New Student Registration Guide

Be Boulder.

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

Table of Contents

Section One
Explore Your Student Portal

MyCUInfo

MyCUInfo is where you'll manage the majority of your student transactions, including:

- viewing, accepting or declining your financial aid

- authorizing your financial aid and/or scholarships to cover university charges

- reviewing your transfer credit and running a degree audit

- updating and verifying your addresses, cell/mobile phone number and emergency contact information

- applying for and authorizing the College Opportunity Fund (for undergraduate Colorado residents only)

- finding your enrollment dates

- enrolling in classes

- selecting or waiving health insurance

- viewing your tuition and fees on your student account

- authorizing parents and others to view your account and pay your tuition and fees online

- signing up for direct deposit for tuition and fee refunds

- searching available student job postings

If you've already activated your IdentiKey credentials, log in using your CU login name and IdentiKey password.

When you log in for the first time, you'll be asked to consent to conduct business electronically here at CU. If you don't consent, you'll lose access to MyCUInfo and instead receive information about how to conduct your official university business offline.

Section Two
Tasks to Complete Before You Enroll

Complete Preregistration

You must update and/or approve two or three pages of preregistration items before you can register for classes in fall and spring.

Completing these pages for the first time can take several minutes, so we recommend doing it before registration begins.

To access your preregistration items for an upcoming term, follow these steps to automatically be directed to the first preregistration page:

1)   Log in to MyCUInfo.

2)   On the **Student** tab, click **Register for Classes**.

3)   If prompted, select the term you'll be enrolling in and click **Continue**.

Page One: Address, Emergency Notification & Contact Summary

This webpage has three sections: addresses, phone numbers and emergency contacts. Be sure to click the verification checkbox after each section to confirm your information, then click **Continue** at the bottom of the webpage to proceed.

Addresses

Both a home and a local address are required.

- Home
  - If you already have a home address listed, take a moment to confirm that it's correct. To make a change, click **Edit**.
  - If there's no home address listed, click **Add a New Address** to provide it.
- Local
  - If you know the address where you'll be living while you take classes, click **Add a New Address** to provide it.
  - If not, enter your home address for now. You can update your local address later by following the steps under **How to Change Your Contact Info** on the Update Your Personal Information webpage.

Phone Numbers

- Home and Local: If you already have one or both of these numbers listed, confirm that they're correct.

- Cell/Mobile: You must provide a domestic cell/mobile number (i.e., a number that does not require a country code) for emergency alert purposes. You may click the checkbox to opt out of emergency alerts, but we strongly discourage it.

    ○ If you already have a cell/mobile number listed, take a moment to confirm that it's correct. To make a change, click **Edit**

    ○ If there's no cell/mobile number listed, click **Add a Phone Number** to provide it. If you don't have a domestic cell number, enter 000/000-0000.

Emergency Contacts

If you're involved in a health or safety emergency on campus, the university will contact the person(s) listed here. At least one emergency contact is required.

- If you already have an emergency contact listed, take a moment to confirm that their information is correct. To make a change, click **Edit**.

- To add another emergency contact person, click **Add an Emergency Contact** and provide their information.

- To change which person you'd like the university to contact first in the event of an emergency, click the **Select** checkbox under **Primary Contact** for that person.

When you're finished, click **Continue** at the bottom of the webpage.

Page Two: Tuition and Fee Agreement and Disclosure

After you've read the disclosure carefully, click **I Agree** at the bottom of the webpage. If you're an out-of-state or graduate student, you've completed preregistration and can search for classes.

Page Three: COF Authorization/Review (Undergraduate Colorado Residents Only)

Depending on your residency status and whether you've applied to the [College Opportunity Fund](#) (COF), you'll see one of two COF authorization/review pages.

NOTE: COF is complementary tuition assistance. There's no limit to the number of eligible students who receive it and you never have to pay it back.

If You're an Undergraduate Colorado Resident Who Has Not Applied for COF

You'll see a COF authorization/review page that directs you to follow the link to apply for COF. When you've done so, click **Continue to Enroll**.

If You're an Undergraduate Colorado Resident Who Applied for COF and Was Approved

You'll see a COF authorization/review page that directs you to update your term authorization. This authorizes CU Boulder to apply your COF stipend to your bill for the specified semester.

1) Click **Update Authorization**.

2) Choose an authorization option.

    a) **Lifetime Authorization**: Authorize CU Boulder to apply your COF stipend to your bill automatically for future semesters.

  b) **Term Authorization**: Authorize CU Boulder to apply your COF stipend to your bill for the chosen semester only.

  c) **Refused Authorization**: Refuse to authorize CU Boulder to apply your COF stipend to your bill for the chosen semester.

3) Click **Submit**.

4) Click **Confirm**.

5) Click **Continue to Enroll**.

Register for Selective Service (Students Assigned Male at Birth)

Colorado state law requires that students of certain ages who were assigned male at birth must certify that they've registered with the U.S. Selective Service System before they're allowed to enroll in classes at a state-supported institution (Colorado Senate Bill 03-255).

If you're between the ages of 17 years, 9 months and 18, you must complete early registration. If you're between the ages of 18 and 26, even if you're a conscientious objector, you must complete your registration (Colorado House Bill 1021, effective July 1, 1987). For more information, see Who Must Register.

To fulfill this requirement, you must complete two steps by **the sixth Wednesday of the term** (see the Academic Calendar for semester-specific dates).

1) **Register online with Selective Service.**

  a) Go to the Selective Service website.

  b) Click **Register**, then **Register Online**.

  c) Complete and submit the registration form.

2) **Submit the Selective Service verification form to CU Boulder**.

  a) Log in to MyCUInfo.

  b) At the bottom of the **Student** tab, under **Other Academic Services**, click **Selective Service Form**.

  c) Complete and submit the form.

If you don't submit both forms by the posted deadline, the university will put a hold on your account that prevents you from registering for classes.

You may file a statement with the Selective Service Office indicating your position as a conscientious objector; however, you're still required to complete the form and submit it to the university.

Set Your Security Passphrase

If you need to contact the university about your student record in person or over the phone, we'll ask you to verify your identity by either showing us your photo ID or by stating your established security passphrase.

Your passphrase can be up to 50 alphabetical characters (numbers, symbols and special characters are not accepted), and should be easy to remember but difficult to guess. To foster a safe and welcoming campus environment, please do not use lewd, intimidating, abusive or threatening language in your passphrase. If you do, CU staff have the right to refuse service and refer you to the Office of Student Conduct.

The security passphrase is intended to protect your privacy, *so don't share it with anyone*. If you want a parent or guardian to have access to your record, you should authorize CU Guest Access or FERPA Consent to Release for them (see also "Register for Classes" on page 15).

Set It Through MyCUInfo

1) Log in to MyCUInfo.

2) On the **Student** tab, click to expand the **Profile & Settings** menu in the right rail.

3) Click **Manage Profile and Privacy**.

4) On the next screen, click **Security Passphrase**.

   a) If you've already set a passphrase, it'll show up in the security passphrase field.

   b) If not, click inside the entry field, type your passphrase and click **Save**.

Section Three
Review Your Incoming Credit Hours

Review Your Pre-CU Transfer Credit

About Transfer Credit Reports

Your transfer credit report shows you any classes or exams you've submitted to CU Boulder for college credit, including AP/IB exams and credit from other colleges and universities.

We update this report as we receive official transfer credit documents, so if you're expecting to see credits and don't, you may just need to check back later.

View Your Report

1) Log in to MyCUInfo.

2) On the **Student** tab, click **Track Academic Progress**.

3) Click the **Transfer Evaluations** tab.

4) When you scroll down, you'll see a table with information about each of your transfer courses.

   ○ Year Term: The first four digits are the calendar year, and the last digit represents the term (i.e., 1 = spring, 4 = summer, 7 = fall).

   ○ Course: The equivalent CU Boulder course.

   ○ R-Title: The text before the colon indicates the institution from which the credit was transferred in; the text after the colon indicates the course taken.

   ○ Credit: The number of credit hours/units accepted in transfer to CU Boulder.

   ○ Grade: **T** indicates that no letter grade was assigned to the transfer course; a letter following the **T** indicates the original letter grade earned. **NTR** indicates that the course was not accepted in transfer.

   ○ Title: The title of the course transferred in.

   ○ IFlag1: This column displays the relevant transfer course information flag, which typically refers to the course's applicability toward a specific requirement. See Transfer Credit Information Flags for a definition of each information flag.

Track Your Degree Progress

About Degree Audits

Degree audit reports help you track completion of your degree requirements.

The degree audit report:

- identifies academic/degree requirements

- provides visual progress

- allows you to review hypothetical, "what-if" degree information

- identifies transfer credits and course rules for repeated courses

- helps guide your registration decisions in consultation with your academic advisor

See the Review Your Degree Audit webpage for more information about degree audit reports.

Run a Degree Audit

1) Log in to MyCUInfo.

2) On the **Student** tab, click **Track Academic Progress**.

3) Select and run one of the two audit types:

   ○ Declared Programs: If you've officially chosen a degree program, view its requirements and how your AP or transfer credit applies to that program. Click **Run Declared Programs**.

   ○ "What If" Program: Select a program you're interested in to see its requirements and how your AP or transfer credit applies to that program. Click **Run Different Program**.

4) Once the audit is finished running, click **View Audit** to view it.

Use the Degree Audit Report

If you have questions about your degree audit report that aren't covered here, view the **Help** webpage under the **Settings** menu.

Audit Information

At the top of the audit, you'll see the date and time of your audit request, your student ID number and name, and the degree program and catalog year you requested.

Requirements

Requirements are specific areas of course work that are required for a degree program. Three different symbols can appear on these sections:

- Red X: The requirement is not complete.

- Blue dots: The requirement will be met if you pass in-progress (IP) courses.

- Green check mark: The requirement is complete.

Sub-requirements

Clicking on a requirement expands the view to display its sub-requirements. These are more specific requirements that are also needed for the degree program.

The following descriptions match the numbers on the image above.

1) Each sub-requirement is marked with one of three statuses: incomplete (red X), complete with

in-progress courses (blue dots) or complete (green check mark).

2) Completed sub-requirements show a summary of the class(es) used to fulfill them, including the term taken, course number, credits earned, grade received, course title and where/how it was taken (if not at CU Boulder).

NOTE: Grades of **T** or **T** and a letter grade were either completed through testing (e.g., AP, IB, CLEP) or were transferred from another institution. Grades of ******* indicate the course is in progress.

3) Most incomplete sub-requirements show a **select from** list of all CU Boulder courses that meet the sub-requirement. Click on a course number to view the catalog description.

TIP: Use **select from** lists to identify courses that meet your program's requirements.

Section Four
Search for Classes

Congratulations! You're ready to start searching for classes. You can't actually register until your enrollment dates begin, but you can start outlining a schedule at any time.

You'll probably run into some unfamiliar words during this process, so take advantage of the glossary at the end of this guide.

Log in to CU Boulder Class Search

Go to CU Boulder Class Search, click **Login**, and log in with your CU login name and IdentiKey password.

NOTE: If you have an active session in another CU Boulder application (e.g., the MyCUInfo portal), the system will recognize your credentials and automatically log you in to CU Boulder Class Search.

Set Your Search Criteria

When searching for classes, you can narrow your results by term and one or more additional criteria. To start the search, click **Search Classes**. To clear all search criteria, click either **Reset All Filters** in the search panel or **Reset Search** in the search results panel.

Basic Search

- **Title, Subject, Instructor or Keyword**: To jump right in, type your desired topic (e.g., Cold War), subject (e.g., history), instructor (e.g., Stephen Becker) or keyword (e.g., globalism) in the search field.

- **Term**: This defaults to the upcoming term. Click the drop-down menu to change terms.

- **Any Subject**: Only show classes in a specific subject (e.g., DNCE).

- **Any Campus**: Only show **Boulder Main Campus** or **Boulder Continuing Education** classes.

- **Any Career**: Only show **Graduate**, **Law**, **Non-Credit** or **Undergraduate** classes.

- **Avoid Schedule Conflicts**: Only show classes that don't overlap with those in your shopping cart or on your schedule.

Advanced Search

Use these options to limit your search to classes that, for instance, fulfill your program's core requirements or meet during specific hours or on specific days of the week.

- **Any Session**: Most classes are offered during the **Boulder Main Campus Semester** (16-week term), but special sessions and Continuing Education sessions also exist.

- **Open, Waitlisted, or Closed**: Select between **Open or Waitlist Available** and **Open Only**. (See "Waitlist for a Closed Class" on page 17.)

- **Any Meeting Time**: Select a specific combination of day(s) of the week (e.g., MWF, TTh) and time slot (e.g., 2pm-2:50pm). Search results will include classes with meeting patterns that overlap with the selected time slot.

- **Any A&S GenEd Attributes**: Select the College of Arts and Sciences (A&S) general education requirement you're trying to fulfill.

- **Any Class Type**: Select the type of class you need (e.g., laboratory, seminar, practicum).

- **Any Instruction Mode**: Select how the class is taught (e.g., in person, online).

- **Any Credit Hours**: Select a specific number of credits offered.

- **Other Attributes**: Select a class attribute that's specific to your college or program (e.g., Engineering Honors Course, Nat & Phy Sci:Course w/Req Lab).

Review Your Search Results & Build Your Shopping Cart

Basic Course Information

Basic information (e.g., course number, title, credits) about the classes that match your search are displayed in a search results panel. If only one section of the class is offered, the section number and the meeting times will also be displayed.

- To view the results in a calendar view, click the calendar icon.

- To close the search results panel, but retain your search criteria, click the left arrow.

- To clear your search criteria, click **Reset Search**.

Full Course Details

Click on a course to view complete details (e.g., seat availability, campus, instruction method, class notes, description, sections) in a new panel.

- To add a class to your cart, click **Add to Cart** (if only one section is offered) or select the section you want and then click **Add to Cart**.

NOTE: Adding a class to your shopping cart doesn't reserve you a seat in that class. Classes you add to your cart now may be full later.

- To see a different course's details, click the course in the search results panel.

- To clear your search criteria, click **Reset Search**.

- To close the details panel, click the left arrow.

Check the Status and Warning Icons

In Your Search Results

- **Check mark, green**: You've taken this class before. Some classes (especially special topics) are repeatable for credit; read the class notes for details.

- **Shopping cart, blue**: You've added this class to your shopping cart, but you haven't finished registering for it.

In Your Shopping Cart

- **Check mark, gray**: You've already enrolled in this class. If you don't want it anymore, you'll need to drop it.

- **Shopping cart, blue**: You've added this class to your shopping cart, but you haven't finished registering for it.

- **Hazard sign, yellow**: There's a restriction that will prevent you from enrolling in that class. Possible restrictions include schedule conflicts and unmet prerequisites.

Section Five
Register for Classes

Check Your Enrollment Dates

We recommend you register for classes as soon as your enrollment dates begin. To check the time, log in to MyCUInfo and click **Your Enrollment Dates**. All times are in Mountain Time.

If your enrollment dates have begun and you've completed the online New Student Welcome Experience, then you're ready to enroll in classes!

Enroll in Classes

When you're finished adding classes to your shopping cart in CU Boulder Class Search:

1) Navigate to your CU Boulder Class Search shopping cart by clicking the cart icon in the toolbar or by scrolling to the bottom of the **Search Classes** panel and clicking **My Primary Cart**.

2) At the bottom of the cart panel, click **Continue to Enrollment**.

3) If prompted, select the term you're enrolling in, then click **Continue**.

4) Scroll down to the **UC Boulder Shopping Cart** block and click the checkbox next to each class you want to enroll in.

5) Click **Add Selected Classes**.

6) If you get an error message, read the description for details; otherwise, review your selection(s), then click **Finish Enrolling**.

View Your Schedule

You can choose to view your schedule in calendar or list format.

Calendar Format

- Option 1: Log in to CU Boulder Class Search. Open your cart and click the calendar icon.

- Option 2: Log in to MyCUInfo. On the **Student** tab, scroll down to the **Schedule** section.

List Format

- Option 1: Log in to CU Boulder Class Search. Open your cart and look for the classes with a gray check mark.

- Option 2: Log in to MyCUInfo. On the **Student** tab, click **Register for Classes**. Scroll down to the **UC Boulder Class Schedule** block.

Swap Classes

This action allows you to simultaneously drop a class you're currently enrolled in and add yourself to a different class.

NOTE: If you're enrolled in a multiple-component class (e.g., lecture/lab, lecture/recitation, etc.), and you want to swap one of those sections with a section that's closed with a waitlist, you can't use the swap function to do it without losing your place in your current section.

1) Log in to CU Boulder Class Search.

2) Add the new class to your shopping cart.

3) At the bottom of the cart panel, click **Continue to Enrollment**.

4) If prompted, select the term you're swapping in, then click **Continue**.

5) Click the gold **Menu** button.

6) Under the **Enroll** heading, click **Swap**.

7) Select the class you want to drop from the **Swap This Class** drop-down menu.

8) Select the class you want to replace it with from the **Select from Shopping Cart** drop-down menu and click **Select**.

9) Review your selections, then click **Finish Swapping**.

   a) If it worked, you'll see a green check mark (**Enrolled**) in the **Status** column and the message, "Success: This class has been replaced."

   b) If it worked, but the class you swapped into has a waitlist, you'll see a yellow clock (**Closed Wait List Available**) in the **Status** column.

   c) If it failed, you'll see a red X (**Error**) in the **Status** column. Read the error message for details, then click **Resolve Errors**.

Drop a Class

You may drop yourself from one or more of your enrolled or waitlisted classes during three periods:

- your assigned enrollment dates,
- the schedule adjustment period and
- the open enrollment period.

If you drop a class between the 3-week and 10-week drop deadlines, you'll receive a W grade and be required to pay full tuition and fees. Check the Add/Drop Calendar before making schedule changes once classes have started.

NOTE: Dropping all of your Main Campus classes constitutes withdrawal, and has a different impact on your tuition and fees. See the Withdraw from the Semester webpage for more information and step-by-step instructions.

To drop a class:

1) Log in to MyCUInfo.

2) On the **Student** tab, click **Register for Classes**.

3) If prompted, select the term you're dropping in, then click **Continue**.

4) Click the gold **Menu** button.

5) Under the **Enroll** heading, click **Drop**.

6) Click the checkbox next to the class you want to drop, then click **Drop Selected Classes**.

7) Review your selection, then click **Finish Dropping**.

   a) If it worked, you'll see a green check mark (**Enrolled**) in the **Status** column and the message, "Success: This class has been removed from your schedule."

   b) If it failed, you'll see a red X (**Error**) in the **Status** column. Read the error message for details, then click **Resolve Errors**.

Waitlist for a Closed Class

In CU Boulder Class Search, closed classes with a waitlist available have a status of **Waitlisted**.

If a student who has enrolled in the class drops out, the next person in line is automatically enrolled, if they meet all the enrollment requirements. For details, visit the Waitlist for a Closed Class webpage.

Add Your Name to a Waitlist

1) Log in to CU Boulder Class Search.

2) Add the waitlisted class to your shopping cart.

3) At the bottom of the cart panel, click **Continue to Enrollment**.

4) If prompted, select the term, then click **Continue**.

5) Scroll down to the **UC Boulder Shopping Cart** block and click the checkbox next to the waitlisted class.

6) Click **Add Selected Classes**.

7) If you get an error message, read the description for details; otherwise, review your selection(s), then click **Finish Enrolling**.

   a) If it worked, you'll see a yellow clock (**Closed Wait List Available**) in the **Status** column and the message, "Message: Class [number] is full. You have been placed on the waitlist in position number [X]."

   b) If it failed, you'll see a red X (**Error**) in the **Status** column. Read the error message for details, then click **Resolve Errors**.

Check Your Waitlist Position

As enrolled students drop out of your waitlisted class, you'll move up in the waitlist. To see where you are in the waitlist before classes start:

1) Log in to MyCUInfo.

2) On the **Student** tab, click **Register for Classes**.

3) If prompted, select the term, then click **Continue**.

4) Click the gold **Menu** button.

5) If you want to filter out your enrolled classes, uncheck everything under **Class Schedule Filter Options** except **Show Waitlisted Classes**, then click **Filter**.

6) Your waitlist position is listed in the first row; the waitlist type (see next section) is listed next to it.

If you're on an automatic waitlist, the position number represents the number of seats that would have to open up in the class before you're enrolled.

Drop if Enrolled

Students often enroll in a backup class in case they don't get enrolled in the waitlisted class. If you choose do that, you can have the system automatically drop the backup class if you get enrolled in the waitlisted one.

1) Enroll in both the backup and the waitlisted classes or components (see "Enroll in Classes" on page 15), then click the gold **Menu** button.

2) Under the **Enroll** heading, click **Edit**.

3) Select the waitlisted class from the **Classes you are allowed to edit** drop-down menu, then click **Continue.**

NOTE: If the waitlisted course is a recitation, you may need to select it from a list, then click **Next**.

4) Near the bottom of the webpage, click the magnifying glass icon next to the **If Enrolled from Wait List Drop This Class** field.

5) Find the class or component you're enrolled in and would like to drop if you're enrolled from the waitlist, then click **Select**.

6) That class number now appears in the **If Enrolled from Wait List Drop This Class** field. Click **Next**.

7) Review your selection, then click **Finish Editing**.

   a) If it worked, you'll see a green check mark (**Enrolled**; defined on this page as "Success: Class Updated") in the **Status** column and the message, "Message: Class [number] is full. You have been placed on the wait list in position number [X]."

   b) If it failed, you'll see a red X (**Error**) in the **Status** column. Read the error message for details, then click **Resolve Errors**.

Enrollment from the Waitlist

Check your colorado.edu email and class schedule regularly to see if you've been enrolled from the waitlist. If you don't attend a class you're enrolled in and you don't drop it by the drop deadline, you'll receive an F in the class.

Automatic waitlist enrollment ends on the second Wednesday of the semester in fall and spring (see the Add/Drop Calendar for semester-specific dates). If a seat becomes available after that date, the department offering the class must enroll you manually.

Waitlist Deadlines

The deadline to add your name to a class waitlist is the second Wednesday after classes start in fall and spring (summer waitlist deadlines vary).

After the third Friday of the semester, waitlists are cancelled, meaning waitlisted students lose access to that class' online materials and are removed from the class roster.

If you're an undergraduate student who remains on the waitlist through the cancellation date, you may be eligible to use course reservation the next time that course is offered.

Appendix A
Student Record Privacy (FERPA)

What FERPA Does for You

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student education records by limiting access to such information as:

- grades

- transcripts

- class papers

- financial aid records

- disciplinary records

- academic reports

The law also identifies the fundamental right of students to:

- access and review their educational records

- specify which third parties may access their records

- challenge and request amendment of certain information in their records

- be informed of their privacy rights

- file a complaint regarding non-compliance of FERPA with the Family Policy Compliance Office of the U.S. Department of Education

Directory Information

As relates to FERPA, directory information is information contained in a student's education record that generally would not be considered harmful or an invasion of privacy if disclosed.

Only a limited amount of this information is routinely disclosed by CU Boulder university officials. The university retains the discretion to refuse disclosure of directory information if it believes such disclosure would be an infringement on student privacy rights.

NOTE: In an effort to protect student privacy, published CU directories may only contain a student's name, email address, class and major field of study.

Under current CU Boulder policy, the following information is designated as directory information:

- Student name. If provided, a preferred name will be used when there is not a documented business or legal reason to provide a student's primary name. Students may also select a diploma name for graduation and commencement materials.

- Hometown (city, state).

- Campus email address.*

- Dates of attendance.

- Previous educational institutions attended.

- School/college or division of enrollment.

- Majors, minors and field of study.

- Classification level (e.g., freshman, sophomore, graduate student).

- University-recognized honors and awards.

- Degree status (e.g., expected graduation date and/or conferral dates/terms).

- Enrollment status.

- Employment related to student status (e.g., teaching assistant, resident assistant or work-study) and dates for positions held.

- Participation in officially recognized activities/sports, including height and weight of athletes.

- Photos and videos taken or maintained by the university.

*Campus email addresses are only disclosed to requestors who agree to not use them for solicitation.

If you want to limit release of your directory information, see the [Full Privacy](#) webpage for details.

FERPA-Protected Information

All other information in your education record is protected under FERPA. CU Boulder is careful to verify that any requestor has legitimate access to your record before disclosing any information.

Accessing Your Own Information

If you contact a CU Boulder office with questions related to your FERPA-protected information, you'll be asked to confirm your identity by showing your photo ID or stating your seciurty passphrase, as described in "Set Your Security Passphrase" on page 7.

Granting Access

When you attend a higher education institution, regardless of your age, the rights to your education record pass from your parents to you, unless your parent or guardian can prove that you're still a dependent (see the [FERPA Consent to Release](#) webpage for details).

There are two ways to grant others access to your non-directory information:

- **CU Guest Access** is a read-only, online option for guests to view specific aspects of a student's education record. Students can select components of their record that the guest can view, and can modify or revoke access at any time. Guests can't make any changes to the student's record or complete any transactions on the student's behalf.

- **FERPA Consent to Release** allows a parent or authorized third party to contact the university on behalf of the student about educational or financial records.

If you'd like to set up either of these access options, visit our Privacy Settings webpage for step-by-step instructions.

For information about the release of other university-maintained records, visit:

- Wardenburg Health Services for the release of medical records.

- Office of Student Conduct and Conflict Resolution for the release of student conduct records.

- Housing and Dining Services for the release of housing records.

NOTE: These options are separate from setting up an authorized payer to view and pay your bill. Contact the Bursar's Office with questions about paying for tuition and fees.

Visit The Family Educational Rights and Privacy Act (FERPA) webpage for more information and contact the Office of the Registrar with questions.

Appendix B
Glossary of Terms

academic advisor – A professional staff or faculty member who assists students in identifying, developing and attaining their educational, personal and career goals (see also **departmental advisor**).

academic calendar – A list of key dates associated with a specific term. (www.colorado.edu/registrar/students/academic-calendar)

academic level – A student classification based on number of earned or awarded credit hours/units (e.g., freshman, sophomore, graduate).

academic load – A student classification based on the number of enrolled credit hours/units (e.g., full time, part time).

academic plan – An area of study (e.g., major, minor) within an academic program that awards a single certificate or degree type (e.g., BFA in Studio Arts, BA in History).

academic program – A college/school/program to which a student applies, is admitted and graduates from (e.g., College of Business [undergraduate], College of Education [graduate])

academic subplan – A specialization within an academic plan (e.g., emphasis in Geophysics [for Geology major]).

Bursar's Office – Coordinates the billing, payments and refunds from student accounts, including tuition, fees and residence hall expenses. (www.colorado.edu/bursar/)

campus – A physical or administrative unit within an institution (e.g., Boulder Main Campus, Boulder Continuing Education).

career – A grouping of academic work to which academic statistics are accumulated (e.g., undergraduate, graduate, non-credit).

catalog – The online *University of Colorado Boulder Catalog* provides definitive information on university academic and administrative policies, degree requirements and course descriptions. (catalog.colorado.edu)

catalog number – A number used in conjunction with a subject to identify a specific course (e.g., ENGL 1234).

class – A specific course offering for a given term in which a student enrolls (e.g., MATH 1020-001).

class number – A system-assigned, five-digit number specific to a particular section of a class/class component (e.g., 12345 for MATH 1020-001) and which can be used for course selection.

class schedule – Comprises all classes in which a student has enrolled in a single academic term.

College Opportunity Fund (COF) – Created by the Colorado Legislature, COF provides a stipend to eligible undergraduate students paying in-state tuition. The stipend pays a portion of total in-state tuition for eligible undergraduate students who attend a Colorado public institution or a participating private institution. Eligible undergraduate students must be admitted and enrolled at a participating

institution to use the stipend for eligible undergraduate classes. (www.colorado.edu/registrar/students/cof)

corequisite – A course that must be taken simultaneously with another course.

core curriculum – See **general education requirements**.

course – An approved term- or session-length curriculum identified by a subject and a four-digit number (e.g., ENGL 1234).

course catalog – The full set of courses that may be offered by an institution. (catalog.colorado.edu/courses-a-z/)

course reservation – Course reservation helps undergraduate degree-seeking students get the courses they need to graduate by allowing eligible students to enroll in courses in which they were waitlisted during the previous semester they were offered. (www.colorado.edu/registrar/students/registration/reserve-course)

course section number – This three- or four-character identifier refers to a specific section of a course (i.e., a class) and its specific meeting pattern and location. Programs that use four-character alphanumeric coding generally have limited enrollments.

credit hours – Credit/units earned for the successful completion of a course in an academic term.

cross-listed course – A course that is offered through two different departments or careers, is taught at the same time by the same instructor, and can typically be used to fulfill a requirement in either department or career. For example, MATH 4120 is cross-listed as APPM 4120. A mathematics major enrolls in MATH 4120, and an applied mathematics major enrolls in APPM 4120, and each student would receive credit in their program for the course.

CU Boulder Class Search – A robust search tool used to filter CU Boulder class offerings and build your shopping cart. (classes.colorado.edu)

degree (vs. major) – A major is the area of study within the larger college degree program. For example, students may earn a bachelor of arts (BA) degree in the College of Arts and Sciences, with a major in sociology.

degree audit – A web-based tool that displays a student's progress toward graduation. It tracks students' various degree requirements and lists courses that fulfill each incomplete requirement. Degree audits may be viewed in MyCUInfo.

departmental advisor – A professional staff or faculty member who advises declared majors in one or more academic departments.

Disability Services (DS) – Campus department that provides students with disabilities the tools, reasonable accommodations and support services to participate fully in the academic environment. DS works cooperatively with students as they develop self-awareness and independence, learn self-advocacy and create a network of resources. Their services are based on evaluation of each individual's diagnostic/assessment information. DS addresses students' needs and concerns on a case-by-case basis. Emphasis is placed on developing strategies so that students feel empowered and self-reliant. 303-492-8671 (www.colorado.edu/disabilityservices/)

double/dual degree – A double degree can be two different degrees from the same college or school (e.g., a BA and BFA from the College of Arts and Sciences), or two degrees from different colleges or

schools (e.g., a BA from the College of Arts and Sciences and a BS from the College of Engineering and Applied Science). See the Degrees & Majors catalog section for more information.

double major – Two declared majors within one degree program. For example, a student in the College of Arts and Sciences with a double major in history and philosophy will earn one bachelor of arts (BA) degree.

drop/add period – The period after enrollment during which a student may add or drop classes and change credit designations without an instructor's signature.

elective hours – Hours students choose to take because of interest. Elective hours are credit hours that students need toward graduation but are not used to fulfill other requirements.

enrollment dates – The period during which a student may enroll in classes. Generally designed so seniors enroll first, followed by juniors, sophomores and freshmen. Each student's upcoming enrollment dates may be viewed in MyCUInfo.

FAFSA (Free Application for Federal Student Aid) – Annual federal financial aid application, located at fafsa.ed.gov.

FERPA (Family Educational Rights and Privacy Act of 1974) – A federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their education records and to provide guidelines for protection from inaccurate and misleading data.

final exams – Students may find their final exam schedule in MyCUInfo approximately one month after the term begins. Most exams are listed by class meeting time. If students have three or more final exams scheduled on the same day, they are entitled to arrange an alternative exam time for the last exam or exams scheduled on that day. To qualify for rescheduling final exam times, students must provide evidence that they have three or more exams on the same day, and arrangements must be made with their instructor no later than the end of the sixth week of the term.

full-time status – To be considered a full-time student, undergraduate students must be enrolled in a minimum of 12 credit hours in a single fall or spring term. Full-time status may affect eligibility regarding housing, tuition, health insurance, etc. For other careers, see the enrollment status grid on the Office of the Registrar website.

general education requirements (core curriculum) – Refers to those requirements that apply to all students within a particular college/school/program (such as the College of Arts and Sciences, or Leeds School of Business), regardless of major. Such requirements, in addition to major requirements, must be fulfilled at the time of graduation.

GPA (grade point average) – The overall CU GPA is computed as follows: the credit hours/units and credit points are totaled for all classes; then the total credit points are divided by the total credit hours. Transfer work is not calculated into your CU GPA.

hold – A hold can prevent a student from enrolling in classes, returning to school, obtaining an official transcript or receiving a diploma. Students should check for holds in MyCUInfo and follow the instructions to get them removed.

honor code – The honor code at CU Boulder exists to secure for students an environment in which all individuals have responsibility for, and are appropriately recognized for, their individual academic and personal achievements. (www.colorado.edu/osccr/honor-code)

IdentiKey – Automatically assigned to all incoming students, an IdentiKey account consists of a student's CU login name and a unique password. Freshman and transfer students need to activate their accounts in [MyCUInfo](). For help, call 303-735-4357.

institution – An individual university within the University of Colorado system (e.g., CU Boulder).

intra-university transfer (IUT) – The process by which a student currently enrolled in one CU Boulder college/school/program may pursue admission to a different CU Boulder college/school/program. Decisions for admission are based on course preparation, hours completed, grade point average and other criteria required by the specific college/school/program.

linked activity/related class section – A course that has at least two components that are linked together; a lecture and a lab, for example, or a lecture and a recitation. Where a course has a linked activity, students select the enrolled component first and then select a corresponding lab or recitation.

lower-division courses – Courses numbered 1000–2999; usually intended for freshman and sophomore undergraduate students.

major (vs. degree) – A specific area of concentrated study, usually within one department. Required major credit hours/units vary.

major restriction – A restriction placed on certain courses in order to ensure that students with a particular major have access to those courses.

MAPS (minimum academic preparation standards) – Admission requirements for all students graduating from high school. MAPS deficiencies must be completed after starting at CU Boulder through course work or equivalency tests.

matriculation date – The date on which an admitted, confirmed degree-seeking student officially becomes a current student at CU Boulder.

meeting pattern – A combination of building and room, days of the week (e.g., MWF) and start and end time.

MyCUHub – An online platform that supports many functions and administrative offices across campus, MyCUHub allows a student to review his/her academic performance, as well as communicate and schedule appointments with advisors via a calendar app, email and social media-like tools.

MyCUInfo – Also known as the student portal, MyCUInfo is where you'll manage your student transactions while you're at CU Boulder. ([mycuinfo.colorado.edu]())

Office of the Registrar – Assists students in the processes of enrollment and offers services such as transcripts, enrollment verifications and withdrawal. ([www.colorado.edu/registrar/]())

open option – Major category in the College of Arts and Sciences, College of Engineering and Applied Science, and Leeds School of Business for lower-division students who have not yet declared a major.

prerequisite – A course or requirement that must be taken before taking a more advanced course.

RAP (Residential Academic Program) – Academically themed communities in CU Boulder residence halls in which students take courses together and have additional co-curricular opportunities.

recitation – A discussion class that clarifies lecture information and offers individualized attention. Attendance in recitations is generally required.

restriction/requisite – Requirement placed on a class that a student must meet in order to enroll (e.g., restricted to History majors).

schedule of classes – The set of course selections offered during a specific term.

session – A subset of a term during which courses are scheduled (e.g., Boulder Campus 4-Wk Session 1, Session A, Maymester).

SID (student identification number) – A unique, system-generated student ID number (SID) is used as the primary identifier for each student.

Student Academic Success Center (SASC) – The Student Academic Success Center provides eligible students with comprehensive academic support services designed to improve their learning potential and reach educational goals. The center helps students develop effective academic strategies for college courses and obtain tutoring when necessary. 303-492-1416 (www.colorado.edu/sasc)

subject – A specific area of instruction in which courses are offered within an academic department/ organization (e.g., ENGL, HIST, DNCE).

syllabus – Course outline provided by the instructor that lists requirements, grading criteria, content, expectations and other relevant information.

term – An administrative time period within which sessions are defined, students are billed and student statistics are accumulated. There are three terms at CU Boulder: fall, spring and summer. Also called a semester.

upper-division courses – Courses numbered 3000–4999; usually intended for junior and senior undergraduate students.

waitlist – If a student is eligible to enroll in a class but finds it is full, the student may put his/her name on a waitlist. The department determines if a class is waitlist eligible. As seats open, students may be automatically enrolled in the class. Students are responsible for monitoring if they have been enrolled in a course from the waitlist. If students do not attend a class in which they have been enrolled using a waitlist, they will receive F grades for those classes.

withdrawal – A formal leave or drop from all classes for a given term at the university. (www.colorado.edu/registrar/students/withdraw)