



Below is the update from the Office of the Registrar for May 4, 2015. If you have questions, please contact the person or unit associated with the update. Thank you!

Contents:

- Registrar's Introductory Academic Department Admin Training for New Staff
- Website Changes:
 - MyCUInfo Redesign
 - How to Register for Classes
- Registrar's E-memo: Web Grading Now Open

**Registrar's Introductory Academic Department Admin Training for New Staff ([Rebecca Jones](#))
Friday, May 15, 1 to 3 p.m., Regent 1B27**

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 and certain overrides

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

Website Changes ([Crystal Eilerman](#))

[MyCUInfo Redesign](#)

To reflect the [MyCUInfo redesign](#) that went into effect on April 30, we are updating all step-by-step instructions and other documentation on the Office of the Registrar website. The new files will have a revised date of 4/2015 or 5/2015 in the lower right corner.

[How to Register for Classes](#)

We've nearly completed integration of our New Student Welcome Experience content into the Office of the Registrar website. The instructional videos will be embedded later this week.

No preexisting links should be broken, but we recommend that you review any references your department makes to this section in print or online to make sure the information you're referencing hasn't moved to a different page.

A combined screenshot of the new menu sections is shown at right.

New Documents

- [Fall 2015 Freshman & Transfer Student Registration Guide](#)

Revised Webpages

- [How to Register for Classes](#)
 - Buttons direct continuing and freshman/transfer students to targeted content
- [Get Ready to Enroll](#) (previously “Preregistration Items”)
 - Hold & Service Indicator info moved here from “How to Register for Classes”
 - Images removed (they weren’t accessible)
 - Content revised to better match freshman & transfer student text
- [Continuing Student Registration](#) (previously “How to Register for Classes”)
 - Some content moved to [Get Ready to Enroll](#)
 - Content revised to better match freshman & transfer student text

New Webpages

- [Glossary](#) (identical to Appendix B in the Fall 2015 Freshman & Transfer Student Registration Guide [coming soon])
- [Freshman & Transfer Student Registration](#) (subpages mostly mirror the guide)
 - [Familiarize Yourself with MyCUInfo](#)
 - [Track Your Academic Progress](#)
 - [Get Ready to Enroll](#)
 - [Search for Classes](#) (first half of guide’s “Search for and Enroll in Classes” section)
 - [Enroll in Classes](#) (second half of guide’s “Search for and Enroll in Classes” section)

Registration & Grades

How to Register for Classes

Continuing Students

[Get Ready to Enroll](#)

[Credit Hour Limitations](#)

[Enrollment Grid](#)

[Waitlists](#)

Freshman & Transfer Students

[Familiarize Yourself with MyCUInfo](#)

[Track Your Academic Progress](#)

[Get Ready to Enroll](#)

[Search for Classes](#)

[Enroll in Classes](#)

[Schedule of Classes](#)

[Add/Drop Classes](#)

[Course Reservation Program](#)

[Apply for & Authorize COF](#)

[Voter Registration](#)

[Registration Programs](#)

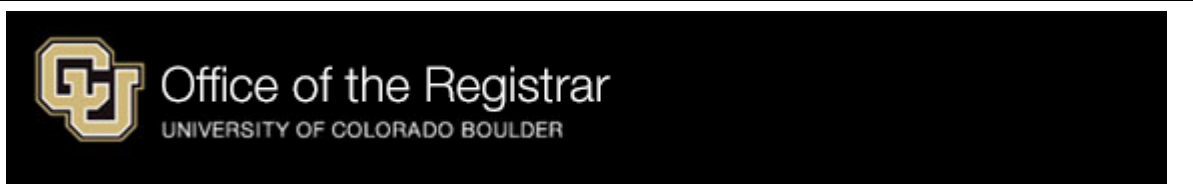
[Student Grades](#)

[Faculty Web Grading](#)

[Academic Scheduling](#)

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

The following e-memo was sent on Wednesday, April 29, to all active teaching faculty with grades needing to be posted.



Dear [name],

Web grading is now open. Please submit your grades in [MyCUInfo](#) for the following class(es):

Class Info	Class #	Class Description	# Enrolled
RUSS 2231 - 010	13301	Fairy Tales of Russia	68
RUSS 3701 - 001	23409	Slavic Folk Culture	31

Find your class grading deadline in the chart below:

<u>Final Exam Date:</u>	<u>Web Grading Due Date:</u>	<u>Time:</u>
Sunday, May 3	Thursday, May 7	11:59 p.m.
Monday, May 4	Friday, May 8	11:59 p.m.
Tuesday, May 5	Saturday, May 9	11:59 p.m.
Wednesday, May 6	Monday, May 11	11:59 p.m.
Thursday, May 7	Tuesday, May 12	11:59 p.m.

The last grades must be posted by Tuesday, May 12. Late grades can cause serious negative impacts to your students, such as:

- International students may have visa issues due to non-completion
- Students applying for jobs, internships, graduate school, etc., will be disadvantaged
- Students may not be able to enroll in courses with coded prerequisites
- Students who receive financial aid may fail their academic progress review
- The dean's office cannot certify students to graduate who have outstanding grades in required courses
- Student athletes cannot be certified for practice or competition if classes are ungraded
- Students may receive an F for an incomplete class that should have been graded by the deadline, which could cause them to go on probation/suspension and other serious consequences
- Dean's lists and class rank may be awarded before late grades are in; thus, students who deserve accolades may not receive them

For help with the web grading system, [watch this grading video](#), access help documents on the [grading page](#), or contact the Office of the Registrar during business hours (spring/fall: 9 a.m.–5 p.m., M–F; summer: 9 a.m.–4:30 p.m., M–F).

The university and your students appreciate your dedication to timely grading.

Regards,

Office of the Registrar
20 UCB Boulder, CO 80309

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

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