Ranger Portal

Navigation Guide

Staff, Advisor and Faculty Views

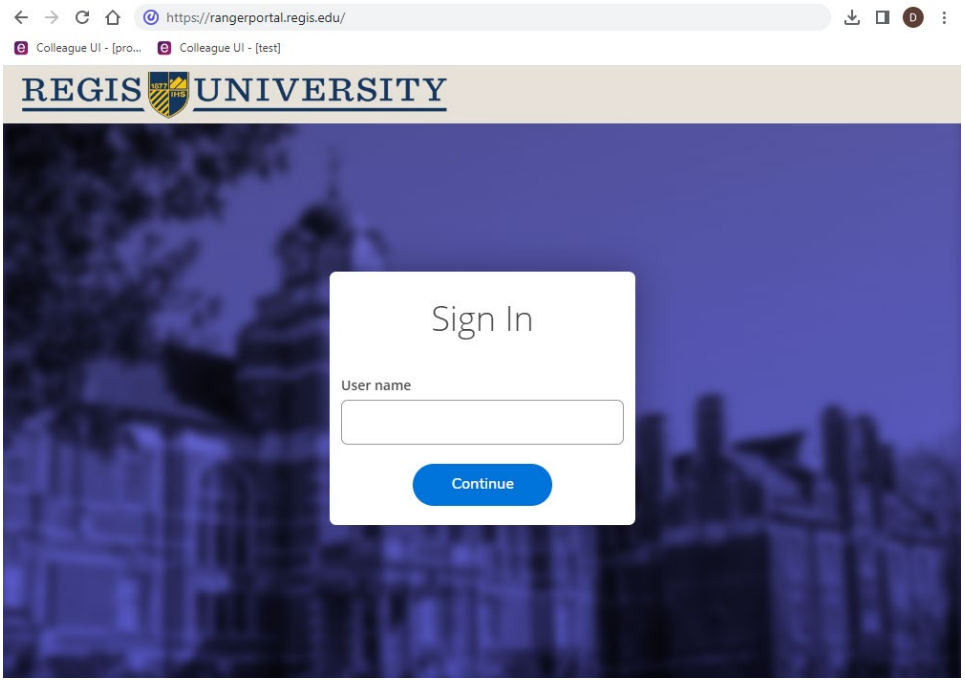
Office of the Registrar

August, 2023 DV

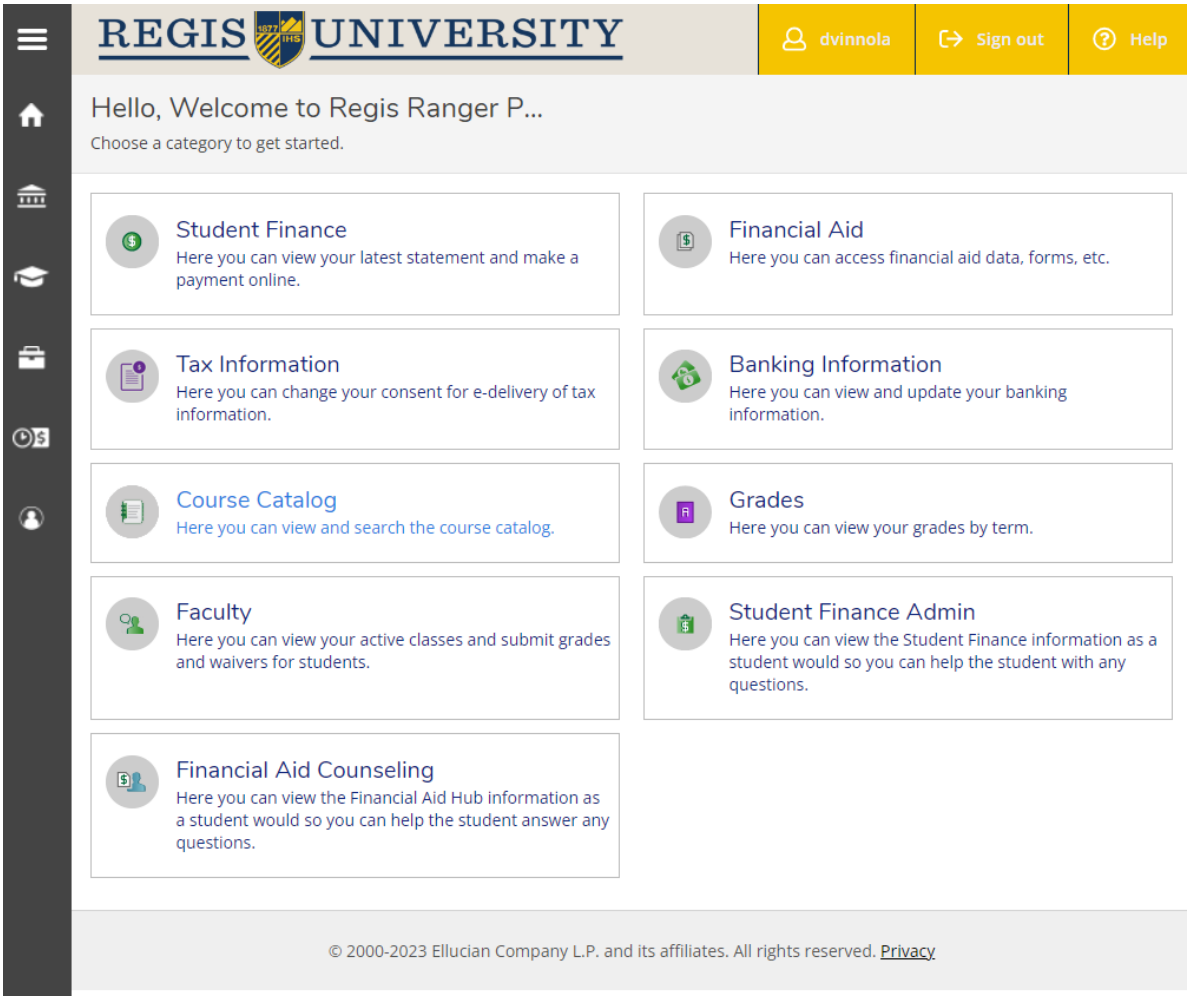
Faculty, Advisor and Staff Overview

Go to https://rangerportal.regis.edu/

Regis University User Name and Password are required.

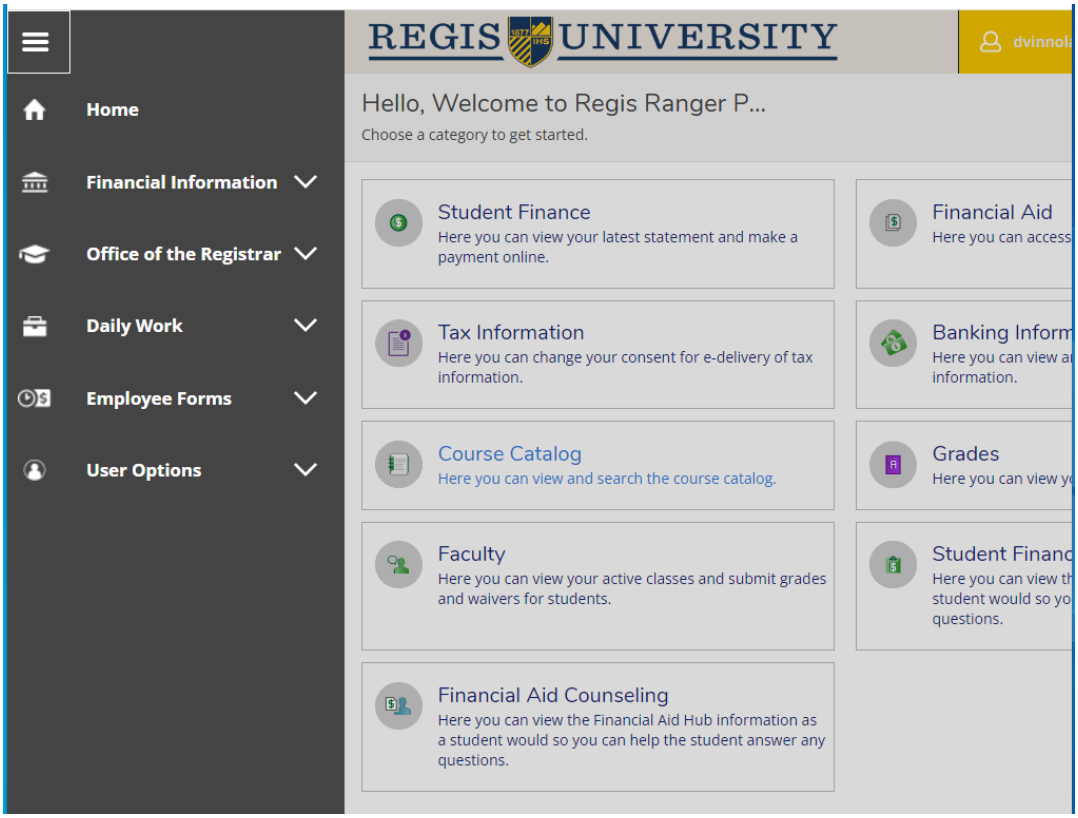


The home screen will vary depending on access and permission levels:

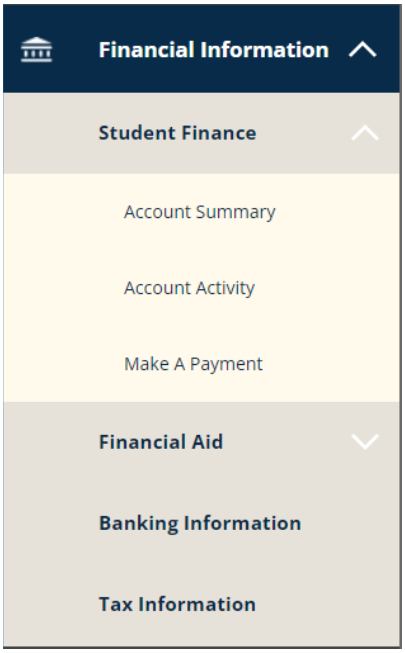


Access and permissions are based on role(s) at Regis University and currently fall into one of five categories:
Applicant
Student
Faculty
Advisor
Employee

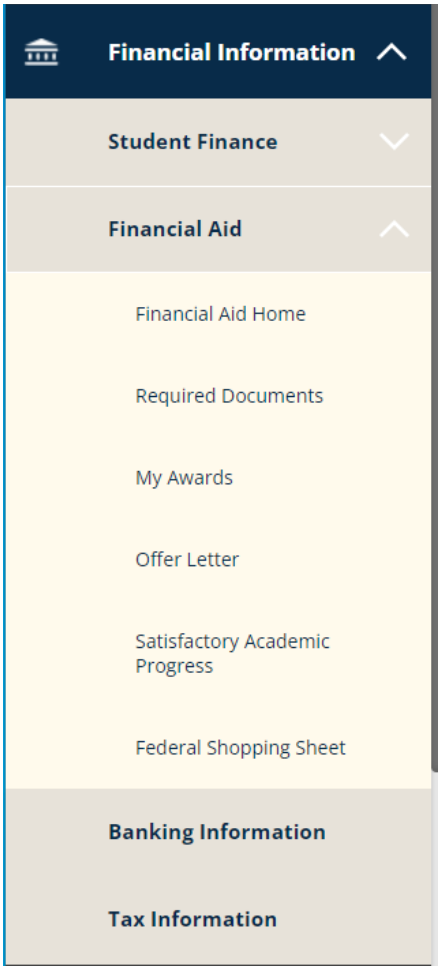
The hamburger button at the top left side of the screen opens the general menus:



Financial Information is available to Students and specific offices which work directly with student accounts or financial aid:



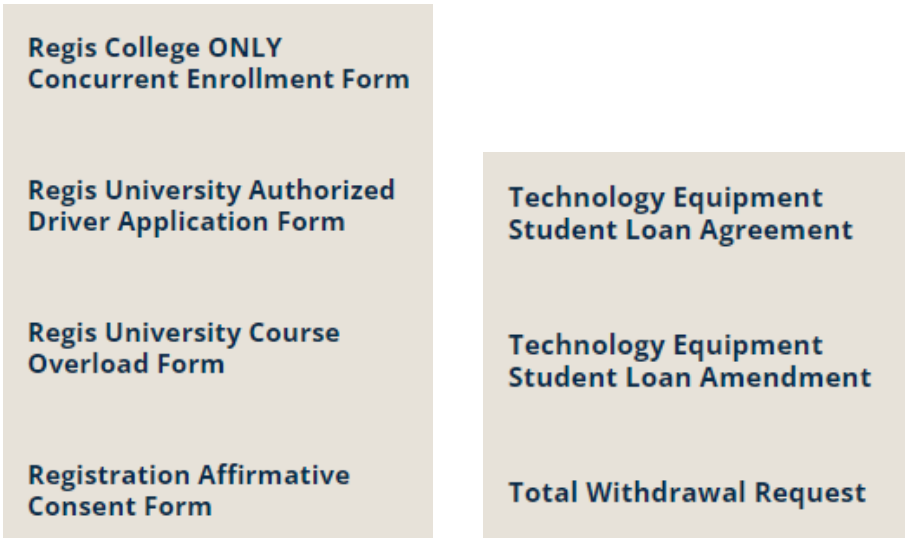
Any questions regarding accounts or payments should be directed to stuacts@regis.edu or 303-458-4126, option 1.



Any questions regarding SAP, scholarships or loans should be directed to rufinancialaid@regis.edu or 303-458-4126, option 1.

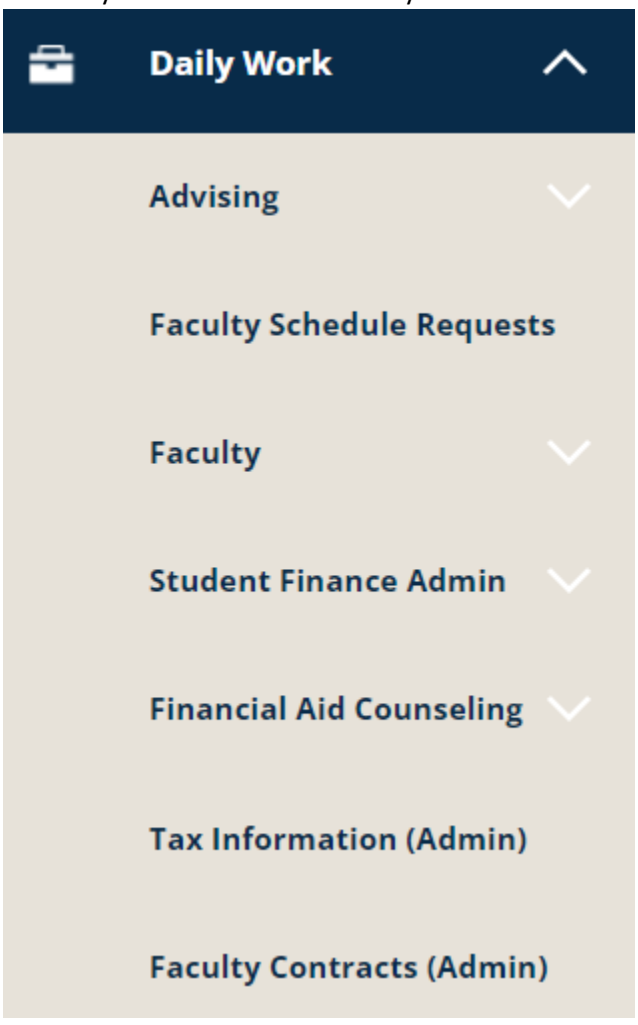
The Office of the Registrar tab holds most of the Student forms and registration processes. This Student Menu includes:

- Course Catalog
- 2023 Holiday Schedule
- Grades
- Affiliate Faculty Tuition Remission/Clinical Scholars Request
- Alpha Sigma Nu Application
- Alpha Sigma Nu Application
- Certificate Completion Form
- Test Summary
- Change of Academic Intent/Major Declaration Form
- Enrollment or Degree Verification Request
- Graduation Application Form
- Individual Course Withdrawal Form
- Leave of Absence Request
- Order a Transcript
- Pass or No Pass Request



Any questions regarding forms, processes, RSAs, withdrawals or grades should be directed to registrar@regis.edu or 303-458-4126, option 2.

The Daily Work tab has the Faculty and Advisor Menus:



Note: Menu items with 'Admin' are permission-based access for administrators of the system.

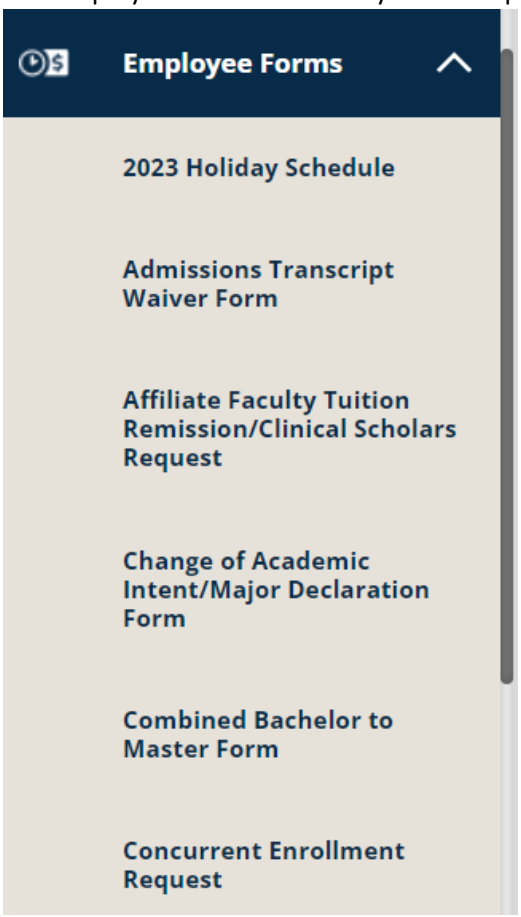
All **faculty** forms may be found under the Faculty drop down:

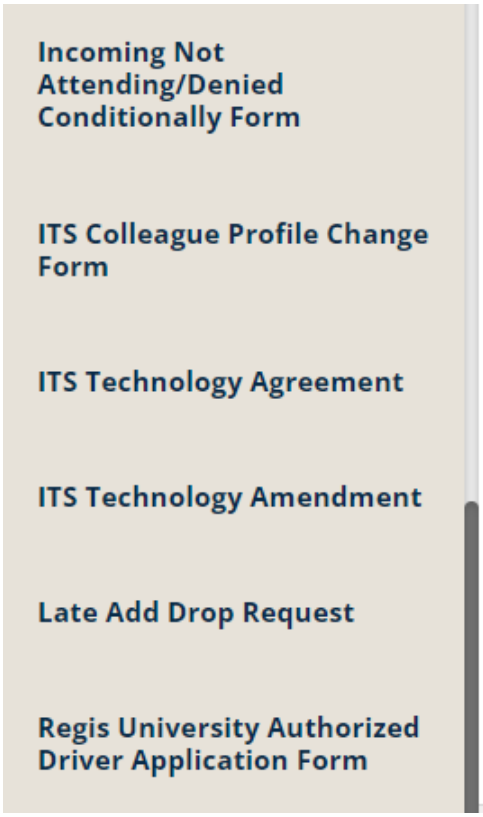
- Faculty Overview
- Faculty Contracts
- Additional Duty Stipends
- 2023 Holiday Schedule
- Academic Integrity Form
- Affiliate Faculty Tuition Remission/Clinical Scholars Request
- Books & Course Materials - Follett Bookstore
- Change of Academic Intent/Major Declaration Form
- Combined Bachelor to Master Form
- Concurrent Enrollment Request
- Course Proposal Request
- Degree Plan Extension Request
- Directed and Extended Study Request
- Faculty Grading Tutorial Video
- Grade Change Removal Incomplete Form
- Graduate Transfer Sub Prereq Request
- HIPPA Incident Report
- ITS Technology Agreement
- ITS Technology Amendment
- Late Add Drop Request
- Payroll Deduction Form
- Ranger Portal Grading Procedure Guide
- Regis University Authorized Driver Application Form
- Registration Affirmative Consent Form
- Undergraduate Course Overload Request
- Undergraduate Waiver Substitution Request

All **advising** forms may be found under the Advising drop down:

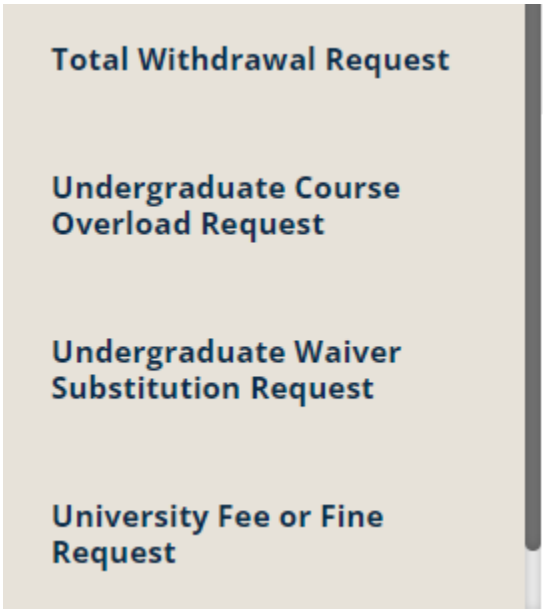
- Advising Overview
- 2023 Holiday Schedule
- Books & Course Materials - Follett Bookstore
- Change of Academic Intent/Major Declaration Form
- Combined Bachelor to Master Form
- Concurrent Enrollment Request
- Degree Plan Extension Request
- Directed and Extended Study Request
- Graduate Transfer Sub Prereq Request
- Individual Course Withdrawal Form
- Late Add Drop Request
- Registration Affirmative Consent Form
- Undergraduate Course Overload Request
- Undergraduate Waiver Substitution Request

The Employee Forms are exactly that - employee forms:

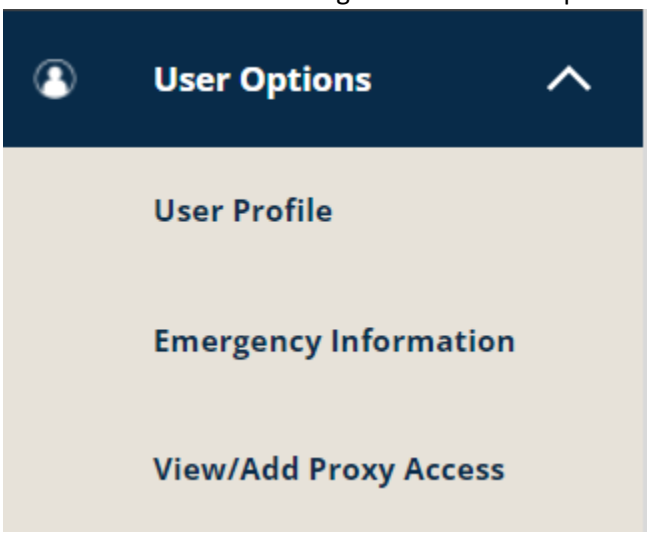




Note: Some forms are listed on all three menus or just one or two menus, as some processes are specific to the roles at Regis University.



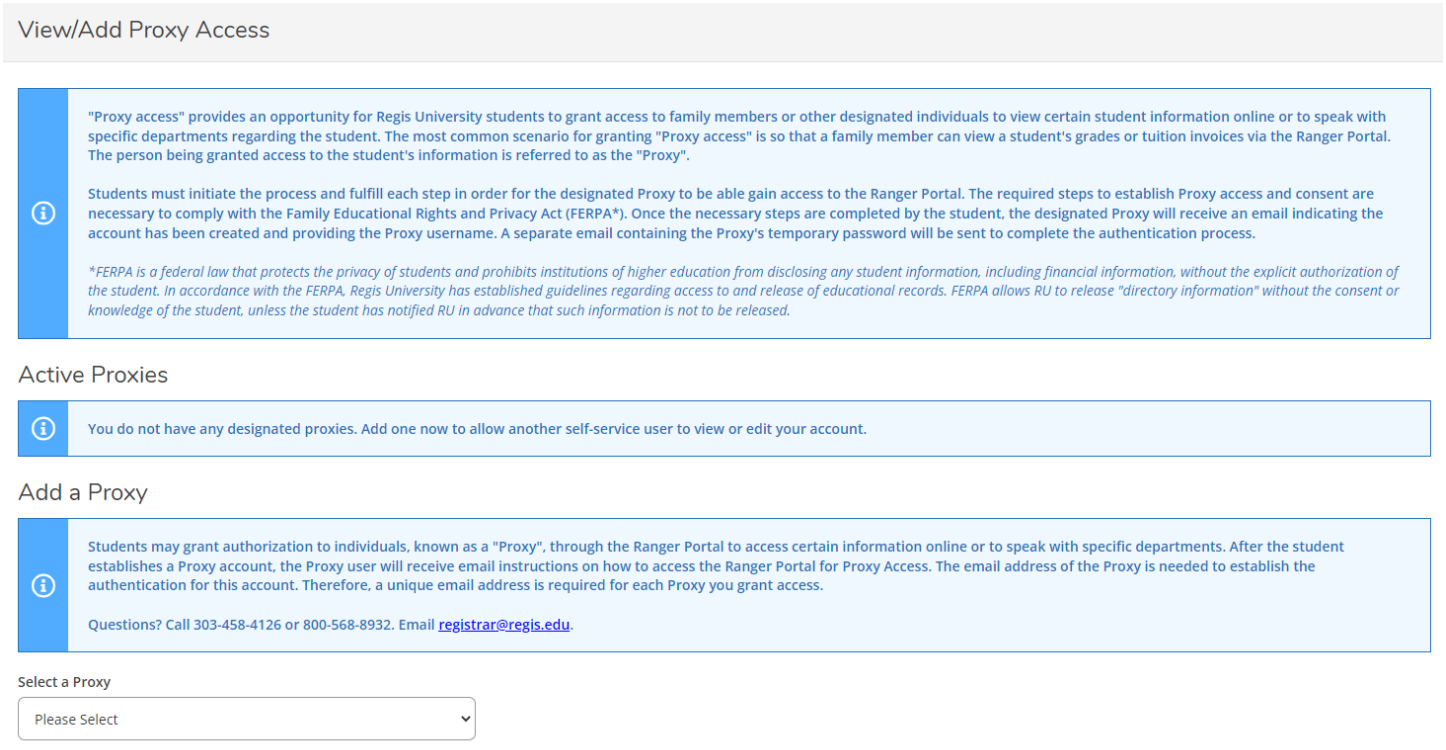
The final tab on the hamburger menu is User Options:



User profile is where Student addresses, phone numbers and emails may be changed. Please note that Employees should make any address, phone and email changes within Workday and NOT within Ranger Portal.

Emergency Information includes contact information as well as possible health conditions, hospital preference and insurance information.

The final section View/Add Proxy Access is where Students can give proxy access to financial and academic information.



Select a Proxy

Add Another User

Prefix

Please Select

First Name *

First Name

Middle Name

Middle Name

Last Name *

Last Name

Suffix

Please Select

Email Address *

Email Address

Confirm Email Address *

Email Address

Email Type

Please Select

Phone

Phone

Gender

Please Select

Relationship *

Please Select

Access *

- ○ Allow Complete Access
- ◉ Allow Select Access

Student Finance

- ☐ Account Activity
- ☐ Account Summary
- ☐ Make a Payment

Financial Aid

- ☐ Financial Aid Home
- ☐ My Awards
- ☐ FA Required Documents
- ☐ Satisfactory Academic Progress
- ☐ College Financing Plan

General

- ☐ Notifications

Academics

- ☐ Grades

Tax Information

- ☐ Tax Information

Disclosure Agreement

Student Request for Release of Education Records

The Family Educational Rights and Privacy Act of 1974 (FERPA*), as amended, governs a university's ability to release confidential information in a student's education records. According to the act, confidential education records may be released only with the permission of the student.

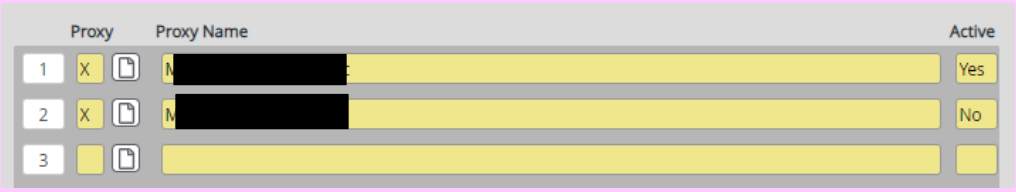
By checking the box below and clicking Submit, the student gives Regis University permission to release his/her confidential information to the person and/or company designated above.

**FERPA is a federal law that protects the privacy of students and prohibits institutions of higher education from disclosing any student information, including financial information, without the explicit authorization of the student. In accordance with the FERPA, Regis University has established guidelines regarding access to and release of educational records. FERPA allows RU to release "directory information" without the consent or knowledge of the student, unless the student has notified RU in advance that such information is not to be released. Please visit U.S. Department of Education FERPA for more information.*

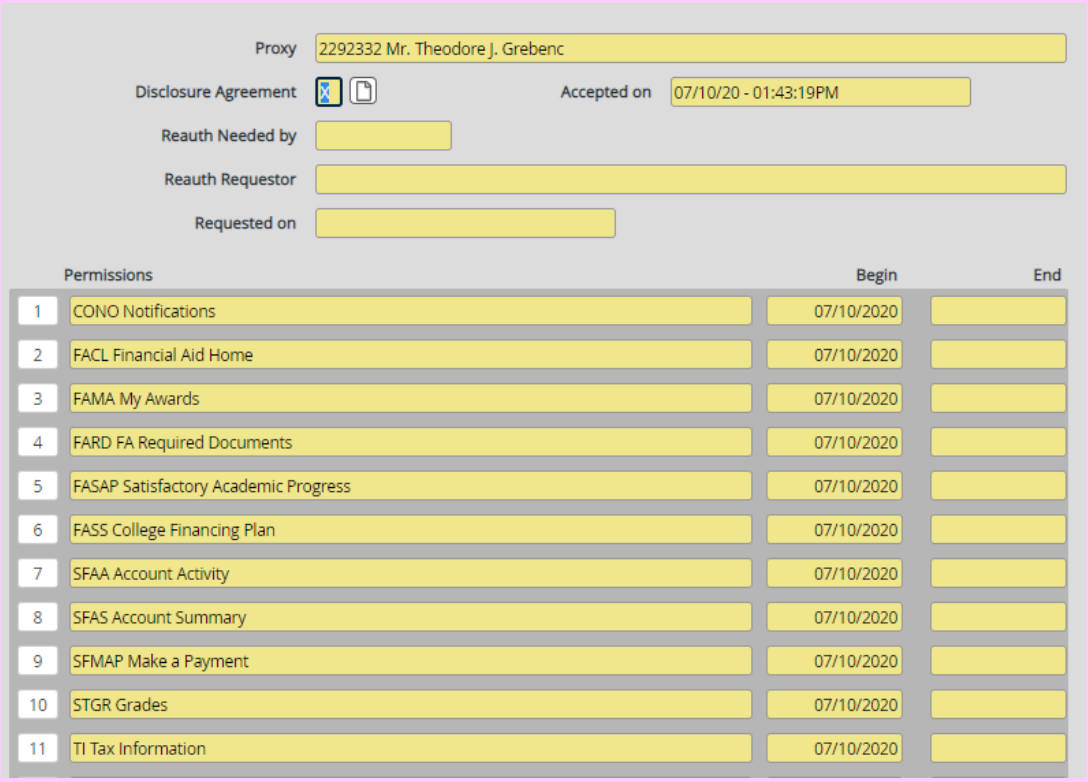
☐ I authorize Regis University to disclose my information to the above designated proxy.

Cancel | Submit

*Note: To check if a Student has a Proxy please log into Colleague and view access on **VPXP**: View Proxy Permissions.*



	Proxy	Proxy Name	Active
1	X	[redacted]	Yes
2	X	[redacted]	No
3			



Proxy: 2292332 Mr. Theodore J. Grebenc

Disclosure Agreement: X — Accepted on: 07/10/20 - 01:43:19PM

Reauth Needed by:

Reauth Requestor:

Requested on:

	Permissions	Begin	End
1	CONO Notifications	07/10/2020	
2	FACL Financial Aid Home	07/10/2020	
3	FAMA My Awards	07/10/2020	
4	FARD FA Required Documents	07/10/2020	
5	FASAP Satisfactory Academic Progress	07/10/2020	
6	FASS College Financing Plan	07/10/2020	
7	SFAA Account Activity	07/10/2020	
8	SFAS Account Summary	07/10/2020	
9	SFMAP Make a Payment	07/10/2020	
10	STGR Grades	07/10/2020	
11	TI Tax Information	07/10/2020	

Please feel free to browse the Ranger Portal and if you need assistance, use the self-help button in the upper right-hand corner of the screen:

Access questions should be directed to the ITS Help Center at 303.458.4050. Student account, financial aid, or Registrar questions should be directed to those specific offices.