



Registrar Network

UNIVERSITY OF COLORADO BOULDER

Below is the update from the Office of the Registrar for September 21, 2015. If you have questions, please contact the person or unit associated with the update. Thank you!

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Introductory Academic Department Admin Training for New Staff ([Rebecca Jones](#))

Friday, September 25, 1 to 3:30 p.m., Regent 1B27

Friday, October 2, 11:30 a.m. to 1 p.m., Regent 1B27

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

Participants should RSVP to [Rebecca Jones](#), as space is limited. Please include the day and time of the training in your message.

Campus Solutions access is not required, but it 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.

COF Addendum Required for Late Adds ([Lindsay Jackson](#))

A [COF Addendum](#) is required for undergraduate, resident students paying in-state tuition who wish to add a class after the third Friday of the term. Please attach a completed [COF Addendum](#) to any Special Action Form sent to our office for late adds, section changes or changes of credit hours between now and December 11.

FIXED: Security Passphrase Error on Class Roster ([Sarah Layton](#))

You should no longer receive an error when accessing a student's security passphrase from the class roster in the Faculty Center or on the admin side.

Community Equity and Bystander Training Service Indicators Preventing Enrollment ([Sarah Layton](#))

Per the Office of Institutional Equity and Compliance, it is a requirement that all Fall 2015 incoming freshman and transfer students complete the Community Equity D2L course and attend an in-person bystander training. **Failure to complete both trainings will prevent the student from registering for Spring 2016 classes.**

This week, we will be putting on service indicators for students who have not completed one or both trainings. We hope this will give the students time to complete the trainings in advance of their Spring 2016 enrollment appointment.

For the Community Equity course, the service indicator will be removed within two hours of completion. For the in-person bystander training, the service indicator will be removed within two days of attending the training up until enrollment appointments begin, at which point we will remove the service indicator on the same day the student attends training.

The Office of Institutional Equity and Compliance will be emailing students reminders to complete the trainings.

What the student will see for each service indicator:

- **Community Equity D2L Module**

You are required to complete the online Community Equity module through Desire2Learn (D2L) at <https://learn.colorado.edu> before you can enroll in classes. The module is under community spaces on the D2L home page. For more details go to <http://www.colorado.edu/institutionalequity/training-and-education> and click on the "Mandatory Training for New Students" tab.

- **In Person Bystander Training**

You are required to attend one in-person session of Bystander Intervention Skills Training before you can enroll in classes. For details on when this course is offered, go to <http://www.colorado.edu/institutionalequity/training-and-education> and click on the "Mandatory Training for New Students" tab.

Reminder About Winter Commencement Ceremonies ([Sally Page](#))


Back in September 2013, the campus was informed of some academic calendar changes, as well as that there would [no longer be a winter commencement ceremony beginning in Fall 2017](#).

We've gotten a couple of questions about this, so I just want to remind folks that we have two more winter commencement ceremonies (Fall 2015 and Fall 2016) before they are discontinued.

You can view the future academic calendar under [Key Academic Dates](#), which includes commencement ceremony dates.

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

The following e-memo was sent on Wednesday, Sept. 16, to all CU-Boulder faculty and staff.

 Office of the Registrar
UNIVERSITY OF COLORADO BOULDER

Dear [first],

With fall semester underway, please be mindful of your responsibility to secure and protect the confidentiality of student data. The [Family Education Rights and Privacy Act \(FERPA\) of 1974](#) and University of Colorado Boulder set forth guidelines related to the disclosure of and access to student education records maintained by the university.

FERPA affords students the following rights with respect to their education records, and violations of these rights may lead to lawsuits and/or withholding of federal funds to the university:

- to inspect and review their education records;
- to request amendment of their education records;
- to consent to disclosure of personally identifiable information in their education records;
- to file a complaint with the U.S. Department of Education concerning alleged failure by the institution to comply with the requirements of FERPA.

Education records are any records that directly relate to a student and are maintained by the institution, and may be in any storage medium. Education records include two types of information:

1. **Directory information** may generally be disclosed to a third party without the written consent of a student. It typically is not considered harmful or an invasion of privacy if released. However, a student may restrict the release of directory information by submitting a [nondisclosure form](#) for full or limited privacy. Stay compliant by reviewing the complete list of [directory information](#) as defined by CU-Boulder. CU-Boulder school officials reserve the right to refuse disclosure or limit the amount or type of information disclosed.

For faculty and staff who use the Campus Solutions student information system, a red "PRIVATE" message appears for students who have restricted release of directory information. This privacy status also may be checked using the window-shade icon on select screens. If asked information about a student with a full-privacy indicator on record, simply reply, "I have no information about this person."

2. **Non-directory information** is personally identifiable information that may not be disclosed to anyone, including parents, without prior written student consent. It includes sensitive information, such as SSNs, grades and financial information. Students may authorize release of non-directory information to third parties by completing a [Student Consent for Release of Non-Directory Information Form](#), available in the Office of the Registrar. School officials, including faculty and staff, may access non-directory information only with a legitimate educational need based on their role at CU-Boulder.

FERPA allows for the reporting of health or safety emergencies to appropriate parties (law enforcement officials, health/medical personnel and/or parents). Reports of students of concern also should be made to appropriate campus personnel, such as [Division of Student Affairs](#), [Counseling and Psychiatric Services](#), [Wardenburg Health Center](#) or [CUPD](#).

Be FERPA Savvy. While federal law and institutional policies may seem complex and student situations vary, the following tips can help faculty and staff remain FERPA compliant:

- never use student name, SSN, student ID, photo or other personally identifiable information when posting class or grade rosters, regardless of medium;
- do not maintain student grades with personally identifiable information on any public computers, websites or personal laptops (questions about appropriate storage and technologies may be directed to [IT Security](#) at 303-735-HELP or to the Office of the Registrar);
- ensure learning management and other systems do not display sensitive information to others;

- unless you know the student, always verify that you are providing non-directory information appropriately by asking for a photo ID (you may also verify using the [security passphrase](#) or ID photo in [MyCUInfo](#));
- ensure a student has not restricted release of directory information before disclosing it;
- never leave student papers, exams or files on desks/desktops when away from the office;
- securely dispose of documents and files containing sensitive information;
- never provide class schedules to unauthorized third parties for purposes of locating a student;
- try to answer parent/third-party questions by referencing university policy and procedures that apply to all students BEFORE accessing an individual student's record.

The disclosure of information from a student education record applies to any non-directory information (e.g., class performance, grades, abilities, background) conveyed in writing, in person or over the telephone to third parties, including in **letters of recommendation or reference calls**. When in doubt, obtain written consent from the student or contact the Office of the Registrar.

The protection of student privacy is everyone's responsibility. Student data privacy training should be incorporated into all new faculty, staff and student employee training. Completion of [online training](#) is required to obtain access to CU-SIS and other sensitive student data.

Don't hesitate to contact me with FERPA questions or requests for training in your department. Additional FERPA information is available online from the [Office of the Registrar](#) or from the [U.S. Department of Education](#).


Thank you for your efforts to keep our campus FERPA compliant.

Sincerely,

Kristi Wold-McCormick, Ph.D.
Registrar

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, Sept. 16, to all active CU-Boulder students.


Office of the Registrar
UNIVERSITY OF COLORADO BOULDER

Dear [first],

As a student at CU-Boulder, you have rights regarding the access to and disclosure of information in your education record. The Family Educational Rights and Privacy Act (FERPA) affords you:

- the right to inspect and review your education records;
- the right to request amendment of your education records if you believe information is inaccurate or misleading;
- the right to consent to disclosure of personally identifiable information in your education records, except to the extent that FERPA authorizes disclosure without consent, such as to school officials (i.e., faculty, authorized staff, advisors);
- the right to file a complaint with the U.S. Department of Education concerning alleged failure by the university to comply with the requirements of FERPA (Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901).

To review or request an amendment to your record, contact the university office that maintains the record to make arrangements. This does not apply to grade changes, which are at faculty discretion.

Under FERPA, the university also may release information from your education record without consent if the disclosure is:

- to officials of other postsecondary institutions where you seek or intend to enroll, or where you already are enrolled so long as the disclosure is related to your enrollment or transfer;
- to authorized representatives of federal, state or local educational authorities;
- in connection with financial aid for which you have applied or received;
- to an organization conducting studies for or on behalf of the university;
- to your parents or guardians (if you are a dependent student for tax purposes);
- to an accrediting organization;
- to comply with a judicial order or lawfully issued subpoena;
- in connection with a health or safety emergency.

Sensitive or non-directory information generally is not released from your education record by CU-Boulder without your written consent. You may also restrict the release of [directory information](#) by placing [full or limited privacy](#) on your record. Please note that students with full-privacy status will have NO information released about them (unless a FERPA exception applies), including information to parents, prospective employers, news media, honor societies, commencement programs, etc. Limited-privacy status only limits the release of directory information to the general public, such as for mailing lists, unless a FERPA exception applies.

More information about your rights and university policies related to FERPA are available [online](#). Questions may be directed to the Office of the Registrar. Have a successful semester!

Sincerely,

Kristi Wold-McCormick, Ph.D.
Registrar

Office of the Registrar | University of Colorado Boulder
303-492-6970 | registrar@colorado.edu | colorado.edu/registrar

The following e-memo was sent on Thursday, Sept. 17, to students who graduated in Aug. 2015, but were registered for Fall 2015 in the same degree program.



Office of the Registrar

UNIVERSITY OF COLORADO BOULDER

Dear [first],

Our records indicate that you graduated from the University of Colorado Boulder in August 2015, yet you are registered for Fall 2015 in the same degree program. Students who have graduated from a degree program are not allowed to take additional courses in that program.

For this reason, you have been placed in a nondegree program for Fall 2015. You are still enrolled in your classes.

As a nondegree student, you will be able to register for Main Campus classes through the [ACCESS Program](#) in future semesters.

If you wish to pursue another degree program, you have the following options:

- [Apply to the Office of Admissions](#) to pursue a second undergraduate degree.
- [Apply to a graduate program](#) to pursue a graduate degree (contact the department in which you wish to receive a graduate degree).

Please note:

- To withdraw from the university, you must follow the [withdrawal procedures](#).
- If you received an undergraduate degree and you're completing the requirements for an additional major, please contact your advisor.

Please contact the Office of the Registrar with questions.

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 Friday, Sept. 18, to students whose Social Security number on record with CU-Boulder did not match the SSN and/or name provided to the National Student Clearinghouse by another institution.



Office of the Registrar

UNIVERSITY OF COLORADO BOULDER

Dear [first],

Our records indicate that the Social Security number (SSN) in your student record does not match the SSN and/or name provided to the National Student Clearinghouse (NSC) by another institution.

A non-impact service indicator to correct your SSN has been placed on your [MyCUInfo](#) account.

You must come in person to the Office of the Registrar with a valid photo ID AND one of the items listed below:

1. A Social Security card or other Social Security Administration document showing your name and SSN.
2. A copy of a state or federal tax document with your name and SSN.
3. An employment record containing your name and SSN.
4. A military document showing your name and SSN (e.g., military ID card).
5. A government-issued driver's license, permit or ID showing your SSN.
6. A tribal ID card with your name and SSN.
7. A medical benefits card with your name and SSN.
8. Any acceptable document submitted as proof of legal presence/identity or residence address displaying your name and SSN.
9. An approved FAFSA form.

DO NOT EMAIL ANYTHING CONTAINING YOUR SSN. Doing so could put you at high risk for identity theft.

Please note: If you do not resolve this conflict, you may be unable to access the NSC Student Self-Service Site (via [MyCUInfo](#)), where you can:

- Verify your degree for potential employers.
- Print free enrollment verification certificates to send to insurers, housing providers or other organizations requiring proof of your enrollment ([step-by-step instructions](#)).
- View your enrollment history.
- View the student loan deferment notifications sent to your lenders and guarantors.
- View the proof(s) of enrollment sent to your insurers or other providers at your request.
- Obtain a list of your student loan lenders and link to real-time loan information.

The Office of the Registrar is located on the main level of the Regent Administrative Center, room 101. Office hours are Monday through Friday, 9 a.m. to 5 p.m.

Regards,

Office of the Registrar

20 UCB Boulder, CO 80309

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

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