Below is the update from the Office of the Registrar for January 12, 2015. If you have questions, please contact the person associated with the update. Thank you!

Contents:
- Reminder: Security Passphrase Implementation
- New Manager of Client Support Services
- u.direct Demo – Save the Date!
- Registrar's E-memos: Faculty/Staff Registration & Security Passphrases Required

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Reminder: Security Passphrase Implementation ([Office of the Registrar](#))

Beginning **today** (Jan. 12), if a student requests personal data from the university over the phone or in person without photo ID, the student must verify their identity by correctly stating their established security passphrase.

Note: Email communication is outside the scope of this requirement (see [Sending Student Data Electronically](#)).

View the [Security Passphrase Business Practices](#) document to review the purpose of the new requirement; business practices for requesting and confirming security passphrases; and recommended responses when a student's passphrase has not been established, is stated incorrectly or contains inappropriate language.

If you have questions, contact the Office of the Registrar.

New Manager of Client Support Services ([Susan Dorsey](#))

The Office of the Registrar welcomes the new manager of Client Support Services within Enrollment & Records Services: **Lindsay Jackson**.

Lindsay comes to us from CSU Global, where she has served as the manager of Student Support, Student Support Advisor, and Academic and Financial Services Advisor. She also worked at Colorado Christian University as an advisor and supervisor. She has a BA from CSU, an MA from New York University and PhD coursework at DU. With her strong background in customer service and management, we are excited to add her to our team.

Please join us in welcoming Lindsay to CU-Boulder when you meet her!

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u.direct Demo – Save the Date! ([Amelia Jackson](#))
Wednesday, January 28, 2:30 p.m.

There will be a u.direct demo at the Transfer Articulation and Degree Audit (TADA) meeting on Jan. 28, 2015. If you are not a regular attendee of this meeting, but are interested in attending the demo or watching it on your own, please contact Amelia Jackson at amelia.r.jackson@colorado.edu.

Registrar's E-memo (Crystal Eilerman)

1) The following e-memo was sent on Wednesday, Jan. 7, to all CU-Boulder faculty and staff.

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

Dear Crystal L.,

Faculty and staff may register for CU-Boulder courses beginning on the first day of classes, **Monday, Jan. 12, 2015, at 12:01 a.m.**

To take courses on the Boulder campus, you must:

1. Complete the Application for Nondegree Admission Form, unless you are already an admitted nondegree or degree-seeking student (degree-seeking applications are no longer being accepted for Spring 2015).

2. Complete and submit the Tuition Benefit Application Form to Employee Services by **Friday, Jan. 30, 2015**.

3. Nondegree students only: Term-activate yourself in MyCUInfo. Nondegree students cannot enroll in courses without completing this step.

4. Enroll in selected courses though MyCUInfo by **Wednesday, Jan. 21, 2015, at 11:59 p.m.** Please note the following registration information:

   o Continuing Education, Executive MBA, Extended Studies and 11-month MBA program courses are NOT covered by the tuition benefit.

   o All courses must be taken as either pass/fail or for a letter grade. Non-credit courses are not permitted.

   o If your desired course is full, add your name to the waitlist and contact the department in which the course is offered for further instructions.

   o After Jan. 21, instructor's approval is required to add a course; contact the instructor or the instructor's department.

5. Undergraduate in-state residents taking undergraduate courses: Apply for and authorize the College Opportunity Fund (COF).

   o Complete the COF Application by the last day of classes, **Friday, May 1**.

   o Authorize COF funds via MyCUInfo by the last day of final exams, **Thursday, May 7**.

Need help? Visit the Employee Services website (Tuition Waiver Benefit: Boulder Campus) for more information.

Regards,

Office of the Registrar

20 UCB Boulder, CO 80309
Map: Regent Administrative Center Room 101
Follow us @CUBoulder

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

2) The following e-memo was sent on Wednesday, Jan. 7, to all students active for Spring 2015.

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

Dear [first],

As a CU-Boulder student, you are now required to set a security passphrase in MyCUInfo in order for the university to assist you over the phone or in person without a photo ID. Enforcement of security passphrases begins on **January 12, 2015**.

As required by the Family Educational Rights and Privacy Act (FERPA), CU-Boulder is committed to protecting your educational record by limiting disclosure of your personal (non-directory) information.

If you have a question about your educational record by phone or in person, but you cannot present a photo ID, you will be asked to provide your established security passphrase to help validate your identity. If your security passphrase has not been set, you will be asked to create one before being helped.

Set Your Security Passphrase

Visit the Security Passphrase page for step-by-step instructions. Your passphrase can be up to 50 alphabetical characters (numbers, symbols and special characters are not accepted), and should be easily remembered but difficult to guess. Do not use your IdentiKey password. If your passphrase contains lewd, intimidating, abusive or threatening language, you may be refused service and referred to the Office of Student Conduct.

Third-Party Access

Do not share your security passphrase with anyone. If you want a third party (e.g., a parent, grandparent or sponsor) to have access to your record, you must visit the Office of the Registrar in person and complete a Student Permission Form to authorize release of non-directory information to a third party.

If you have questions, contact the Office of the Registrar.

Regards,

Office of the Registrar

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3) The following e-memo was sent on Thursday, Jan. 8, to all CU-Boulder faculty and staff.

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

Dear Crystal L.,

Effective **Monday, January 12, 2015**, to prove a student's identity in lieu of a photo ID, the student must correctly state their established security passphrase. Students set their passphrase in MyCUInfo; university employees view the passphrase through Campus Solutions or MyCUInfo's Faculty Toolkit.

As required by the Family Educational Rights and Privacy Act (FERPA), the university must verify a student's identity before disclosing their protected information. If a student cannot present a photo ID (i.e., they don't have ID with them or they're contacting the university over the phone), university employees must use this alternate method.

Note: Email communication is outside the scope of this requirement (see Sending Student Data Electronically).

To prepare for this requirement, please carefully review our Security Passphrase Business Practices, which explain:

- the purpose of the new requirement
- business practices for requesting and verifying security passphrases
- recommended responses when a student's passphrase has not been established, is stated incorrectly or contains inappropriate language

If you have questions, contact the Office of the Registrar.

Regards,

Office of the Registrar

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