Registrar Network
UNIVERSITY OF COLORADO **BOULDER**

Below is the update from the Office of the Registrar for Jan. 12, 2016. If you have questions, please contact the person or unit associated with the update. Thank you!

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Office of the Registrar Policies and Procedures (Susan Dorsey)

Attached is the Office of the Registrar Policies & Procedures document updated for Spring 2016. Please forward this to any new employees who may benefit from the information covered in this guide (and also have them subscribe to this email list!). This version contains a number of changes from the previous version, so experienced staff should also become familiar with it. This update replaces any previous versions, which should be discarded.

Registrar's E-memos (Crystal Eilerman)

The following e-memo was sent on Monday, Jan. 4, to all CU-Boulder faculty and staff.

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

Dear [first],

Faculty and staff may register for CU-Boulder classes beginning on the first day of classes, **Monday, Jan. 11, at 12:01 a.m.**

To take classes on the Boulder campus, you must:

1. Complete the Application for Nondegree Admission Form, unless you are already an admitted nondegree or degree-seeking student.
2. Complete and submit the Tuition Benefit Application Form to Employee Services by **Monday, Feb. 1, at 11:59 p.m.**
3. **Nondegree students only:** Term-activate yourself in MyCUInfo. Nondegree students cannot enroll in classes without completing this step.
4. Enroll in selected classes though MyCUInfo by **Monday, Feb. 1, at 11:59 p.m.** Please note the following registration information:
   - Continuing Education, Executive MBA, Extended Studies and 11-month MBA program courses are NOT covered by the tuition benefit.
   - All classes must be taken as either pass/fail or for a letter grade. Non-credit classes are not permitted.
   - If your desired class is full, add your name to the waitlist and contact the department in which the course is offered for further instructions.
   - After Jan. 20, instructor's approval is required to add a class; contact the instructor or the instructor's department.

5. Undergraduate in-state residents taking undergraduate classes: Apply for and authorize the College Opportunity Fund (COF).
    o Complete the COF Application by the last day of classes, **Friday, April 29, at 11:59 p.m.**
    o Authorize COF funds in MyCUInfo by the last day of final exams, **Thursday, May 5, at 11:59 p.m.**

Need help? Visit Employee Services for more information.

Regards,

Office of the Registrar

20 UCB Boulder, CO 80309
Map: Regent Administrative Center Room 101
Follow us @CUBoulder

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, Jan. 7, to all CU-Boulder faculty and staff.

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

Dear [first],

As required by the Family Educational Rights and Privacy Act (FERPA), the university must verify a student's identity before disclosing any of that student's protected (non-directory) information, including grades, GPAs, service indicators, financial aid awards, residency information and more.

For all incoming students, FERPA protections go into effect on the first day of classes, **Monday, Jan. 11, 2016**.

The required method of verifying a student who cannot present photo ID (i.e., they don't have ID with them or they're contacting the university by phone) is to ask the student to correctly state their established security passphrase. If they have not yet established a passphrase, they can set it right then at a computer while you wait. If they do not have access to a computer at that moment, they must call back after setting their passphrase.

NOTE: If a student contacts you using their @colorado.edu email address, then their identity is confirmed and a security passphrase is not required (see Sending Student Data Electronically).

Once students set their passphrase in MyCUInfo, university employees can view the passphrase through Campus Solutions or the MyCUInfo Faculty Center (under **Faculty Toolkit**, click **Go to Faculty Center**).

Prior to the start of spring term, please review our Security Passphrase Business Practices, which explain:

- the purpose of this requirement
- business practices for requesting and verifying security passphrases
- 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.

Regards,

Office of the Registrar

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The following e-memo was sent on Thursday, Jan. 7, to all active, degree-seeking, Main Campus undergraduate, graduate and law students.

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

Dear [first],

As required by the Family Educational Rights and Privacy Act (FERPA), CU-Boulder is committed to protecting your educational record by limiting disclosure of your personal (non-directory) information.

If you have a question about your educational record by phone or in person without a photo ID, you must provide your established security passphrase to validate your identity.

View or Set Your Security Passphrase

1. Log in to MyCUInfo.
2. On the right side of the page, click to expand the **MyCUInfo Profile** menu.
3. Under **Helpful Links** at the bottom of the menu, click **Set Security Passphrase**.
4. If your passphrase is already set, you'll see it in the security passphrase field near the bottom of the screen. If the field is empty, enter a passphrase and click **Save**.

Third-Party Access
Do not share your security passphrase with **anyone**. If you want a third party (e.g., a parent, grandparent or sponsor) to have access to your record, you must submit a Student Permission Form in person with a photo ID to the Office of the Registrar.

If you have questions, please see Set Your Security Passphrase or contact the Office of the Registrar.

Regards,

Office of the Registrar

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