



Registrar Network

UNIVERSITY OF COLORADO BOULDER

Below is the update from the Office of the Registrar for August 10, 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)

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.

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