



Registrar Network

UNIVERSITY OF COLORADO BOULDER

Below is the update from the Office of the Registrar for Jan. 19, 2016. If you have questions, please contact the person or unit associated with the update. Thank you!

Contents:

- Introductory Academic Department Admin Training for New Staff, 1/22 & 1/29
- Policy Change: FERPA Form and Full Privacy
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Introductory Academic Department Admin Training for New Staff ([Rebecca Jones](#))

Are you new to an academic department on the CU-Boulder campus? Are you also responsible for registering students for classes? This introductory course covers routine registration procedures, including:

- Adding courses
- Changing waitlist positions
- Troubleshooting error messages in Quick Enroll
- Using registration forms and certain overrides
- Seeing what students see

This two-hour training session is available twice this semester:

- **Friday, January 22, 10 a.m. to noon**
- **Friday, January 29, 10 a.m. to noon**

To register, email [Rebecca Jones](#) with the date of the training you wish to attend.

Campus Solutions access is helpful but not required. If you haven't completed the [FERPA training online](#) and requested your [CU-SIS access](#), you should do so as soon as possible so your system access is not delayed.

Policy Change: FERPA Consent Form and Full Privacy ([Rebecca Jones](#))

In the past, students with a privacy flag were not allowed to also have a [FERPA Consent Form](#) on file. This restriction has been removed as of Spring 2016.

Please follow these steps when handling a phone call from a student on full privacy or from a third party requesting information about a student on full privacy:

1. Pull up the student's record in **Campus Community > Student Services Ctr (AdminVw)**.
2. As always, if you see the **PRIVATE** flag, tell the caller, "I have no information on this person."
3. If the caller claims to be the student, volunteers that they are on privacy and correctly provides their established [security passphrase](#), you may release the requested information. If not, you must not acknowledge that the student has ever attended CU.

If the caller is a third party, volunteers that a consent form is on file and provides a password, proceed to step 4. If not, you must not acknowledge that the student has ever attended CU.

NOTE: You may not prompt the caller to supply a security passphrase or password. You must not acknowledge in any way that the person in question is/was a CU student until you are certain that the caller is either the actual student or a third party to whom the student has granted access to the requested information.

4. Look for the red star beside the **PRIVATE** flag. If the red star is not present, you may not continue.



5. Click the star to search for the R02 positive service indicator. If the R02 service indicator is not present, you may not continue.



6. In the **Code** column, click the **R02** link.
7. Scroll down to numbers 4 and 5 in the **Comments** section and verify the third party's name and password.



8. If the third party provided the correct name and the password, you may release only the information indicated in the comments section of the R02 hold. If the name and/or password provided was not correct, you must not acknowledge that the student ever attended CU.

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

The following e-memo was sent on Thursday, Jan. 14, to all undergraduate, graduate and law students who applied to graduate in December.



Office of the Registrar

UNIVERSITY OF COLORADO BOULDER

Dear [first],

If you graduated in Dec. 2015, please review the following information related to your transcript and diploma. If you did not 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 February. For more information, see [Certified Electronic Diploma](#).

Upcoming Dates & Deadlines

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

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.

Regards,

Office of the Registrar

20 UCB Boulder, CO 80309

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

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