Below is the update from the Office of the Registrar for Jan. 26, 2016. If you have any questions, please contact the person or unit associated with the update.

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- Introductory Academic Department Admin Training for New Staff, 1/29
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- Update on Diploma Policy for Post-Degree Additional Majors
- Registrar's E-memo: REMEMBER: You Chose Full Privacy

Introductory Academic Department Admin Training for New Staff (Rebecca Jones)
Friday, January 29, 10 a.m. to noon, Regent 1B60

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 Friday, Jan. 29, 10 a.m. to noon. To register, email Rebecca Jones.

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.

2016–17 Academic Calendar Published (Crystal Eilerman)

The 2016–17 Academic Calendar is now available to view and download on the Office of the Registrar's Academic Calendar page. These dates and deadlines will be added to the CU-Boulder Events Calendar in the coming weeks. For PDFs of past calendars, schedules or catalogs, visit our Schedule & Catalog Archive.

Last Winter Commencement (Sally Page)

Back in September, we sent a reminder that the last winter commencement ceremony was scheduled for Fall 2016. That has since changed, and Fall 2015 was our last winter commencement ceremony. The future fall calendars (under **Key Academic Dates** on the right) have been updated with the official degree conferral date, rather than the date of the commencement ceremony, as have the Commencement website and the Office of the Registrar's Academic Calendar, which populates the Events Calendar and MyCUInfo.

Update on Diploma Policy for Post-Degree Additional Majors (Reid Kallman)

The practice in the past was to allow a student who obtained a post-degree additional major to return their original diploma and receive a new diploma with both the original major and the post-degree additional major added.

The Office of the Registrar will no longer reissue a diploma for a post-degree additional major. A diploma represents the degree earned and associated conferral date. Adding additional majors earned after this conferral date is not academically or historically accurate. Students requesting proof of a post-degree additional major will be encouraged to order an official transcript and/or degree certification, which will show the accurate conferral date of the original degree and the completion date of the post-degree additional major.

Registrar's E-memo (Crystal Eilerman)

The following e-memo was sent on Thursday, Jan. 21, to all undergraduate, graduate and law students on full privacy.

CU Office of the Registrar
UNIVERSITY OF COLORADO BOULDER

Dear [first],

Our records show that you elected full privacy by filling out a FERPA Non-Disclosure of Directory Information Request Form.

To protect your information, the university is required by federal law to follow strict procedures any time someone requests your information, even if that person is you.

REMEMBER You're on Full Privacy

When you call any university office, we will say we have no information on you. You MUST say, "I'm on full privacy, and my security passphrase is...." If you haven't set your security passphrase, for your protection you will not be acknowledged as a CU student.

TELL Your Designated Third Parties

When your designated third parties contact the university, they MUST say, "My (son, daughter, employee, etc.) gave me permission to access their student record, and my password is...." Make sure your designated third parties know the unique password you set for them when you filled out the FERPA Non-Disclosure Form; it is NOT the same as your security passphrase.

CONSIDER Potential Impacts

If a potential employer contacts CU and you haven't submitted a FERPA consent release for that employer, university staff must tell them, "We have no information on that person." This may jeopardize your job opportunity. In addition, no information about your honors or awards will be published, and your name will not appear in commencement materials when you graduate.

CHANGE Your Privacy Status

The ONLY way to change your privacy status is in person, so you may want to remove full privacy from your record before you leave CU. To do so, come to the Office of the Registrar with photo identification to complete the written request.

Remember, with full privacy status, NO information about you will be released unless a FERPA exception applies. Please follow the steps above to ensure that you and any designated third parties can still access your records.

Regards,

Office of the Registrar

20 UCB Boulder, CO 80309
Map: Regent Administrative Center Room 101
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