



Registrar Network

UNIVERSITY OF COLORADO BOULDER

Below is the update from the Office of the Registrar for Jan. 4, 2016. If you have questions, please contact the person or unit associated with the update. Thank you!

Contents:

- New Website Is Live
- Posting Certificates
- Registrar's E-memos: Fall 2015 Grades Very Overdue, Review Your Spring 2016 Dates & Deadlines

New Website Is Live ([Dustin Moody](#))

We're excited to announce that the new Office of the Registrar website is now live! <http://www.colorado.edu/registrar/>

In addition to a new design, our staff has worked to streamline content for students, faculty and staff, and alumni, as well as implement new online forms for many business processes. There will undoubtedly be some issues during this initial launch period. If you experience any trouble using the site, please contact us at regweb@colorado.edu. We appreciate your patience during this transition as we correct any broken links and archive documents and calendars.

We hope that this new site provides a flexible platform as we continue to serve the students, faculty and staff of the university.

Posting Certificates ([Susan Dorsey](#))


A reminder to all certificates coordinators to use the attached [Certificate Notification Form](#) to notify us of completed certificates. The process changed in Fall 2014, so we can no longer accept letters or any other form of notification. Please be sure to fill out all fields completely and accurately and email the form to certificates@colorado.edu. Incomplete forms and non-standard submissions will no longer be processed.

Certificates completed in a previous term will be processed in 3–5 business days. Those completed in the current term are processed after degrees post, although submissions are accepted at any time.

Only officially approved academic certificates are posted to the student record. If you are unsure about the approval status of a certificate program, email certificates@colorado.edu for verification. To get approval for a new certificate program, contact the Associate Vice Chancellor for Undergraduate Education or the Graduate School Dean before offering the program to students. Any requests to post unapproved certificates will be reported.

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

The following e-memo was sent on Tuesday, Dec. 29, to all teaching faculty with fall grades still needing to be posted.

 **Vice Provost and Associate Vice Chancellor for Undergraduate Education**
UNIVERSITY OF COLORADO BOULDER

[Full Name],

Your grades for the following class(es) are now very overdue. It is critical that you enter these grades immediately.

Class Info	Class #	Class Description	# Enrolled

Follow these steps to complete your grading:

1. Log in to [MyCUInfo](#) and access the web grading system
2. Enter your grades
3. Approve your grades
4. Post your grades


Web grading is the ONLY method of posting grades. Contact the Office of the Registrar or your department for assistance with web grading, or use [online resources](#) such as the [web grading video](#).

Office of the Registrar
registrar@colorado.edu
Phone: 303-492-6970
Hours: 9 a.m.–5 p.m., Mon.–Fri.
colorado.edu/registrar

Late grades cause serious consequences for your students.

Michael Grant
Vice Provost for Undergraduate Education

The following e-memo was sent on Wednesday, Dec. 30, to all active, degree-seeking, Main Campus undergraduate, graduate and law students.

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

Dear [first],

The following is a summary of Spring 2016 dates and deadlines for Main Campus, full-semester courses. For a comprehensive list, see the [Official Academic Calendar](#). All deadlines occur at 11:59 p.m. Mountain Time unless otherwise noted.

NEW: Download our [mobile app](#) to make quick, limited enrollment changes on the go.

Thursday, Dec. 31

New Year's Eve holiday (no classes; university closed).

Friday, Jan. 1

New Year's Day holiday (no classes; university closed).

Last day to [withdraw from the university](#) and receive a full refund, less any outstanding charges.

Monday, Jan. 4

Last day to enroll in a [four-payment plan](#) in [MyCUInfo](#) or [CUBill&Pay](#) (11:59 p.m.).

Wednesday, Jan. 6

Deadline to set up [mandatory direct deposit](#) to receive the financial aid refund on or around Jan. 8.

Friday, Jan. 8

Open enrollment begins; all students may add or drop Spring 2016 classes in MyCUInfo.

Monday, Jan. 11

Classes begin; view your class schedule in MyCUInfo.

Tuesday, Jan. 12

Tuition and fee bills for all students available in MyCUInfo and CUBill&Pay; payment due Feb. 5.

Monday, Jan. 18

Martin Luther King Jr. holiday (no classes; university closed).

Wednesday, Jan. 20

Last day to [add a class](#) or [add your name to a class waitlist](#) in MyCUInfo.

Wednesday, Jan. 27

Last day to [drop a class](#) without tuition/fee charges and without a W grade.

Last day to [withdraw from the university](#) without tuition charges and without a W grade; a \$200 processing fee applies.

Last day to request a refund of any [student opportunities](#) fees you selected (5 p.m.); contact the department offering the program for more information.

Friday, Jan. 29

Last day for undergraduate Colorado residents to [add a class](#) to receive [College Opportunity Fund \(COF\)](#) funding.

Last day for students not currently enrolled to [register without a late fee](#).

Last day to change [variable credit hours](#) and [pass/fail](#) or [no-credit](#) status in MyCUInfo.

Regards,

Office of the Registrar

20 UCB Boulder, CO 80309

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

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303-492-6970 | registrar@colorado.edu | colorado.edu/registrar

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