



## Registrar Network

UNIVERSITY OF COLORADO BOULDER

Below is the update from the Office of the Registrar for August 17, 2015. If you have questions, please contact the person or unit associated with the update. Thank you!

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### Reminder: Do Not Distribute 8" x 10" Diploma Covers ([Diplomas](#))

It has come to our attention that a few 8" x 10" diploma covers are still being distributed to graduating students.

In Fall 2014, the size of the standard CU-Boulder diploma increased from 8" x 10" to 8.5" x 11". Diplomas and replacement diplomas issued after mid-December 2014 are larger than the old covers, so campus departments must be careful not give old 8" x 10" diploma covers to graduating students. To check, measure the inside gold area where the diploma is set; this area measures 8" x 10" in the old version and 8.5" x 11" in the new diploma cover.

If you still have 8" x 10" covers in your department and are not keeping them for a novelty purpose (such as internal awards), you may dispose of them through Property Services.

Please contact [diplomas@colorado.edu](mailto:diplomas@colorado.edu) to get a supply of new diploma covers to distribute to your graduating students.

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### Fall 2015 Instruction Mode Changes ([Kristi Wold-McCormick](#))

In an effort to streamline the instruction mode codes in the CU-Boulder schedule of classes, and to facilitate the class search process for students and others, the following changes have been made for Fall 2015:

#### Instruction Modes to Assign to Online Classes:

- **Online (OL)** – This is the standard instruction mode code to assign to all term-based online class sections. Term-based is defined as sections offered within published semester (term) start and end dates. They include online classes offered through Main Campus, by Continuing Education, as part of Be Boulder Anywhere (BBA) and during Summer Session.
- **Online, Self-paced (OS)** – This instruction mode code is to be used for the limited number of sections approved to extend beyond the standard semester start and end dates. The unique code is assigned to these sections in order to flag them for special set-up in D2L.

The following instruction mode codes have either never been used by the Boulder campus or have been discontinued. As such, they are no longer active as of the close of Summer 2015 and will no longer appear as options when conducting searches in the Campus Solutions (self-service) Schedule of Classes:

- Online, term-based

- Distance learning
- Print self-paced
- Television

If a need arises to reconsider one of the discontinued instruction modes, or if there are any questions about these changes, please contact either Kristi Wold-McCormick, registrar ([kristi.woldmccormick@colorado.edu](mailto:kristi.woldmccormick@colorado.edu) or 492-9478), or Deb Otterstrom, assistant registrar for academic scheduling ([debbie.otterstrom@colorado.edu](mailto:debbie.otterstrom@colorado.edu) or 492-4570).

**Extended Business Hours ([Office of the Registrar](#))**

The business offices will have the following extended **walk-in** office hours to accommodate students during the first few weeks of classes.

**Office of Financial Aid & Office of the Registrar**

8:30 a.m.–6 p.m. beginning Wednesday, August 19, through Thursday, August 27.

**Bursar's Office**


9 a.m.–5:30 p.m. Monday, August 17, through Wednesday, August 19

8:30 a.m.–5:30 p.m. on August 24, September 3 and September 4

These extended hours are primarily for **walk-in** appointments (callers may be asked to call back during regular business hours).

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

The following e-memo was sent on Tuesday, August 11, to all teaching faculty with Summer Session B, D or F grades to post.



**Office of the Registrar**  
UNIVERSITY OF COLORADO BOULDER

Dear [name],

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

Session	Class Info	Class #	Class Description	# Enrolled

**The last B, D & F session grades must be posted by Wednesday, August 12.** Late grades can cause serious impacts to 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 classes 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](mailto:registrar@colorado.edu)  
[www.colorado.edu/registrar](http://www.colorado.edu/registrar)  
 Follow us [@CUBoulder](#)

The following e-memo was sent on Thursday, August 13, to all teaching faculty with Summer Session B, D or F 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 B, D & F. 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](mailto:registrar@colorado.edu)

Phone: 303-492-6970

Summer Hours: 9 a.m.–4:30 p.m., Mon.–Fri.

[colorado.edu/registrar](http://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

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