



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
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**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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