Below is the update from the Office of the Registrar for March 30, 2015. If you have questions, please contact the person or unit associated with the update. Thank you!

#### Contents:

- 2015–16 Academic Calendar
- Registrar's E-memo: Spring Graduation Checklist 1

# 2015–16 Academic Calendar (Crystal Eilerman)

The <u>2015–16 Academic Calendar</u> is now available. Beginning this year, we are releasing fall and spring calendars concurrently to aid in academic planning.

Current and future Academic Calendars are available on the Office of the Registrar's <u>Academic Calendar</u> page. For PDFs of past calendars and other term-based schedules and calendars, visit <u>Academic Schedules & Catalogs</u>.

## Registrar's E-memo (Crystal Eilerman)

The following e-memo was sent on Tuesday, March 24, to students on track to graduate.



Dear [first],

If you intend to graduate in Spring 2015, complete each item below by the date listed. To find out about your graduation requirements, contact your department or advisor.

April 1: Deadline to Apply for Spring or Summer Graduation to Have Name in Spring Program AND Last Day for Grad and Law Students to Submit, Update or Cancel a Spring Graduation Application in MyCUInfo

Your name will appear in the spring commencement program if you submit your graduation application by this date (see <a href="step-by-step instructions">step-by-step instructions</a>) and are on track to graduate. Be sure to update your **Diploma Name and Address**. If you apply now, but decide to graduate in another term, you can reapply in <a href="MyCUInfo">MyCUInfo</a>.

# May 1: Last Day for Undergraduate Students to Submit, Update or Cancel a Spring Graduation Application in MyCUInfo

Although your name will not appear in the spring commencement program, you can still graduate in Spring 2015 if you submit your application by this date. Note: This deadline for graduate and Law students was April 1.

#### May 9: Commencement Ceremony

Spring 2015 Commencement takes place at Folsom Stadium at 8:30 a.m. See Commencement for full information.

# June 1: Deadline to Update Diploma Name and Address in MyCUInfo

Click **Apply for Graduation** and follow the prompts (even if you have already applied) until you see your name and address listed, and edit them there. If you do not enter a Diploma Address, your diploma will be mailed to your Home Address.

## June 12: Degrees Post to Transcripts

Transcripts can be ordered online. If you have questions, email transcriptinfo@colorado.edu.

# June 15: Last Day to Clear All Financial Holds

To receive your diploma and transcript, all <u>financial obligations</u> (e.g., fines, tickets, fees) must be paid. You can view your student account and pay online in <u>MyCUInfo</u>. If you have questions, email <u>bursar@colorado.edu</u>.

### June 19: Set Up Direct Deposit to Receive Your Confirmation Deposit

To receive your confirmation deposit refund, minus any outstanding debt, you must set up direct deposit for that transaction (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 July. If you have questions, email bursar@colorado.edu.

#### July 10: Diplomas Mailed to Students

If you did not enter a Diploma Address in MyCUInfo, your diploma will be mailed to your Home Address.

The Office of the Registrar congratulates you on your academic achievement!

Regards,

Office of the Registrar

20 UCB Boulder, CO 80309

Map: Regent Administrative Center Room 101

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Registrar Network, 3/30/2015

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