



Below is the update from the Office of the Registrar for July 20, 2015. If you have questions, please contact the person or unit associated with the update. Thank you!

**Contents:**

- New Email Address for Academic Structure Requests
- Introductory Academic Department Admin Training for New Staff (7/24)

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**New Email Address for Academic Structure Requests ([Academic Requests](#))**

Due to organizational changes in the Office of the Registrar, all academic structure requests may now be sent directly to [academicrequests@colorado.edu](mailto:academicrequests@colorado.edu) (previously ISISAccess), including:

- Approved proposals for [new plan/major codes](#) and [new subplan codes](#)
- Requests for certificates, prefixes and degrees (after Board of Regents approval, when applicable)

A new web page will be developed in the coming months that will focus exclusively on academic structure resources and guidelines to propose something new, have something changed or inactivate an existing academic field.

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**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.

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