Change of Schedule Form Instructor

A guide to using the Office of the Registrar’s change of schedule form to support or deny a request.
Instructors receive an email from “Office of the Registrar” reghelp@arizona.edu with the subject “Action Required: (the Student’s name) Change of Schedule Request” with a call to action and a link to Trellis.

If an instructor incorrectly gets assigned a request, don’t reject! Contact 24/7 so the team can re-route to Office of the Registrar.
Step 2

The link shows the information the student provided. The instructor must make a decision under “Approval Status” and can add comments. A message will confirm the submission.