UNIVERSITY OF OREGON

DuckWeb Information System

Personal Information | Admissions Menu | Student Menu | Faculty Menu | Employee Information | WebTailor Administration | Financial Aid Menu | Proxy Access

TERM:none | CRN:none | ID:none | NAME:off | HELP | EXIT

Upload Advisors to Student Account

Path/Filename [ ] Browse...

Required Element	Column Position	
Student Id	1	i.e. no dashes within Student ID
Faculty Id	2	i.e. no dashes within Faculty ID
Primary Advisor Indicator	3	i.e. Y or N
Term Code	4	i.e. the term code (Term code must exist in STVTERM)
Record Action	5	i.e. ('A'dd record or 'R'emove record.)

Process File | Reset

Back

RELEASE: 8.5.3
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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)

- To access additional addresses, click the "+" sign on the left edge of the screen. Use IE 8 or better or Mozilla Firefox for best results.
- To return to the search page, click the ID:XXXXXXXXX link in the upper right corner.
- Enrollment status shows current term status only.

Student Information

Name:	[redacted]	**UO ID:**	[redacted]
Date of Birth:	[redacted]	**Gender:**	F
Enrollment Status:	**Full time**		
International:	**No**		
AEI Student:	**No** AEI Term: **N/A** AEI Status: **N/A**		
UO Employee:	**Yes** Job Desc: **UO Student Regular** Department:: **Prov Supp Svcs for Stdt Athlet**		

Addresses and Phones

	Contact/Emergency	Phones
	[redacted] (Mother) 2815 Timberline Dr Eugene, OR 97405-1227	
+	**Mailing**	**Phones**
	183 E 19th Ave Apt 3 Eugene, OR 97401-4187	[redacted]
+	**Permanent**	**Phones**
	2815 Timberline Dr Eugene, OR 97405-1227	
	Emergency Contact Information (SPAEMRG)	**Phones**

Concise Student Schedule

+	Permanent	Phones
	2815 Timberline Dr Eugene, OR 97405-1227	
	Emergency Contact Information (SPAEMRG)	**Phones**

Concise Student Schedule

Name:		UO ID:	

Class:	Junior
Level:	Undergraduate
College:	Arts & Sciences, College of
Major:	General Science

CRN	Course	Title	Campus	Credits	Mode	Start Date	End Date	Days	Time	Location	Instructor
32876	ANTH 270	Intro Biological Anth	UO main campus	4.000	G	Mar 31, 2014	Jun 08, 2014	MW	2:00pm - 3:20pm	PAC 123	Waller
32879	ANTH 270	+ Lab	UO main campus	0.000	G	Mar 31, 2014	Jun 08, 2014	F	10:00am - 10:50am	CON 330	TBA
37656	PSY 201	Mind and Brain	UO main campus	4.000	G	Mar 31, 2014	Jun 08, 2014	MW	4:00pm - 5:50pm	COL 150	Bala
37658	PSY 302	Statistical Meth Psych	UO main campus	4.000	G	Mar 31, 2014	Jun 08, 2014	MW	8:30am - 9:50am	ALL 141	Kosie
38649	PSY 302	+ Lab	UO main campus	0.000	G	Mar 31, 2014	Jun 08, 2014	T	10:00am - 11:20am	FRNK 271	Christian
			Total Credits:	**12.000**							

[View Student's General Information | View Student Concise Schedule]

RELEASE: [UO.3]

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UNIVERSITY OF OREGON

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)

2013–14 University of Oregon Catalog

Information for Undergraduate and Graduate Students

2012-13 University of Oregon Catalog

Search this site: Search

Catalog

- Home
- Welcome

General Information

- Degrees, Majors, Minors, and Certificates
- Reader's Guide to the Catalog
- 2013–14 Academic Calendar

Welcome to the Online UO Catalog

Printer-friendly

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 bi curriculum, click on the "College of Arts and Sciences" link. When that page comes up, use the right-han "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.e /course_catalog_archive.

Home

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 se your browser window. In order to view the catalogs you will need to install the Adobe Reader.

UO Course Catalog PDF Archive	
2013-2014 Catalog	2001-2002 Catalog
2012-2013 Catalog	2000-2001 Catalog
2011-2012 Catalog	1999-2000 Catalog
2010-2011 Catalog	1998-1999 Catalog
2009-2010 Catalog	1997-1998 Catalog
2008-2009 Catalog	1996-1997 Catalog
2007-2008 Catalog	1995-1996 Catalog
2006-2007 Catalog	1994-1995 Catalog
2005-2006 Catalog	1993-1994 Catalog
2004-2005 Catalog	1992-1993 Catalog
2003-2004 Catalog	1991-1992 Catalog
2002-2003 Catalog	1990-1991 Catalog

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)

Related Pages

- Blue Mountain Community College
- Central Oregon Community College
- Chemeketa Community College
- Clackamas Community College
- Clatsop Community College
- Columbia Gorge Community College
- Concordia University
- Corban University
- Eastern Oregon University
- George Fox University
- Klamath Community College
- Lane Community College
- Lewis and Clark College
- Linfield College
- Linn-Benton Community College

University of Oregon

Address
Office of the Registrar
5257 University of Oregon
Eugene, OR 97403-5257

Main Phone Number:
Admissions Phone Number: 541-346-3201
Admissions Fax Number: 541-346-5815
Records Phone Number: 541-346-2935
Records Fax Number: 541-346-6682

Main Website URL: http://www.uoregon.edu
OTM Courses Website
Information on Curricular Changes

Transcript Information

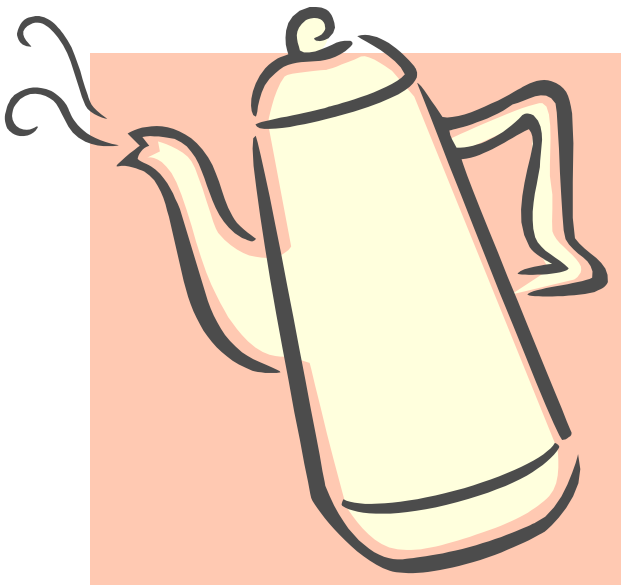
Instructions
Students should visit http://registrar.uoregon.edu/ and click on the \"Transcripts\" link at the top of the page.

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

Dept Code: ENG

Term Code: 201103

University Of Oregon
All Final Exams Scheduled for CRNs By Department

June

Course	Title	CRN	Credits	Actual Enroll	Exam Day	Time	Building		Room	Instructor
ENG 104	Intro Lit: Fiction	32696	04	38	Tuesday, June 12, 2012	10:15-12:15	HED	HEDCO Education Building	146	Noyce J
ENG 104	Intro Lit: Fiction	32697	04	22	Wednesday, June 13, 2012	10:15-12:15	LIL	Lillis Hall	185	Clark S
ENG 104	Intro Lit: Fiction	32698	04	23	Monday, June 11, 2012	15:15-17:15	LIL	Lillis Hall	185	Clark S
ENG 104	Intro Lit: Fiction	32699	04	39	Wednesday, June 13, 2012	13:00-15:00	ED	Lokey Education Building	276	Hampton D
ENG 105	Intro Lit: Drama	32700	04	40	Monday, June 11, 2012	15:15-17:15	ED	Lokey Education Building	117	Donnelly T
ENG 106	Intro Lit: Poetry	32701	04	40	Thursday, June 14, 2012	10:15-12:15	LIL	Lillis Hall	185	Edford R
ENG 106	Intro Lit: Poetry	32702	04	40	Thursday, June 14, 2012	15:15-17:15	VOL	Volcanology	307	Witte J
ENG 109	World Literature	32704	04	40	Thursday, June 14, 2012	08:00-10:00	CON	Condon	360	Bash R
ENG 110	Intro to Film & Media	32705	04	39	Wednesday, June 13, 2012	15:15-17:15	MCK	McKenzie Hall	214	Hayt A
ENG 199	Sp St Origins of Lit	36795	04	15	Monday, June 11, 2012	10:15-12:15	GER	Gerlinger	301	Sugiyama M
ENG 199	Sp St Romancing Tween	37264	03	23	Monday, June 11, 2012	10:15-12:15	VOL	Volcanology	101	Boscha T
ENG 199	Sp St Teens Lit & Film	37265	03	22	Wednesday, June 13, 2012	13:00-15:00	VOL	Volcanology	101	Gershow M
ENG 200	Pub Speak Liberal Art	32709	04	24	Wednesday, June 13, 2012	08:00-10:00	LLCN	Living-Learning Ctr North	123	Gage J
ENG 207	Shakespeare	32710	04	31	Thursday, June 14, 2012	15:15-17:15	VIL	Villard	300	Saunders B
ENG 208	Shakespeare	32714	04	40	Wednesday, June 13, 2012	10:15-12:15	ED	Lokey Education Building	276	Magsam J
ENG 208	Shakespeare	32715	04	38	Wednesday, June 13, 2012	13:00-15:00	DEA	Deady Hall	106	Horton K
ENG 222	Intro English Major	32716	04	135	Thursday, June 14, 2012	15:15-17:15	LIL	Lillis Hall	282	Quigley M
ENG 222	+ Dis	32717	00	17	*** NO FINAL EXAM ***					Summers S
ENG 222	+ Dis	32718	00	20	*** NO FINAL EXAM ***					Summers S
ENG 222	+ Dis	32719	00	20	*** NO FINAL EXAM ***					Vold V
ENG 222	+ Dis	32720	00	18	*** NO FINAL EXAM ***					Wilde J

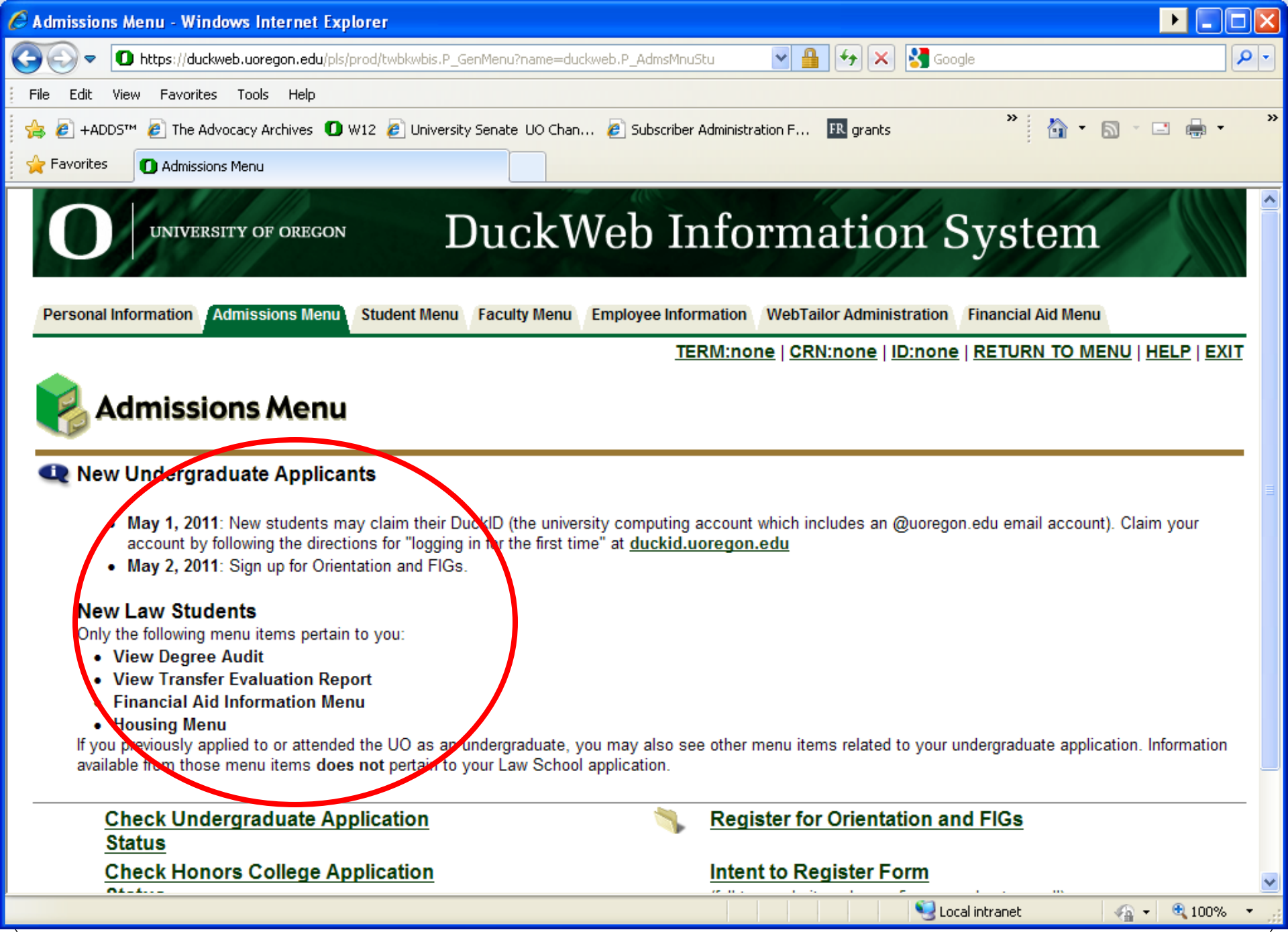
Odds and Ends #5
Webtailoring

- 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

Main Menu - Windows Internet Explorer
https://duckweb.uoregon.edu/pls/prod/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu
Google
File Edit View Favorites Tools Help
+ADDS™ The Advocacy Archives W12 University Senate UO Chan... Subscriber Administration F... grants
Favorites
Main Menu
UNIVERSITY OF OREGON
DuckWeb Information System
Personal Information
Admissions Menu
Student Menu
Faculty Menu
Employee Information
WebTailor Administration
Financial Aid Menu
TERM:none CRN:none ID:none NAME:off HELP EXIT
Admissions Menu
Admission Application Status, Orientation & Advising Programs, Financial Aid, Housing Application
Faculty Menu
Student Menu
Employee Information
Personal Information
Click here to participate in the new UO Alert! text notification system.
Course Evaluations
WebTailor Administration
Customize WebTailor Parameters. This menu contains procedures that manage all aspects of the DuckWeb GUI. Note that any changes made may have global effects across modules.
RELEASE: 8.4
Local intranet
100%

Student Menu - Windows Internet Explorer
https://duckweb.uoregon.edu/pls/prod/twbkwbis.P_GenMenu?name=duckweb.P_StuMainMnu
File Edit View Favorites Tools Help
Favorites
Student Menu
UNIVERSITY OF OREGON
DuckWeb Information System
Personal Information
Admissions Menu
Student Menu
Faculty Menu
Employee Information
WebTailor Administration
Financial Aid Menu
TERM:none CRN:none ID:none NAME:off RETURN TO MENU HELP EXIT
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
Registration Menu
Financial Aid
Financial Aid Information Menu
Business Affairs/Student Billing
QuikPay® Student Billing Account
Local intranet
100%

Faculty Menu - Windows Internet Explorer
https://duckweb.uoregon.edu/pls/prod/twbkwbis.P_GenMenu?name=facweb.P_FacMainMnu
File Edit View Favorites Tools Help
Favorites
Faculty Menu
UNIVERSITY OF OREGON
DuckWeb Information System
Personal Information
Admissions Menu
Student Menu
Faculty Menu
Employee Information
WebTailor Administration
Financial Aid Menu
TERM:none CRN:none ID:none NAME:off RETURN TO MENU HELP EXIT
Faculty Menu
Info:
• 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.).
Student Advising Menu
View Teaching Schedule
View Class Schedule Information
Course Administration Center
(Enter grades; change a grade, view or download class lists; add HTML links to courses)
View FIG/Pathway Schedule
Departments' Class Lists
(View or download class lists; click Course Administration Center to enter or change grades.)
Registration Management Menu
(files must be in .txt format unless otherwise noted)
RELEASE: 8.5.1
Local intranet
100%


Admissions Menu - Windows Internet Explorer
https://duckweb.uoregon.edu/pls/prod/twbkwbis.P_GenMenu?name=duckweb.P_AdmsMnuStu
File Edit View Favorites Tools Help
Admissions Menu
UNIVERSITY OF OREGON
DuckWeb Information System
Personal Information
Admissions Menu
Student Menu
Faculty Menu
Employee Information
WebTailor Administration
Financial Aid Menu
TERM:none | CRN:none | ID:none | RETURN TO MENU | HELP | EXIT
Admissions Menu
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.
Check Undergraduate Application Status
Check Honors College Application
Register for Orientation and FIGs
Intent to Register Form
Local intranet
100%

Class Schedule

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:

Spring 2012
Summer 2012
Spr 2012 Law
Sum 2012 Law
Fall 2012 Law
Spr 2013 Law

- 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.

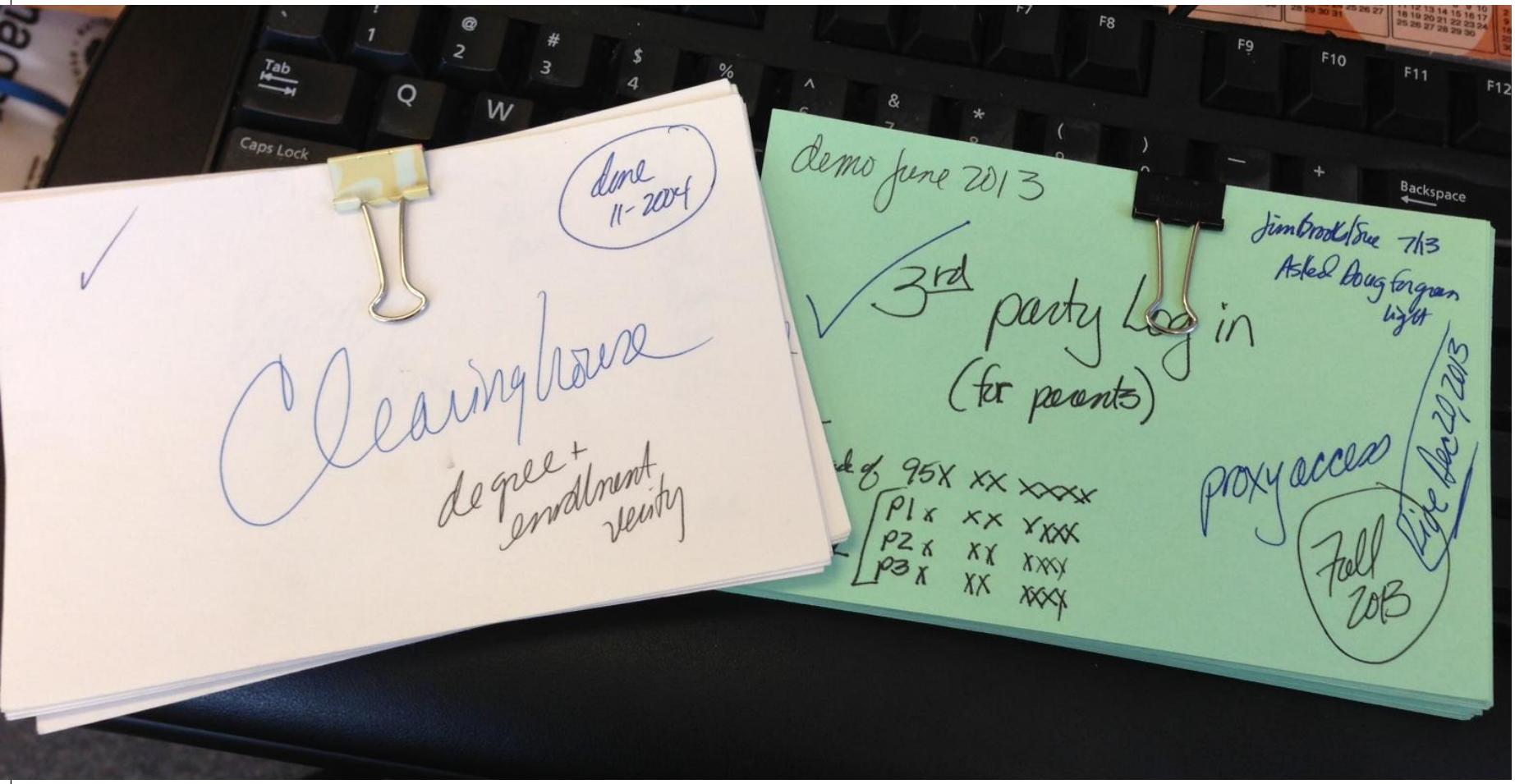
More Resources:
Final Exams Schedules -- Subject Codes -- Campus Map with Building Abbreviations -- Prior Class Schedules

DuckWeb -- Registrar -- Financial Aid -- Admissions -- Catalog -- Course Evaluations

Comments? registrar@uoregon.edu

GoToMeeting Invitation... | Microsoft Excel - IB stu... | Microsoft PowerPoint - ... | UO Class Schedule - ... | Oracle Fusion Middlew... | Review of how to get acce | 3:10 PM

Odds and Ends #6
Keep a Set of Cards



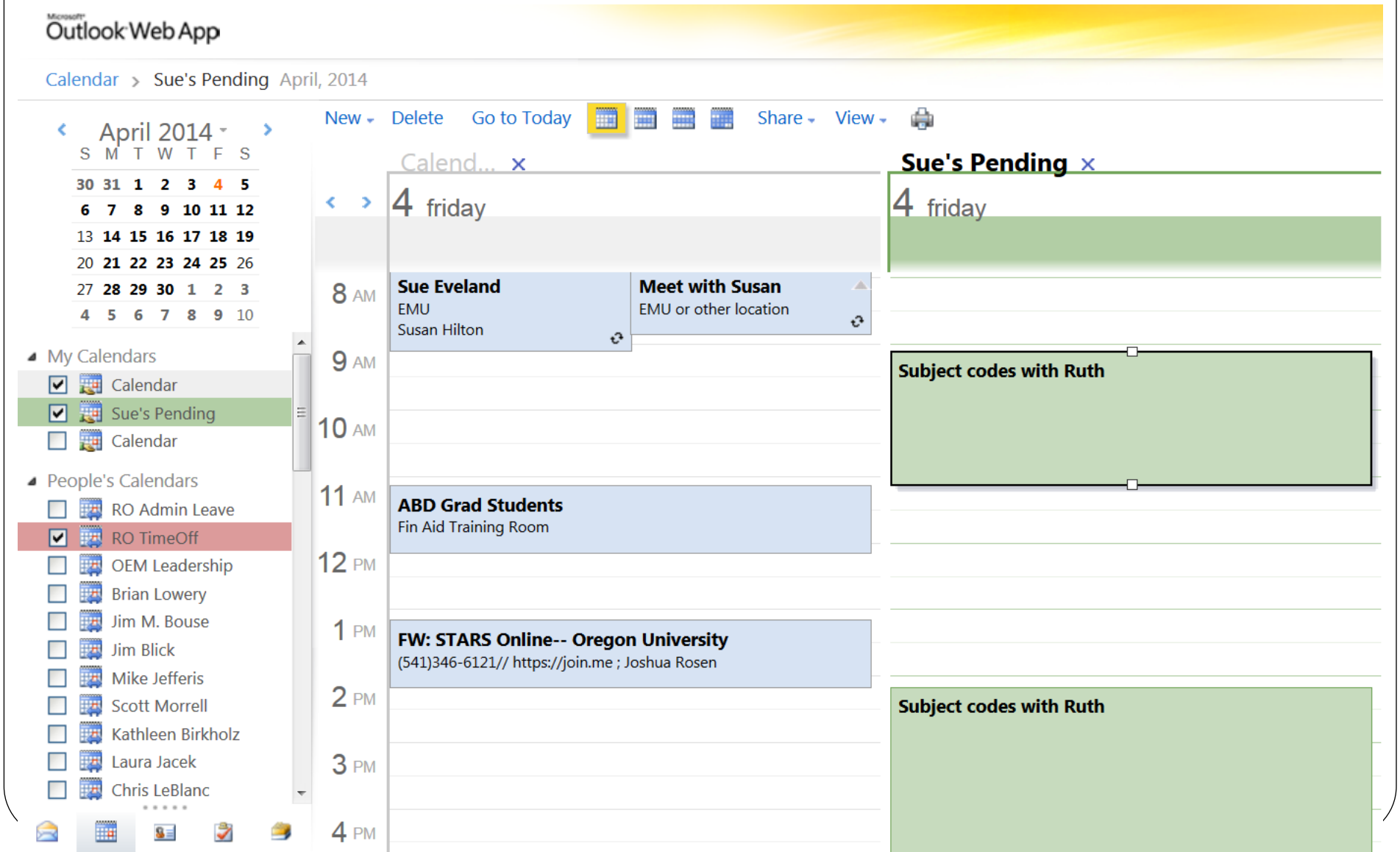
Odds and Ends #7
Keep a Wish List

B1 | Wish List #

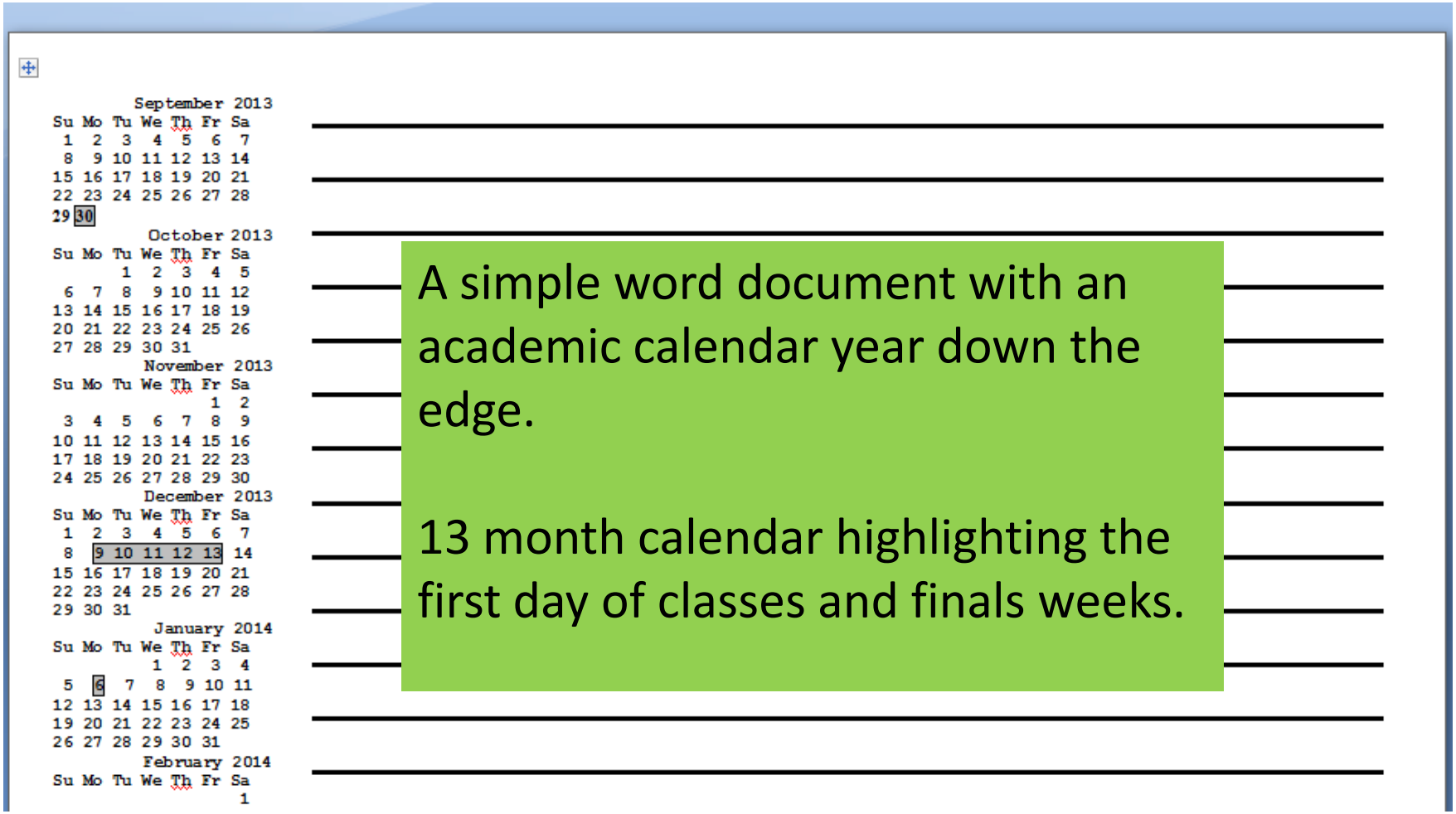
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Submit?	Wish List #	Status	Priority (no ?'s)	IS Support	Item	Student	Dept Part	RO benefit	Cost/ Benefit	Practical	Total	Must Do	Project	The 12th of Never	Notes
2		1	working on specs, not		Y	DW: Secure way for advisors to submit major changes	4	5	5	5	5	24	N	Y	N	
3		2			Y	SCHED: R25 Merge Dup contacts and associated events	1	1	5	5	5	17	N	N	Y	
4		3	DI -- Hold		Y	DI: Purge transcript requests > 6 mos.						0				
5		4	DI -- Hold		Y	DI: Part. In Feasibility study & proj, def. for doc. Retention						0				
6		5	covered by IDR		Y	SDW: add "Instructor Percent Responsibility" to schedule object (CAS request from M.N.)										
7		6	DI -- Hold		Y	DI: add ability to search for JVs in doc imaging index search										
8		7	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	
9		8														
10		9	very few people		Y	Don't allow students to apply for graduation unless they have X number of credits.	3	5	5	4	5	22	N	N	Y	
11		10	hold for after upgrade		Y	Refresh DA upon selection in DuckWeb (or give students ability to update their own audits in DW and eliminate nightly batch jobs)	4	4	4	4	4	20	N	N	N	Eliminate lot of manual jol
		11			Y	1st access to faculty and staff/Student Advising Menu forces user to go through FERPA training/sign off before	3	3	5	4	4	19	Y	Y	N	Definite Project - important.

Priorities | SCASCID details | SCADETL Details | MinMax Hours details

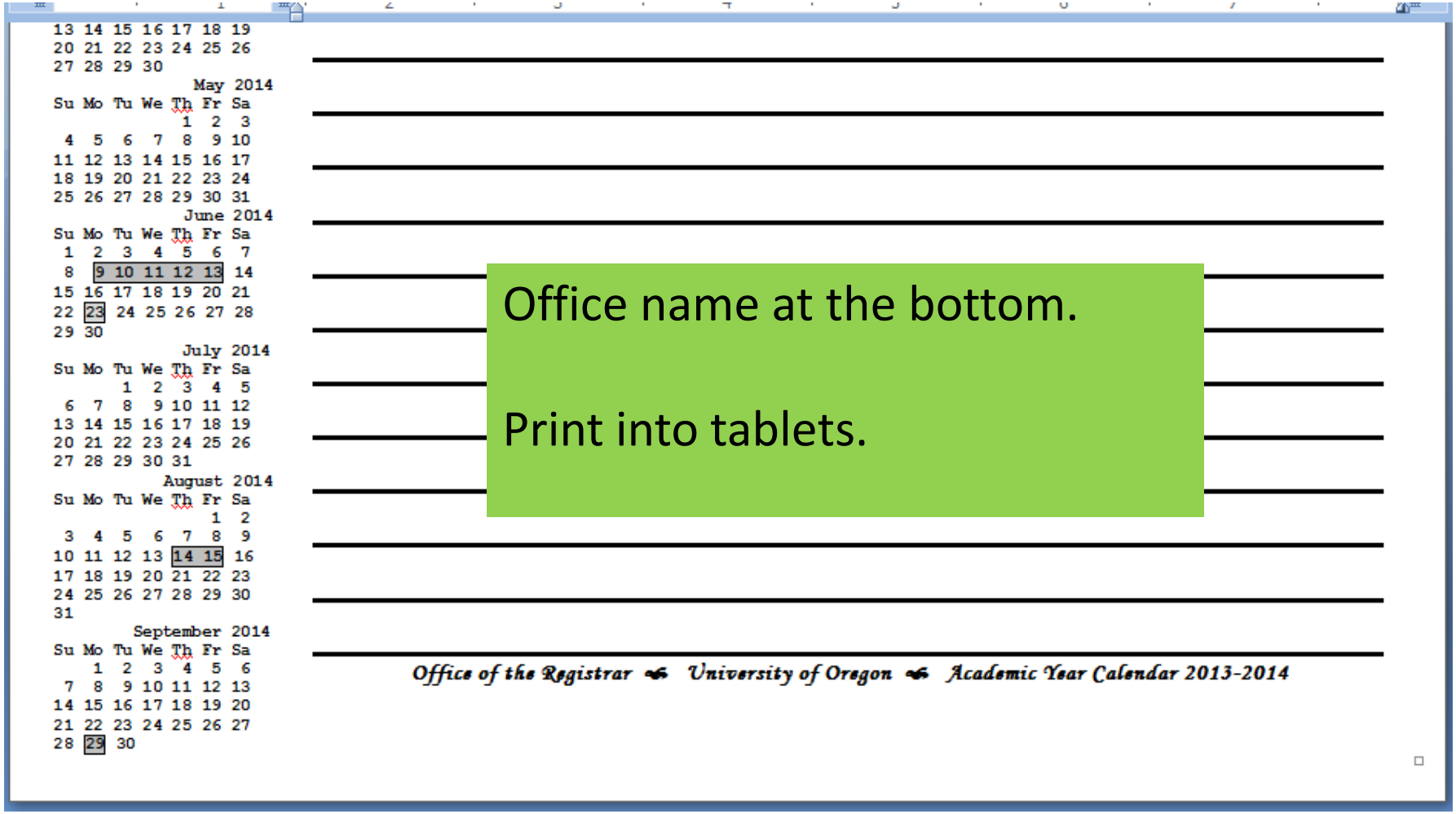
Odds and Ends #8
Pending Calendar



Odds and Ends #9
Calendared Tablet



Odds and Ends #9
Calendared Tablet



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.

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The End

- Thank you for staying to the bitter end!
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