



Below is the update from the Office of the Registrar for April 6, 2015. If you have questions, please contact the person or unit associated with the update. Thank you!

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UIS Production Systems Maintenance, 4/11–4/12 ([Sally Page](#))

Description

UIS production systems maintenance: Saturday, April 11, at 9 p.m., through Sunday, April 12, 2015, at 11 a.m.

****Please note that timing for this maintenance window is modified from the standard 6 a.m. to 6 p.m. timeframe to allow for completion of critical software patching with minimal potential impact to UCCS Fall semester startup high-volume registration traffic.****

The following tasks are included in the maintenance window:

- Update CU's Oracle database infrastructure to lay the foundation for future enhancements
- Critical patching of servers

Impact

The following enterprise production applications will be unavailable.

- Affected applications: Campus Solutions | Campus Solutions Mobile Application | Cognos/CU Reporting | Concur Travel & Expense | CRM | CU Marketplace | cutransfer.cu.edu | DARS | Document Management | Enterprise Portal | eRA | FIN | HCM | Integration Gateway | ISSM | My.Leave | OAO | Parchment | R25 Room Scheduling | SharePoint 2007 | SharePoint 2013 | Skillsoft
- Intermittently unavailable applications: MS Communicator
- Available applications: Email | 1800 Grant Phones | VPN

For more information about UIS services, please go to the UIS Service Catalog at <https://www.cu.edu/uis/service-catalog>.

Registrar's Introductory Academic Department Admin Training for New Staff ([Becky Jones](#)) **Friday, April 10, 1:30–3 p.m., Regent 1B55**

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
- How to use certain overrides
- Using registration forms
- Seeing what students see

Participants should RSVP to [Becky Jones](#), as space is limited. ISIS access is not required, but is helpful. If you haven't completed the [FERPA training online](#) and requested your [access to ISIS](#), please do so at your earliest convenience.

Spring Training Session #4: FERPA for Faculty and Staff ([Becky Jones](#))
Friday, April 17, 1–2:30 p.m., UMC 382

The Office of the Registrar is hosting an informational session about FERPA, the federal law that protects student education records. To help faculty and staff at CU-Boulder understand how university personnel can and cannot store, use and share student information, this training will provide a short overview of FERPA followed by Q&A. Kristi Wold-McCormick, the campus Registrar, and Susan Dorsey, Assistant Registrar, will apply their knowledge of FERPA to address your specific questions. Please [submit](#) your questions about unusual student data requests or situations, and your presenters will bring definitive answers (although impromptu questions are also welcome).

Please RSVP to [Becky Jones](#). ISIS access is not required.

Spring Training Series Update ([Becky Jones](#))

The training series schedule has changed since the initial announcement. Please see the [attached poster](#) and delete/discard any previous versions. Note that we will continue to send reminders via the Registrar Network prior to each training session.

The April 3rd FERPA training session has moved to April 17th. Please RSVP to [Becky Jones](#) if you plan to attend the rescheduled FERPA training.

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