



Below is the update from the Office of the Registrar for May 11, 2015. If you have questions, please contact the person or unit associated with the update. Thank you!

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**Spring 2015 Grading Deadline, 5/12 ([Office of the Registrar](#))**

The grading deadline is 11:59 p.m. on Tuesday, May 12. Please contact [registrar@colorado.edu](mailto:registrar@colorado.edu) or 303-492-6970 if you have questions or need assistance posting your grades.

Final transcripts with Spring 2015 grades (for those posted) will be available for order on Friday, May 15.

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**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](mailto: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.

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**Post-Enrollment Requirement Checking (PERC) for Summer and Fall 2015 ([Sally Page](#))**

**NEW: Entering a PERC Note**

Users now have the ability to enter a note on the PERC roster. This can be used, for example, if you want to note why you overrode a requisite on a student. See "Entering a Note on the PERC Roster" in the [attached manual](#) (page 7).

**Schedule for Running PERC**

Following what we've done in previous semesters, we'll be running the PERC process in batch for summer and fall according to the schedule below. Just a reminder that PERC gives admin users the ability to see if an enrolled student has met the requirements for a class and, if not, which requirements have not been met. Please note that the PERC process looks at BOTH

restrictions (major restrictions, minimum unit restrictions, etc.) as well as prereqs/coreqs that are set up as a requisite on the class.

More detailed information about using PERC, navigation, etc., is in the attached document.

Please note the following:

- If you want to drop a student from a spring class because they do not meet the requirement, you can drop the student through the deadline to drop without a W grade. If you do drop a student, you are responsible for contacting the student to let them know they've been dropped and why.
- For summer, we'll run PERC according to the following schedule:
  - Run after deadline for spring grading and I-to-F conversion – night of 5/13
  - Run after grading deadline for Maymester (could be a prereq for a later session) – night of 6/3
  - Run after grading deadline for A session (same as above) – night of 7/8
- For fall, we'll run PERC according to the following schedule:
  - Run after deadline for spring grading and I-to-F conversion – night of 5/13
  - Run after grading deadline for Maymester, A session, C session, & B/D sessions – nights of 6/3, 7/8, 7/29 & 8/12
  - Run at the beginning of the semester and after Augmester grading deadline – night of 8/25
  - Run after first week of fall classes – night of 8/31
- In Fall 2014, we discovered that the PERC process is not always updating the Post Enroll Req Status on the PERC rosters (see highlights in example below). This issue has been reported to Oracle. We're still hoping that Oracle will deliver a fix to this issue in a future bundle, but to date, a fix hasn't been delivered. In the meantime, we will continue to run PERC as originally scheduled. If you have class rosters that do not have the Post Enroll Req Status field populated AFTER our last run of PERC on 8/25 and the students without this field populated added the class AFTER 8/25, please contact [JSISDev@colorado.edu](mailto:JSISDev@colorado.edu) to inquire about running PERC manually on your class roster.


Enrolled Students									
Requirement Data		Audit / Information Links							
Select	Process Status	ID	Name	Drop / Approved Indicator	Enrollment Req Status	Post Enroll Req Status	Status	Status Note	
1	<input type="checkbox"/> <a href="#">Message</a>	83	A		Conditional	Satisfied	Enrolled		
2	<input type="checkbox"/>	10	A		Satisfied	Satisfied	Enrolled		
3	<input type="checkbox"/>	10	A		Satisfied	Satisfied	Enrolled		
4	<input type="checkbox"/>	10	B		Conditional	Conditional	Enrolled		
5	<input type="checkbox"/>	81	B		Conditional		Waiting	Pos # 7	
6	<input type="checkbox"/>	10	B		Satisfied		Enrolled		
7	<input type="checkbox"/>	10	B K		Conditional		Waiting	Pos # 5	
8	<input type="checkbox"/>	81	B		Satisfied		Enrolled		
9	<input type="checkbox"/>	10	B		Satisfied		Enrolled		
10	<input type="checkbox"/>	10	B		Satisfied		Enrolled		
11	<input type="checkbox"/>	83	B		Satisfied		Enrolled		
12	<input type="checkbox"/>	81	C		Satisfied		Waiting	Pos # 6	
13	<input type="checkbox"/>	10	C		Conditional	Conditional	Enrolled		
14	<input type="checkbox"/>	10	C		Conditional	Satisfied	Enrolled		
15	<input type="checkbox"/>	10	C		Satisfied	Satisfied	Enrolled		

**QUESTIONS?**

- If you have a question about using PERC, email [isisdev@colorado.edu](mailto:isisdev@colorado.edu).
- If you have questions about ACCESS to PERC, email [ISISAccess@colorado.edu](mailto:ISISAccess@colorado.edu).

**Registrar’s E-memos ([Crystal Eilerman](#))**

The following e-memo was sent on Tuesday, May 5, to all students who applied to graduate in Spring 2015.



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

Dear [first],

As a CU-Boulder degree candidate, please review the important dates and information related to your final grades, transcripts and diploma.

If you do not plan to graduate in May, please disregard this message. Contact your department or advisor with questions about your graduation requirements.

**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](mailto:transcriptinfo@colorado.edu).

**June 15: Last Day to Clear All Financial Holds**

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

**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](mailto: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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Office of the Registrar | University of Colorado Boulder  
303-492-6970 | [registrar@colorado.edu](mailto:registrar@colorado.edu) | [colorado.edu/registrar](http://colorado.edu/registrar)

The following e-memo was sent on Wednesday, May 6, to all students who both applied to graduate in Spring 2015 and have their academic record set to Full Privacy status.

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

Dear [first],

Our records indicate that you intend to graduate this May, and that your academic record is set to Full Privacy status.

If your record remains on Full Privacy status after you graduate:

1. The university will not print your name in the graduation program, in honors and/or awards lists, or in newspaper listings.
2. The university cannot legally verify that you attended the University of Colorado unless one of the FERPA exceptions applies. See [Exceptions to Student Consent for Release of Educational Records](#).
3. Requests for your information from non-university persons or organizations, including prospective employers, will be not be fulfilled.
4. If an employer or other person contacts CU to validate your degree, university personnel will respond, "We have no information about this individual."

5. If you contact our office to request a transcript, order a diploma or conduct any other business related to your student record, we will respond, "We have no information about this individual." We are allowed to assist you only after you present your photo ID or provide your [security passphrase](#).

Full Privacy status will remain on your record until you file a written request to remove it in person at the Office of the Registrar. If you choose to leave your record on Full Privacy, please set an easy-to-remember security passphrase in [MyCUInfo](#) before leaving campus.

Congratulations on your graduation!

Regards,

Office of the Registrar


20 UCB Boulder, CO 80309

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The following e-memo was sent on Wednesday, May 6, to all active, non-CEPS students enrolled in Summer 2015.

 Office of the Registrar  
UNIVERSITY OF COLORADO BOULDER

Dear [first],

As you prepare for Summer 2015, visit the [Registration/Academic Calendars](#) pages to review the term's dates and deadlines. A review of the Main Campus calendars is below.

For information about Continuing Education courses, visit the [Office of Continuing Education](#) website.

**[Drop and Add Deadlines](#)**  
This calendar lists the last day in each session to:

- Change pass/fail or no-credit status
- Add a class in [MyCUInfo](#)
- Drop a class and receive a tuition adjustment and no W grade
- Drop a class in [MyCUInfo](#)
- Late add a class

**[Withdrawal Assessment Schedule](#)**  
Use this calendar to identify the penalty periods for dropping all classes in a session (i.e., withdrawing), including the last day to:

- Drop all classes with no financial penalty (some restrictions apply)
- Drop all classes and be assessed \$100 in tuition and fees
- Drop all classes and be assessed full tuition and fees and receive a W grade
- Late withdraw from the university

For more information on withdrawing from a session, please see [How to Withdraw](#) in the Summer Session Catalog.

**NOTE:** If you want to drop a class and stay enrolled in that session, follow the [Drop and Add Deadlines](#) calendar.

Visit the [MyCUInfo mobile site](#) to view your MyCUInfo profile, class schedules, book lists and grades on your mobile device.

Regards,

Office of the Registrar

20 UCB Boulder, CO 80309

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

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