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

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.

Change of Schedule Request

Dear [Student Name],

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: [Student Name]
Student Email: [Student Email]
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...
Step 2

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