Community Campus

Program Approval

Program approval is the responsibility of AISS and Academic Affairs.

- New programs will make a request to Sarah Wieland (swieland@email.arizona.edu) that will be reviewed for inclusion in the Community Campus by Sarah Wieland and Cindy Williams
- Approved programs will be created in the plan table and added to the Community Campus in the academic structure tables in UAccess Student
- A recruitment category will be created by UITS (UAccess Student Business Analyst Team)
- Admissions will be notified of the approval so that the program can appear on the non-degree application
- A billing rate memo will be provided by AISS to the Bursar’s Office for use with tuition calculation

Admissions

Working with the Office of Admissions to admit students as non-degree seeking students is the responsibility of the College/Department Program.

- Department will request the addition of the program on the undergraduate application via this form: https://slate.admissions.arizona.edu/register/?id=9a155fe3-99cd-480d-9e5b-6245fa5fc538. Plan code and recruitment category will be provided by Sarah Wieland prior to department submitting the form.
- Students will continue to apply for non-degree status in order to be eligible to take UA courses for credit
- Community Campus programs will appear in the electronic application for admissions
- The $25 non-degree seeking application fee will still apply, but will be paid by the College/Department/Program directly to the Office of Admissions after registrations are complete

Course Setup

Course setup for Community Campus courses is the responsibility of the College/Department/Program.

- Course and section creation should be done according to the standard Room & Course Scheduling deadlines
- Sections should be created with a campus of Community and a location of Community Campus – High School or Community College – Bridge or Community College – Outreach depending on the program intention.
- If self-registration is not being used, sections should be restricted to allow for only designated students (in the specific non-degree seeking plan) to be registered during manual/batch registration

Registration

Registration in Community Campus is the responsibility of the College/Department/Program/Student.

- Self-registration by students in UAccess is an option, if desired
• Departments should have an individual designated with the access to manually register or batch register students into courses and sections
• Any pre-registration information gathering is to be managed by the college/department/program, including any automated or website registration processes
• Adding and dropping students after the drop date will be critical to ensuring that the student is charged or refunded appropriately

Billing & Payment Deadlines

Billing in the Community Campus is the responsibility of the Bursar’s Office.
• Students are billed based on the designated per unit cost provided in the billing rate memo, plus the AFAT fee
• Students enrolled in more than one academic plan will be charged the higher of the per unit rates for all units
• All standard payment deadlines apply
• Students registered before the first day of classes will have payment due on the first day of class
• Students registered after the first day of classes will have payment due mid-October for Fall and mid-March for spring, as posted on the Bursar’s website
• In order to avoid late fees, student accounts must be cleared by the deadline
• The Bursar’s Office will work with programs that have sponsor or agency payments to clear student accounts
• Students not dropped by the withdrawal deadline will be responsible for the full cost of the program, whether the complete it or not

Financial Aid

Financial Aid is the responsibility of the College/Department/Program.
• Financial aid awards must be posted by the established payment deadlines as posted on the Bursar’s website.
• Aid item types must be specific for Community Campus.

Minors Policy

Adhering to the minors policy for any programming is the responsibility of the College/Department/Program.
• Prior to enrolling students in the program, each department must reach out to Jocelyn Gehring at jocelyngehring@email.arizona.edu to inform her of the program offering and determine the non-enrolled minors policy procedures that need met: https://policy.arizona.edu/ethics-and-conduct/interactions-non-enrolled-minors

Grades

The posting of grades is the responsibility of the College/Department/Program.
• Grades must be posted by the standard deadlines as established by Academic Affairs

Revenue Disbursements
Revenue disbursement for the Community Campus is the responsibility of AISS.

- Revenue collected in the Community Campus will be distributed 100% to the College course owner on object code 0257 which is subject to a 5.7% administrative service charge (ASC). The ASC rate revised to 7.2% effective 1/1/20.
- Revenue will be disbursed three times per year, on the same schedule as AZ Online and Distance disbursements
- Analytics reports are available on the RCM dashboard, Distributed Education tab, Community Campus sub-page.