



# Registrar Network

UNIVERSITY OF COLORADO BOULDER

Below is the update from the Office of the Registrar for Feb. 9, 2016. If you have any questions, please contact the person or unit associated with the update.

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### Staff Spotlight #1: Youcef Bendiff



Please join us in welcoming Youcef Bendiff, who started as our Front Desk Manager in late December.

Youcef initially represented the Office of the Registrar for three years as a student call center agent. After graduating in 2013, the Forever Buff spent a couple years in the finance private sector before heeding the call to return to his alma mater.

We are excited to have Youcef back at CU-Boulder, as he brings genuine enthusiasm and a strong commitment to customer service in higher education. We look forward to how his experience in private industry will help to streamline and improve our services and the experience for our customers.

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### About Youcef

**Birthplace:** Djelfa, Algeria

**Hometown:** Denver, Colorado

**Education:** B.A. in ethnic studies and certificate in peace and conflict studies, University of Colorado Boulder, 2013.

**Why CU-Boulder?** After my first visit to CU, I quickly became a Forever Buff. I was captivated by the distinctive architecture style and Flatirons backdrop. Once on campus, I came to appreciate all the resources and support the university provides for students.

**Standout qualities:** I believe I bring an effective combination of personality and professionalism. I'm committed to exceptional customer service, which I hope will help create a welcoming environment that encourages interaction and promotes student retention.

**Professional goals:** My vision is to coordinate, develop and implement new processes to make Office of the Registrar procedures as convenient as possible for faculty, staff and students. By leveraging our services and support, I'm committed to helping students navigate campus resources as they pursue academic excellence.

**Plans for the future:** I've spent most of my life in Colorado, and I intend to stay here a long time to enjoy all the outdoor activities our state has to offer. As a strong supporter of our professional sports teams, I look forward to the continued growth of the state. I'm also looking forward to applying to graduate school in the near future.

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### **Introductory Academic Department Admin Training for New Staff ([Rebecca Jones](#)) Friday, February 12, 10 a.m. to noon, Regent 1B60**

Are you new to an academic department on the CU-Boulder campus? 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 registration forms and certain overrides
- Seeing what students see

Participants should RSVP to [Rebecca Jones](#), as space is limited.

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

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### **IUT Processing Reminder ([Office of the Registrar](#))**

Intra-University Transfer (IUT) Forms submitted to the Office of the Registrar for processing must be received **no later than the Wednesday before census**. With the bill due date falling on the fifth of each month, submitting IUTs after census create issues for billing and confusion for students. Please see section 5 of the [Office of the Registrar Policies & Procedures](#) for details.

#### **Processed by the Office of the Registrar – Fall/Spring**

- The deadline to have the Office of the Registrar process IUTs effective for that term is 4:59 p.m. the Wednesday before census date.
- IUT processing takes a long time, so please submit IUTs well ahead of the deadline whenever possible. Please do not collect a large number of IUTs before submitting them; instead, submit IUTs daily or every couple days.
- Send IUT requests using the official IUT spreadsheet via Large File Transfer to [IUT@colorado.edu](mailto:IUT@colorado.edu) (not to individual staff members or any other Office of the Registrar email account). If you do not have this spreadsheet, email [IUT@colorado.edu](mailto:IUT@colorado.edu) to request it.
- If a spreadsheet request is inaccurate or incomplete, it will be returned for correction.

#### **Processed by the Office of the Registrar – Summer**

- Same as fall/spring, except the deadline is 4:59 p.m. the day before summer census date.

#### **Processed by Academic Offices**


- Colleges/schools/programs that process IUTs internally must complete any IUTs effective for that term by 5 p.m. on the drop deadline.

- For summer IUTs processed during the summer semester, be sure to set the new program's effective date as the first day of Maymester.

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

The following e-memo was sent to all active CU-Boulder Main Campus students on Wednesday, Feb. 3.

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

Dear [first],

As a student at CU-Boulder, it is important to understand your rights regarding access to and disclosure of information in your education record. The Family Educational Rights and Privacy Act (FERPA) affords you:

- the right to inspect and review your education records;
- the right to request amendment of your education records;
- the right to consent to disclosure of personally identifiable information in your education records; and
- the right to file a complaint with the U.S. Department of Education (Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901).

To review or request an amendment to your record, contact the university office that maintains the record to make arrangements. This does not apply to grade changes, which are at faculty discretion.

Under FERPA, the university may release information from your education record if the disclosure is:

- to officials of institutions where you seek or intend to enroll, or are enrolled;
- to authorized representatives of federal, state or local educational authorities;
- in connection with financial aid for which you have applied or received;
- to an organization conducting studies for or on behalf of the university;
- to your parents or guardians (if you are a dependent student for tax purposes);
- to an accrediting organization;
- to comply with a judicial order or lawfully issued subpoena; or
- in connection with a health or safety emergency.

Sensitive or non-directory information generally is not released without your written consent. You may restrict the release of [directory information](#) by placing [full or limited privacy](#) on your record.

More information about your rights and university policies related to FERPA are available [online](#). Questions may be directed to the Office of the Registrar. Have a successful semester!

Sincerely,

Kristi Wold-McCormick, Ph.D.  
Registrar

Office of the Registrar | University of Colorado Boulder  
303-492-6970 | [registrar@colorado.edu](mailto:registrar@colorado.edu) | [colorado.edu/registrar](http://colorado.edu/registrar)

The following e-memo was sent to all CU-Boulder faculty and staff on Monday, Feb. 8.



Dear [first],

With spring semester underway, please be mindful of your responsibility to secure and protect the confidentiality of student data. The [Family Education Rights and Privacy Act \(FERPA\) of 1974](#) and University of Colorado Boulder set forth guidelines related to the disclosure of and access to student education records maintained by the university.

FERPA affords students the following rights with respect to their education records, and violations of these rights may lead to lawsuits and/or withholding of federal funds to the university:

- to inspect and review their education records;
- to request amendment of their education records;
- to consent to disclosure of personally identifiable information in their education records; and
- to file a complaint with the U.S. Department of Education concerning alleged failure by the institution to comply with the requirements of FERPA.

**Education records** are any records that directly relate to a student and are maintained by the institution, and may be in any storage medium. Education records include two types of information:

1. **Directory information** may generally be disclosed to a third party without the written consent of a student. It typically is not considered harmful or an invasion of privacy if released. However, a student may restrict the release of directory information by submitting a [nondisclosure form](#) for full or limited privacy.

For faculty and staff who use the Campus Solutions student information system, a red "PRIVATE" message appears for students who have restricted release of directory information. This privacy status also may be checked using the window-shade icon on select screens. If asked information about a student with a full-privacy indicator on record, simply reply, "I have no information about this person."

2. **Non-directory information** is personally identifiable information that may not be disclosed to anyone, including parents, without written student consent. It includes sensitive information such as SSNs, grades and financial information. Students may authorize release of non-directory information to third parties by completing a [student consent release](#). School officials, including faculty and staff, may access non-directory information only with a legitimate educational need based on their role at CU-Boulder.

FERPA allows for the reporting of [health or safety emergencies](#) to appropriate parties (law enforcement officials, health/medical personnel and/or parents). Reports of students of concern also should be made to appropriate campus personnel, such as [Division of Student Affairs](#), [Counseling and Psychiatric Services](#), [Wardenburg Health Center](#) or [CUPD](#).

**Be FERPA Savvy.** The following tips can help faculty and staff remain FERPA compliant:

- never use student name, SSN, student ID, photo or other personally identifiable information when posting class or grade rosters, regardless of medium;
- do not maintain student grades with personally identifiable information on public computers, websites or personal laptops (questions about appropriate storage and technologies may be directed to [IT Security](#) at 303-735-HELP or to the Office of the Registrar);
- ensure learning management and other systems do not display sensitive information to others;
- unless you know the student, always verify that you are providing non-directory information appropriately by asking for a photo ID (you may also verify using the [security passphrase](#) or ID photo in [MyCUInfo](#));
- ensure a student has not restricted release of directory information before disclosing it;
- never leave student papers, exams or files on desks/desktops when away from the office;
- securely dispose of documents and files containing sensitive information;

- never provide class schedules to unauthorized third parties for purposes of locating a student; and
- try to answer parent/third-party questions by referencing university policy and procedures that apply to all students BEFORE disclosing information from a student's record.

The disclosure of information from a student education record applies to any non-directory information (e.g., class performance, grades, abilities, background) conveyed in writing, in person or over the telephone to third parties, including in [letters of recommendation or reference calls](#).

The protection of student privacy is everyone's responsibility. Student data privacy training should be incorporated into all new faculty, staff and student employee training. Completion of [online training](#) is required to obtain access to CU-SIS and other sensitive student data.

Don't hesitate to contact me with FERPA questions or requests for training in your department. Additional FERPA information is available online from the [Office of the Registrar](#) or from the [U.S. Department of Education](#).

Thank you for your efforts to keep our campus FERPA compliant.

Sincerely,

Kristi Wold-McCormick, Ph.D.  
Registrar

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