



Registrar Network

UNIVERSITY OF COLORADO BOULDER

Below is the update from the Office of the Registrar for August 31, 2015. If you have questions, please contact the person or unit associated with the update. Thank you!

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

The following e-memo was sent on Tuesday, August 25, to all active Main Campus, degree-seeking students.



Office of the Registrar

UNIVERSITY OF COLORADO BOULDER

Dear [first],

Welcome to fall term at CU-Boulder! As classes get underway, please review the following [important dates](#) for Main Campus, full-semester courses. Deadlines occur at 11:59 p.m. Mountain Time unless otherwise noted.

Wednesday, September 2, 2015

Last day to [add a class](#) in [MyCUInfo](#).

Last day to add your name to a [class waitlist](#) in [MyCUInfo](#).

Friday, September 4, 2015

Last day to enroll in the [Fall 2015 Four-Payment Plan](#) in [MyCUInfo](#) or [CUBill&Pay](#).

Last day to select or waive [health insurance](#) in [MyCUInfo](#).

Last day to submit [required immunization forms](#) (5 p.m.).

Fall 2015 [tuition & fees payment](#) due (mailed and in-person payments; 5 p.m.).

Last day to [submit private scholarship checks](#) without late/service charges (5 p.m.).

Saturday, September 5, 2015

Fall 2015 [tuition & fees payment](#) due (online payments).

Monday, September 7, 2015

Labor Day holiday (no classes; university closed).

Wednesday, September 9, 2015

Last day to [drop a class](#) without tuition/fee charges and without receiving a W grade.

Last day to [withdraw](#) from the university without tuition charges and without receiving a W grade; \$200 processing fee applies.

Friday, September 11, 2015

Last day to add a class for [COF funding](#) (5 p.m.).

Last day for students not currently enrolled to register without a late fee.

Last day to change [variable credit hours and pass/fail & no-credit status](#) in [MyCUInfo](#).

Wednesday, September 30, 2015

Last day to submit [Selective Service Forms](#) before a registration hold is applied.

Visit the [MyCUInfo mobile site](#) to view your MyCUInfo profile, class schedules, book lists and grades on your mobile device.

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 | colorado.edu/registrar

The following e-memo was sent on Wednesday, August 26, to all teaching faculty with Augmester 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 Augmester. 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
Augmester				

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
Phone: 303-492-6970
Hours: 9 a.m.–5 p.m., Mon.–Fri.
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

The following e-memo was sent on Thursday, August 27, to all teaching faculty with summer grades still needing to be posted.

 **Vice Provost and Associate Vice Chancellor for Undergraduate Education**
UNIVERSITY OF COLORADO BOULDER

Dear [name],

Your grades for the following summer class(es) are now very overdue. It is critical that you enter your grades for the classes listed below.

Session	Class Info	Class #	Class Description	# Enrolled

You must complete grading immediately by following these steps:

5. Log in to [MyCUInfo](#) and access the web grading system
6. Enter your grades
7. Approve your grades
8. Post your grades

Web grading is the ONLY method of posting grades. Contact the Office of the Registrar or your department for assistance with web grading, or use [online resources](#) such as the [web grading video](#).

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Late grades cause serious consequences for your students.

Michael Grant
Vice Provost for Undergraduate Education

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