Registrar Network
UNIVERSITY OF COLORADO BOULDER

Below is the update from the Office of the Registrar for Jan. 17, 2017. If you have any questions, please contact the person or unit associated with the update.

Contents:

- Introductory Academic Department Admin Training for New Staff, 1/25
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Introductory Academic Department Admin Training for New Staff (Hannah Zdanowitz)
Wednesday, Jan. 25, 2 to 4 p.m., Regent 1B60

Are you new to an academic department at CU Boulder? Are you also responsible for registering students for classes? This introductory course demonstrates routine registration procedures, including:

- Adding courses
- Changing waitlist positions
- Troubleshooting error messages in Quick Enroll
- Using Change of Record and Special Action Forms

Participants should RSVP to Hannah Zdanowitz, as space is limited. If you know a new staff admin who could benefit from this introductory training, please forward this information to them.

Campus Solutions access is helpful, but not required. If you haven't completed the online FERPA training and requested your access to CU-SIS, please do so at your earliest convenience.

Office of the Registrar Policies and Procedures for Spring 2017 (Office of the Registrar)

The revised Office of the Registrar Policies and Procedures for Spring 2017 is now available!

This revision contains significant changes, including new CU-SIS and FERPA sections, so we encourage both experienced staff and new employees to become familiar with it.

The document addresses a wide range of administrative processes, including:

- instituting a department-level academic record retention policy

- processing late adds, including determining whether they're eligible for COF

- responding to student requests to review and inspect their education records
- requesting retroactive withdrawals or expunges

D2L Onboarding Support ([IT Service Center](#))

To assist university staff in onboarding newly hired instructors, OIT has drafted a step-by-step guide that explains how instructors gain access to Desire2Learn (D2L).

To view [D2L Access for New Instructors](#), log in to Google using your [IdentiKey@colorado.edu](#) email address and IdentiKey password.

For more information, please contact the [IT Service Center](#).

Registrar's E-memos ([Crystal Eilerman](#))

Strategic Relations sent the following e-memo on our behalf on Wednesday, Jan. 11, to all CU Boulder faculty and staff.

Office of the Registrar
UNIVERSITY OF COLORADO **BOULDER**

Dear [first],

Faculty and staff students using the tuition waiver benefit can register for CU Boulder Main Campus classes beginning on **Tuesday, January 17, 2017, at 12:01 a.m.**

Note: Student dependents using the tuition waiver benefit were eligible to register for classes during their assigned enrollment dates.

To use the tuition benefit for Spring 2017, faculty and staff should have already submitted the Tuition Waiver Benefit Form and applied for admission.

Once you have completed both of these items:

1. [Term-activate yourself](#) in [MyCUInfo](#) (**nondegree students only**). Nondegree students cannot enroll in classes without completing this step.
2. Carefully review course and [credit restrictions and tax impacts](#).
3. Enroll in selected classes through MyCUInfo by **Wednesday, January 25**.
4. **Undergraduate in-state residents taking undergraduate classes:** Apply for and authorize the [College Opportunity Fund (COF)](#) or be responsible for paying the COF portion of the tuition bill.
   - Complete the [COF Application](#) and [authorize COF funds](#) in MyCUInfo by the payment due date to save $75 per credit hour.
   - The final deadline to apply for COF for spring semester is the last day of classes, **Friday, May 5, at 5 p.m.**
   - The final deadline to authorize COF for spring semester is the last day of final exams, **Thursday, May 11, at 11:59 p.m.**
5. **Graduate students:** Verify your residency status in MyCUInfo (on the Student tab, expand the **Profile and Settings menu**; residency status is listed under **Personal Info**). If you're listed as out-of-state, you're more likely to exceed the $5,250 threshold in calendar-year benefits and [be required to pay taxes](#) on the excess. Check your eligibility and deadlines to petition for a change in residency status on the [Tuition Classification webpage](#).

Need help? Visit the CU Employee Services and CU Boulder Bursar's Office websites for more information.

Regards,

Office of the Registrar
20 UCB Boulder, CO 80309
303-492-6970
Regent Administrative Center, room 101
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registrar@colorado.edu | www.colorado.edu/registrar

We sent the following e-memo on Wednesday, Jan. 11, to active, degree-seeking Main Campus students.

Office of the Registrar
UNIVERSITY OF COLORADO **BOULDER**

Dear [first],

If you want to discuss your education record with CU by phone or in person without a photo ID, you must provide your established security passphrase to validate your identity. Please see Set Your Security Passphrase for details.

View or Set Your Security Passphrase

1. Log in to MyCUInfo.
2. Click to expand the **Profile and Settings** menu.
3. Under **Account Settings**, click **Privacy Settings**.
4. If your passphrase is already set, you'll see it in the security passphrase field. If the field is empty, enter a valid passphrase and click **Save**.

Third-Party Access
Do not share your security passphrase with **anyone**. If you want a third party (e.g., a parent, grandparent or sponsor) to have access to your record, you must set up FERPA Consent to Release or CU Guest Access for that person.

CU Boulder is committed to protecting your education record, as required by the Family Educational Rights and Privacy Act (FERPA), by limiting disclosure of your personal (non-directory) information. Learn more about your student record privacy settings, or contact the Office of the Registrar if you have questions.

Regards,

Office of the Registrar

Regent Administrative Center, room 101
20 UCB Boulder, CO 80309
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We sent the following e-memo on Wednesday, Jan. 11, to domestic, undergraduate, degree-seeking transfer students with an active admit term of Spring 2017. We did not send it to first-time freshmen (they received it on Monday, Jan. 9) or international students (much of the information does not apply to them).

Office of the Registrar
UNIVERSITY OF COLORADO **BOULDER**

Dear [first],

Welcome to CU Boulder! We want to make sure the start of school is as easy for you as possible. Below is a checklist of important items, many of which you can probably already check off.

___ **Complete Any To-Do Items or Holds**
Check the **Holds and To-Do Items** section in MyCUInfo for specific action items or requested information.

___ **Submit Your Final Transcript(s)**
Transcripts must be official and submitted directly to CU Boulder (transcripts@colorado.edu) from the issuing institution. Students who do not complete this step won't be able to enroll in Fall 2017 classes, and students receiving financial aid won't have that aid applied to their bill until this step is complete.

___ **Apply for and Authorize the College Opportunity Fund (In-State Undergrads Only)**
The College Opportunity Fund (COF) is the state's method of providing financial support to in-state undergraduates. you must complete two steps: 1) submit the one-time application at College Assist by May 5, and 2) authorize the use of funds in MyCUInfo by May 11. Complete these steps by Feb. 3, the tuition due date, to apply the $75-per-credit-hour stipend before you pay your bill.

___ **Register with Selective Service by Feb. 22 (Males Ages 18–25)**
If the U.S. government identifies you as male and you're between the ages of 18 and 25, you must complete your one-time Selective Service registration. Failure to comply by Feb. 22 results in a registration hold. See Register with Selective Service for more information.

___ **Authorize Your Financial Aid to Pay All University Charges**
With your permission, federal student loans and the Pell Grant can pay for university charges beyond tuition, fees and on-campus room and board (e.g., health insurance, parking fees, optional student fees and textbooks). See Apply Federal Aid to All University Charges for more information.

___ **Complete Required Loan Documents**
Federal Direct Loans (subsidized and unsubsidized) and PLUS Loans require entrance counseling and a Master Promissory Note (MPN) to be completed by the borrower. Both can be completed at studentloans.gov.

Have Questions? Come Visit Us!
Our offices are located on the first floor of the Regent Administrative Center. Check our websites for any extended start-of-school hours.

We look forward to seeing you!

Office of the Registrar	Bursar's Office	Office of Financial Aid
Regent 101	Regent 150	Regent 175
303-492-6970	303-492-5381	303-492-5091

We sent the following e-memo on Thursday, Jan. 12, to active students with full privacy on their record.

Office of the Registrar
UNIVERSITY OF COLORADO **BOULDER**

Dear [first],

Our records show that you elected full privacy by filling out a FERPA Non-Disclosure of Directory Information Request Form.

To protect your information, the university is required by federal law to follow strict procedures any time someone requests your information, even if that person is you.

REMEMBER You're on Full Privacy
When you call any university office, we will say we have no information on you. You MUST say, "I'm on full privacy, and my security passphrase is...." If you haven't set your security passphrase, for your protection you will not be acknowledged as a CU student.

TELL Your Designated Third Parties
When your designated third parties contact the university, they MUST say, "My (son, daughter, employee, etc.) gave me permission to access their student record, and my password is...." Make sure your designated third parties know the unique password you set for them when you filled out the FERPA Non-Disclosure Form; it is NOT the same as your security passphrase.

CONSIDER Potential Impacts
If a potential employer contacts CU and you haven't authorized FERPA Consent to Release for that employer, university staff must tell them, "We have no information on that person." This may jeopardize your job opportunity. In addition, no information about your honors or awards will be published, and your name will not appear in commencement materials when you graduate.

CHANGE Your Privacy Status If Needed
You may remove full privacy from your record by completing the "Please Cancel the Above Request for Full Privacy" section of the FERPA Non-Disclosure Form. Submit the completed form in person at the Office of the Registrar with a valid photo ID.

Remember, with full privacy status, NO information about you will be released unless a FERPA exception applies. Please follow the steps above to ensure that you and any designated third parties can still access your records.

Regards,

Office of the Registrar

Regent Administrative Center, room 101
20 UCB Boulder, CO 80309
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We sent the following e-memo on Thursday, Jan. 12, to students who applied to graduate in December 2016.

Office of the Registrar
UNIVERSITY OF COLORADO **BOULDER**

Dear [first],

If you graduated in December 2016, please review the following information related to your transcript and diploma. If you did not graduate in December, please disregard this message.

Deadlines occur at 11:59 p.m. Mountain Time unless otherwise noted.

Available Now – Reserve Your CeDiploma
All Fall 2016 graduates can reserve their certified electronic diploma (CeDiploma) now in MyCUInfo. You'll be notified when it's available for purchase and download.

Thursday, Jan. 19 – Deadline to Update Diploma Name and Address in MyCUInfo
In MyCUInfo, click **Apply for Graduation** and follow the prompts until you see your name and address listed, and edit them there. If you do not enter a Diploma Address, your diploma will be mailed to your Home Address. While you're there, make sure your other addresses are correct too.

Monday, Jan. 30 – Degrees Post to Transcripts (5 p.m.)
Transcripts can be ordered online as long as you don't have a financial hold. Send questions to transcriptinfo@colorado.edu.

Friday, Feb. 17 – Diplomas Mailed to Students AND CeDiplomas Available for Purchase and Download
If you did not enter a Diploma Address in MyCUInfo, your diploma will be mailed to your Home Address. CeDiplomas can be reserved any time, but will be available for purchase and download on and after this date.

The Office of the Registrar congratulates you on your academic achievement!

Regards,

Office of the Registrar

Regent Administrative Center, room 101
20 UCB Boulder, CO 80309
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303-492-6970 | registrar@colorado.edu | colorado.edu/registrar

We sent the following e-memo on Thursday, Jan. 12, to Main Campus students on a Spring 2017 class waitlist.

Office of the Registrar
UNIVERSITY OF COLORADO **BOULDER**

Dear [first],

You are currently on a waitlist for one or more Spring 2017 classes. To check your enrollment status:

1. Log in to MyCUInfo.
2. Click **Register for Classes**.
3. On the **My Class Schedule** tab, a yellow triangle symbol ("wait list") indicates a class for which you are on the waitlist and not yet enrolled.

If you no longer want the waitlisted class, click the **Drop** tab and follow the instructions to drop the class. Otherwise, if you're enrolled from the waitlist and you don't drop or attend the class, you'll receive an F for the semester.

Your Next Steps
On your first day of class, tell the instructor you're on the class waitlist and want to get a seat in the class. Your instructor can advise you on whether to attend class and complete assignments in the hope of getting enrolled from the waitlist.

If You're Enrolled from the Waitlist
If a seat becomes available in the class, the next eligible waitlisted student will be enrolled automatically (see Waitlist for a Closed Class) and should receive an email alert within 24 hours. Be sure to check your tuition and fee balance in MyCUInfo, as a change in your enrollment may result in an adjustment to your bill.

If You Aren't Enrolled from the Waitlist
If your name remains on the waitlist and you don't get enrolled in the class, you will be dropped from the waitlist on **Monday, Feb. 6**. We recommend that you contact both your advisor and your instructor for advice before this happens.

If you're an undergraduate student who remained on a Main Campus class waitlist through Feb. 6, you may be eligible to use course reservation the next time the course is offered. See Reserve a Course for details.

Regards,

Office of the Registrar

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Strategic Relations sent the following e-memo on our behalf on Friday, Jan. 13, to all CU Boulder faculty and staff.

Office of the Registrar
UNIVERSITY OF COLORADO **BOULDER**

Dear [first],

The protection of student privacy is everyone's responsibility. The Family Education Rights and Privacy Act (FERPA) of 1974 and University of Colorado Boulder have set forth guidelines related to the disclosure of and access to student education records maintained by the university.

FERPA protections go into effect for new incoming Spring 2017 students on Tuesday, January 17, 2017.

Education Records

Any record that directly relates to a student and is maintained by the institution (regardless of storage medium) is classified as an education record. Education records include two types of information:

1. **Directory information** may generally be disclosed to a third party without the written consent of the student, as long as the student hasn't established full or limited privacy. This information includes student name, campus email address, majors, minors and participation in officially recognized activities/sports.

2. **Non-directory information** is personally identifiable information that may not be disclosed to anyone, including parents, without student consent. School officials, including faculty and staff, may not access non-directory information unless they have a legitimate educational need. This information includes SSNs, grades and financial information.

Letters of Recommendation

Any disclosure of non-directory student information (e.g., class performance, grades, abilities, background) to a third party, including in letters of recommendation or reference calls, requires prior written consent from the student.

For full details and a student release form, visit Student Recommendations: Written and Oral.

Student Privacy Options & University Business Practices

- **Security passphrase:** The required method for verifying the identity of a student who cannot present photo ID, or who is contacting the university by phone, is to ask the student to correctly state their established security passphrase. For more information, see Security Passphrase Business Practices.

- **FERPA Consent to Release:** This online consent form, available through MyCUInfo, replaces the old Consent for Release of Non-Directory Information Form. To confirm that a student has authorized release of their protected information to a third party, see Verifying FERPA Consent to Release.

- **CU Guest Access:** This is a completely new option that allows students to grant read-only online education-record access to a third party. If a student has established CU Guest Access for a third party, but not FERPA Consent to Release, you cannot release any FERPA-protected information to the third party. See Privacy Settings FAQs.

- **Full and limited privacy:** A student may restrict the release of their directory information by submitting a nondisclosure form for full or limited privacy. Students who have restricted release of their directory information are identified in Campus Solutions with a red "PRIVATE" message. If asked for information about a student who has a full-privacy indicator on their record, school officials must tell the requestor, "I have no information about this person."

Don't hesitate to contact our office with questions or requests for training in your department. Additional FERPA information is available on the Office of the Registrar and U.S. Department of Education websites.

Regards,

Office of the Registrar

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