



Below is the update from the Office of the Registrar for July 14, 2015. If you have questions, please contact the person or unit associated with the update. Thank you!

Contents:

- Introductory Academic Department Admin Training for New Staff
- Registrar’s E-memos: Summer Session A & E Web Grading Now Open, Summer Sessions A & E Grades Overdue

**Introductory Academic Department Admin Training for New Staff ([Rebecca Jones](#))
Friday, July 24, 2 to 4 p.m., Regent 1B55**

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
- Seeing what students see

Participants should RSVP to [Rebecca Jones](#), as space is limited. Campus Solutions access is not required, but is helpful. If you haven’t completed the [FERPA training online](#) and requested your [access to CU-SIS](#), please do so at your earliest convenience.

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

The following e-memo was sent on Monday, July 6, to all teaching faculty with summer session A and/or E grades to post.

Office of the Registrar

UNIVERSITY OF COLORADO BOULDER

Dear [name],

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

Session	Class Info	Class #	Class Description	# Enrolled

The last A & E session grades must be posted by Wednesday, July 8. Late grades cause serious consequences for 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 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

For help with the web grading system, access help documents on the [grading page](#) or contact the Office of the Registrar during summer business hours: 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](#)
 303 492 6970
registrar@colorado.edu
www.colorado.edu/registrar
 Follow us [@CUBoulder](#)

The following e-memo was sent on Thursday, July 9, to all teaching faculty with summer session A and/or E grades still needing to be posted.

Vice Provost and Associate Vice Chancellor for Undergraduate Education

UNIVERSITY OF COLORADO BOULDER

Dear [name],

You have missed the final deadline to post grades for summer sessions A & E. Submit your grades immediately to avoid causing significant issues for your students.

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

Session	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.

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
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- 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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