



Below is the update from the Office of the Registrar for January 20, 2015. If you have questions, please contact the person associated with the update. Thank you!

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- Reminder: Summer 2015 Advising Service Indicators
- u.direct Demo – Save the Date!
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Reminder: Summer 2015 Advising Service Indicators ([Antonia Murphy](#))

We will be setting advisor service indicators for continuing students for Summer 2015 *beginning* on Feb. 13. For full information, please read the [1/15/15 edition](#) of Registrar Network. Any additions, changes or deletions are due to [Antonia Murphy](#) by **Friday, Jan. 30**.

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 Tuesday, Jan. 13, to students who had not created a security passphrase.



Office of the Registrar
UNIVERSITY OF COLORADO BOULDER

Dear [first],

You have not set a security passphrase in MyCUInfo. Without a security passphrase, the university may not disclose any personal ([non-directory](#)) information to you over the phone or in person without a photo ID. Messages sent from your @colorado.edu email address do not require a security passphrase for correspondence.

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.

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 questions, contact the Office of the Registrar.

Regards,

Office of the Registrar


20 UCB Boulder, CO 80309

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

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303-492-6970 | registrar@colorado.edu | colorado.edu/registrar

2) The following e-memo was sent on Thursday, Jan. 15, to students who applied to graduate in Dec. 2014.



Office of the Registrar

UNIVERSITY OF COLORADO BOULDER

Dear [first],

If you graduated in December 2014, be sure to meet the following deadlines to receive your diploma!

Jan. 22: Last Day to Update Your Diploma Name and Diploma Address
Update this information in [MyCUInfo](#). Click **Apply for Graduation** and follow the prompts (even though you already applied) until you see your name and address listed, and edit them there.

If your Diploma Address is not accurate by this date, you will not receive your diploma. USPS does not forward diplomas. If your Diploma Name is not accurate by this date, it can only be corrected by ordering a [replacement diploma](#).

Jan. 23: Sign up for Direct Deposit to Receive Your Confirmation Deposit
To receive your [confirmation deposit refund](#), minus any outstanding debt, you must set up a [direct deposit](#) transaction specific to your confirmation deposit (separate from payroll). The Bursar's Office [How To's](#) provide step-by-step instructions. Refunds will be directly deposited into your bank account around the first week of February. If you have questions about direct deposit, email bursar@colorado.edu.

Jan. 30: Last Day to Clear All Financial Holds
You will not receive your diploma unless [all financial obligations](#) (e.g., fines, tickets, fees) are paid. You can view your student account and pay online in [MyCUInfo](#) or by visiting the Bursar's Office. If you have questions, email bursar@colorado.edu.

Jan. 30: Degrees Post to Transcripts
Official transcripts can be [ordered online](#). Unofficial transcripts can be viewed in [MyCUInfo](#). If you have transcript questions, email transcriptinfo@colorado.edu.

Feb. 24: Diplomas Mailed

If you did not enter a Diploma Address in your [MyCUInfo](#) profile, your diploma will be mailed to your Home Address. Remember: The post office does not forward diplomas.

Regards,

Office of the Registrar


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3) The following e-memo was sent to students on Monday, Jan. 19.

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

Dear [first],

Welcome back! The following is a summary of Spring 2015 dates and deadlines for Main Campus, full-semester courses. For a comprehensive list, see the [Official Academic Calendar](#). All deadlines occur at 11:59 p.m. unless otherwise noted.

Wednesday, January 21, 2015
Last day to [add a course](#) via [MyCUInfo](#).
Last day to add your name to a [course waitlist](#).
Last day to apply for [Time-Off/StayConnected](#) and be eligible to purchase university-sponsored insurance (5 p.m.).
Last day to [waive health insurance](#).

Wednesday, January 28, 2015
Last day to [drop a class](#) without tuition/fee charges and without a W grade.
Last day to [withdraw from the university](#) without tuition/fee charges and without a W grade. A \$200 processing fee applies.
Other events: Last day to waive CUSG fees (5 p.m.) or to request a refund for student opportunity fees (5 p.m.).

Friday, January 30, 2015
Last day to [add a class](#) for [College Opportunity Fund \(COF\)](#) funding (5 p.m.).
Last day for students not currently enrolled to register without a late fee.
Last day to change [variable credit hours and pass/fail & no-credit status](#) via [MyCUInfo](#).

Thursday, February 5, 2015
Payment deadline for tuition and fees for spring semester.

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

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