Graduate School & Office of the Registrar Joint Training

Fall 2024
September 17, 10:00 - 11:30 AM

University of Colorado Boulder

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Agenda

- Webpages, Resources, and Guides
- Service Indicators
- Quick Enroll
  - Add/Drop/Swap
- Forms
  - Online SAF
  - SWAP
  - SAF-COR
  - Leave of Absence
  - Intercampus Enrollment
- Program/Plan Changes

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Rebecca Jones (Becky)

Assistant Registrar for Client Services

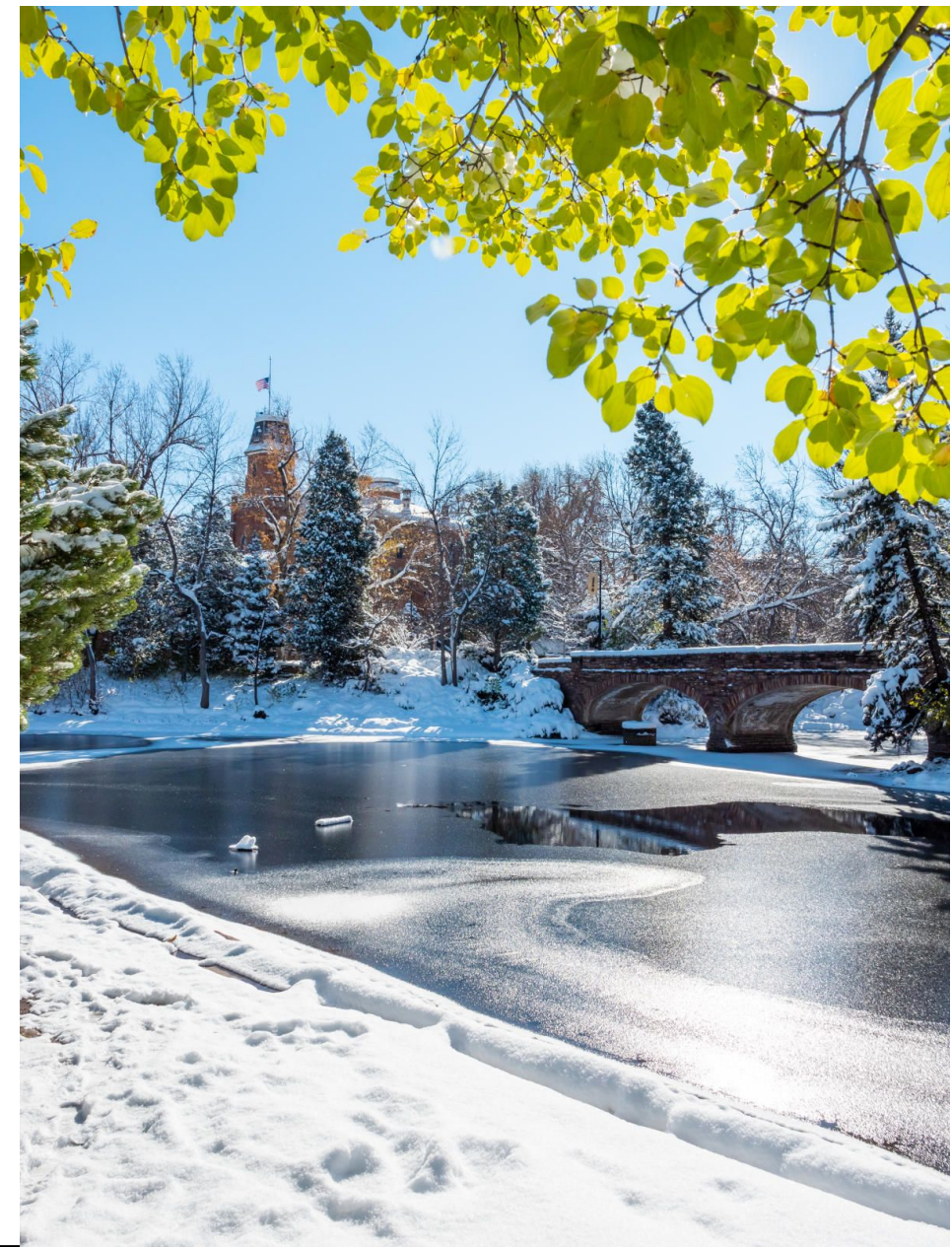University of Colorado Boulder

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Client Services Overview

- Ashley Hildebrandt - Call Center Manager

- Drew Hemmert - Front Desk Manager

- Alejandra Quiroz Beltran - Transcript Lead

- Mostafa Wardak - Withdrawal Coordinator

Webpages

- colorado.edu/registrar

- Calendars (students/faculty)

- Grading page/Calendar PDFs

- Training and Support

Processing Guides in Sharepoint

- [Enrollment Guides](#)

- **Purpose:** Support timely and consistent sharing of procedures.

- **Page includes**: processing guide for Quick Enroll, several "how-to" PDFs to assist you with supporting student enrollment

- Email feedback to registrar@colorado.edu.

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Referral Guide

- **Purpose:** Support campus constituents by referring to the correct office **the first time**.

- Referral Guide
  - Find topic in Column A then referral/office information along that row.

- Buff Info

Campus Solutions Overview: Set Preferences

- Campus Solutions, **Navigator > Set Up SACR > User Defaults**

- Tab1
  - Academic Institution = CUBLD
  - Option to add Career/Program/Plan

- Tab4
  - Check Carry ID

| User Defaults 1 | User Defaults 2 | User Defaults 3 | **User Defaults 4** | Communication Speed Keys |

User ID HILD000250   Hildebrandt,Ashley

☑ Carry ID

Output Destination _____

Transcript Type ____

Flexible Transcript Type ____

Advisement Report Type ____

SEVIS Default

School Code ____

Program Number ____

Printer Name ____   Explain

Save   Notify

Jser Defaults 1 | User Defaults 2 | User Defaults 3 | User Defaults 4 | Communication Speed Keys

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Registration Changes in System

- Adding
- Dropping
- Swapping
- Editing Waitlist
- Editing Hours

Add: Check Student Eligibility

- Check that student is **active**.
- **Completed** or **Discontinued** students **are not eligible**

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Add: Check Student Eligibility

- Check for fire code
- Email academicscheduling@colorado.edu for fire code policies.

Class Roster

Spring 2023 CU Boulder | Boulder 16-Wk Session/Full Sem | CU Boulder | Undergraduate

PHYS 1110 - 100 (19363)
General Physics 1 (Lecture)

Days and Times	Room	Room Capacity	Instructor	Instructor Email Addresses	Dates
MoWeFr 9:05AM-9:55AM	DUAN G1B30	342	Daniel Bolton	daniel.bolton@colorado.edu	01/17/2023 - 05/04/2023

▷ Accessibility Requirements

*Enrollment Status [Enrolled ▾]

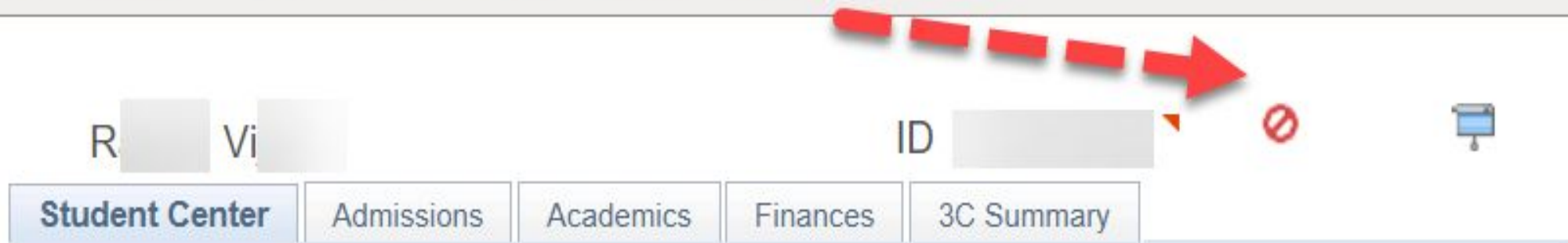| Enrollment Capacity 280	Enrolled 186	Dropped 15	Waitlisted 3

Enrolled Students   Personalize | Find | 🗗 | 🖩   First ◀ 1-186 of 186 ▶ Last

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Service Indicators

- Review the hold for details:
  - In Student Services Center, click on the prohibition sign.

Service Indicators

- Pay attention to the start date, and click on code for details.

Code	Code Description	Reason Description	Institution	Start Term		End Term	End Term Description	Start Date	End Date
A01	Missing Credentials for Enroll	Missing High School Transcript	CUBLD	0000	Begin Term			09/15/2024	
B02	You must pay past due balance	Past Due $1500 or more	CUBLD	0000	Begin Term			09/11/2024	
R2L	Required - Online Orientation	Required - Online Orientation	CUBLD	2247	2024 Fall			07/18/2024	

Service Indicators

- Read description for details and contact information.

*Institution CUBLD — CU Boulder

*Service Indicator Code B02 — You must pay past due balance

*Reason B02 — Past Due $1500 or more

Description → You have a financial hold because you owe a past due balance. The balance due is $1,500 or more.
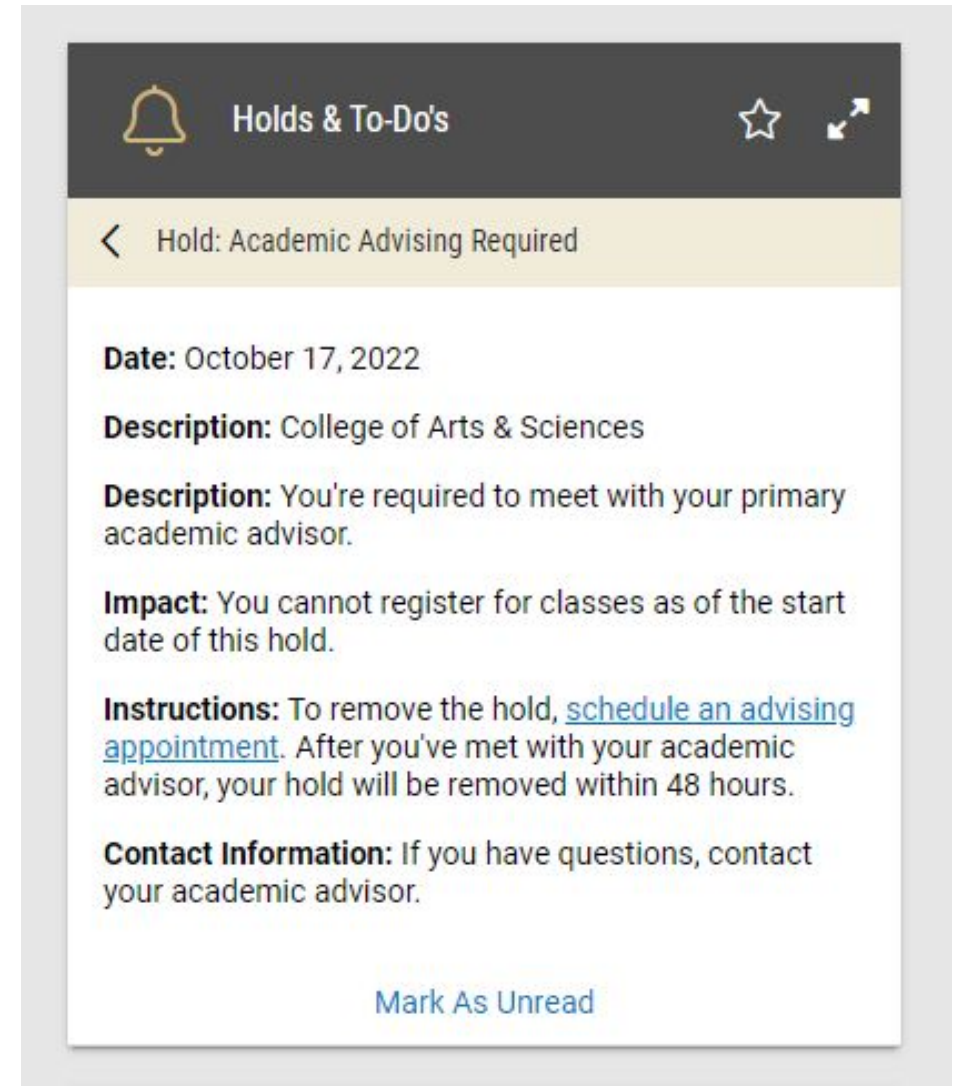
Service Indicators

- Scroll down to review impacts.
- Remember to view all to see ALL impacts.

Services Impacted			Personalize | Find | View All | ⬈ | ▦	First ◀ 1-3 of 3 ▶ Last	
	Impact	Description	Basis - Date	Basis - Term	Te Category
1	AENR	Allow drop only, no add actvty	☑	☑	
2	DIPL	Prevent Diploma Release	☑	☐	
3	TRAN	Prevent Transcript Release	☑	☐	

Service Indicators

- Students can also see this information and should refer to their Buff Portal.

- Please have students follow the instructions on the hold.

🔔 Holds & To-Do's ☆ ⤢

< Hold: Academic Advising Required

Date: October 17, 2022

Description: College of Arts & Sciences

Description: You're required to meet with your primary academic advisor.

Impact: You cannot register for classes as of the start date of this hold.

Instructions: To remove the hold, schedule an advising appointment. After you've met with your academic advisor, your hold will be removed within 48 hours.

Contact Information: If you have questions, contact your academic advisor.

Mark As Unread

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Quick Enroll - Add

- Quick Enroll Action = Enroll

Quick Enroll - Add

- Add a recitation or laboratory

Quick Enrollment

| | | | Request ID 0000000000 | | ID | | | |
| | Career UGRD | | Institution CUBLD | | Term 2024 Fall | | Submit | |

	*Action		Class Nbr			Section		Related 1	Related 2
+ −	Enroll	⌄	20928	🔍 APPM 2350	140	Pending		20940 🔍	🔍

Quick Enroll - Add

- Add General overrides
- Contact bursar@colorado.edu to request a temporary lift for enrollment.
- Time Conflict, Career, Requisites

Quick Enroll - Add

- Add CLass Overrides
- Closed Class, Class Permission, Waitlist Okay

Quick Enroll Errors

- **Requisites not met for Class, not enrolled** = requisites

- **Time Scheduling Conflict for class X and Y, not enrolled** = (if approved) time conflict override

- **Already Enrolled in Class, Add not processed** = submit Special Action Form

- **Unit Limit Exceeded for Appointment Period** = submit Change of Record Form w/ college signature

- **Department Consent Required** = class permission override OR add permissions

Manage Waitlists

- Quick Enroll Action = Change Waitlist Position

Manage Waitlists

- Other Class Info Tab = WL Pos

Quick Enroll - Add/Drop if Enrolled

- Quick Enroll Action = Enroll + "Waitlist Okay" override
- Use Drop if Enrolled when waitlisting a student. Enter the enrolled class the student wants dropped if they're enrolled from the waitlist.

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Swap

- Quick Enroll Action = Swap Courses
- Utilize before drop without a W grade deadline. SAFs after.

Change Variable Credit Hours

- Quick Enroll Action = Normal Maintenance

Change Variable Credit Hours

- Units and Grade Tab = Unit Taken

Change to Pass/Fail

- Quick Enroll Action = Normal Maintenance
- P/F may not apply. Check with Grad School policies.

Pass/Fail

- Units and Grade Tab = Grade Base

Drop

- Quick Enroll Action = Drop
- Only use before drop without a W grade deadline
- Use overrides as needed

Class Permissions

- If possible, assign Class Permissions so students can register via Buff Portal.

https://www.colorado.edu/registrar/faculty-staff/enrollment/processing/permission

Changes Students Can Make

- [Registration Webpage](#) for steps
- Drop if Enrolled
- Section changes (by add deadline)
- Swaps
- Grading basis (10-week deadline)
- Variable units (same as drop deadline)
- Dropping (10-week deadline)

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Quick Enroll - Post Drop Deadline

- Swap - ONLY RO

- Drop - use class permissions

- ADD - until class roster created

- CORs and final grades

- Pass/fail - through 10th week
  - COR college

Online SAF

- Online SAF form is used for current semesters and for requests that departments cannot process:
  - Swap a class after drop with no penalty deadline
  - Re-add a student who has a W grade
  - Change a class's credit hours
  - Override the same course or unit load limits
  - Drop without penalty with college approval

https://www.colorado.edu/registrar/faculty-staff/enrollment/forms/online-saf

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Deadlines

- [Enrollment Access & Administrative Deadlines Webpage](#)
  - If completing an action after the deadline, submit a special action form (SAF) or change of record form (COR)

- If completing [Enrollment Processing](#), refer to "Dept Processing Manual".
  - **ALWAYS** contact students when you make changes to enrollment

- Late Registration Fee

- CORs with grade required after grade rosters are completed

FERPA

- Check for security passphrase

Cori Fagan

Assistant Director of Student Services,

Graduate School

Graduate School Overview

- **Student Services Team**
  - Ginny McNellis, Assistant Dean
  - Cori Fagan, Assistant Director
  - Alexa Holland-Plum, Student Services Professional

https://www.colorado.edu/graduateschool/

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SAF-COR & SWAP

- Forms are not student-facing
- [Administrative Forms Information and Links](#)
- Changes after posted deadlines require a student petition to explain circumstances
- Changes after posted deadlines require internal approval by instructor/advisor as appropriate
- Email form, petition, and documentation to graduate.school@colorado.edu

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SAF-COR & SWAP Spreadsheet

- SWAP and SAF-COR tabs found on spreadsheet

- Use the SAF-COR (past and current semesters) and SWAP (current semesters only, limited to specific actions) to request necessary changes to the student record for past semesters and changes that require college/school approval (Graduate School)

| SAF-COR Form | **Class Swap Form** | Guidelines | $\oplus$ |

-
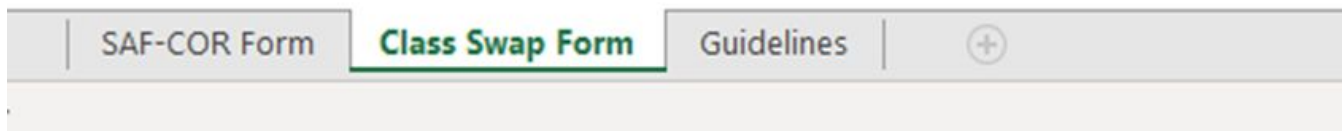
SAF-COR Spreadsheet

Office of the Registrar
UNIVERSITY OF COLORADO BOULDER

Class Swaps: College or School Approval

While the Office of the Registrar's front desk and in-person services are temporarily unavailable in accordance with campus guidelines due to COVID-19, we will accept special action/change of record requests submitted through this spreadsheet. Once the campus has resumed normal operations, please visit our office in person for the appropriate form.

Instructions
- Use this spreadsheet to submit a swap, drop forward, drop back or section change.
- Notify ISSS (isss@colorado.edu) of any request that will change an international student's enrollment status.
- **Departments/Instructors:** Enter accurate information in every field in each row. Once complete, enter your name and date on the "Department approver" line, then email this spreadsheet to your college or school for approval.
- **College/School:** Once approved, enter your name and the date on the "College/school approver" line, then email this spreadsheet to registrar@colorado.edu.

Department approver: _____ Date submitted: _____

College/school approver: _____ Date submitted: _____

					Drop				Add										
Student ID	Last Name	First Name	College or School	Term Code (see guidelines tab)	Course Subject No. (Drop)	Course No. (Drop)	Course Section No. (Drop)	Lab/Rec. No. (Drop)	Course Subject (Add)	Course No. (Add)	Course Section No. (Add)	Lab/Rec. No. (Add)	Credit Hours	Override 1	Override 2	Override 3	Grading Option	Campus	Notes
234567891	Template	Shirley	ARSC	2227	ENGL	1010	100		ENGL	1010	200		3	Wait List Okay	Time Conflict	Unit Load	Pass/Fail	Continuing Ed.	

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SAF-COR

- Approval lines

Department approver: Department Approver Name Here   Date submitted: 9/2/2024

College/school approver: Graduate School Approval   Date submitted: 9/5/2024

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SAF-COR

- Student Information

SAF-COR

- Term and Action Dropdown lists

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SAF-COR

- Course Information

Subject	Course No.	Section No.	Lab/Rec. No.	Credit Hours
ENGL	1010	001	100	3

SAF-COR

- Additional Information

Override 1	Override 2	Override 3	Grading Option	Campus	Old Grade	New Grade	Notes
Wait List Okay	Time Conflict		Pass/Fail	Continuing Ed.			change from 3 to 5 dissertation hours

Closed Class
Wait List Okay
Unit Load
Time Conflict
Requisites
Appointment

Class SWAP Form

- SWAP is used for courses with systematic relationships:
  - Swap between two sections of the same course
  - Swap between double-listed or cross-listed courses (e.g. HIST 4XXX/5XXX, HIST 5500/CLAS 5500)
  - Drop from higher level to a lower level or vice versa (e.g. MATH 2010 to MATH 1010)

- If no relation between courses exist, use SAF-COR tab with a 'drop w/no record' and an 'add'

SWAP Form

- Form Information

Drop				Add										
Course Subject (Drop)	Course No. (Drop)	Course Section No. (Drop)	Lab/Rec. No. (Drop)	Course Subject (Add)	Course No. (Add)	Course Section No. (Add)	Lab/Rec. No. (Add)	Credit Hours	Override 1	Override 2	Override 3	Grading Option	Campus	Notes
ENGL	1010	100		ENGL	1010	200		3	Wait List Okay	Time Conflict	Unit Load	Pass/Fail	Continuing Ed.	

Considerations for Graduate Students

- Full Time Status Requirement
  - International students
  - Students on appointment
  - Certain types of aid, or deferring loans (half-time status *typically* required)
- Students on Appointment
  - Dropping with a W after the drop deadline will result in tuition charge
- Pass/Fail and No-Credit
  - Neither can be used toward a degree
  - N/C courses are not covered by an appointment

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Leave of Absence (LOA)

- Graduate students must receive a grade every fall and spring semester (W and I grades count) or apply for LOA to return without reapplying to their program
  - Registration is not required for summer semester
- Post-comp doctoral students and students with GPA below 3.0 are not automatically eligible for LOA; please reach out to gradinfo@colorado.edu to discuss an exception if you have a student needing leave

- https://www.colorado.edu/registrar/students/withdraw/leave-of-absence

LOA (continued)

- Incoming students are not eligible for LOA; work with Admissions on a deferral
- BAM students moving to graduate status are not eligible for LOA; work with Graduate School to update start term
- Graduate students must be withdrawn/not registered for the semester
- Deadline: LOA forms may be submitted up to the last day of classes for a term
- Students may retain CU Gold Health Insurance Plan (SHIP) and graduate housing for *ONE* semester only while on LOA
- For an extension to a LOA, encourage student to submit a new form

LOA Form

About You

Student ID *
██████████

First Name *
Cori

Last Name *
FAGAN

Email *
cori.fagan@colorado.edu

Phone *
██████████

Address Line 1 *

Address Line 2

City *

State *

Zip Code *

Career
GRAD

Major
██████████

Plan Code
██████

LOA Form

Leave of Absence Information

Term leaving

☐ Spring 2024 *

☐ Summer 2024 *

☐ Fall 2024 *

Term returning

☐ Fall *   ☐ Spring *   ☐ Summer *

Year *

[   ]

Comments

[   ]

☐ **I would like to retain my CU Gold Student Health Insurance Plan (SHIP) through Wardenburg while I am on leave.**

Supporting Documentation

Attach a letter of petition if required for requesting a leave of absence. This is not typically required, but may be necessary for post-comprehensive doctoral students, students with a cumulative GPA below 3.0, or to request other exceptions. (A petition is not necessary if "parental leave" or "field research" is selected on the form). Contact the Graduate School with any questions.

Petition (0)

Attach Leave of Absense Petition

[**Attach Petition**]

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LOA Form

Reason(s)

- ☐ COVID-19 related
- ☐ Academic difficulty or grade concerns *
- ☐ Academic interests changed
- ☐ Concerns with academic or instructional quality
- ☐ CU Boulder is not a good fit 4
- ☐ Disability concern 1
- ☐ Do not feel welcome at CU Boulder 4
- ☐ Do not like living in Boulder 4
- ☐ Experienced assault at CU Boulder 2
- ☐ Experienced discrimination or harassment at CU Boulder 2
- ☐ Family concerns
- ☐ Family is moving
- ☐ Feeling homesick
- ☐ Field research
- ☐ Financial reasons or concerns
- ☐ Internship

- ☐ Major I want is not offered
- ☐ Medical concerns 1
- ☐ Military reasons
- ☐ Parental leave
- ☐ Problem living in residence halls 3
- ☐ Psychological concerns 1, 4
- ☐ Social concerns 4
- ☐ Stress or emotional concerns 1, 4
- ☐ Taking a break or deciding what I want to do
- ☐ Transferring to another college or university
- ☐ Traveling or recreation
- ☐ Volunteering or mission trip
- ☐ Other

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LOA Workflow and Program Review

- Log into OnBase
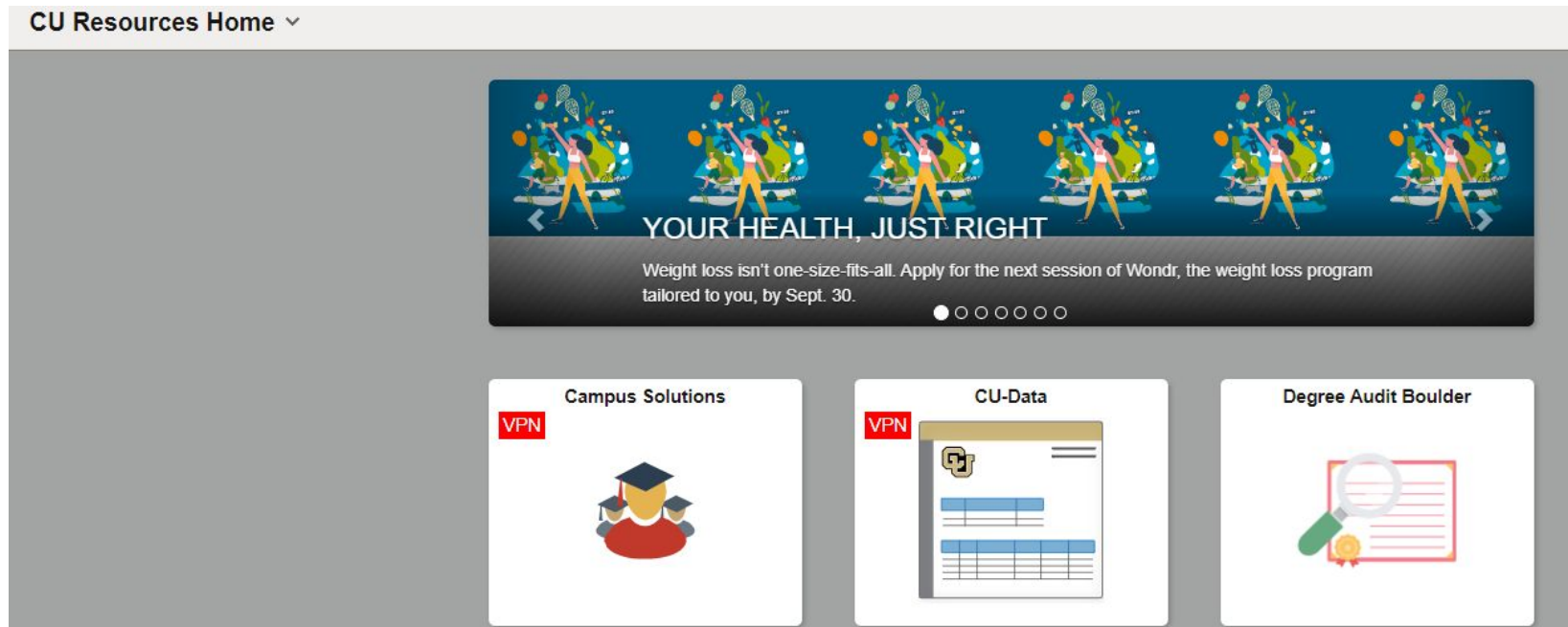
LOA Workflow and Program Review

- Navigate to your documents

LOA Workflow and Program Review

- Find your students

LOA Workflow and Program Review

- Comments to Students

LOA Workflow and Program Review

Approve or Deny
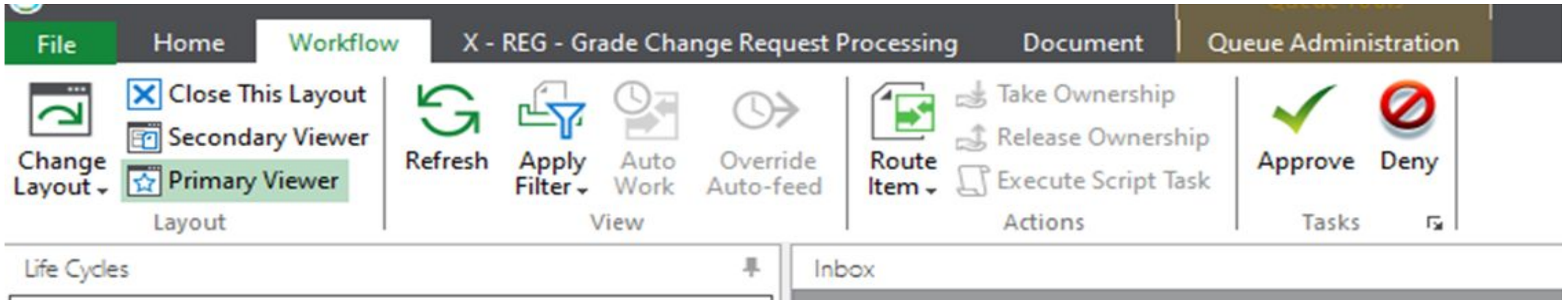
Intercampus Enrollment

- Allows students to take a course on another CU campus
  - Submit after 4/1 for fall, 10/1 for spring, and 3/1 for summer
  - Must be submitted before the add/drop deadline for the host campus
  - May be used on a space available basis
- Tuition is assessed at the home campus tuition rate; tuition waivers apply
- Does not count towards Transfer of Credit limit
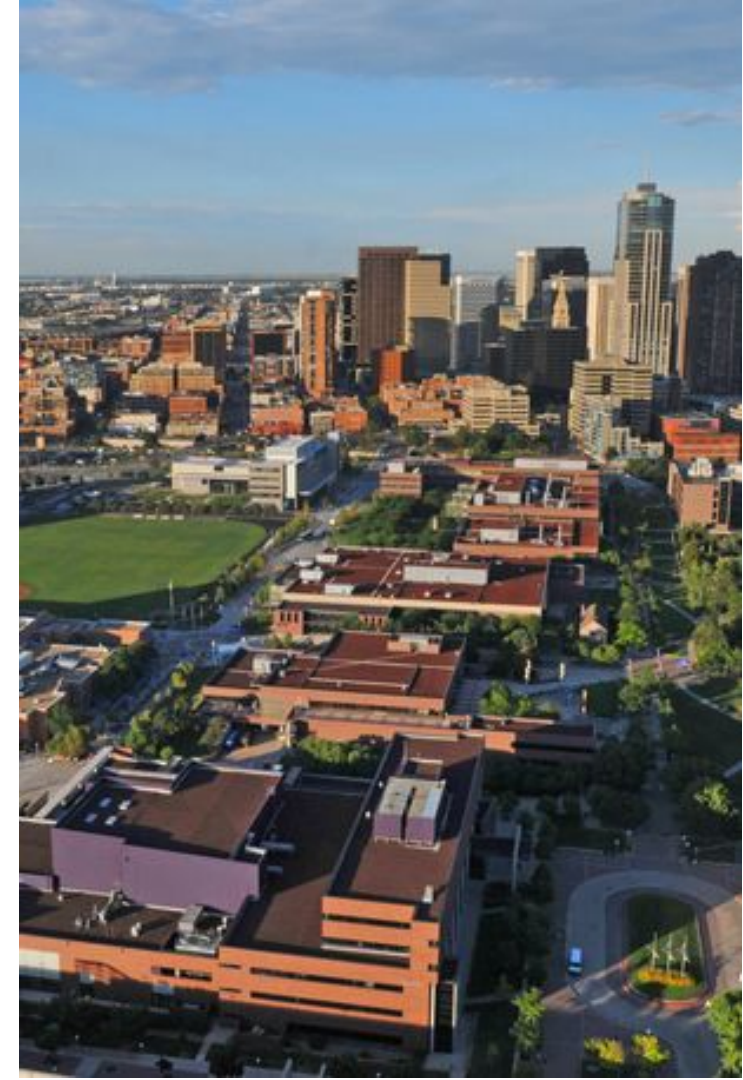
https://www.colorado.edu/registrar/students/registration/registration-programs#intercampus_enrollment-707

Intercampus Enrollment

University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

Intercampus Enrollment Form and Policy

The intercampus enrollment program allows degree-seeking students to take classes at other University of Colorado campuses.

Personal Information

First name _____   Last name _____

Phone _____   Email _____

Student ID number _____   Home campus _____

Course Information

Campus offering the class _____   Applicable term & year _____

Course subject _____ Course number _____ Section _____ Number of Units _____

Course subject _____ Course number _____ Section _____ Number of Units _____

Home campus dean's signature _____   Date _____

Policies and Restrictions

Intercampus Enrollment

- Home Campus Enrollment Exceptions

Students in the Following Graduate Programs Are Exempt from the Home Campus Enrollment Requirement

Program	Campus
Applied Mathematics, PhD	Boulder, Denver
Architecture & Planning, PhD	Boulder, Denver
Civil Engineering, PhD	Boulder, Denver
Computer Science, MS & PhD	Boulder, Denver
Education Administration	Denver
Electrical Engineering	Boulder, Colorado Springs, Denver
Geography, MA	Boulder, Colorado Springs
Master of Engineering	Boulder, Colorado Springs, Denver
Mechanical Engineering	Boulder, Denver
Psychology	Boulder, Colorado Springs
Public Affairs	Colorado Springs, Denver

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Intercampus Enrollment

- This form only requires Grad School approval. Students should email graduate.school@colorado.edu.

Student Signature

I have read and understand the policies stated above.

Student's signature _____   Date _____

Return the completed form, with all required signatures, to your home campus registrar's office

Graduate School Contacts

First point of contact

gradinfo@colorado.edu

Registration forms/staff questions

graduate.school@colorado.edu

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Rebecca Jones (Becky)

Assistant Registrar for Client Services

University of Colorado
Boulder

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Plan Changes (for GRAD Admin)

- [Graduate Program Change Form](#) & [Webpage](#)

- Seek ISSS approval!

- Email form/questions to iut@colorado.edu

- Deadlines (excludes Master's along the way):
  - Fall/Spring - Census
  - Summer - B session drop deadline

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Plan Changes (for GRAD Admin)

- Adding master's or PhD within department
  - Or adding select interdisciplinary programs

- Removing master's or PhD within department

- Changes from traditional to professional degrees

- Requirement term changes

- Adding/removing subplans

Plan Changes (for GRAD Admin)

- Students changing GRAD program should apply to new program through Admissions

  - Use GRAD program change form to remove former GRAD program

RO Contact

Our main emails!

- Registrar@colorado.edu
- tuitclass@colorado.edu
- reg-specialprograms@colorado.edu

Phone:

303-492-6970

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Questions?

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Thank you!

colorado.edu/graduateschool
colorado.edu/registrar

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