



Below is the update from the Office of the Registrar for May 18, 2015. If you have questions, please contact the person or unit associated with the update. Thank you!

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Limited Services, 5/19 ([Office of the Registrar](#))

The Office of the Registrar will offer limited services on Tuesday, May 19, from noon to 4:30 p.m. Notary services and rush transcript processing will not be available (see [Order an Official Transcript](#) for more information). Please conduct such business before or after this window. Our regular services will resume on May 20 during regular business hours (9 a.m.–4:30 p.m., Monday–Friday).

Concurrent Registration Reminder ([Liz Blaser](#))

Students who seek to enroll concurrently at CU-Boulder and at one of our sister campuses (Denver/Colorado Springs) must have their home campus academic advisor's or dean's signature on their Concurrent Registration Form. This signature authorizes the Office of the Registrar to override enrollment restrictions so the student can be enrolled without delay on the first day of classes at the sister campus.

Grade Liaison Email List ([Lindsay Jackson](#))


Each department should have a designated grade liaison who partners with the Office of the Registrar to help faculty post grades on time. If you are a new grade liaison, please contact [Lindsay Jackson](#) to be added to the grade liaison email list. Our office uses this list to post upcoming deadlines, share e-memos that your faculty receive and provide updates about missing grades during grading season. If you aren't sure whether your department has a grade liaison, just ask.

Change of Record Forms ([Lindsay Jackson](#))

Please remember that Change of Record Forms always require ALL signatures listed (Department/Instructor and Dean) in order to be processed, including during web grading season. Recently, we have received many forms missing signatures, which delays processing time.

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

The following e-memo was sent on Monday, May 11, to all active teaching faculty with Spring 2015 grades needing to be posted.

			
Vice Provost and Associate Vice Chancellor for Undergraduate Education			
UNIVERSITY OF COLORADO BOULDER			
Dear [name],			
All final grades must be posted by Tuesday, May 12 at 11:59 p.m.			
According to the Office of the Registrar, your grading is not yet complete for the following course(s):			
Class Info	Class #	Class Description	# Enrolled
Please complete all steps by 11:59 p.m. on May 12:			
<ol style="list-style-type: none">1. Log in to MyCUInfo and access the web grading system2. Enter your grades3. Approve your grades4. Post your grades			
member, web grading is the ONLY method of posting grades, including late grades. DO NOT EMAIL GRADES , as violates campus security policies.			
help with the web grading system, watch this grading video , access help documents on the grading page , or tact the Office of the Registrar during business hours:			
Office of the Registrar registrar@colorado.edu Phone: 303-492-6970 Summer Hours: 9 a.m.–4:30 p.m., Mon.–Fri. colorado.edu/registrar			
The university and your students appreciate your dedication to timely grading.			
Regards,			
Michael Grant Vice Provost for Undergraduate Education			

The following e-memo was sent on Wednesday, May 13, to all active teaching faculty with Spring 2015 grades still needing to be posted.

			
Vice Provost and Associate Vice Chancellor for Undergraduate Education			
UNIVERSITY OF COLORADO BOULDER			

Dear [name],

The final deadline to post grades for Spring 2015 has passed. It is critical that you enter your grades for the classes listed below.

According to the Office of the Registrar, final grades were not posted for the class(es) below:

Class Info	Class #	Class Description	# Enrolled

Instructions to complete the late grading process:

1. Log in to [MyCUInfo](#) and access the web grading system
2. Enter your grades
3. Approve your grades
4. Post your grades

Remember, web grading is the ONLY method of posting grades, including late grades. DO NOT EMAIL GRADES, as this violates campus security policies.

[Watch this grading video](#), access help documents on the [grading page](#), or contact the Office of the Registrar during business hours for assistance.

Office of the Registrar
registrar@colorado.edu
Phone: 303-492-6970
Summer Hours: 9 a.m.–4:30 p.m., Mon.–Fri.
colorado.edu/registrar

Late grades cause serious consequences for your students:

- 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 courses 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

Thank you for your prompt attention to this matter. If you completed all the steps above, you may disregard this message.

Michael Grant
Vice Provost for Undergraduate Education

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