
Ranger Portal

Navigation Guide

Student Views

Office of the Registrar

August, 2023 dv

Student View of Ranger Portal

The screenshot shows a web browser window with the URL `rangerportal.regis.edu/Student/Account/Login?ReturnUrl=%2fStudent`. The page header features the Regis University logo and name. Below the header, there is a yellow banner with the following text:

TO REGISTER FOR CLASSES:

Go to Student Planning and then My Progress to review your degree plan and courses Not Started. Click on the selected course section to see if it is offered during the term you prefer, using Terms on the left side of screen. If the course section is available during your preferred term, click Add Section to Schedule.* To finish the registration process, go to the Ranger Portal Home page and click the Register button.

***Note:** Adding a course to your Course Plan does not add it to your Schedule/cart for registration. You MUST add the section to your Schedule*

Questions regarding registration? Contact the Registrar at 303-458-4126, #2 or email registrar@regis.edu.

All other questions should be directed to the Registrar at 303-458-4126, #2 or email registrar@regis.edu.

A white modal box titled "Sign In" is centered on the screen. It contains a "User name" label, a text input field, and a blue "Continue" button.

All questions regarding issues with logging into the Ranger Portal should start with the Regis University Help Center at 303-458-4050.

Home Page:

The screenshot shows the home page of the Regis University Ranger Portal. The header includes the Regis University logo and name, and navigation links for "dvinnola", "Sign out", and "Help". A yellow banner contains the following text:

To register for classes, go to [Webadvisor](#).

Questions? Contact the Office of the Registrar at 303-458-4126, #2 or email registrar@regis.edu.

Fall 2023 Priority Registration opens for all current students in the Division of Counseling and Family Therapy programs on May 8th at 7am.

Below the banner, a grey bar says "Hello, Welcome to Regis Ranger Portal" and "Choose a category to get started." Two white boxes with blue icons and text are displayed:

- Student Finance**: Here you can view your latest statement and make a payment online.
- Financial Aid**: Here you can access financial aid data, forms, etc.



Tax Information

Here you can change your consent for e-delivery of tax information.



Banking Information

Here you can view and update your banking information.



Student Planning

Here you can search for courses, plan your terms, and schedule & register your course sections.



Course Catalog

Here you can view and search the course catalog.



Grades

Here you can view your grades by term.

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Clicking any of the buttons on the Home Page allows navigation through the Student record:



Student Finance

Here you can view your latest statement and make a payment online.



Financial Aid

Here you can access financial aid data, forms, etc.



Tax Information

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Banking Information

Here you can view and update your banking information.



Student Planning

Here you can search for courses, plan your terms, and schedule & register your course sections.



Course Catalog

Here you can view and search the course catalog.



Grades

Here you can view your grades by term.



Student Finance

Here you can view your latest statement and make a payment online.

Student Finance allows the Student to view their account, review their latest invoice/statement, make a payment or review any of the general Helpful Links associated with their student account.

TO REGISTER FOR CLASSES:

Go to Student Planning and then My Progress to review your degree plan and courses Not Started. Click on the selected course section to see if it is offered during the term you prefer, using Terms on the left side of screen. If the course section is available during your preferred term, click Add Section to Schedule.* To finish the registration process, go to the Ranger Portal Home page and click the Register button.



Note: Adding a course to your Course Plan does not add it to your Schedule/cart for registration. You MUST add the section to your Schedule

Questions regarding registration? Contact the Office of the Registrar at 303-458-4126 #2 or registrar@regis.edu.

All other questions should be directed to the appropriate office.

Account Summary

View a summary of your account

Account Overview

Current and Previous Term Amounts Due	\$0.00	
Total Amount Due	\$0.00	Make a Payment
Total Account Balance	\$0.00	Account Activity
2022 Fall Semester	\$0.00	
2021 Fall Semester	\$0.00	
2021 Summer Semester	\$0.00	
2021 Spring Semester	\$0.00	
2020 Fall Semester	\$0.00	
2020 Summer Semester	\$0.00	

Helpful Links

[Academic Calendar and Catalog](#)

[Third Party Sponsored Billing](#)

[Tuition Due Dates](#)

[WorldClass](#)

[Check Reissuance Request Form](#)

[Cost of Attendance](#)

[Course Withdrawal Form](#)

[Credit Balance Hold Form](#)

[Office of Financial Aid](#)

[Office of Student Accounts](#)

[Regis University](#)

[Student Book Voucher Request](#)

Make a Payment allows the student to make a payment towards their account or their Regis Payment Plan.

For Account information, the Student may click on a specific term:

Total Account Balance

[2022 Fall Semester](#)

[2021 Fall Semester](#)

[2021 Summer Semester](#)

Which then shows the Tuition Due Dates and shows charges, payments and balance:

Account Activity

View your Financial Activity


Alert: Please see below or visit [Tuition Due Dates](#) for term specific details. Tuition and fee information is available at regis.edu/cost.

Tuition Due Dates:

Undergraduate Students within On-Campus Traditional 16-week Programs:
Summer 2023 = 5/1/2023


Graduate Students & Undergraduate Students within Online and Accelerated Programs:
Summer 2023, Semester = 5/1/2023
Summer 2023, 5-Week-1 = 5/1/2023
Summer 2023, 7-Week-1 = 5/1/2023
Summer 2023, 8-Week-1 = 5/1/2023
Summer 2023, 5-Week-2 = 6/5/2023
Summer 2023, 7-Week-2 = 6/26/2023
Summer 2023, 8-Week-2 = 6/26/2023
Summer 2023, 5-Week-3 = 7/10/2023
Summer 2023, Variable = First Day of Course Term

Term: 2021 Spring Semester - Balance: \$0.00 [View Registration Invoice](#)




Charges
\$150.00

—



Payments
\$150.00

=



Balance
\$0.00

[Expand All](#)

Charges	\$150.00	▼
Payments	\$150.00	▼
Balance	\$0.00	

Students may expand all sections or each section as needed:

Charges	\$150.00	^
Tuition	\$0.00	▼
Student Fees	\$150.00	▼

Charges \$150.00 ^

Tuition \$0.00 ^

Section	Course Title	Amount	Billing Credits	CEUs	Days	Times	Classroom	Instructor	Status
LDR*6210*X4	Leading Change & Innovation	\$2,760.00	3.00			TBD		Mr. Michael J. Campo	New
LDR*6630*X7	Orgnztnl Culture & Design	\$2,760.00	3.00			TBD		Mrs. Pamela S. Jones	New
Other	Tuition Activity	-\$5,520.00				TBD			

Student Fees \$150.00 ^

Description	Amount
ETB Administrative Fee	\$150.00

Payments \$150.00 ^

Click a receipt number to view a full copy of the payment receipt.

Receipt Number	Date	Amount	Pay Method	Reference Number
001027369	1/5/2021	\$150.00	E-Commerce Visa	XXXXXXXXXX

Balance \$0.00

[Top of page](#)

The Account Activity link shows the exact data as shown above.

A Student may generate a Registration Invoice by clicking: [View Registration Invoice](#)



Registration Invoice

Regis University
3333 Regis Blvd., A-8
Denver, CO 80221-1099



Name	
Student ID	
Total Balance	\$0.00
Total Amount Due	\$0.00
Amount Enclosed	

Please visit [Tuition Due Dates](#) for term specific details. Tuition and fee information is available at [regis.edu/cost](#). Questions? Please contact the Office of Student Accounts at 303.458.4126, 800.568.8932 or stuaccts@regis.edu.

Please return this portion of the statement to the institution, along with your payment.

Date Generated: 4/19/2023

Account Activity Summary - 2022 Fall Semester

	Charges	
+	Total Charges	\$0.00
=	2022 Fall Semester Balance	\$0.00
=	Total Amount Due	\$0.00
	Total Balance	\$0.00

Account Activity Details - 2022 Fall Semester

Balance	\$0.00
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The Helpful Links are exactly as describe and takes the Student to the specific Regis web pages or forms as listed:

Helpful Links

[Academic Calendar and Catalog](#)

[Third Party Sponsored Billing](#)

[Tuition Due Dates](#)

[WorldClass](#)

[Check Reissuance Request Form](#)

[Cost of Attendance](#)

[Course Withdrawal Form](#)

[Credit Balance Hold Form](#)

[Office of Financial Aid](#)

[Office of Student Accounts](#)

[Regis University](#)

[Student Book Voucher Request](#)



Tax Information

Here you can change your consent for e-delivery of tax information.

Allows Students to change consent for tax information:

Tax Information

1098 Information

Select an option below to set your preferences for receiving your electronic 1098:

Receive my 1098 only in electronic format



By selecting this option, I agree to receive my official 1098-T only in electronic format by accessing the web and viewing/printing. I understand that by consenting to receive my 1098 tax forms in electronic format, I will not receive a paper 1098 statement. I understand that I have the ability at any time to return to this form and remove my consent.

Withhold my consent



I choose to withhold my consent and understand by doing so that I will receive my official 1098-T in paper format. I understand that I have the ability at any time to return to this form and consent to receiving my official 1098-T in electronic format only.

Save

1098 Statements

Tax Year	Notation
2021	2021 1098T Statement
2020	2020 1098T Statement
2008	2008 1098T Statement

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Student Planning

Here you can search for courses, plan your terms, and schedule & register your course sections.

Students can view their My Progress (degree plan), plan their schedules and register for classes. Please refer to the Registration Guide for detailed information on how to register.

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Her...

Search for courses...



1



View Your Progress

Start by going to My Progress to see your academic progress in your degree and search for courses.

[Go to My Progress](#)

2



Plan your Degree & Review Class Schedule

Take a look at your plan to see what you've accomplished and review your class schedule.

[Go to Schedule](#)

Programs	Cumulative GPA	Progress
MS in Organizational Leadership	4.000 (3.000 required)	<div style="width: 100%;"><div style="width: 100%;"></div></div>

2023 Spring 8 Week 2 Schedule

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am							

1



View Your Progress

Start by going to My Progress to see your academic progress in your degree and search for courses.

[Go to My Progress](#)

My Progress is the exact view that the Advisor sees under their tab when reviewing an Advisee's degree plan.

My Progress

Search for courses...



[<](#) [>](#) MS in Organizational Leadership
(1 of 1 programs)

Be sure and toggle IF a Student has more than one program of study.

My Degree Evaluation

Print

Cumulative GPA: 4.000 (3.000 required)
Institution GPA: 4.000 (3.000 required)
Degree: Master of Science
Majors: Organization Leadership
ACB Graduate Degrees
Catalog: 2019
Anticipated Completion Date: 5/4/2024

Program Completion must be verified by your Academic Advisor.

Progress



Total Credits



Description

MS in Organizational Leadership starting Fall 2017 ... [more](#)

Program Notes

[Show Program Notes](#)

Requirements [Expand All](#) ▾

MS in Organizational Leadership

Complete all of the following items. ⚠️ 5 of 10 Completed. [Hide Details](#)

A. CBE 6010

(3SH) Logic and Critical Analysis

Complete all of the following items. ⚠️ 0 of 1 Completed. [Hide Details](#)

⚠️ 0 of 1 Courses Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
ⓘ Not Started	CBE-6010 Communicating w/ Stakeholders			
ⓘ Not Started	CBE-601 Critical Reading & Writing			

B. CBE 6020

(3SH) Leading in a New Era

Complete all of the following items. ✓ 1 of 1 Completed. [Show Details](#)

C. CBE 6020

2



Plan your Degree & Review Class Schedule

Take a look at your plan to see what you've accomplished and review your class schedule.

[Go to Schedule](#)

Plan your Degree and Schedule your courses



Schedule

Timeline

Be sure and toggle to the preferred term and click the arrow.

[<](#) [>](#) 2021 Spring 8 Week 1 [+](#)

[Filter Sections](#)

[Save to iCal](#)

[Print](#)

Planned: 0 Credits **Enrolled:** 3 Credits **Waitlisted:** 0 Credits

[LDR*6210-X41: Leading Change & Innovation](#)

✓ **Completed**

Credits: 3 Credits
Grading: Graded
Instructor: Mr. Michael J. Campo
1/11/2021 to 3/7/2021

[Meeting Information](#)

[View other sections](#)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am							
11am							
12pm							
1pm							


Timeline shows all courses including Planned Courses:

Plan your Degree and Schedule your courses Search for courses...

Schedule **Timeline**

[Add a Term](#)

2021 Spring 8 Week 1	2021 Spring 8 Week 2	2021 Summer 8 Week 1	2023
LDR*6210-X41: Leading Change & Innovation Credits: 3 Credits A	LDR*6630-X70: Orgnztnl Culture & Design Credits: 3 Credits A	LDR*6620-X40: Fndtns-Organizational Behavior Credits: 3 Credits A	

 **Grades**
Here you can view your grades by term.

This section allows Students to view (and print) their grades by term:

Grades Print

- 2021 Summer 8 Week 1 (5/3/2021-6/27/2021)
Term GPA: 4.000 ▼
- 2021 Spring 8 Week 2 (3/8/2021-5/2/2021)
Term GPA: 4.000 ▼

OR by expanding the term:

1985 Fall RC Sem (8/21/1985-12/31/1985)
Term GPA: 3.412 ▲

Course Section	Title	Credits	Final Grade	Midterms
				1
BA_230-T02 4/1/1985 - 9/20/1985	Business Data Processing	3	B	
EC_200-T01 4/1/1985 - 9/20/1985	Intro to the American Economy	3	B	
EN_203-T10 4/1/1985 - 9/20/1985	Intermediate Composition	3	A	



Financial Aid

Here you can access financial aid data, forms, etc.

This section allows students to view financial aid awards, documents missing, dates, and Satisfactory Academic Progress:

Welcome to Financial Aid!

Welcome to the Financial Aid Ranger Portal!

Select an Award Year: 2021-22 ▾

 [Contact Office of Financial Aid](#)



Your most recent Satisfactory Academic Progress (SAP) evaluation has a Good Standing status. Please contact us at fasap@regis.edu if you need further assistance.



No checklist items have been assigned to you at this time.

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Banking Information

Here you can view and update your banking information.

Students may add bank information for direct deposits:

Banking Information

Active Accounts

[+ Add an Account](#)

Refunds, Reimbursements
& Payments

[View All](#)



You have no active refund/reimbursement account. Your entire refund/reimbursement will be paid by paper check.


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Course Catalog

Here you can view and search the course catalog.

Students may search by subject:


Search for Courses and Course Sections Search for courses... 

Subject Search [Advanced Search](#)

Search for a course subject:

- [AC - Accounting](#)
- [ADET - Adult Ed/Training](#)
- [AFR - ROTC Exchange](#)
- [AIRR - Exchange ROTC](#)
- [AN - Anthropology](#)
- [AND - Anderson College](#)

OR complete and Advanced Search:

Search for Courses and Course Sections Search for courses... 

Subject Search **Advanced Search**

Search for Sections

Term: Meeting Start Date: Meeting End Date:

Courses And Sections

<input type="text" value="Subject"/>	<input type="text" value="Course number"/>	<input type="text" value="Section"/>
<input type="text" value="Subject"/>	<input type="text" value="Course number"/>	<input type="text" value="Section"/>
<input type="text" value="Subject"/>	<input type="text" value="Course number"/>	<input type="text" value="Section"/>

[+ Add More...](#)

Days Of Week

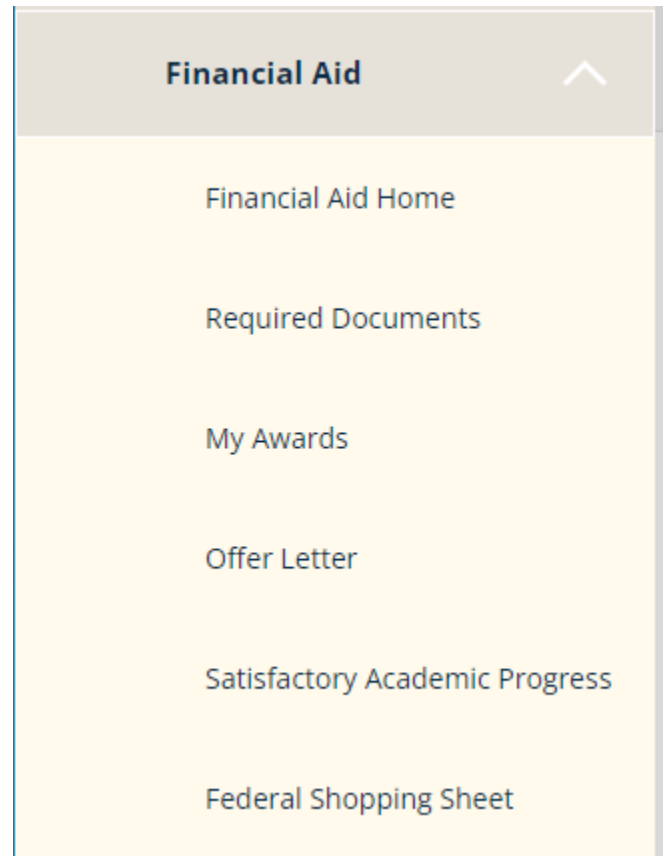
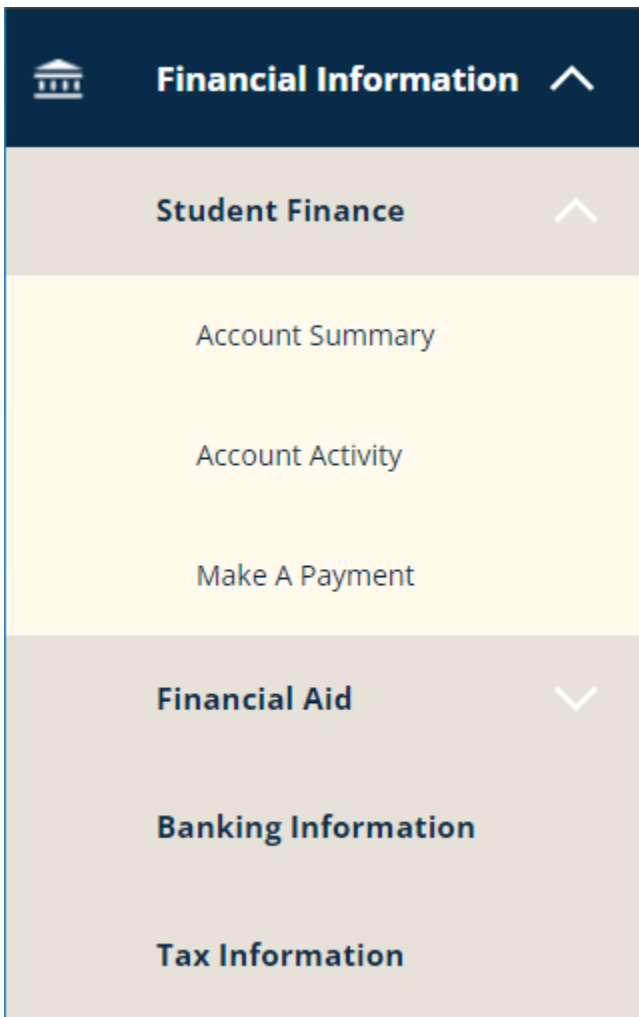
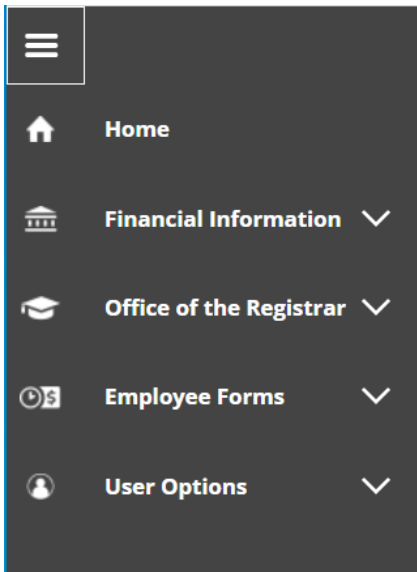
Sunday Monday Tuesday Wednesday

Thursday Friday Saturday

Location

The Advanced Search feature allows cross-term review if using Meeting dates for the whole semester.

The hamburger burger button in the upper left hand of the screen opens the Ranger Portal menus:





Student Planning v

Course Catalog

Unofficial Transcript

2023 Holiday Schedule

Grades

**Affiliate Faculty Tuition
Remission/Clinical Scholars
Request**

Alpha Sigma Nu Application

**Books & Course Materials -
Follett Bookstore**

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

**Regis College ONLY
Concurrent Enrollment Form**

**Regis University Authorized
Driver Application Form**

**Regis University Course
Overload Form**

**Registration Affirmative
Consent Form**

**Technology Equipment
Student Loan Agreement**

**Technology Equipment
Student Loan Amendment**

Total Withdrawal Request

User Options

- User Profile
- Emergency Information
- View/Add Proxy Access

User Profile allows Students to change an address, email or phone number:

About You



Date of Birth: [Redacted]
[Redacted]@regis.edu

Please note that University Employees should make any address, phone and email changes within Workday and NOT within Ranger Portal.

Note to employees: Please do not update your contact information using this Ranger Portal form. Click here and login to Workday to update your information. Please contact HR with any Workday questions.

Addresses

Last Confirmed On: 3/2/2022 Confirm
Click to confirm that the address(es) below is accurate as of today.

+ Add New Address

Address	Type	Preferred	Remove or Edit
[Redacted]	Regis Employee Address	✓	
A-12, 3333 Regis Blvd., Denver, CO 80221-1099	Business		

Email Addresses


Last Confirmed On: 3/2/2022 Confirm
Click to confirm that the email(s) below is accurate as of today.

+ Add New Email



Email	Type	Preferred	Remove or Edit
[Redacted]	Primary Email Address	✓	

A Student can not change their Primary/Preferred Email from an Regis.edu account, they may add a secondary email.

Phone Numbers


 **Last Confirmed On: 3/2/2022**
Click to confirm that the phone(s) below is accurate as of today. Confirm

[+ Add New Phone](#)

Phone Number	Type	Remove or Edit
303-964-5536 Ext:	Regis Employee Fax	
[REDACTED]	Home Phone	 
[REDACTED]	Regis Employee Phone	

Emergency Information:

Emergency Information

 **Last Confirmed On: 3/2/2022**
I confirm that this information is accurate and current as of today. Confirm

Emergency Contacts

[+ Add New Contact](#)

[REDACTED]


Daytime Phone [REDACTED]


Evening Phone



Other Phone

Address

Effective Date 8/5/2019

Emergency Contact 

Missing Person Contact 

Health Conditions in Case of Emergency

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Allergy - Latex | <input type="checkbox"/> Authorization to Release | <input type="checkbox"/> Asthmatic | <input type="checkbox"/> Confidential Agreement |
| <input type="checkbox"/> Consent for Treatment | <input type="checkbox"/> Diabetic | <input type="checkbox"/> Epileptic | <input type="checkbox"/> Health History Form |
| <input type="checkbox"/> HIPAA Compliance | <input type="checkbox"/> Insurance Form Returned | <input type="checkbox"/> OSHA/JCAHO | <input type="checkbox"/> Physical Form |
| <input type="checkbox"/> Proof of Insurance | <input type="checkbox"/> RN License | <input type="checkbox"/> Student Handbook Form | <input type="checkbox"/> Workers Comp Form |
| <input type="checkbox"/> Historic Auth to Release | <input type="checkbox"/> Historic Confid Agreement | <input type="checkbox"/> Historic Health History | <input type="checkbox"/> Historic HIPAA |
| <input type="checkbox"/> Historic OSHA/JCAHO | <input type="checkbox"/> Historic Physical | <input type="checkbox"/> Historic Proof of Ins | <input type="checkbox"/> Historic RN License |
| <input type="checkbox"/> Historic Stu Handbook | <input type="checkbox"/> Historic Work Comp Form | | |

Other Emergency Information

Hospital Preference

Hospital Preference

Insurance Information

Insurance Information

Additional Information

Additional Information

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View/Add Proxy Access for Parents, Guardians, etc.

View/Add Proxy Access

"Proxy access" provides an opportunity for Regis University students to grant access to family members or other designated individuals to view certain student information online or to speak with specific departments regarding the student. The most common scenario for granting "Proxy access" is so that a family member can view a student's grades or tuition invoices via the Ranger Portal. The person being granted access to the student's information is referred to as the "Proxy".

Students must initiate the process and fulfill each step in order for the designated Proxy to be able gain access to the Ranger Portal. The required steps to establish Proxy access and consent are necessary to comply with the Family Educational Rights and Privacy Act (FERPA*). Once the necessary steps are completed by the student, the designated Proxy will receive an email indicating the account has been created and providing the Proxy username. A separate email containing the Proxy's temporary password will be sent to complete the authentication process.

*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.

Active Proxies



You do not have any designated proxies. Add one now to allow another self-service user to view or edit your account.

Add a Proxy



Students may grant authorization to individuals, known as a "Proxy", through the Ranger Portal to access certain information online or to speak with specific departments. After the student establishes a Proxy account, the Proxy user will receive email instructions on how to access the Ranger Portal for Proxy Access. The email address of the Proxy is needed to establish the authentication for this account. Therefore, a unique email address is required for each Proxy you grant access.

Questions? Call 303-458-4126 or 800-568-8932. Email registrar@regis.edu.

Select a Proxy

The drop-down lists include records listed in Colleague or Another User.

If the Student selects Another User, they will need to complete the contact information which is not in Colleague.

Select a Proxy

Prefix

First Name *

Middle Name

Last Name *

Suffix

Email Address *

Confirm Email Address *

Email Type

Phone

Gender

Relationship *

If the Proxy selected is in Colleague, then the Name, Email and Relationship will be completed, otherwise the above fields must be completed.

Access

Allow Complete Access

Allow Select Access

<input type="checkbox"/> Student Finance ⓘ
<input type="checkbox"/> Account Activity
<input type="checkbox"/> Account Summary
<input type="checkbox"/> Make a Payment
<input type="checkbox"/> General ⓘ
<input type="checkbox"/> Notifications
<input type="checkbox"/> Tax Information ⓘ
<input type="checkbox"/> Tax Information

<input type="checkbox"/> Financial Aid ⓘ
<input type="checkbox"/> Financial Aid Home
<input type="checkbox"/> My Awards
<input type="checkbox"/> FA Required Documents
<input type="checkbox"/> Satisfactory Academic Progress
<input type="checkbox"/> College Financing Plan
<input type="checkbox"/> Academics ⓘ
<input type="checkbox"/> Grades

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.

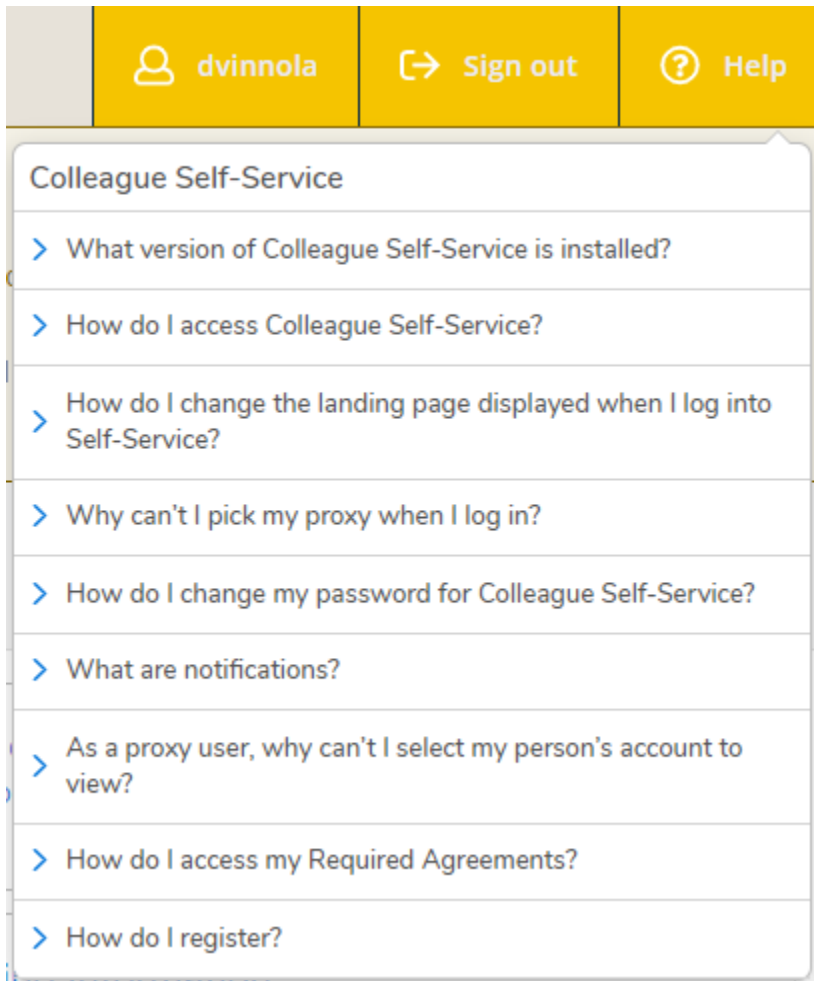
**FERPA is a federal law that protects the privacy of students and prohibits institutions of higher education from disclosing any student information, including financial information, without the explicit authorization of the student. In accordance with the FERPA, Regis University has established guidelines 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.

Students may hover over the ⓘ for an explanation of each category's definition.

Students may also navigate by clicking on the access bar at the top of the screen:

	dvinnola	Sign out	Help
<ul style="list-style-type: none"> User Profile Account Preferences Emergency Information View/Add Proxy Access Change my password Password Change Instructions 			



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.

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.

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