



Office of the Registrar

# 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.

# Step 1

## Change of Schedule Request

Dear [Name Redacted],

Your review is requested for a Change of Schedule submitted by a student. Details are below:

**Request:** Swap Classes (Add/Drop)

**Submission Date:** 8/19/2020

**Student Name:** [Name Redacted]

**Student Email:** [Email Redacted]@email.arizona.edu

**Term:** Fall 2020

**Class:** PHYS 102 – 001 (34888)

Follow this **link** to support or deny the request. You will need to authenticate into Trellis to complete this transaction. Your decision is needed within two business days.

This information is confidential as part of the student's educational



Instructors receive an email from “Office of the Registrar” [reghelp@arizona.edu](mailto: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.

## Step 2

Class Number  
[REDACTED]


Course  
AFAS 402 003

Reason for Request  
Other

Request Explanation  
Some reason

Approval Decision

\* Approval Status



✓ Supported  
Denied

\* Appro

Next



The link shows the information the student provided.  
The instructor must decide to support or deny under “Approval Status” and can add comments.  
A message will confirm the submission.



THE UNIVERSITY OF ARIZONA



Office of the Registrar

## Change of Schedule Request

Dear [\[Redacted\]](#),

Your review is requested for a Change of Schedule submitted by a student. Details are below:

**Request:** Swap Classes (Add/Drop)

**Submission Date:** 8/19/2020

**Student Name:** [\[Redacted\]](#)

**Student Email:** [\[Redacted\]](#)@email.arizona.edu

**Term:** Fall 2020

**Class:** PHYS 102 – 001 (34888)

Follow this [link](#) to support or deny the request. You will need to authenticate into Trellis to complete this transaction. Your decision is needed within two business days.

This information is confidential as part of the student's educational record. If you feel you have received this email by mistake, please respond to this email to inform the Office of the Registrar that you have received this email in error.

Thank you for your review, please respond to this message or contact [reghelp@arizona.edu](mailto:reghelp@arizona.edu) with any questions or concerns.

If an **instructor is incorrectly assigned** a request, do not support or deny, please reply to the email.