



Registrar Network

UNIVERSITY OF COLORADO BOULDER

Below is the update from the Office of the Registrar for December 14, 2015. If you have questions, please contact the person or unit associated with the update. Thank you!

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Reminder: Security Passphrase Implementation ([Office of the Registrar](#))

Remember, if a student requests personal data from your office over the phone or in person without photo ID, then the student must first verify their identity by correctly stating their established security passphrase.

View [Security Passphrase Business Practices](#) to review the purpose of the new requirement; business practices for requesting and confirming security passphrases; and recommended responses when a student's passphrase has not been established, is stated incorrectly or contains inappropriate language.

If you have questions, contact the Office of the Registrar.

Changes to Tuition Classification Support ([Susan Dorsey](#))

We have changed how we handle walk-in Tuition Classification questions. Many students who walk in seeking assistance have very basic questions that are covered on our website and in our video, brochures and Tuition Classification 101 classes.

Thus, to better serve students, we are now referring these walk-in customers to web and print resources, to the main phone line and/or to email. This allows us to process petitions faster and also helps students understand the laws and petitioning process more clearly.

Please refer students or parents to tuitclass@colorado.edu, 303-492-6970 or to our [In-State Tuition](#) page, where they can sign up for a Tuition Classification 101 or 501 class. The deadline to submit Spring 2016 petitions has passed, so we've suspended classes until early January.

Retiring Tuition Classification Phone Number ([Susan Dorsey](#))


We are retiring the Tuition Classification phone number, 303-492-0907, in favor of taking all customer support calls through the main phone number, 303-492-6970. The process of removing the old number from publications is already in progress.

If your website or printed materials reference that phone number, please update it to 303-492-6970. You may also want to check if your phone tree offers an option to connect to the Tuition Classification phone number. If so, please change the number to 2-6970.

To ensure no calls are lost, we will continue forwarding the old line to our main number for the foreseeable future.

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

The following e-memo was sent on Thursday, Dec. 10, to all students (undergraduate, graduate and law) who've applied to graduate in December.

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

Dear [first],

As a CU-Boulder degree candidate, please review the following information related to your final grades, transcripts and diploma. If you do not plan to graduate in December, please disregard this message.

Certified Electronic Diploma (CeDiploma) Option Available

In addition to the standard paper diploma mailed to all graduates following commencement, CU-Boulder is proud to offer the Certified Electronic Diploma. CeDiplomas are available only to students graduating in Fall 2015 and later.

Reserve your CeDiploma now in [MyCUInfo](#). You will be notified when the electronic diploma is available for purchase (\$10.95) and download in Feb. 2016. For more information, see [Electronic Diplomas](#).

Upcoming Dates & Deadlines

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

Dec. 11: Last Day for Undergraduate Students to Submit, Update or Cancel a Fall Graduation Application in MyCUInfo
Last day for undergraduates 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). See the Bursar's Office [How To's](#) for 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! If you have questions about your graduation requirements, please contact your department or advisor.

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

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