



Registrar Network

UNIVERSITY OF COLORADO BOULDER

Below is the update from the Office of the Registrar for August 3, 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 (Aug. 13)
- Registrar's E-memo: Summer Session C Web Grading Now Open

Introductory Academic Department Admin Training for New Staff ([Rebecca Jones](#)) Thursday, August 13, 2 to 4 p.m., Regent 1B27

Are you new to an academic department on the CU-Boulder campus and 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

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-memo ([Crystal Eilerman](#))

The following e-memo was sent on Monday, July 27, to all teaching faculty with summer session C grades to post.

Office of the Registrar
UNIVERSITY OF COLORADO BOULDER

Dear [name],

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

| Session | Class Info | Class # | Class Description | # Enrolled |
|---------|------------|---------|-------------------|------------|
| | | | | |

The last C session grades must be posted by Wednesday, July 29. 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
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[Map: Regent Administrative Center Room 101](#)
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No follow-up grading e-memo was needed on Thursday, July 30; all summer session C grades were posted.

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