Registrar Network
UNIVERSITY OF COLORADO **BOULDER**

Below is the update from the Office of the Registrar for September 28, 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, 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.

Reminder Added in Self-Service Regarding Swap Functionality ([Sally Page](#))

A message was added on the Swap page within the Student Center to remind students of the limited functionality of this feature. If a student is enrolled in a multiple component class (e.g., lecture/lab, lecture/recitation, etc.), and they want to switch one of the sections but it's closed with a waitlist, they cannot do this via the swap function without losing their place in the section in which they were enrolled.

UIS Production Systems Maintenance, 10/4 (Sally Page)

Description

UIS production systems maintenance: Sunday, Oct. 4, 6 a.m.–2 p.m.

All production enterprise services will be unavailable during the maintenance window. This maintenance window includes comprehensive patching of Microsoft systems to address security vulnerabilities and bug fixes and file systems updates and fixes.

Application Impact

- **Affected:** Campus Solutions | Campus Solutions Mobile Application | Concur Travel & Expense | CRM | CU-Boulder R25 Scheduling Application | CU Marketplace | cutransfer.cu.edu | DARS | Enterprise Portal | eRA | File and Print Services | Finance | HCM | ImageNow | Integration Gateway | ISSM (formerly fsaAtlas) | JIRA | Law Toolbox | LegalFiles | OAO | OnBase | Parchment | Phire | RoboHelp | SES | SharePoint 2007 | SharePoint 2013 | Singularity | Skillsoft | SupportWorks (Employees Services) | TeamMate | Terminal Server | TTO Portal

- **Available:** 1800 Grant Phones | Email | VPN | MS Communicator | Wired and Wireless network for 1800 Grant

For more information about UIS services, please go to the UIS Service Catalog at https://www.cu.edu/uis/service-catalog.

Registrar's E-memo (Crystal Eilerman)

The following e-memo was sent on Friday, Sept. 25, to all students needing to complete the Selective Service requirement.

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

Dear [first],

Our records indicate that you haven't completed one or both steps of the Selective Service registration requirement. Failure to register with Selective Service by **Thursday, October 1, 2015**, will prevent you from enrolling in Spring 2016 classes.

What Is the Selective Service Registration Requirement?
With only a few exceptions, the Selective Service registration requirement applies to all male U.S. citizens and male immigrants residing in the United States who are 18 through 25 years of age (Colorado House Bill 1021, effective July 1, 1987).

What You Need To Do
Complete the following steps by **Thursday, October 1, 2015**. NOTE: All CU forms require Adobe Reader. Mac users MUST install the free Adobe Reader software for forms to work.

1. Register online with Selective Service.
    o   Go to the Selective Service website.
    o   Click **Register**, then **Register Online**.
    o   Complete and submit the form.

2. Submit the Selective Service Verification Form.
    o   Log in to MyCUInfo.
    o   Under **Other Academic Services** (bottom of page), click **Selective Service Form**.
    o   Complete and submit the form.

The verification form will be processed and the hold removed the next business day. You may file a statement with Selective Service indicating your position as a Conscientious Objector; however, you're still required to complete the Selective Service Verification Form and submit it to the university.

Regards,

Office of the Registrar

20 UCB Boulder, CO 80309
Map: Regent Administrative Center Room 101
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