Below is the update from the Office of the Registrar for January 26, 2015. If you have questions, please contact the person associated with the update. Thank you!
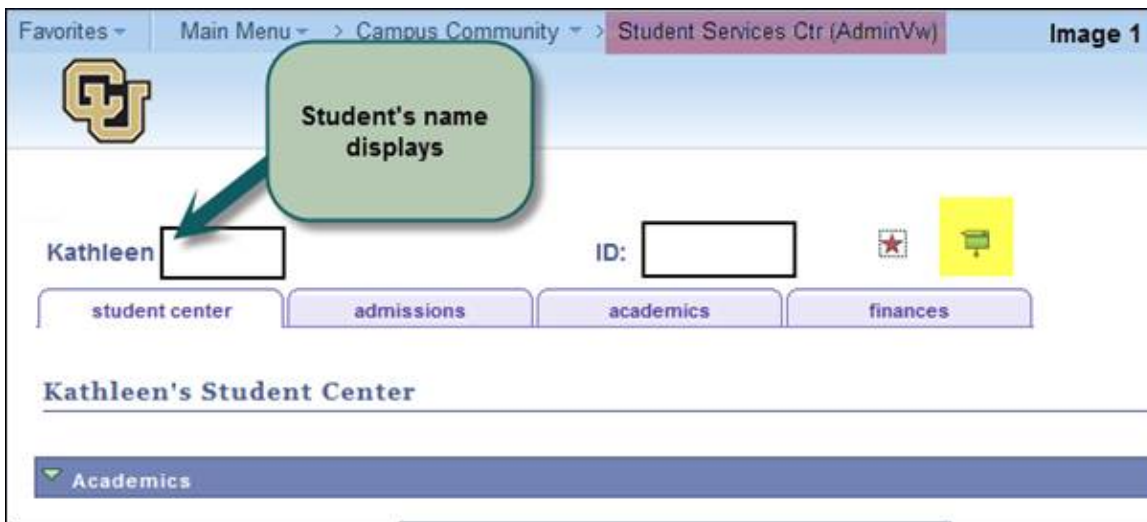
Contents:
- Student Name Display Error on Student Services Center Admin View
- Registrar's Introductory Academic Department Admin Training for New Staff
- u.direct Demo
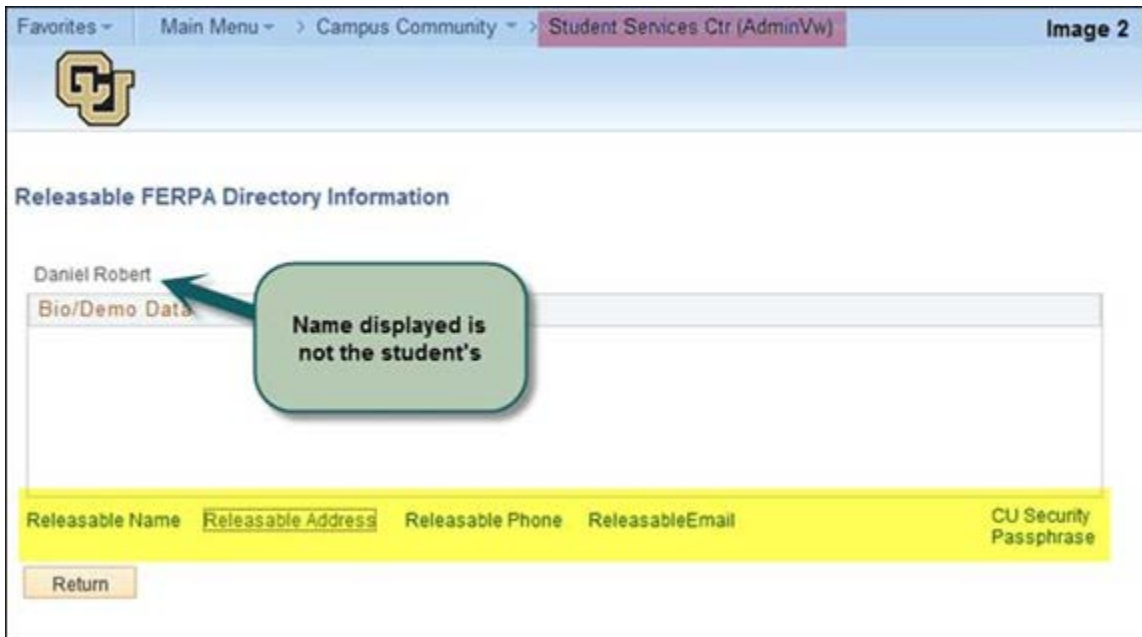- Registrar's E-memo: Enrollment Verifications

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Student Name Display Error on Student Services Center Admin View (Sarah Layton)

Occasionally, when accessing the student's FERPA Directory Information and Security Passphrase via Student Services Center Admin View, the name that displays after you click on the FERPA Window Curtain is not the student's name. The student's name correctly displays if the FERPA Window Curtain is clicked from another page in Campus Solutions.

Image 1. Student's name shows on the main page of the Student Services Center Admin View.

Images 2 & 3. After clicking on the FERPA Window Curtain, the student's name is either missing or has been replaced by the name of an admin from the Office of Financial Aid or Office of the Registrar. If you click on any of the highlighted hyperlinked screens, either the admin's name will show or it will be blank, as on the Releasable FERPA Directory Information page.

Registrar's Introductory Academic Department Admin Training for New Staff (Rebecca Jones)
Friday, February 6, 10 a.m. to noon, UMC 247

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 when they register

Participants should RSVP to Rebecca.Jones@colorado.edu, as space is limited. ISIS access is not required for this class but will be useful. 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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u.direct Demo (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)

The following e-memo was sent to students on Tuesday, Jan. 20.

Office of the Registrar

UNIVERSITY OF COLORADO **BOULDER**

Dear [first],

Has your insurance company or other provider requested verification of your college enrollment? If so, get your Spring 2015 enrollment verification for **free** without a trip to the Office of the Registrar.

Simply log in to MyCUInfo and click **Enrollment Verification** on the **Student** tab:

This will launch the National Student Clearinghouse Student Self-Service Site, where you can:

- Print free enrollment-verification certificates to send to insurers, housing providers or other organizations requiring proof of your enrollment (step-by-step instructions).
- View your enrollment history.
- View the student loan deferment notifications sent to your lenders and guarantors.
- View the proof(s) of enrollment sent to your insurers or other providers at your request.
- Obtain a list of your student loan lenders and link to real-time loan information.

Contact the Office of the Registrar with questions or special requests.

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

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