



# Registrar Network

UNIVERSITY OF COLORADO BOULDER

Below is the update from the Office of the Registrar for October 19, 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
- Registrar's E-memos: Your Spring 2016 Enrollment Appointment

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## 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. No RSVP is required.

### Topics include:

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

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

The following e-memo was sent to students on Monday, Oct. 12. The first sentence indicated the student's assigned enrollment appointment start time.



## Office of the Registrar

UNIVERSITY OF COLORADO BOULDER

Dear [first],

Your Spring 2016 enrollment appointment begins [col1] at [col2]. Registration remains open until 11:59 PM on 1/7/2016.

To view your enrollment appointment in [MyCUInfo](#), click on **Your Enrollment Dates**.

Click on **Search for Classes** in MyCUInfo to see Spring 2016 course listings. We encourage you to register as soon as possible after your enrollment appointment begins for the best chance to get the classes you want.

**All holds, service indicators or advising requirements on your record (under Alerts in MyCUInfo) must be cleared before you can register.**

### Preregistration Items

Before your enrollment appointment begins, click on **Register for Classes** in MyCUInfo to complete your preregistration items. For more information, click on **Alerts** or visit [Complete Your Preregistration Items](#).

### Course Reservation

Course reservation for Spring 2016 is available **10/26/15–10/30/15** for eligible students. If you remained on a class waitlist through Fall 2015 registration, you may be eligible to use course reservation. Visit [course reservation requirements](#) to learn more.

### MyCUInfo App

*New this semester!* After you use MyCUInfo to complete your preregistration items and plan your schedule, download our mobile app to make quick, limited enrollment changes on the go, like adding or dropping a class.

PRO TIP: Will you be away from your computer when your appointment begins? The app can help!

1. Add classes to your shopping cart in the [MyCUInfo](#) portal.
2. Download the MyCUInfo app ([App Store](#) or [Google Play](#)).
3. When your enrollment appointment begins:
  - Open the app.
  - Tap **Cart**.
  - Tap **Enroll in all Classes**.

Visit the [MyCUInfo app website](#) for more information.

### Enter to Win an iPad

Tell us what you think of the MyCUInfo portal (not the app)! Complete the [MyCUInfo survey](#) and enter to win a 16GB iPad Air 2 Wi-Fi. The survey closes on Oct. 19 at 11:59 PM.

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)

The following e-memo was sent on Monday, Oct. 12, to students with multiple enrollment appointments or whose data could otherwise not be pulled in to the first e-memo.



## Office of the Registrar

UNIVERSITY OF COLORADO BOULDER

Dear [first],

Your Spring 2016 enrollment appointment has now been posted in [MyCUInfo](#) under **Your Enrollment Dates**. Registration remains open until 11:59 p.m. on 1/7/2016.

Click on **Search for Classes** in MyCUInfo to see Spring 2016 course listings. We encourage you to register as soon as possible after your enrollment appointment begins for the best chance to get the classes you want.

**All holds, service indicators or advising requirements on your record (under Alerts in MyCUInfo) must be cleared before you can register.**

**Preregistration Items**

Before your enrollment appointment begins, click on **Register for Classes** in MyCUInfo to complete your preregistration items. For more information, click on **Alerts** or visit [Complete Your Preregistration Items](#).

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