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

Below is the update from the Office of the Registrar for April 13, 2015. If you have questions, please contact the person or unit associated with the update. Thank you!

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Reminder: Combined Section Issue (Sally Page)

We've had problems with some combined sections not allowing enrollment even though there are available spaces. This has been an ongoing problem since Fall 2010 registration. We learned last year that this is not a bug, but rather delivered functionality from Oracle. While the issue has been raised with Oracle, there is no fix in the immediate future. Depts/advisors must continue to manually enroll students via Quick Enroll and use the appropriate overrides.

If a student cannot enroll him/herself in a combined section class, use the following information to determine if it's appropriate to enroll the student manually.

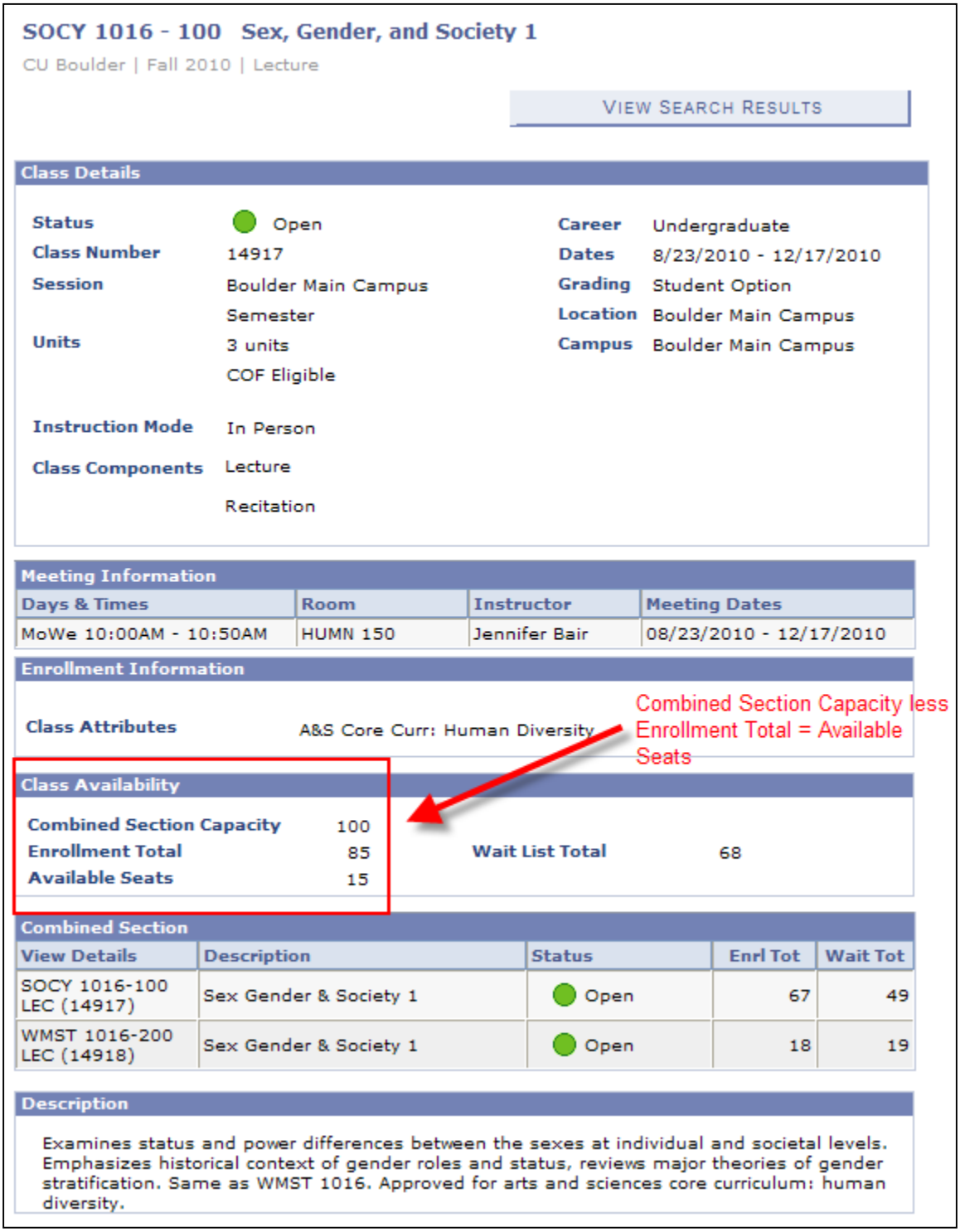
Go to **Campus Community** > **Student Services Ctr (AdminVw)**, then click on **Search for Classes**.

When you search for a class, for example SOCY 1016 (see below), you can see in the search results that the Status = Open (green circle symbol). You can also see the number of Available Seats = 13, and 12 seats are reserved for a future orientation, so there's currently 1 available space. BUT you have to ALSO look at the Combined Section total (click on the **Combined Section** link).

(NOTE: This class is for demonstration purposes only; the enrollment and meeting pattern listed below do not reflect the current enrollment and meeting pattern for Fall 2015.)

When you select the **Combined Section** link, you see the following information. You want to make sure that the Combined Section Capacity has not yet been met and that there are available seats (which is the case in this example). So if there are

available seats at the section level AND the Combined Section Capacity has not been met, then it's OK to manually enroll a student in the class.



SOCY 1016 - 100 Sex, Gender, and Society 1

CU Boulder | Fall 2010 | Lecture

VIEW SEARCH RESULTS

Class Details

Status	Open	**Career**	Undergraduate
Class Number	14917	**Dates**	8/23/2010 - 12/17/2010
Session	Boulder Main Campus	**Grading**	Student Option
	Semester	**Location**	Boulder Main Campus
Units	3 units	**Campus**	Boulder Main Campus
	COF Eligible		
Instruction Mode	In Person		
Class Components	Lecture		
	Recitation		

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWe 10:00AM - 10:50AM	HUMN 150	Jennifer Bair	08/23/2010 - 12/17/2010

Enrollment Information

Class Attributes A&S Core Curr: Human Diversity

Combined Section Capacity less Enrollment Total = Available Seats

Class Availability

Combined Section Capacity	100		
Enrollment Total	85	**Wait List Total**	68
Available Seats	15		

Combined Section

View Details	Description	Status	Enrl Tot	Wait Tot
SOCY 1016-100 LEC (14917)	Sex Gender & Society 1	Open	67	49
WMST 1016-200 LEC (14918)	Sex Gender & Society 1	Open	18	19

Description

Examines status and power differences between the sexes at individual and societal levels. Emphasizes historical context of gender roles and status, reviews major theories of gender stratification. Same as WMST 1016. Approved for arts and sciences core curriculum: human diversity.

Processing Change for Correction Request Forms (Lindsay Jackson)

The Enrollment and Records Services (ERS) group is piloting a program to reduce the use of Correction Request Forms. In the past, when we received a SAF or COR that could not be processed, we returned that form to the sender along with a

Correction Request Form. During our pilot program, ERS staff will be contacting the departments by phone in order to collect the correct information to process the form. Actions that require a dean's signature will not be part of this pilot, and will be returned to the department per the normal process.

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.

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