



Registrar Network

UNIVERSITY OF COLORADO BOULDER

Below is the update from the Office of the Registrar for October 5, 2015. If you have questions, please contact the person or unit associated with the update. Thank you!

Contents:

- SAVE THE DATE: Town Hall Meeting, 10/26
- Dropping Versus Withdrawing
- Unofficial Noncredit Transcripts Now Available in Self-Service
- Registrar's E-memos: Enrollment Verifications for Fall 2015, Action Required: Registration Hold Applied

SAVE THE DATE: Town Hall Meeting, 10/26 ([Office of the Registrar](#)) Monday, October 26, 10 a.m. to noon, Wolf Law Building, Wittemyer Courtroom

Please save the date for this fall's Office of the Registrar Town Hall Meeting.

Topics include:

- u.achieve update
- CeDiploma (digital diploma)
- Formstack web forms
- Website redesign
- MyCUInfo app demo
- Oracle CRM 360-degree view demo
- Transcript ordering update
- FERPA training reminder

Dropping Versus Withdrawing ([Rebecca Jones](#))

If a student is trying to drop a class or withdraw from CU-Boulder, please be sure to differentiate between the two actions and confirm the student's intent; each has a different impact on tuition and fees.

- **Withdrawing:** The student wants to drop all classes for the semester. Students who withdraw from now through Oct. 7 are assessed 60 percent of tuition and fees and receive W grades. After Oct. 7, students who withdraw do not receive a refund.
- **Dropping:** The student wants to drop one or two classes, but keep taking other classes for the semester. Students who drop a class after Sept. 9 receive a W grade and no refund of tuition or fees. Students can drop classes online through their MyCUInfo portal until Oct. 30 at 11:59 p.m. After Oct. 30, students need to petition their college/school/program for a late drop.

Please refer students to our [withdrawal webpage](#) or suggest they speak with us in person if they want to withdraw. For a full list of drop and withdrawal deadlines, see the [Academic Calendar](#).

Unofficial Noncredit Transcripts Now Available in Self-Service ([Julie Michalowski](#))

New functionality is in place for students to view their unofficial noncredit transcript via self-service. The noncredit transcript only displays coursework with the career of noncredit (NOCR), such as Intensive English Program courses (NCIE) in the International English Center. At this time, auditors (senior or community) are not able to access this, because their coursework is listed in an undergraduate or graduate career.

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

The following e-memo was sent to students on Friday, Oct. 2.

Dear [first],

Has your insurance company or other provider requested verification of your college enrollment? If so, get your Fall 2015 enrollment verification for **free** without a trip to the Office of the Registrar.

Simply log in to [MyCUInfo](#) and click **Enrollment Verification**:

Academics / Schedule | **Billing Information** | **Financial Aid** | **Dates and Deadlines**

Alerts: Holds, To-Do Items 0

Your Enrollment Dates

Register for Classes
Add / Drop / Swap Classes

Search for Classes

Track Academic Progress
Degree Audit / Transfer Credit Evaluation

We're Here to Help
Call, email, visit or chat with the Office of the Registrar for assistance with:
- Student record privacy & parental access
- Petitioning for in-state residency
- Running & understanding your degree audit

My Academics / View Unofficial Transcript

Order Official Transcript

Enrollment Verification
Request proof of your enrollment

HAVE A QUESTION?
Phone 303-492-6970
Email registrar@colorado.edu
Online Registrar website

This will launch the National Student Clearinghouse Student Self-Service Site, where you can:

- 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.

Contact the Office of the Registrar with questions or special requests.

Regards,

Office of the Registrar

20 UCB Boulder, CO 80309
[Map: Regent Administrative Center Room 101](#)
Follow us [@CUBoulder](#)

The following e-memo was sent on Friday, Oct. 2, to all students with a Selective Service hold.



Dear [first],

A hold has been placed on your account because you did not complete one or both steps of the Selective Service requirement.

This hold will remain on your account until you comply and will prevent you from registering for classes. The Selective Service requirement needed to be fulfilled with both the state and the university by Thursday, October 1, 2015.

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

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.
 - Go to the [Selective Service](#) website.
 - Click **Register**, then **Register Online**.
 - Complete and submit the form.

2. Submit the Selective Service Verification Form.
 - Log in to [MyCUInfo](#).
 - Under **Other Academic Services** (bottom of page), click **Selective Service Form**.
 - 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

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