



Registrar Network

UNIVERSITY OF COLORADO BOULDER

Below is the update from the Office of the Registrar for October 26, 2015. If you have questions, please contact the person or unit associated with the update. Thank you!

Contents:

- TODAY: Town Hall Meeting
- New Manager of Client Support Services
- Course Reservation, 10/26–10/30
- Policy Change: COF Addendum Required for Late Adds Only
- Registrar's E-memos: Your Spring 2016 Course Reservation Eligibility, Fall 2015 Last Day to Drop a Class in MyCUInfo (10/30)

TODAY: Town Hall Meeting ([Office of the Registrar](#))

Monday, October 26, 10 a.m. to noon, Wolf Law Building, Wittemyer Courtroom

Please join us today at 10 a.m. to get the latest scoop on Office of the Registrar developments, including:

- Staffing changes
- Degree audit (u.achieve)
- MAPS
- Delegated access
- MyCUInfo app
- CeDiploma (certified electronic diploma)
- Automated forms (withdrawal form)
- Website redesign
- Transcript ordering
- Catalog/curriculum
- Study abroad
- FERPA

No RSVP is required. We'll see you there!

New Manager of Client Support Services ([Susan Dorsey](#))

I am happy to announce that the position Lindsay Jackson recently vacated has been filled with an internal candidate. As of Oct. 19, Becky Jones is now the manager of Client Support Services within Enrollment and Records Services. She will continue supporting the withdrawal desk until we can hire and train her replacement, which we hope to accomplish quickly. That Tech III position will post as soon as possible on [Jobs at CU](#).

Please join me in congratulating Becky on her new role. Her extensive knowledge about ERS services and her proven concern for our customers make her an excellent choice. We are excited to put her skills to work in this new capacity!

Course Reservation, 10/26–10/30 ([Office of the Registrar](#))

Course reservation is a program that allows students who remained on a waitlist to reserve that class before subsequent term registration begins. If a student is eligible, they should have received an email identifying the class for which they remained waitlisted (see “Registrar’s E-memos” below).

Students who are eligible and who want to take advantage of course reservation must come to the Office of the Registrar and fill out a form. We will verify eligibility and register the student for the class.

This service goes unused by many students, so if you find yourself assisting a student who wants to learn more about the program, send them to our office during the dates listed above.


Policy Change: COF Addendum Required for Late Adds Only ([Office of the Registrar](#))

The Office of the Registrar will no longer require a COF addendum for swaps, section changes, drop backs, drop forwards or combined class changes. Instead, the COF addendum will be required for late adds only.

Please make sure the COF addendum is signed by both the department and the student before submitting a Special Action Form to the Office of the Registrar. For additional questions, please email registrar@colorado.edu.

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

The following e-memo was sent to students on Monday, Oct. 19. The first sentence indicated the student’s waitlisted course from Fall 2015.

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

Dear [first],

Our records indicate that in Fall 2015, you remained on the waitlist for [col1] [col2] [col3]. You may be eligible for [course reservation](#) for Spring 2016 if:

1. Your name was added to the official class waitlist in Fall 2015 (and not removed) prior to the posted waitlist deadline.
2. All registration holds are cleared from [MyCUInfo](#).
3. All course restrictions are met.
4. The course is an eligible undergraduate course (controlled-enrollment courses are excluded) that is offered in Spring 2016.*

If all requirements for course reservation are met:

1. Log in to [MyCUInfo](#) and make note of the desired class section number of the course for which you were waitlisted in Fall 2015.
2. Between Oct. 26 and 30, visit the Office of the Registrar to complete the Course Reservation Form in person.
3. An enrollment representative will register you for the requested class.

*Please note: Some courses are only offered in fall or spring semesters. If your course is not available for Spring 2016, you may be eligible for course reservation in Fall 2016 instead. Please contact the Office of the Registrar to verify.

The deadline to submit a completed Course Reservation Form for Spring 2016 is 5 p.m. on Friday, Oct. 30. Late or incomplete reservations will not be honored.

Please contact our office with any 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 Monday, Oct. 19, to students with multiple waitlisted courses from Fall 2015 or whose data could otherwise not be pulled into the first e-memo.



Office of the Registrar

UNIVERSITY OF COLORADO BOULDER

Dear [first],

Our records indicate that in Fall 2015, you remained on the waitlist for one or more classes. You may be eligible for [course reservation](#) for Spring 2016 if:

1. Your name was added to the official class waitlist in Fall 2015 (and not removed) prior to the posted waitlist deadline.
2. All registration holds are cleared from [MyCUInfo](#).
3. All course restrictions are met.
4. The course is an eligible undergraduate course (controlled-enrollment courses are excluded) that is offered in Spring 2016.*

If all requirements for course reservation are met:

1. Log in to [MyCUInfo](#) and make note of the desired class section number of the course for which you were waitlisted in Fall 2015.
2. Between Oct. 26 and 30, visit the Office of the Registrar to complete the Course Reservation Form in person.
3. An enrollment representative will register you for the requested class.

*Please note: Some courses are only offered in fall or spring semesters. If your course is not available for Spring 2016, you may be eligible for course reservation in Fall 2016 instead. Please contact the Office of the Registrar to verify.

The deadline to submit a completed Course Reservation Form for Spring 2016 is 5 p.m. on Friday, Oct. 30. Late or incomplete reservations will not be honored.

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The following e-memo was sent to students on Thursday, Oct. 22.



Office of the Registrar

UNIVERSITY OF COLORADO BOULDER

Dear [first],

The last day to drop a class in [MyCUInfo](#) is Friday, Oct. 30, 2015, at 11:59 p.m.

After this date, dropping a Main Campus class requires the instructor's and dean's signatures on a Special Action Form, available from the instructor's department. Additional approval, such as petitioning the dean, may be required (check with your school/college/program). See [Add/Drop Classes](#) for more information.

NOTE: Main Campus classes dropped after Sept. 9 are assessed full tuition and fees, and a W grade appears on your transcript.

Dropping all of your classes constitutes withdrawal, and has a different impact on your tuition and fees. See [Withdrawing from the University](#) for more information.

MyCUInfo Portal

1. Log in to [MyCUInfo](#).
2. Click **Register for Classes**.
3. In the **drop** tab, select the current term and then **Continue**.
4. Select the class from the menu, and click **Drop Selected Classes**.
5. Click **Finish Dropping** to complete the drop.
6. Review your class schedule to verify that the class was successfully dropped.

MyCUInfo App

New this semester! Download our [mobile app](#) to make quick, limited enrollment changes on the go, including dropping a class.

1. Log in to the app.
2. Tap **Schedule**.
3. Tap the class you want to drop.
4. Tap **Drop Class**.
5. Tap **Drop** to confirm.

NOTE: If you select a class with multiple components, like a lecture and lab, the app will drop all sections, regardless of which you drop first.

Regards,

Office of the Registrar

20 UCB Boulder, CO 80309

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

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