



Registrar Network

UNIVERSITY OF COLORADO BOULDER

Below is the update from the Office of the Registrar for November 2, 2015. If you have questions, please contact the person or unit associated with the update. Thank you!

Contents:

- FERPA for Faculty and Staff, 11/10
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FERPA for Faculty and Staff ([Becky Jones](#))

Tuesday, November 10, 10 a.m.–noon, UMC 245

The Office of the Registrar is hosting an informational session about FERPA, the federal law that protects student education records. To help faculty and staff at CU-Boulder understand how university personnel can and cannot store, use and share student information, this training will provide a short overview of FERPA followed by Q&A. Kristi Wold-McCormick, the campus Registrar, and Susan Dorsey, Associate Registrar, will apply their knowledge of FERPA to address your specific questions. Please feel free to [submit your questions](#) about unusual student data requests or situations. Impromptu questions are also welcome.

Please RSVP to [Becky Jones](#). CU-SIS access is not required.

Special Action Forms Required for Class Drops ([Becky Jones](#))

As of Friday, Oct. 30, students can no longer drop Fall 2015 classes through MyCUInfo. Students wanting to drop a class must now submit a Special Action Form that has been filled out and signed by the dean of their primary program to the Office of the Registrar.

Reminder: New Preregistration Items Hold ([Sarah Layton](#))


Preregistration items cannot be completed in the new [MyCUInfo app](#); therefore, we must prevent the student from using the app for enrollment if they have not completed their preregistration items in the portal.

Students have been assigned a service indicator that will prevent enrollment if they have not yet completed preregistration items for the spring term (most students have done this already). The service indicator directs students to complete preregistration items in the portal and does not mention the mobile app specifically.

This service indicator will be removed immediately following completion of the preregistration items.

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

The following e-memo was sent to students on Monday, Oct. 26, to all graduate and law students, and to undergraduates with 80 credit hours or more.

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

Dear [first],

If you intend to graduate in Fall 2015, complete each item below by the date listed. To find out about your graduation requirements, contact your department or advisor.

Deadlines occur at 11:59 p.m. Mountain Time unless otherwise noted.

Nov. 1: Deadline to Apply for Fall Graduation to Have Name in Program AND Last Day for Grad and Law Students to Submit, Update or Cancel a Fall Graduation Application in MyCUInfo
Your name will appear in the fall commencement program if you submit your graduation application by this date (see [step-by-step instructions](#)) and are on track to graduate. Be sure to update your **Diploma Name and Address**. If you apply now, but decide to graduate in another term, you can reapply in [MyCUInfo](#).

Dec. 11: Last Day for Undergraduate Students to Submit, Update or Cancel a Fall Graduation Application in MyCUInfo
Although your name will not appear in the fall commencement program, you can still graduate in Fall 2015 if you submit your application by this date. Note: This deadline for graduate and law students was Nov. 1.

Dec. 19: Commencement Ceremony (9:30 a.m.)
Fall 2015 Commencement takes place at the Coors Events/Conference Center at 9:30 a.m. See [Commencement](#) for full information.

Jan. 21: Deadline to Update Diploma Name and Address in MyCUInfo
Click **Apply for Graduation** and follow the prompts (even if you have already applied) until you see your name and address listed, and edit them there. If you do not enter a Diploma Address, your diploma will be mailed to your Home Address.

Feb. 1: Degrees Post to Transcripts
Transcripts can be [ordered online](#). If you have questions, email transcriptinfo@colorado.edu.

Feb. 5: Last Day to Clear All Financial Holds
To receive your diploma and transcript, all [financial obligations](#) (e.g., fines, tickets, fees) must be paid. You can view your student account and pay online in [MyCUInfo](#). If you have questions, email bursar@colorado.edu.

Feb. 8: Set Up Direct Deposit to Receive Your Confirmation Deposit
To receive your [confirmation deposit refund](#), minus any outstanding debt, you must set up [direct deposit for that transaction](#) (separate from payroll). The Bursar's Office [How To's](#) provide step-by-step instructions. Refunds will be directly deposited into your bank account around the first week of March. If you have questions, email bursar@colorado.edu.

Feb. 23: Diplomas Mailed to Students
If you did not enter a Diploma Address in [MyCUInfo](#), your diploma will be mailed to your Home Address.

The Office of the Registrar congratulates you on your academic achievement!

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. 26, to any students who received the first e-memo and who are on full privacy.



Office of the Registrar

UNIVERSITY OF COLORADO BOULDER

Dear [first],

Our records indicate that you may be eligible to graduate this December, and that your academic record is set to full privacy status.

If your record remains on full privacy status after you graduate:

1. The university will not print your name in the graduation program, in honors and/or awards lists, or in newspaper listings.
2. The university cannot legally verify that you attended the University of Colorado unless one of the FERPA exceptions applies. See [Exceptions to Student Consent for Release of Educational Records](#).
3. Requests for your information from non-university persons or organizations, including prospective employers, will be not be fulfilled.
4. If an employer or other person contacts CU to validate your degree, university personnel will respond, "We have no information about this individual."
5. If you contact our office to request a transcript, order a diploma or conduct any other business related to your student record, we will respond, "We have no information about this individual." We are allowed to assist you only after you present your photo ID or provide your [security passphrase](#).

Full privacy status will remain on your record until you file a written request to remove it in person at the Office of the Registrar. If you choose to leave your record on full privacy, please set an easy-to-remember security passphrase in [MyCUInfo](#) before leaving campus.

Regards,

Office of the Registrar

20 UCB Boulder, CO 80309
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The following e-memo was sent on Thursday, Oct. 29, to students without a Social Security number on file at CU.



Office of the Registrar

UNIVERSITY OF COLORADO BOULDER

Dear [first],

You are receiving this letter because the University of Colorado does not have a Social Security number (SSN) or Individual Taxpayer Identification number (ITIN) on file for you.

International students who are not eligible for a United States SSN or ITIN should disregard this letter. All other students must follow the instructions below to report their SSN or ITIN to the university.

To report your SSN or ITIN in time for the university to report it to the IRS for tuition credit on your 2015 income taxes, complete and submit the [Social Security Number/Taxpayer Identification Number Update Form](#) to the Office of the Registrar by **December 31, 2015, at 5 p.m.**

You may mail, fax or hand-deliver the completed form to our office (do not send by email):

Office of the Registrar
University of Colorado Boulder
Regent Administrative Center 101
20 UCB
Boulder, CO 80309-0020
Fax: 303-492-8748

The university is required to keep this information for the following reasons:

- Tax reporting: By federal law, the university must report to the Internal Revenue Service (IRS) the name, address and SSN or ITIN of every tuition-paying student as supporting data for education-related tax credits.
- State of Colorado College Opportunity Fund (COF) stipends for undergraduate students
- Informal credit relationships, such as past due charges for tuition, fees, housing, etc.
- On-campus student employment
- Financial aid applications

The university will use this information only for the purposes listed above. The university takes appropriate measures to protect the confidentiality and security of personally identifiable information and will not disclose an SSN or ITIN for any purpose not permitted by law or policy, including the Family Educational Rights and Privacy Act of 1974, without your consent.

Faculty/staff – If you are taking classes, you must complete this process to have your SSN/ITIN included in the student information system. This is the only way you will receive a 1098T form for tax-reporting purposes.

Regards,

Office of the Registrar

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