Registrar Network

UNIVERSITY OF COLORADO **BOULDER**

Below is the update from the Office of the Registrar for December 7, 2015. If you have questions, please contact the person or unit associated with the update. Thank you!

Contents:

- Wanted: Students for Website Testing
- Fall 2015 Web Grading Opens, 12/9
- New Faculty Toolkit Indicator: Disability Services Accommodations
- Reminder: Do Not Distribute 8" x 10" Diploma Covers
- Registrar's E-memos: Web Grading Opens Soon, ACTION REQUIRED: Verify Eligibility for Military In-State Status, Opt in to the Degree Within Reach program (two versions)

Wanted: Students for Website Testing (Dustin Moody)
Wednesday, December 9, 3:30–4:30 p.m., Visual Arts Building, room 1B23 (computer lab)

The Office of the Registrar will soon launch a new website to serve students and faculty. Before we do, we're collecting student feedback on site usability, navigation, layout and functionality.

Do you know a student who could attend this testing session to provide feedback? If so, please ask them to register online.

We will provide each participant with one meal card to the Center for Community (C4C) dining center.

Please direct questions to Dustin Moody at dustin.moody@colorado.edu or 303-735-3075.

Fall 2015 Grading Opens, 12/9 (Susan Dorsey)

Fall 2015 grading opens on Wednesday, Dec. 9. Please see the Fall 2015 Grade Processing Calendar for specific grade deadlines and additional resources.

If you have questions or need assistance posting your grades, please contact registrar@colorado.edu or 303-492-6970.

New Faculty Toolkit Indicator: Disability Services Accommodations (Disability Services)

As of Dec. 3, the Faculty Toolkit now displays an accessibility symbol (♿) next to any class containing students who have registered with Disability Services and received approved accommodations.

Click the accessibility symbol to display the list of accommodations approved for that class and the number of students who requested each accommodation. This information will also appear at the top of class rosters.

Please note that students are individually responsible for working directly with instructors to disclose and request these accommodations in each class. For more information, visit MyCUInfo Faculty Toolkit or email dsinfo@colorado.edu.

Reminder: Do Not Distribute 8" x 10" Diploma Covers ([Diplomas](#))

In Fall 2014, the size of the standard CU-Boulder diploma increased from 8" x 10" to 8.5" x 11". Please make sure that you do not distribute old 8" x 10" covers to graduating students.

To confirm you have the new, larger covers, measure the inside gold area where the diploma is set. This area measures 8" x 10" in the old version and 8.5" x 11" in the new one.

If you still have 8" x 10" covers in your department that you are not keeping for novelty purposes (such as internal awards), you may dispose of them through Property Services.

Please contact diplomas@colorado.edu to get a supply of new diploma covers to distribute to your graduating students.

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

The following e-memo was sent on Wednesday, Dec. 2, to teaching faculty with Fall 2015 classes.

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

Dear [first],

Web grading for Fall 2015 opens on Wednesday, December 9.

Grades are due 90 hours after the final exam for each course. See the [Fall 2015 Grade Processing Calendar](#) or the chart below to determine your grading deadlines.

Late grades can cause serious negative impacts to your students, such as:

- International students may have visa issues due to non-completion
- Students applying for jobs, internships, graduate school, etc., will be disadvantaged
- Students may not be able to enroll in courses with coded prerequisites
- Students who receive financial aid may fail their academic progress review
- The dean's office cannot certify students to graduate who have outstanding grades in required courses
- Student athletes cannot be certified for practice or competition if courses are ungraded
- Students may receive an F for an incomplete class that should have been graded by the deadline, which could cause them to go on probation/suspension and other serious consequences
- Dean's lists and class rank may be awarded before late grades are in; thus, students who deserve accolades may not receive them

For the success of your students and the integrity of CU-Boulder, please post grades before your class's grading deadline (see below).

Web Grading opens 12/9/2015 – Grades due 12/22/2015		
Final Exam Date:	Web Grading Due Date:	Time:
Sunday, December 13	Thursday, December 17	11:59 p.m.
Monday, December 14	Friday, December 18	11:59 p.m.
Tuesday, December 15	Saturday, December 19	11:59 p.m.

Wednesday, December 16	Monday, December 21	11:59 p.m.
Thursday, December 17	Tuesday, December 22	11:59 p.m.

Any grades not submitted by the deadline must be posted in the web grading system as soon as possible. Web grading is the only method of posting grades.

For help with the web grading system, watch this grading video, access web grading help documents on the grading web page, or contact the Office of the Registrar during business hours.

The university and your students appreciate your dedication to timely grading.

Regards,

Office of the Registrar
20 UCB Boulder, CO 80309
Map: Regent Administrative Center Room 101
303 492 6970
registrar@colorado.edu
www.colorado.edu/registrar
Follow us @CUBoulder

The following e-memo was sent on Thursday, Dec. 3, to students who receive the active-duty military exception for tuition purposes.

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

Dear [first],

Our records indicate that you receive the active-duty military exception for tuition purposes. Colorado law grants in-state tuition to nonresident members of the armed forces on PCS or TDY orders stationed in Colorado and to their dependents.

Starting with Spring 2016, the university must verify the eligibility of students receiving the military exception prior to each term of enrollment.

Please submit a **copy of your orders** and the **Verification of Active Duty Form**, complete with all required signatures, to our office between Dec. 11, 2015, and **Jan. 22, 2016**. Failure to submit your paperwork by the deadline will result in assessment of nonresident tuition.

You may fax, mail (but not email) or hand-deliver the paperwork to our office.

Regards,

Office of the Registrar

20 UCB Boulder, CO 80309
Map: Regent Administrative Center Room 101
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The following e-memo was sent on Thursday, Dec. 3, to enrolled CU-Boulder undergraduates who may be eligible for the Degree Within Reach program and have not yet signed up.

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

Dear student,

You may recall receiving an email about **Degree Within Reach**, a program that allows students who have transferred from a Colorado community college to a Colorado university to combine credits from both institutions and apply them towards an associate's degree from the community college.

Our records show that you're eligible for the program. This means the associate's degree you started may be awarded to you by your community college at no cost while you work toward your degree at the University of Colorado Boulder.

We know you might have a lot of questions about what it means to participate. You can start by going to the website, **degreewithinreach.org**, where you can check out the video featuring **Lt. Gov. Joe Garcia.** If you still have questions, feel free to reach out to the CDHE Director of Student Affairs, Carl Einhaus, at carl.einhaus@dhe.state.co.us.

Once you feel like you've gotten enough information about Degree Within Reach, here's how you can participate:

1. **Opt in** or out of the program **by clicking on this link**. By opting in, you are consenting to have your CU-Boulder academic records shared with your community college. This is how they know which classes you've taken since you transferred.
2. If you're eligible for a degree, it will be **awarded automatically**. If you still need a few more credits, you will be contacted.
3. An Associate of Science, Associate of Arts, or Associate of General Studies degree through Degree Within Reach **boosts your earning potential and career opportunities** while you continue to work towards your bachelor's degree.

We hope you'll take advantage of this great opportunity.

Regards,

Office of the Registrar

20 UCB Boulder, CO 80309
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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 Thursday, Dec. 3, to stopped-out CU-Boulder undergraduates who may be eligible for the Degree Within Reach program and have not yet signed up.

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

Dear student,

You may recall receiving an email about **Degree Within Reach**, a program that allows students who have transferred from a Colorado community college to a Colorado university to combine credits from both institutions and apply them towards an associate's degree from the community college.

Our records show that you're eligible for the program. This means the associate's degree you started at the community college may be awarded to you at no cost.

We know you might have a lot of questions about what it means to participate. You can start by going to the website, **degreewithinreach.org**, where you can check out the video featuring **Lt. Gov. Joe Garcia.** If you still have questions, feel free to reach out to the CDHE Director of Student Affairs, Carl Einhaus, at carl.einhaus@dhe.state.co.us.

Once you feel like you've gotten enough information about Degree Within Reach, here's how you can participate:

1. **Opt in** or out of the program **by clicking on this link**. By opting in, you are consenting to have your University of Colorado Boulder academic records shared with your community college. This is how they know which classes you've taken since you transferred.
2. If you're eligible for a degree, it will be **awarded automatically**. If you still need a few more credits, you will be contacted.
3. An Associate of Science, Associate of Arts, or Associate of General Studies degree through Degree Within Reach **boosts your earning potential and career opportunities**.

We hope you'll take advantage of this great opportunity by following the steps above, and we hope this recognition of your hard work will encourage you to return to CU-Boulder and complete your bachelor's degree.

Regards,

Office of the Registrar

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