

UR Student Information for Faculty

The link to our new student information system, UR Student, is <https://www.rochester.edu/urstudent>.

Below is important and timely information related to using UR Student for registration:

Course Schedules:

- We are no longer offering printable course schedules, so **UR Student is the best option for up-to-date information on courses for Fall 2020**. Instructions on accessing this information is at: <http://www.rochester.edu/urstudent/project/staff/advisors/> under “Find Course Sections.”
- Registration begins on April 20. The registration schedule is as follows:

ESM Class of 2021 and all dual-degree students	Monday, April 20	Registration opens at 7:30 AM
ESM Graduate Students	Monday, April 20	Registration opens at 8:00 AM
ESM Class of 2022	Tuesday, April 21	Registration opens at 7:30 AM
ESM Class of 2023	Wednesday, April 22	Registration opens at 7:30 AM

- Some abbreviations for Arts and Sciences course subjects have changed in UR Student. A link to all subject equivalents can be found at: <http://www.rochester.edu/urstudent/project/wp-content/uploads/2020/04/SUBJ-to-AU-CrosswalkASE-Only.pdf>. All course subject abbreviations at Eastman remain unchanged.

Instruction and Advising:

- Advising—general information on advising using UR Student can be found at: <http://www.rochester.edu/urstudent/project/staff/advisors/>
- Viewing student schedules—you can view your student’s past schedule in Instructor Access as in previous semesters; you may also view their schedule in UR Student. Instructions on how to access this in UR Student are at: <http://www.rochester.edu/urstudent/project/staff/advisors/>
- Instructor Permission—there are no longer instructor permission codes for courses. Instead, instructors will receive an email from UR Student asking approval for a student in their courses. This email is triggered by a request from the student. Faculty may approve, reject, or send a request back for more information as outlined in the instructions at: <http://www.rochester.edu/urstudent/project/faculty>
- Student “Saved Schedules” in UR Student—students may save a schedule of ESM courses in advance of registration, but please note the restrictions for non-ESM courses in

the special note below. (Students have also received this information.) General information on saved schedules (“set up your Fall 2020 course schedule”) can be found at: <http://www.rochester.edu/urstudent/project/student/>

- Course Rosters—instructors may access their course rosters for Fall 2020 courses by following the instructions at: <http://www.rochester.edu/urstudent/project/faculty>

Technology Issues during Registration

If your students face difficulties with internet access during registration, we can register them manually. They should email their course requests directly to registrar@esm.rochester.edu. The Registrar’s Office will process these requests with the understanding of the circumstances surrounding COVID-19. Also note that the Registrar's Office will offer assistance via email and Zoom, and this has already been communicated to the students.

Special Note on “Saved Schedules” in UR Student

At this time, students are only able to create a saved schedule in UR Student for courses in the school associated with their primary program of study. This limitation only applies to the creation of saved schedules. Please be assured you that students will still be able to register for all their AS&E and Eastman coursework when registration opens the week of April 20th.

If students need to register for courses outside their program of study, it is recommended that they take the following steps:

1. [Create a schedule](#) in UR Student ahead of registration for those courses aligned with their primary program of study.
2. Make a note of the courses outside their home school that they want to take, including the Course No. and Section No.
 - a. If a course requires instructor permission, students can still request that in advance of registration.
3. Students are encouraged to review their schedule with their advisor ahead of registration.
4. When registration opens, they can submit their saved schedule of courses in their primary program of study **AND register directly** for any courses outside their home school.
5. If students are taking coursework in a school other than AS&E or Eastman, they need to contact that school’s Registrar’s Office.