Happy Friday,

As we come to the end of fall 2023 I offer my most sincere congratulations to our graduates whose [commencement ceremonies](https://uafs.edu/academics/academic-guidance/registrar/graduation/commencement-info.php) are tomorrow. I look forward to celebrating with you and your family and friends!

**Registration Reminder:** Students If you are not graduating in December, please make sure you are registered for classes for spring 2024 before you leave for the break. **Haven't met with your advisor?** Check your UAFS email for an appointment request or log in to [Navigate](https://uafs.campus.eab.com/) to schedule with your advisor. **Have a hold on your account?**Watch [this video](https://youtu.be/swNlITU7Z7o) for information about holds.

**P-card audit:** Kudos to Krystal Brasher and the team in Accounts Payable—Melissa Brown, Melanie Dyer, Sharon Gushing, and Linda Parker--for achieving great results on our first “desktop” procurement card audit conducted by the UA System Internal Auditors. The results show that our employees are doing a great job of following our policies, making authorized purchases, and reconcile procurement card expenditures in a timely manner. The UAFS Accounts Payable team members are identifying high risk transactions and preventing them through thorough review processes and by setting reasonable spending limits. Reducing or eliminating financial risk is one way we keep UAFS affordable for our students!

**FAFSA:** UAFS will be closed from Friday, December 22, 2023, to January 1, 2024, for the winter break. The Financial aid office will be responding to emails at a limited capacity throughout the break to assist students with questions about satisfactory academic progress (SAP), FAFSA opening, and general inquiries. **The U.S. Department of Education anticipates opening the 2024-25 FAFSA by December 31, 2023. Professionals in the Office of Financial Aid will do their best to send notification to UAFS students as soon as the FAFSA is live**.  Please follow our social media sites (Instagram and Facebook) for updates.

**Transition to Microsoft Outlook from Gmail**: As a reminder, student email will transition from Google Gmail to Microsoft email will take place on Jan 8th, 2024. Students will have a new email account which will be similar to their current gmail account. The **g.** will be dropped so that Google’s username@g.uafs.edu  will become Microsoft’s username@uafs.edu To prepare for this transition ahead of time, students can setup their MFA (multi factor authentication) using Microsoft’s Authenticator phone app. Please download the Authenticator app from your app store and then [Click Here](https://aka.ms/MFASetup) to setup the app.

**Workday Student Implementation:** I want to take this opportunity to recognize the hard work and extra hours of all of our employees who are working to test and program our Workday Student Information System. Many are spending 50% or more of their time on this project which leaves them much less time to devote to their real jobs at UAFS. As we enter the holiday, I want to be sure you know and thank your colleagues who are ensuring our successful implementation which is critical to student enrollment and success:

**Tech & Reporting**

* Pam Fout
* JoAnn Parker
* Ruth Francis
* Kevin Staples
* Renae Fisher
* Veronica Fredrick
* Brett Arrington
* Terry Meadows

**Academics**

* Wayne Womack
* Chastadee Bailey
* Sherry Burnett
* Da-Neya Price
* Melissa Reynolds
* Lara Millican
* Jenny Jones
* Finn Waters
* Dre McCaleb
* Julie Mosley
* Shanna Turney
* Kristen Merritt Beck
* Justin Martin
* Jennifer Holland
* Margaret Tanner
* Lisa La Rocque
* Carol Hill

**Financial Aid**

* Karen Jeffers
* Megan Smith
* Cristina Castorena

**Admissions**

* Kerri Threlkeld
* Virginia Caballero

**Student Finance**

* LeaAnn Slamons
* Rebecca Cowan
* Nicholas Thompson
* Chuck Ramseyer
* Missy Branum

**Change Management**

* Monique Bracken
* Dr. Kayla Murray
* Kaitlyn Sanson

**Student Lead/Project Coordinator**

* Meagan Bowling Fudge

Graduates: Again, congratulations and I will see you at commencement tomorrow!!

It is my privilege and honor to serve as your chancellor.

Terisa Riley

Terisa C. Riley, Ph.D.

Chancellor