



# Registrar Network

UNIVERSITY OF COLORADO BOULDER

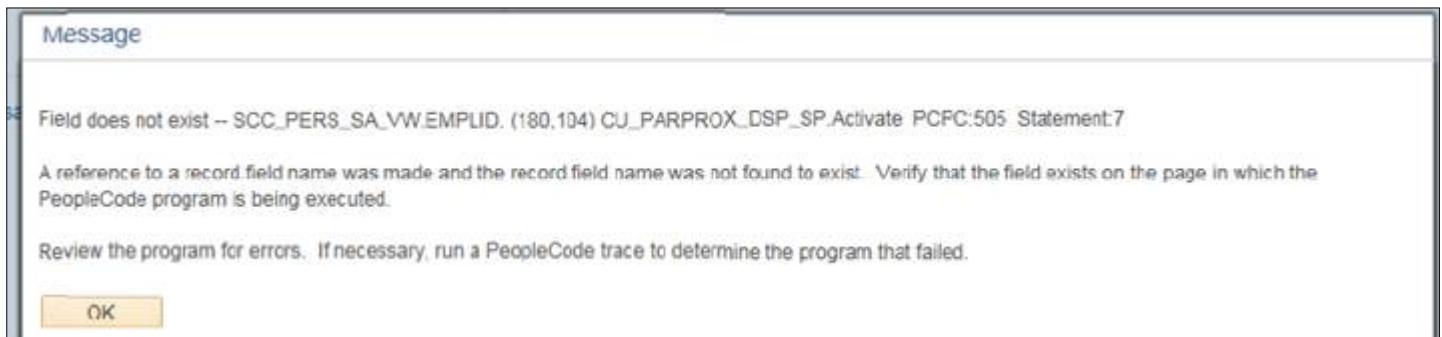
Below is the update from the Office of the Registrar for August 24, 2015. If you have questions, please contact the person or unit associated with the update. Thank you!

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Campus Solutions gives an error when accessing a student's security passphrase from the class roster in the Faculty Center or on the admin side. Security passphrase links still work in other Campus Solutions locations, including the program/plan stack, the Student Center (Admin View) and the Advisee Center.

We are working to identify the issue and resolve it within the next 2–3 weeks. In the meantime, if a faculty member needs to access a student's security passphrase prior to this being resolved, please contact your department admin. A security passphrase is necessary for phone interactions when a student is requesting protected information. Email communication with a student does not require a security passphrase.



## MyCUInfo App Available 8/26 ([Sally Page](#))

On Wednesday, Aug. 26, a MyCUInfo app will be available for students to use to complete quick, limited transactions on their smartphone or tablet (e.g., check their schedule, add or drop a class).

No promotions are planned until later this fall semester, so this will be a soft launch of the app. We wanted to be sure to let you know in case you get any questions about it. We have a website set up at <http://www.colorado.edu/mycuinfoapp> with how-to instructions, notes on the app's functionality and frequently asked questions. Please feel free to refer students to the website if they have questions about the app.

NOTE: Because preregistration items cannot be completed in the MyCUInfo app, we must prevent the student from using the app for enrollment if the preregistration items are not completed. Students will be assigned a service indicator that will prevent enrollment if they have not yet completed preregistration items for the fall term (most students have done this already). The service indicator directs students to complete preregistration items on a personal computer, but does not mention the mobile app specifically. **This service indicator will be removed immediately following completion of the preregistration items.**

Service Indicator Summary			Personalize   Find   View All		First 1 of 1 Last				
Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
R90	Fall Pre-Registration Items	Fall Pre-Registration Items	CUBLD	2157	2015 Fall	2157	2015 Fall	08/17/2015	

**Reminder: 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. through Thursday, August 27.


**Bursar's Office**

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](#))**

1) The following e-memo was sent on Tuesday, August 18, to all CU-Boulder Main Campus students who are active for Fall 2015.



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

Dear [first],

As required by the Family Educational Rights and Privacy Act ([FERPA](#)), CU-Boulder is committed to protecting your educational record by limiting disclosure of your personal (non-directory) information.

If you have a question about your educational record over the phone or in person, but you cannot present a photo ID, you will be asked to provide your established security passphrase to help validate your identity.

**View or Set Your Security Passphrase**

1. Log in to [MyCUInfo](#).
2. On the right side of the page, click to expand the **MyCUInfo Profile** menu.
3. Under **Helpful Links** at the bottom of the menu, click **Set Security Passphrase**.

4. If your passphrase is already set, you'll see it in the security passphrase field near the bottom of the screen. If the field is empty, enter a passphrase and click **Save**.

### Third-Party Access

Do not share your security passphrase with anyone. If you want a third party (e.g., a parent, grandparent or sponsor) to have access to your record, you must visit the Office of the Registrar in person and complete a Student Permission Form to authorize release of non-directory information to a third party.

If you have questions, see [Security Passphrase](#) or contact the Office of the Registrar.

Regards,

Office of the Registrar


20 UCB Boulder, CO 80309

[Map: Regent Administrative Center Room 101](#)

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Office of the Registrar | University of Colorado Boulder  
303-492-6970 | [registrar@colorado.edu](mailto:registrar@colorado.edu) | [colorado.edu/registrar](http://colorado.edu/registrar)

2) The following e-memo was sent on Tuesday, August 18, to all CU-Boulder faculty and staff.



## Office of the Registrar

UNIVERSITY OF COLORADO BOULDER

Dear [first],

As required by the Family Educational Rights and Privacy Act (FERPA), the university must verify a student's identity before disclosing their protected information. For new freshman and transfer students, FERPA protections go into effect on the first day of classes, **Monday, August 24, 2015**.

If a student cannot verify their identity with a photo ID (i.e., they don't have ID with them or they're contacting the university over the phone), the student must correctly state their established security passphrase. **NOTE:** Email communication is outside the scope of this requirement (see [Sending Student Data Electronically](#)).

Students [set their passphrase](#) in [MyCUInfo](#); university employees view the passphrase through Campus Solutions or [MyCUInfo's](#) Faculty Toolkit.

Prior to the start of fall term, please review our [Security Passphrase Business Practices](#), which explain:

- the purpose of this requirement
- business practices for requesting and verifying security passphrases
- recommended responses when a student's passphrase has not been established, is stated incorrectly or contains inappropriate language

If you have questions, contact the Office of the Registrar.

Regards,


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20 UCB Boulder, CO 80309

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3) The following corrected e-memo was sent on Thursday, August 20, to all CU-Boulder faculty and staff.



## Office of the Registrar

UNIVERSITY OF COLORADO BOULDER

Dear [first],

Faculty and staff using the tuition benefit may register for CU-Boulder Main Campus classes beginning on **Monday, Aug. 24, 2015, at 12:01 a.m.**

To use the tuition benefit for Fall 2015, you must:

1. [Apply to CU-Boulder as a nondegree student](#) **[CORRECTED LINK]** if you aren't already an admitted degree-seeking or nondegree student (undergraduate and graduate admission has closed for Fall 2015).
2. [Term-activate yourself](#) if you're a nondegree student in order to access Fall 2015 classes.
3. Register for your class(es) between **Monday, Aug. 24**, and **Wednesday, Sept. 2, 2015**. If you register before this date, you'll be responsible for full tuition and fees.
  - o Study Abroad, Continuing Education, Extended Studies, Executive MBA and 11-month MBA program courses are NOT covered by the tuition benefit.
  - o All classes must be taken for a letter grade or as pass/fail. No-credit (audited) classes are not permitted.
  - o If your desired class is full, add your name to the waitlist and contact the department offering the course for further instructions.
  - o After Sept. 2, instructor's approval is required to add a class; contact the instructor or the instructor's department for more information.
4. Submit your completed [Tuition Benefit Application Form](#) to Employee Services by **Friday, Sept. 11**.
5. Apply for and authorize the [College Opportunity Fund \(COF\)](#) if you're an undergraduate in-state resident taking undergraduate classes.
  - o Complete the [COF Application](#) by the last day of classes, **Friday, Dec. 11**.
  - o [Authorize COF funds](#) in [MyCUInfo](#) by the last day of final exams, **Thursday, Dec. 17**.

Need help? Visit the Employee Services website ([Tuition Waiver Benefit: Boulder Campus](#)) for more information.


Regards,

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4) The following e-memo was sent on Friday, August 21, to all teaching faculty with Augmester grades to post.

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

Dear [name],

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

Session	Class Info	Class #	Class Description	# Enrolled
Augmester				

**The last Augmester session grades must be posted by Tuesday, August 25.** 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 business hours: 9 a.m.–5 p.m., M–F.

The university and your students appreciate your dedication to timely grading.

Regards,

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