Below is the update from the Office of the Registrar for December 1, 2014. If you have questions, please contact the person associated with the update. Thank you!

Contents:
- Registrar’s Introductory Academic Department Admin Training for New Staff

Registrar’s Introductory Academic Department Admin Training for New Staff (Rebecca Jones)
Friday, December 5, 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
- Seeing what students see

Participants should RSVP to Rebecca.Jones@colorado.edu, as space is limited. ISIS access is required for this class; if you haven’t completed the FERPA training online and requested your access to ISIS, please do so at your earliest convenience.

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