



Below is the update from the Registrar's Office for October 13, 2014. If you have questions, please contact the person associated with the update. Thank you!

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MyCUInfo Updates for Spring 2015 ([Sarah Layton](#))

As of October 13, the following changes have been applied to MyCUInfo for students with a Spring 2015 (2151) enrollment appointment:

- Course listings are available
- Preregistration Items checklist is assigned to all students with a 2151 enrollment appointment
- Enrollment appointments are visible to students
- Advising service indicators are applied to students who meet Advising Service Indicator chart criteria

Details about these changes appear in the next three sections.

Enrollment Appointments and Advising Service Indicators ([Toni Murphy](#))

For details about enrollment appointment dates and advising service indicators, please view the attached documents:

- [Continuing Student Enrollment Appointments 2151.pdf](#)
- [Advising Service Indicators 2151.pdf](#)

Spring 2015 Preregistration Items Checklist ([Daniel Robert](#) [out this week]; [Sarah Layton](#))

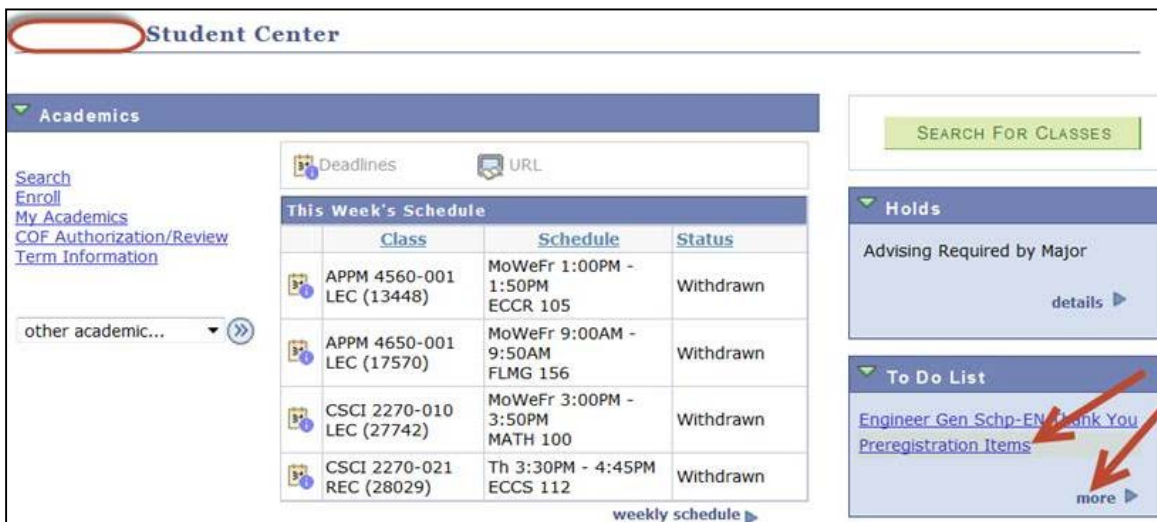
On October 13, the ISIS Dev unit will run the checklist process to assign a new To-Do List item for students who are eligible to enroll for Spring 2015. This To-Do item is to help students complete their preregistration requirements early so that they can more easily register for courses when their appointment times begin.

If students have questions regarding this checklist item, they are able to select the “Office of the Registrar” hyperlink to email registrar@colorado.edu. There is also a hyperlink that sends them to our website to view step-by-step instructions for completing their Preregistration Items.

NOTE: This To-Do item DOES NOT currently prevent or hold student registration. It is meant to be informational only. Once a student completes the Preregistration Items, the checklist will be removed from the Student Center. You will not have access to manually remove these.

The To-Do item will look like this for students in their Student Center (it will also populate in the “Alerts” section of MyCUInfo):

Student Center



The screenshot shows the Student Center interface. At the top, the 'Student Center' title is circled in red. Below it, the 'Academics' section is expanded. On the left, there are links for 'Search', 'Enroll', 'My Academics', 'COF Authorization/Review', and 'Term Information'. A search box contains 'other academic...'. The main content area is divided into 'Deadlines' and 'URL' sections. Below these is a table titled 'This Week's Schedule' with columns for 'Class', 'Schedule', and 'Status'. The table lists four classes, all with a status of 'Withdrawn'. To the right of the table is a 'SEARCH FOR CLASSES' button. Below that is a 'Holds' section with the text 'Advising Required by Major' and a 'details' link. At the bottom right is a 'To Do List' section with a link for 'Engineer Gen Schp-EN Thank You Preregistration Items' and a 'more' link. Two red arrows point to the 'Preregistration Items' link and the 'more' link.

	Class	Schedule	Status
31	APPM 4560-001 LEC (13448)	MoWeFr 1:00PM - 1:50PM ECCR 105	Withdrawn
31	APPM 4650-001 LEC (17570)	MoWeFr 9:00AM - 9:50AM FLMG 156	Withdrawn
31	CSCI 2270-010 LEC (27742)	MoWeFr 3:00PM - 3:50PM MATH 100	Withdrawn
31	CSCI 2270-021 REC (28029)	Th 3:30PM - 4:45PM ECCS 112	Withdrawn

Selecting “Preregistration Items”

To Do List

To Do Item Detail

Preregistration Items

Contact

Academic Institution: CU Boulder

Administrative Function: General

Due Date:

Contact:

Preregistration Items

You are required to complete the following items before you register for courses.

1. Add/update your local and home addresses, phone number, and emergency contact information:
 - Add/update your home and local addresses.
 - Add/update your cell/mobile phone number.
 - Add/update your emergency contact information.
 - Verify your information and click submit.
2. Accept the terms of the Tuition and Fee Agreement and Disclosure.
3. Apply for and authorize the College Opportunity Fund (COF) – Undergraduate Colorado Residents ONLY.
4. Select student opportunities.

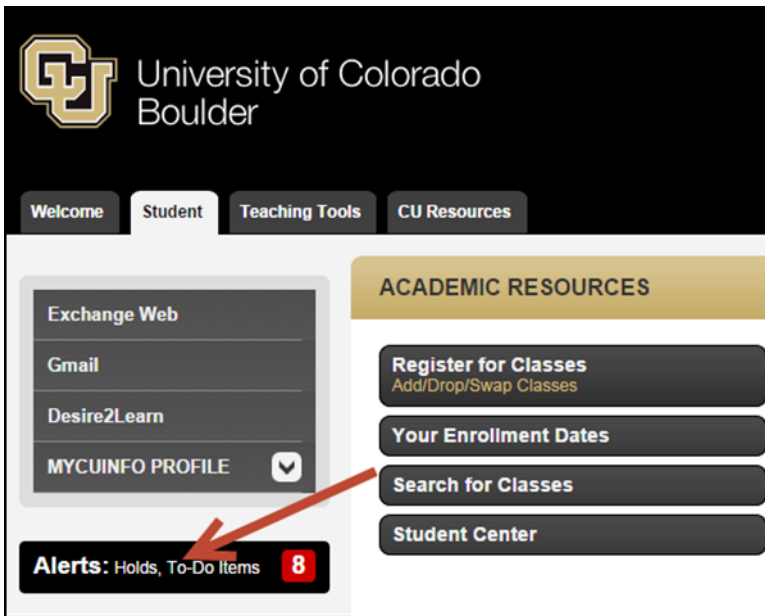
Visit the Office of the Registrar's website for [step-by-step instructions](#). If you have questions, please contact the [Office of the Registrar](#).

Return

Selecting "more"


CU Boulder	General	Preregistration Items	<p>You are required to complete the following items before you register for courses.</p> <ol style="list-style-type: none">1. Add/update your local and home addresses, phone number, and emergency contact information:<ul style="list-style-type: none"><input type="radio"/> Add/update your home and local addresses.<input type="radio"/> Add/update your cell/mobile phone number.<input type="radio"/> Add/update your emergency contact information.<input type="radio"/> Verify your information and click submit.2. Accept the terms of the Tuition and Fee Agreement and Disclosure.3. Apply for and authorize the College Opportunity Fund (COF) – Undergraduate Colorado Residents ONLY.4. Select student opportunities. <p>Visit the Office of the Registrar's website for step-by-step instructions. If you have questions, please contact the Office of the Registrar.</p>	Initiated
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MyCUInfo Alerts



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

The following communication will be sent on the afternoon of Monday, Oct. 13, to students with a Spring 2015 enrollment appointment.



Office of the Registrar

UNIVERSITY OF COLORADO BOULDER

Dear [First Name],

Your Spring 2015 enrollment appointment begins [data 1] at [data 2] and ends [data 3] at 11:59 p.m.

You can verify your enrollment appointment in [MyCUInfo](#) by clicking on "Your Enrollment Dates" under Academics Resources in the Student tab. Register as soon as possible after your enrollment appointment begins for the best chance to get the classes you want.

Course listings and the student shopping cart are currently available via [MyCUInfo](#).

All holds, service indicators or advising requirements on your record must be cleared before you can register for courses. These can be accessed in the Alerts section on the left side of your [MyCUInfo](#) main page. View the [step-by-step guide](#) for more information.

Preregistration Items

Make sure to complete your Preregistration Items before your enrollment appointment begins by clicking on "Register for Classes." For more information, view the To-Do Items in the Alerts section on the left side of your [MyCUInfo](#) main page or on our website using the [step-by-step guide](#).

Course Reservation

Course Reservation for Spring 2015 is available Oct. 27–31 for eligible students. If you remained on a course waitlist during Fall 2014 registration, you may be eligible to use Course Reservation. Check the [Course Reservation requirements](#) to learn more.

Visit the [MyCUInfo mobile site](#) to view your MyCUInfo profile, class schedules, book lists and grades on your mobile device.

Regards,

Office of the Registrar

20 UCB Boulder, CO 80309

Map: [Regent Administrative Center Room 101](#)

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Office of the Registrar | University of Colorado Boulder
303-492-6970 | registrar@colorado.edu | www.colorado.edu/registrar

New Summer Term: Augmester ([Sally Page](#), Registrar's Office, and [Carol Drake](#), Continuing Education and Professional Studies)

Summer Session will offer a new term during the three weeks before fall classes begin as an additional academic opportunity for students. This new term, Augmester, is the companion term to Maymester—bookending the traditional 10 weeks of Summer Session. Augmester is designed for upperclassmen and graduate students. Summer Session terms include two three-week terms (Maymester and Augmester), two five-week terms (A and B), one eight-week term (C), one ten-week term (D) and two intensive one-or-more-week terms (E and F). Augmester for Summer 2015 will be August 3–20.

Each year more than 7,800 students take Summer Session classes, and about 95 percent of the students are CU-Boulder degree students. Summer Session students are primarily rising juniors and seniors. Students take Summer Session classes for a variety of reasons, including to maintain or advance their progress toward degree completion, to focus on a difficult class or prerequisite class, to work toward a second major or a minor, or to allow time for an internship or study-abroad experience during the fall or spring semesters.

New Diploma Design ([Susan Dorsey](#))

Beginning in December, CU-Boulder will provide our graduates a larger, redesigned diploma. Instead of 8" x 10", our new diplomas and diploma covers will increase to 8.5" x 11". In addition, the diploma paper quality, the design layout, and the seal will be improved. This change will take effect for both new and replacement diplomas as of the December commencement on 12/20/14. The other CU campuses will offer the new diploma starting with their spring 2015 graduates. We believe CU graduates and their families will appreciate the fresh new look and increase in size and quality.



Since this change will leave us with extra stock of the old 8" x 10" diploma covers, they are available to use for special projects, ceremonies, recognitions, etc. These covers are not official university documents, so they can be repurposed for anything, such as employee recognition awards or even at your children's school. They are black and gold and have the CU seal on the front and an etching of Old Main inside (see images below).

At CU-Boulder we're all about reusing rather than throwing away, so get creative! Let us know how many you can use.

Revised Certificate Submission Procedure ([Susan Dorsey](#))

By request, the certificate submission process has been revised. Instead of sending a single letter for each student and certificate, departments will now submit a single spreadsheet that contains one or more students/certificates. This revision will reduce processing time and paper for all involved, and increase opportunities for automation. Please use [the attached spreadsheet](#) for all certificate submissions, and discontinue sending individual letters.

To submit completed certificates for posting to the transcript, the program director or administrative assistant emails the official certificate notification spreadsheet (attached to this message), with all information completely filled out, to certificates@colorado.edu. This account is monitored by the certificates team at the Office of the Registrar, which will fulfill the request as follows:

- Certificates completed in previous terms will be processed in 3–5 business days.
- Certificates completed within the current term will be processed at the end of the term (although submissions are accepted at any time). Students can expect to see their certificates posted after degrees post for the term.
- Certificates that have been recently approved may require additional processing time.

Only officially approved and recognized academic certificates will be processed and posted on the official student record/transcript. If a certificate's approval status is in question, email certificates@colorado.edu for verification. Those seeking approval for certificates may contact the Associate Vice Chancellor for Undergraduate Education

or the Graduate School Dean. Requests to post certificates that are not approved will be denied and reported to the Associate Vice Chancellor for Undergraduate Education or the Graduate School Dean.

NOTE: As of 2013, a completed academic certificate is noted on the top block of the transcript (rather than in the transcript text within the term) and also appears as a program/plan stack in ISIS.

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