



Below is the update from the Office of the Registrar for June 8, 2015. If you have questions, please contact the person or unit associated with the update. Thank you!

Contents:

- Maintenance Window for Production, 6/13–6/14
- Fall Registration Update
- Registrar's E-memo: Maymester Grades Overdue

Maintenance Window for Production, 6/13–6/14 ([Sally Page](#))

Description

UIS production systems maintenance: From 6 p.m. on Saturday, June 13, to 6 p.m. on Sunday, June 14.

The following tasks are included in the maintenance window:

- Operating system patching of Windows servers
- PeopleTools Campus Solutions (CS) upgrade
- CS patches and regulatory updates (Bundle 37)
- CS code migrations (retrofits for CU customizations and updated security for new components)
- CS ERP Firewall patching
- CS database upgrade to the current version

****Important**** Please remember that firewall rules are currently frozen to prepare for this upgrade. If you need an emergency firewall rule change, please contact David Lowry at david.lowry@cu.edu or 303-860-4160.

Impact

- Unavailable applications: Campus Solutions | Campus Solutions Mobile Application | Concur Travel & Expense | CRM | CU Marketplace | DARS | Document Management | Enterprise Portal | eRA | Integration Gateway | ISSM | OAO | Parchment | Skillsoft
- Applications available through direct access from maintenance pages only: Cognos/CU Reporting | FIN | HCM | My.Leave
- Available applications: Email | cutransfer.cu.edu | MS Communicator | SharePoint | 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>

Fall Registration Update ([Sally Page](#))

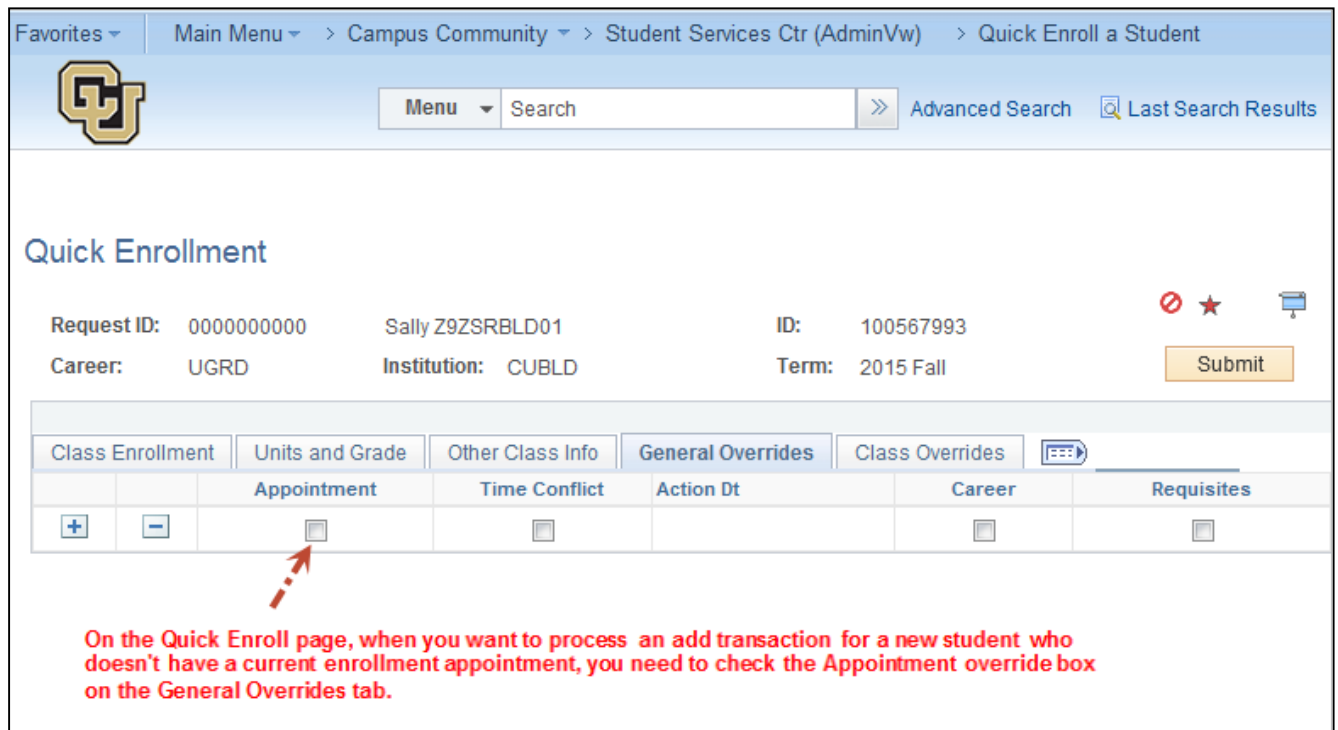
1. Drop/Add Access for Fall Semester

- **Users now have drop/add access again for fall.** Note that only advisors, RAPS, SASC, etc., have access to override a fall enrollment appointment during the summer (see screenshot below) to help new students with

registration. Please remember that you should only be enrolling incoming freshmen or transfers in fall undergraduate classes (or graduate students in a graduate class).

DO NOT enroll or make schedule changes for continuing undergrad or readmitted students in June and July. Spaces currently available in classes are reserved for incoming students. During June and July, please do not submit Special Action Forms to enroll continuing undergraduate students in undergraduate classes. They will not be processed.

- **Undergraduate class waitlists remain deactivated through the end of July.** No one (including those in the Office of the Registrar) can waitlist a student through that time (again, undergraduate classes only).



Quick Enrollment

Request ID: 0000000000 Sally Z9ZSRBLD01 ID: 100567993
Career: UGRD Institution: CUBLD Term: 2015 Fall Submit

Class Enrollment		Units and Grade	Other Class Info	General Overrides	Class Overrides	
		Appointment	Time Conflict	Action Dt	Career	Requisites
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

On the Quick Enroll page, when you want to process an add transaction for a new student who doesn't have a current enrollment appointment, you need to check the Appointment override box on the General Overrides tab.

2. Registration for Continuing Students

- Continuing undergraduate and graduate students, as well as readmitted undergraduate students, cannot register or make any changes to their schedule until August 3–14. Their enrollment appointment was updated with this information late last week.
- Between now and August 3, we are not running any waitlist processing to enroll students into open spaces in courses.

3. Reserve Capacities

- We save seats in most A&S core classes and a few Engineering classes, and then release a percentage of those seats prior to each new freshman enrollment period. (The release for the first period occurs on Monday, June 15.)

DO NOT override a closed class, even if there appear to be seats available; those seats are being held for a future new freshman enrollment period.

- We use “reserve capacities” (Curriculum Management > Schedule of Classes > Maintain Schedule of Classes) to save seats.

In the example below, the Enrollment Cntrl tab shows that the enrollment cap is 28 and the total enrolled is 16, so there are 12 spaces available in the class.

Basic Data		Meetings		Enrollment Cntrl		WL Resequencing		Reserve Cap		Notes		Exam		LMS	
Course ID:	105786	Course Offering Nbr:				1									
Academic Institution:	CU Boulder														
Term:	Fall 2015 UC Boulder	UGRD													
Subject Area:	ENGL	English													
Catalog Nbr:	1500	Masterpieces-British Lit													
Enrollment Control												Find View All		Fir	
Session:	B	Boulder Main Campus				Class Nbr: 34663									
Class Section:	001	Component:	Lecture			Event ID: 000136569									
Associated Class:	1	Units:	3.00												
*Class Status:	Active					Cancel Class									
Class Type:	Enrollment		Enrollment Status:		Open										
*Add Consent:	No Consent		Requested Room Capacity:		35		Total								
*Drop Consent:	No Consent		Enrollment Capacity:		28		16								
1st Auto Enroll Section:			Wait List Capacity:				0								
2nd Auto Enroll Section:			Minimum Enrollment Nbr:												
Resection to Section:															
<input type="checkbox"/> Auto Enroll from Wait List <input type="checkbox"/> Cancel if Student Enrolled															

However, the Reserve Cap tab shows that 8 spaces are being held for future new freshman enrollment periods.

Students registering during the next enrollment period will have 4 spaces available (enrollment cap [28] less the number of students enrolled [16] less the reserve cap [8] = 4 spaces currently available for enrollment).

NOTE: For classes with multiple components (e.g., lecture with associated recitation or lab), reserve capacities can only be entered on the lecture section (or the graded section) of the class.

Basic Data	Meetings	Enrollment Cntrl	WL Resequencing	Reserve Cap	Notes	Exam	LMS Data
------------	----------	------------------	-----------------	-------------	-------	------	----------

Course ID:	105786	Course Offering Nbr:	1
Academic Institution:	CU Boulder		
Term:	Fall 2015 UC Boulder	UGRD	
Subject Area:	ENGL	English	
Catalog Nbr:	1500	Masterpieces-British Lit	

Class Sections				Find View All	First 1 of 8 Last
Session:	B	Boulder Main Campus	Class Nbr:	34663	
Class Section:	001	Component: Lecture	Event ID:	000136569	
Associated Class:	1	Units: 3.00			



Reserve Capacity				Find View All	First 1 of 1 Last
*Reserve Capacity Sequence:	1	Enrollment Total:	0		

Reserve Capacity Requirement Group				Personalize Find	First 1 of 1 Last
*Start Date	*Requirement Group	Cap Enrl			
06/06/2015	008835	Future new stdnt enroll dates	8		

- In class search, a student will see something like the screenshot below.


When the number of reserved spaces is equal to the number of available spaces (see section 002 below), the class's status shows as "Closed" in class search.

Also, since the reserve capacity can only be set on the lecture section (or graded section) of a multiple-component class, recitations and labs may show a status of "Open," while the lecture section shows a status of "Closed."

ENGL 1500 - Masterpieces of British Literature						
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
34663	001-LEC Boulder Main Campus Semester	MoWeFr 11:00AM - 11:50AM	VAC 1B88	Staff	08/24/2015 - 12/11/2015	
Units	Enrollment Restriction	Consent Required	Available Seats	Wait List Total	Seats Reserved For Future new stdnt enroll dates - 8	
3	N	N	12	NA		
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
34664	002-LEC Boulder Main Campus Semester	MoWeFr 1:00PM - 1:50PM	CLRE 209	Staff	08/24/2015 - 12/11/2015	
Units	Enrollment Restriction	Consent Required	Available Seats	Wait List Total	Seats Reserved For Future new stdnt enroll dates - 19	
3	N	N	19	NA		

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

The following e-memo was sent on Thursday, June 4, to all teaching faculty with Maymester grades still needing to be posted.



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

Dear [name],

You missed the final deadline to post grades for Maymester. It is critical that you enter your grades immediately.

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

Session	Class Info	Class #	Class Description	# Enrolled
Maymester				

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

[Subscribe](#) or [unsubscribe](#) from regbrownbag.