



# Handbook for DUPs

## Directors of the Undergraduate Program



College of Arts & Sciences  
University of Virginia  
2016-2017

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## RESPONSIBILITIES OF A DUP

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Every major and interdisciplinary program in the College of Arts & Sciences is overseen by a Director of the Undergraduate Program (DUP; see <http://college.as.virginia.edu/ugrad-directors>). The DUP is always a Faculty member from within the program or department and is appointed by the Chair and the Dean of the College and Graduate School of Arts & Sciences for variable terms.

The DUP serves as a key source of information for students not yet in a major as s/he can answer questions about courses offered by the department, declaring a major, opportunities for majors, major requirements, career opportunities, graduate programs, etc.

The DUP also plays a major role for majors. Depending on the department or program the DUP may oversee some or all of the following activities. Some activities may not be listed here.

- The curriculum for the major (required courses, related courses, etc.).
- Advise on new course descriptions and seek approval from the Committee on Educational Policy and the Curriculum (CEPC).
- Evaluate and approve cross-listed classes.
- Complete Declaration of Major Form with student and assign major advisor.
- Approve students for the Minor.
- Assist new, third-year transfer students who are not yet able to declare a major but also not assigned to an advisor.
- Supervise the Distinguished Majors Programs (in some departments another faculty member serves in this role).
- Review non-UVA credit (the DUP may be the person who assesses transfer credit and decides, with the departmental Faculty, whether or not the credit can count toward a U.Va. degree and/or toward the major.)
- Track the progress of students in the major and certify students for graduation.
- Manage the graduation ceremony.
- Assess study abroad programs and study abroad credit.
- Some majors (especially interdisciplinary majors) allow non-departmental courses to count for the major. In these cases the DUP must advise students about which UVA credits will count for a major as well as whether any non-College or non-UVA credits will count.
- Schedule classes for future terms.
- Set aside spaces in fall courses for new students during summer orientation.
- In some smaller programs the DUP may function as the faculty advisor for all majors.
- The DUP is a key resource for other Faculty inside and outside of the department or program.
- Evaluate undergraduate research projects for grant funding from departmental monies.
- Conduct yearly employment evaluation of the Undergraduate Administrative Assistant.

## HOW TO USE THE COLLEGE'S CALENDARING & COMMUNICATION TOOL FOR ADVISORS AND MAJOR DIRECTORS (DUPS)

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The College built and maintains what we call the College Calendering and Communication tool for faculty advisors and DUPs (see Appendix A or the web site [<https://advise.sites.virginia.edu/>] for details.

This systems includes the following functionality:

1. Creation of an online calendar for advising appointments.
2. Find a list of all advisees. The list displays name, e-mail, program, year, enroll time (which displays in late October and late March), majors (plans) and advisors, the name of the student's association, and the name of the student's association dean. *Note: You can find the name of any student's association dean by using the search field.*
3. Email advisees individually, as a group, by year or by major
4. DUPs can access lists of majors in and out of the College by year. DUPs can use the email tool to communicate with all majors or with majors by academic year.

## ADDITIONAL SIS ACCESS

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Some DUPs find it useful to be able to view data on any student (as opposed to only their advisees). In SIS, this role is officially called “UV SS Advisor Local Admin”; in-house we call it the “über advisor role”.

To request this access please first check to be sure your FERPA training is up to date. To do this, follow these steps:

1. Log into the SSTL Oracle Self Service site found at <http://www.hr.virginia.edu/>
2. Within this system you will find the Learning Module modules. Please search for FERPA for UVa Faculty & Staff.
3. Enroll in the course, if necessary, and complete the training. There is no charge and once you complete the training you will receive a certification of your completion.

Once your FERPA training is complete, send an email to Rachel Most ([rm5f@virginia.edu](mailto:rm5f@virginia.edu)) and ask for the DUP role in SIS.

## KEY COLLEGE RULES AND POLICIES – QUICK LINKS

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Calendars:

[College of Arts & Sciences Academic Calendar](#)

[The University Academic Calendar](#)

[Leave of Absence and University Withdrawal](#)

[Credit Overloads](#)

[Declaring a Major](#)

[Transfer Credit from Other Institutions](#)

[Transfer of Credit Evaluator](#)

# TRANSFER CREDIT

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## **Transfer Credit from Other Institutions**

Current UVa students may take academic courses at another institution in the United States provided they have completed a domestic transfer credit approval form and received prior permission from the Dean's Office in the College (see [Transfer Credit After Matriculation](#)). Current students may also take academic courses abroad provided that they are approved by the International Studies Office, have completed the study abroad transfer of credit form and have obtained approval from the College dean's office.

The College does not permit transfer credit from other domestic schools for students whose GPA is lower than 2.000, who [withdrew](#) from the College within the last ten days of the prior semester, or who are currently under [suspension](#). A 2.500 cumulative GPA is required for study abroad.

The domestic transfer credit form is found here:

<http://college.artsandsciences.virginia.edu/sites/college.artsandsciences.virginia.edu/files/TransferOfCreditDomestic.pdf>

Study Abroad Forms are **not** available online. Each student receives a copy of the "College of Arts and Sciences Study Abroad Transfer Credit Approval Form" within the application to study abroad from the ISO.

**Undergraduate program directors must approve all transfer credit for the major or minor.**

## **Credit by Examination**

The University of Virginia participates in the [Advanced Placement Examinations](#) (AP Exam) Program of the Educational Testing Service and the [International Baccalaureate Examination](#) Program. Students who receive grades deemed satisfactory by the academic unit to which they seek admission may receive academic credit. We also recognized a variety of international college-level examinations. We base our credit award on our own review as well as recommendation from appropriate undergraduate program directors, as needed. We encourage program directors to advise us regarding credit for the AP, IB, and other college-level examinations.

## **The Transfer Credit Analyzer**

With the help of undergraduate program directors over the last 20 years, we have designed and maintained a [U.Va. Domestic Transfer of Credit Analyzer](#) that lists most of the courses offered at Virginia community colleges and courses at numerous colleges and universities in the U.S. We encourage you to use the [Domestic Transfer of Credit Analyzer](#) for help in determining the U.Va. **credit equivalencies** of courses students propose to transfer from other institutions. We update the database as we add new courses and revise previous evaluations, often based on program directors' recommendations. Please let us know if you would recommend revision to the Transfer credit Analyzer. We depend upon your expertise.

Course equivalencies listed in the database as 1000T, 2000T, etc. represent transferable credit for which the College has no precise equivalent. Such courses may be used for degree credit and area requirements, and with program director approval, toward majors and minors.

At the start of fall semester, new transfer students may come to you with syllabi requesting a more thorough evaluation of courses. You are welcome to email any recommendations for change to Meredith Burke at [mlb3ta@virginia.edu](mailto:mlb3ta@virginia.edu) to request that she update the student's SIS report.

Students do not need to fill out the domestic transfer credit approval form for pre-matriculated (PT) transfer credit. If you have any questions about the credit equivalencies database, contact Frank Papovich ([jp@virginia.edu](mailto:jp@virginia.edu)) or Meredith Burke ([mlb3ta@virginia.edu](mailto:mlb3ta@virginia.edu)).

### **Elective Credit**

If a course is already listed in the [transfer credit equivalencies database](#), previously enrolled students may transfer the course for elective credit by simply completing a [Request for Transfer of Credit Form](#). If the course is listed in the database, students do not need to obtain departmental approval to transfer elective credit. Undergraduate program directors should feel free to make recommendations regarding courses not already listed in the database, but need not do so. You need not meet with students who wish to receive elective transfer credit.

### **Major and Minor Credit**

Undergraduate program directors must approve all transfer credit for the major or minor.

For both domestic and study abroad credit, please sign the form the student brings to you for approval, and also provide the UVa equivalency (course subject area and number). If there is not a direct match for the course in department curriculum, please use 2000TM, 3000TM, or 4000TM as the course number. "TM" indicates post-matriculated transfer credit for major/minor credit.

If students notify you about a course change while they are abroad, you are welcome to let Meredith Burke know your approval of the course through email. Students need not complete another request to transfer credit form unless you prefer.

### **Post Approvals**

You may notify Meredith Burke through email that the student has met with you about post-approvals. It is not necessary for a student to fill out another transfer credit form for post-approval.

## COMMITTEE ON EDUCATIONAL POLICY AND THE CURRICULUM

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All DUPs are encouraged to become very familiar with the Handbook for the Creation and Management of Courses in Arts & Sciences on the CEPC web site. The following is excerpted from this Handbook.

Courses originate in a department or program. When approved at this level, the Director of Undergraduate Programs or the Chair's designated assistant sends the request (electronically) for approval to Judy Updike, College Registrar, who manages the work flow for the CEPC. After review by the CEPC and approval by the Faculty of Arts and Sciences, the College Registrar sends the Course Catalog Information form (CCI) and/or Course Catalog Topics form (CCT) to UREG. UREG then contacts the departmental person noted on the CCI and/or CCT form by email when the catalog course record has been created. This email from UREG also provides information on how to request that the class be scheduled. All of the communications happen via email and attachments.

A request for approval of a new course consists of three items:

1. A CCI form (see appendix)
2. A syllabus that contains a description, course requirements, and a weekly schedule of assigned work and activities.
3. The form Core Competencies in the College (see appendix)

The request to change a course's characteristics (title, credit hours, description, grading basis, etc.) is made with the CCI form, which is sent to Judy Updike for review by the CEPC. The meeting dates and actions by the CEPC are posted regularly on its website:

<http://as.virginia.edu/committee-educational-policy-and-curriculum-cepc>

Instructions for the use of the CCI and CCT forms are found in the appendix. The forms can be downloaded from the website at either the CEPC or UREG.

New programs (majors, minors, Distinguished Majors) follow the same route, originating in department curriculum committees and coming to the CEPC for review. The Associate Dean for Academic Programs and the Chair of CEPC (Mark Hadley) are available for consultation. Department representatives are invited to present their proposals at a meeting of the CEPC.

### **Changes in the Major and Minor Descriptions**

Requests are made electronically to the College Registrar and contain the following:

1. The letter from the Chair or program director explaining and describing the rationale for the change(s).
2. A copy of the current RECORD entry describing the program to be revised.
3. Catalog-ready copy of the revision, plus any additional supporting materials for Committee consideration.

Departments are invited to consult with the Associate Dean for Academic Programs and the Administrative Chair of the Committee prior to the submission of their proposals. They are also invited to attend the meetings of the Committee at which the proposal will be discussed. The administrative chair, acting for the Committee, may approve stylistic and other minor changes to the descriptions of programs published in the Record.

**ADVISING**  
**FACULTY USER GUIDE**

**ITS CACS**

**May 7, 2015**

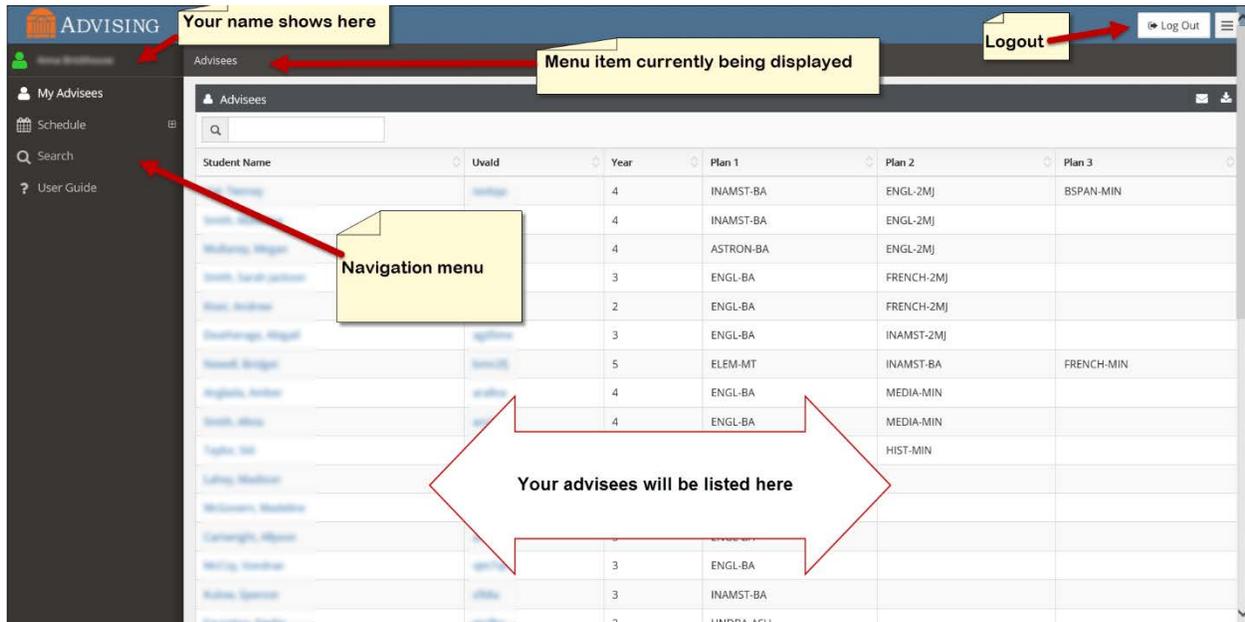
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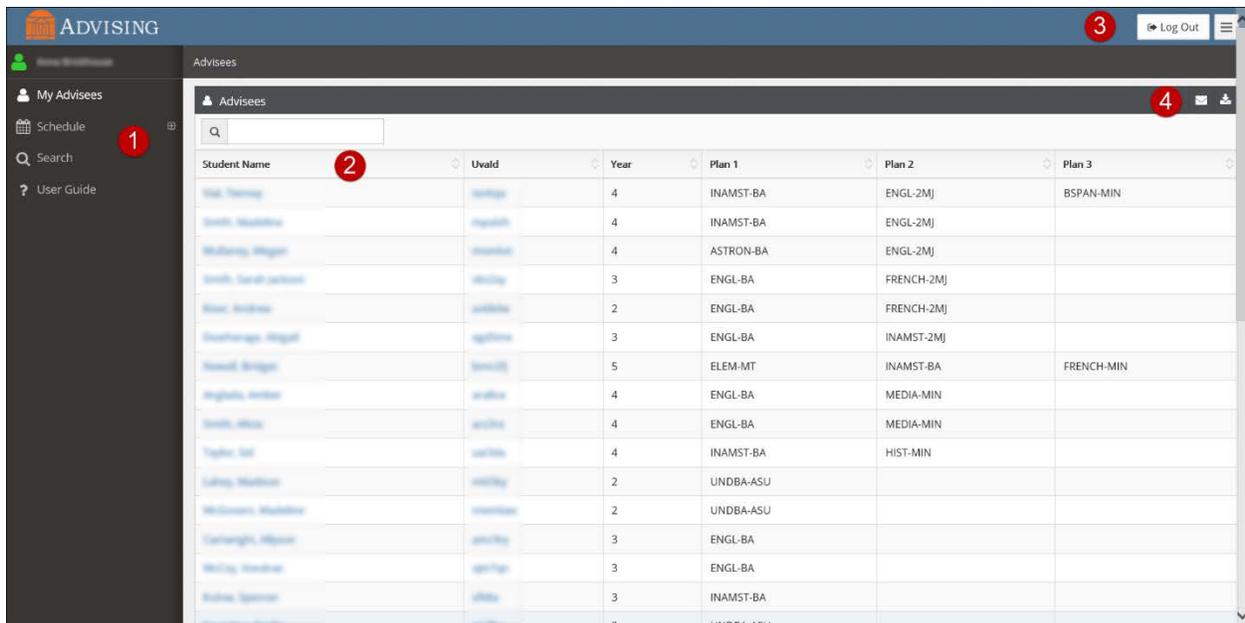
# ADVISING Faculty User Guide

## Login

Upon logging in through Netbadge, a faculty member sees the web page shown in the Figure below.



## Home Page Functionality



1

#### Navigation Menus:

- My Advisees is the default login/home page.
- Clicking the  to the right of Schedule will expand Schedule displaying 3 submenu options: Advising Blocks, View Appointments, Manage Settings. Once expanded, the icon becomes . Clicking the  will collapse the Schedule submenu items.
- Search: displays advanced Filter/Search options.
- User Guide: opens a new tab in the browser with this User Guide.

2

Grid Column Headings (Student Name, UvaID, Year, Plan 1, Plan 2, Plan 3) – Clicking a grid column heading will cause the grid to display lowest values at the top of the selected column. Clicking a second time, the grid will display highest values at the top of the column.

3

Log Out button  and Menu collapse button  (hides or displays the left column menu items).

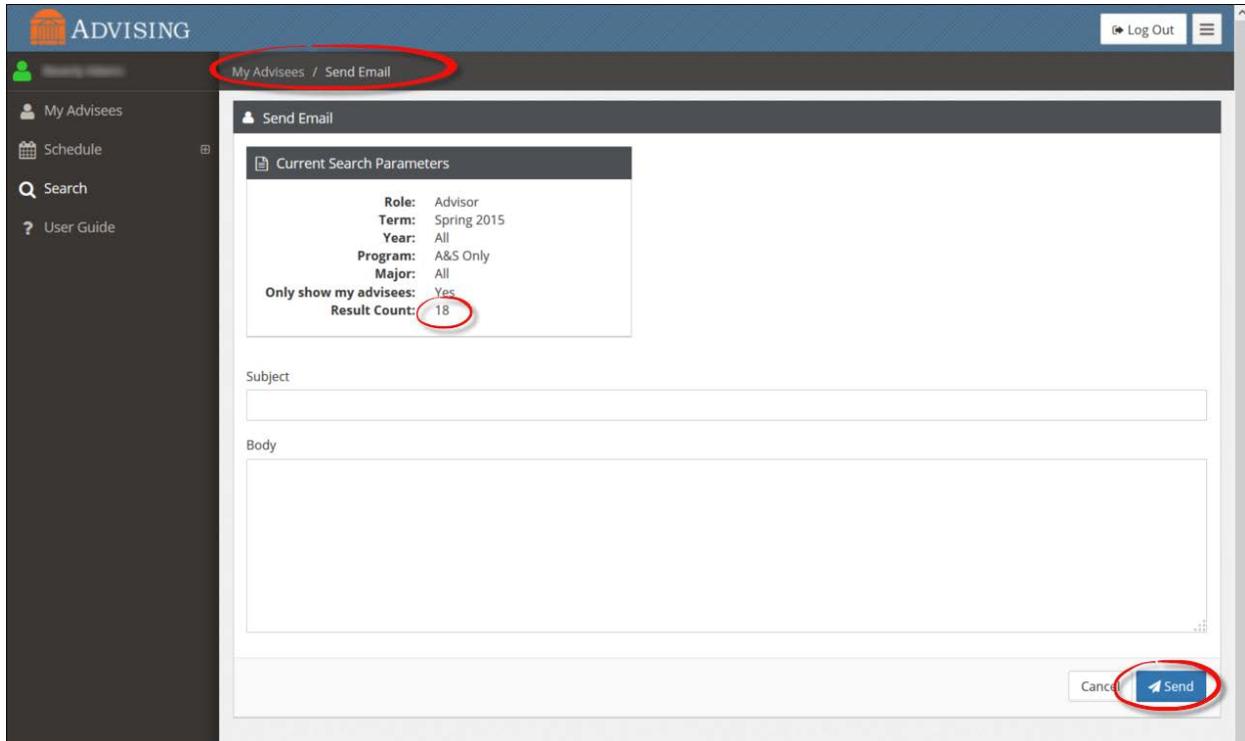
4

Email Students button  and Export button 

- Email Students allows Advisor to create subject and body and send email to all advisees.
- Export creates an excel spread sheet with information for all advisees that can be downloaded and saved.



Clicking the Email icon  will display Send Email page. The number of students who will receive this email displays under “Result Count.” It will be the same students as seen on the Advisees page.



## Emailing from Search page

The Search page can be used to filter students and send emails to a smaller select group or larger group, as seen in the example below.

The screenshot shows the ADISING Search page. The left sidebar contains navigation options: My Advisees, Schedule, Search (highlighted with a red circle), and User Guide. The main content area has a 'Search' button at the top left (highlighted with a red circle) and a 'Filter' section. The filter section includes fields for Last Name, Term (Spring 2015), Role (Advisor), Major (All), and Program (A&S Only). There are checkboxes for Year (All, First Year, Second Year, Third Year, Fourth Year (checked), Graduate) and a checkbox for 'Only show my advisees'. A 'Filter' button is at the bottom right of the filter section (indicated by a red arrow). Below the filter is a 'Students' table with columns: Last Name, First Name, Uvald, Program, Year, Enrollment, Plan 1, Advisor 1, Plan 2, Advisor 2, Plan 3, Advisor 3, Association, Dean, and Actions. The table contains 7 rows of student data. At the bottom of the table, it says 'Showing 1 to 7 of 7 entries' (highlighted with a red circle) and has 'Previous', '1', and 'Next' navigation buttons.

The screenshot shows the ADISING Send Email page. The left sidebar is the same as the previous screenshot. The main content area has a 'Search / Send Email' button at the top left (highlighted with a red circle). Below it is a 'Send Email' section. The 'Current Search Parameters' box lists: Role: Advisor, Term: Spring 2015, Year: Fourth Year, Program: A&S Only, Major: All, Only show my advisees: Yes, and Result Count: 7 (highlighted with a red circle). Below this are fields for 'Subject' and 'Body'. At the bottom right, there are 'Cancel' and 'Send' buttons (the 'Send' button is highlighted with a red circle).

## Sending email to a single student

On the Search page the students listed in the bottom can be sent an individual email by clicking on the Action button and selecting "Email."

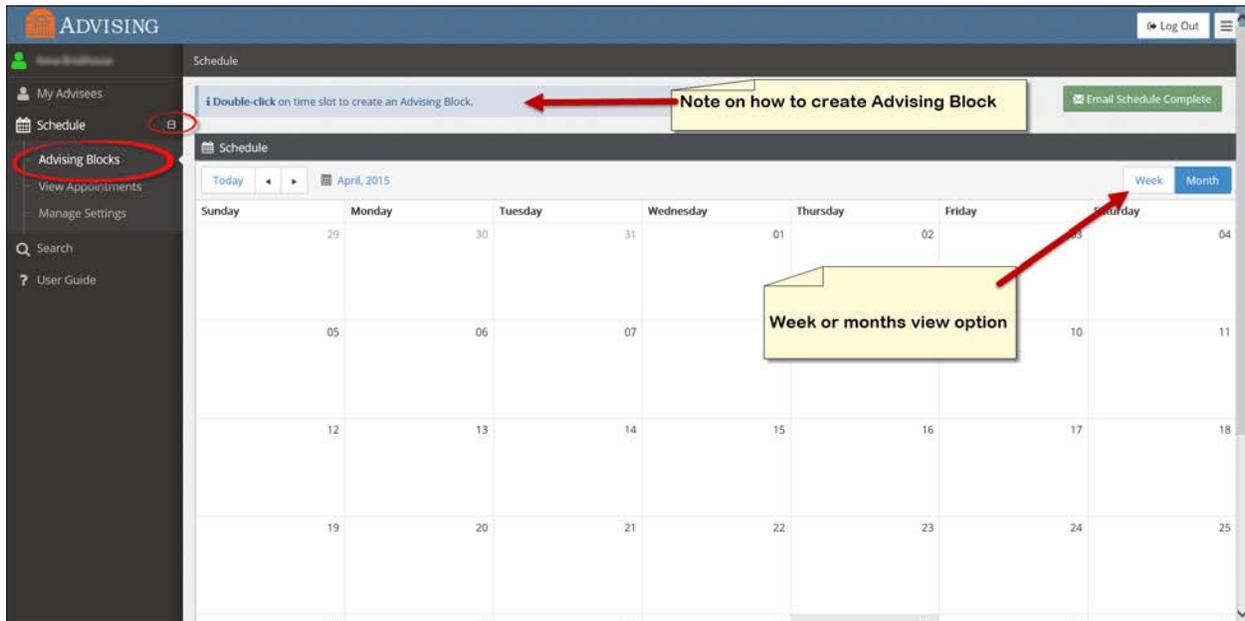
The screenshot shows the SING system interface. At the top, there is a search bar and a 'Log Out' button. Below the search bar is a 'Filter' section with various search criteria: Last Name, Term (Spring 2015), Year (All selected), Role (Advisor), Major (All), Program (A&S Only), and a checkbox for 'Only show my advisees'. Below the filter is a 'Students' table with columns for Last Name, First Name, Uvald, Program, Year, Enrollment, Plan 1, Advisor 1, Plan 2, Advisor 2, Plan 3, Advisor 3, Association, Dean, and Actions. A yellow callout box with a red arrow points to the 'Email' option in the 'Actions' dropdown menu for the student John Papovich. The callout text reads: 'Clicking Action button allows you to select "Email" and send an email to the selected student'.

Last Name	First Name	Uvald	Program	Year	Enrollment	Plan 1	Advisor 1	Plan 2	Advisor 2	Plan 3	Advisor 3	Association	Dean	Actions
Angela	Amber	anabla	ASU	4	11/10/2014	EN						TRFR	John Papovich	⚙️
August	Olivia	oalidag	ASU	2	11/1							TRFR		Email Schedule Appt View Form Export Form
Cartwright	Alyson	ancliry	ASU	3	11/1							DILL		
Coffey	Melissa	mcollec	ASU	4	11/1							EMET	Richard McGuire	⚙️
Deatherage	Abigail	agathiae	ASU	3	11/1		Levenson					BNNY	Shilpa Dave	⚙️
Dow	Anna	adina	ASU	3	11/13/2014	ENGL-BA	Anna					IRC	Sandra	⚙️

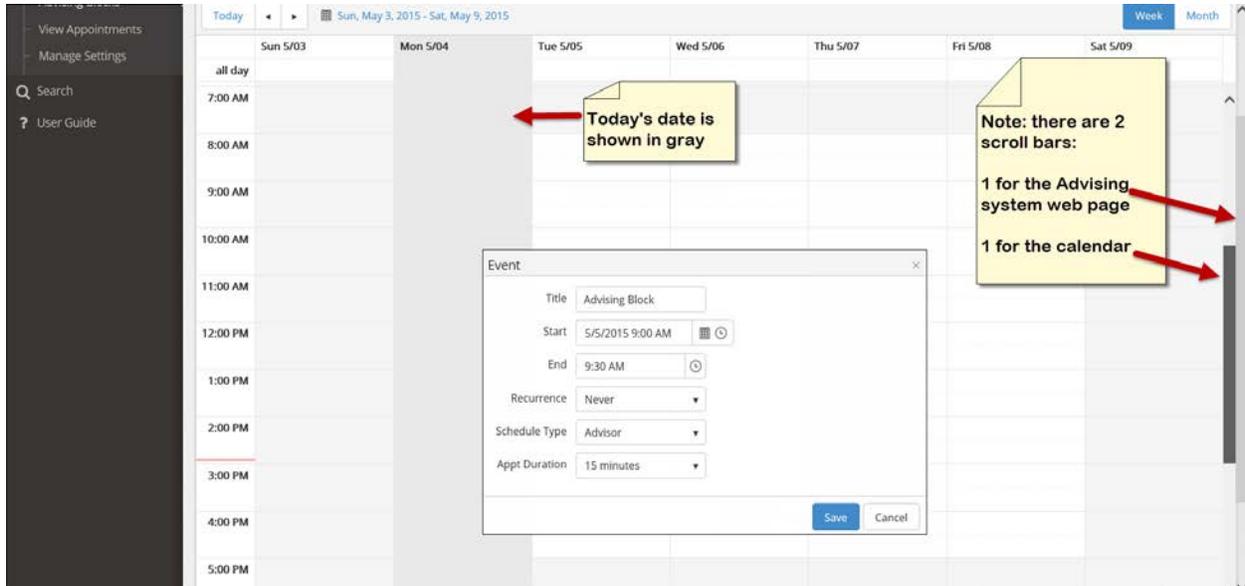
# Scheduling Calendar

## Setting up your advising times/blocks

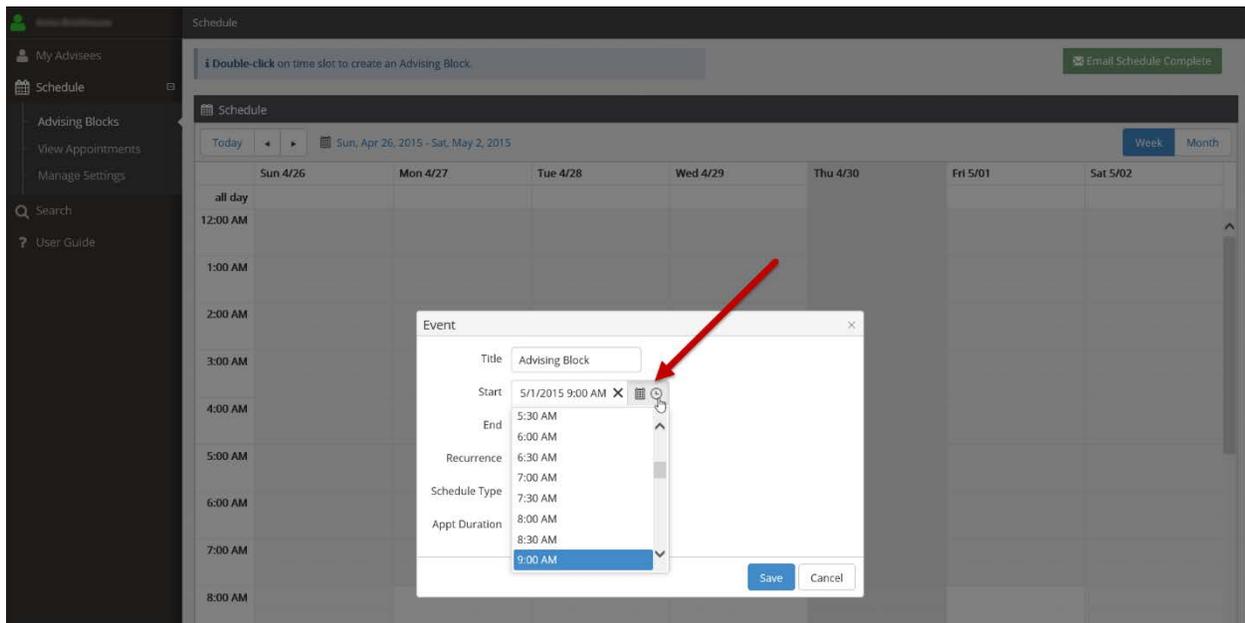
Open the calendar by expanding the “Schedule” menu item and clicking on “Advising Blocks.”



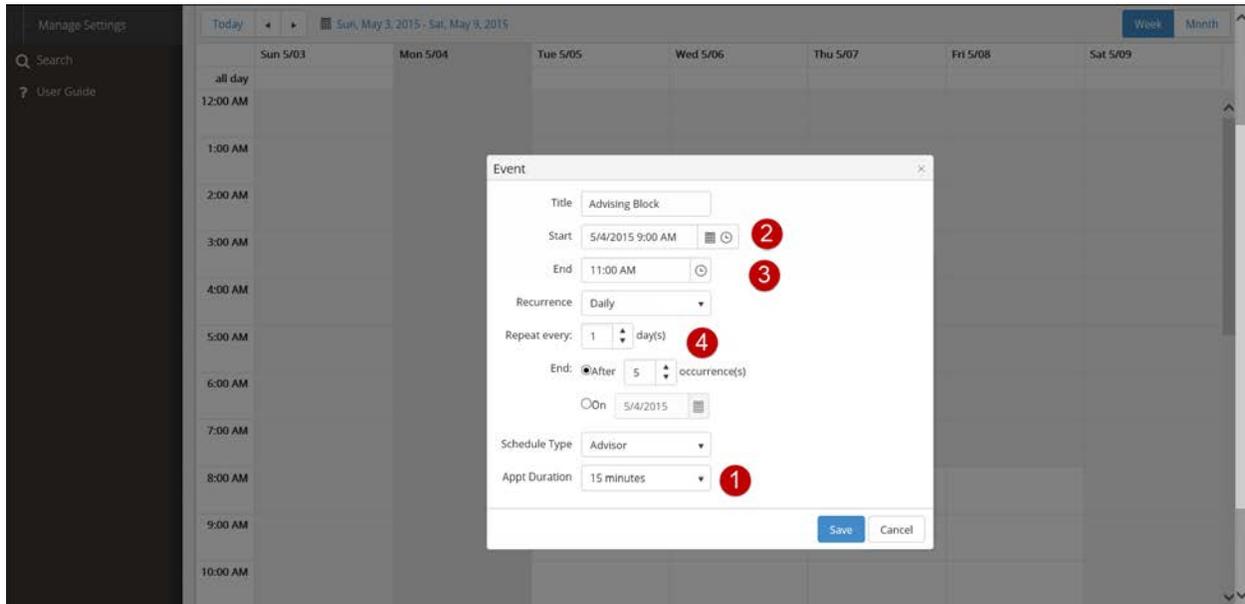
To schedule an advising block, double click a day and start time on the calendar. The following example shows that May 5, 9:00 am was double-clicked. An Event box opens which allows you to enter start/end times, recurrences, the schedule type (personal or advisor), and duration of appointments (15, 20 or 30 minutes).



Clicking the calendar or clock icon opens drop downs from which to choose dates or times:



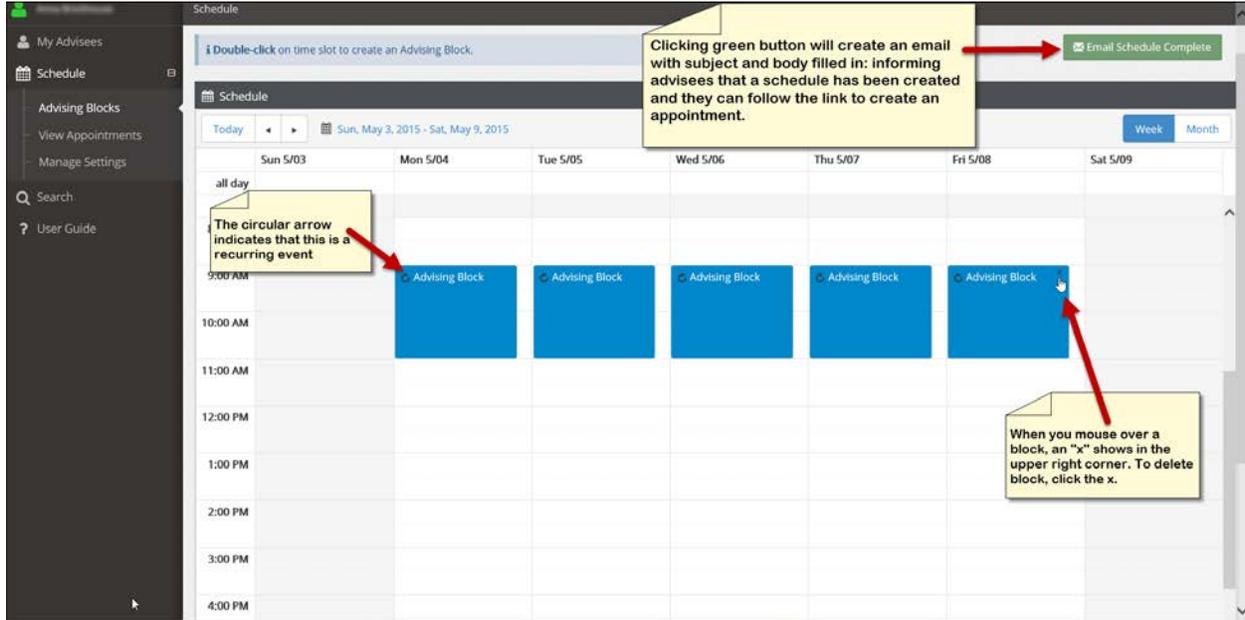
Clicking the down arrow for Recurrence allows you to schedule the same block on a daily, weekly, monthly or yearly basis. Example:



This will create:

- 1 15 minute appointment times.
- 2 Appointments begin – in this example, May 4 at 9:00 a.m.
- 3 Appointments end at 11:00 a.m.
- 4 This block of appointment times will repeat every day for 5 days.

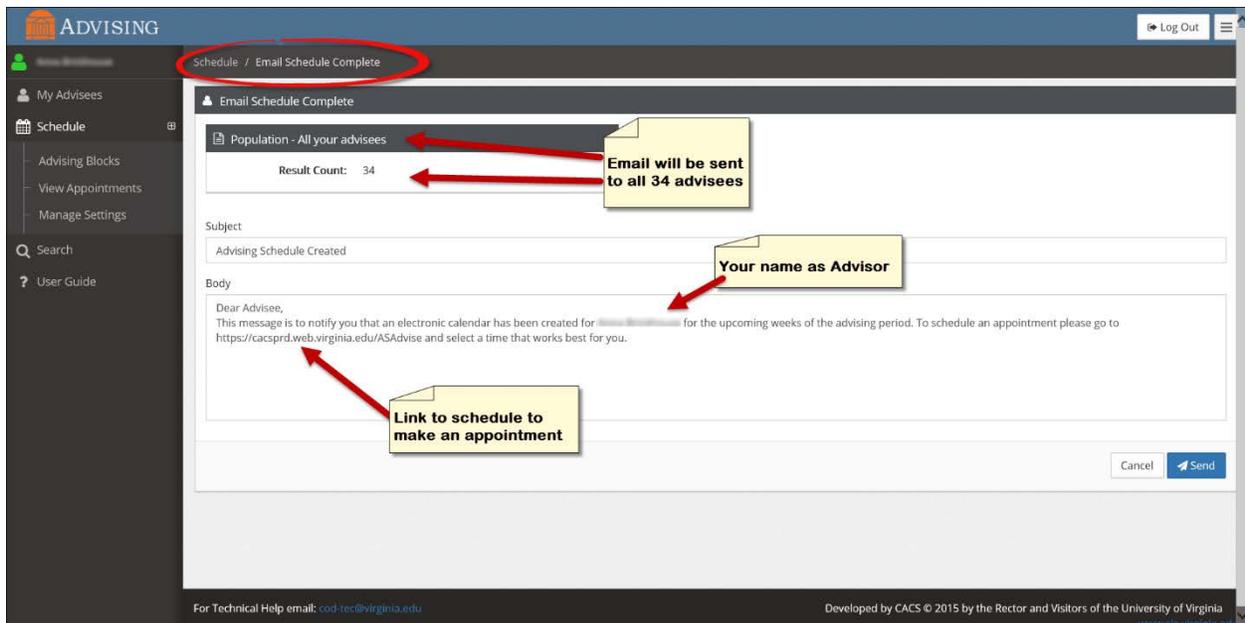
The result of above entry will be 9-11 a.m. blocked every day for 5 days:



To delete a block, click the “x” in upper right corner of blue advising block.

## Sending email to advisees after schedule is complete

Clicking the green button “Email Schedule Complete”  will allow you to send an email to your advisees notifying them that you have created a schedule and they can set up an appointment. The subject and body fields of email are populated:



## View, Schedule, Cancel appointments

View appointments by expanding the “Schedule” menu item and clicking on “View Appointments.”

In addition to viewing appointments, the advisor can Schedule or Cancel Appointments from this page.

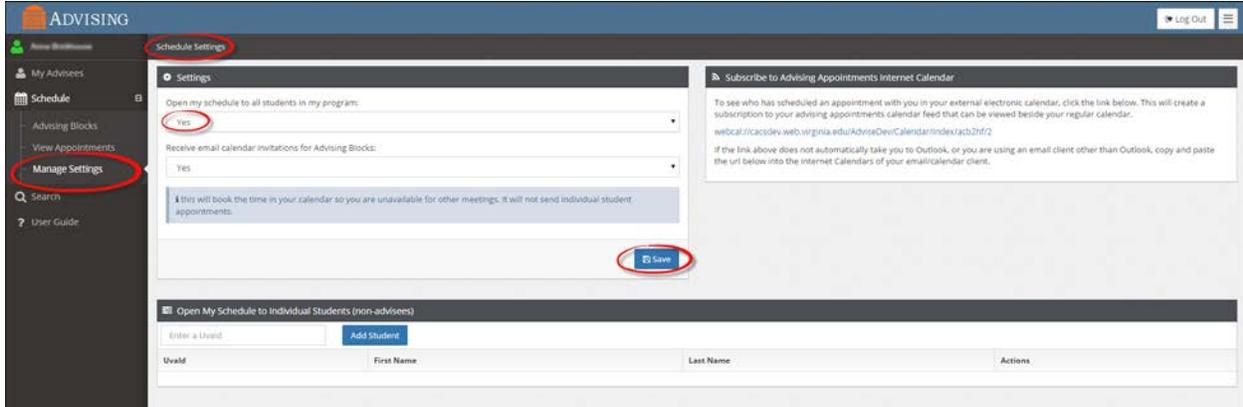
The screenshot displays the ADISING interface for managing appointments. The left sidebar contains a 'Schedule' menu with 'View Appointments' circled in red. The main area shows a calendar for Monday, May 4, and Tuesday, May 5, 2015. A table lists appointment times and student names. Callouts highlight the 'Schedule Appointment' and 'Cancel Appointment' buttons in the 'Actions' column. A note indicates that two students have made appointments.

Date	Time	Student	Actions
4 Monday May, 2015	9:00 AM - 9:15 AM		Schedule Appointment
	9:15 AM - 9:30 AM		Schedule Appointment
	9:30 AM - 9:45 AM		Schedule Appointment
	9:45 AM - 10:00 AM	Mad. Thomas (10/15)	Cancel Appointment
	10:00 AM - 10:15 AM		Schedule Appointment
	10:15 AM - 10:30 AM		Schedule Appointment
	10:30 AM - 10:45 AM		Schedule Appointment
	10:45 AM - 11:00 AM		Schedule Appointment
5 Tuesday May, 2015	9:00 AM - 9:15 AM	Smith, Sarah (advisor 10/15)	Cancel Appointment
	9:15 AM - 9:30 AM		Schedule Appointment
	9:30 AM - 9:45 AM		Schedule Appointment
	9:45 AM - 10:00 AM		Schedule Appointment
			Schedule Appointment

## Schedule Settings

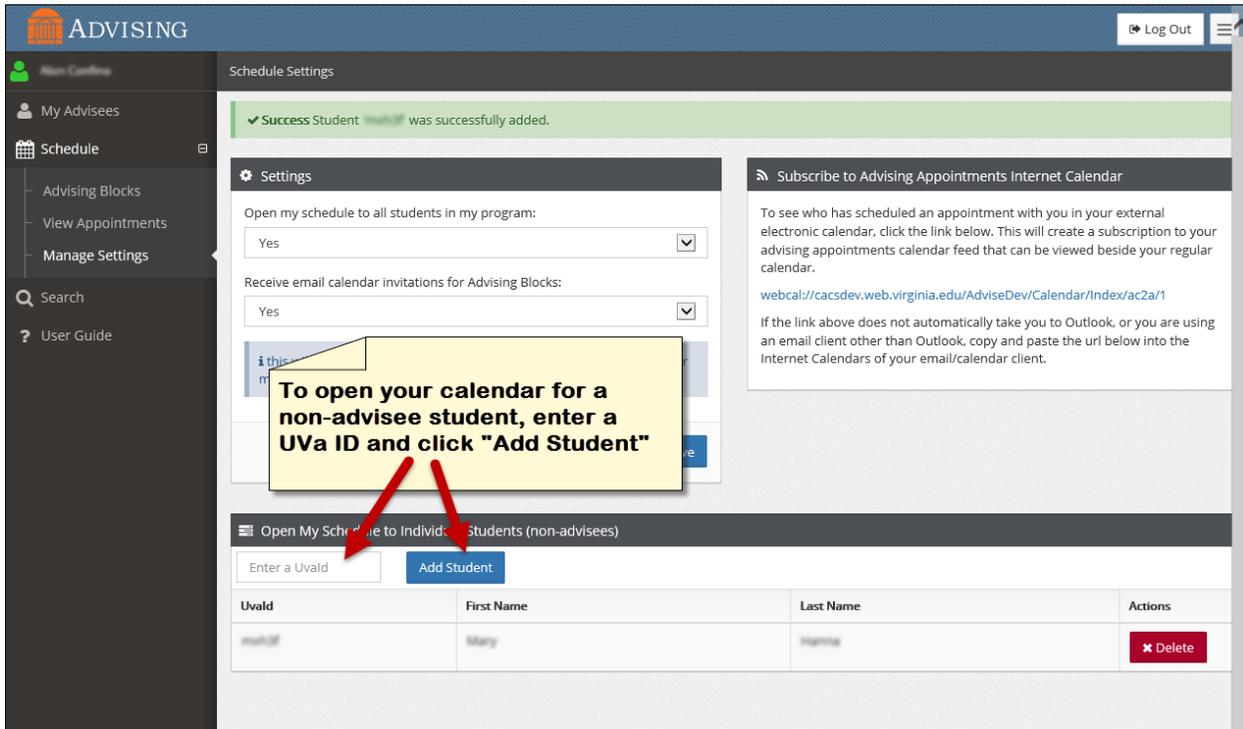
### Open to non-advisees in your program

Clicking the “Manage Settings” menu item takes you to the settings page where you can open your calendar to non-advisee students. The default setting is No (schedule is NOT open to students other than your advisees). Open Schedule = Yes means **all** students in **your program** can see your schedule. Select Yes and be sure to click the Save button.



### Open to non-advisees on one-by-one basis

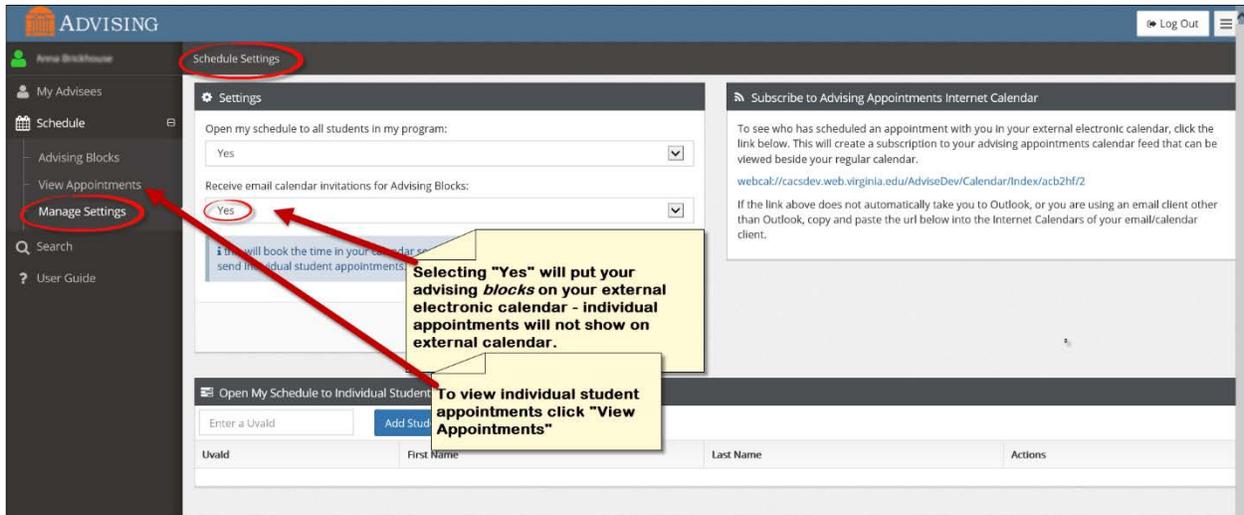
To open your schedule to non-advisee students one at a time, use the “Open My Schedule to Individual Students (non-advisees)” option on the lower half of the screen.



# View appointments in external electronic calendar

## View Advising Blocks in external calendar

Selecting “Yes” in the “Receive email calendar invitations for Advising Blocks” allows your Advising Blocks to be displayed on your external electronic calendar. NOTE: You will see the block of time only, not individual student appointments. To view the individual student appointments in this Advising system, select the “View Appointments” menu item on the left side of this page.



## View Advising Appointments in external calendar

To see who has scheduled an appointment with you in your external electronic calendar, click the link shown in the box on the right side of screen. This will create a subscription to your advising appointments calendar feed that can be viewed beside your regular calendar.

If the link does not automatically take you to Outlook, or you are using an email client other than Outlook, copy and paste the url into the Internet Calendar of your email/calendar client.

The screenshot shows the 'ADVICE' system interface. On the left is a navigation menu with options like 'My Advisees', 'Schedule', 'Advising Blocks', 'View Appointments', 'Manage Settings', 'Search', and 'User Guide'. The main content area is titled 'Schedule Settings' and contains a 'Settings' section with two dropdown menus set to 'Yes': 'Open my schedule to all students in my program:' and 'Receive email calendar invitations for Advising Blocks:'. Below these is a blue 'Save' button. A note states: 'If this will book the time in your calendar so you are unavailable for other meetings, it will not send individual student appointments.' Below the settings is a section 'Open My Schedule to Individual Students (non-advisees)' with an 'Add Student' button and a table with columns 'Uvaid', 'First Name', 'Last Name', and 'Actions'. On the right side, there is a 'Subscribe to Advising Appointments Internet Calendar' section. It contains text explaining how to view appointments in an external calendar and provides a link: [webcal://cacsdev.web.virginia.edu/AdviseDev/Calendar/index?u=11111/12](http://webcal://cacsdev.web.virginia.edu/AdviseDev/Calendar/index?u=11111/12). A red arrow points from a yellow callout box to this link. The callout box contains the text: 'To have individual appointments update your external electronic calendar - click the link'.

## Student view of schedules

This is what students see when they log in.

The screenshot displays the ADVISING web application interface. At the top, there is a navigation bar with the ADVISING logo and a 'Log Out' button. Below this is a sidebar with 'Home' and 'Form' options. The main content area is titled 'Upcoming Appointments' and shows a message: 'There are no appointments to display.' Below this is the 'Make An Appointment' section, which includes a list of advisors and a calendar view. The calendar is currently set to 'Today' and shows a monthly view from Sunday to Saturday. Three callout boxes with red arrows point to specific advisors in the list:

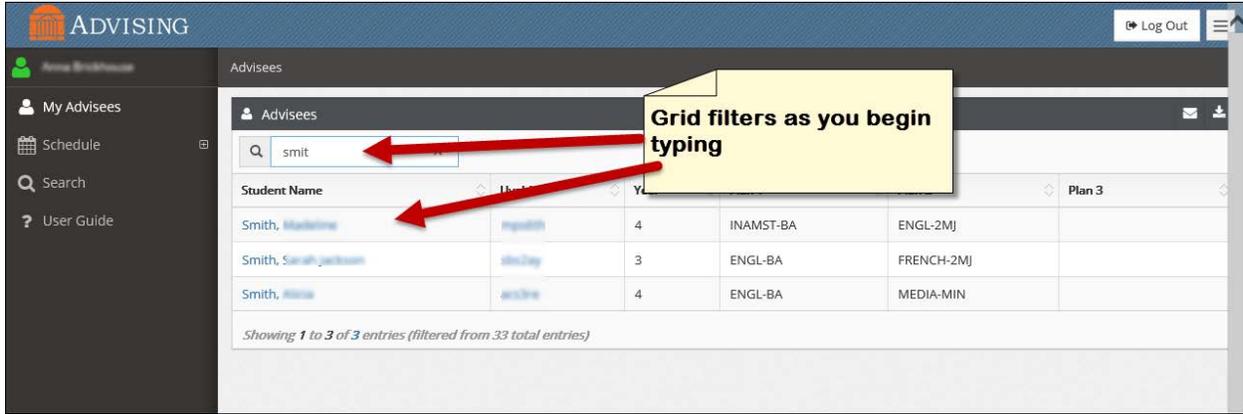
- Advisors coming from SIS that are tied to a student's plan** (points to a blue square icon)
- Advisors that have granted a student access** (points to an orange square icon)
- Advisors that have opened their schedule to any student** (points to a green square icon)

The advisor list includes sections for 'My Advisors', 'My DUPs', and 'Open Advisors', each with a checkbox and a small colored square icon next to the advisor's name.

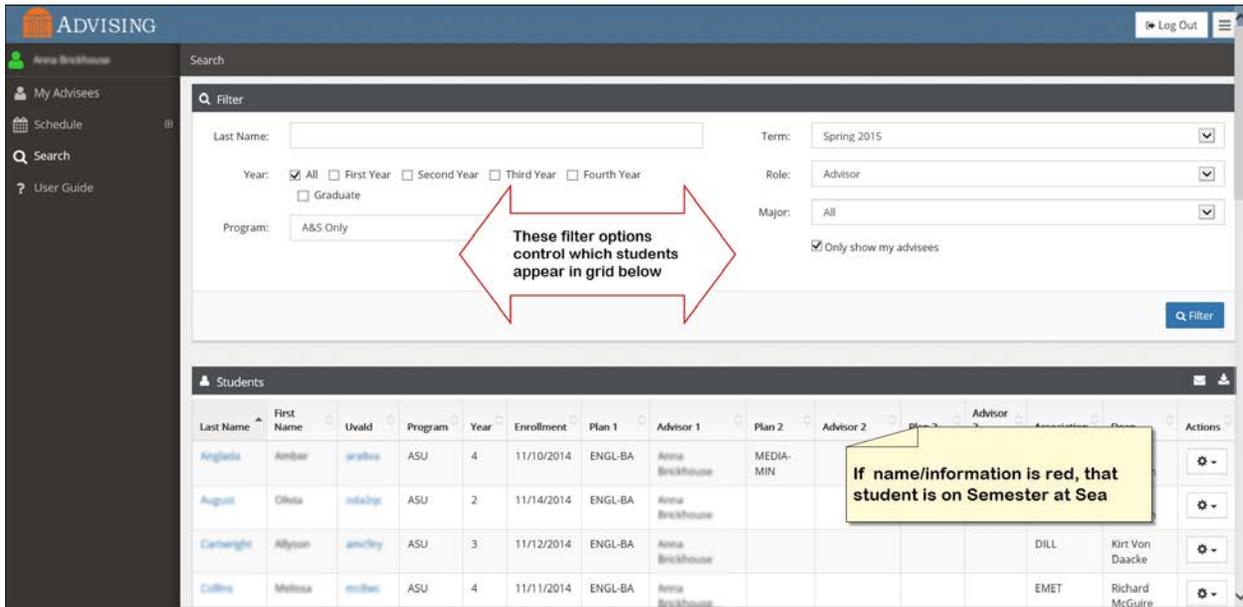
# Search Function

## On Advisees page

The Grid filters as you begin typing.



## On Search page



## Viewing Student Information

From the Search page, click the Action button for the desired student and select “View Form” to see the student-entered information in the web browser. Select “Export Form” to open or save form as a .pdf document.

The screenshot displays the ADVISING system interface. At the top, there is a search filter section with fields for Last Name, Term (Spring 2015), Role (Advisor), Program (A&S Only), and Major (All). Below the filter is a table of students with columns for Last Name, First Name, Uvid, Program, Year, Enrollment, Plan 1, Advisor 1, Plan 2, Advisor 2, Plan 3, Advisor 3, Association, Dean, and Actions. A yellow callout box is overlaid on the table, pointing to the 'Actions' column for a student. The callout contains the text: "View student-entered information" and "Export student-entered information as a .pdf document". Red arrows point from this text to the 'View Form' and 'Export Form' options in the 'Actions' column of the table.

Last Name	First Name	Uvid	Program	Year	Enrollment	Plan 1	Advisor 1	Plan 2	Advisor 2	Plan 3	Advisor 3	Association	Dean	Actions
Regents	Andrew	andrew	ASU	4	11/10/2014	ENGL-BA	Anna Brickhouse	MEDIA-MIN				TRFR	John Papovich	⋮
Regents	Oliver	oliver	ASU	2	11/14/2014	ENGL-BA	Anna Brickhouse					TRFR	John Papovich	Email Schedule Appr. View Form Export Form
Carrington	Alison	alison	ASU	3	11/12/2014	ENGL-BA	Anna Brickhouse					TRFR	Richard McGuire	⋮
Carlson	Melissa	melissa	ASU	4	11/11/2014	ENGL-BA	Anna Brickhouse					ENGL	Shilpa Dave	⋮
Drachmeyer	Wagdy	wagdy	ASU	3	11/12/2014	ENGL-BA	Karen O'Connell					ENGL	Shilpa Dave	⋮
Drew	Anna	anna	ASU	3	11/13/2014	ENGL-BA	Anna Brickhouse					IRC	Sandra Seidel	⋮
Egan	Kathy	kathy	ASU	2	11/14/2014	UNDBA-ASU	Anna Brickhouse					LIMA	Shilpa Dave	⋮
Hawthorn	Anna	anna	ASU	3	11/13/2014	ENGL-BA	Anna Brickhouse					TRFR	John Papovich	⋮
Hughes	Samuel	samuel	ASU	2	11/14/2014	UNDBA-ASU	Anna Brickhouse					PAGE	Richard McGuire	⋮
Kiser	Andrew	andrew	ASU	2	11/14/2014	ENGL-BA	Anna Brickhouse	FRENCH 2MI	Alison Levine			GCH	Shawn Lyons	⋮